INTUIT
quickbooks

QuickBooks Online
Business User Manual

Table of Contents

SECTION 1

Important tips
for this training

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.

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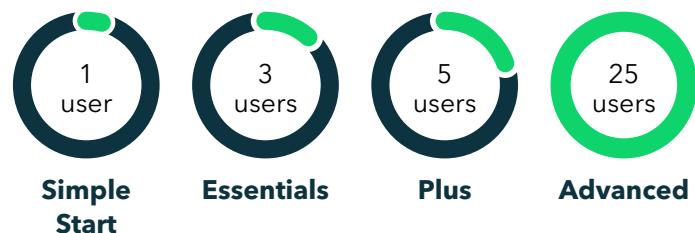
QuickBooks Online Packages Available

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.

1 user	3 users	5 users	25 users
Simple Start	**Essentials**	**Plus**	**Advanced**

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 here.

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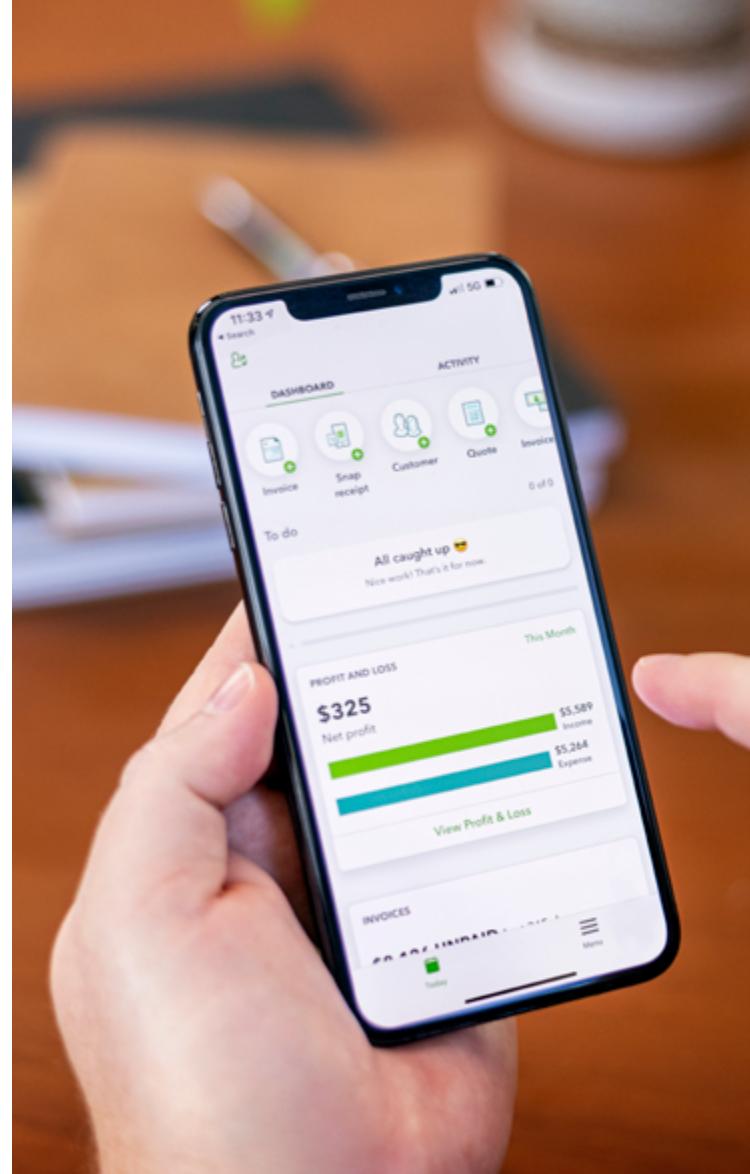
System upgrades are a thing of the past! In the cloud, software automatically upgrades so your clients are always up-to-date and using the newest version.

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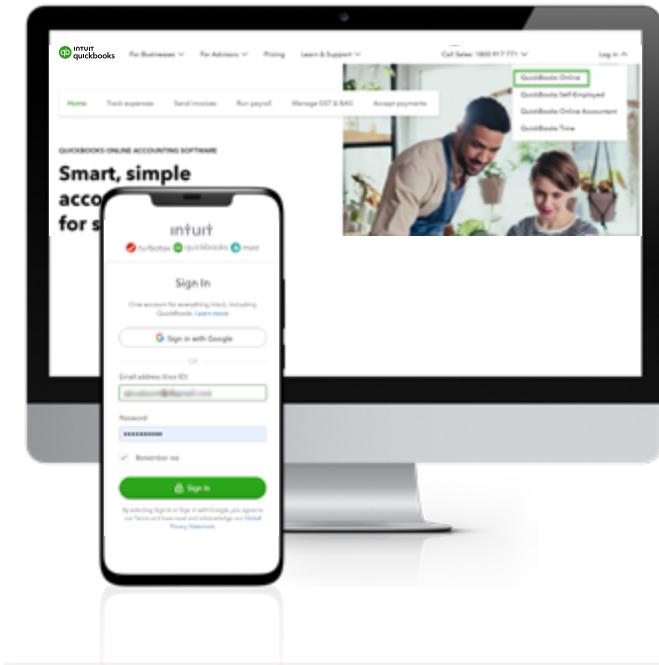
He has three business accounts, one Cheque account, one GST account and a credit card that needs to be linked to his new QuickBooks file. Damien also needs the invoices he sends out customised, wants to track his bills.

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

SECTION 4

Navigating
QuickBooks Online

Navigating the QuickBooks Online Home Page
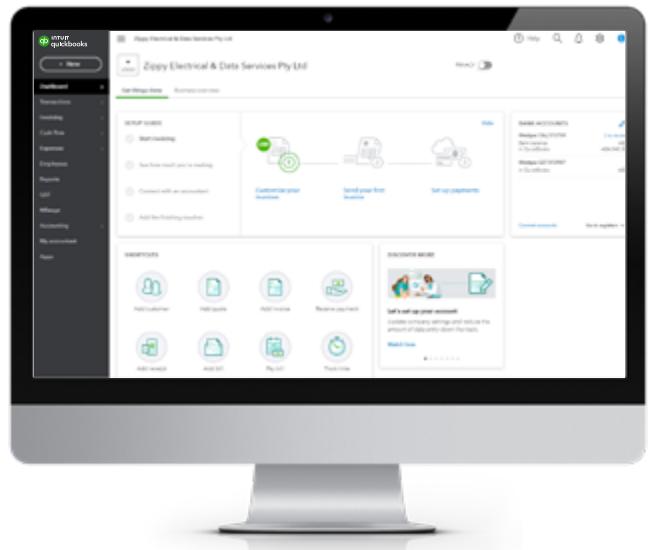
1. Open your preferred browser.
   Note: Chrome offers the best QuickBooks experience. Type https://quickbooks.intuit.com/au/ or www.Intuit.com.au

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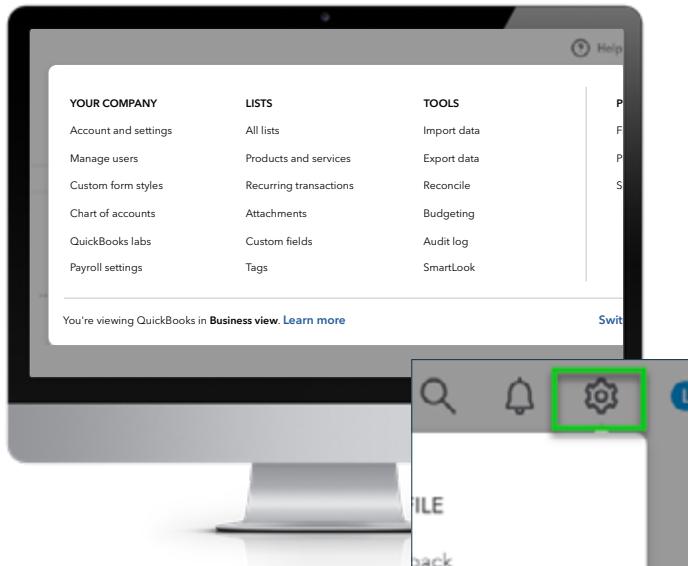
The **Show less** option is found in the bottom right-hand corner. The Create window also has a simplified view accessed via the **Show less** option.

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.

Company File Setup: Account and Settings
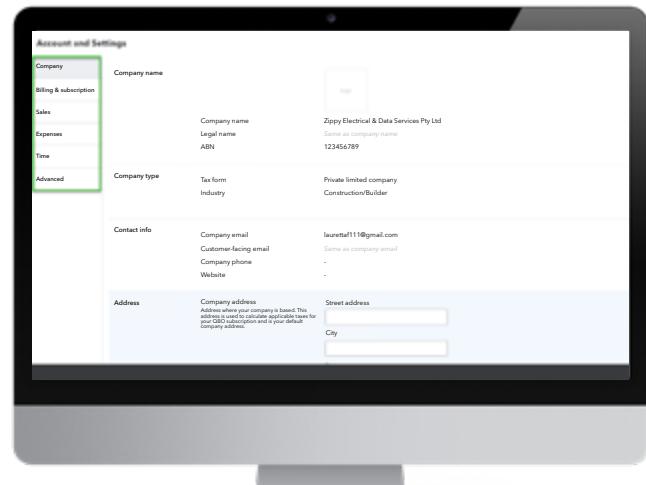
A company file can be setup by clicking on the **Gear Icon** in the top right corner.

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.
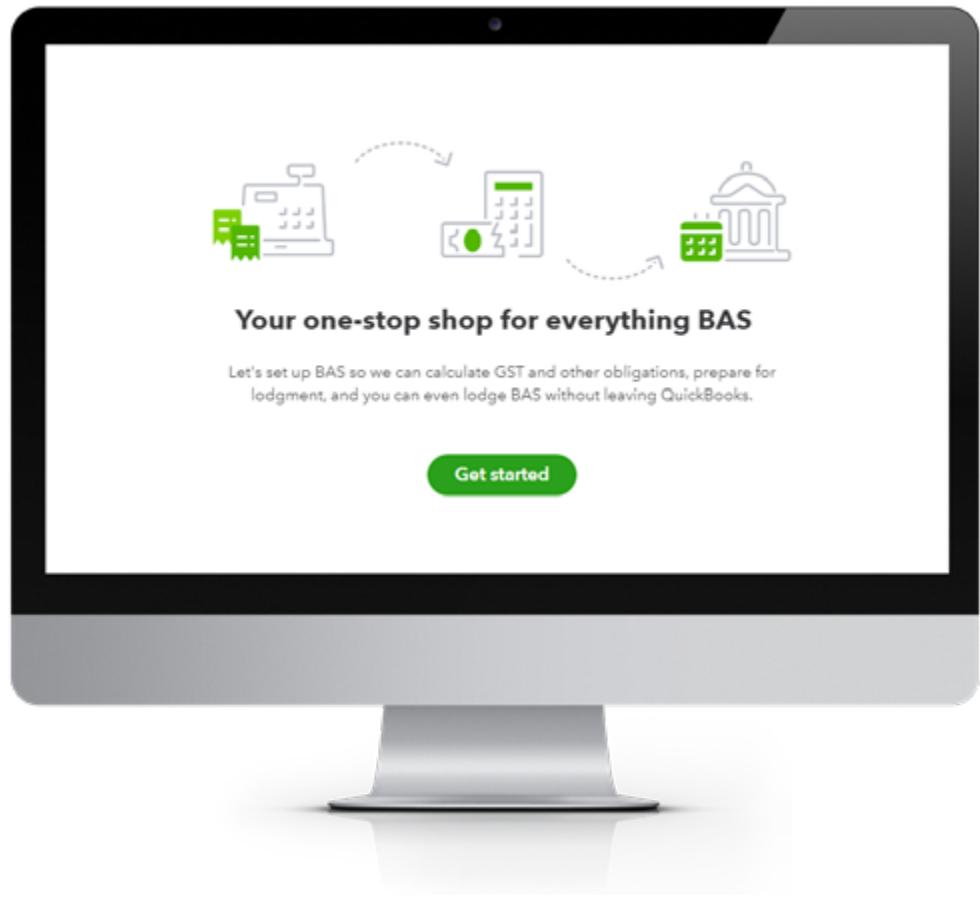
Company, Sales, Expenses, Time & Advanced can be customised by clicking each option and making the change. Once completed, click Save for each option, then click **Done** located on bottom right.

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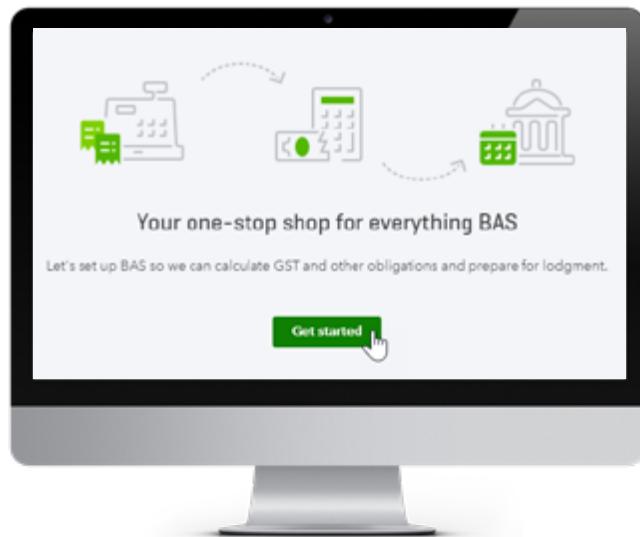
In this section we will cover setup, how to use the GST centre, and reporting required to revise transactions.

Your one-stop shop for everything BAS

Let's set up BAS so we can calculate GST and other obligations, prepare for lodgment, and you can even lodge BAS without leaving QuickBooks.

