

QuickBooks Online Business User Manual



Copyright

Copyright 2024 Intuit Australia Pty Ltd

All Rights Reserved

This document remains the property of Intuit Australia Pty Ltd and cannot be reproduced or transmitted in any format without the written permission of the author.

Intuit Australia

Intuit Australia is a company registered in Australia - ABN 28 163 072 704.

Trademarks

©2022 Intuit Inc. All rights reserved. Intuit the Intuit logo, Lacerte, ProAdvisor, ProSeries and QuickBooks, among others, are trademarks or registered trademarks of Intuit Inc. in the United States and other countries. Other parties' marks are the property of their respective owners.

Notice to Readers

These publications distributed by Intuit Australia are intended to assist small businesses by providing current and accurate information. However, no assurance is given that the information is comprehensive in its coverage or that it is suitable for a businesses particular situation. Accordingly, the information provided should not be relied upon as a substitute for independent research. Intuit Australia does not render any accounting, legal, or other professional advice nor does it have any responsibility for updating or revising any information presented herein. Intuit Australia cannot warrant that the material contained herein will continue to be accurate nor that it is completely free of errors when published. Readers should verify statements before relying on them.

Purpose

This document has been specifically created as a training guide and is current at the time of publication.

Version

Version 5 - February 2024

Table of Contents

Getting Started	07
Technology Requirements Video Case Studies	08 08
Introduction to QuickBooks Online	09
Is QuickBooks Online right for my business? QuickBooks Online Packages Available Benefits of Using QuickBooks Online Mobile Devices and QuickBooks Online	10 10 11 11
Our Business Case Study	13
Navigating QuickBooks Online	14
Navigating the QuickBooks Online Home Page	15
Company File Setup: Accounting and Settings	18
GST Setup	20
Setting up the GST Centre Changing GST Settings GST and BAS Reports	22 23 25
Audit Log	26
Filtering the Audit Log	27
Chart of Accounts	29
Manually Add an Account	30
Taxable Payments Annual Report (TPARS)	32
Managing Users	35
User Roles	37
Multi-Currency	38



Importing Data and Conversions	41
Customers Import	43
Opening Balances	44

Products and Services	45
Add a Product or Service	46
Adding Inventory	48

Banking Centre	49
Linking Bank Accounts and Importing Bank Transactions	50
Linking Bank Accounts or Credit Cards for Automatic Bank Feeds	51
Importing Bank Transactions	54
• For Review	56
 Categorised 	56
• Excluded	56
How to Add Transactions	57
How to Match Transactions	57
Processing Transactions - Debits	58
Processing Transactions - Credits	58
How to Accept Multiple Transactions in Batches	59
Adding Attachments to Transactions	59
Setting up Bank Rules	60
Tags and Receipts	62

Creating and Managing Quotes and Invoices	63
Creating and Managing Quotes	64
 Creating Quotes 	64
 Managing Quotes 	65
Creating and Managing Invoices	66
Receiving Payments of Invoices	67

Customising Invoices	68

Adding Attachments	70
Manually add an Account	71
Organise and Track Expenses and Bills	72
To Enter an Expense Transaction	73
Paying Bills	74

Recurring Transactions

Class and Location Tracking	78
User Roles	79
Turning on Class Tracking and/or Location Tracking	79



Purchase Orders & Partial PO's Create a Partial Partial Purchase Order	80 81
	01
Payroll	83
To set up Payroll	84
Chart of Accounts	87
Opening Balances	89
Pay Categories	91
Setup a Pay Run	92
Payroll Reports	95
Superannuation and ClickSuper	96
Accessing Super Payment within QuickBooks Online	99
Cash Flow	100
Bank Reconciliation	102
Reconciliation Reports	102
Auto Bank Reconciliation Adjustment	105
GST Centre: Managing GST and BAS	107
QuickBooks Online Helps you to Manage your GST	108
Connect the ATO directly	108
BAS Reports Used to Review	109
Revision of BAS	109
BAS Lodgement	110
GST Amendments Report	113
Managing the GST Centre	115
IAS	116
Reports Centre	117
Reports: Profit and Loss / Balance Sheet	118
Customising Reports	119
Report Groups	121
Automated Reports	122
Mobile Apps - Take the iPad/iPhone Tour	123
Download the QuickBooks Online Mobile App	124
Creating and Sending Quote on an iPad/iPhone	125
	.20



Help & Support	126
In-product Support	127
QB Assistant	128
Customer Care Telephone Support	129
Online Support	129
Get Connected Socially	129

Feedback	130
Providing Feedback	131



SECTION 1

Important tips for this training

Video case studies:

<u>Alisha Henderson x QuickBooks</u> <u>Quickbooks x Zac White</u> <u>QuickBooks x Agilis CA</u>

Technology Requirements

The preferred browser for QuickBooks Online is Chrome, however, it also works with Safari and Firefox. Bookmark the login page and memorise your login username on all your devices to login anytime.

Normally one browser session is sufficient. It may be helpful to login to different sessions in Chrome to access multiple QuickBooks accounts if required.

- **1.** Open Chrome. At the top right, click the button with your name or People
- 2. Click Manage people then Add person
- 3. Choose a photo and a name
- 4. Click Save. A new window will open and ask you to sign in
- **5.** Sign into Chrome with a Google Account for the new profile

Source: bit.ly/qbochromemultiuser



SECTION 2

Introduction to QuickBooks Online

Is QuickBooks Online right for my business?

Every small business has different needs. The industries most suited to cloud software and product such as QuickBooks Online include:



Project-based businesses that get paid by the project, job or gig, such as trades, contractors, photographers or wedding planners.



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







QuickBooks Online Packages Available

There are four 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/au/pricing/

The number of business users allowed varies per plan.



The business can also invite in their Accounting or Bookkeeping professionals. These invitations are not included in the Business user allowance. The maximum number of Accountant/Bookkeeper firms allowed is two for Simple Start, Essential and Plus. QuickBooks Online Advanced includes a maximum of three Accountant/ Bookkeeper firms.

Each offering provides features relevant to the selected plan, which you can review on the Compare Plans page.

For additional information on QuickBooks Online Advanced, download the QuickBooks Online Advanced Manual available <u>here.</u>

Benefits of using QuickBooks Online

When you and your client work online, you can both access everything stored in the cloud and the associated benefits. 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

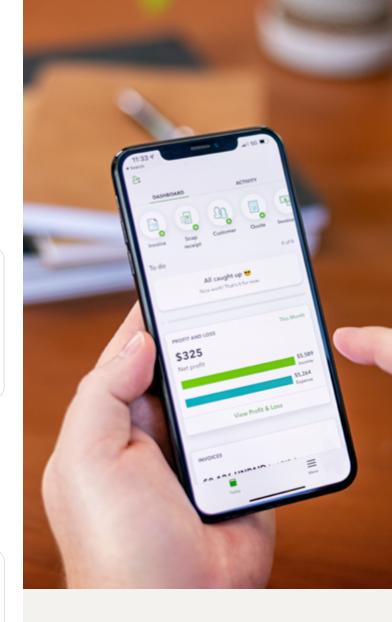
System upgrades are a thing of the past! In the cloud, software automatically upgrades so your clients are always up-to-date and using the newest version.





Improved Agility and 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

Access to QuickBooks Online and QuickBooks Online Accountant across all mobile devices supported by iOS and Android technology.



We encourage you to download QuickBooks Online from the app stores listed below. Mobile demonstrations will be used during Certification training.





SECTION 3 Our Business Case Study

Our Business Case Study

Damien Chow, Zippy Electrical & Data Services Pty Ltd

The Business

Damien has a company that requires a BAS on a quarterly basis, a monthly IAS, and pays \$2500 PAYGI quarterly. He uses the Cash Method for GST.

In addition to himself, Damien has one employee on payroll and he wants to pay super directly out of QuickBooks. His other staff are contractors. Damien is required to lodge a TPAR annually.

He requires himself and his employee to login into QuickBooks for bookkeeping work. He also has one BAS agent who helps with bookkeeping and BAS lodgements, and one accountant who helps prepare end-of-financial year returns. Damien is migrating to QuickBooks from another software package, and has existing customer, suppliers and Chart of Accounts but no inventory in his previous file.

He has three business accounts, one Cheque account, one GST account and a credit card that needs to be linked to his new QuickBooks file. Damien also needs the invoices he sends out customised, wants to track his bills.

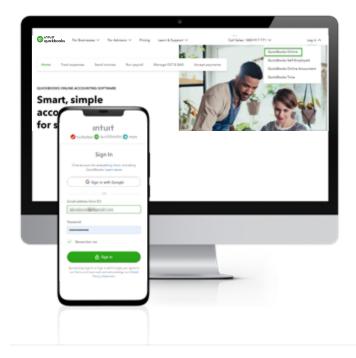
The business is growing and requires job allocations and inventory tracking.



SECTION 4

Navigating QuickBooks Online

Navigating the QuickBooks Online Home Page



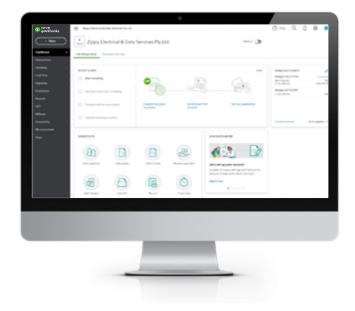
- Open your preferred browser. Note: Chrome offers the best QuickBooks experience. Type <u>https://quickbooks.intuit.com/au/</u> or www.lntuit.com.au
- 2. Click on the Log in button located in the top right-hand corner and select QuickBooks Online Accountant.
- **3.** Enter your QuickBooks Online User ID, then your password and select **Sign In**.

The Home Page displays a summary of key information.

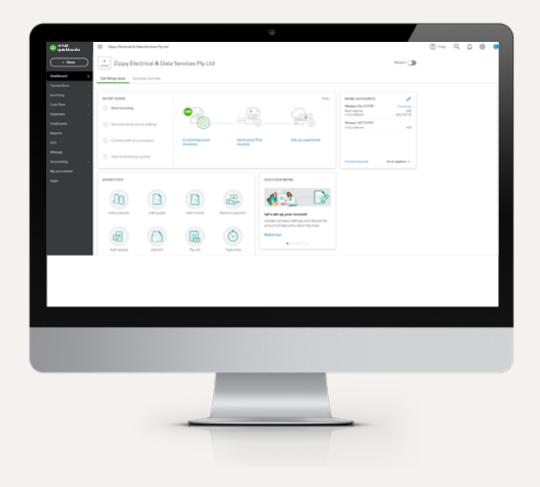
Company settings are in the top right corner of your QuickBooks Online screen and are accessed by clicking on the Gear Icon. This is covered in Company File: Account & Settings Setup Module 5.

To access the Help function, click on the question mark icon next to the Search & Recent Transactions magnifying glass. You will also find the Notifications under the bell icon. 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 the transaction in the search box.







The Home Page displays a summary of key information.

Company settings are in the top right corner of your QuickBooks Online screen and are accessed by clicking on the **Gear** Icon. This is covered in **Company File: Account & Settings** Setup

Module 5.

To access the **Help** function, click on the question mark icon next to the **Search & Recent Transactions** magnifying glass. You will also find the **Notifications** under the bell icon.



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 the transaction in the **search box.**





The **Create button** is found on the top of the left-hand side navigation bar, and allows you to create new transactions and other records.

The Show less option is found in the bottom right-hand corner. The Create window also has a simplified view accessed via the **Show less** option.

guickbooks	The left-hand navigation bar provides access to:
• New)	Dashboard: Displays a summary of your Business overview of relevant information in a graphic mode. This view can change depending on your data
	Transactions. Displays your linked Bank feeds, Bank rules, Tags & Receipts
Deshiboard >	Invoicing: Shows transactions including invoices, All Sales, Customers and Products and Services
	Cashflow: Overview of Cashflow and Planner of money in and money out
	Expenses: Shows all purchase related transactions and Supplier details Employees: Provides access to the Payroll Centre
	Reports: Provides access to the Payrot Centre Reports: Provides access to the reports available in QuickBooks Online.
	GST: Provides access to the GST Centre where preparing BAS is made easy, includes tools, settings and reports.
	Mileage Track mileage automatically Accounting, includes the Chart of Accounts and tools to Reconcile your relevant bank
laporte	Accounting includes the Unant of Accounts and tools to Reconcile your relevant bank accounts.
	My accountant, Provides clients access to manage their clients Requests and Shared
	documents Apps: Streamline your work by adding apps to suit your business, search by category or
Millinge	name.
My accountant:	
Aeron	

ο φυιckbooks

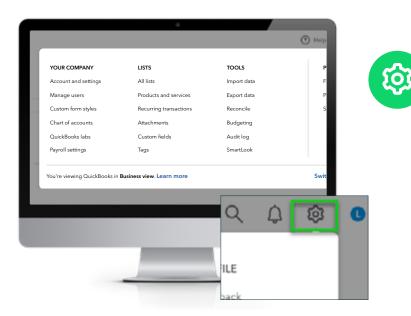
Zippy Electrical & Data Services Pty Ltd

If you click the **Hamburger Icon**, the three horizontal lines next to the business name will collapse the left menu. This is a useful feature if you require more screen real estate.



SECTION 5

Company File Setup: Account and Settings



A company file can be setup by clicking on the **Gear Icon** in the top right corner.

Options around how QuickBooks Online operates, based on the best fit for you and your client's business, can be customised under **Your Company**.

To access this area, click Gear Icon > Your Company > Account and Settings.

Account and Settings can be customised from the left-hand side. As you scroll down the list ensure all settings suit your clients' needs.

Company, Sales, Expenses, Time & Advanced can

be customised by clicking each option and making the change. Once completed, click Save for each option, then click **Done** located on bottom right.

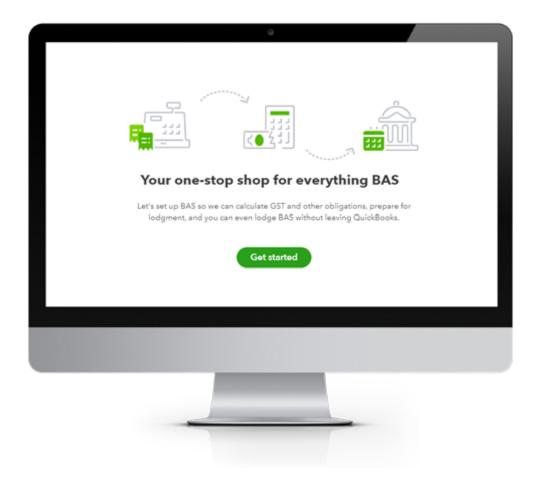




SECTION 6 GST Setup

Lodging your Business Activity Statement (BAS) or Instalment Activity Statement (IAS) on time is an important part of operating an Australian business. When cash flow is tight, it's important to avoid paying Failure to Lodge (FTL) penalties, in addition to other expenses.

