



Starting Out with
QuickBooks Online (Singapore)
For Businesses

 **intuit**
quickbooks®

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Purpose

This document has been specifically created as a training guide only for those progressing through QuickBooks Online Training with Intuit Limited, and is current at the time of publication.

Version

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1. Introduction to QuickBooks Online

Which QuickBooks Online is right for me?

Every small business has different needs. We find the industries most suited to cloud software and product like QuickBooks Online include:

Appointment based businesses that offer services by appointment, such as a doctor's office, salon or driving school.

Retail and eCommerce businesses that sell or resell products, such as food trucks, eBay sellers or coffee shops.

Professional and field service businesses that get paid by the project, job or gig, such as contractors, photographers or wedding planners.

QuickBooks Online Packages Available

There are three versions of QuickBooks Online. A plan can be chosen to suit the requirements of the business.

Each offering provides features relevant to the selected plan. Further details on the features available under each product version can be found at

<https://quickbooks.intuit.com/sg/pricing/>

The number of business users allowed varies per plan.

Simple Start	1 user
Essentials	3 users
Plus	5 users

You can also invite in your Accounting or Bookkeeping professional. These invites are not included in the Business user allowance. Accountant/Bookkeeper Firms allowed are 2 users across ALL plans.

To find an expert in QuickBooks Online

QuickBooks Online ProAdvisors have the training and experience to help you with QuickBooks Online. To find a Certified ProAdvisor in Singapore, simply go to

<https://quickbooks.intuit.com/sg/find-an-accountant/>

Benefits of using QuickBooks Online

When you work online you will both have access to everything the cloud can offer and the benefits that come with it. These include:



Go mobile

Create a quote, email an invoice, and record an expense – anytime, anywhere. Using just an internet connection and a browser, colleagues on different continents and in different time zones can work together on the same project.



Real-time collaboration

Collaborate in real time with clients and team members to speed up the rate of work and make smarter and faster decisions. Plus, cloud computing saves time on file sharing.



Always backed up and secure

Perhaps the most significant aspect of cloud accounting is the assurance that your clients' company data is always secure and always backed up.



Reduced capital expenditure

System upgrades are a thing of the past! In the cloud, software automatically upgrades so your clients are always up-to-date and using the newest version.



Improved agility & productivity

Cloud technology will allow your clients to spend more time on their business and less time dealing with administration and data entry.

Mobile devices and QuickBooks Online

QuickBooks Online is available via browser across several mobile devices including iOS and Android.



We encourage you to download QuickBooks Online from the app stores listed below..



Our case study for today's training

Victor Goh, Speed Automotive Ptd., Singapore



Victor Goh is the new owner of Speed Automotive Ptd. For the past 5 years he has built up his networks in the automotive industry, while working as an employee in an established company.

He has always dreamed of starting his own business.

After months of planning, Victor has decided that now is the right time to start after mastering the skills of auto maintenance in Singapore. It is a great place to start a business.

Victor has asked around about how he might manage his books and his entrepreneur buddy suggested he sign up to QuickBooks Online.

Victor is looking for the following in a software package:

- Ease of use
- Timely Information for decision making
- Build for use on mobile device
- Extensive reporting

Victor will be featured in our demonstration and training exercise throughout the course of this guide.

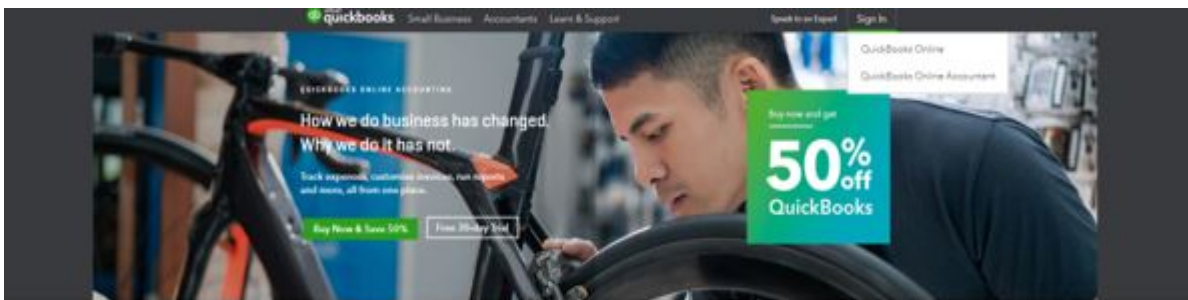
2. Navigating QuickBooks Online

QuickBooks Online has been designed to be intuitive, fast and simple to use. The user interface is simple and unified, which results in fewer clicks to find the desired information or functions.

You can sign into your QuickBooks Online file from the <https://quickbooks.intuit.com/sg/> website.

Navigating the QuickBooks Online Home Page

1. Open your preferred browser and type <https://quickbooks.intuit.com/sg/>
2. Click on the **Sign In** button located in the top right hand corner and select **QuickBooks Online**

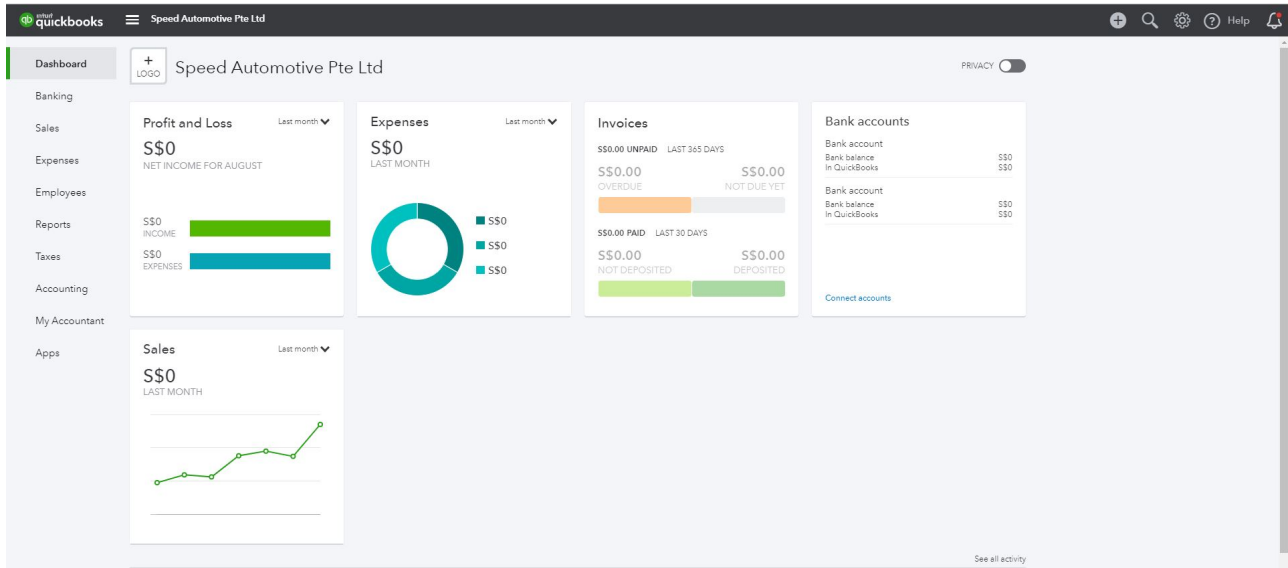


3. Enter your QuickBooks Online User ID and password and select **Sign In**.

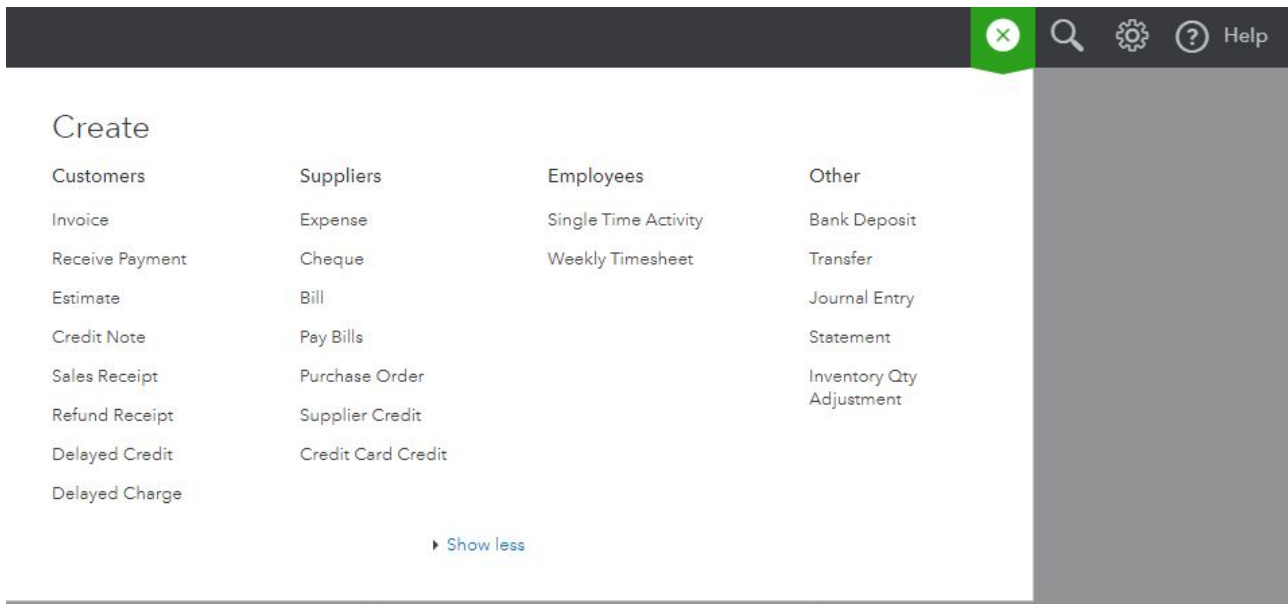
The Home Page displays a summary of key information. A new file setup would display as below with no transactions.

Company settings are in the top right corner of your QuickBooks Online screen, accessed by clicking on the **Gear icon**. We will cover this in Company File Setup.

To access the Help function, click on the question mark icon next to the company menu in the top right corner. This is covered in the final chapter Help and Support.




The **Create button** in the top right corner of the screen gives quick access to create new transactions and other records:



Search - Use this feature to quickly look up QuickBooks Online transactions by number, date, or dollar amount. The Advanced Search feature provides additional filter options.

Recent Transactions - Use this feature to display a list of recently recorded transactions, each of which can be opened by clicking into the **search box**.

Show less - The Create window also has a simplified view accessed via the **show less** option.

	<p>The left-hand navigation bar provides access to:</p>
Dashboard	Dashboard displays a summarised view of relevant information in a graphic mode. This view can change depending on your data
Banking	Banking displays your linked bank feeds and bank rules
Sales	Sales shows transactions including Invoices, All Sales, Customers and Products and Services
Expenses	Expenses shows all purchase related transactions and supplier details
Employees	Employees shows the data of the hired employees
Reports	Reports provides access to the reports available in QuickBooks Online.
Taxes	Taxes provides access to preparing B and includes tools, settings and reports.
Accounting	Accounting includes the Chart of Accounts and tools to reconcile your relevant bank accounts.
My Accountant	My Accountant provides you access to manage your ProAdvisor relationships
Apps	When you add an app, you'll see it right here.

Clicking the **Hamburger icon** will collapse the left menu, which is handy if you need some more screen real estate.



The rest of the Dashboard can display:

Bank Accounts - Connect and review accounts and balances

Activities - Transactional activity can be reviewed and filtered

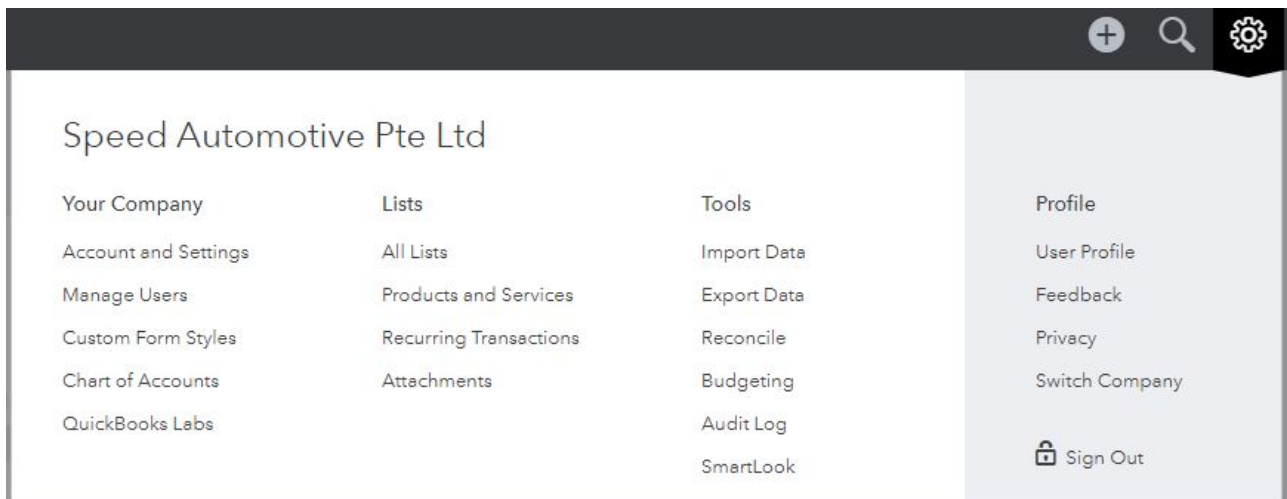
Panels - will give you an overview of key metrics in your business

Privacy - In a public location, the Privacy option can be turned on to hide financial information

3. Company File Setup

Many options for customising QuickBooks Online can be accessed by clicking on the **Gear icon** in the top right corner.

You can customise the options regarding how QuickBooks Online operates based on the best fit for your business in **Company Settings**. To access this area, click **Gear icon > Settings > Company Settings**.



You will also find many other tool and customisations options from the Gear icon.

GST Setup

Lodging your GST Form 5 on time is an important part of operating a Singapore business registered with GST. When cash flow is tight, you'll want to avoid paying late penalties in the submission of GST Form 5 in addition to other expenses.

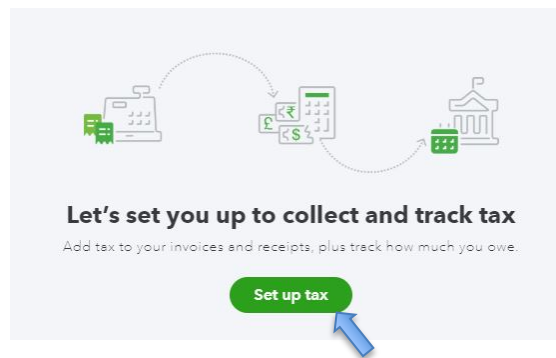
In this section, we will cover set up, how to use tax centre and reporting.

Important:

If you are not registered for GST - do not use this feature as many settings are permanent changes to your file. When setting up a new company file, attention should be paid to the settings for GST as these settings cannot be modified once established as part of the company set up. Make sure the GST period beginning is correct as THIS CANNOT BE CHANGED.

To set up your clients Tax Centre:

1. Select the **Tax** option from the **Left Hand Navigation Menu**
2. Click **Set Up Tax**



This will display the **Set up GST Form 5** screen.

3. Select the correct Start of Tax Period, Filing Frequency, Reporting Method and Business ID No. (i.e. GST Registration Number)

Tell us how you currently handle GST and we'll do the rest.

Agency
Inland Revenue Authority of Singapore

Start of tax period
January

Filing frequency
Quarterly

Reporting method
 Accrual
 Cash

Business ID No.
201939815G

Next

In this example we will change **Start of the period** to **January**, **filing frequency¹** to **Quarterly**, and **Business ID No²** and click **Next**.



Now you can add GST to your transactions, and record your GST payments in QuickBooks. Visit the GST page whenever you want to view your history, run reports, or track payments.



On the next screen, after clicking **Got It**, the GST screen will display the Period of GST due, the amount collected on sales and paid on purchases for the current period, and the **Prepare Return** button.

The screenshot shows the 'Tax' page in QuickBooks. At the top, it displays a summary of GST: \$0.00 Collected on Sales, \$0.00 Paid on Purchases, and \$0.00 Adjustments, resulting in a total of \$0.00 for the period 01/01/2019 - 31/03/2019. There are buttons for 'Edit GST' and 'Add tax'. A notification says 'Finish strong. File your return and mark it filed here to keep your books in order.' Below this is a 'Returns' section with a 'View reports' button and a dropdown for 'All returns'. A table shows the 'Next return to file' with columns for Start Date, End Date, File Date, Amount Due, Payments, Balance, Status, and Action.

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
01/01/2019	31/03/2019		\$0.00	\$0.00	\$0.00	Open	Prepare return

The screenshot shows the 'GST' page in QuickBooks. It displays a summary of GST: \$500 GST Due (January - March 2019), \$1,000 GST Collected, and \$500 GST Paid. Below this is a list of transactions categorized as 'To lodge' and 'To pay'. Each transaction includes the amount, date, and a 'Record payment' button.

Category	Amount	Date	Status	Action
To lodge	\$0	OCT - DEC 2017		Prepare BAS
To pay	\$1,500	JAN - MAR 2018	Marked as lodged	Record payment
To pay	\$4,800	JUL - SEP 2017	Marked as lodged	Record payment

¹ Filing of GST frequency is submitted on the application of GST filing in Singapore to Inland Revenue of Singapore (IRAS). It can be monthly or quarterly.