Get started

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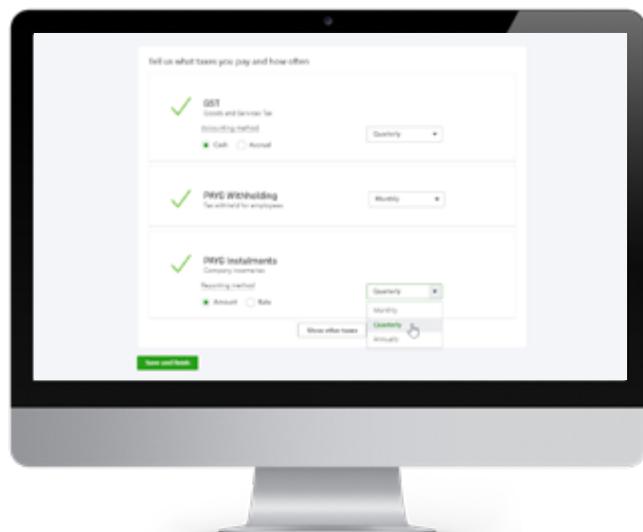
3. Select the correct BAS, PAYG Withholding and PAYG Instalment frequencies as per our case study.

If you require other tax reporting options, click the **Show other taxes** button, and tick the relevant tax
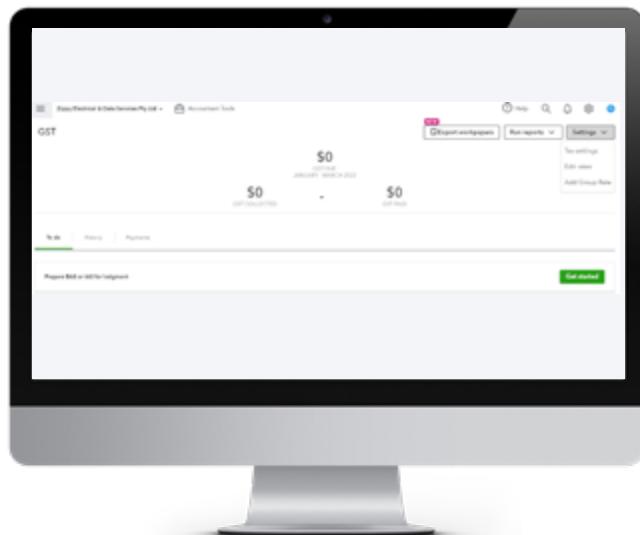
4. Click **Save and Finish**

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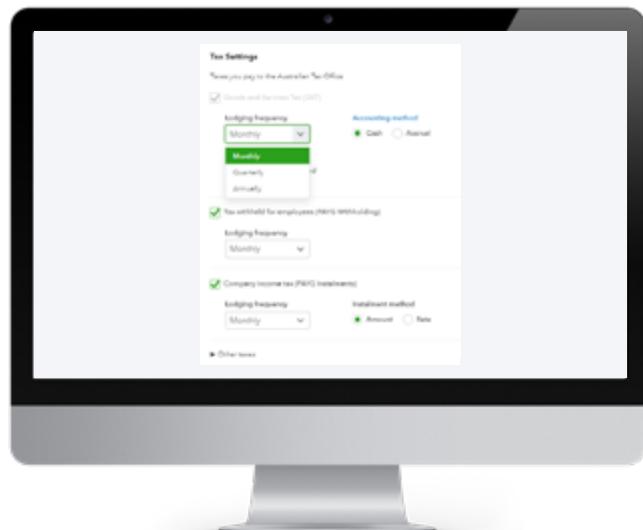
Changing
GST Setting
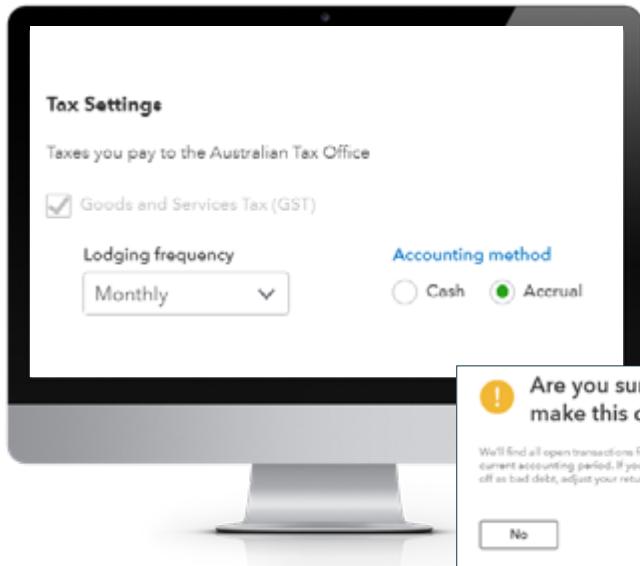
If you need to make changes to the setup information at any time, there is an edit **Settings** button located top right.

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

1. 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
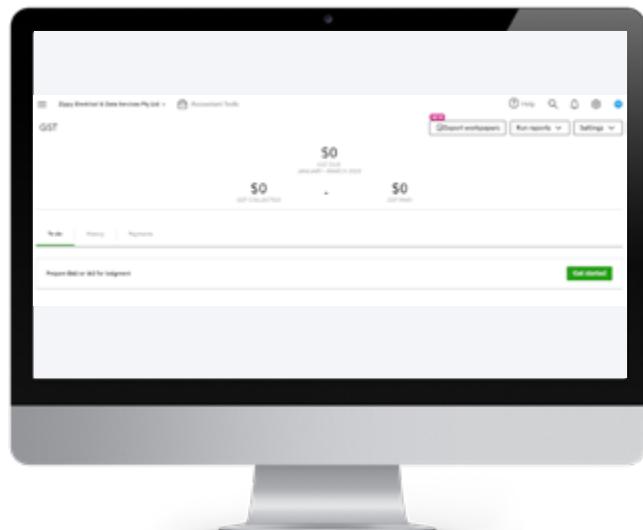
2. In this example we will change **GST** to **Accrual** from **Cash**, and click **Save**
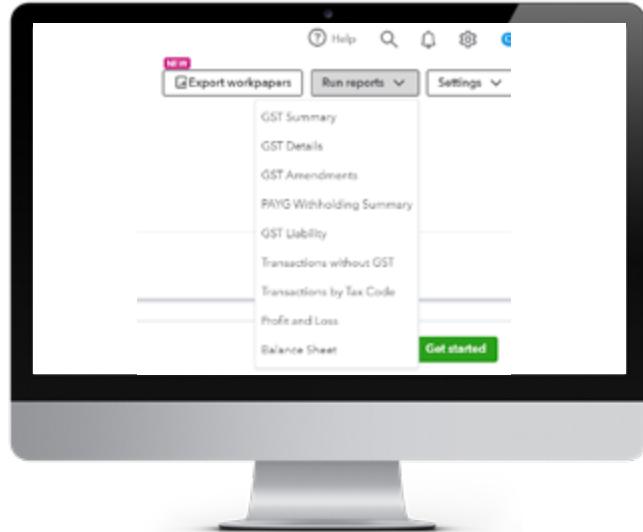
Note: Where changes will have an impact, this option will give a warning and inform you of any automatic adjustments. Click Yes if you agree to the changes.

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:

GST & BAS Reports:

The reports required to review and edit GST, PRIOR to getting started with your BAS lodgement are found here.
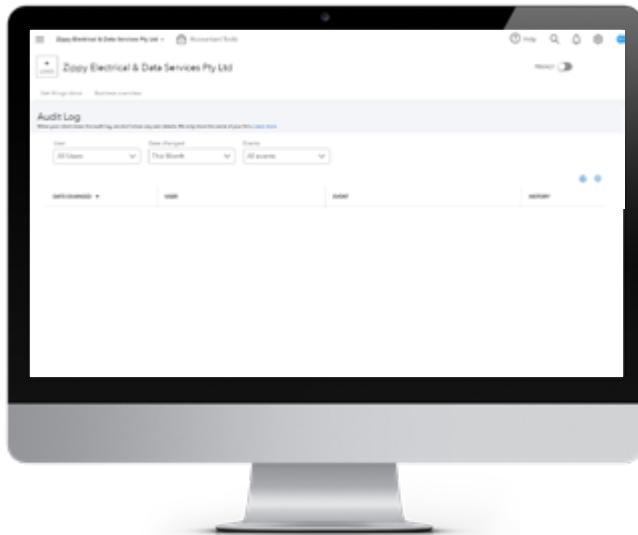
Ensure you check the different reports for accuracy. The **GST Amendments** report shows the GST transactions that have been changed since the last BAS was lodged. If any transactions with a GST amount are found in this report, these amounts will be added back into the BAS lodgement Wizard but will not 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.**
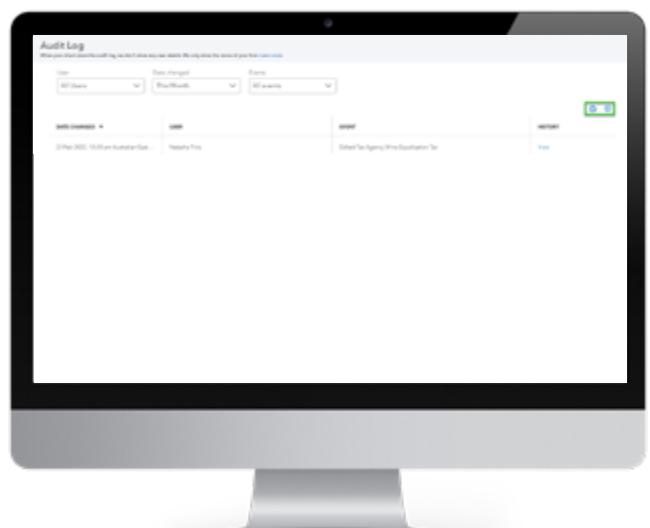
Choose **Gear Icon** > **Tools** > **Audit Log**
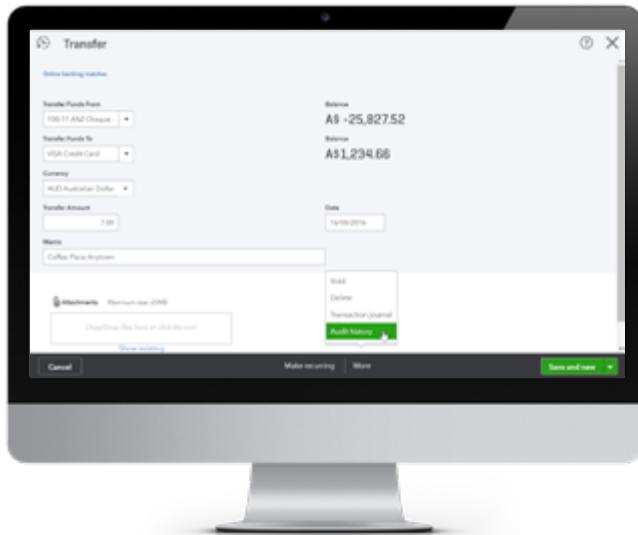
Filtering the Audit Log

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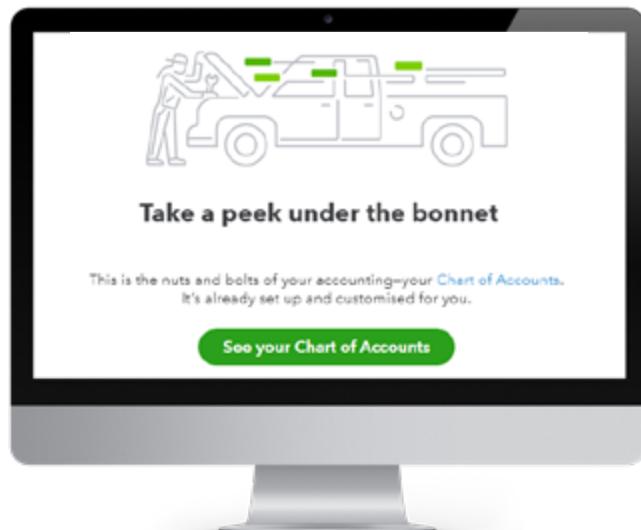
An individual transaction audit log can also be viewed from within any transaction. When the transaction is open, click on **More > Audit history**

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.
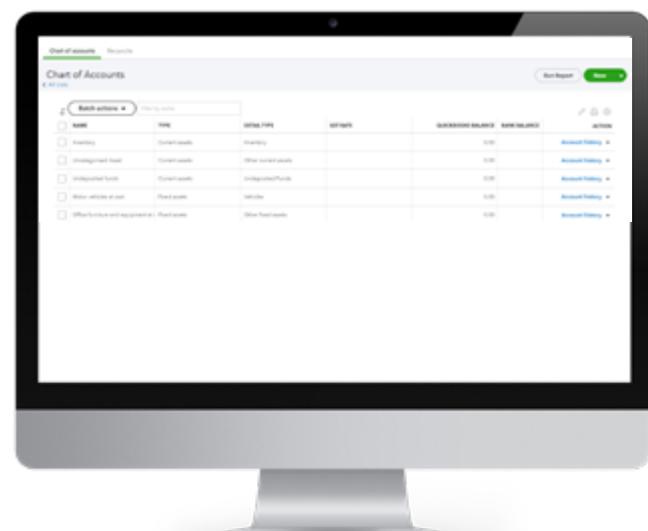
Manually add
an Account

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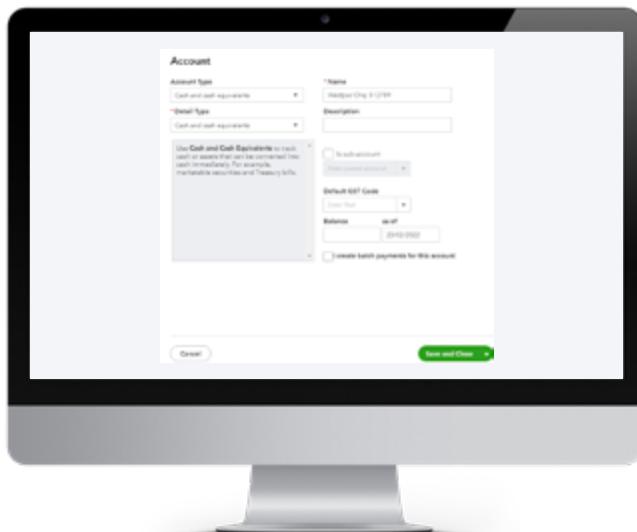
Select the **Gear Icon > Your Company > Chart of Accounts**, or if you prefer, **Accounting** (left hand side of the navigation bar), Chart of Accounts. The first time in, click on the **See your Chart** of Accounts tab.