In this section we will cover setup, how to use the GST centre, and reporting required to revise transactions.



Note: If you are not registered for GST - do not use this feature as many settings make 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 setup. Make sure the GST period start date is correct as THIS CANNOT BE CHANGED.

Before importing or entering any data, you need to set up GST if registered for GST. Select **GST** from the left navigation menu and click **Get Started**.



Setting up the GST Centre



The steps to setup your clients' GST & Tax Centre are:

- 1. Select the **GST** option from the **left-hand navigation** menu.
- 2. Click Get Started.

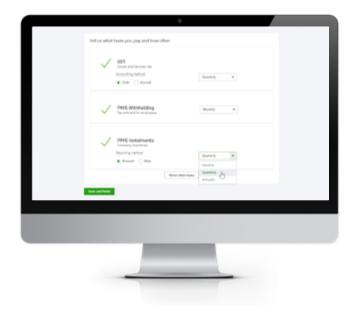
This will display the Setup BAS screen.

3. Select the correct BAS, PAYG Withholding and PAYG Instalment frequencies as per our case study.

If you require other tax reporting options, click the **Show** other taxes button, and tick the relevant tax

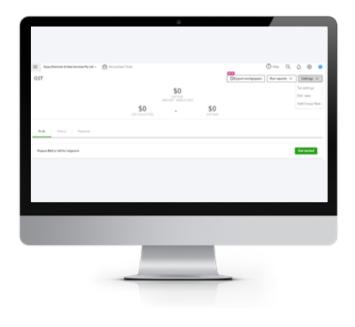


- 4. Click Save and Finish
- 5. Click Done





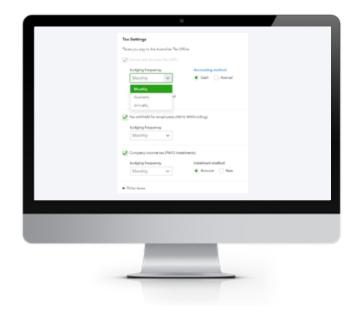
Changing GST Setting



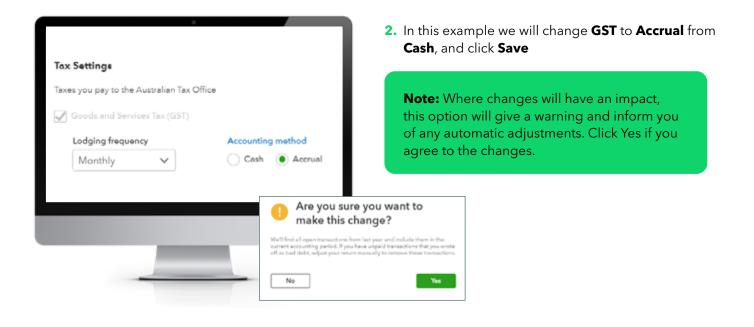
If you need to make changes to the setup information at any time, there is an edit **Settings** button located top right.

From Settings, you can change any of the time frames or include other taxes

 as per our case study we will change the Lodging frequency of GST to Monthly and PAYG to Monthly. Ensure you click Save bottom right







Once the settings are saved, the GST screen will display the GST Due, the GST Collected and GST Paid for the current period you are in, NOT the period of the BAS not lodged

Next to the **Settings** tab there is:

Equipment of the terms Paper + Content of the terms of terms o	50 	() min Q, () () Theorem () Remaining () ()	8 • eng v
	so .	\$0	
Regar Ball of Bill for Indigenest			and



GST & BAS Reports:

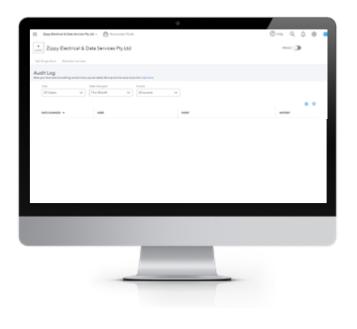


The reports required to review and edit GST, PRIOR to getting started with your BAS lodgement are found here.

Ensure you check the different reports for accuracy. The **GST Amendments** report shows the GST transactions that have been changed since the last BAS was lodged. If any transactions with a GST amount are found in this report, these amounts will be added back into the BAS lodgement Wizard but will not be found in the GST Summary report for the period of the BAS. More detail on this feature is found in Module 25: **Managing GST & BAS**



SECTION 7 Audit Log



QuickBooks Online maintains an **Audit Log** of each financial transaction as it is added, changed or deleted. This audit trail identifies who made the changes and what changes were made throughout the transaction's history. **YOU CANNOT REMOVE A USER OR DELETE THE LOG.**



Choose Gear Icon > Tools > Audit Log

Filtering the Audit Log

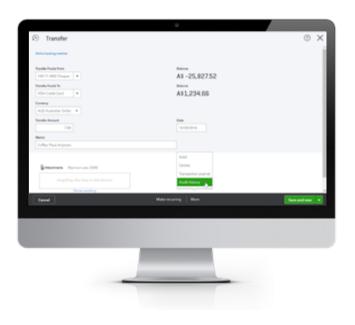
The Audit Log can be filtered for specific Users, Dates and Events.

These can be printed by clicking on the print icon, and the columns can be changed by choosing the columns next to the Gear Icon.

Transactions can be viewed by clicking on View under the History column.

	Data Anagari	fare .		
When w	Bullot V	Ream 1	9	
				٥
and contract a			and the second s	10100
2 Percent Address for the second second	Name for Time		Tohat San Agency Wins Equalization San	1.00





An individual transaction audit log can also be viewed from within any transaction. When the transaction is open, click on **More > Audit history**



SECTION 8 Chart of 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 creates a generic Chart of Accounts that can be customised.

Manually add an Account



Locate the Chart of Accounts

Select the Gear Icon > Your Company > Chart of Accounts, or if you prefer, Accounting (left hand side of the navigation bar), Chart of Accounts. The first time in, click on the See your Chart of Accounts tab.

You can filter by clicking on the top of each column.

Suggestion: Filter by Type as this provides the view as a Balance Sheet and Profit and Loss account category.

Bath actions a					2.6
) 400	100	Infinit_Fire	ser serie	0.00000.00.003	
) management have	Contractionale	11-41572			Access francy
	Contraction	Other contract search			Access Takey
 Trabustier Loop Betwoet Chains at Loop 	Constants Reviewski	to depart to the set			Access Topog
) Marketanatan		Office Taxal analysis			Annual Verse
		_	_		





To add a new account, click on the **New** tab from the top right-hand corner.

This opens a new screen where the account can be configured by choosing the correct Account Type, Detail Type, Name, Is it a sub-account of a main account, Defaulting GST Code. Then click the **Save and Close** tab.

Explaining the Different Types

Note: Cash and cash equivalents is used for setting up bank accounts.

Account Type specifies the account type if found in the Balance Sheet or Profit and Loss

Detail Type provides more detail on the Account type selected. It is a compulsory field but doesn't affect any financial reporting. Select the detail type closest to the account being set up.

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

Number is an optional account number, only if switched on in the Accounts and Settings setup > Advanced > Chart of Accounts > Enable account numbers > ON

Description allows greater detail of the name to be added. It 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 a parent account.

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

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



Batch Actions: by clicking in numerous accounts, you can **Set your Default GST code** in one batch action and **Make inactive** numerous accounts in one batch action.



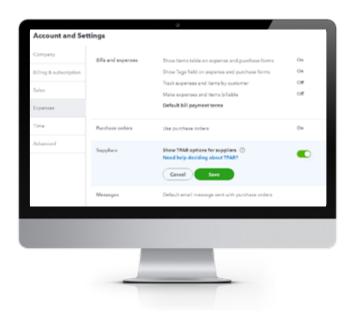
Action column: You can Edit the account, Make Inactive and Run report.

Above the Action tab, there are icons to bulk **Edit** by clicking on the **Pencil icon**, Print the account using the **Print icon**, and customise the columns viewed in your Chart of Accounts page using the **Gear Icon**.



SECTION 9

Taxable Payments Annual Report (TPARS)



Businesses in the Building and Construction, Courier, or Cleaning need to report the total payments they make to each contractor services each year.

Note: These industries may change from time to time, so it's important to review the relevant ATO legislation.

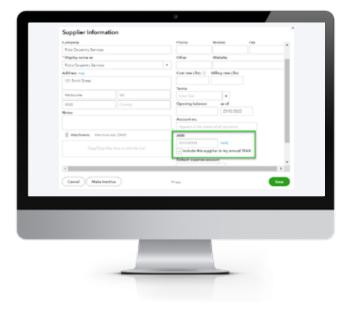
These payments need to be reported to the ATO by 28 August, each year. QuickBooks Online enables each relevant transaction to be highlighted for inclusion included in the TPAR report, ready for electronic export to the ATO.

Select Account and Settings > Expenses > Suppliers. Select the Show TPAR options for suppliers to turn the option on and click Save.

Then enable each Supplier required to be included in TPAR reporting.

Click on **Expenses** from the left-hand navigation menu and click the Suppliers tab. Locate the supplier and click on the supplier's name.

Click on the **Edit** button in the top-right corner and tick the box to **Include this Supplier** in my **annual TPAR.** Ensure you have all the supplier information required for a TPAR report.







When a supplier has been enabled for TPAR, all existing transactions and new transactions for that supplier will be marked as included for TPAR. Should an entry not be reportable for TPAR, the tick box to **Include the transaction in my annual TPAR,** can be unticked.

To generate the TPAR report, open **Reports** from the left-hand navigation menu and type 'taxable' into the **Enter report name field.**

Note: Turning on a Supplier for TPAR will retrospectively tick transactions (for the financial year) for TPAR.

Select Taxable Payments Annual Report. For the first time into the Report, a mini interview will commence if reporting on Cash or Accruals.

The report generated will display a summary of the totals reportable for each supplier. Now is the time to review the supplier details to update any missing fields. Any incorrect details will be highlighted in red. Once satisfied that the details are correct, click on **Download TPAR.** If any details are incorrect the TPAR wizard will not allow you to download the TPAR until they're fixed. Once fixed, you can download the TPAR Electronic file and upload and lodge via your ATO software of choice.

	•	
Reports		
Reports Reflection control		
The first light in Banker	Total Secondaria	
factoria		
Annala Intel Advantage of the Annala of the	R to percent R And April	
	servorment ony nous contract annexs a argument effort/0 pulsame.	
	Buddy & Danagzo Builders Buddy Annes/Praesas, REPORT	_
	All concessions and and a second production of the second and a second	
	National and Annual Annua	1.11.1
	Annue for 10 ADDISENS INVESTIGATION	



SECTION 10 Managing Users The number of business users allowed varies according to the QuickBooks Online subscription selected for the client.



The business can also invite two Accounting or Bookkeeping professionals in Simple Start, Essentials and Plus, and three in Advanced. These invitations are not included in the Business user allowance and are available for all subscription plans.

To manage users, select Gear Icon > Your Company > Manage Users.

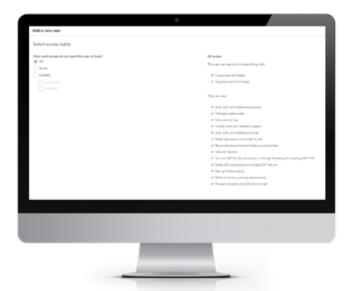
Manage Users



User's tab: which allows for the creation, modification, or deletion of business users in the QuickBooks Online file

Accountant Firms tab: which allows Accountants and Bookkeepers to be invited into or removed from the file.

When adding a new business User as a Standard user you can grant them different access rights.





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. This includes changing passwords and adding users. Not everyone should be an administrator.
Standard user	 This is an ordinary business user. The person may have access to all QuickBooks features, or you can limit access to: Customers and Sales Suppliers and Purchases You can also grant this user limited administrative capabilities.
Administrator	There is only one Primary Administrator. Initially, it is the user who created the business file. This user has all the access rights of a Primary Administrator. You cannot delete or change the access rights for the Primary Administrator. However, you can transfer the Primary Administrator role to another business or accountant user and then edit or delete this user from your portal.
Time Tracking Only	When Time Tracking Only users log into QuickBooks, they see a special version that only has 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, the version they see only shows reports. They can access virtually all reports, except payroll reports and any others that list contact information of employees, customers or suppliers. This user doesn't count toward your current user limit.
Accountant user	You can have up to two users with Accountant user privileges. The accountant does not count toward the current business user limit. If the file was opened by your clients, they have to invite you in as an Accountant user in order for you to view them on your dashboard Portal.



SECTION 11 Multi-Currency



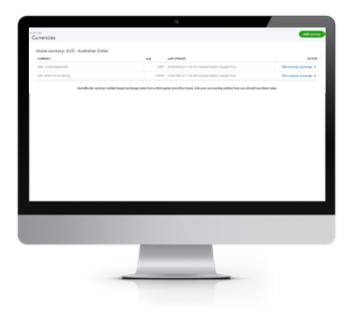
QuickBooks Online can be set up for multiple currencies, if you do business with foreign suppliers and/or customers. **Click on Gear Icon > Accounts and Settings > Advanced.**

Click on **Currency** to open the Currency Centre. The default currency is set to the Australian Dollar. Select to turn on **Multicurrency** and tick I understand I can't undo Multicurrency and click Save.

Once turned on, the Currency Centre is found under the **Gear Icon > Lists > Currencies.**

To add a currency, click on **Add Currency** and choose from the list.

Under the Action column, you can **Edit** currency, **revalue** currency & **Delete** from the Currency Centre.





264	Fintneme	Middle	name	Last name	5v#x	Email				
						Separate mail		who with commun		
Comp	any					Phone		Mobile	Fax	
Disp	lay name as					Other		Website		
					•					
						Is sub-cust	lomer.			
								oner 🖂 y	diath parent 💌	
A-L-L-	ana Nistan	Taxinfa	Parmar	t and billing	Lannua	Atuchments				
	ar last					Color Sect				
Profe	erred delivery	method				Opening balance		as of		
No								23/02/2022		
						This customer pay	-	dh.		
						AUD Australian Do	dar			
							_			
_	_	_	_	_	_		_			_
				_	-	_	-			

If a Supplier or Customer uses a different currency, then when setting the card up, choose **This Customer** / **Supplier** pays me with and choose the currency they will be transacting in. Once this is set up and you choose the customer or supplier, it will automatically display the overseas currency of choice.

Ensure the rate is correct and process as normal. It will automatically work out the AUD amount.

For example: A supplier charges USD1000.