² Refers to GST Registration number

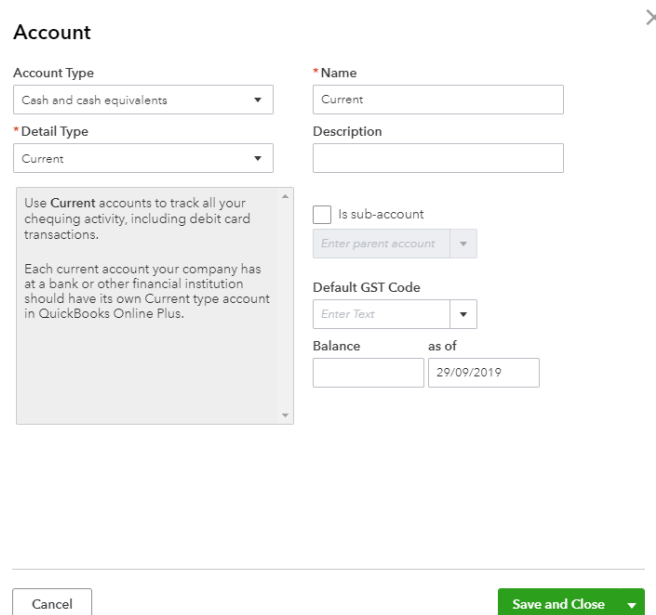
Accounts

To track the transactions and balances for key reports like the Balance Sheet and Profit and Loss, QuickBooks online uses a list of accounts, or **Chart of Accounts**. The setup process will create a generic Chart of Accounts which can be customised.

Manually add an Account

Locate the Chart of Accounts, select the **Gear Icon > Your Company > Chart of Accounts**.

Select **New** from the top right hand corner. This opens a new screen where the account can be configured.



Account [Close]

Account Type: Cash and cash equivalents

*Name: Current

*Detail Type: Current

Description: [Empty]

Is sub-account

Enter parent account: [Dropdown]

Default GST Code: [Dropdown]

Balance as of: [Input] 29/09/2019

[Cancel] [Save and Close]

Category Type - specifies the account type.

Note: Cash and cash equivalents is used for setting up Bank Accounts. Credit Cards are set up as Category Type - Credit Card. Default GST codes are customised in accordance to GST Act Singapore.

Detail Type - provides more detail on the Category type selected. It is a compulsory field although it does not affect any financial reporting. Select the detail type closest to the account being set up.

Name - this is the name of the Account being set up. It is what is seen in the Chart of Accounts List.

Number - An optional account number.

Description - allows greater detail of the name to be added and is optional.

Is sub-account - place a tick in the sub-account selection field to make the account being set up a sub-account of another account.

Default GST Code - select the appropriate GST coding for the account being set up.

To update the Chart of Accounts you would click **Save and Close**.

Note: An alternative way to navigate to the Chart of Account is via the Accounting tab from the left hand navigation bar.

Managing Users

The number of business users allowed varies per QuickBooks Online subscription selected.

Simple Start	1 user
Essentials	3 users
Plus	5 users

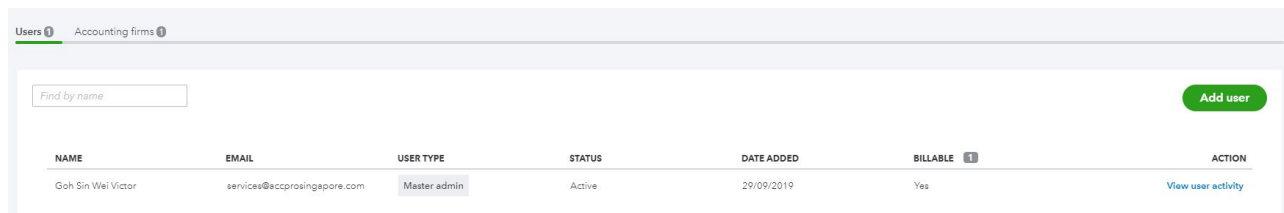
You can also invite two Accounting or Bookkeeping professionals. These invitations are not included in the Business user allowance and are available for all subscription plans.

Note: A company file created by Accounting Firms on behalf of the business owner, has **UNLIMITED** business user allowance. Accountant/Bookkeeper Firms allowance remains at 2 users across ALL plans.

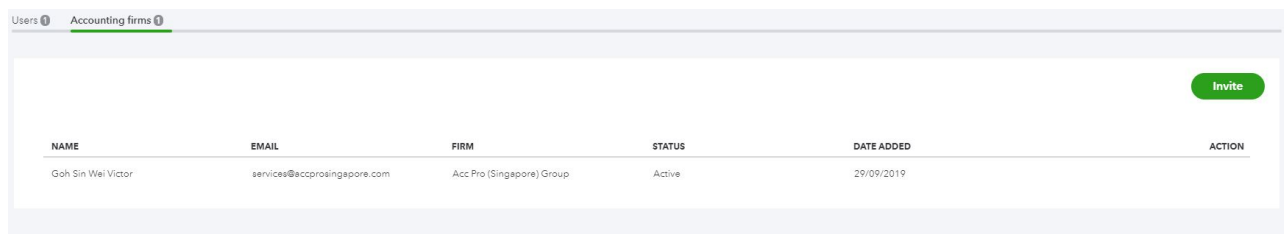
To manage users, select the **Gear icon > Your Company > Manage Users**.

There are two sections to managing users.

- **Manage Users** which allows creation, modification or deletion of business users in the QuickBooks Online file and;



- **Accountant Firms** which allow accountants and bookkeepers to be invited to or removed from the file.



User roles

When creating or editing a user, assign one of the following types of access rights:

Company Administrator	Company Administrators have access to all features and capabilities in QuickBooks.
Regular or custom user	<p>This is an ordinary user. The person may have access to all QuickBooks features, or you can limit access to:</p> <p>Customers and Sales</p> <p>Suppliers and Purchases</p> <p>You can also choose to give this user some administrative capabilities.</p>
Administrator	You are the Master Administrator. There is only one Master Administrator. Initially, it is the user who created your company. This user has all the access rights of a Company Administrator. You cannot delete or change the access rights for the Master Administrator. However, you can transfer the Master Administrator role to another user and then edit or delete this user.
Time Tracking Only	When Time Tracking Only users log into QuickBooks, they see a special version that has only timesheets for themselves and time reports. This user doesn't count toward your current user limit.
Reports Only	When Reports Only users log into QuickBooks, they see a special version that shows only reports. They can access virtually all reports, except payroll reports and any others that list contact information of employees, customers, or vendors. This user doesn't count toward your current user limit.
Accountant user	<p>You can also identify one user as your accountant. The accountant does not count toward your current user limit.</p> <p>The accountant user would have the same rights as the Company administrator rights.</p> <p>You can have only one user identified as your accountant, but you can invite another accountant to access your company. To do this, under Accounting Firms, click Invite. This user does not count toward your user limit.</p>

A Regular or Custom user can have access to all features, or access can be limited by:

- Customers and Sales
- Suppliers and Purchases

For example, a Custom User with restricted access to Sales Centre is set up as below:

1. In the Manage Users window, select **Add user**
2. Select **Standard User**

Select user type

These count toward your user limit.

Standard user
You can give them full or limited access, without admin privileges.

Company admin
They can see and do everything. This includes sending money, changing passwords, and adding users. Not everyone should be an admin.

These don't count toward your user limit.

Reports only
They can see all reports, except ones that show payroll or contact info.

Time tracking only
They can add their own time sheets.

3. Select **Next**.

Set this new user's access rights as **Limited** for **Customer & Sales**

Select access rights

How much access do you want this user to have?

- All
- None
- Limited
- Customers
- Suppliers

Customers and sales

This user can:

- ✓ Enter estimates, invoices, sales receipts, credit notes, and refunds
- ✓ Enter charges and credits
- ✓ Create and delete statements
- ✓ Receive payments from customers
- ✓ Add, edit, and delete customers, products, and services
- ✓ View customer registers and reports
- ✓ View customer and trade and other receivable reports
- ✓ View tax rates and agency settings
- ✓ Use and adjust GST in sales transactions and general journal entries, including manually overriding calculated tax amounts
- ✓ Add, edit, and delete currencies
- ✓ Edit exchange rates

They can't:

- ✗ Add, edit, and delete accounts
- ✗ View bank registers
- ✗ See total income and expense amounts on Home, Supplier, and Customer pages
- ✗ Run tax reports or view tax history
- ✗ Prepare a GST return, record GST payments or refunds, or file GST
- ✗ Set up new or change existing tax agencies or settings
- ✗ Set up multicurrency
- ✗ Perform home currency adjustments

Set the user's **administrative** rights

Select user settings

Do you want this user to add, edit, and remove users?

- Yes
- No
- View only

Do you want this user to edit company info?

- Yes
- No

Do you want this user to manage subscriptions?

- Yes
- No
- View only

Note: *The Regular or Custom user role is the only user access role where you can set restrictions on to the user settings above*

To complete the user invitation setup, enter user's **email address** and select **Save**
An email will be sent out to the new user to enable the activation of their account.

Multi-Currency

If you do business with foreign suppliers and/or customers, QuickBooks Online can be set up for multiple currencies. Click on **Gear icon > Accounts and Settings > Advanced.**

Click on **Currency** to open the Currency Centre. The default Home Currency is set to the Singapore Dollar. Place a tick in the box next to **Multicurrency** and tick **I understand I can't undo Multicurrency**, and then click on **Save.**

Currency

Home Currency SGD - Singapore Dollar

Multicurrency Off

Multicurrency may be right for you if you have financial transactions in more than one currency.
[Need help deciding about multicurrency?](#)

Once you turn on Multicurrency:

- You can't turn it off
- You can't change your home currency
- Extra fields, columns and more are added to QuickBooks

I understand I can't undo Multicurrency

Cancel Save

Once turned on, the Currency Centre will also be found under the **Gear icon > All Lists > Lists > Currencies**

You can add, edit and revalue currency from the Currency Centre

< All lists Add currency

Currencies

Home currency: SGD - Singapore Dollar

CURRENCY	SGD	LAST UPDATED	ACTION
USD - United States Dollar	1.381597	29/09/2019 at 03:00 PM Singapore Standard Time	Edit currency exchange ▼
GBP - British Pound Sterling	1.697995	29/09/2019 at 03:00 PM Singapore Standard Time	Edit currency exchange ▼
EUR - Euro	1.511647	29/09/2019 at 03:00 PM Singapore Standard Time	Edit currency exchange ▼
MYR - Malaysian Ringgit	0.329457	29/09/2019 at 03:00 PM Singapore Standard Time	Edit currency exchange ▼

Importing Data

If you are currently using another accounting software program, go to this link for the latest information on conversion options.

<https://quickbooks.intuit.com/sg/data-migration/#migrate>





Sometimes the accounting data in your current file cannot be cleaned up in a reasonable timeframe. In these cases, importing your data is a great option to start with a clean accounting file. To import data:

Go to the **Gear icon > Tools > Import data** and select the type of data you would like to import.

Import Data

Have data in CSV or Excel files?

It's easy to import from your computer.

 <p>Customers</p> <p>Import your customer information.</p>	 <p>Suppliers</p> <p>Import your supplier information.</p>	 <p>Accounts</p> <p>Import your accounts.</p>	 <p>Products and Services</p> <p>Import descriptions, prices, and quantity on hand.</p>
--	--	---	---

Note: Download a Sample File to use as a template for correct file mapping. File types for import must be of .xlsx or .csv file type.

Customers Import

1. Select Customers.
2. Browse for the File to be imported.
3. Once the import file is chosen, Next
4. Review the fields (columns from import file) to ensure they are matched correctly with QuickBooks Online fields for Customers. If necessary, change the mapping of any field, and select **Next**.

Map your fields to QuickBooks fields	
QUICKBOOKS ONLINE FIELD	YOUR FIELD
Name	Narration <input type="checkbox"/> ✓
Company	Narration <input type="checkbox"/> ✓
Email	No Match <input type="checkbox"/>
Phone	No Match <input type="checkbox"/>

5. Review the list and make any corrections if required, directly in the preview screen. Click on **Import** to finalise the file import.

Suppliers Import

To import Supplier data into your QuickBooks Online company file, follow the same process as above. Remember to select **Suppliers** when specifying the type of data to be imported.

Chart of Accounts import

To import Chart of Accounts data into your QuickBooks Online company file, follow the same process as above. Remember to select **Chart of Accounts** when specifying the type of data to be imported.

Products and Services

To import Products and Services data into your QuickBooks Online company file, follow the same process as above. Remember to select **Products and Services** when specifying the type of data to be imported.

Note: to complete the import process, the Chart of Accounts list must be imported prior to the Products and Services list.

Products and Services

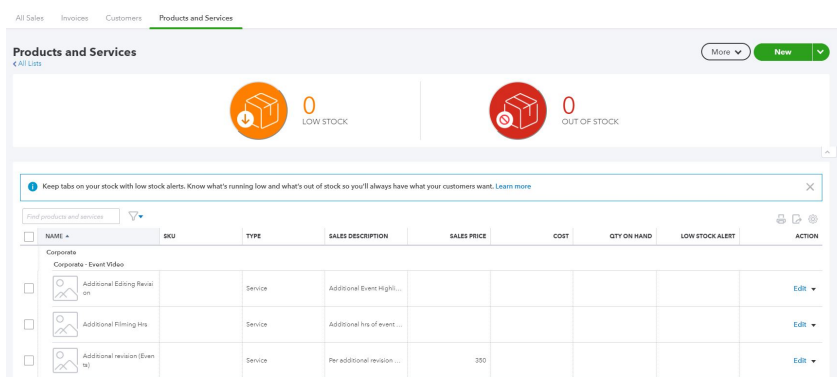
This section takes us through how to set up products and services list in QuickBooks Online. The products and services list represents the list of products and/or services that you sell. You will use items from the products and services list when you create customer invoices, enter purchase orders, and work with inventory.

When completing an invoice, a product or service must be created. This can be done on the fly.

Note: Inventory Item will only display as a selection option in QuickBooks Online Version Plus and if Inventory Tracking has been turned on.

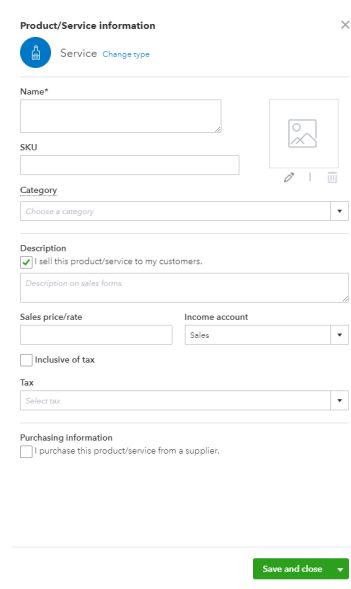
When setting up a new file, the default Products and Services created by default are 'Hours' and 'Services'. Additional Products and Services can be manually created.

To locate the Products and Services list, select the **Gear icon > Lists > Products and Services**.



Select **New** from the top right of the screen.

Once the appropriate type has been selected, complete the setup process.



Name - the name of the service, such as consulting services, repair, cleaning, etc. The name must be a unique name.

SKU - Stock Keeping Unit number. An individual type of product will have its own individual SKU number.

Category - is a means of classifying Products and Service sold to customers. Additionally, categories save you time when completing transaction forms, since you can search for items by category

Sales Information description - Enter the description of the service in the "Description on sales forms" field. The description will automatically populate the description field on a Sales form.

Sales Price/Rate - Add a price in this field if the price is fixed. The price will automatically populate the 'Rate' column on a Sales form. If a price is not added during the setup process, it can be added directly in the Sales form.

Note: *Inclusive of Tax - the tick box is selected if the price entered is to include GST.*

Income account

Select an 'Income' account type that is associated with this product or Service. Pay attention to the account being selected to ensure it is an Income account.

Note: *the income accounts need to be setup PRIOR to Product and Service setup.*

Tax - select the relevant GST tax code for income e.g. 7% SR (7%) for sales output tax

Purchasing Information - tick the select box if the Product or Service being set up is also used for Purchasing. Set up as required.

To exit the screen click **Save and Close**.

4. Online Banking

Linking Bank Accounts & Importing Bank transactions

Linking bank and credit card accounts to QuickBooks Online saves time and reduces errors by downloading transactions directly from your accounts from a secure online connection

Transactions can be imported by either

1. Linking the accounts via automated bank feeds

Once a secure connection has been established with your bank, transactions will automatically transfer or "feed" directly to your QuickBooks Online Company file.

2. Downloading a bank file from your online banking system

Alternatively bank transactions can be imported manually. Download the data from your bank or credit card and then upload the file to your QuickBooks Online account. Import files must be in the format of CSV, QFX, QuickBooks Online, or OFX types only.

These two methods can be used independently or together. The bank automatic feed option will bring through up to 90 days of transactions.

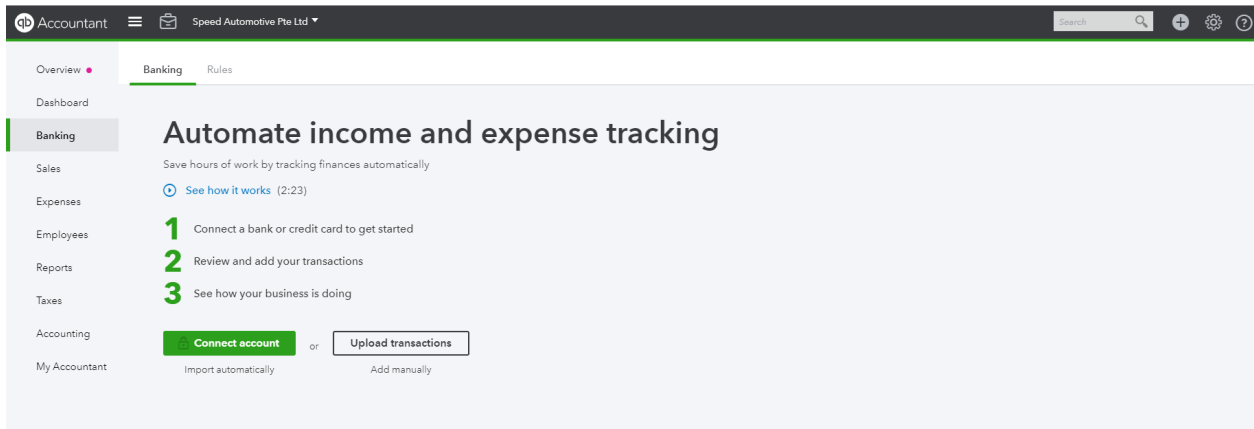
If additional days are required, the balance of dates can be imported in via a bank file e.g. .csv file

Once these transactions have been imported, QuickBooks Online will instruct you to do the following:

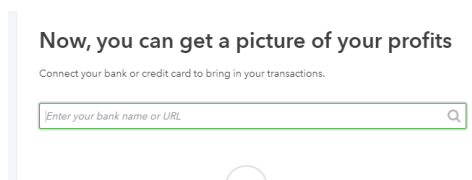
- Automatically match these imported transactions with a transaction you have already recorded
- Record as a new transaction by allocating it to an account and a payee's name
- Recall how you managed a similar transaction previously. It will suggest allocating it to the same account and payee again.