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.

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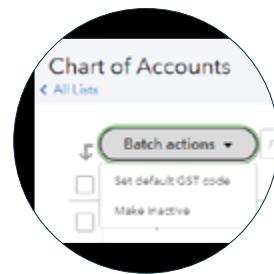
Number is an optional account number, only if switched on in the **Accounts and Settings** setup > **Advanced** > **Chart of Accounts** > **Enable account numbers** > **ON**

Description allows greater detail of the name to be added. It is optional.
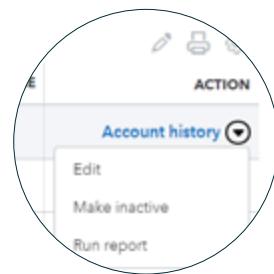
Is sub-account; place a tick in the sub-account selection field to make the account being set up a sub-account of a parent account.

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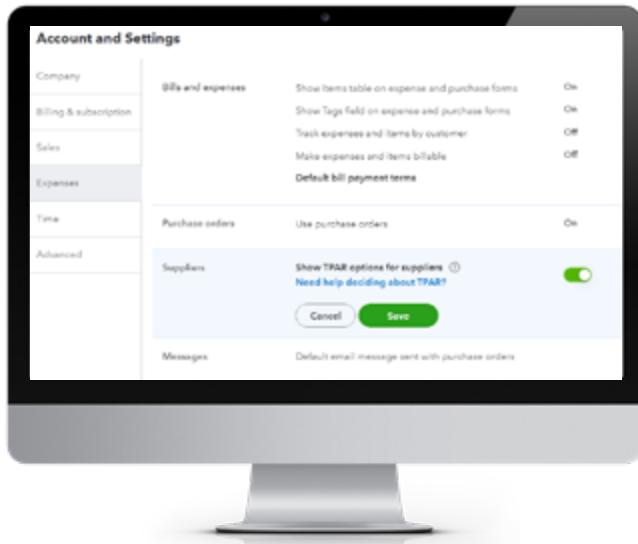
Action column: You can **Edit** the account, **Make Inactive** and **Run report.**

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**.

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.
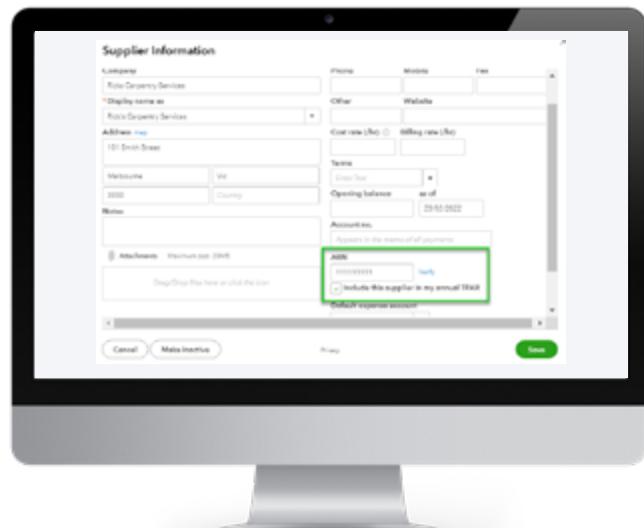
These payments need to be reported to the ATO by 28 August, each year. QuickBooks Online enables each relevant transaction to be highlighted for inclusion included in the TPAR report, ready for electronic export to the ATO.
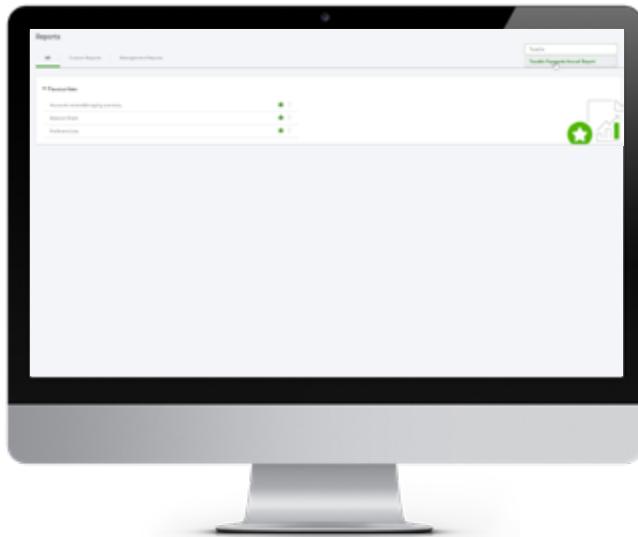
Select **Account and Settings > Expenses > Suppliers**. Select the **Show TPAR options for supplier**s to turn the option on and click **Save.**

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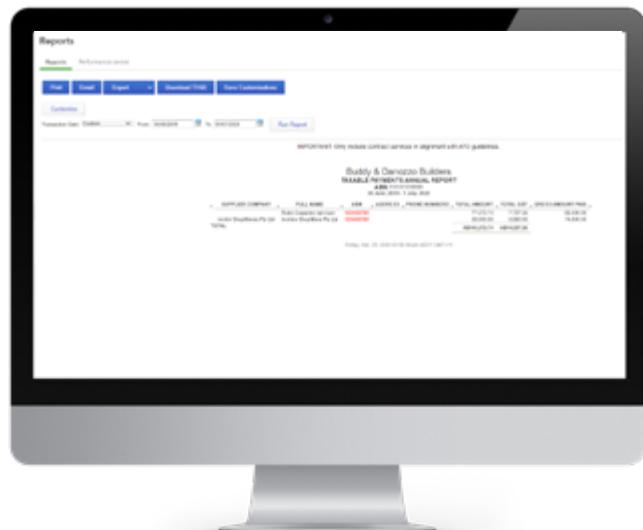
When a supplier has been enabled for TPAR, all existing transactions and new transactions for that supplier will be marked as included for TPAR. Should an entry not be reportable for TPAR, the tick box to **Include the transaction in my annual TPAR,** can be unticked.

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.
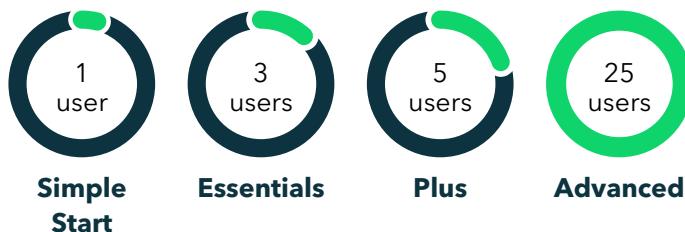
The report generated will display a summary of the totals reportable for each supplier. Now is the time to review the supplier details to update any missing fields. Any incorrect details will be highlighted in red. Once satisfied that the details are correct, click on **Download TPAR.** If any details 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.

SECTION 10

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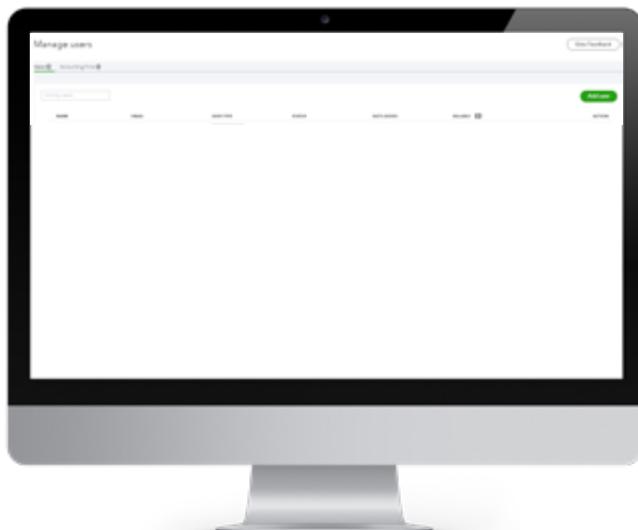
The number of business users allowed varies according to the QuickBooks Online subscription selected for the client.

1 user	3 users	5 users	25 users
Simple Start	**Essentials**	**Plus**	**Advanced**
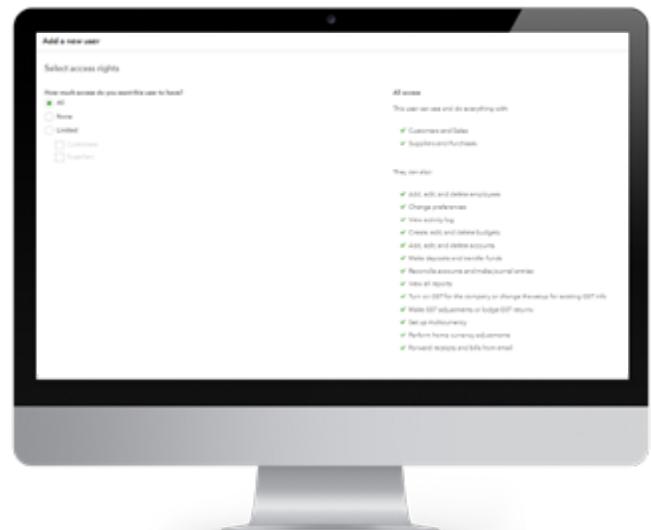
The business can also invite two Accounting or Bookkeeping professionals in Simple Start, Essentials and Plus, and three in Advanced. These invitations are not included in the Business user allowance and are available for all subscription plans.

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.
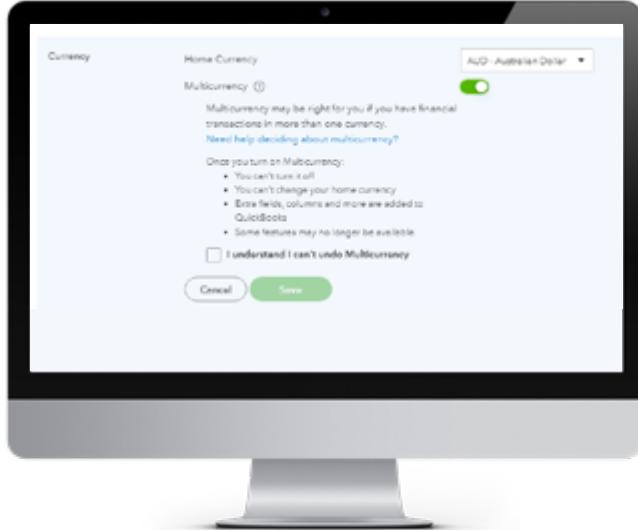
SECTION 11

Multi-Currency
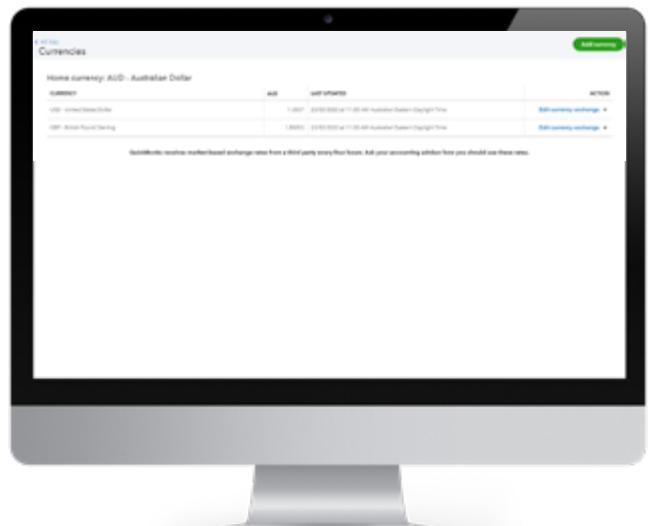
QuickBooks Online can be set up for multiple currencies, if you do business with foreign suppliers and/or customers. **Click on Gear Icon > Accounts and Settings > Advanced.**
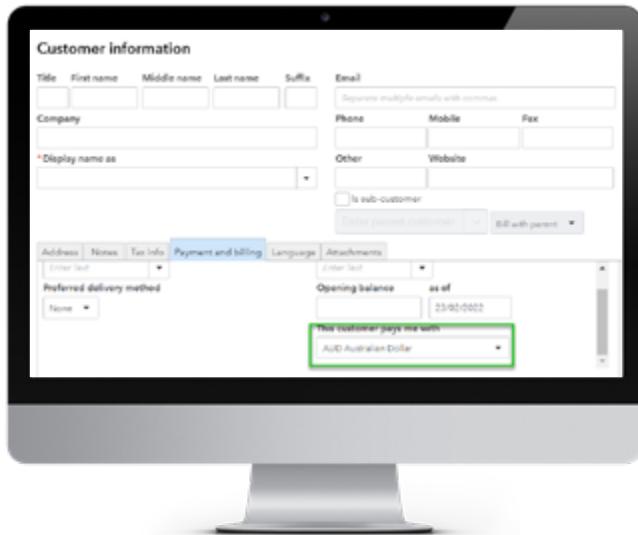
Click on **Currency** to open the Currency Centre. The default currency is set to the Australian Dollar. Select to turn on **Multicurrency** and tick I understand **I can't undo Multicurrency** and click **Save.**

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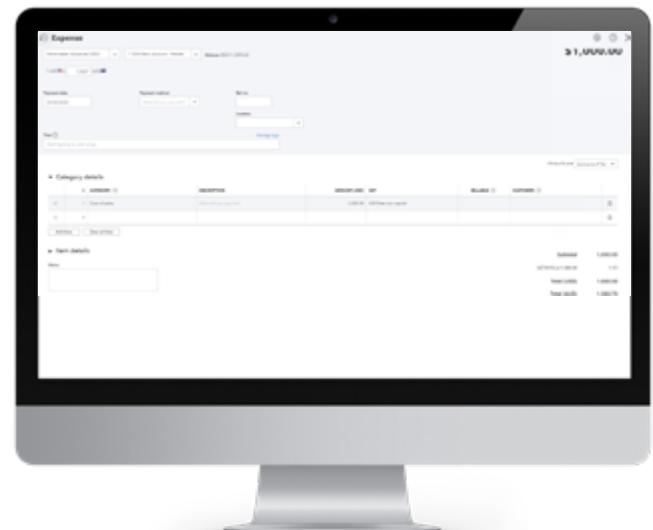
Under the Action column, you can **Edit** currency, **revalue** currency & **Delete** from the Currency Centre.