On 23 February 2022, the foreign exchange rate is 1.3837. The amount the client needs to pay is AUD1383.70

() Expense							0.0
	And Address of the Owner of Street o	1.000				3	1,000.00
10000							
Name and Address of Street and St	Page and a set of	N					
		-					
		1000					
						1010-1010	inserts +
 Campony details Lamont II 			-	-	and the		
a i facilitate				STORES AND			
antes (decrine)							
· fact databa							
a familiaria						Table 1	
						101101-011-001	
						frequencies and	
						here and	1,000,70
		r in the second s					
		_					
		A second					
			-	-	_		



SECTION 12 Importing Data & Conversions



If you are using another accounting software program, go to this link for the latest information on conversion options and moving data into the new QuickBooks file.

https://quickbooks.intuit.com/au/switch-to-quickbooks/how-to-switch/ Click on **Start your move**

Sometimes the accounting data in your current file is in a mess and cannot be cleaned up in a reasonable timeframe. In this case, importing client data is a good option to allow you to start with a clean accounting file.

To import data:

(import.) Go to **Gear Icon > Tools > Import data** and select the type of data you want to import.

Note: If you want to download a sample file to use as a template, only .xlsx or .csv file types can be used. The sample file can be found once you click on the import button.



Customers Import



- 1. Select Customers.
- 2. Browse for the File to be imported.
- **3.** It is a three-step process: Upload, Map Data and Import.
 - a. Once the import file is chosen, select **Next**.
 - 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.
- Review the list from the import and make any corrections directly in the preview screen. Click on Import. Your customers will be found under the customer tab.



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.



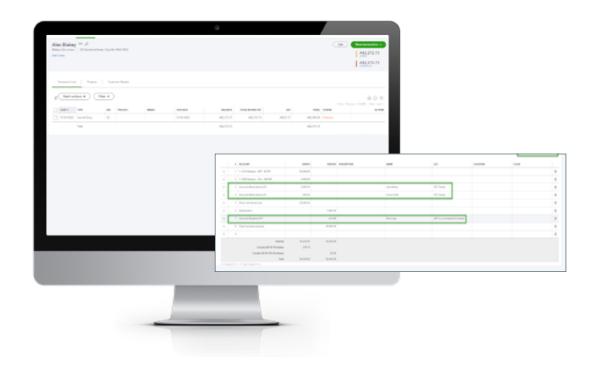
Products and Services

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.



Opening Balances



When converting from existing accounting software to a new QuickBooks file, it's likely balances will need to be posted into QuickBooks as opening balances.

Some of the reports from your previous software you may want to check are:

- Trial Balance
- Balance Sheet
- Profit & Loss
- General Ledger
- Customer Ageing Detail
- Supplier Ageing Detail
- Last Bank Reconciliation

A new file can be commenced at any time and opening balances used to set up the file. Ideally, a new file should commence with a starting date of 1 July.

There are two options for entering opening balances:

 Enter a single journal entry containing Balance Sheet balances as well as both debtors and creditors individually detailed and posted to the debtor or creditor. BUT this will be done as at, for example, 30.06 and all debtors and creditors will have the same date.

- Enter a single journal entry containing Balance Sheet balances, <u>not including debtor</u> or creditor balances.
- a. Enter individually any open Supplier, and Customer invoices are added separately with invoice/bill date, invoice/bill number and invoice/bill balance amount manually.
- **b.** Entry of open invoices this way will allow for Aged Reporting and Aged Payable reports.

A journal can be processed by **New Create > Other >** Journal entry

Then enter in the date, account information if Aged Receivable or Aged payable, description,

Name of Debtor or Creditor and GST.

The customer as per the example of Alex Blakey in the journal example has \$2500 as an opening balance as at 01/01/2022 as per our journal date.

Note: You may need a bookkeeper or accountant to help you with this section on Journals and Debtors/Creditors to get your balances correct.



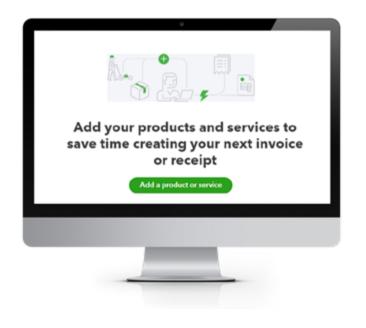
SECTION 13 **Products and Services**

This section explains how to set up a products and services list in QuickBooks Online. The products and services list represents the list of products and/ or services that you sell. Items from the products and services list are used when creating customer invoices, entering purchase orders, and working with inventory.

When completing an invoice, a product or service must be created. This can be done at any stage.

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

Add a Product or Service



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



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

Alternatively, if in the **Products & Services** page, 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 unique.

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 time when completing transaction forms, as you can search for items by category.

Description - Enter the description of the service required. 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 the Product and Services setup.

GST - Select the relevant GST tax code for income, for example, GST.

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

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

Below we have set up Admin, Electrical Commercial, Electrical Domestic and Data Inventory Sales as Categories.

You can also customise the columns for ease of viewing from the **Gear Icon**, printing from the **Print Icon**, and exporting to Excel from the **Export Icon**







Adding Inventory

Inventory can be bulk added using **Import Products** and Services, by choosing to download a sample file, and entering the inventory required to be added. Choose Inventory under the Type column and ensure you have all details required for an inventory item. You can also add the details one by one by choosing **New** then Inventory.

Add the correct **Initial quantity on hand** and **As of date.** If a mistake is later found, an adjustment to the quantity can be carried out under **New Create > Other > Inventory qty adjustment.**

Note: Only changes to the quantity can be made, changes to the date cannot be made.

Purchasing Information is required for inventory as QuickBooks uses the FIFO method.

Inventory reports are found under **Reports > Sales** and customers.

More detail on Inventory is available in the QuickBooks Advanced Manual.

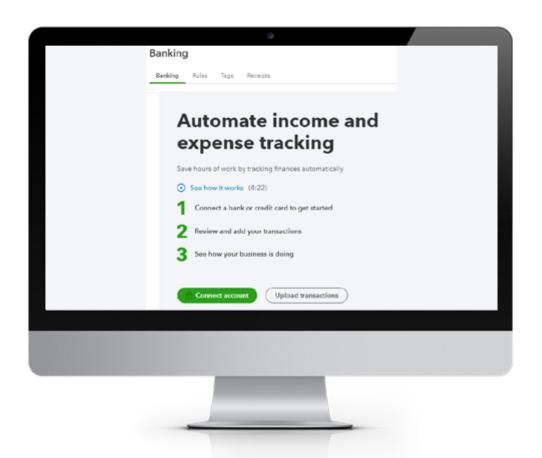
INVENTORY





SECTION 14 Banking Centre

Linking Bank Accounts and Importing Bank transactions



Linking bank and credit card accounts to QuickBooks Online saves time and reduces errors as transactions are downloaded directly from your accounts using 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.

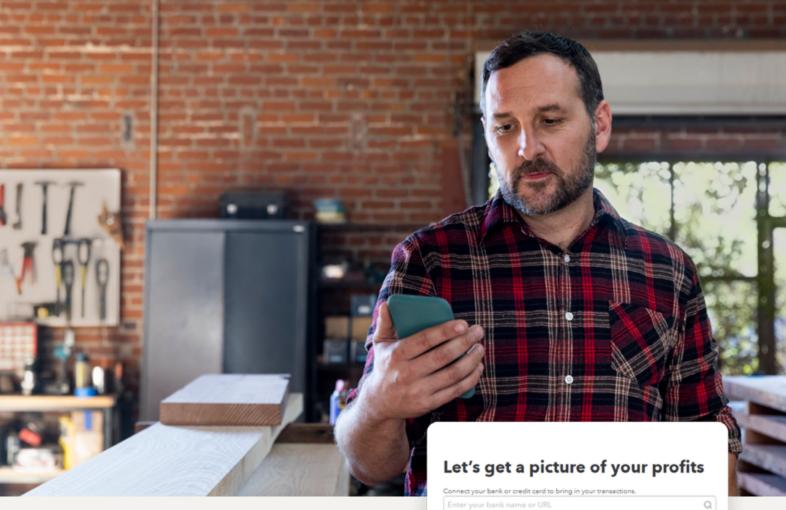
2. Uploading transactions from a bank file from your online banking system

Bank transactions can be imported manually into QuickBooks by downloading the data from your bank and uploading the file to your QuickBooks Online account. Import files must have the format CSV, QFX, QuickBooks Online, or OFX types only. These two methods can be used independently or together. Depending on the bank, the initial bank sync will bring in some transactions but NOT ALL. If additional days are required, the balance of dates can be imported 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 a new transaction by allocating it to an account, add a payee's name and choose the correct GST coding.
- It will also recall how you previously managed a similar transaction and suggest allocating it to the same account and payee again.





Linking Bank Accounts or Credit Cards for Automatic Bank Feeds

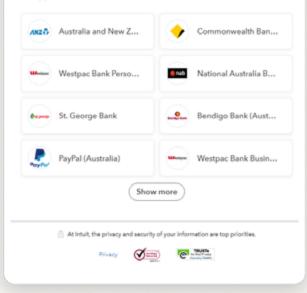
From the left-hand navigation bar, select **Banking.** Ensure the **Banking** tab is selected at the top of the page.

Alternatively, from the Chart of Accounts page, choose the Bank or Credit Card you will be using for the bank sync and under the Action column click on the dropdown tab 'connect bank'.

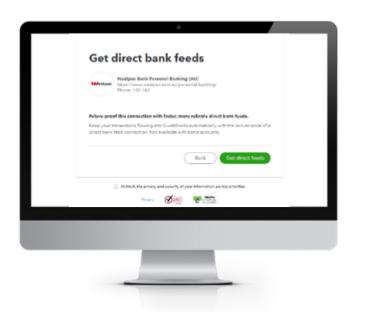
Choose the bank you are connecting and follow the instructions as each bank will be different.

Enter your bank name or URL

We support 20,000+ local and international banks







For example, Westpac bank requires you to click on 'Get Direct feeds'.

St George provides the option of a normal bank feed or a 'Get Direct bank feeds'. You can also choose the normal bank feed option to get the bank sync working almost immediately and then go back in and choose 'Get Direct bank feeds'.

•	
Sign in to account	
St. George Bank - Business Ban http://www.itgoorge.com.au/	hing
User ID	
123406	
Passaged	
POF	
Get direct bank feeds	Back Continue
 Attract the privacy and security of p 	your telementary and top priorities.
····· dim	(m. mm.







Direct bank feeds provide a more secure and reliable connection than the Standard feeds. The link below provides more information on the two Direct feeds vs Standard feeds.

https://quickbooks.intuit.com/learn-support/en-au/ bank-feeds/connecting-your-bank-account-toquickbooks-via-direct-feed/00/263178

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

- Once connected, tick 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. Click on Connect to download the transactions
- Once your transactions are securely downloaded, click I'm done, let's go.



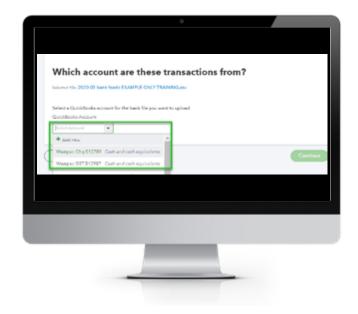
Importing Bank Transactions



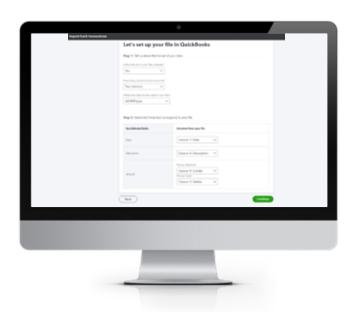
An alternative to linking your bank accounts is to import that bank transactions that have been downloaded from internet banking. Once this file has been downloaded:

1. Select **Upload transaction** from the Banking screen.

- 2. Click Select files, then browse to locate the file to upload. Click Continue.
- **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, and choose **Continue.**



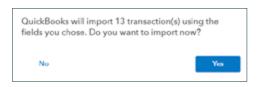


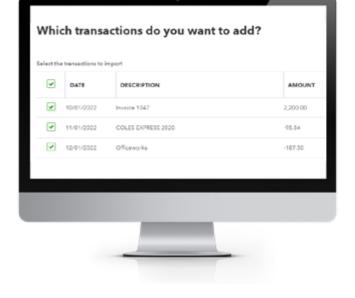


4. Next, you will have the setup option for your .csv file as below. Choose the correct information for a successful upload.

5. Click Continue.

- **6.** Choose the transactions to be added, or select the top box to select all.
- 7. Click **Continue.** A pop-up window will appear with the number of transactions. Click **Yes.**









8. Import Completed and then click Done.

NOTE: A pop-up window will appear, with the option of watching a video or taking a guided tour of the bank feeds.

Once the transactions are imported into the Banking Centre either from a direct feed or an upload it will appear as below. The transactions are ready for review and action.

There are three tabs in the Banking Centre: For Review, Categorised, and Excluded.

For Review

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

Transactions 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.

Categorised

Transactions that have been actioned will now appear under this tab and can be found in QuickBooks Online.

Excluded

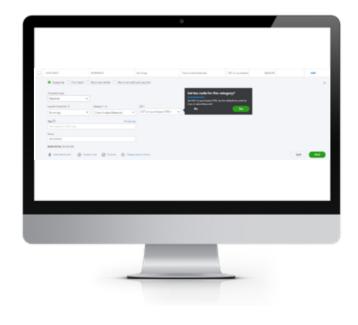
Transactions that are not required to appear in the banking register can be moved from the For Review tab to Excluded. Transactions that have been excluded have no impact on the QuickBooks Online file.

For example, a file created from 1 July and connected to the bank feeds will bring through June transactions. The transactions up to June 30 can be excluded, leaving only those from 1 July onwards and can be deleted from this area.





How to Add Transactions



Once banking feeds are connected or transactions have been imported into QuickBooks Online, transactions are ready to be matched or added.

All downloaded or imported transactions will appear under the **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**.

If you haven't allocated GST codes to your chart of accounts, you can do this through your bank feeds the first time a transaction is allocated to the Ledger Account.

Transactions can also be split to allocate them against multiple Account categories and/or separate GST and amounts by clicking on the **Split** tab next to **Add.**

How to Match Transactions

QuickBooks Online offers to match transactions to the bank detail, transaction date, amount, customer and/ or supplier name or the ID of the transaction, if the transactions are already in QuickBooks. This could be a match direct to an invoice, bill or expense.

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





Processing Transactions - Debits

	- Expense	Campany* ()	007+	
Nerroge Nerroge tags Start typing to add a tag				
Surtyping to add a tog Nervy INDOLINORTHS BANK DETABL WOOLNORTHS				
Nerro WOOLUNOFTHS BANK DETAIL WOOLNOFTHS		Verage	- telle	
INCOLUZORTHS				
ANTECHNOCOM ANTEC				
	a summer () or	Sector O Bassie		

Debit transactions will default to **Expense** and **Category to Uncategorised Expense** unless matched to an existing expense, bill or bill payment. The **Expense** selection can be changed to **Cheque** or **Transfer** transaction types.