Linking Bank Accounts or Credit Cards for Automatic Bank Feeds

From the left-hand navigation bar select **Banking**. Ensure you have the **Banking Tab** selected.

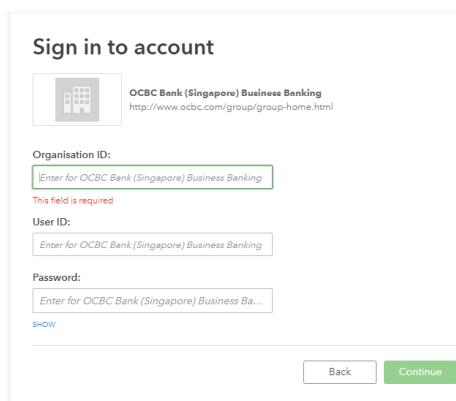


Click on **Connect account**. Locate your financial institution by selecting the relevant icon or by typing its name and clicking the **magnifying glass**.



Enter your Banking Institution Organisation ID, SG User ID and password to enable QuickBooks Online to connect to your bank account.

Note: If your bank or financial institution is not listed or if you prefer not to have your bank account linked, you may also download your transactions from your bank in a csv or other file format and then upload them into QuickBooks Online manually.

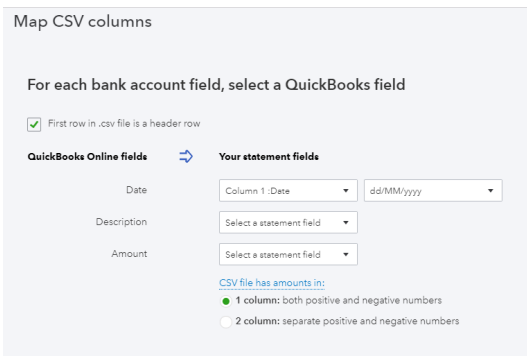


1. Once connected, click the bank accounts to connect to QuickBooks Online. Then choose the Account type (Bank or Credit Card) from the QuickBooks Account drop down list provided.
2. Choose the period where you want to pull transactions from.
3. Click on **Connect** to download the transactions.

Importing Bank Transactions

An alternative to linking your bank accounts is to import bank transactions that have downloaded from Internet Banking from the Bank. Once this file has been downloaded:

1. Select **File upload** from the Banking screen.
2. Browse to locate the file to upload. Select **Next**.
3. From the drop-down list of accounts in QuickBooks Online, select the appropriate bank account to which the file's transactions are to be linked, then click **Next**.
4. Choose the date format, description, amount and format of the CSV file: 1 column or 2 column, then click **Next**.



Map CSV columns

For each bank account field, select a QuickBooks field

First row in .csv file is a header row

QuickBooks Online fields ↔ Your statement fields

Date: Column 1: Date | dd/MM/yyyy

Description: Select a statement field

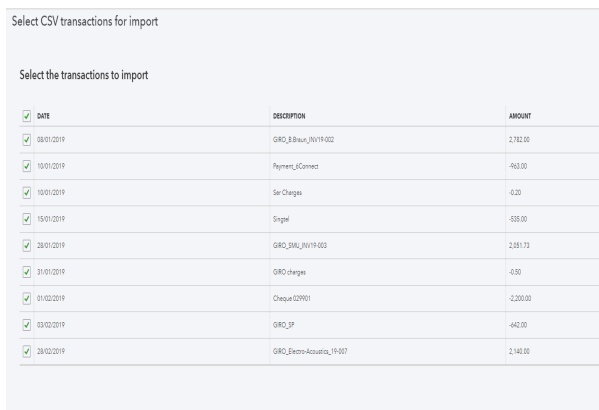
Amount: Select a statement field

CSV file has amounts in:

1 column: both positive and negative numbers

2 column: separate positive and negative numbers

5. Select the transactions to import. Then click **Next**.



Select CSV transactions for import

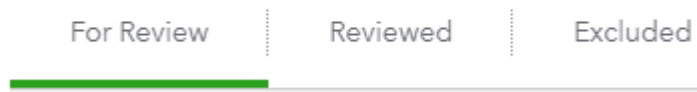
Select the transactions to import

DATE	DESCRIPTION	AMOUNT
<input checked="" type="checkbox"/> 09/01/2019	GRO_Bonus_IV19-002	2,762.00
<input checked="" type="checkbox"/> 10/01/2019	Payment_Connect	-693.00
<input checked="" type="checkbox"/> 10/01/2019	Ser Charges	-0.20
<input checked="" type="checkbox"/> 15/01/2019	Snpel	-335.00
<input checked="" type="checkbox"/> 28/01/2019	GRO_BAL_IV19-003	2,091.73
<input checked="" type="checkbox"/> 31/01/2019	GRO charges	-0.50
<input checked="" type="checkbox"/> 01/02/2019	Cheque 029901	-2,200.00
<input checked="" type="checkbox"/> 03/02/2019	GRO_SP	-442.00
<input checked="" type="checkbox"/> 28/02/2019	GRO_Electro-Accouts_19-007	2,140.00

6. Click **Yes** to import all transactions under the fields you have chosen.
7. Once import completed, click on **Let's go!**

Once the transactions are imported into the Banking centre, the transactions are ready for review and action.

There are three tabs in the Banking centre:



For Review

New transactions will appear under this tab where they can be reviewed and actioned.

Transaction in this tab do not affect the financials in any way. It is only once they are actioned that they appear on the banking registers and impact the financials.

Reviewed

Transactions that have been actioned will now appear under this tab and transactions are now found in QuickBooks Online

Excluded

Transactions that are not required to appear in the banking register can be moved from the **For Review** tab to Excluded. Transactions that have been excluded have no impact on the QuickBooks Online file.

For example - a new file created from July 1 connected to the bank feeds has brought through June transactions. Those transactions up to June 30 can be excluded, leaving only those from July 1 onwards only.

If you haven't already allocated GST codes to your chart of accounts, you will be able to do this through your Bank Feeds the first time a transaction is allocated to the Ledger Code.

How to Add Transactions

Once banking feeds are connected or transactions have been imported into QuickBooks Online, you are ready to Match or Add the transactions.

All the downloaded or imported Transactions will appear under **For Review** tab. To add a transaction, click on the transaction to expand it. Allocate the type of Transaction, Supplier or Customer, Account Category, GST and click **Add**.

You can also Split a transaction to allocate it against multiple Account categories and or separate GST and amounts.

How to Match Transactions

QuickBooks Online will offer to match the transaction to the bank detail, the transaction date, amount, customer and or supplier name or the ID of the transaction.

To accept a Matched transaction, click on the Match button at the end of the row under the Action column.

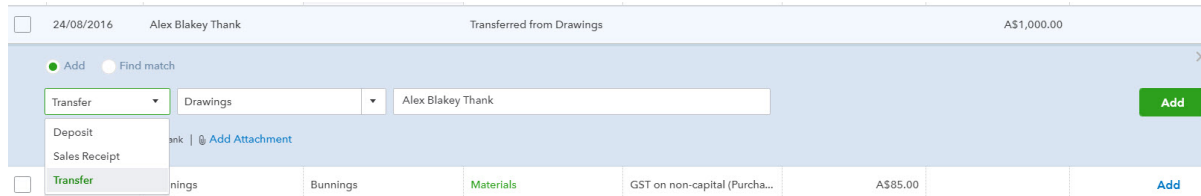
Batch actions		All (3)	Recognised (3)				
DATE	BANK DETAIL	PAYEE	CATEGORY OR MATCH	GST	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	24/08/2016	Alex Blakey Thank	Alex Blakey	MATCH Payment 24/08/2016 AS1,000.00 Alex Blakey		AS1,000.00	Match
<input type="checkbox"/>	17/11/2016	DEPOSIT G WRIGHT	Gregory Wright	MATCH Invoice 1102 01/11/2016 AS875.99 (open balance) Gregory Wright		AS875.99	Match
<input type="checkbox"/>	30/11/2016	INTEREST PAID		Interest Income		AS24.49	Add

Processing Transactions - Debits

Debit transactions will default to Expense unless matched to an existing Bill or Bill Payment. The **Expense** selection can be changed to **Cheque** or **Transfer** transaction types. The transfer option is useful when transferring money from one bank account to another, drawings entry, or loan account.

Processing Transactions - Credits

Credit transactions will default to Deposit unless matched with an Open Invoice or Invoice payment. The Deposit selection can be changed to Sales Receipt or Transfer transaction types. The Transfer option is useful when transferring money from one bank account to another, drawings entry or loan account.



How to accept multiple transactions in batches

To accept multiple transactions at the same time, select the transactions you wish to action (either select individual transaction by clicking the tick box at the left, or select the tick box at the top to select all transactions), and then under batch actions select Accept Selected.

Batch actions		All (39)		Recognised (26)					
	Accept Selected	BANK DETAIL	PAYEE	CATEGORY OR MATCH	GST	SPENT	RECEIVED	ACTION	
<input type="checkbox"/>	Exclude Selected	YES COMPONENTS		Uncategorised Expense	GST on non-capital (Purcha...	A\$52.80		Add	
<input checked="" type="checkbox"/>	Modify Selected	17/09/2016	R P M TYREPOWER CRANBOURNE	Uncategorised Expense	GST on non-capital (Purcha...	A\$30.00		Add	
<input checked="" type="checkbox"/>		16/09/2016	REPCO 013264 CRANBOURNE VIC	Uncategorised Expense	GST on non-capital (Purcha...	A\$42.98		Add	
<input checked="" type="checkbox"/>		09/09/2016	GOOD GUYS NARRE WARREN NARRE WARRENVIC	Travel expenses - general and admin expenses	GST on non-capital (Purcha...	A\$119.90		Add	
<input type="checkbox"/>		03/09/2016	POST TOORADIN LPO TOORADIN	Uncategorised Expense	GST on non-capital (Purcha...	A\$10.00		Add	
<input type="checkbox"/>		01/09/2016	DCS Internet Pty Ltd Warragul VIC	Telephone & internet expenses	GST on non-capital (Purcha...	A\$60.45		Add	

Other batch actions include:

- Exclude Select - Transactions will be excluded and not imported into QuickBooks online.
- Modify Selected - Allows you to modify multiple transactions all at once.

Adding Attachments to Transactions

Transactions that have not been Matched to an entry can have an attachment added to it during the bank Add process. Browse to the file to attach.

If using the QuickBooks Online Mobile APP to take a photo of an expense this will be seen under the Attachment area.

Note: only one file can be added from the Banking screen. Additional attachments can be added by opening the transaction once saved.

Setting up Bank Rules

Bank Rules allows greater control of bank transactions as they are added to the QuickBooks Online Company.

Bank Rules can be defined via Money In or Money Out and the bank account the transaction it relates to (if you have more than one bank account).

The transactions can be identified using separate conditions using

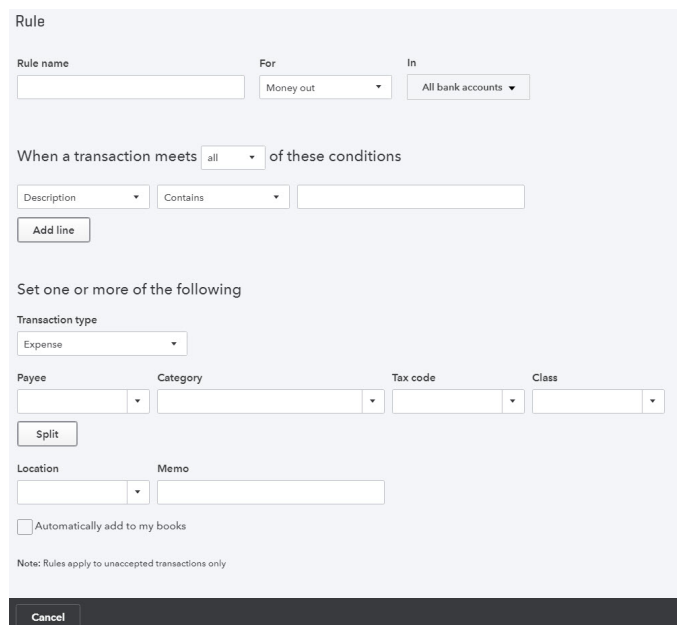
- Bank Text, using the logic of **Contains** or **Doesn't Contain**.
- Description using the logic of **Contains, Is Exactly** or **Doesn't contain**.
- Amount using the logic of **Equals, Is greater than, Is less than** or **Doesn't equal**

Up to five separate conditions can be added.

To complete the rule, allocate the Payee, categorise it, apply a tax code, or apply a class and/or Location. In addition, you can add a memo to the transaction.

Example of Creating a new Bank Rule

1. In the new window click on the box in the top right called **New Rule**



2. Enter a rule name, call it **Officeworks**
3. Select if this is for Money In or Money Out transactions. Set it as **Money Out**
4. Select the bank account the rule will relate to
5. Select the appropriate conditions to meet the rule
6. Then select the appropriate actions. Set Payee as **Officeworks**, Category as **Office Supplies**, and Tax Code as **7% SR**.
7. Optionally choose a Location and/or Class and/or Memo
8. If transaction is to be added into the file choose **Automatically add to my books**

Note: transactions Automatically added will not be found in the review tab

5. Transactions

Creating and Managing Quotes

Quotes are easy to create and customise in QuickBooks Online. Before creating the first quote, double check your company file setting is correctly completed. e.g. set up for GST, quantities, custom transactions etc.

Creating Quotes

Quotes can be easily accessed from the Create or Quick Create menu. To create a Quote:

1. Go to **Create > Customers > Estimate**.
2. Complete the on-screen quote, including selecting a customer, add date, quote number, choose the correct GST code for the amounts Products and Services of your choosing, the quantity, description and rate for each.

Estimate no.1001 Help X

Customer: B. Braun Singapore Pte Ltd | Email: services@accprosingapore.com | **AMOUNT: \$1,605.00**

Billing address: B. Braun Singapore Pte Ltd, 600 North Bridge Road, #15-05 Parkview Square, Singapore 168778

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST
1	Corporate:Corporate - Others	01 x Professional Voice Over 01 x Session of soundroom recording Audio editing and incorporation Music selection and incorporation 01 x Music with licence (internet use agreement)	1	1,500	1,500.00	7% SR
2						

Subtotal: 1,500.00
 GST @ 7% on 1,500.00: 105.00
Total: 1,605.00
Estimate Total: 1,605.00

3. Add more lines, if needed. Complete any other desired fields, such as the Discount or add a message to be displayed on the quote.
4. If necessary, attach a document or any file by clicking on Attachments in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each transaction.
5. Select **Save and Send** to email your customer the quote. Click **Save** to save the quote and return to the homepage.

Managing Quotes

Once the customer agrees to your quote, it can be changed to an Invoice.

1. Quotes can be found using the Search and Recent Transactions functions, but the easiest way is by selecting Customers from the left-hand navigation bar.
2. In the Customer Centre, click on the Quotes box in the Money bar. Locate the customer you wish to update the quote for. Select 'Create Invoice' to convert the quote to an invoice.

Customers

Unbilled Last 365 Days: S\$1,605 (1 ESTIMATE)

Unpaid Last 365 Days: S\$0 (0 UNBILLED ACTIVITY)

Overdue: S\$0 (0 OVERDUE)

Paid: S\$0 (0 PAID LAST 30 DAYS)

CUSTOMER / COMPANY	PHONE	CURRENCY	OPEN BALANCE	ACTION
Acc Pro Singapore Pte Ltd Acc Pro Singapore Pte Ltd	63520103	SGD	S\$0.00	Create invoice
B. Braun Singapore Pte Ltd B. Braun Singapore Pte Ltd	+6562130951	SGD	S\$0.00	Create invoice

Note: Quotes can be updated for 'Status' i.e. Accepted, and then converted to an Invoice.

Creating and Managing Invoices

Invoices can be easily entered from the Create menu.

1. In the **Create > Customers > Invoice**.
2. Complete the on-screen invoice, including selecting a customer, add date, invoice number, whether amounts are tax inclusive/exclusive/out of scope of GST, Products and Services of your choosing, the quantity, description and rate of each, and the GST code.

Invoice no. 1002

Customer: B. Braun Singapore Pte Ltd
 Customer email: service@bcorp.sg
 1 linked transaction | send user | Call file

BALANCE DUE: **S\$1,605.00**

Invoice no.: 1002

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST	AMOUNTS ARE	EXCLUSIVE OF TAX
1	Corporate-Corporate - Others	01 x Professional Voice Over 01 x Session of soundroom recording Audio editing and incorporation Music selection and incorporation	1	1,500	1,500.00	7% SR		
							Subtotal	1,500.00
							GST @ 7% on 1,500.00	102.00
							Total	1,605.00
							Balance due	1,605.00

Message on invoice: This will show up on the invoice.

Message on statement: If you send statements to customers, this will show up as the description for this invoice.

Attachments: Maximum size: 25MB. Drag/Drop files here or click the icon. Show existing.

Buttons: Cancel, Clear, Print or Preview, Make recurring, Customise, Save, Save and send.