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.
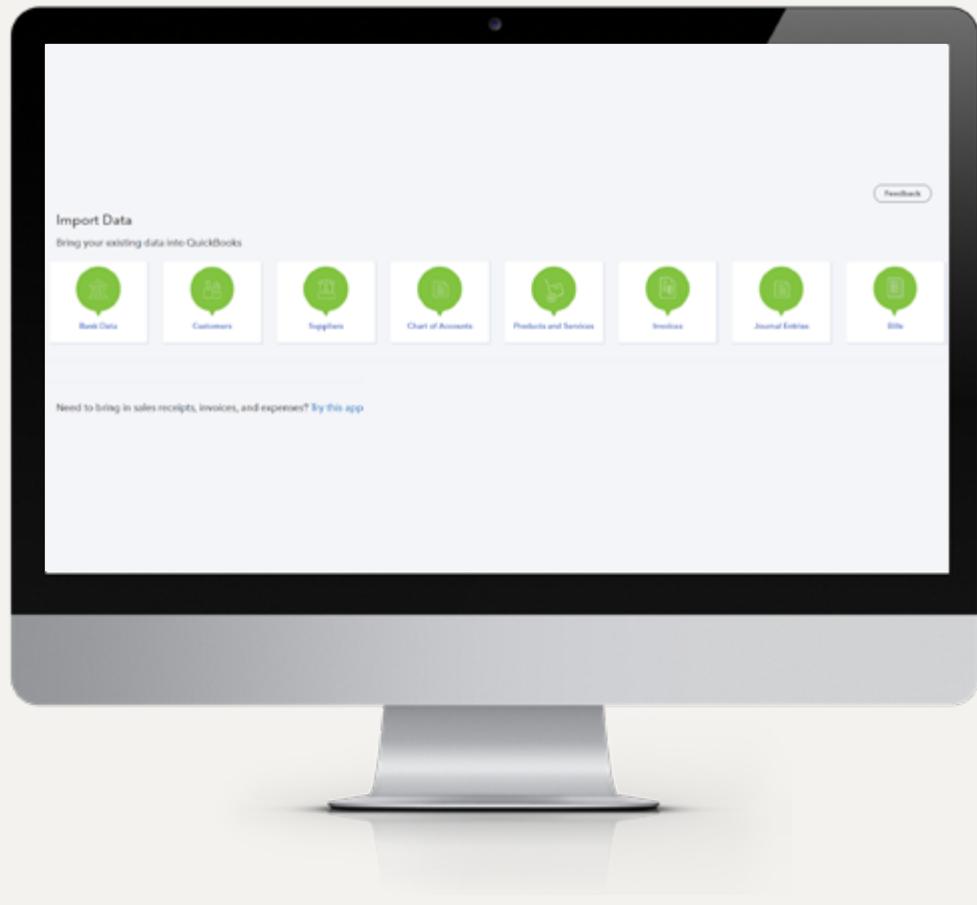
For example: A supplier charges USD1000.

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

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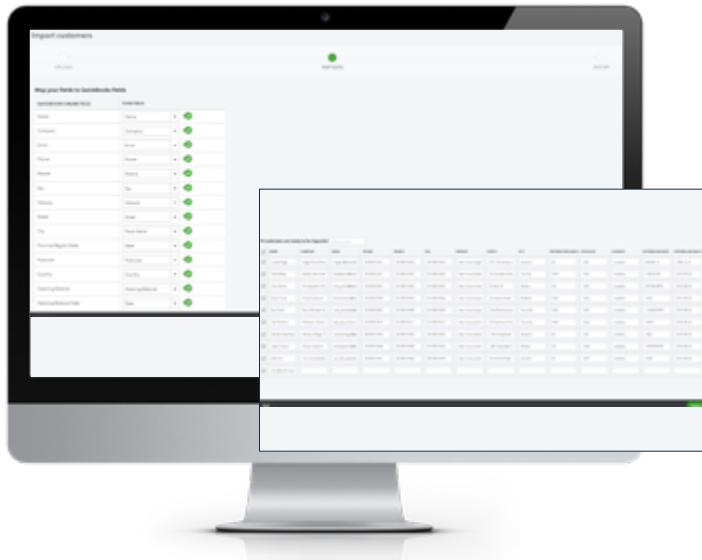
To import data:
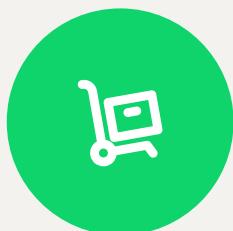
Go to **Gear Icon > Tools > Import data** and select the type of data you want to import.

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**.

   b. 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**.

4. 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.
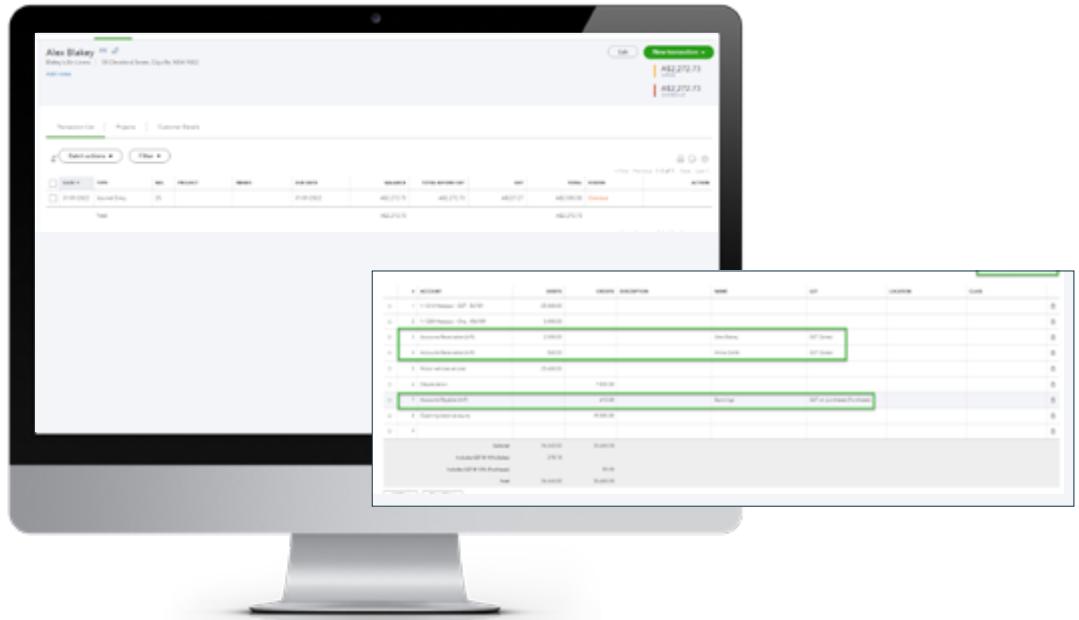
Products and Services

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.

intuit
quickbooks

43

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:

1. 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.

2. Enter a single journal entry containing Balance Sheet balances, not including debtor 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
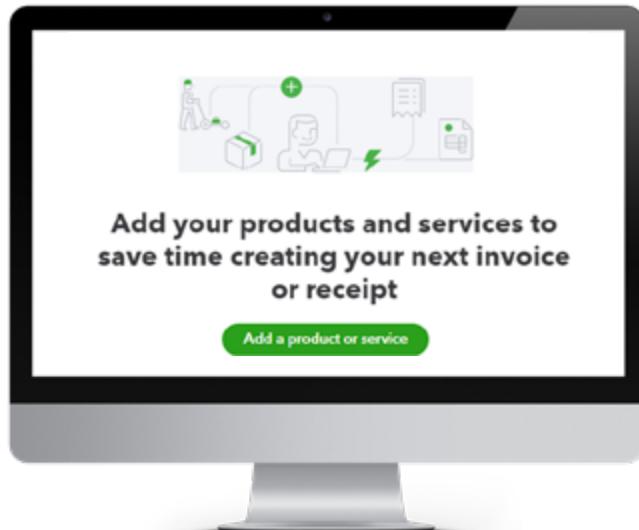
Products and Services

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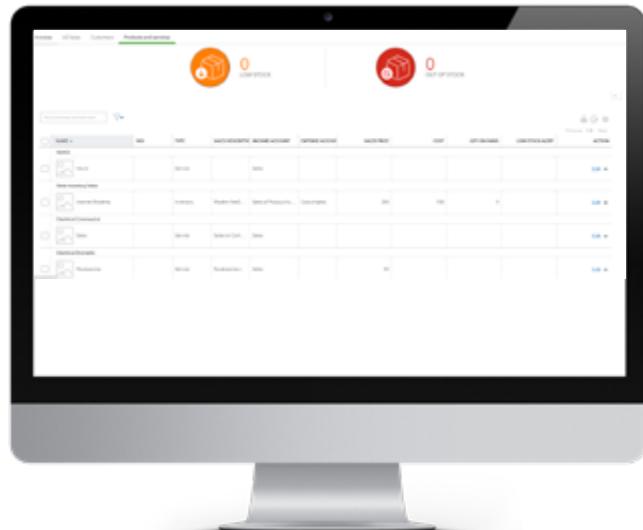
GST – Select the relevant GST tax code for income, for example, GST.

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

3 LOW STOCK
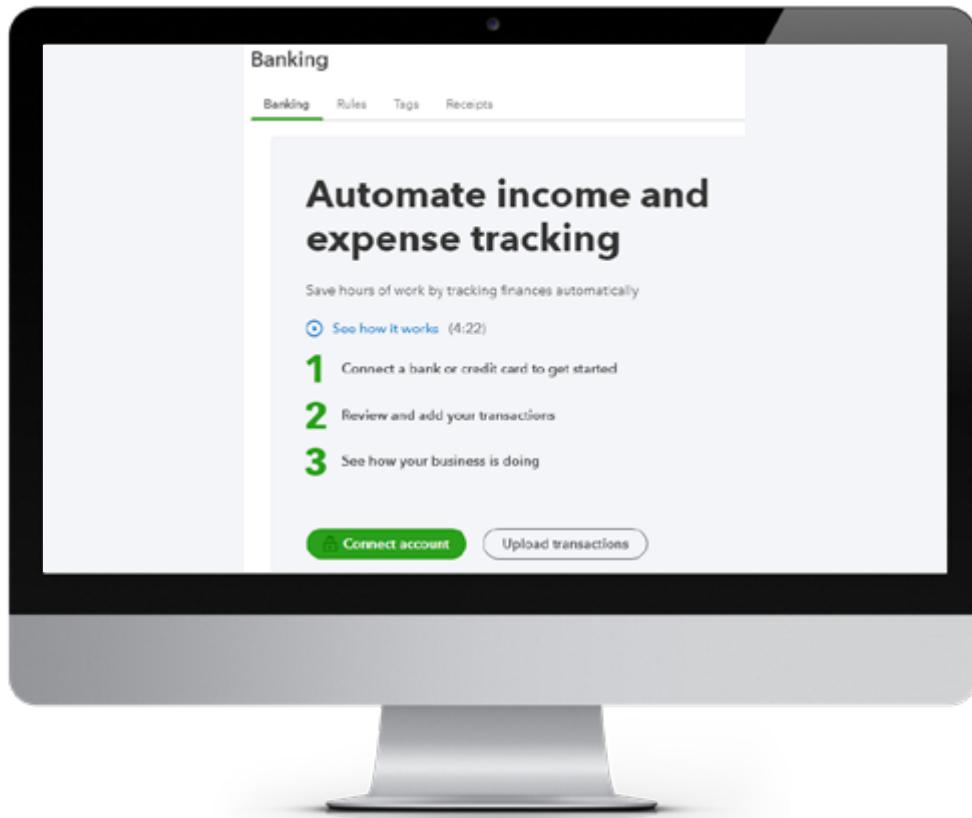
8 OUT OF STOCK

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 drop-down tab **'connect bank'.**