The Record as transfer option, top of Expense, is useful when transferring money from one bank account to another, drawings entry, loan account, or payroll clearing or to any Balance Sheet account.

The **Find Match** option is used when there may be more than one invoice that the payment is being applied to.

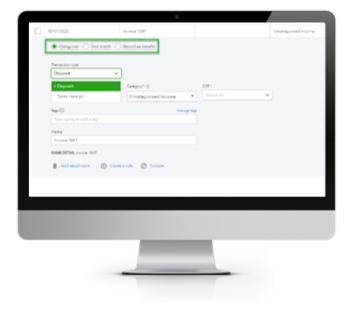
The Record as **credit card payment** is used when transferring to a Credit Card in QuickBooks.

Processing Transactions - Credits

Credit transactions will default to **Deposit** and **Category** to **Uncategorised Income** unless matched with an Open Invoice or Invoice payment. The Deposit selection can be changed to **Sales Receipt.**

The **Record as Transfer** is useful when transferring money from one bank account to another, drawings entry, loan account or to any Balance Sheet account.

The **Find Match** option is used when there are more than one invoice that the payment received is being applied to.





How to accept multiple Transactions in batches

No.0000 Oxt5 DP00132D0 Partness		8478	DESCRIPTION .	PATE	GATEGORY OR MATCH	-
No.0000 COLDS DAMESTADE Autenum Antalian Otto MODESTADE Modestade<		15-01-2022	Calify presents within ga		Unsurgerised Depense	
N100 NBP NAMAMANS Variagement fraume N100 NBP Name NBP Variagement fraume N100 NBP Name NBP Variagement fraume N100 NBP Offenende Variagement fraume N100 NBP Offenende Variagement fraume N100 NBP Offenende Variagement fraume N100 NBP NEXER Source Fraume Variagement fraume N100 NBP Neuroscient fraume Variagement fraume N100 NBP Neuroscient fraume Variagement fraume	8	20-01-2022	COLD DIPAGE	Refresses	Red State	01
Notasian Notasian Notasian Notasian Notasian Officiant Occupient/Dermit Occupient/Dermit Notasian Officiant Occupient/Dermit Occupient/Dermit Notasian Officiant Occupient/Dermit Occupient/Dermit Notasian Officiant Occupient/Dermit Occupient/Dermit Notasian Montality Montality Occupient/Dermit	×	11401-2022	COLES EXPRESS 2529	Partieries.	Ave a set	05
B50-502 Offenend Occursor B50-502 Offenend Occursor Occursor B40-502 Attilization PL Occursor Occursor		10-01-2022	GAMMARNYS		Unstageneed Expense	
1010122 Official		10-01-2022	15-35a 1047		Uncomposed mome	
Interface Matche Investment Orangement Devenue Image: Address of the Stream S		15-01-2622	Oforeid		Unonsprised Dates	
6x8888 Management average Disamplined Reserve 0 8x89188 Seadlers centrated Seadlers centrated		12-01-2022	Officeronia		Unsamplied Expense	
C 000000 Tenters cestored undersonal barrar		18-01-2022	PETA & burn PL		Charles of Expense	
-		41-40-0102	Sander to credit cert		Unsamps field Beparton	
2 191352 100,0095 Autumo Aution (6		00-40-0402	Tende to cedit cert		Uncategorised Expense	
	8	11-01-2022	1000000716	Realizations	Fuel & els	
	_					

To accept multiple transactions at the same time, select the transactions you wish to action (either select an individual transaction by clicking the tick box at the left, or select the tick box at the top to select all transactions). Choose **Accept** in the new pop-up window that appears when you select a transaction from the left.

Other batch actions include:

- **Exclude** Transactions will be excluded and not imported into QuickBooks online.
- **Update** Allows you to modify multiple transactions at once.

Adding Attachments to Transactions

Transactions that have not been Matched to an entry can have an attachment added to them during the Bank Add or Match process. Browse to find the file and attach.

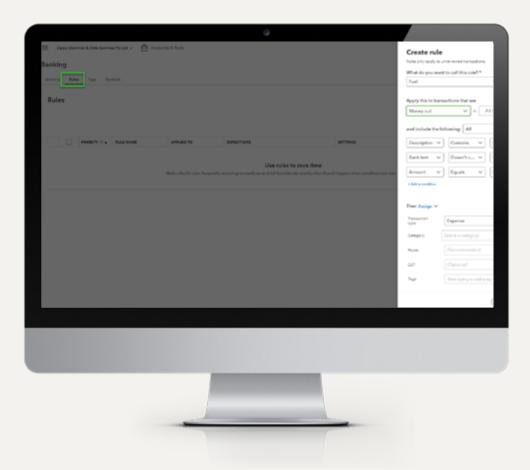
If using the QuickBooks Online mobile app to take a photo of an expense, this will be found under the Attachment area.

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

		•	
Nerro COLES EXPRESS BANK DETAIL COLES EXP	#25		
0 Add attachment	Oresta e rule	Ø Exclusion	Componiation Nationy
		_	



Setting up Bank Rules



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

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

The transactions are identified using the following conditions:

- 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 any one rule.

To Add a Rule, click on Rules from top of the Banking page, or if in the transaction, click on Create a rule.



Create rule Rules only apply to unreviewed transactions.	~
What do you want to call this rule? *	
Fuel	Create rule Rules only apply to unreviewed transactions.
	What do you want to call this rule? *
Apply this to transactions that are	Fuel Apply this to transactions that are Money out
Money out 🗸 in 🛛 All bank accou	
and include the following: \boxed{All}	Description Contains Image: Bank text Bank text Contains Fuel
	Amount v Is less than v 200.00
	Then Ausign 🗸
and the second se	Transaction Expense V
	Caregory Fuel & oils * Add expl
	Peyre Fuel various •
	GST GST on purchases (10%)
	Taga Start typing to add a tag

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

Example of Creating a new Bank Rule

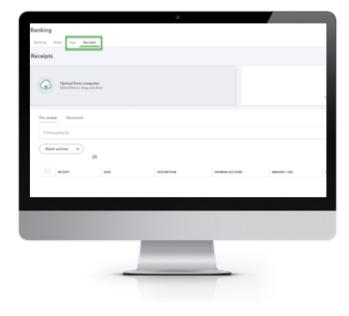
- 1. In the new window, click on the box in the top right called **New Rule**
- 2. Enter a rule name, call it Fuel
- **3.** Select if this is for Money In or Money Out transactions. Set it as Money Out
- 4. Select the bank account the rule will relate to
- **5.** Select the appropriate conditions to meet the rule

- Then select the appropriate actions. Set Payee as Fuel Various, Category as Fuel & Oils, and Tax Code as GST on purchases.
- 7. You have the option to choose a Location and/or Class and/or Memo
- 8. If the 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 but found in Categorised.



Tags and Receipts



Tags:

What are tags and groups?

- 1. Tags are customisable labels that track your money however you want.
- **2.** Putting tags into groups provides deeper insights into how your business is performing. Groups are required to get reports for tags.
- You can tag transactions such as invoices, expenses, and bills. You can't currently tag general journal entries or transfers, or things such as customers or items.
- Tags are added from the transaction in bank feeds or from the transaction when processing manually from the New Create feature

Receipts:

You can quickly upload or email receipts to your books with QuickBooks Online, which extracts the information, matches it to a transaction and categorises it.

Email receipts and bills to QuickBooks online

- 1. From the left menu, select Banking and Receipts
- 2. Select **Register your email to get started** (If you see "Send receipts to receipts@quickbooks.com" you've already registered your email address)
- 3. Attach receipts and bills or send them in the body of an email. For example, you can take photos of paper receipts and bills and send those or forward them in an email (such as from an online purchase, Uber ride, etc). If you send a file, it should be a pdf, jpeg, jpg, gif, or png.
- 4. Send your receipts and bills to receipts@quickbooks.com. Processing may take several minutes. If something didn't work, you'll receive an email informing you.

Review, edit or match receipts and bills.

Once you add the receipts and bills in QuickBooks, they'll show up in the For Review tab where you can review, edit, and match transactions.

- 1. From the left menu, select Banking and Receipts
- 2. From here, you can select the row to have a side-by-side view of the receipt you sent, and the data extracted.

You can also select:

- **Review** to edit the extracted information for the receipt. If there are multiple matches, selecting Review allows you to choose the match you want.
- Add to create a new expense in QuickBooks with the receipt attached.
- Match when you're ready to match the receipt with an existing record in QuickBooks. Note: If an imported banking transaction and a receipt are both in For Review, QuickBooks won't suggest a match until you select Add for one of them.



SECTION 15

Creating & Managing Quotes & Invoices

Creating and Managing Quotes

tota	denga nga SEGOFERI Pangangan		64 12	945	
Rearisto on an	OBCOPTOR				
Transpire.	OBCOPTOR				
haspine	OBCOPTOR				
haspine	OBCOPTOR				
feranyaina	OBCOPTOR				
feranyaina	OBCOPTOR				
feranyaina					
feranyaina					
feranyaina					ABOUNT 4
				41.41	(01.00
atus					
- Fa					
Permising					
		Note Parley Mix months 1	Camerica		
			fra Brag Martine ar det Antone Pers winks		frag Revisia and Alastan Para salata

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

Creating Quotes

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

1. Go to New Create > Customers > Quote

- Complete the on-screen quote, including selecting a customer, add date, quote number, whether amounts are tax inclusive/exclusive/out of scope of GST, Products and Services of your choosing, the quantity, description, and rate for each.
- **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 reference. Maximum file size for each transaction is 25MB.
- 5. Select **Save and Send** to email your customer the quote.
- 6. Send email. You can change the **Body** of the quote if required and click **Send and Close** to save the quote.



	9		
Invoicing			
Invoices All Sales Customers	Products and services		
Customers Clear Filter / View	Al		
	Unbilled Last 345 Days		Unpeld Last 365 Days
A\$500 1 quote	A\$0 OUNBILLED ACTIVITY		A\$0 0 OVERDUE
Batch actions ▼	Search	Q	
CUSTOMER + / COMPANY			PHONE
Lynde Higge 🖾 Higgs Food Market			08 5555 5551
	-	-	

Managing Quotes

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

- 1. Quotes can be found using the Search > Recent Transactions function, or by looking up the customer card. However, the easiest way is by selecting Invoicing from the left-hand navigation bar and clicking on All Sales or Customers
- Click on the Quote box in the Money bar. This will locate all Quotes that are open. Choose the customer quote you wish select, and click on Start Invoice, on right hand side under the Action column.

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



Creating and Managing Invoices

	ce mo.1005	5							
Gamma D		Calorie anal 🗇	0.04	Auror Option	Connect to Rephal				
then, then		v monotore		Accessions	(pagenaria anti-fagila) man 🌸 🚥 🧱				
		in a second distance di							
and the second second		here ()	inclusion inte	Pres data					
			W01000	1910-010					
- Andrea Ca	nen 1973 - Land Swan 1977 - Land Swan								
te0					Temp top				
Start Splitting	to add a tog								
	4 190	oversense 🗇		10	corries.	-	541%	ANDAN	447
	1.04	a a farmala farmana		Par.		2	10.45	10,10	-
	2 844			0.0	a way show that a way on t		100	201.00	-
	3								
Transport of									
			er shill the inse						
			er dali Pa sua		Aucoha	nha Kalamoring Camria			
Sectors of			er dist Marson		June of the	alar Natamarky Caucha			
Sectors Break			p dat da sus		Asserba	nius Malausaring Camerika			
Sectors of					Secola	alas Referenceira Canonka	_	_	
Sectors Break					Pass of Pa	alaa Malamaalay Caasilaa			
Sectors Break					Jaco A	nine Malanasahy Canada			
Sectors of					Amerika	nina Malamaning Caustin			
Sectors Break					See A	nim Balanuciy Caucha			
Sectors of					Para da	aan Referencelog Canonka			

Invoices can be easily entered from the **New Create** menu.

- 1. In the New 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.

3. Add Lines, if needed.

- **4.** Complete any other desired fields, such as the Discount if turned on in the settings or add a message to be displayed on the invoice.
- **5. Add Subtotal:** if you are adding in various services, products or inventory and need to group them, a good way is by adding a subtotal in-between each group.

- 6. Attachments: 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. The maximum file size for each transaction is 20MB.
- 7. **Print or Preview:** you can print or preview the invoice if required.
- Make recurring: you can set up an invoice as a recurring invoice if the same amount and services are required on a recurring period. This action is found under Cogs wheel > Lists > Recurring Transactions.
- **9. Customise:** if you have more than one invoice template you can choose the template required or add a new one.
- **10.** Select **Save and Send** to email customers their invoice. You can change the body of the email prior to clicking **Send and Close.**



Receiving Payments of Invoices

Invoice n	o.1005						
famme ()	(store and ()	-	Remark Options: Contract to Reptile				
these disenters.	v microphe	101000	Access and payments with NaMal Res. 🔮 🔹				
	in a section (i)						
	Terms ()		Pres data				
Strandors	142	Territorian	1910-2022				
march, Stranding, march, Strand, Strand Webster, Strand Application, Strand	and Team						
tu O			Tenantai				
Start Spling to add	110						
	· PRODUCTION OF		accortion.		- 10	1415	AND NOT AN
	1 Enclothermologies		Perapolitika		2	10.45	10.10
	1 features		because share shall ne upon				20.00
(minute to	and an 199						
() Madeson - 1	and an 199	n yr dial ffy ince					
	anna an 1940 Dag Dag An An	a. p. dag da ang		An chain 1	de marie		
	anna an 1940 Dag Dag An An			No shaka 10	Manuscring Convertian		

There are various ways of applying a payment to an invoice.

- 1.From New Create > Customers > Receive Payment.
 - **a.** Choose the customer and select Invoice / Invoices to be Paid, the correct bank account to be deposited and the date of payment in bank. This will then **Match** payment in your bank feeds.
- 2. When you're in the invoice, right top corner, **Receive Payment** will take you to the same screen to apply payment. Under the **Receive Payment** button, check if there are other payments that have been made previously. This shows a history of payments.
- **3.** Alternatively, simply clicking on **Match** Invoice from your bank feeds.



SECTION 16 Customising Invoices



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



Go to Gear Icon > Your Company > Custom Form Styles.

Click on New Style and select Invoice.

Choose from the six templates and accent colour to match your logo, upload your logo - you can have more than the one logo - 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.

	•
Terrip Cases Bade	
wy tourned continuous a proversion	Lang Bashnal 1 Juli Iarinan Ny Taninana Managarana Managarana
Corpora for annual	Annu II Annu II Annu II Annu II Annu II Annu II
Marchart with	THE PERSON NUMBER OF THE PERSO
Ff in many with particular	teres the second
🏦 Ald year 1977 Addate	All basings All All Margin St. Bill Bill Bill Margin St. Bill Bill Bill Margin St. Bill Bill Bill
March doubt, print to pr	
and the second	



SECTION 17
Adding Attachments

Manually add an Account



All transactions can have attachments added to them by browsing for the file from your local computer or the file can be dragged into the attachment field from within any transaction or bottom of bank feed transaction area. Maximum size per transaction 20MB.