3. Add more lines, if needed. Complete any other desired fields, such as the Discount or add a message to be displayed on the invoice.
4. If necessary, attach a document or any file by clicking on Attachments in the bottom left corner of the form. This can be used to store related documents for future references. Files sizes can go up to 25MB each transaction.
5. Select Save and Send to email your customer their invoice, click Save and Close to simply save the invoice and return to the homepage or select Save and New to save the invoice and create a new one.

Receiving Payment of Invoices

To receive a payment on an existing invoice, use **Create > Customers > Receive Payments**. Choose a customer and select Invoices to be Paid, Bank Account to be deposited and the date of payment.

Receive Payment
Help X

Customer: B. Braun Singapore Pte Ltd | Email: services@accprosingapore.com | Send later [Go to](#)

Payment date:

Payment method: Cheque | Reference no.: | Deposit to: OCBC

AMOUNT RECEIVED

\$S1,605.00

Amount received:

Outstanding Transactions

All

	DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/>	Invoice # 1002 (31/01/2019)	02/03/2019	1,605.00	1,605.00	<input type="text" value="1,605.00"/>

< First Previous 1 of 1 Next Last >

 Amount to Apply: \$S1,605.00

 Amount to Credit: \$S0.00

Memo:

Attachments: Maximum size: 20MB

Drag/Drop files here or click the icon

[Show existing](#)

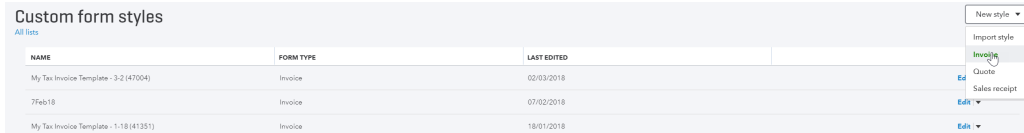
Cancel Clear
Print
Save and close

Customising Invoices

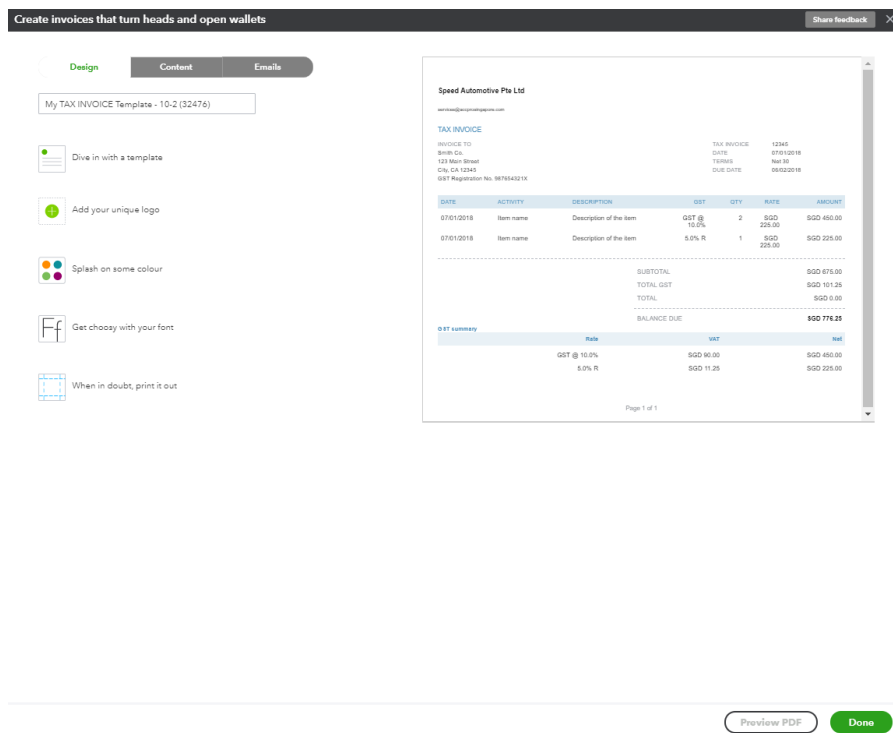
Customise the look of an invoice template by including a logo, editing the font and more.

This can be done by going to the **Gear Icon > Your Company > Custom Form Styles.**

Click on **New Style** and select **Invoice**

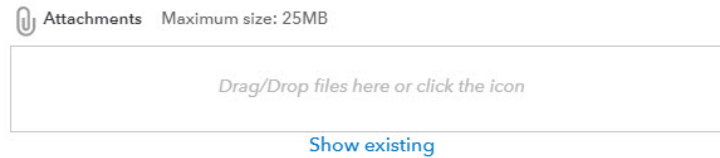


Choose a template and accent colour, upload your logo, and specify columns, header, footer and more. This same customisation window can be accessed at the bottom of an invoice by selecting Customise at the bottom of the invoice form.



Attachments

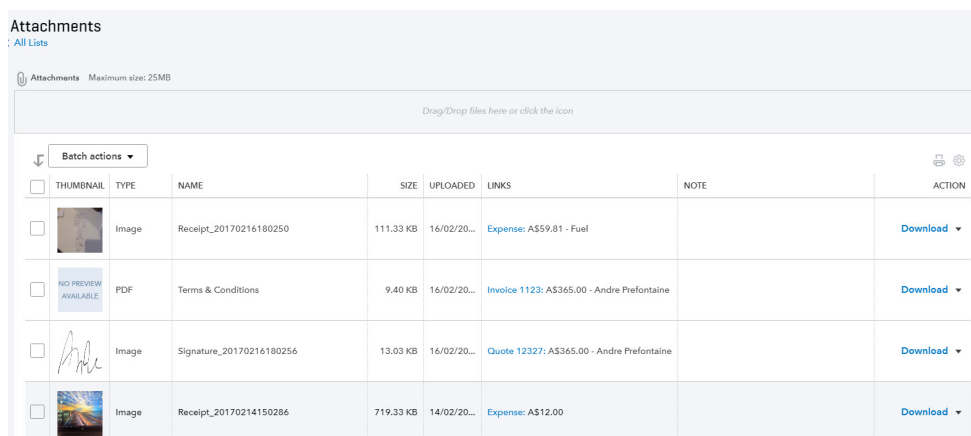
All transactions can have attachments added to them. The attachments can be added by browsing to a file from your local computer or the file can be dragged into the attachment field from within any transaction.



Attachments can also be found and actioned from the Attachments Page.

If you need to upload a batch of attachments and link them to other transactions later, for example the terms and conditions document, then follow these steps:

Gear Icon > Lists > Attachments.



- Drag/Drop files in the Attachments field, or click on the Attachments paper pin icon, find the location of the document to upload and then click **Save** to upload
- Maximum size 25MB - is the total of the size of all attachments added to a transaction.
- Review the attachment under the Name column

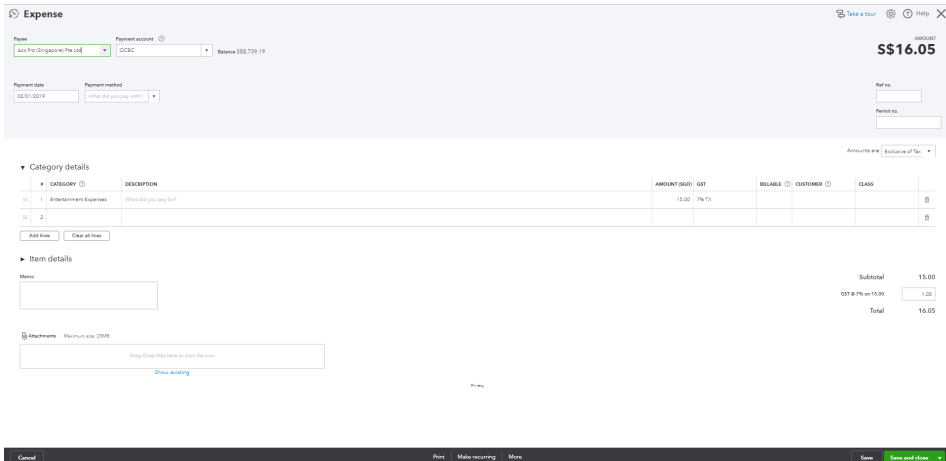
The Attachments window also has the following features:

Batch Actions - Export and process transactions (Invoice and Expense) directly from this window

1. Export the image or document, tick the box required and click Export from the Batch action drop down
2. Create *Invoice* or *Create Expense*, tick the document you want added to the transaction and choose either *Create Invoice* or *Create Expense*
3. Print the list of attachments in your file from the printer icon
4. From the grey settings icon next to the print icon, choose which columns are shown in this window
5. Edit, Delete, Create Invoice and Create Expense from the dropdown box under Action

Expense Transactions

1. To enter an expense transaction, select **Create > Supplier > Expense**.
2. In the Expense window, select the account the expense was paid from such as petty cash, a bank account or credit card account.



Expense Take a tour Help

Name: Payment account: Balance: S\$8,739.19 AMOUNT: **S\$16.05**

Payment date: Payment method:

Ref no.

Parent no.

Amounts are

Category details	AMOUNT (GST)	GST	RELIABLE	CUSTOMER	CLASS
1 Entertainment Expenses	15.00	1%			
2					

Rem details

Memo:

Attachments: [Drag Drop files here or click the icon](#) [Show settings](#)

Summary:

Subtotal	15.00
GST @ 10% on 15.00	1.00
Total	16.05

Cancel Print Make recurring Memo Done **Save and Close**

3. Complete the detail of the expense transaction including the payee, the reference number, the date, whether the amounts are tax inclusive/exclusive/out of the scope of GST, etc.
4. Define the expense by allocating it to the relevant account (if using general ledger accounts) and/or item details (products and services are already linked to general ledger accounts).
5. Any additional fields such as a Memo can be completed, and you can also choose to add an Attachment (source document) for this expense. Click **Save and Close**.

Bills

Bills, available in QuickBooks Online Essentials and Plus, can be accessed from the **Create > Suppliers > Bill**.

Bill no.54392124

Amounts are: Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT (SGD)	GST	BILLABLE	CUSTOMER / PROJECT	CLASS
1	Advertising & Marketing exper		480.00	7% TX			
2							

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST	BILLABLE	CUSTOMER / PROJECT	CLASS
1									
2									

Memo

Subtotal	480.00
GST @ 7% on 480.00	33.60
Total	513.60

Attachments: Maximum size: 25MB

Activities

Drag/Drop files here or click the icon

Show existing

Privacy

Cancel Make recurring More Save **Save and new**

Paying Bills

When paying bills, select **Expenses > Suppliers** from the left-hand navigation bar or the Create window.

In the Supplier Centre, click on the Open Bills box in the Money bar. Locate the supplier you wish to pay a bill for. Select **Make Payment** to apply the payment against the invoice.

Accountant Speed Automotive Pte Ltd

Suppliers Clear Filter / View All New supplier

Unbilled Last 365 Days: \$50 PURCHASE ORDER, \$5514 TOVENDOR, \$5514 OPEN BILL

Paid: \$50 PAID LAST 90 DAYS

SUPPLIER * / COMPANY	PHONE	EMAIL	CURRENCY	PENDING BILLS	OPEN BALANCE	ACTION
AA&ff Engineering	6356-211288#d2f-6354-3789	services@accprosingapore.com	SGD	1 Open bill	\$513.60	Make payment

< First Previous 1-1 Next Last >

Recurring transactions

Recurring transactions are a way to quickly create different transactions with the same information that will happen on a regular occurrence. These transactions can be setup to record automatically or they can be set up for manual entry via the template created under the recurring transactions feature.

QuickBooks Online will save the transaction as a template and will allow you to manually change the date and amount at the anniversary of the occurrence of the next due transaction if unscheduled. If scheduled, QuickBooks Online will automatically post the transaction. Invoices can be set to automatically email you while you sleep.

The recurring transactions feature is available in Plus and Essentials versions, but not in Simple Start.

To view the recurring transaction list, navigate to **Gear icon > Lists > Recurring Transactions**.

Recurring Transactions Reminder List

All Lists

Template Type: All Transaction Type: All Location: All

Filter by Name

TEMPLATE NAME	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPPLIER	AMOUNT	ACTION
Telstra	Reminder	Bill	Every Month		02/09/2016	Telstra	495.00	Edit
Monthly telephone support	Scheduled	Invoice	Every Month	01/05/2016		Andre Prefontaine	15.00	Edit
Marc Underwood	Unscheduled	Quote				Marc Underwood	165.00	Use
Insurance	Scheduled	Expense	Every Month	01/03/2017	01/04/2017		54.50	Edit
Carol Walker Monthly Maintenance	Scheduled	Invoice	Every Month	15/02/2017	15/03/2017	Carol Walker	396.00	Edit
Amazon	Unscheduled	Purchase Order				Amazon	1,320.00	Use
Alexander Rudd	Scheduled	Invoice	Every 2 Months	15/02/2017	15/04/2017	Alexander Rudd	742.50	Edit
Account Keeping Fee	Scheduled	Expense	Every Month	01/03/2017	01/04/2017	Westpac	0.00	Edit

Previous 1-8 Next

Class and Location Tracking

QuickBooks Online Plus users can take advantage of Class Tracking, Location Tracking, or both. Class and Location tracking configuration is ideal for management reporting purposes by enabling tracking for separate parts of your business.

This feature is enabled in ALL account types and all transactions except transfer.

Class Tracking	Location Tracking
You can assign a class to a transaction or specify a setting that allows you to assign a different class for each detail line of a transaction.	You can only assign a location to an entire transaction.
You can set QuickBooks Online to prompt you for missing classes on transactions.	There is no missing location prompt.
You cannot group deposits by class.	You can group deposits by location, which is convenient in case different locations of the same company deposit their monies at different bank locations.

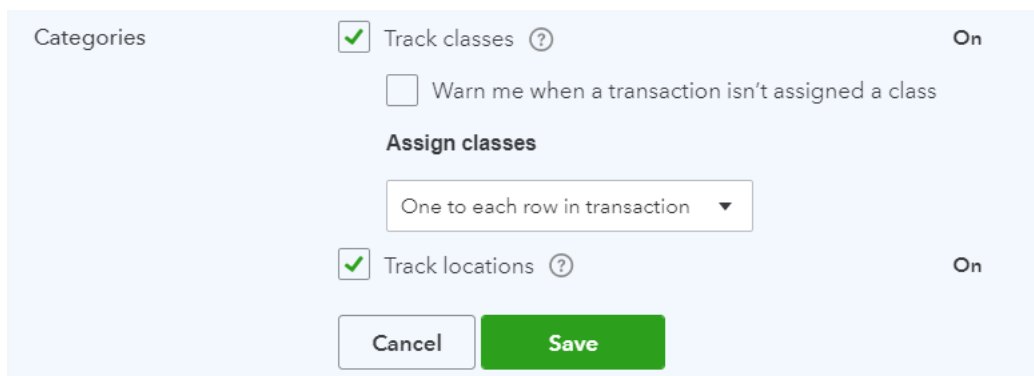
Turning on Class Tracking and/or Location Tracking

To turn on Class and Location Tracking, click **Gear icon > Account and Settings > Advanced.**

Then select Categories and check the boxes next to Location Tracking and/or Class Tracking.

Class Tracking can be configured to

- warn when a class has not been assigned to a transaction (optional)
- display the Class as one to each row in transaction or
- one class for the entire transaction.



Categories

Track classes ⓘ On

Warn me when a transaction isn't assigned a class

Assign classes

One to each row in transaction ▾

Track locations ⓘ On

Cancel Save

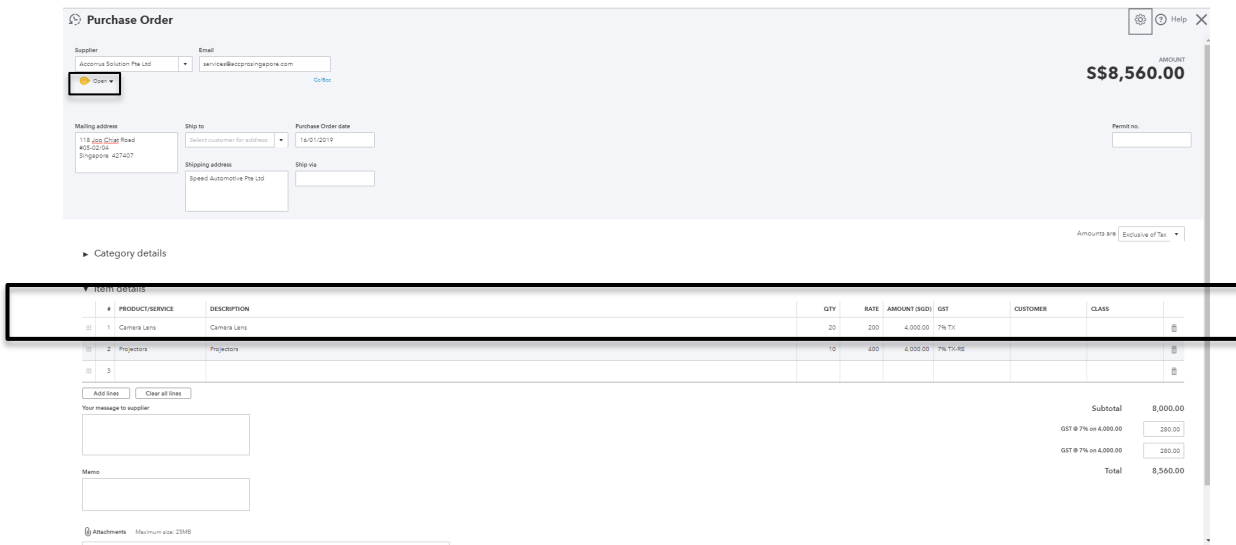
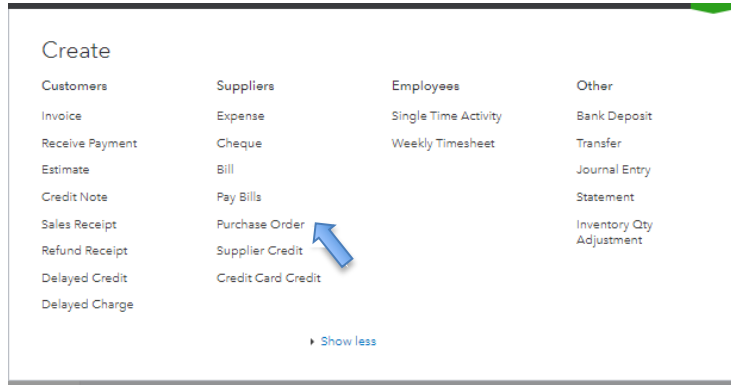
Partial Purchase Orders

Sometimes the reality of Purchases isn't that simple. We know that often QuickBooks Online users have to find ways to record more complex transactions - often resulting in multiple transactions being recorded, taking you more time in entry and troubleshooting.