Choose the bank you are connecting and follow the instructions as each bank will be different.
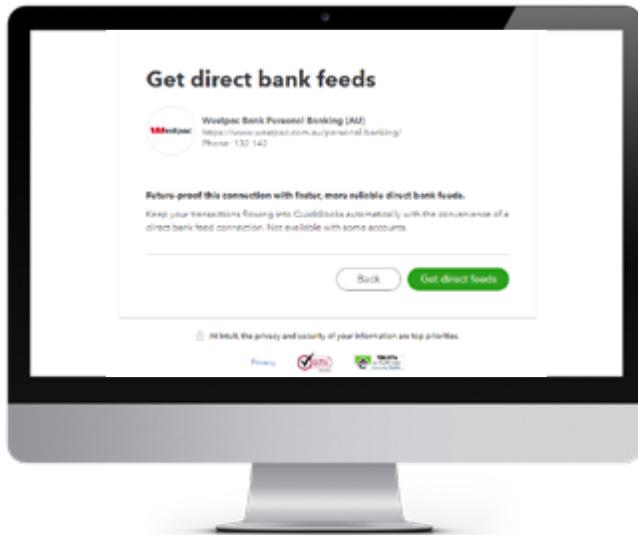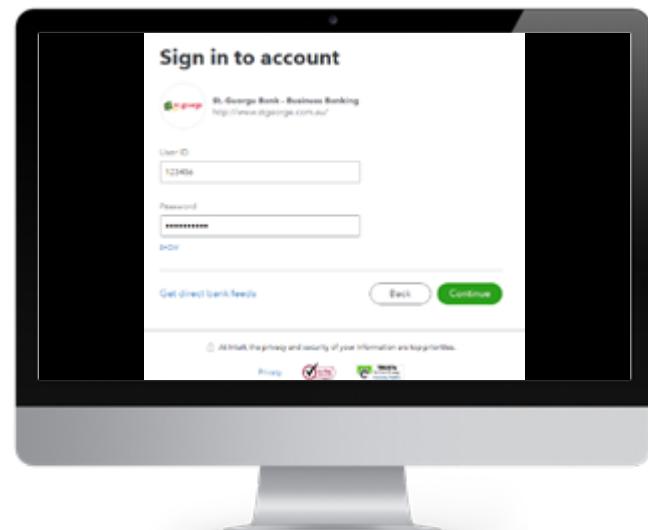
For example, Westpac bank requires you to click on 'Get Direct feeds'.
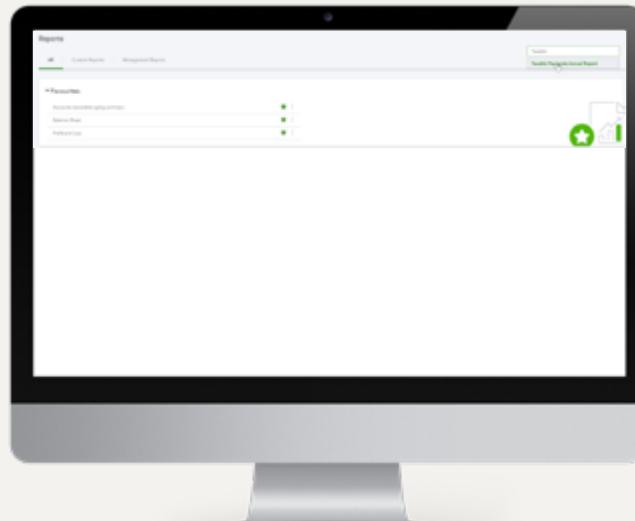
St George provides the option of a normal bank feed or a 'Get Direct bank feeds'. You can also choose the normal bank feed option to get the bank sync working almost immediately and then go back in and choose 'Get Direct bank feeds'.

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-to-quickbooks-via-direct-feed/00/263178
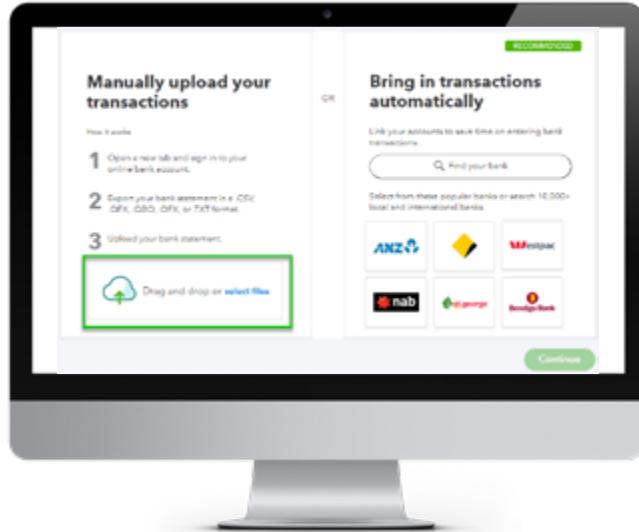
Note: If your bank or financial institution is not listed or if you prefer not to have your bank account linked, you can also download transactions from your bank in a csv or other file format and upload them into QuickBooks Online manually.

1. 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

3. Once your transactions are securely downloaded, click I'm done, let's go.
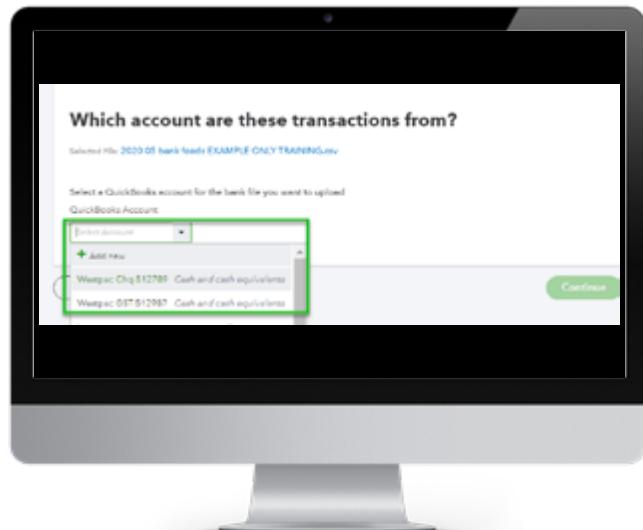
Importing Bank Transactions
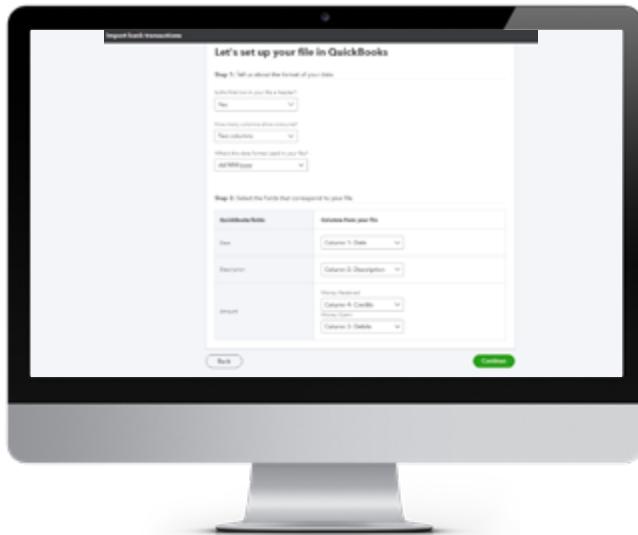
An alternative to linking your bank accounts is to import that bank transactions that have been downloaded from internet banking. Once this file has been downloaded:

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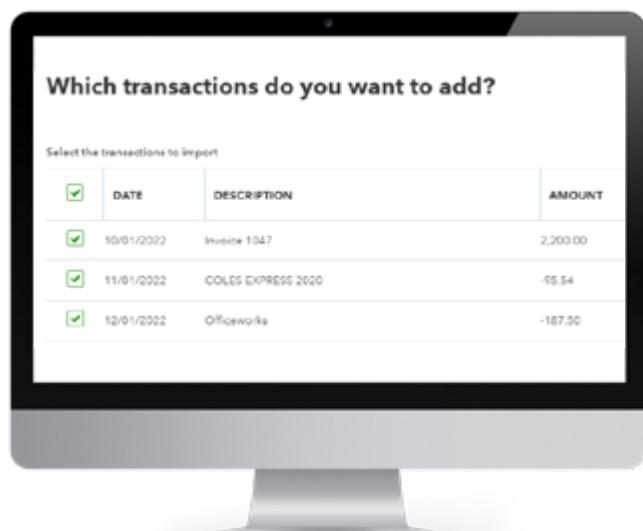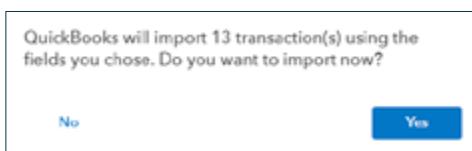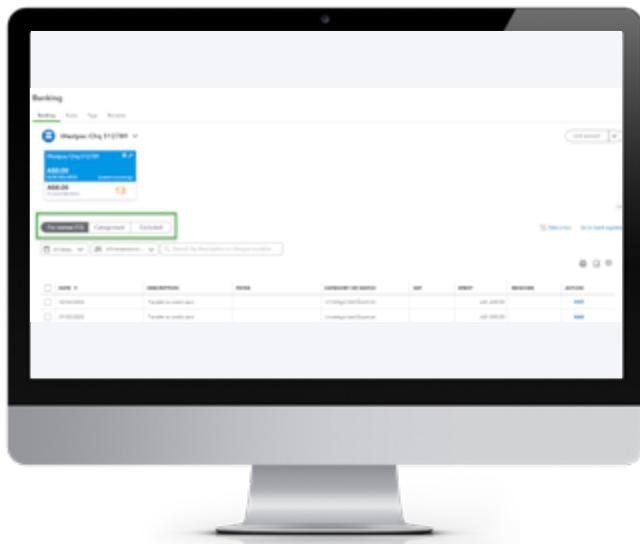
4. Next, you will have the setup option for your .csv file as below. Choose the correct information for a successful upload.

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.**

QuickBooks will import 13 transaction(s) using the fields you chose. Do you want to import now?

No   Yes

Which transactions do you want to add?

Select the transactions to import

	DATE	DESCRIPTION	AMOUNT
☑	10/01/2022	Invoice 1047	2,200.00
☑	11/01/2022	COLES EXPRESS 2020	-95.54
☑	12/01/2022	Officeworks	-187.50

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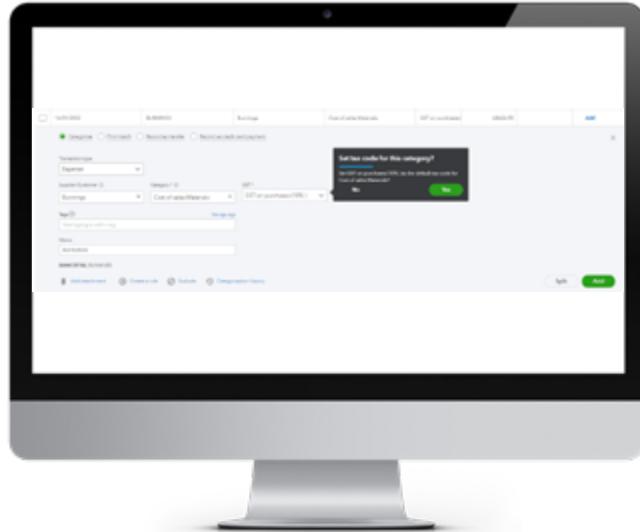
Categorised
Transactions that have been actioned will now appear under this tab and can be found in QuickBooks Online.

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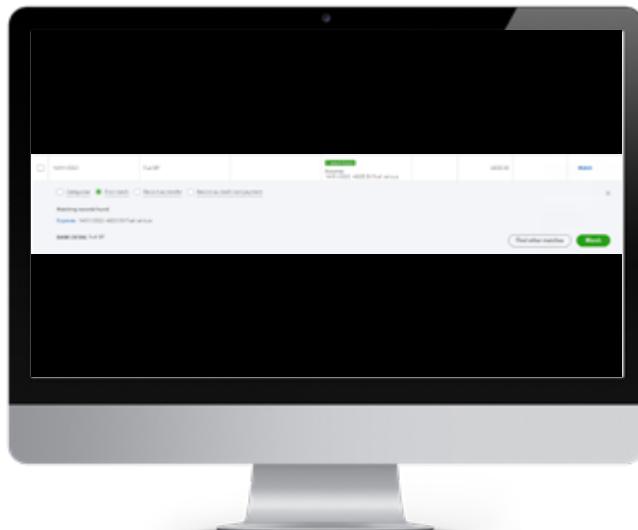
If you haven't allocated GST codes to your chart of accounts, you can do this through your bank feeds the first time a transaction is allocated to the Ledger Account.

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.**
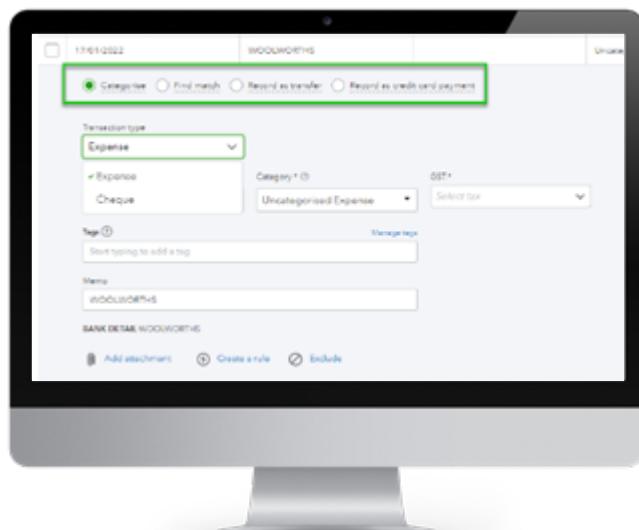
How to Match Transactions

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

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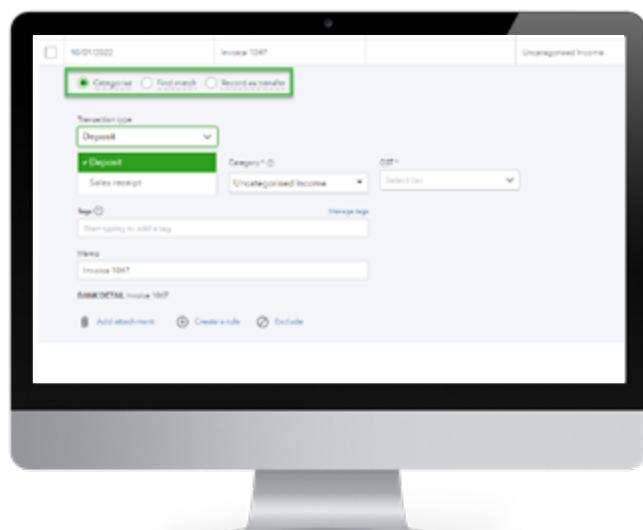
The Record as **credit card payment** is used when transferring to a Credit Card in QuickBooks.