Attachments	Maximum size: 20MB
	Dreg/Drop files here or click the icon
Show existing	

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 documents, then follow these steps:



Gear Icon > Lists > Attachments

Find the location of the document to upload and then click Save to upload

- The maximum size of all attachments added to a transaction is 20MB
- 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
- Print the list of attachments in your file from the printer icon
- 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 drop-down box under Action



SECTION 18

Organise & track Expenses & Bills

To Enter an Expense Transaction

S Expense				
Pages Payment account ()				
Burnings V MetaperDispR210 V	Ratacon (45)(42,40			
Payment clean Payment method	Ref. vo.			
1401000 Where shift and a state of the state				
Nor 🗇	Managerings			
Start typing to add a tag				
★ Category details ★ carsory ○	DELCARTION		AMOUNT	
I Constanting	When did you payfur?			GET on purchase
			1111	
Add Ins. Coar of Ins.				
Atchus Guzellus				
 Item details 				
- Item details				
Item details More BUVPHOIS				
Item details More BUMPHOS Attemption Attempti		Post Mada mauring		
Item details More BUVPHOIS		Post Male sources		
Item details More BUMPHOS Attemption Attempti		Post Mela sourceg		_
Item details More BUMPHOS Attemption Attempti	_	Pat Més ecurag		
Item details More BUMPHOS Attemption Attempti		Post Mela acurity	_	
Item details More BUMPHOS Attemption Attempti		Pat Més aurog		
Item details More BUNPINGS Attemption Attempt		Post Male mouring		
Item details More BUNPINGS Attemption Attempt		Par Makasura		
Item details More BUNPINGS Attemption Attempt		Ro Manager		
Item details More BUNPINGS Attemption Attempt		Por Mala auring		

1. Select New Create > Suppliers > 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.
- **3.** Complete the details of the expense transaction including the payee, reference number, 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 Expense, COS account (if using general ledger accounts) and/or item details (products and services are already linked to general ledger accounts for Inventory).
- 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.



Paying Bills



Bills are available in QuickBooks Online Essentials, Plus and Advanced versions, and accessed from the **New Create > Suppliers > Bill.**

Enter the relevant information.

- 1. When paying bills there are various ways of applying payments if more than one bill is being paid. If only the one bill is being paid, your bank feeds will match to that bill.
- A shortcut is to select New Create > Expense > then choose your Supplier in the Payee field and from the right-hand side drawer click Add on the various bills you would like to pay.

Expense Pyre Pyretacent Pyret initially Pyret initially Pyret initial Pyret initially Pyret initial Pyret in	Name Name Research State Image: Chip State Research State Image: Chip State Research State Image: Chip State State State Image: Chip State	S Expense			0		
Exercut definition V Propried Cold 1-1/11-2 V Makeware A3(1,542,40) Paperation Propried conflict Market 10411.0312 Index diff your pay with? Market Step:(0) Market with a long That regards to relified a long Market with a long	Exercut definition V Propried Cold 1-1/11-2 V Makeware A3(1,542,40) Paperation Propried conflict Market 10411.0312 Index diff your pay with? Market Step:(0) Market with a long That regards to relified a long Market with a long	12 exheme	,				
Formula information V Preprint Conft 1-1112 V Information Preprint Conft 1-112 Preprint Conft 1-112 Market Market 1x001 COLD2 Information Market Market Stage (0) Market Market Market Tour Typing to milit a long Market Market Market * Category details Statemarket Statemarket It 8 Market of Cold page (no.1) Market of Cold page (no.1)	Formula information V Preprint Conft 1-1112 V Information Preprint Conft 1-112 Preprint Conft 1-112 Market Market 1x001 COLD2 Information Market Market Stage (0) Market Market Market Tour Typing to milit a long Market Market Market * Category details Statemarket Statemarket It 8 Market of Cold page (no.1) Market of Cold page (no.1)						
Paper traine Paper traine Marine 1484 0022 Inter Address page with * Interacting on page with * 1484 0022 Interacting on page with * Interacting on page with * 1484 0022 Interacting on page with * Interacting on page with * 1484 0022 Interacting on page with * Interacting on page with * 1584 0022 Interacting on page with * Interacting on page with *	Paper tide Paper tide Mark Not 000000000000000000000000000000000000	Pages					
Note that provide a log Non-O	New Content on Control of C	Retrict the set	m v	Weeper Org \$12789	₩ 8a	fance (AS1.042.40	
Note that provide a log Non-O	New Content on Control of C						
Note that provide a log Non-O	New Content on Control of C	Proved Line		Protocol and boal		Ref	
Cetegory details if accessor ()	Image map Image map There type my shell is top Image map * Category details Image map Image map Image map Image map <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td></td<>						
Terringeng tendita leg	There type to shift a log • Category details • Observed • Observed <						
Category details category () category () category () details details details details details details details	Category details category () details	1e-3				Warnager Sugar	
# 6x1930/rr 0 05500/rr II III IIII IIII IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	# CATEGORY (1) DESCRIPTION (1) (1) (1) (1) (1) (1) (2) (1) (1) (1) (1) (1) (1)	Shert typing to ad-	d a log				
# 6x1930/rr 0 05500/rr II III IIII IIII IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	# CATEGORY (1) DESCRIPTION (1) (1) (1) (1) (1) (1) (2) (1) (1) (1) (1) (1) (1)						
# 6x1930/rr 0 05500/rr II III IIII IIII IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	# 6x1930/rr 0 05500/rr II III IIII IIII IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII						
# 6x1930/rr 0 05500/rr II III IIII IIII IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	# CATEGORY (1) DESCRIPTION (1) (1) (1) (1) (1) (1) (2) (1) (1) (1) (1) (1) (1)		datalla				
2 1 When is compary fash when did you pay fash	E 8 When managing that When did you pay had	· category					
			 Monte the carts 			When did you pay for?	
	and the second se						
and the second se							
				_			



		9		
Suppliers				
s				
	University of the	Wape of Level 2015 Days		
-		A\$2,860 1046804	A\$2,860	
			-	
nh actions •	Innell	Q,		
IBR + / COMPANY		PHONE	Dates.	
ings				
ical Weissler				
varitrum				
		-		
		And the owner of the owner own		
	-			

 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 **Pay Bills** to apply the payment against the invoice.

 Select New Create > Suppliers > Pay Bills and select the bills to be paid via the bank account and date against the invoice.

ayment account		Paymont dato	Reference
Wastpac Chq 512780 🗸	Balance -A\$1,042.40	24/02/2022	1
Filter > Last 365 Days			
PAYEE	REF NO.		DUE DATE +
Electrical Wholesalers	12389		14/01/2022 🌖
0 bills selected		Total paymen	(AUD) 0.00
0 bills selected		Total caveren	AUDI 0.00
0 bills wiected		Total paymen	LAUIDS 0.00
0 bills salected	_	Totel paymen	(ALID) 0.00



SECTION 19 Recurring transactions

Filter by Name					
TEMPLATE NAME -	TYPE	TXN TYPE	INTERNAL	PREVIOUS DATE	NEXT DATE
Teletre	Reminder	8.01	Every Month		02/09/2016
Monthly telephone support	Scheduled	Inucline	Every Month	01/05/2016	
Marc Underwood	Unscheduled	Quote			
Insurance	Scheduled	Expense	Every Month	01/03/2017	01/04/2017
Carol Walker Monthly Malntenance	Scheduled	Involce	Every Month	15/02/2017	15/03/2017
Amazon	Unscheduled	Purchase Order			
Nexander Rudd	Scheduled	Invoice	Every 2 Months	15/02/2017	15/04/2017
Account Keeping Fee	Scheduled	Expense	Every Month	01/03/2017	01/04/2017
_	-				

Recurring transactions are a way to quickly create different transactions that occur regularly with the same information. These transactions can be set up to record automatically, or they can be set up for manual entry via the template created under the recurring transactions feature.

QuickBooks Online saves the transaction as a template, allowing 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 be automatically emailed to your clients.

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

ĝ

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



SECTION 20

Class and Location Tracking

Classes and Locations

QuickBooks Online Plus and Advanced users have access to Class Tracking, Location Tracking or both. Class and Location Tracking configurations are ideal for management reporting purposes as they enable tracking for separate parts of a business.

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

Class Tracking	Location Tracking
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.
ou 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

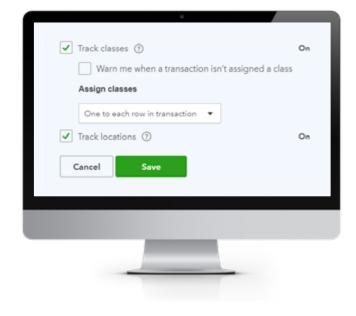


To turn on Class and Location Tracking, click **Gear** icon > Account and Settings > Advanced > Categories.

Then select on / off next to **Track classes / Track locations.** Click **Save**

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.





SECTION 21 Purchase Orders & partial PO's

Often QuickBooks Online users must find ways to record more complex transactions - which often results in multiple transactions being recorded, taking more time in entry and troubleshooting. Below are some options to make handling complex sales and purchases easier.

To use purchase orders, you need the Plus or Advanced version of QuickBooks Online and to turn this feature on from **Company Settings > Expenses > Purchases orders > on / off**

Create a Partial Partial Purchase Order



Create a new purchase order for your supplier from **New Create > Suppliers > Purchase order.**

A new box will appear under the Suppler Name that will say "open".

When the stock /products arrive, and you have the Supplier Bill you can receive the stock in by creating a "Bill" and your purchase order across from the righthand side drawer.

Add the purchase order to your Bill by opening the PO and at the top right-hand corner, click on **Copy to Bill.**

Alternatively, choose **Bill** then at the right-hand side drawer, add the PO to a bill.

(S) Bill					
Supla Entriel Measures	w				
Malloyadow Depts/Photosics	*	1401000	Real Anno	#**	
Ne O Dertystyls old ring			Terrap tep		
Category details					
	in LORY		DOKEPTICH.		
· · · ·	al of other Water and				
Althou Charal	-				_
 Item details 					
	_	-	-		





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

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

From the **Reports** Centre, run the **Open Purchase** Orders Detail list report for a summary of purchase orders and the value outstanding.

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

PRODUCT/SERVICE

										_
	verview c suppliers		t you		Zippy	Open P	I & Data	ers D		0
	pen Puro ary of pu		e	JCT/SERVI	CE ACC	OUNT	-	TY	RECEIVED QTY	BACKOP
	ury or pe		0		Cos	t of sales:Mate	rials			
зi	led Repo	ort for	a list							
Zij	ppy Electrical (& Data Sei	-	0				1		
		ry - March, 2023								
x	ACCOUNT	014	RECEIVED-GITY	BACKORDERED GTY	TOTAL AMT	RECEIVED AMT	OPEN BALANCE	-		
	Cost of sales:Material				165.00	0.00	165.00	*		
					A\$165.00	A\$0.09	A\$165.00	-		



NO.

1001

SUPPLIER

DAT

- NotSpecified

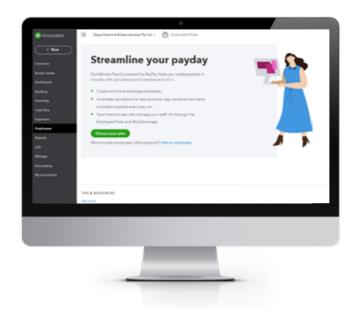
otal for Not Sp

SECTION 22

The QuickBooks payroll application is a fully featured payroll solution, powered by Employment Hero, one of our ecosystem partners. Payroll is easy to use and offers employees a self-service portal to download payslips, change their details and apply for leave.

Employment Hero is SuperStream compliant, and super can be paid directly from QuickBooks using Beam Super payments.

To set up Payroll



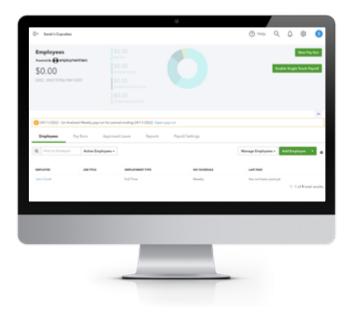
Zippy Electrical & Data Services are setting up its plan with Employment Hero by clicking on **Choose your plan.**

They are using the Standard Payroll plan.

After clicking on the Standard Payroll plan, **Enable Payroll** by adding in the business details. Click **Next** then follow the setup Wizard for the business. This enables payroll and employees to be added.

Darimene Dataria	Add a new business Pase erer your deals below to complete	per baires etca.
	ain	Number of Employees
	12 345 479 9	10 4
	Business Norre	Business Legal Norme
	Zany Electrica & Data Services Physics	2 ppy theorem is then been one Ppy or
	Address Tru 1	Address Une 2
	Salarda	
	Bed	





From the Employee Centre, Enable Single Touch Payroll, and follow the setup Wizard with STP.

More information can be found here: https://quickbooks.intuit.com/learn-support/en-au/ pay-schedules/how-do-i-enable-single-touch-pay roll/00/278818

Once setup, add in your employees by clicking on **Add Employees** and following the employee setup Wizard. This is a four-step process.

All employees' personal details are required to complete the Wizard setup.

		n have amplicy a			
	Parent	nal information			
			Walls was	fact and	
The straight sugar	land and			-	
C) In the animates		et information		trapelled	-
		the Address	Carified reporting along	4	
	(C to basis		a national disea		
	frank (a other a			
	ler'		< Bester		





Once employees are added, you are nearly ready to run your first pay run. However, some settings may need to be revised.

After each employee has been added, click into the employee's name and from the left-hand side panel, go through each setting and ensure all is completed correctly for that employee.

Bandward Bandward Bandward B	
Image: State	
# Service 1000 1000 Strict School Service 1000 Strict School Service Service # service School Service School Service School	
Image Team Bit Nut Are Mark Im.	
N (Lo (Lobo)) In W (Lo, Kan) In W (Lo, Kan) Fair Name W (Low (Low (Low (Low (Low (Low (Low (Low	
e la paran e paran	
Proceedings of the second	
# Proj. A constance Definition B characteristic Mathematic # Proj. Proj. Mathematic # Proj. Proj. Proj.	
Barbaranana Barbaranana Jahananana Barbarana Barbarana Barbarana Barbaranana Barbarana	
af spering 17 training 17 trai	
W Substance W The Same Works Comment B The Same B	
Prod Span Torren Torren Torren Torren Torren Torren Torren Torren	
B by the form	
Without Destroyed Processing	
B Departments Date (1931)	
· inclusion inclusion	
Evaluation for all lineses Review of lineses	



Chart of Accounts



With the Employment Hero integration, once the chart of accounts is imported, the payroll journal will be exported directly to QuickBooks each time you complete a pay run.