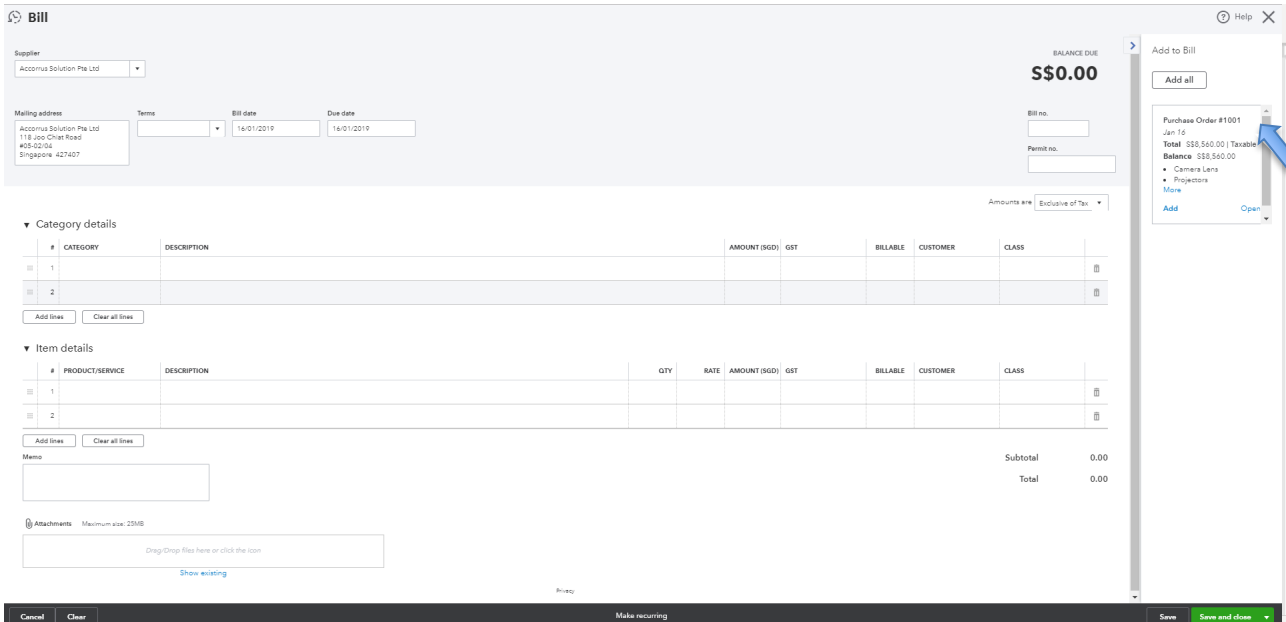
To use purchase orders, you must be using the Plus version of QuickBooks Online and you will need to turn this feature on in your Company Settings

Create a Partial Purchase Order

Create a new purchase order to your supplier



You will notice a new box under the Supplier Name which will currently say "open"

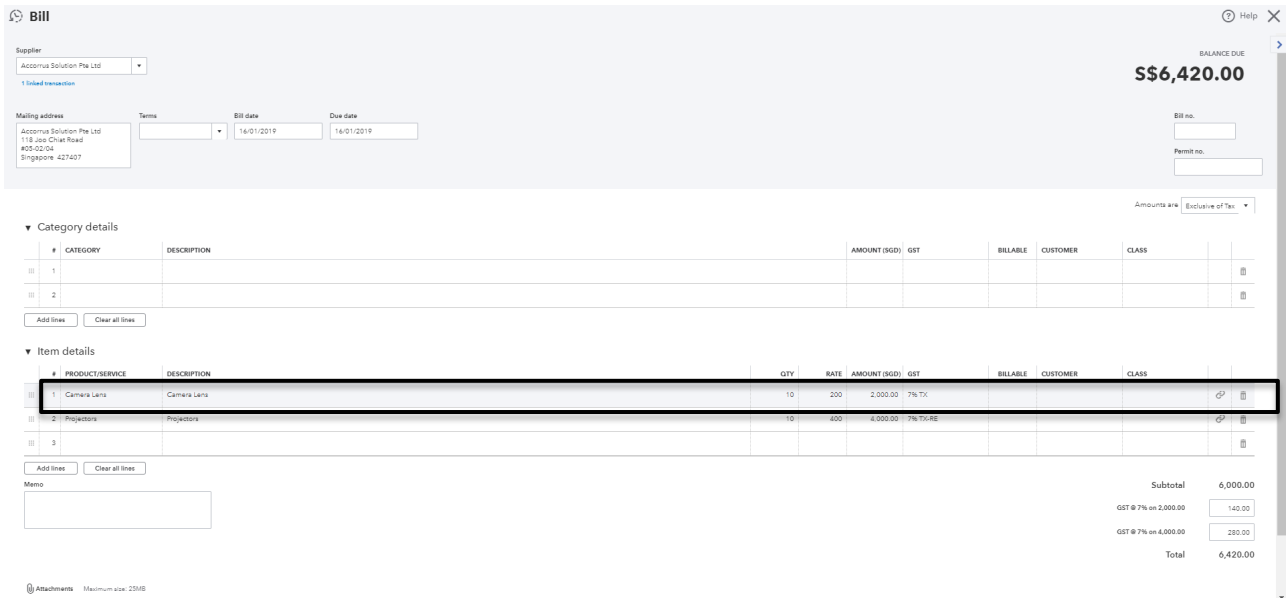


When the stock arrives and you have the Supplier Bill you can receive the stock in by creating a "Bill" and your purchase order across from the drawer.

Add the purchase order to your **Bill**

If you have not received all items you can enter the amounts you have received and the undelivered items will remain on an open purchase order

In this case, Victor has raised a Purchase Order of 20 camera lens, but only 10 camera lens has been received and supplier has billed 10 camera lens as shown below:



The Purchase order will remain open until the balance of items have been received or the purchase order is manually closed.

You can update the purchase order status to closed which will finalise the entire purchase order.

Purchase Order no.1001 Help X

Supplier: Accornus Solution AMOUNT: **\$58,560.00**
 Email: service@accoproisgapore.com Copy to Bill

Purchase Order status: Open Close Cancel

Mailing address: Accornus Solution Pte Ltd, 118 Joo Chiat Road, #05-02/04, Singapore 427467

Ship to: Select customer for address Purchase Order date: 14/01/2019

Shipping address: Speed Automotive Pte Ltd Ship via:

Permit no.:

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST	CUSTOMER	CLASS	RECEIVED	CLOSED
1	Camera Lens	Camera Lens	20	200	4,000.00	7% TX			10	
2	Projectors	Projectors	10	400	4,000.00	7% TX-RE			10	✓
3										

Subtotal: 8,000.00
 GST @ 7% on 4,000.00: 280.00
 GST @ 7% on 4,000.00: 280.00
 Total: 8,560.00

Attachments: Maximum size: 25MB

Or, you can close off individual items on the purchase order.

Purchase Order no.1001 Help X

Supplier: Accornus Solution Pte Ltd AMOUNT: **\$58,560.00**
 Email: service@accoproisgapore.com Copy to Bill

Mailing address: Accornus Solution Pte Ltd, 118 Joo Chiat Road, #05-02/04, Singapore 427467

Ship to: Select customer for address Purchase Order date: 14/01/2019

Shipping address: Speed Automotive Pte Ltd Ship via:

Permit no.:

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT (SGD)	GST	CUSTOMER	CLASS	RECEIVED	CLOSED
1	Camera Lens	Camera Lens	20	200	4,000.00	7% TX			10	✓
2	Projectors	Projectors	10	400	4,000.00	7% TX-RE			10	✓
3										

Subtotal: 8,000.00
 GST @ 7% on 4,000.00: 280.00
 GST @ 7% on 4,000.00: 280.00
 Total: 8,560.00

Attachments: Maximum size: 25MB

Cancel Revert Print Make recurring More Save **Save and close**

You can also run reports to get an overview of what you have on backorder/order with your suppliers

Run the Open Purchase Order List Report for a summary of purchase orders and the value outstanding:

Sort ▾ Add notes



Speed Automotive Pte Ltd

OPEN PURCHASE ORDERS DETAIL
1 January - 2 October, 2019

DATE	NO.	SUPPLIER	PRODUCT/SERVICE	ACCOUNT	QTY	RECEIVED QTY	BACKORDERED QTY	TOTAL AMT	RECEIVED AMT	OPEN BALANCE
▼ Camera Lens										
16/01/2019	1001	Accorrus Solution Pte Ltd	Camera Lens	Cost of sales	20.00	10.00	10.00	4,280.00	2,140.00	2,140.00
Total for Camera Lens					20.00	10.00	10.00	SS4,280.00	SS2,140.00	SS2,140.00
TOTAL					20.00	10.00	10.00	SS4,280.00	SS2,140.00	SS2,140.00

Run the Open Purchase Order Detailed Report for a list of items you have on backorder and/or order.

6. Budgets

Success requires planning. Nearly 50% of new businesses fail within five years. Use the QuickBooks Online budget feature to estimate future income and expense so that over time you can compare it against actual performance.

QuickBooks Online budgets are based on the financial year that is set up in **Company Settings**. You can only create budgets one year at a time. One year in the past and 6 in the future, and no limit on budgets you require to forecast. QuickBooks Online allows you to create and manage multiple budgets.

Access **Budgeting** from the gear icon then select an existing budget or click **New Budget**. New budgets in QuickBooks Online can be created from historical information, from scratch or copied from another budget. Budgets are categorised based on income and expense accounts and can be further categorised into customers, classes or locations.

Amounts are entered and edited one line at a time. Enter annual or quarterly amounts and calculate a monthly average or enter monthly amounts with an option to copy it across the remainder of a row. Amounts are automatically rounded to the nearest dollar. All budget reports show in whole numbers.

The budget grid defaults to show rows as accounts and columns as months. Check and uncheck Show Blank Rows to show or hide blank rows. If the budget is subdivided, you can change the Show Rows as drop-down field to your other criteria (Class, Location, Customer) as long as there are fewer than 200 active records for those criteria.

Budget vs. Actuals

Budgets may be set up for different purposes

- to forecast future profitability of the business,
- track expected performance of a department or
- compare the estimate on a job to the actual performance

Having a plan improves a company's chance of success by putting them in control of the direction of the business and giving them the tools to measure the progress.

There are two types of budget reports:

- Budget Overview - This report shows a summary of budgeted amounts for a specific budget
- Budget vs. Actuals - This report shows a summary of budgeted amounts versus actual amounts and their variances and variance percentages

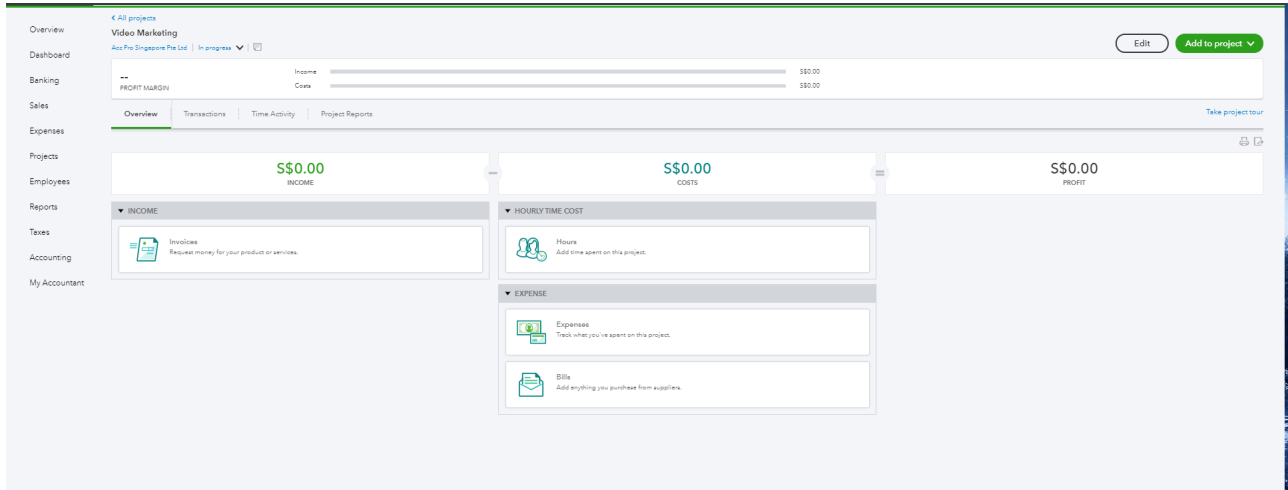
Set up Budget Report

1. Select Reports > All Reports.
2. Select Business Overview.
3. Click to select Budget Overview Report or Budget vs. Actuals Report
4. If it doesn't pop up automatically, click under General > Budget and select or change which budget to view (if you have more than one), the report dates, accrual/cash basis, filter for customer, class, location or specify columns shown.
5. When finished customising, click the Run Report button.

Note: Companies can use budgets to help review job-costing by measuring customer estimates against actual job costs. This can be done in QuickBooks Online using budgets. Since QuickBooks Online allows you to create multiple budgets, you can create a budget for each job. Create each budget from scratch, subdivided for a particular customer. Specify the customer job and enter the estimated income and cost details for the particular job. Then run a Budget vs. Actual, renamed Estimate vs. Actual, report. Customise it to filter for the specific customer job. Save this report to regularly monitor the progress of the work.

7. Projects

Projects help you organise all the pieces that make up a project, including transactions, time, and running reports so you always know how your project's doing. Quickly access your active projects, assign transactions to them, and get project-specific reports like Project Profitability, Unbilled Time and Expenses, Non-billable Time and the Transactions tab for sales related transactions.



What is the advantage of the Project Centre?

The Overview tab of the Project Centre include;

- Income
- Hours
- Expenses
- Bills

Because these reports are accessible right from the project centre, no special customisation are needed and you don't even need to leave the Project Centre to see them - meaning;

- Your Projects will be centralised.
- You can add transactions for your Project directly from the Project Centre: Invoices, Invoice Payments, Expenses, Quotes, and Timesheets.
- You can add transactions with the + (Global create) button as well as for other transactions, such as Bills, Cheques, Journal Entries, etc.
- You can add notes for your Project such as start, completion, etc.
- You can update the progress of your Project from In Progress to Completed or Cancelled.

Once you have started creating transactions you will then be able to view these on the Transactions Tab from within the project

How are Projects different from sub-customers or classes?

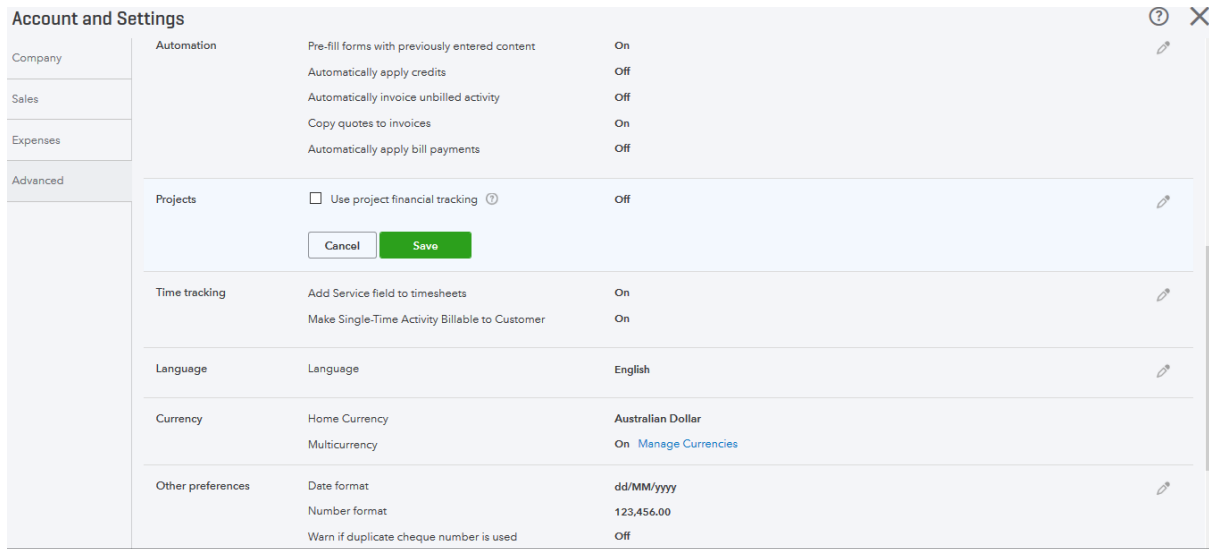
Projects are similar to sub-customers and classes, but the advantage is multiple reports for each Project are grouped together.

You may have a sub-customer, which is not a Project, but only Projects will show in the Project Centre.