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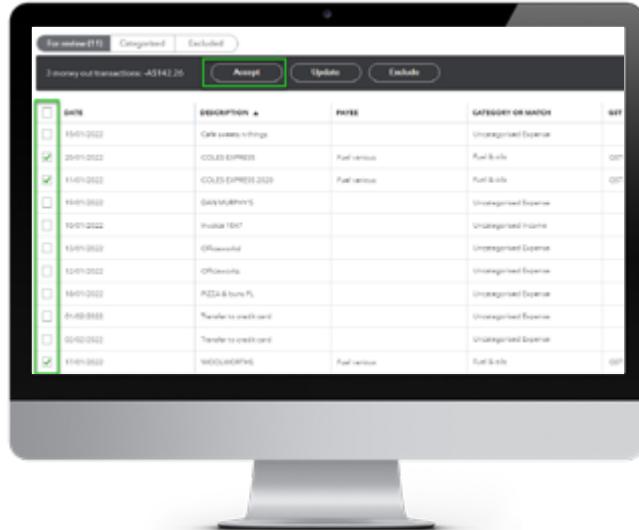
Credit transactions will default to **Deposit** and **Category** to **Uncategorised Income** unless matched with an Open Invoice or Invoice payment. The Deposit selection can be changed to **Sales Receipt.**

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

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:
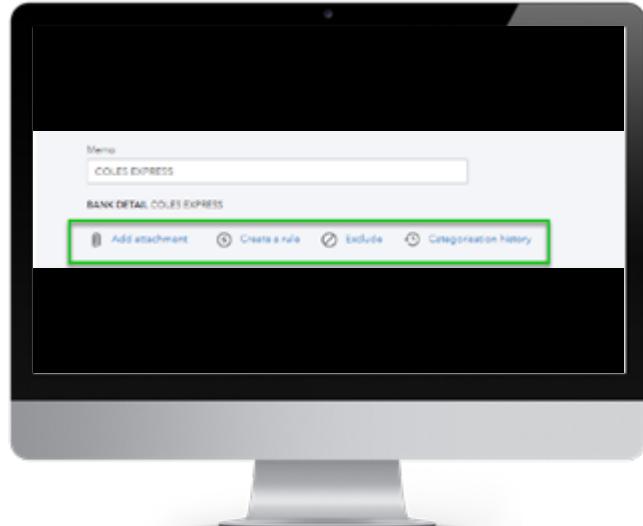
• **Exclude** – Transactions will be excluded and not imported into QuickBooks online.

• **Update** – Allows you to modify multiple transactions at once.

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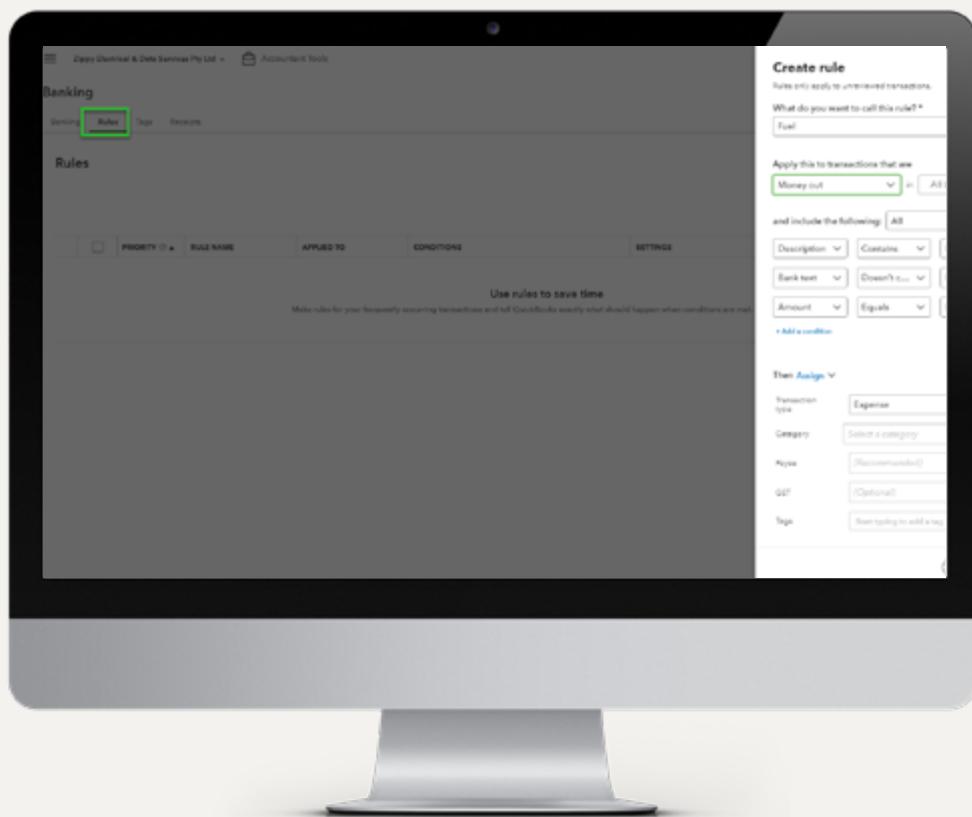
Transactions that have not been Matched to an entry can have an attachment added to them during the Bank Add or Match process. Browse to find the file and attach.

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.

Setting up Bank Rules

Bank Rules allows greater control of bank transactions as they are added to the QuickBooks.
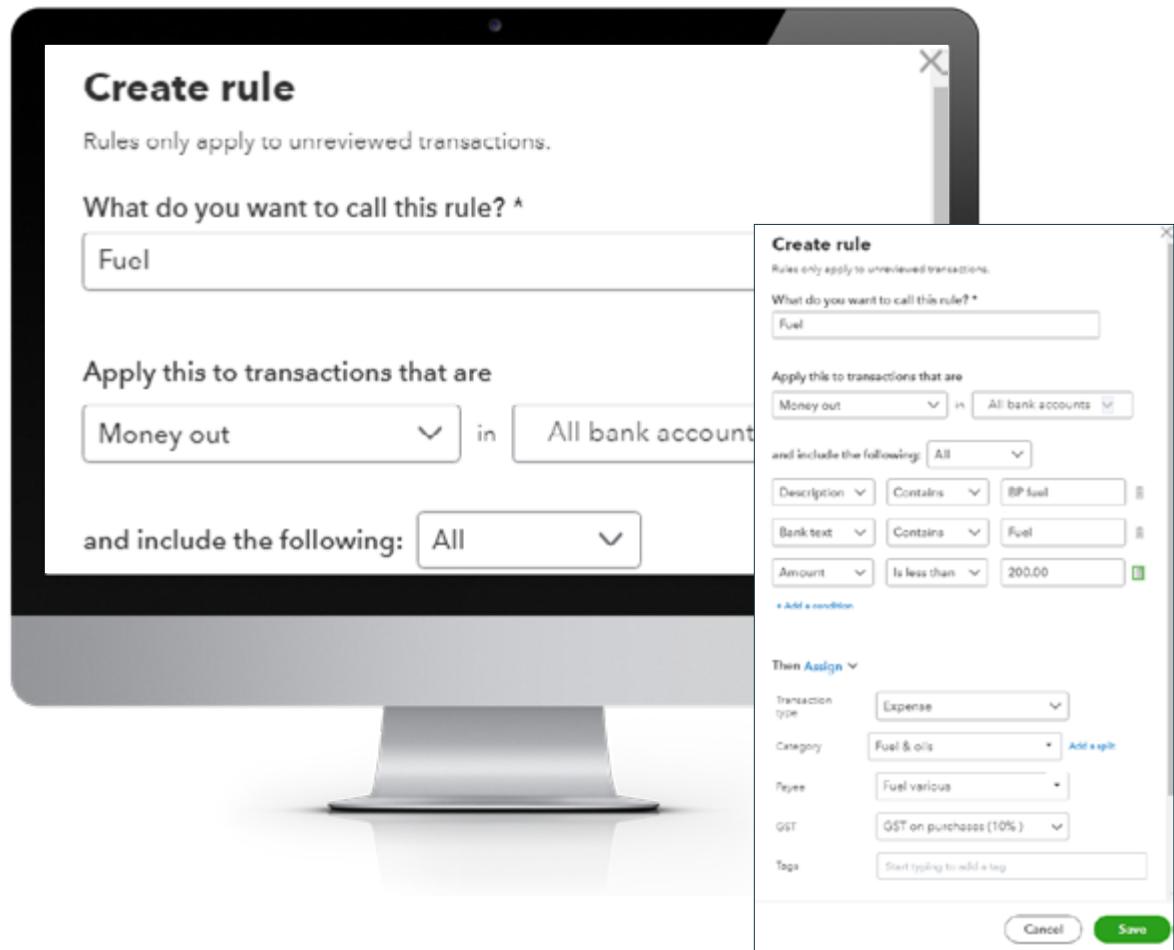
Bank Rules can be defined via Money In or Money Out and the bank account the transaction relates to (if you have more than one bank account).

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.

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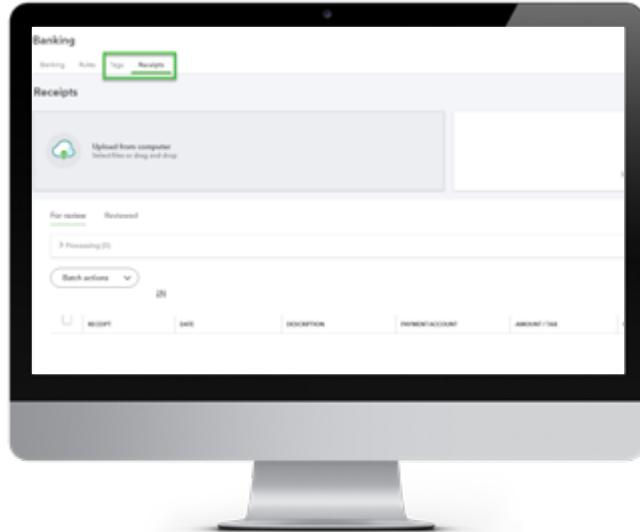
1. In the new window, click on the box in the top right called **New Rule**

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

6. 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.

3. 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.

4. 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.
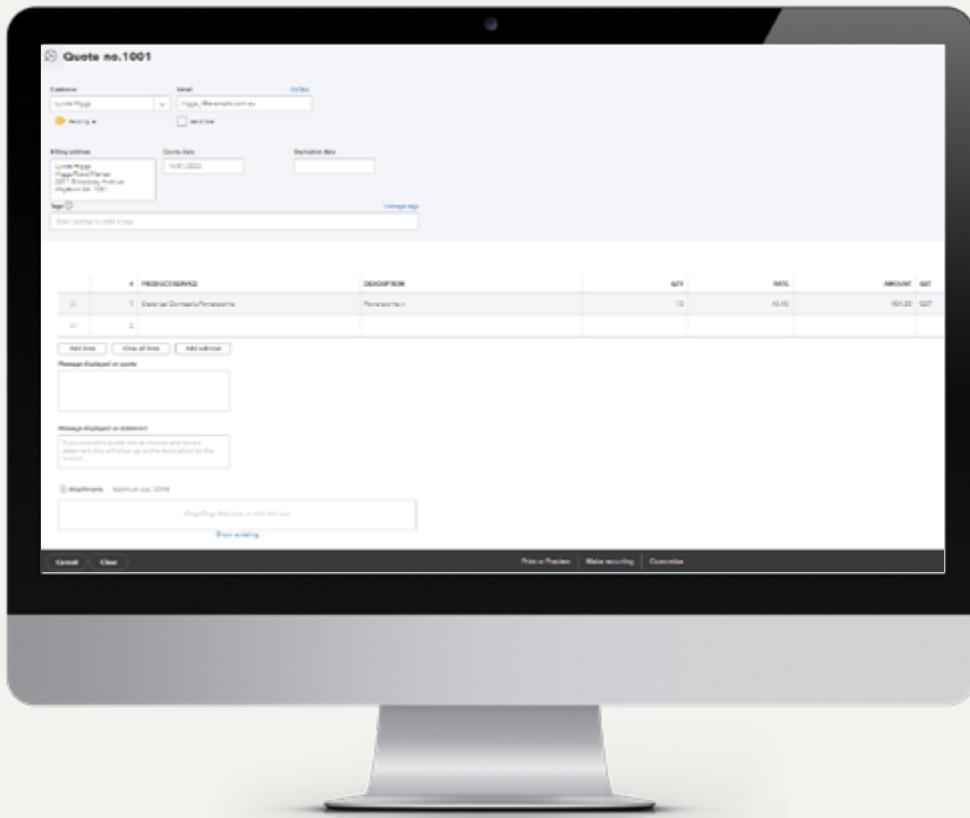
You can also select:

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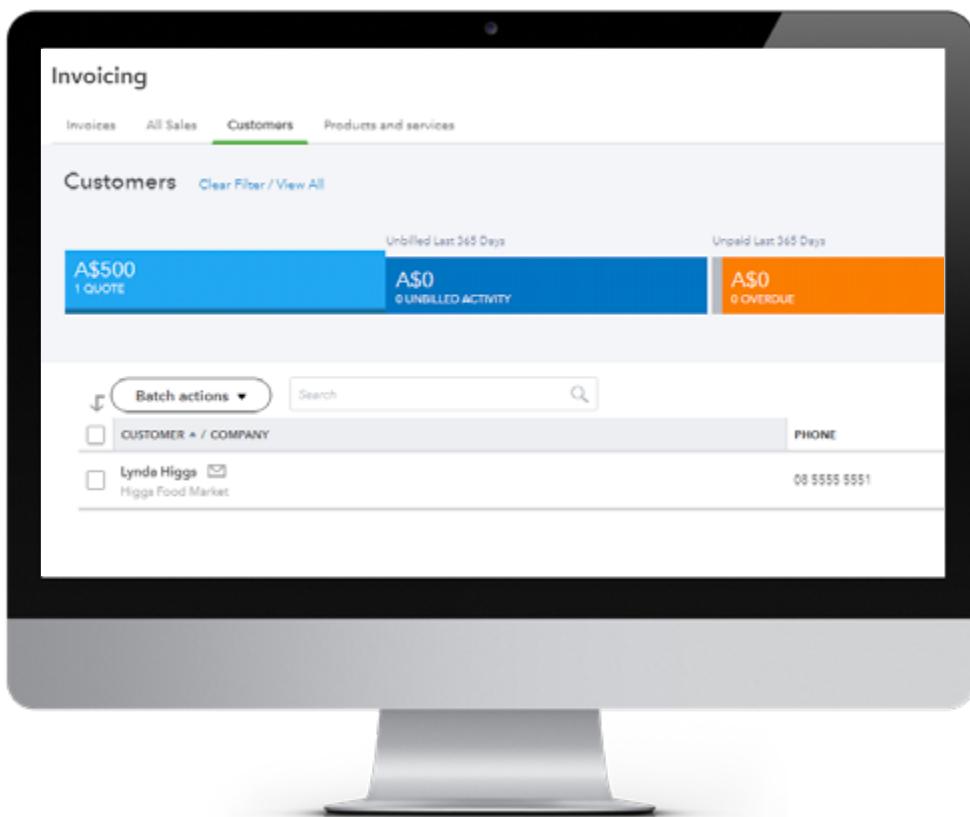
Quotes are simple to create and customise in QuickBooks Online. Before creating the first quote, double check your company file setting is correctly completed. For example, set up for GST, quantities, custom transactions, etc.

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**

2. 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.
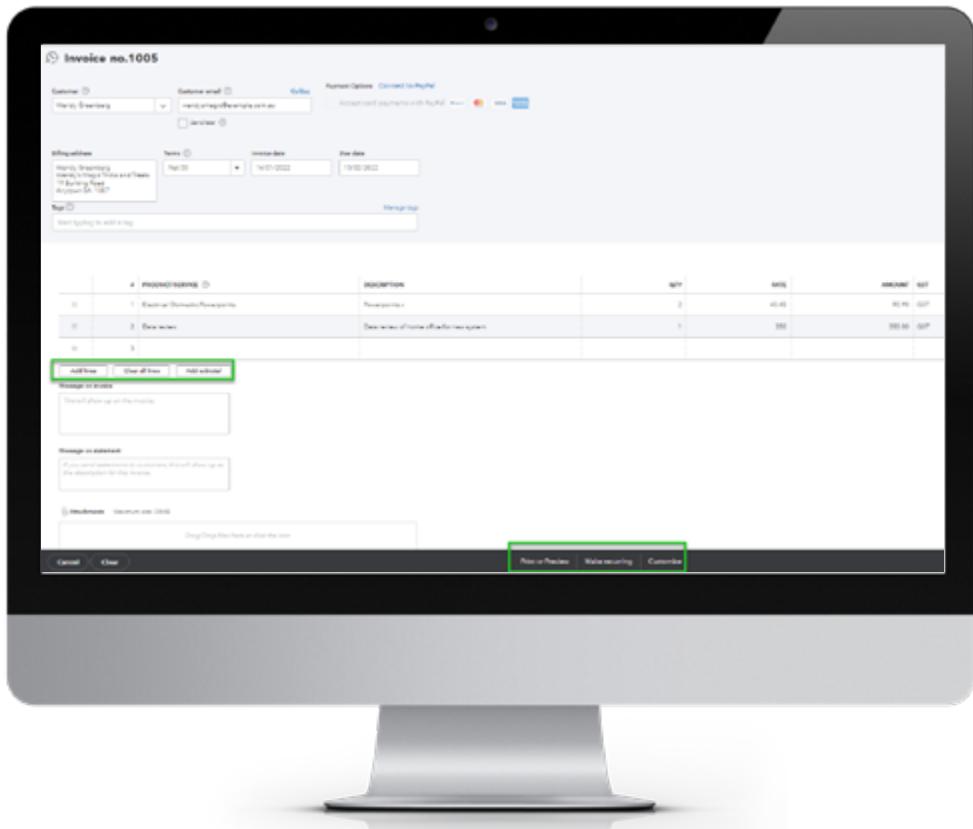
Managing Quotes

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

2. 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
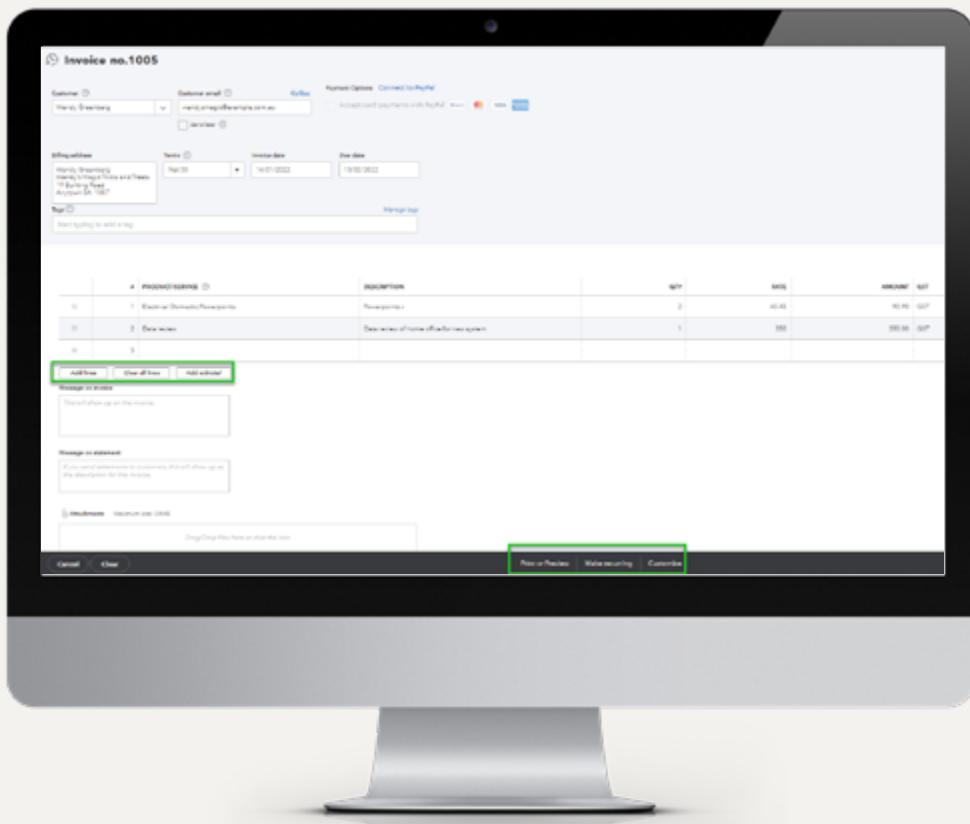
Invoices can be easily entered from the **New Create** menu.

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.

8. 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
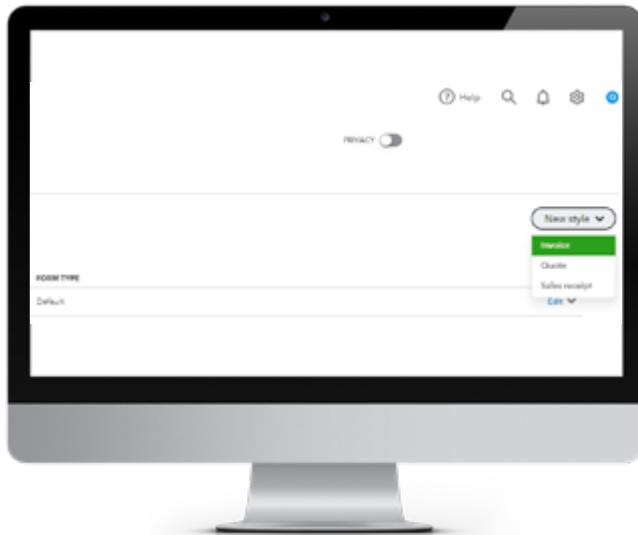
There are various ways of applying a payment to an invoice.

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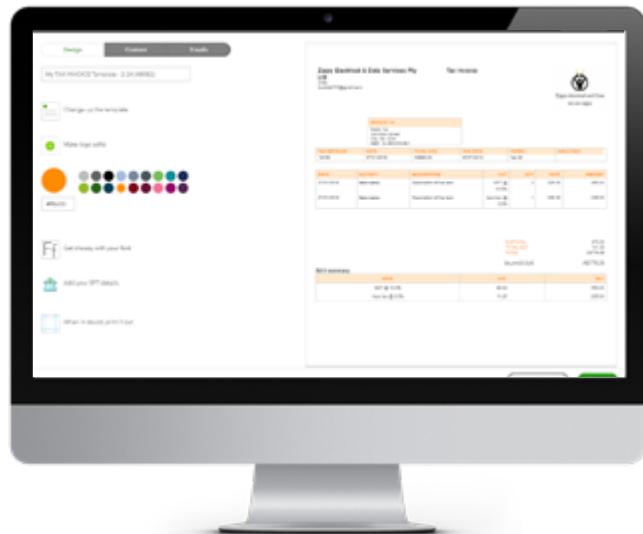
Customise the look of an invoice template by including a logo, choosing the colour, font, and more.

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.
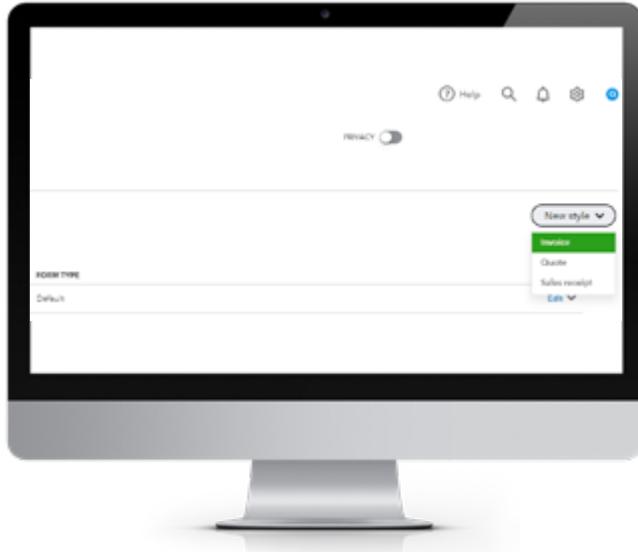
This same customisation window can be accessed at the bottom of an invoice by selecting **Customise** at the bottom of the invoice form.
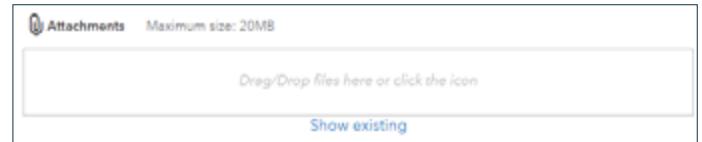
SECTION 17

Adding Attachments

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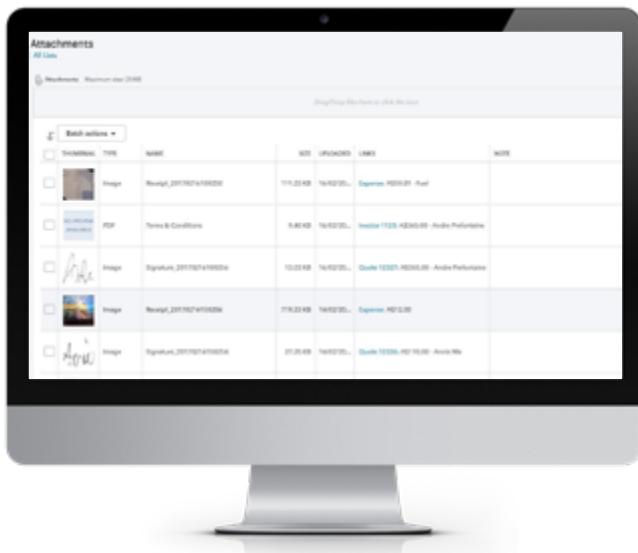
All transactions can have attachments added to them by browsing for the file from your local computer or the file can be dragged into the attachment field from within any transaction or bottom of bank feed transaction area. Maximum size per transaction 20MB.