- 1. From the Employee Centre > Payroll Settings > Business Settings > Chart of Accounts.
- 2. Click the **Chart of Accounts** and work through the Primary Accounts defaults, ensuring any changes are made PRIOR to your first pay run.

3. If new default accounts need to be added, you need to bring them in from QuickBooks, top right-hand corner. Click **Import accounts** to display an account selection screen.

	÷	
	Describede	144
	Deservation. Net i contration availa	10.5
	And a second sec	1011
-	Tel: Harrison Paulo	10.7
-	Nuclearly 1	100
	Review .	-
	Trange 1 hrups	former .





By Normanian Benchmanian B vity samp B vity samp With same B vity vity vity samp Board same B vity samp Board same	
Browner Bondersteinen	
B Dat Offenset	
# Decemberson B Lawrenders B Ageneration B A	
B hypermatein Interestiene B de blanks B	
Bity Stream Bity Stre	
B Ng Ustalam (Partial Control of	
# potential feedbacking feedbacking	
PROF. calify document Prof. calify	
Mithe Geogram Old by Scalar	
# lana Geogram Separameter System Sector System	
Delater (segme Access)	
Express Desprise Expressmention Tability Economication South	
Brighton Linksby Arment Dark to busine	
# Saffarias Instantigenergies Asset	
ADDED PROVIDENT	
B repear by the second se	
Instance Instance Instance Instance Instance Instance Instance Instance	
Flore Inch.	

- **4.** Select each account you wish to import/map into the payroll Chart of Accounts. When satisfied with your selected accounts, click Save Account list.
- Click Save Accounts List from the bottom of the page to be taken back to the Chart of Accounts to map your QuickBooks Online Accounts to your Payroll Accounts.

Select the **Default Accounts** drop-down and begin mapping in each account.

You can map the Chart of Accounts for **Pay Categories**, **Deductions, Expense Categories and Leave Provisions.** Once satisfied with your mapped accounts, click **Save.**



Opening Balances



The Opening Balances settings page allows you to configure the initial financial year for your business as well as import/export the opening balances for employees in the business.

To get to the **Employee Centre > Payroll Settings**, **Business Settings > Opening Balances**.

The following page will be displayed:

The initial financial year for the company may be adjusted here. This is the year for which the opening balances for Gross/PAYG/Super will apply. (Leave balances are adjusted by the opening balance specified).

Note: Opening balances have an effective 'Date Paid' of 2 July in the financial year that you specify. To include opening balances in reports, the report period should be run from 1 July of the initial financial year.





EMPLOYEE SETTINGS		
Details	Opening Balances	
+ Emergency Contacts	Enter the opening balances if you are transitioning from anoth	
⊕ Tax File Declaration	Leave Balances Earnings D	
Ø Opening Balances		
PAY RUN SETTINGS	Please enter the leave balances as at the payroll transition dat	e.
III Pay Run Defaults		
	Employee Datails for Tash Zinnu?	
	Employee Details for Tash Zippy®	
	Employee Details for Tash Zippy®	

Additional Functions:

- To import the opening balances, click on the Import button.
- To export the opening balances to a CSV or Excel file, click the Export button
- To configure the opening balances for a specific

lick on Employee name> Opening Balances from the ft-hand side panel, adding in each balance that the mployee has as of 30 June from the previous accruals or Leave balances. If opening a new QuickBooks file roughout the current year, you need to add in all other ear-to-date earning amounts.

ther setup required.

Employee Det	tails for Tash	Zippy [®]					
 CARLING STORES	Opening Balances						
@ Evenh							
 Energency Contents 	The the special science is a	and the state of the	er melder pageel speler of	Card Construction and	e haar beker an ar die par	solar acting assess	
To File Declaration	Loave Balances	Earrings	Deductions	Employer Debittee	Dependenting of	(mployment Termination Represents (CTPs)	178
# Opening Belances	Parameter Station & Second		for data				
Any dama of Translation							
III For San Dalarity			Annual Laurea			heurs	



Pay Categories

Pay Categories are used to define the rates that employees are paid. Setting up your pay categories will help simplify the management of employee pay rates by:

New Hourly Rate

- Automatically calculating linked rates through loading and penalty rate multipliers
- Configuring super rates

New Pay Category

Pay Category Name:

• Configuring leave accrual

- 1. Click on the **Pay Categories** option and then the **Add** button.
- A New Pay Category box will open. Type the name of the New Pay Category in the Pay Category Name box. Then click on the green **Save** button on the bottom right.

Fields in this category include:

- Name
- Units: Hourly, Annually, Fixed, or Daily
- Super Rate as a percentage
- PAYG Tax Exempt
- Accrues Leave
- Rate Loading: This is loading that is applied on top of the base rate that the pay category is linked to. For example, if you have a base rate of \$10 and set a rate loading of 50%, then the linked rate will be \$15.

White Haurly Res				
NAME New Hourly Rate	UNIS Houty *	9.5 %	NATI LOADING	HBACTYLOADING NUL
	PAING Example Paynoli Tax Example		Assrues Lanve Exclude from W1 in Journale	
External Id	Payment Summary Classification Detaut		Rate Proclaion 5-decarat paces	

Cancel

Create Pay Categories

The setup of Pay Categories can be accessed and updated by clicking on the **Employees tab > Payroll Settings > Pay Categories** from the list under Pay Run Settings.

When you create a new business, common pay categories have been created. These can be deleted and new ones created that match your business needs. To create a new pay category:

- Penalty Loading: This is a penalty loading that applies on top of the base rate and the rate loading. The key difference is that the penalty loading does not accrue superannuation.
- Payment Summary Classification this is used for pay categories that need to be reported separately on an employee's payment summary.

Once you have completed the Pay Category, press the green **Save** button on the bottom left of the screen.



Set up a Pay Run

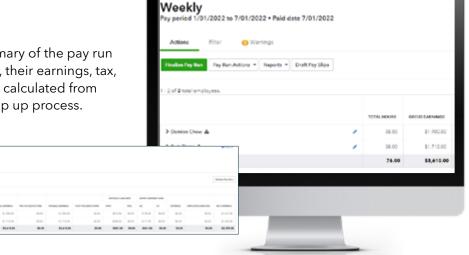
Pay schedule	Tilecily	Ŭ
This is the first pay run for this p future pay runs, this will be work	sy schedule so you read to specify the date this pay period ands. For ad out for you.	
Thy period starting	1/01/2022	
Pay parted unding	7012022	80
Date pay run will be paid	7012022	10
(Manually add employses to this pay run Creats pay run with empty pays Cancel Creats	

Once you have set up QuickBooks Online Payroll and employees, you are ready to create a Pay Run. A Pay Run only needs to be configured once for dates and then each subsequent pay run will roll over to the next date period.

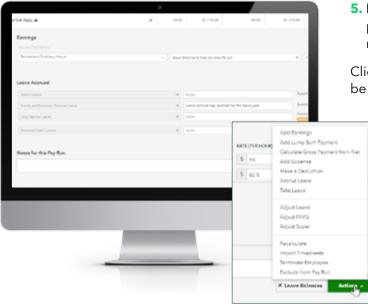
- If you need more than one pay run schedule, then from the Payroll Centre > Payroll settings > Pay Schedules click on Add and add the new schedule required.
- 2. Running a Pay Run.
- 3. From the Payroll Centre, top right click on **New Pay Run** and select the Pay Schedule you will be paying. Enter the date for the Pay Period Ending and the Date the pay run will be paid. Click **Create.**

Note: The first pay schedule will auto work out the future pay run dates.

4. The next screen will display a summary of the pay run including all employees in that run, their earnings, tax, and superannuation figures. This is calculated from the information entered in the setup up process.



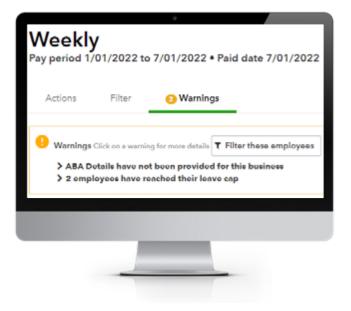




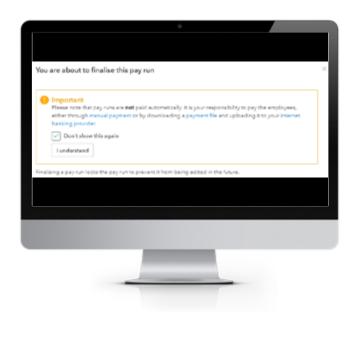
5. By clicking on the individual employee's name, the payroll details can be expanded and amended if required, adding leave taken or adding a bonus.

Click on the Actions button for additional selections to be made to amend the individual employee pay run.

- 6. Once any adjustments have been added, click **Save.** The full details of the employee can be hidden by clicking back on the employee's name.
- **7.** Before the pay run is completed, look for any warnings. To see the details of the warning click on the Warnings tab.







In this scenario, there is a warning regarding ABA files. QuickBooks Online Payroll will not automatically pay your employees, but it can create an ABA file that can be uploaded to your bank to pay multiple employees at the same time.

To set up an ABA file, click on the warning about ABA details having not been provided for this business. Then click on **Fix This.** On the ABA Details screen click on **Add.**

- **8.** Fill out the required details and click Save. Check for any other warnings and deal with them appropriately.
- 9. To finish this pay run, click on **Finalise Pay Run.** When running a pay run for the first time, you will receive the important message below. Select **Don't show this again** and click on **I understand.**

You then have the option to create a STP Pay event lodgment immediately or later, payslips to be sent to employees now or published at a later date, and payslips will be sent to employees.

- **10.** The **Pay Slips** options enable payslips to be sent immediately to employees OR scheduledfor later.
- **11.** When the pay run has been finalised, and STP event lodged, it is now locked.

Note: The Pay Run can be unlocked to make changes, however, this should be done before any bank payments are processed or STP event lodged. If both have occurred, you will need to run a new pay run for the amendment.

12. Once the pay run has been finalised, download the ABA file to upload it to the bank. Run any payroll reports and Send Pay Slips.



Note: Once the pay run is completed journals are automatically posted to QuickBooks Online to the relevant accounts.



Payroll Reports

A wide variety of payroll reports can be accessed via the reports tab: **Employees > Reports.**

Once you have selected **Reports**, you can view the payroll reports, employee reports and ATO reports.



Important Reports to Note

Detailed Activity Report: A breakdown of activity by location per employee over a given period.

Super contributions: View all super contributions over a selected period.

PAYG Withholding: A breakdown of the PAYG withheld per month for a given date range.

Pay Run Audit Report: Shows the full pay run details for a given pay run. Includes earnings, super payments, bank payments, leave and deductions.

Leave balances: Shows the current leave balances for each employee.

Leave liability: Shows the leave liabilities for each employee at a point in time.

Super payments: Manage automated superannuation payments.

You can pay employee super contributions directly to any registered super fund in Australia by using the in-built integration with the Beam super fund clearing house.

Employment Hero is 100% SuperStream compliant and holds a gold certification with the ATO.

Tax File Declaration Report: Generates a Tax File Declaration report for new starters that can be submitted to the ATO.

Payment Summaries: Allows generation and printing of the payment summaries for all employees for a financial year.



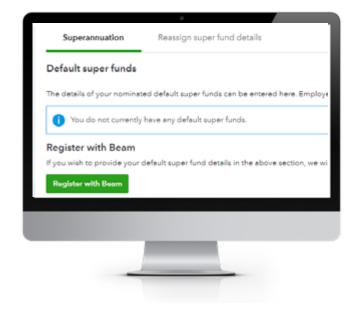
SECTION 23

Superannuation and ClickSuper



- 1. Open Employee Centre > Reports > Payroll > Super Payments.
- 2. Click into Super payments. This takes you into the screen Registering for automated Super payments via Beam.
- **3.** Click into the link **Register with Beam**, which takes you to the application form. Follow the instructions to complete the application.

 From the top right corner click Add, and add the business Default super fund and Register with Beam.







5. Complete the details required in the **Beam registration** including the bank account that the super payments are to be deducted.

Once Beam is registered, the completed information is located in the Superannuation page, where you can change any of the details if needed.

Superannuation			
- And	Reassign super fund details		
Default super funds			
The details of your nominal ballow.	ad default super funds can be entered he	n Engloyees will then be provided with these o	ptions when cheeping/their super-fund. Nominated fu
Chini Vite Columnical Admin 79	anneoso		
Current Beam setting			
Beine are the current setting	ga we have recorded for this business in 5	been, that are relevant in a super batch, in order	to make any changes to these details go to the Menag
ABN The Administrated in Sector			
Direct debit bank acc			
New York the direct check as	ibertites commissions with Beam, To ad	tel d'rect chich as a super batch payment sprion	planes add accounts to Beam via the Balt details in Be
Refund bank account	10		
You served their annum	the pressessing reflects. You will then be p	midal dirini aptan dian perabuta na	er payment batch.
	And Party and		
Manage Beam setting			
-	supervision draticely edityrus de	auf super fund defails or change direct debit de	tals, then gives are shot the "Solt details in Seam "butto
T dt detaik in Beam			
		-	
	-	_	



Accessing Super Payments Within QuickBooks Online

	9	
Select Super Contributi	ions For New Batch Payment	
Filter super contributions:		
Date range:	Pay schedule:	
1/01/2022 - 24/02/2022	Al	
Contribution type:		
		Filter
Actions		
Select all Select none		Create batch
into Ball -		\$496.20
Labo Waashin Balli /		\$248.10
Total of all payments		\$744.30
Total of included payments		\$744.30

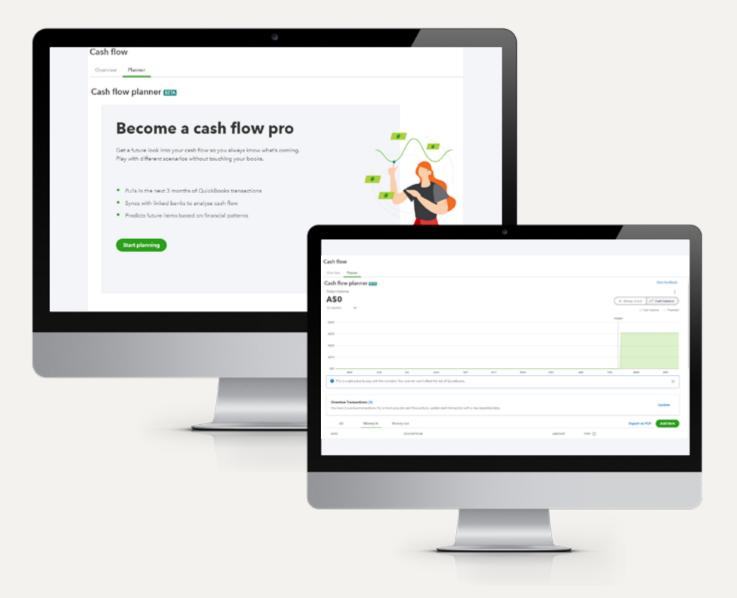
From within the Payroll Centre > Reports > Payroll > Super Payments

Click **Super Payments**, and choose **New Super payment batch** in the top right corner.