Turn on Projects in Settings

Projects can be turned on from within QuickBooks Labs, to turn this on:

1. Click the **Gear Icon**
2. Select **Company Settings**
3. Select the **Advanced Tab**



Account and Settings			
Company	Automation	Pre-fill forms with previously entered content	On
		Automatically apply credits	Off
Sales		Automatically invoice unbilled activity	Off
		Copy quotes to invoices	On
Expenses		Automatically apply bill payments	Off
Advanced	Projects	<input type="checkbox"/> Use project financial tracking ⓘ	Off
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>	
	Time tracking	Add Service field to timesheets	On
		Make Single-Time Activity Billable to Customer	On
	Language	Language	English
	Currency	Home Currency	Australian Dollar
		Multicurrency	On Manage Currencies
	Other preferences	Date format	dd/MM/yyyy
		Number format	123,456.00
		Warn if duplicate cheque number is used	Off

4. Select **Projects** and select the tick box to turn Projects on
5. click **Save**

Create and track your projects

Set up your first project

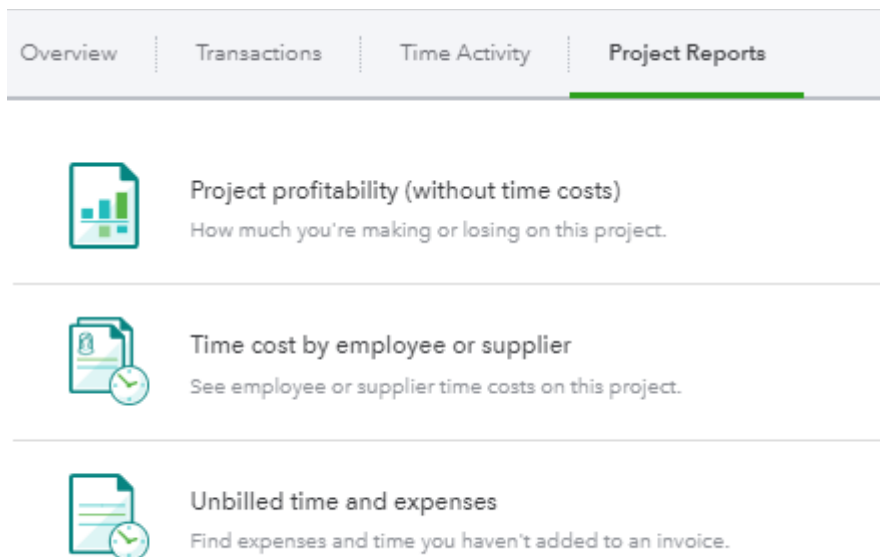
1. Select **Projects** from the menu.
2. Select **New project**.
3. Name the project, and select or add a customer.
4. You can add a note now or later, and then **Save**.
5. You'll see your new project card. Go ahead and select it.
6. Let's add an invoice to your project.
 - a. Go to **Add to project**, and select **Invoice**.
 - b. The Project name will pre-fill, so just enter your invoice as usual, and then **Save**.
7. It's easy to add other transactions to your project.
 - a. Go to **Add to project** and choose an **Expense** (Or Invoice, Receive Payment, Estimate, or Time or Purchase Order).
 - b. Enter the vendor/supplier's name, fill in the details, and also include the Project name just to the right of the line amount.
 - c. Select **Save**.

Add a transaction to a project outside of Project Centre

1. Open global create (+), and choose **Invoice** (or any other transaction).
2. Pick the project from the Customer/Projects drop-down or fill in the project under the Customer Field
3. Add your info as usual.
4. Remember to **Save**.

Run Project-specific reports

1. Select the project.
2. Click on Project Reports to access the reports [Project Profitability (without time costs), Time cost by employee or supplier, Unbilled time and expenses].



Note: The more transactions you assign to your project, the more insights you'll see in the reports.

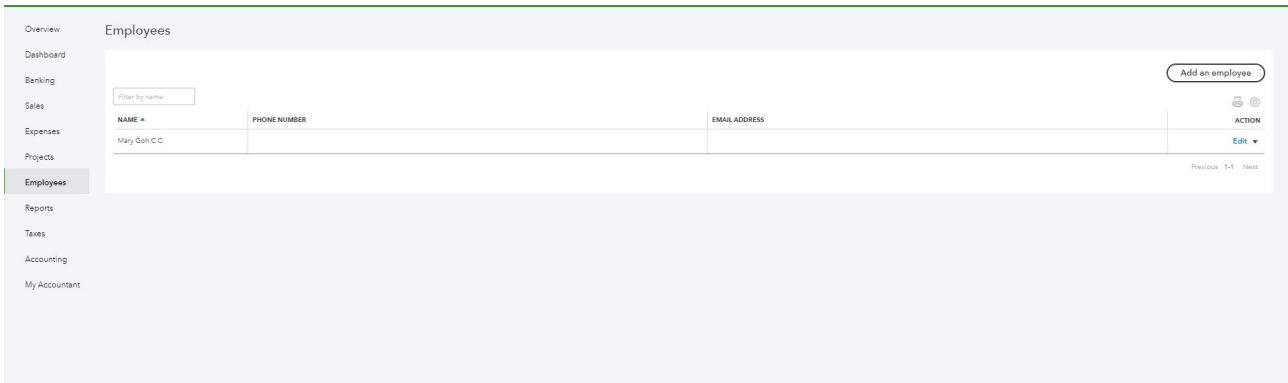
Move existing transactions into Projects

If you are using sub-customers, you can merge the transactions into your project by changing the name of the sub-customer to be the same as the project. Here's how:

1. Set up the project under the same parent customer as the sub-customer. It must be named differently than the sub-Customer.
2. Go back to Customers and choose the sub-customer.
3. Edit the name of the sub-customer to the project name and say **Yes** to merge.
4. All the transactions for that sub-customer will now be in the project!

Set up Employees

1. Click on the **Employees** on the left hand navigation bar and click on **Add Employee**



2. Put in the Employee information and click **Save**

Employee Information ✕

<p>Title <input type="text"/></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>* Display name as <input type="text"/></p> <p>Address map</p> <p><input type="text" value="Street"/></p> <p><input type="text" value="City/Town"/> <input type="text" value="State/Province"/></p> <p><input type="text" value="Postcode"/> <input type="text" value="Country"/></p> <p>Notes <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Email <input type="text" value="Separate multiple emails with commas"/></p> <p>Phone <input type="text"/> Mobile <input type="text"/></p> <p>Cost rate (/hr) <input type="text"/></p> <p>Billing rate (/hr) <input type="text"/> <input type="checkbox"/> Billable by default</p> <p>Employee ID No. <input type="text"/></p> <p>Employee ID <input type="text"/> Gender <input type="text"/></p> <p>Hire date <input type="text"/> Released <input type="text"/></p> <p>Date of birth <input type="text"/></p>	
---	--	--

Cancel
Privacy
Save

8. Bank Reconciliation

Once all of the banking online feeds have been processed, the bank reconciliation is almost completed.

1. Select **Accounting** from the left hand menu and then the **Reconcile** tab
2. In the Reconcile window, choose the bank account you are reconciling from the dropdown box and click on **Start Reconciling**.
3. Enter your **Statement Ending date** and **Ending Balance** from your bank statement and click OK.
4. The Reconcile window all bank feeds previously Matched and Added are automatically ticked off.

The image below shows all transactions processed via the bank feeds. If all transactions match the bank statement, then the reconciliation will show Difference 0.00.

All completed and reconciled - taking you no time at all!

DATE	TYPE	REF NO.	PAYEE	MEMO	PAYMENT (AUD)	DEPOSIT (AUD)	
27/08/2016	Expense		Fuel	Coles Express	80.74		<input checked="" type="checkbox"/>
27/08/2016	Expense		Cass Hayden		12.00		<input type="checkbox"/>
26/08/2016	Expense		Officeworks	Officeworks Superstores	38.98		<input checked="" type="checkbox"/>
25/08/2016	Expense		Coffee Places	Coffee Place Anytown	18.60		<input checked="" type="checkbox"/>
24/08/2016	Transfer			Alex Blakey Thank		1,000.00	<input checked="" type="checkbox"/>
23/08/2016	Expense		Bunnings	Bunnings	35.10		<input checked="" type="checkbox"/>
22/08/2016	Expense		Officeworks	Officeworks Superstores	24.86		<input checked="" type="checkbox"/>
21/08/2016	Expense		Officeworks	Officeworks Superstores	24.68		<input checked="" type="checkbox"/>
19/08/2016	Expense			Handyman Hardware	50.00		<input checked="" type="checkbox"/>

Click on the **Finish Now** button. This will take you back into the Reconcile window which will summarise the bank account last reconciled date and ending balance.

Banking Reconciliation Tools

QuickBooks Online bank reconciliation tools allow the you to reconcile accounts, correct mistakes and resolve discrepancies all from the one area. Any Balance Sheet account (except retained earnings) may be reconciled using the same process.

To process a reconciliation;

From the **Accounting** option on the left hand navigation menu, click the **Reconcile** tab

Click the **Edit info** button ion the top right hand side of the screen

Chart of accounts > Bank register > Reconcile

Reconcile OCBC
Statement ending date: October 31, 2019

\$1,000.00
STATEMENT ENDING BALANCE

\$2,000.00
BEGINNING BALANCE

-

-

\$-3,086.37
CLEARED BALANCE

\$10,841.61
5 PAYMENTS

+

\$5,755.24
2 DEPOSITS

Edit info

Save for later

▼

\$4,086.37
DIFFERENCE

DATE	CLEARED DATE	TYPE	REF NO.	ACCOUNT	PAYEE	MEMO	PAYMENT (\$GD)	DEPOSIT (\$GD)	
16/01/2019		Expense		Entertainment E...	Chong Huet Interior Pte Ltd		1,070.00		<input checked="" type="checkbox"/>
31/01/2019		Receive Payment	1000000223	Trade and other ...	B. Braun Singapore Pte Ltd			1,605.00	<input checked="" type="checkbox"/>
31/03/2019		Cheque	ADJ	Reconciliation D...		Reconcile Adjustment	3,669.19		<input checked="" type="checkbox"/>
03/07/2019		Sales Tax Payment		- Split -			196.00		<input checked="" type="checkbox"/>
29/09/2019		Deposit		Opening Balanc...		Opening Balance from Bank		4,150.24	<input checked="" type="checkbox"/>
01/10/2019		Bill Payment	1233455	Trade and other ...	Nanyang Env/Pap Pte Ltd		5,350.00		<input checked="" type="checkbox"/>
02/10/2019		Sales Tax Payment		- Split -		Payment of Q1 GST	556.42		<input checked="" type="checkbox"/>
07/10/2019		Bill Payment	2385230578	Trade and other ...	Acc Pro (Singapore) Pte Ltd		107,000.00		<input type="checkbox"/>
21/10/2019		Receive Payment	3583257057	Trade and other ...	Canon Singapore Pte Ltd			4,280.00	<input type="checkbox"/>

Note: Imported transactions via CSV or Bank Feeds will automatically be ticked.

Ensure the **Beginning balance** is accurate, and that the **Ending balance** and **Ending date** are correct

Edit the information from your statement

Beginning balance	Ending balance *	Ending date *
2000.00	1,000.00	31/10/2019

Check transactions and tick or untick as required. Once you have matched the reconciled balance, you **Difference** value will show a big green tick.

Edit info

Finish now

▼

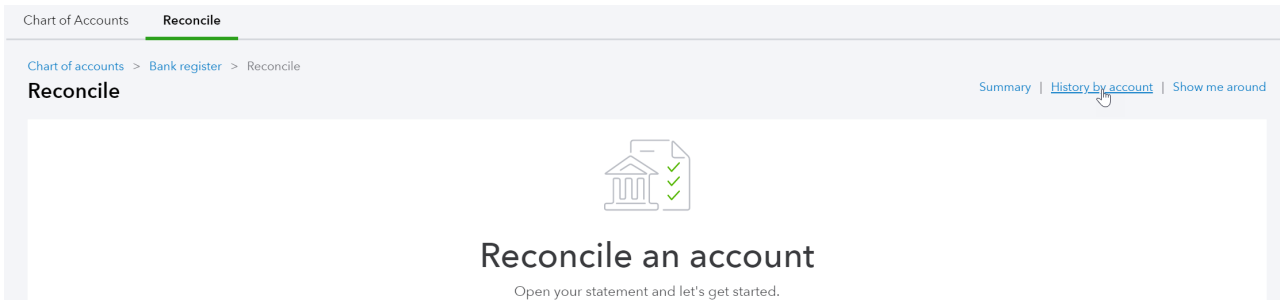
\$0.00
DIFFERENCE

You did it! The difference is \$0.00. Your account's ready to reconcile.

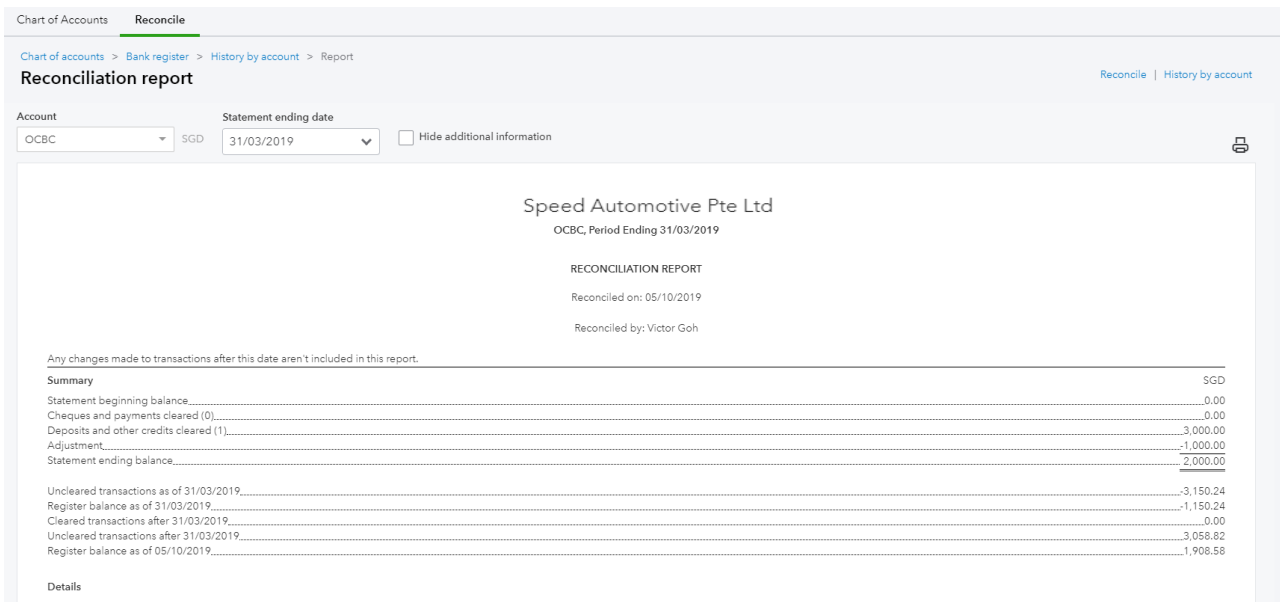
Reconciliation Reports

To view a report of the reconciliation;

1. In the **Reconcile** tab, click **History by account**



2. Select the report to view and click **View Report**



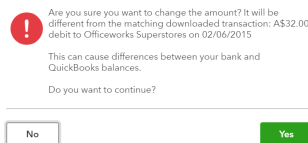
To review a reconciled transaction scroll down to the transaction and click the amount.

Uncleared cheques and payments as of 31/03/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (SGD)
02/01/2019	Expense		Acc Pro (Singapore) Pte Ltd	-16.05
14/01/2019	Expense		Chong Huen Interior Pte Ltd	-1,070.00
31/03/2019	Cheque	ADJ		-3,669.19
Total				-4,755.24

Uncleared deposits and other credits as of 31/03/2019

If you choose to change a transaction that has been reconciled, a warning will appear.



Note: If a transaction has been deleted, it cannot be restored. If a transaction has been amended, then the transaction can be edited back to the way it was at the time of reconciliation.

Auto Adjustment

If you force a bank reconciliation by clicking **Finish Now**, QuickBooks Online will enter an adjustment entry to allow the bank reconciliation to reconcile to zero. QuickBooks Online will show the below screen which explains that an Auto adjustment entry will be created.

Note: Amount "forced" is seen in the Auto Adjustment column

Reconciliation Discrepancies are found entered as 'other expenses' in the Profit & Loss Report.

Sort ▾ Add notes ✉ 🖨️ 📄 ⚙️

Speed Automotive Pte Ltd

JOURNAL
All Dates

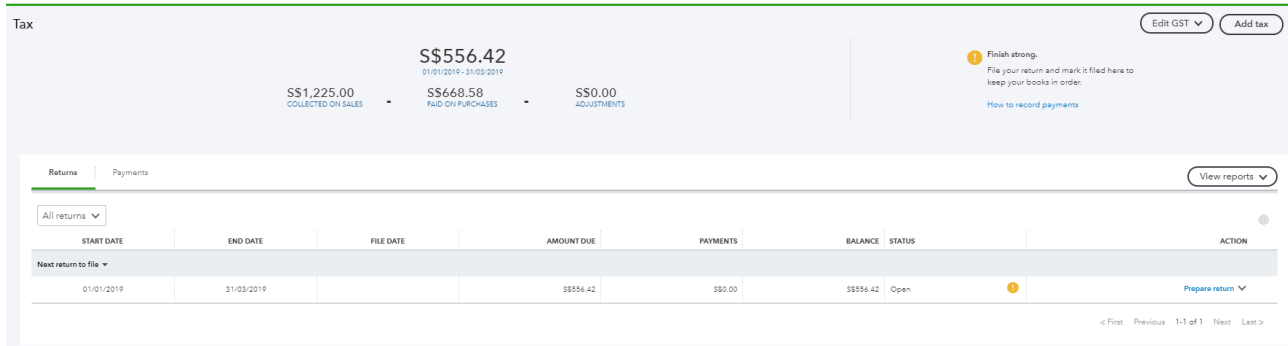
DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT NO.	ACCOUNT	DEBIT	CREDIT
31/01/2019	Deposit	ADJ		Reconcile Adjustment		UOB Bank - SGD	SS\$3,735.00	
						Reconciliation Discrepancies		SS\$3,735.00
							SS\$3,735.00	SS\$3,735.00
TOTAL							SS\$3,735.00	SS\$3,735.00

Click on "**Reconciliation Discrepancies - 3,735.00**" to view the Transaction Report from the Profit and Loss report and make any necessary changes or return to the Reconciliation screen to Undo the incorrect reconciliation.