- 1. Choose the Date Range required that the Super payment is being made
- 2. Click on Filter on right hand side
- 3. Select All employees and choose Create Batch
- **4.** This will take you to the last screen. Click on **Submit**, then depending on the setup, either an Auto Direct Debit will occur or you have the option of BPAY.
- 5. Super payment completed.



SECTION 24 Cash Flow



Cash flow refers to the amount of money moving in and out of business accounts. In QuickBooks Online, different reports and projections provide greater clarity of current and future finances. QuickBooks Cash Flow lets you see how your business is performing in real-time, helping you to manage cash flow and improve decision-making.

On the left-hand side of the navigation bar, click on **Cash Flow** and choose from the **Overview** or **Planner** tab.

Ensure all bank accounts have been reconciled for a more accurate overview and planner for the client.

The **Overview** tab shows money in and money out. You can view and add to this overview

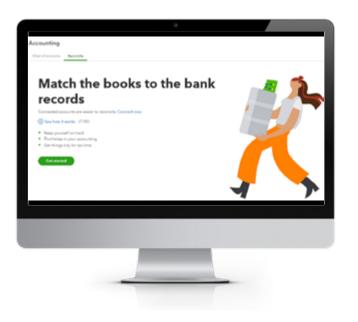
The **Planner** tab pulls in the next three months of transactions from historical transactions from bank feeds. Click on **Start** planning for the first time. This provides an insight into the next few months of money in and out. You can customise both money in and out if you know what bills are coming up, and allow for BAS and IAS



SECTION 25 Bank Reconciliation

Once all the banking online feeds have been processed, the bank reconciliation is almost complete. QuickBooks Online Accountant bank reconciliation tools allow accountants to reconcile accounts, correct errors and resolve discrepancies from one area.

Any Balance Sheet account (except retained earnings) can be reconciled using the same process.



 Select Accounting from the left-hand menu and then the Reconcile tab. The first time you use this, there is the option to watch a video on How it works. Click Get Started. The next time you are in the Reconcile page, the Reconcile window will immediately come up.

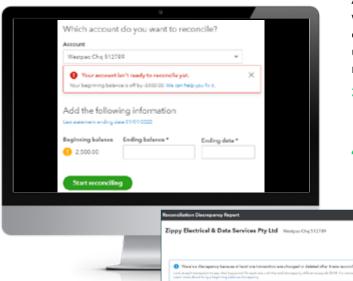
2. In the Reconcile window, choose the bank account you are reconciling from the dropdown box.

Note: Last statement ending date 01/01/2022 and Beginning balance. This was the last time this bank account was reconciled and the balance at this date.

Account	t do you want to re	concile :
Westpac Chq 5127	89	~
Add the follow	ing information	
Beginning balance	Ending balance *	Ending date *
Beginning balance 3,000.00	Ending balance *	Ending date *
Start reconcilin	e	
Share recomentin		
Start reconcilia		



Note: If after the bank statement was reconciled and a transaction was changed or deleted, an error message will appear - such as below warning that your beginning balance is off and needs to be fixed. Click on We can help you fix it.



A **Reconciliation Discrepancy Report,** such as below, will populate and this will help you find the transactions changed after the last reconciliation. Click on **View** under the **History** column and fix the transaction to reconcile your bank once again.

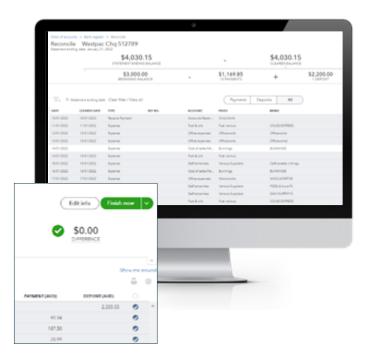
- 3. To reconcile, enter the bank statement Ending Balance and Ending Date from your bank / credit card statement and click Start reconciling.
- **4.** The Reconcile window will show all bank feeds. Previously Matched and Added will be automatically ticked off.

0-\$500.00

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

If a transaction is not ticked as below, you will need to investigate where this transaction has come from and remove it from this reconciliation. All transactions from the bank feeds regardless if imported by a csv file or direct bank feeds, will have a green icon and be ticked automatically.

Click on **Finish Now**, top right corner. You also have the option to **Save for later** or **Close without saving**. This takes you back into the Reconcile window, which will summarise the bank account's last reconciled date and ending balance just completed.





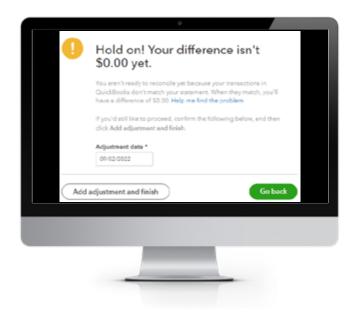
Reconciliation Reports



2. Select the report to view and click View Report under the Action column. You can view the reconciliation report and all transactions.
3. 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 Bank Reconciliation Adjustment



If a client forces a bank reconciliation, as in the Difference **WAS NOT 0.00**, QuickBooks Online will enter an adjustment entry to allow the bank reconciliation to reconcile to zero. QuickBooks Online will show the screen below, which explains that an Auto adjustment entry will be created. If the Add Adjustment and finish is selected, this will create an adjustment amount to zero out the balance to 0.00.

Note: Amount 'forced' is seen in the Auto Adjustment column.

Reconciliation Discrepancies are found in the Profit and Loss under Reconciliation Discrepancies.

To fix an incorrect bank reconciliation, two steps are required.

- Directly from the Profit and Loss report, click on **Reconciliation Discrepancies** amount to view the Transaction Report and delete this transaction.
- **2.** Return to the Reconciliation Report window to Undo the incorrect reconciliation and reconcile correctly.

l Ansary i te Neurog 2022
- 1000 Daw faces: 2000 Jee (2000) Lind house 2000 - Gard Jee (2000) - Gard Jee (2000) Version 400 Version 4000 Version 4000 Version 4000 V
Definition 2010 See 2010 Instrume 2010 Instrume 40,000 - Construme 2010 Variers 319,000 Test Construme 2010 Part Construme 2010
5m 2,0410 Androws AB,400 - Good Van AB,400 - Cond Van 3,050 Van So 3,050 Stad Cond Van 3,050 Van So 3,050 Stad Cond Van 3,050 Stad Cond Van 4,050 Stad Cond Van 4,050 Stad Cond Van 4,050 Stad So
Malikawa ABJ, ABJ - Gun Chang - Second Lange - Cond Talan - Second Lange - Marchan - Second Lange - Mal Cond Talan - Second Lange - Mal Cond Talan - Second Lange - Marchan - Second Lange - Second Lange - Second Lange
- (and lase - Cand lase Vacos la Sand la Vacos Sand Cand Vacos Sand Cand Vacos Sand Cand Vacos Sand La Va
- Contains Varenas Var
Marcin 51510 Star Clar Alex 515126 Star Clar Alex 515126 Tot Clar Alex 4813126 Oppompting 4813126 - Barran 515126 Other assess 61012 Information 61013 Speciments 6012 Speciments 61013 Tot Starts 61013 Speciments 61013 Tot Starts 61014
Ted contraine 13/53.00 Deb Contraine 63/53.00 Deb Contraine 63/53.00 Deb Contraine 64/53.00 Deb Contraine 63/53.00 State Area 63/53.00 Otto State Area 63/53.00
Not Gradination ARELINDA Opportunity/F APA LINEAR - Reserves Opportunity/F - Data averse Data averse - Data averse Data ave
oppgref/f of 4 (1954) oppgref/f of 4 (1954) for a series 0.017 for a series 0.017 for a series 0.017 for a series 0.018 for a series 0.018 for a series 0.018 for a series 0.018 for a former 0.018
- Topom Sark kis Sark kis Sark kis Sark metter Sark metter Sark metter Sark metter Sark Marka Sark Sarka Sark Sarka Sarka Sark Sarka Sarka Sark Sarka S
Aurik kon 0.0024 Offan agenami 0.015 Jarl www.ton 0.025 Jarl www.ton 0.026 Topperon autoritoritory 0.018 Topperon autoritory 0.018 Topperon autoritory 0.018 Topperon autoritory 0.0101 Top Office Spragnets 0.0101 Top Office Spragnets 0.0101 Top Office Spragnets 0.0101 Virt Dativity 0.01001
Offer anyone 2015 Saf marries 2016 Sagen nutricitiere 2016 Sagen nutricitiere 2016 Sagen nutricitiere 2016 Safet Agenem 400048 Other Status 2016 Safet Agenem 400048 Safet Agenem 2016 Safet Agenem 2016 Safet Agenem 2016 Safet Agenem 2016
Ind'arrentin 0010 Ingrementation Means 0010 Tagentenation Means 00100 Tagentenation 00100 - Otto Starmin 6000000 - Otto Starmin 000000 - Otto Starmin 0000000 - Otto Starmin 0000000 - Otto Starmin 0000000 - Otto Starmin 0000000 - Otto Starmin 00000000
Spennerschuters 3430 Topeborer 3470 Kale Spenn 440000 Oter Lann 340000 Stand Spenn 35000 Stand Spenn 35000 Stand Spenn 35000 Stand Spenn 35000 Stand Spenn 340000
Wayshown 3.010 Refigures ####################################
Nat Types ApJ, 60, 51 Ohr Schwarz North Schwarz National Schwarz North Schwarz National Schwarz BRUNN National Schwarz BRUNN National Schwarz BRUNN
- Ote Exercise Teaconfide Texaportes Tead Ote Express All Datas
Name bill /s Tail One Expense #02,982 /f Val United #42,982 /f
Tool Olive Express #21(00.12 ACT Database 5 (2014)
NET SHIVING 45-438545
NET DATIVINES AD-RESPIRAD



SECTION 26

GST Centre: Managing GST and BAS

GST Centre Managing GST



Track GST and electronically lodge BAS directly from QuickBooks, without the need for portals, or complicated workarounds. Simply prep and e-lodge.

All transactions with GST recorded in QuickBooks Online is tracked and summarised in the GST Centre.

This provides a snapshot of the amount owing to the ATO for the period. QuickBooks tracks all GST and helps you stay on top of BAS and other ATO compliance obligations. The GST centre assists in generating activity statements.

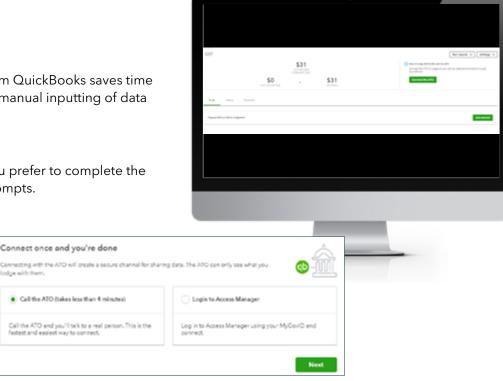
Access to all GST, PAYG and other reports are available in one place for review. If any changes are required, these can be done directly from the reports. The GST Amendment report adds back into the BAS report the changes made PRIOR to the last BAS lodgement in QuickBooks.

Connect the ATO directly

Lodging your BAS directly from QuickBooks saves time and improves accuracy as no manual inputting of data is required.

Click on **Connect the ATO.**

Then choose which option you prefer to complete the connection and follow the prompts.





BAS Reports Used to Review

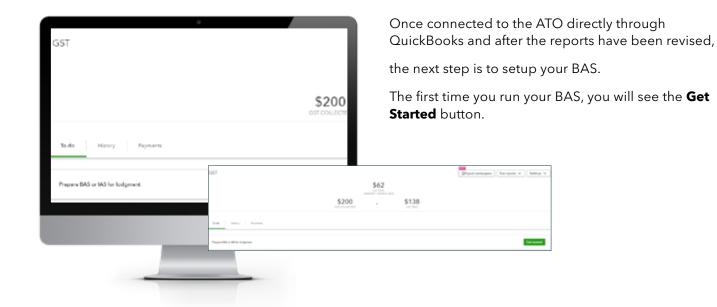
When ready to complete the BAS, click into the **GST Centre** from the left-hand side navigation bar.

From the **Run Reports** drop-down menu, there are various reports to verify your BAS figures are correct prior to running BAS lodgements.

You will find a library of reports to be reviewed as below. Click into each report and review your GST, the GST amendments, PAYG, Transactions with GST, Transactions by Tax code, the Profit and Loss and looking at your Balance sheet report to reconcile all the control accounts.



Revision of BAS





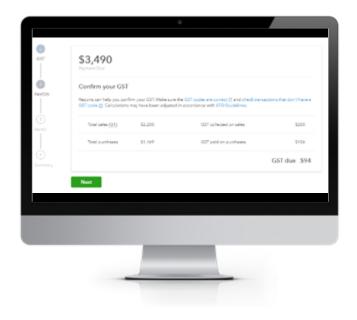
BAS Lodgement



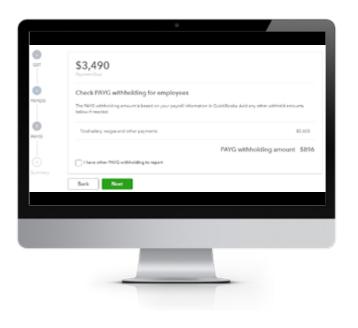
1. Click on the **Get Started** button and follow the setup of the BAS, by choosing the first period you will lodge from QuickBooks **Begin** and **End** date, and click **Continue**.

Note: This is only done for the first time you set up BAS lodgement. After this, click on Prepare BAS.

The GST window appears when you Confirm the GST is correct. There are reports from this window that you can click into and review as well: **GST Codes are correct** and **check transactions that don't have GST Code.**

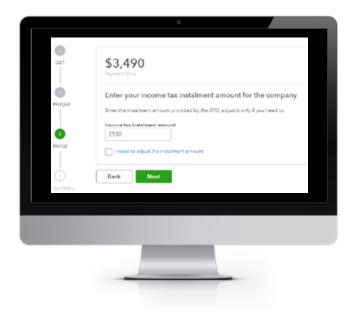






2. PAYG Withholding is the next window that appears. This amount can be checked against the Detailed Activity Report from the payroll Centre Reports and also the PAYG Withholding Summary report under Run Reports. In the GST Centre Click Next.