*Note: If a Bank Reconciliation was completed incorrectly or an error is found after the reconciliation, an invited ProAdvisor can choose to "Undo" one or more reconciled statements. Talk to your ProAdvisor or see the section on **To find an expert in QuickBooks Online** to get help with this.*

9. Managing GST

QuickBooks Online Helps You to Manage Your GST.



All transactions with GST recorded in QuickBooks Online is tracked and summarised for you in the dashboard. This provides a quick snapshot of the amount owing to the Inland Revenue of Singapore for the period.

GST Rates and codes are customised for QuickBooks Online Singapore and it is a GST tax compliant cloud software.

Generally the process is;

Prepare GST Form 5

Lodge

Make Payment or Get Refund

Review of GST Return Form 5

1. When you need to generate GST Return Form 5, click into the GST Centre from the left hand side navigation bar
2. From the **Prepare Return** drop down menu, there are various reports to verify your GST figures against: **GST summary**, **GST details** and **exceptional details**

Tax

\$5,566.42
01/01/2019 - 31/03/2019

\$51,225.00 COLLECTED ON SALES - \$5,668.58 PAID ON PURCHASES - \$50.00 ADJUSTMENTS

Finish strong: File your return and mark it filed here to keep your books in order. [How to record payments](#)

Return Payments View reports

All returns

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
01/01/2019	31/03/2019		\$5,566.42	\$50.00	\$5,566.42	Open	Prepare return View summary View GST details View exception details

3. The **GST F5 summary report** provides an overview of the current values to be reported.

Add notes ✉ 🖨 🔗 ⚙

Speed Automotive Pte Ltd

GST F5 SUMMARY REPORT
January - March, 2019

	TOTAL
Box 1 Total value of standard-rated supplies (excluding GST)	17,500.00
Box 2 Total value of zero-rated supplies	
Box 3 Total value of exempt supplies	
BOX 4 TOTAL VALUE OF 1 + 2+ 3	\$17,500.00
Box 5 Total value of taxable purchases (excluding GST)	9,551.07
Box 6 Output tax due	1,225.00
Box 7 Input tax and refunds claimed	668.58
BOX 8 NET GST TO BE PAID TO IRAS = BOX 6 - 7	\$556.42
Box 9 Total value of goods imported under MES/Approved 3PL scheme	
Box 13 Revenue	20,965.00

- The **GST F5 detail report** provides a detailed breakdown in the derivation of the figures in each of the boxes for review.

GST Detail Report

Report period: 01/01/2019 to 31/03/2019

Accounting method: Cash Accrual

Run report

DATE	TRANSACTION TYPE	NO.	MEMO/DESCRIPTION	NAME	GST CODE	GST RATE	NET AMOUNT	AMOUNT	BALANCE
Speed Automotive Pte Ltd									
GST DETAIL REPORT January - March, 2019									
- Box 1 Total value of standard-rated supplies (excluding GST)									
14/01/2019	Invoice	1004		Acc Pro Singapore Pte Ltd/V.L.	SR		15,000.00	15,000.00	
14/01/2019	Invoice	1005		Acc Pro Singapore Pte Ltd/V.L.	SR		1,000.00	14,000.00	
31/01/2019	Invoice	1002		B. Braun Singapore Pte Ltd	SR		1,500.00	17,500.00	
Total for Box 1 Total value of standard-rated supplies (excluding GST)								\$517,500.00	
- Box 5 Total value of taxable purchases (excluding GST)									
01/01/2019	Expense		Rental Expense for the month...	Soheto Singapore Pte Ltd	TX		2,056.07	2,056.07	
02/01/2019	Expense			Acc Pro (Singapore) Pte Ltd	TX		15.00	2,071.07	
02/01/2019	Bill	54392124		AKHFF Engineering	TX		480.00	2,551.07	
16/01/2019	Bill			Accorus Solution Pte Ltd	TX		2,000.00	4,551.07	
16/01/2019	Bill			Accorus Solution Pte Ltd	TX-RE		4,000.00	8,551.07	
16/01/2019	Expense			Chong Huat Interior Pte Ltd	TX		1,000.00	9,551.07	
Total for Box 5 Total value of taxable purchases (excluding GST)								\$59,551.07	
- Box 6 Output tax due									
14/01/2019	Invoice	1004		Acc Pro Singapore Pte Ltd/V.L.	SR	7.00%	15,000.00	1,050.00	1,050.00
14/01/2019	Invoice	1005		Acc Pro Singapore Pte Ltd/V.L.	SR	7.00%	1,000.00	70.00	1,120.00
31/01/2019	Invoice	1002		B. Braun Singapore Pte Ltd	SR	7.00%	1,500.00	105.00	1,225.00
Total for Box 6 Output tax due								\$51,225.00	
- Box 7 Input tax and refunds claimed									
01/01/2019	Expense		Rental Expense for the month...	Soheto Singapore Pte Ltd	TX	7.00%	2,056.07	143.93	143.93

GST Exception Detail

- QuickBooks Online allows you to make changes to previously lodged GST periods. The changes will be tracked for you in the **GST Exceptional Report**. The changes will automatically be added as an adjustment in the next GST reporting period in the **Prepare Return** window.

Completing the GST

- Click on the **View Reports** tab to run through the GST liability report, Transactions without tax, and Profit and Loss
- Once you have verified all your GST postings are correct in the GST after running through the reports above, select the **Prepare return link** under the next return to file section

Tax

Summary: \$556.42 (01/01/2019 - 31/03/2019)

\$51,225.00 COLLECTED ON SALES - \$56,685.98 PAID ON PURCHASES = \$50.00 ADJUSTMENTS

1 Finish strong. File your return and mark it filed here to keep your books in order. How to record payments

Returns | Payments | View reports

START DATE	END DATE	FILE DATE	AMOUNT DUE	PAYMENTS	BALANCE	STATUS	ACTION
01/01/2019	31/03/2019		\$556.42	\$80.00	\$556.42	Open	Prepare return

- The Prepare return window populates GST fields via the values recorded against the Tax Codes for the selected period. You can adjust the Output tax due, and Input tax and refunds claimed if required after doing the review of GST for the month or period.

Prepare GST return X

Filing period: Quarterly Start date: 01/01/2019 End date: 31/03/2019 Filing date: 02/10/2019

TAX DUE
\$556.42

[How to file a return](#)

Goods and Services Tax Return		GST F5	
Inland Revenue Authority of Singapore		Accrual basis	
Speed Automotive Pte Ltd (GST registration # 201939815G)		Filing date: 02/10/2019	
01/01/2019 - 31/03/2019			
Total value of standard-rated supplies (excluding GST).....	Box 1	\$17,500.00	
Total value of zero-rated supplies.....	Box 2	\$0.00	
Total value of exempt supplies.....	Box 3	\$0.00	
Total value of 1 + 2+ 3.....	Box 4	\$17,500.00	
Total value of taxable purchases (excluding GST).....	Box 5	\$9,551.07	
Output tax due.....	Box 6	\$1,225.00	Adjust
Input tax and refunds claimed.....	Box 7	\$668.58	Adjust
Net GST to be paid to IRAS = Box 6 - 7.....	Box 8	\$556.42	
Total value of goods imported under MES/Approved 3PL scheme.....	Box 9	\$0.00	
Revenue.....	Box 13	\$20,965.00	

Please note that this report does not cater for partially exempted trader.

[Print](#) | [Export](#) | [File online with IRAS](#)

[Mark as filed](#)

- Click on "File online with IRAS" to file GST online via Inland Revenue of Singapore (IRAS) portal.
- Upon the filing of GST online, you can click on **Mark As Filed**

Payment or Refund of GST

1. Upon the receipt of IRAS notice in the payment or refund of GST, you have to click on **record payment** to record the payment or refund of GST

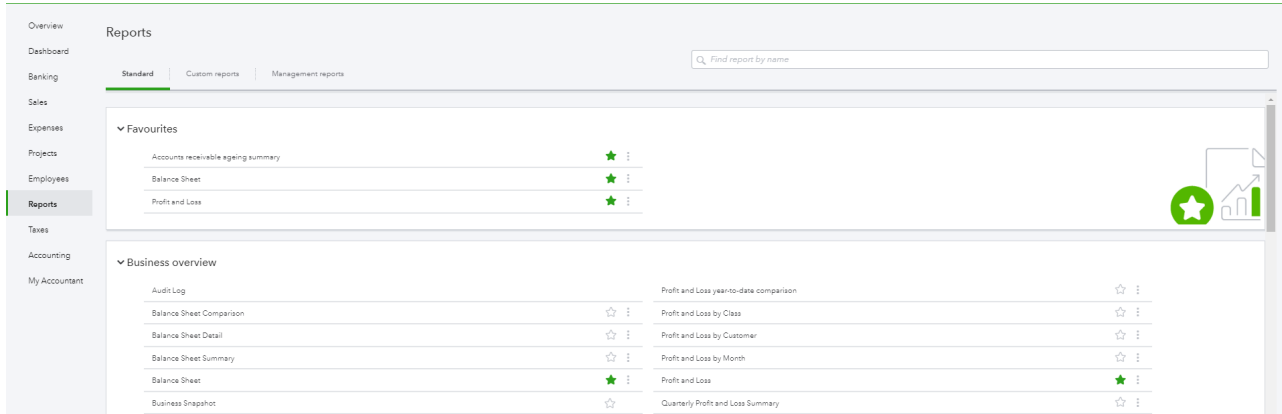
The screenshot shows the 'Tax' section of QuickBooks Online. At the top, there are summary statistics: \$50.00 COLLECTED ON SALES, \$50.00 PAID ON PURCHASES, and \$50.00 ADJUSTMENTS. A notification bubble says 'It's that time again. File your return and record your payment. How to record payments'. Below this is a table with columns: START DATE, END DATE, FILE DATE, AMOUNT DUE, PAYMENTS, BALANCE, STATUS, and ACTION. The table has two rows. The first row is for a 'Next return to file' with a balance of \$90.00 and status 'Open'. The second row is for a 'Filed return' with a balance of \$556.42 and status 'Filed'. A green arrow points to the 'Record payment' link in the ACTION column of the second row.

2. This will display the **record GST payment** screen indicating the period of GST to pay or refund GST.
3. Select the name of the bank account used at the top.
4. Enter the payment date and the amount before saving.
5. Select **Save**.

The 'Record GST payment' dialog box is shown. At the top right, it displays 'PAYMENT AMOUNT \$556.42'. On the left, there is a dropdown menu for the bank account, currently set to 'CIBC', with a 'Balance \$84,000.00' next to it. Below this, there are radio buttons for 'Payment' (selected) and 'Refund'. The 'GST period' is '01/01/2019 - 31/03/2019'. The 'GST due this period' is '\$556.42'. The 'Total GST due' is '\$556.42'. There are input fields for 'Payment date' (28/04/2019) and 'Payment amount' (556.42). A 'Memo' field contains 'Payment of GST Q1'. A green 'Save' button is at the bottom right.

10. Running Reports

To access Reports, click on **Reports** in the left hand menu. Each report can be Run immediately by clicking on the link. To search for a particular report, type any part of the report name in the Search field.



Note: the above screen and the following exercises show the new style of report menu, available within QuickBooks Labs.

Profit & Loss / Balance Sheet

The two most frequently produced reports are the Profit & Loss and Balance Sheet. They are found at the top of the Recommended and All Reports sections of the Report Centre. For reports used frequently, click the star icon to add to the **Favourites** area.

Customising Reports

A report can be customised, even when it is already on the screen, by selecting **Customise** in the top left corner of the report.

Depending on the specific report, a number of areas are available to customise. These are grouped into key areas including: general, rows/columns, lists/numbers, and header/footer.

For example, the balance sheet customisation has the following options;

Customise report

- ▼ General
 - Report period

This Financial Year-to ▼

01/07/2016

to

20/03/2017
 - Accounting method

Cash
 Accrual
 - Number format

Divide by 1000
 Without cents
 Except zero amount
 - Negative numbers

-100 ▼

 Show in red
- ▶ Rows/Columns
- ▶ Filter
- ▶ Header/Footer

After customising a specific report, select Run Report to display it with your changes.

Reports can be displayed on screen, printed, emailed and exported to Excel.

Collapse Sort ▼ Add notes

✉ 🖨 📄 ⚙

Speed Automotive Pte Ltd

BALANCE SHEET

As of September 30, 2019

Export to Excel
Export to PDF

	TOTAL
▼ Assets	
▼ Current Assets	
Inventory Asset	6,000.00
▼ Cash and cash equivalents	
OCBC	4,000.00

Selecting the envelope icon will send the report to the recipients specified, with a subject line and a note. The report will appear both as an attachment and in the body of the email.

Exporting reports to Excel allows reports to be modified. Reports are exported with formulas.

Customised report can be saved by selecting **Save customisation** at the top of the report. The report will be saved in the **My Custom Reports** section of the Report centre, making it easy to access in the future.

Report Groups

If you have a list of reports that you often run together, you can create a Report Group that quickly allows you to run these as a set.

To create a Report Group;

1. Select a report from the **Reports** menu and scroll up to see customisation options.
2. Click the **Save Customisation** button
3. Click the **Add new group** link.

4. Give the group a new name in the **New group name** field and click the **Add** Button
5. Click **Save**.

To add further reports to a group;

1. Select a report from the **Reports** menu and scroll up to see customisation options.
2. Click the **Save Customisation** button
3. Click the drop down list from the **Add this report to a group** option

4. Select the required group and click **Save**.

To view the Report groups click on the Custom Reports tab from the Reports dashboard. The **Edit** menu will allow you to export these reports in .pdf or Excel formats, or delete the group.

Reports

Enter report name

All **Custom Reports** Management Reports

NAME	CREATED	DATE RANGE	EMAIL	ACTION
> New Report Group			Unscheduled	Edit ▾
Balance Sheet	Darcy Nicolson	This Financial Year-to-date		Export As PDF Export As Excel Delete
Balance Sheet Comparison	Darcy Nicolson	This Financial Year-to-date		
> Profit Compared to Last Year			Unscheduled	Edit ▾
Profit and Loss	Darcy Nicolson	This Financial Year-to-date		Edit ▾

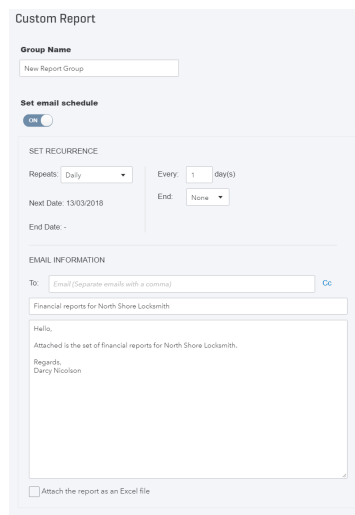
Automated Reports

Using QuickBooks Online, you can have report groups automatically sent by email to yourself and others at regular times (e.g. 1st of the month).

Here, the recipients are specified, along with the subject line and the text of the email. The reports can be set to be attached as Excel files, and the schedule of the email of the reports can be set as well.

To automate the report group;

1. Navigate to the **Custom Reports** tab from the Reports dashboard
2. Click the **Edit** button next to a group



3. Click the Set Email Schedule to turn it on
4. Complete the required fields, and click **Attach the report as an Excel file**, if you would prefer a spreadsheet to a .pdf.
5. Click Save and Close.

You may need to click the **Reports** option from the left hand menu and return to **Custom Reports** to see the updated **Email** column. This will show the approximate frequency for the report schedule.

Note: The recipients do not have to be QuickBooks Online users and QuickBooks Online does not even have to be open on your screen for these reports to be sent on schedule.

11. Mobile Apps - Take the Ipad / Iphone Tour

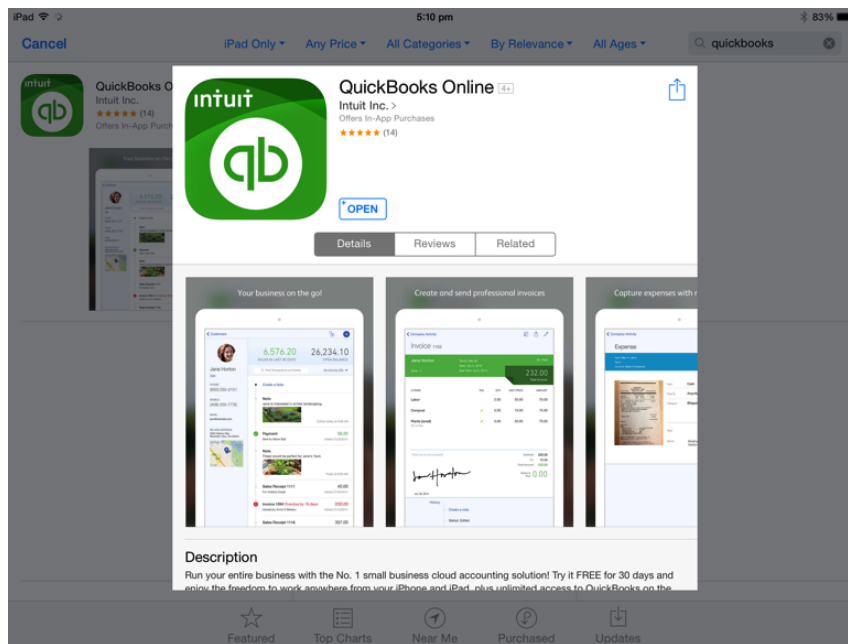
QuickBooks Online works with iPhone, iPad, and Android devices. Access your business information, customers or suppliers anywhere, anytime.