- **3.** If PAYGI is being paid and has been added to the GST settings, this window will appear next. Ensure the correct PAYGI is entered, then click **Next.**
- **4.** A BAS summary appears, which you can revise. Print from the print icon.







5. A BAS summary appears, which you can revise. Print from the print icon.

- 6. Click the Mark as Lodged button and Lodge directly to the ATO.
- 7. The Mark as Lodged button will automatically produce a BAS journal. Closing of the control accounts for that period will move the balance owed/refund to the account called ATO Clearing account. When payments are made, the payment will go to the ATO Clearing account.

SUMMARY Amount you owe the ATO Amount the ATO owes you Your payment amount Open LodgeIT [3] Back Mark as lodged	
Amount the ATO owes you Your payment amount Open LodgeIT [2]	SUMMARY
Your payment amount Open LodgeIT C	Amount you owe the ATO
Open LodgelT C	Amount the ATO owes you
Back Mark as lodged 🗸	
	Back Mark as lodged 🗸



GST Amendments Report

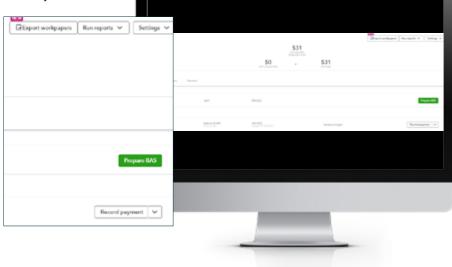


QuickBooks Online allows you to make changes to previously lodged BAS periods. The changes are tracked in the **GST Amendment** report found from the **Run reports** tab in the GST Centre, but can also be found when next lodging your BAS.

When making changes, this pop-up window appears for you to confirm. Once confirmed, this will amend the BAS amount for the current BAS period.

The changes are automatically added as an adjustment in the next BAS reporting period.

This time you click on **Prepare BAS** as you have already processed your first BAS in QuickBooks and your BAS has been set up.





	firm your GST. Make sure	the GST codes are correct g and check tra I in accordance with ATO Guidelines.	nsections that don't have
Total sales (O1)	50	OST collected on sales	50
Total purchases	\$2,448	GST paid on purchases	\$221
			GST refund \$22
Next			

The adjustment is taken up in this current BAS period - see the screen shot below. You can review the report from here.

Once completed, and you have verified that the GST Amendment report is correct click **Next**, and the remainder of the lodgement will be the same as completed previously.



Managing the GST Centre

To do History Payme	nts			
To Lodge			_	
BAS	-\$221	Record payment		
		BAS period		PAYMENT AMOUNT
То Рау		January 2022		\$3,490
		Balance due		
BAS	Balance: \$3,490 Amount due	\$3,490		
		Payment amount *		
		3490		
		From account *		
		Westpac Chq 512789	\sim	
		Payment date *		
		25/02/2022		
		Memo		
_		Full amount of BAS		

The GST Centre is made up of three tabs: **To do, History** and **Payments**.

In the **To do** tab, you will find the next BAS to Lodge and BAS To Pay. Once lodged, the BAS will drop to the To Pay section.

When you record a payment against the BAS, click on **Record Payment**. The BAS will move to the **History** tab and the payment will be found in the **Payments** tab. If you have the correct amount, the correct bank account and correct date, this should match to the payment in the Bank feeds. See the example above.



		0		1
Durow Durway	Here's a summary of your IAS No en Tark a logar if eventing loga ADD Guideline. Deriv logat, you all here t Logarest dats * 25/02/2022 BUDO's & DerivO2DO BULDETS IMO' 2020 POS Weekslang Youf siny you and	to be in order. Calculations may have be being with the ACC.	CODCED ON 28 MIS 2022	
	TaxiS-withkeld for employees Taxal AnnS-withkeld SUMBRARY Annount you you the ATO	942 946 84	54718 54218 54218	
	anourread of oversigns Tour permet enous	*	50 56,718	
Tede History P	yests.			
To Lodge	\$1,714	MLV 2820		Prepare IAS
So Rey				
845	Balancer 541 Refered dae Balancer 54,874 Amount dae	APR 2020 Lodged 16 JUN 2021 JAN - MAR 2020 Lodged 19 JUL 2020	Marked as lodged Marked as lodged	Record refund V

If IAS (PAYG Withholding) is lodged on a monthly basis, the Tax settings should show **PAYG Withholding Monthly.** Once you complete your BAS in the GST centre, an IAS will be in the To do tab.

Click on **Prepare IAS**. The PAYG withholding will populate in the next window and if correct when matching back to your reports, click on **Next.** As shown below, it is a two-step process. When all is reconciled, click on **Mark as lodged.**

This will close the IAS period in the books and no changes can be made. The automatic journal will debit the PAYG withheld account and credit the ATO Clearing account.



SECTION 27 **Reports Centre**

Deshboard Banking Solva	AB Cotor-Reports Mesupervert Reports				
Expenses	~ Favourites				
Engloyees	Accounts receivable uping summary	*1			
Reports	Balance Sheet	* 1			~~~~
657	Pull and Line	*1			1 1 1 1
Accounting					
My Accountant	* Business overview				
Apps	Autolog		Profit and Loss, year to date comparison		
	Balance Sheet Comparison		Profit and Loss by Class		
	Relative Sheet Detail		Profit and Low by Costonian		
	Enlance Sheet Summary		Profit and Loss by Location		
	Balance Sheet	* 1	Profit and Loss by Munth		
	Budget Overview		Profit and Loss	* 1	
	Budget et. Actuals		Quarterly Profit and Line Sammary		

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.

All reports can be printed, emailed directly from QuickBooks, or saved as an Excel spreadsheet or as a PDF by choosing the icons above the report, top right.

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.

Reports: 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 All Reports sections of the Report Centre. For reports used frequently, click the star icon to add to the **Favourites** area.



Customising Reports

Lost Maria		24-012		
National States of States	Accessions	Graphical Acceleration		
		College Solve Address Searchet Sal		0 8 D* 0
		Zppy	Electrical & Data Services Phy Ltd Instituted Ltd	
			Amorp 2018	
		- Instance Data Review		101.00
			Customise	Seve customisatio

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

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

For example, Profit and Loss can be customised in three different areas, see below.

The ability to customise all the reports in this way provides greater flexibility around finding different reports.

After customising a specific report, select **Run Report** to display it with your changes. That customisation can be saved by clicking on **Save Customisation** and will be found under the Custom reports tab.

Controlles Reve controlleries
Custom seport name
Professed Loss
Add this report to a group
Nove •
New group sense
Directur Reports
Shara with
/image in the second se
Share reports with community Top along only your currentized report investment
not your financial data.
56/4



Standard Custom report	s Management reports				
NAME			et up different g eports are set up		
-	Sandard Gaten eports Varagement reports				
Profit and Loss					
	NAME > (Sinclar Reports	CBMATHO	Date Manual	unana. Unanfrantariani	ACTON Edu V
	Profession	Neosla Pris	Last Munch		Las Y

By clicking on **Edit** under the Action column in the Unscheduled row, you can save the reports in this group to be emailed, by choosing Set Recurring Schedule.

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.





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 to delete the group.

Reports	
Al Custom Reports Management Reports	
NAME	CREATED
> New Report Group	
Balance Sheet	Darcy Nicolson
Balance Sheet Comparison	Darcy Nicolson
> Profit Compared to Last Year	
Profit and Loss	Darcy Nicolson
Customise Save customisation	
udd this report to a group	
None	
New Report Group	
None	
Save	



Automated Reports

Custom Report
Geosp Nome Doctor Reports
SET RECURSENCE Regente: Daty: = Every: = day(s) Next Date: 20/07/022 End: Next Date: -
EMAIL INFORMATION The (Constrained with a constrained of the formulation of the formulati
Hells, Zhached is the second financial reports for Eppy Biochrica & Dece Benrices Py Lost. Reports Networks Finis

Using QuickBooks Online, report groups can be automatically sent by email to yourself and others at regular times (for example, the first 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 email schedule of the reports can also be set.

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.

- Complete the required fields, and click Attach the report as an Excel file, if you 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 need to be open on your screen for these reports to be sent on schedule.



SECTION 28

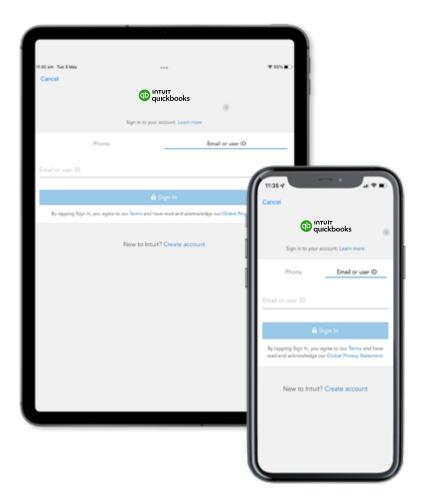
Mobile Apps - Take the Ipad / Iphone Tour

QuickBooks Online works with iPhone, iPad, and Android devices, allowing you to access 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.

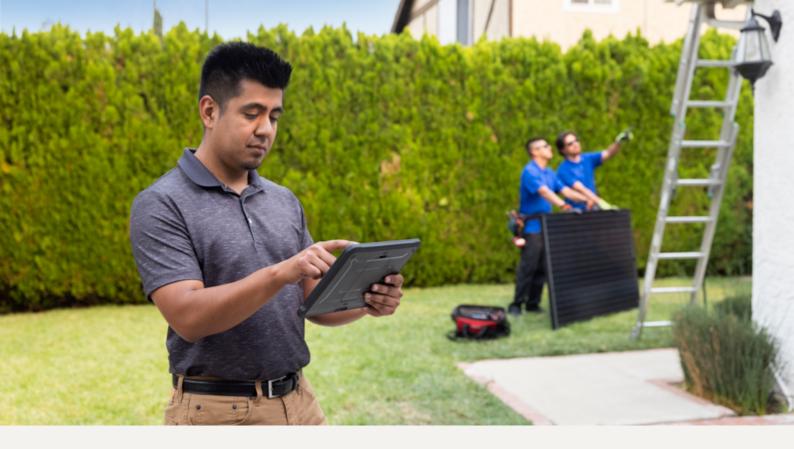
Download the QuickBooks Online Mobile App



- Download the free QuickBooks Online mobile app (specific to iPhone, iPad or Android) from the iTunes store or Google Play. Then login using your QuickBooks Online username and password.
- **2.** Use your QuickBooks Online login credentials to sign-in to the app.
- **3.** The navigation on both the iPad and iPhone app is similar. You can access quick actions via the carousels at the top; additional functions are located in the menu tab accessible at the top left corner of the iPad app and bottom right corner of the iPhone app.

Note: The navigation on the iPad app is similar to QuickBooks Online on the browser. There is a left and right hand side panel of options available by selecting the menu and plus buttons on the top left and right hand side of the screens respectively. For the iPhone the plus sign is at the bottom of the screen.





Creating and Sending Quote on an iPad/iPhone

- To create quotes on an iPad/iPhone, tap the plus sign and select **quotes**.
- 2. Choose the customer, enter the relevant details for the quote, and send the quote instantly 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.

- 3. Click on 'Get Signature'
- Hold the screen for the customer to use their finger or stylus to sign directly onto the screen

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

- **5.** 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.
- **6.** Send the invoice directly to the customer via email.

Capturing Expenses on an iPad/iPhone

To create an expense on an iPad/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.

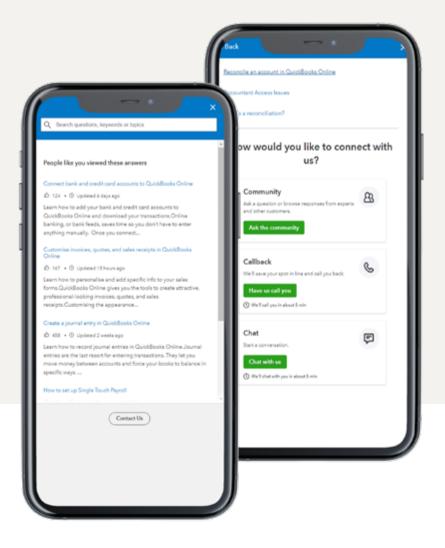
Run reports on an iPad/iPhone

Stay up to date with your business with running reports from your iPhone/iPad. Select the reports option from the left-hand side of the navigation menu to run the Profit and Loss report.



SECTION 29 Help & Support

In-product Support

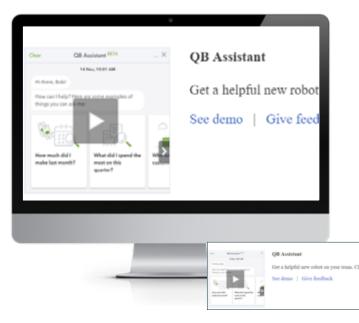


To access online help.

- **1.** Select the **question mark** icon in the top right corner of the QuickBooks Online screen.
- **2.** Type your question in the search box.
- **3.** Once you have located the relevant article, click on the heading to launch it.
- **4.** You have the option to click on **Contact Us** then choose from Community, Callback or Live Chat.



QB Assistant



QuickBooks Online has its own digital QB Assistant, which while currently in beta mode, is functional.

To access QB Assistant:

- 1. Login to QuickBooks Online Accountant or your QuickBooks Online file.
- 2. Click on the Gear Icon and select QuickBooks Labs from the Settings list.

a

- **3.** Scroll to locate the option **QB Assistant** and click on the slider on the right to ensure it is in the '**ON**' position.
- Click **Done** in the bottom right-hand corner of the screen.

To use QB Assistant:

To use QB in QuickBooks Online via your desktop browser, click the icon in the top right corner between the **Help and Gear** icons.



There are some pre-populated questions but you can also type your query into the question box.

QB Assistant uses machine learning to improve its understanding of questions. As it receives more questions, it learns which are the most relevant, thus improving its responses over time.







Customer Care Support

Call or chat online with our customer care team who can assist you.

Phone 1800 046 038 Monday to Friday 8:30am to 6:30pm.

Live Chat

Monday to Friday 8am to 10pm Saturday and Sunday 8am to 8pm

Online Support

To keep up to date with the latest information and support queries, you can access our self-help support at: https://help.quickbooks.intuit.com/en_AU/contact

Get Connected Socially

Keen to collaborate? Follow us at:



Intuit QuickBooks Australia



Intuit QuickBooks



SECTION 30 Feedback

Providing Feedback

9		
Search Q 🕂 🔅	0 (2)	
	_	
Feedback	×	
share your feedback or report a bu	g	
0		
	Next	
	_	
Help us decide what to add n	ext.	
	_	
Help us decide what to add n		

We appreciate receiving your feedback, which you can provide through the top right corner of the QuickBooks Online screen.

Here you can provide product feedback and suggestions. This link provides access to a screenshot of the page in question. For additional information, please visit our product update page:

http://www.intuit.com.au/r/product-updates/