Manage Your Business Anywhere

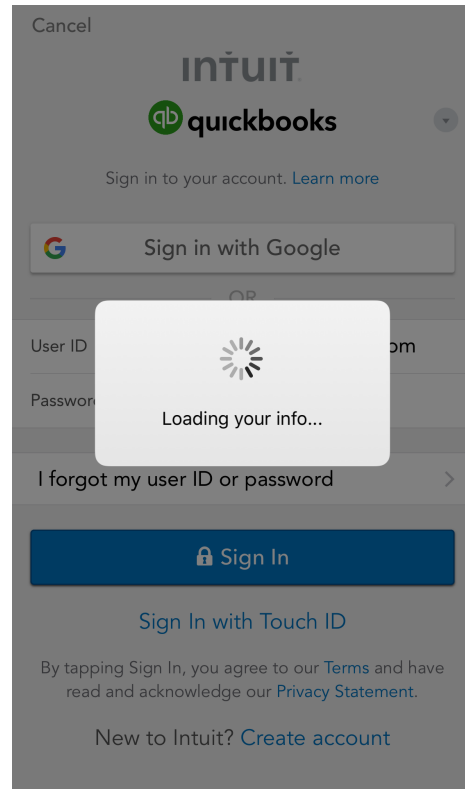
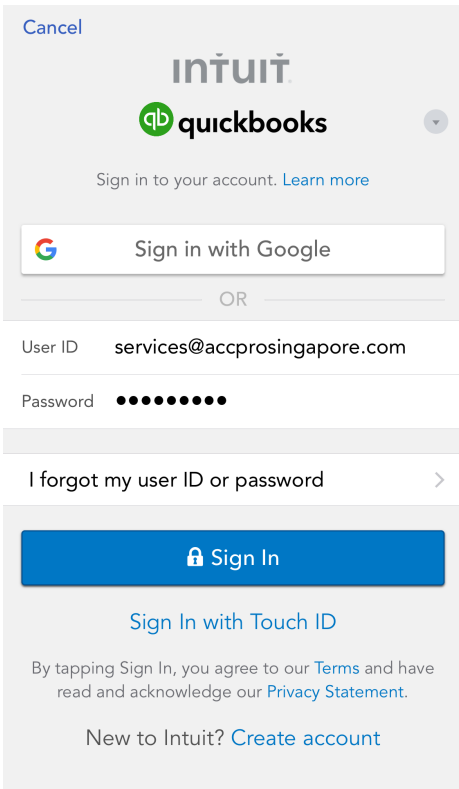
- Create and send professional invoices and quotes.
- Snap photos of your receipts and organise daily expenses as you go.
- Convert a quote to an invoice in seconds.
- Ability to add photos and notes to quotes, invoices, and sales receipts via 'Create a note'.
- Ability to add photos and notes to customers and expense transactions.
- Receive overdue invoice notifications so you always know who owes you money.
- Track payments and record sales.
- Profit & Loss and Balance Sheet reports show how your business is performing.

Download the QuickBooks Online Mobile App

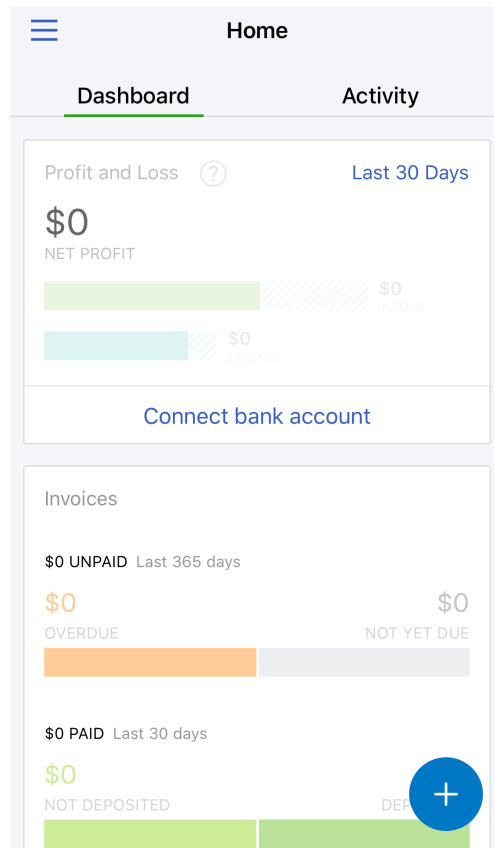
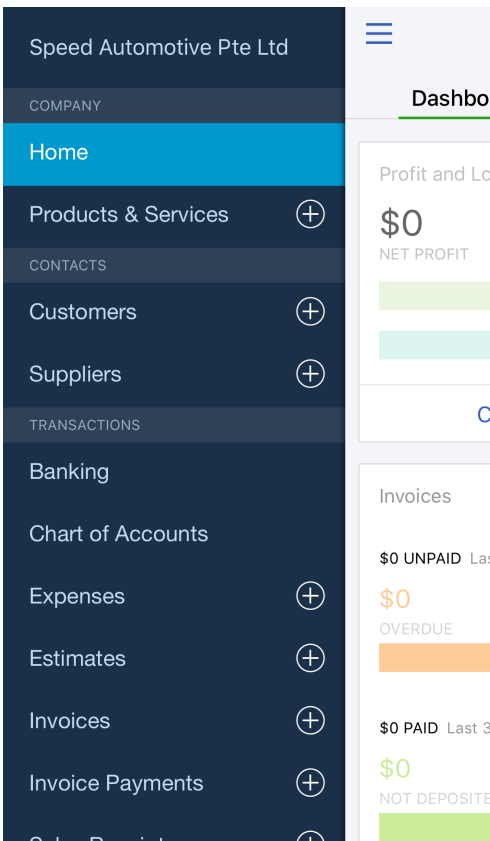
1. Download the free QuickBooks Online mobile app (specific to iPhone, iPad, or Android) from the iTunes store or Google Play. Then simply login using your QuickBooks Online username and password.



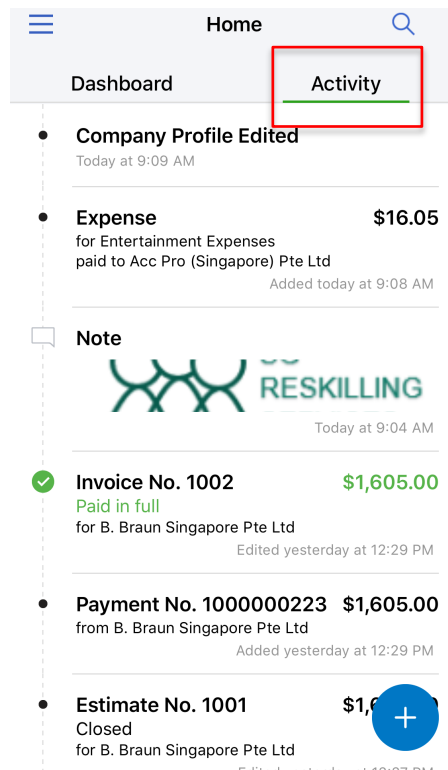
2. Use your QuickBooks Online login credentials to sign-in to the app



3. Navigation panel (on the left) and Dashboard screen (on the right)

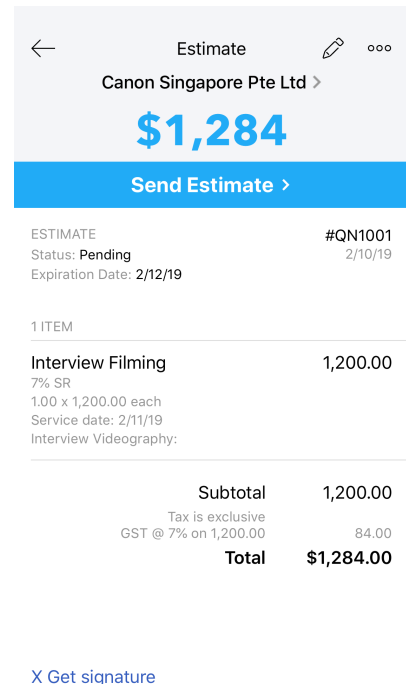
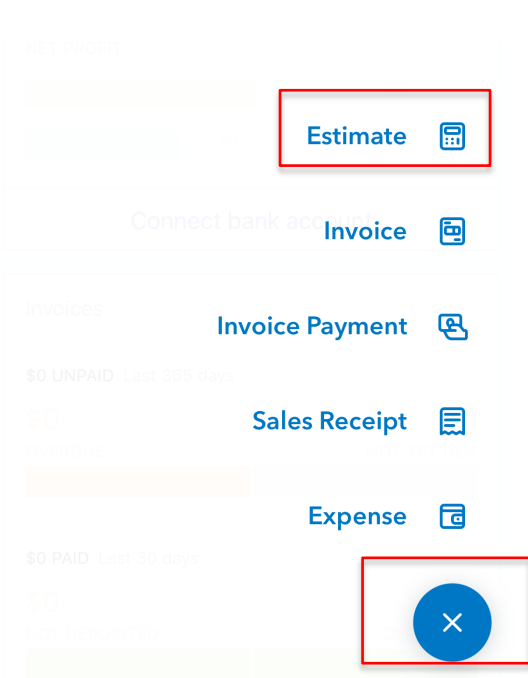


4. Recent activities transacted can be easily assessed via the activity button



Creating and Sending Quotes on an iPhone

1. To create quotes on an iPhone tap the plus sign and select **Estimate** (Quotes).
2. Choose the customer, enter the relevant details for the quote and send the quote on the spot to your customer via email.



- Once the Quote has been saved, the potential Customer can accept the quote by signing their Acceptance directly onto the screen of the tablet.
- Click on 'Get Signature', hold the screen for the customer to use their finger or stylus to sign directly onto the screen.

←
Estimate ✎ ○○○

Canon Singapore Pte Ltd >

\$1,284

Send Estimate >

ESTIMATE #QN1001

Status: **Pending** 2/10/19

Expiration Date: 2/12/19

1 ITEM

Interview Filming 1,200.00

7% SR
1.00 x 1,200.00 each
Service date: 2/11/19
Interview Videography:

Subtotal	1,200.00
Tax is exclusive	
GST @ 7% on 1,200.00	84.00
Total	\$1,284.00

Cancel
Get Signature
Done





2 Oct 2019

X Get signature

- Once client has agreed on the quotation by way of e-signature, the estimate (quotation) created can be converted to sales invoice or send an email to client for the quotation that was signed and agreed upon.

Note: At this point, the quote can also be converted to an invoice.

← Estimate  

Canon Singapore Pte Ltd >

\$1,284

Convert to invoice

Preview

Email

Copy

Export

Print

Delete



ESTIMATE
Status: **Accepted**
[More](#) v

1 ITEM

Interview Filming
7% SR
1.00 x 1,200.00 each
Service date: 2/11/19
Interview Videography:

Subtotal	1,200.00
Tax is exclusive	
GST @ 7% on 1,200.00	84.00
Total	\$1,284.00

Mary 2/10/19

← Estimate  

Canon Singapore Pte Ltd >

\$1,284

Convert to invoice >

ESTIMATE
Status: **Accepted**
[More](#) v

#QN1001
2/10/19

1 ITEM

Interview Filming 1,200.00
7% SR
1.00 x 1,200.00 each
Service date: 2/11/19
Interview Videography:

Subtotal	1,200.00
Tax is exclusive	
GST @ 7% on 1,200.00	84.00
Total	\$1,284.00

Mary 2/10/19

1. Click on **Done** to save the updated Quote and complete the Invoice conversion. The signature captured will be saved as an attachment to the Customer quote
2. Send the invoice directly to your customer via email

Invoice

Canon Singapore Pte Ltd >

\$1,284

DUE IN 30 DAYS

Sent Viewed Paid Deposited

Send invoice >

PAYMENT (+)

INVOICE #1003
More v 2/10/19

1 ITEM

Interview Filming	1,200.00
7% SR	
1.00 x 1,200.00 each	
Service date: 2/11/19	
Interview Videography:	
Subtotal	1,200.00
Tax is exclusive	

Cancel **Send Invoice** Send

To: services@accprosingapore.com

Subject: Invoice 1003 from Speed Automoti...

Here's your invoice! We appreciate your prompt payment.

Thanks for your business!
Speed Automotive Pte Ltd

Capturing Expenses on an iPad/iPhone

To create an expense on an iPhone tap the plus sign and select expense

A photo of any hard copies of an invoice can be taken via the app and automatically attached to the expense.

Enter the relevant details for the expense and save

Cancel New Expense Save

\$0.00

How did you pay for it?

Credit Cheque Other

2 October 2019

Who did you pay? >

What kind of expense is this? >

Who was it for? >

What is the tax? >

Billable

Class >

Anything you need to remember?

Cancel New Expense Save

\$11.00

How did you pay for it?

Credit Cheque Other

Account UOB Bank - SGD >

2 October 2019

Who did you pay? >

Travelling & Transportation expenses >

Canon Singapore Pte Ltd >

0% EP >

Billable

Class >

Anything you need to remember?

Expense Payee not specified \$11

EXPENSE 2/10/19
Method: Other
Account: UOB Bank - SGD

1 ACCOUNT

Travelling & Transportation expenses	11.00
Customer: Canon Singapore Pte Ltd	
Tax: 0% EP	
Subtotal	11.00
Tax is inclusive	
GST @ 0% on 11.00	0.00
Total	\$11.00

NOTES & ATTACHMENTS

99.85 KB | Modified today

Add notes or attachments

Run reports on an iPhone

Keep a finger on the pulse of your business with running reports from your iPhone. Select reports option from your left hand side navigation menu to run the Profit and Loss or Balance Sheet report.

Filtering tool is at the top right hand corner which enables user to make the necessary filtering for the reports that they would like to make comparison with.

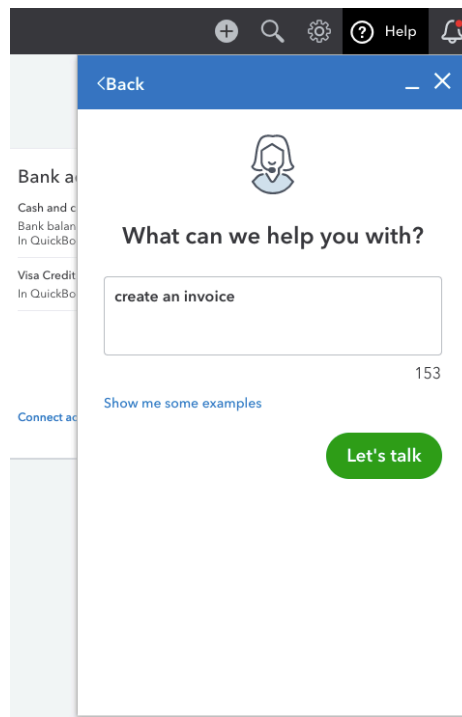
Profit & Loss	
1 Jan 2019 – 2 Oct 2019	
<ul style="list-style-type: none"> As of Today This Month This Month to Date This Quarter This Quarter to Date This Year This Year to Date Last Month Last Quarter Last Year Custom 	
INCOME	
Corporate Videos	
Event Video	
Others	
Total Corporate Videos	
Total Revenue	
GROSS PROFIT	
Gross Profit	
EXPENSES	
Advertising & Marketing e	
Entertainment Expenses	15.00
Office Premise Rental	2,056.07
Travelling & Transportation...	11.00
Total Expenses	\$2,562.07
NET INCOME	
Balance Sheet	
1 Sep 2019 – 30 Sep 2019	
ASSETS	
Current Assets	
Inventory Asset	0.00
Cash and cash equivalents	
OCBC	8,739.19
UOB Bank - SGD	-2,200.00
Total Cash and cash eq...	6,539.19
Trade and other receivab...	
Trade and other receiva...	0.00
Total Trade and other re...	0.00
Total Current Assets	6,539.19
Total Assets	\$6,539.19
LIABILITIES AND EQUITY	
Current Liabilities	
GST Control	-73.58
Trade payables	

12. Help & Support

In-product support

To access online help;

1. Select the **? Help icon** in the top right corner of the QuickBooks Online screen.
2. Type in your question and click **Let's Talk** in the search box to get an answer.
3. If you cannot find the answer to your question, click on **Contact Us**.
4. Here, you can pose your question to the QuickBooks Community or send an email to our support team for further assistance.



Customer Care Online Support

Our friendly care folks are here to help. Reach out for assistance with whatever QuickBooks questions you may have by sending an email detailing your issue. An agent will get back to you within one business day.

Go to https://help.quickbooks.intuit.com/en_SG/contact for assistance.

QuickBooks Community: Online Support

The Global QuickBooks Community is an online hub where our customers from global regions can get ask questions, get answers, and connect with one another. Check out the Community for help articles and more:

<https://quickbooks.intuit.com/learn-support/sg-quickbooks-community/misc/03/community-sg>

Get connected socially

Keen to collaborate or stay up to date with Intuit news?

Join our community sharing groups or follow us at:



- Intuit QuickBooks

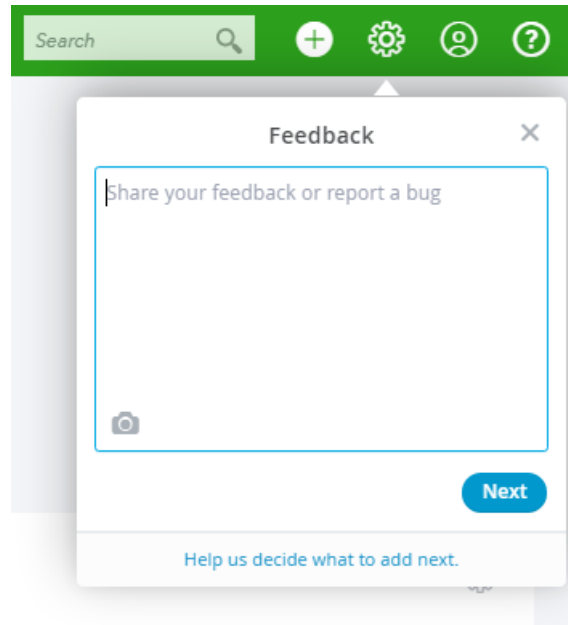


- Intuit QuickBooks (@QuickBooks)
- QuickBooks Cares (@QuickBooksCares)

13. Next Steps

Providing Feedback

We love hearing your feedback on using QuickBooks Online in the top right corner of the QuickBooks Online screen.



Here you can provide product feedback and suggestions. This link allows for a screenshot of the page in question.