Attachments 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:
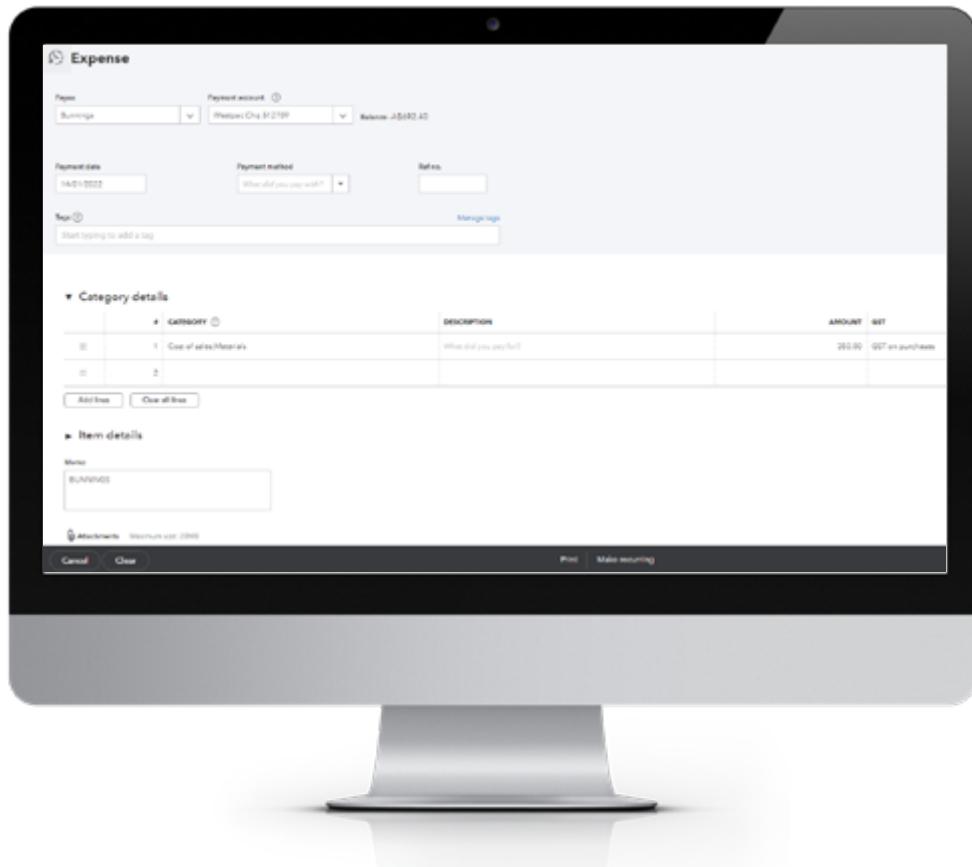
Batch Actions – Export and process transactions (Invoice and Expense) directly from this window

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

3. Print the list of attachments in your file from the printer icon

4. From the grey settings icon next to the print icon, choose which columns are shown in this window

5. Edit, Delete, Create Invoice and Create Expense from the drop-down box under Action
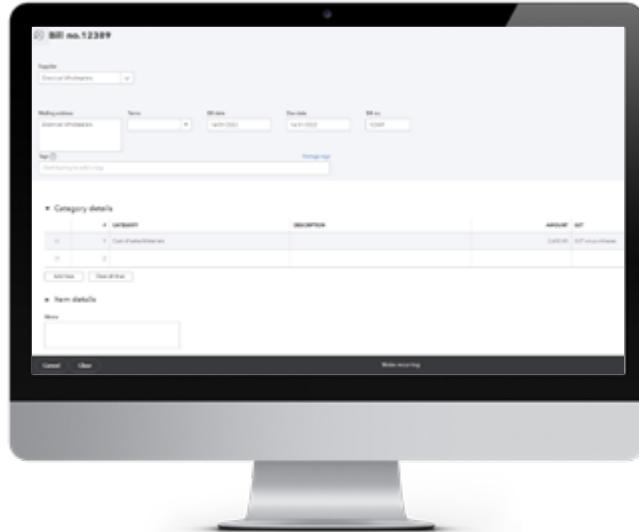
Organise & track Expenses & Bills

To Enter an Expense Transaction

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).

5. Any additional fields such as a memo can be completed, and you can also choose to add an Attachment (source document) for this expense. Click **Save and Close.**
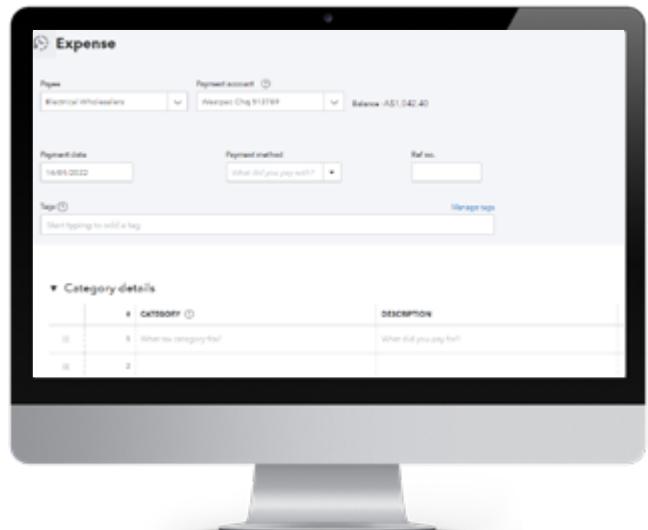
Paying Bills
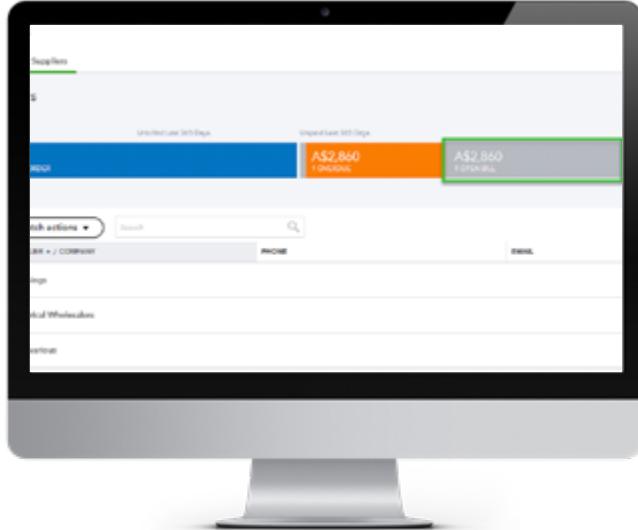
Bills are available in QuickBooks Online Essentials, Plus and Advanced versions, and accessed from the **New Create > Suppliers > Bill.**
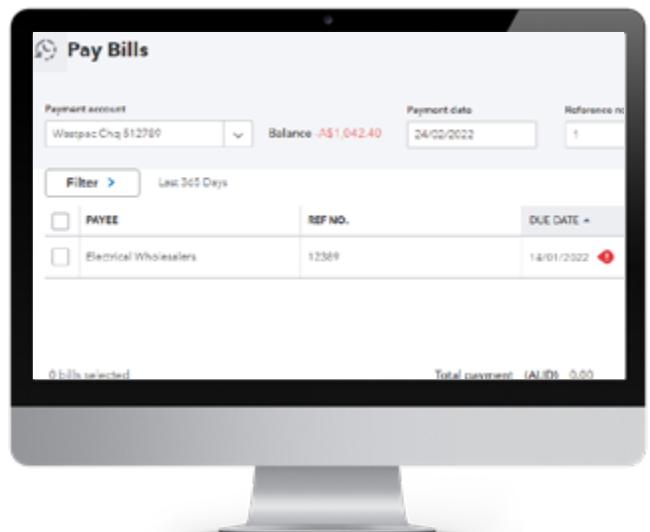
Enter the relevant information.

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.

2. 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.
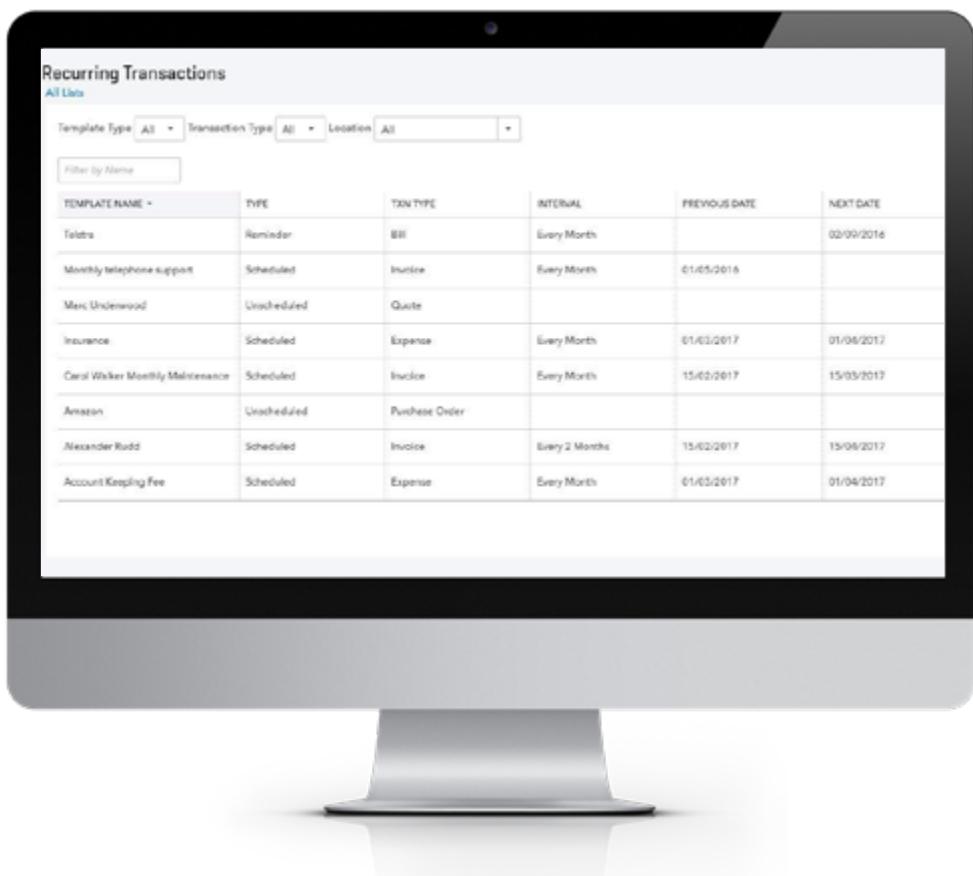
3. In the Supplier Centre, click on the Open Bills box in the Money bar. Locate the supplier you wish to pay a bill for. Select **Pay Bills** to apply the payment against the invoice.

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

SECTION 19

Recurring transactions

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.

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.
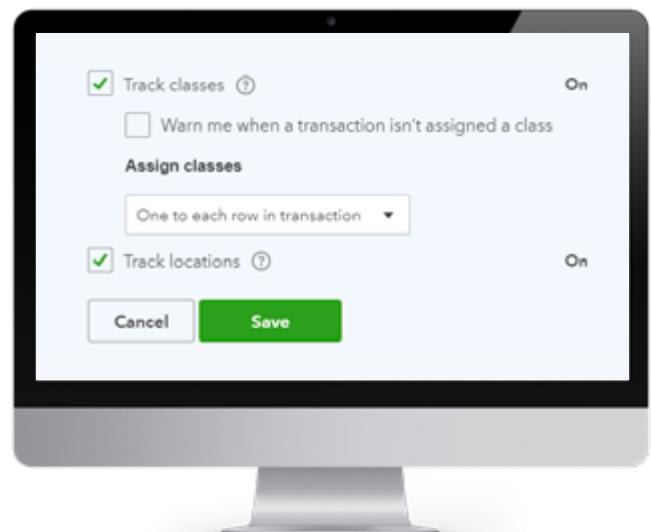
Turning on Class Tracking and/or Location Tracking

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.
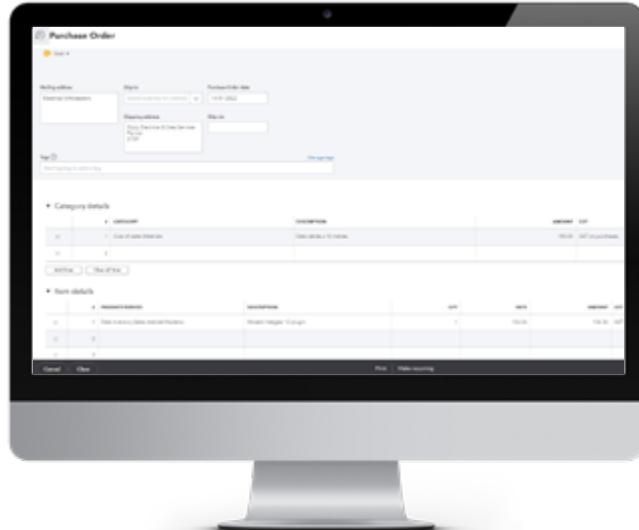
SECTION 21

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
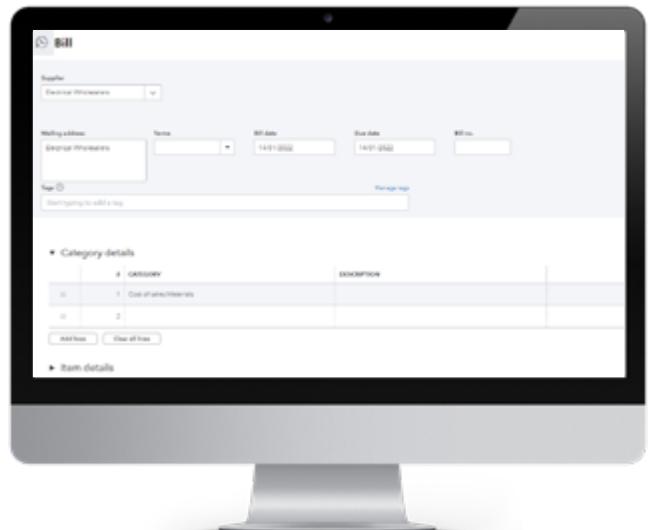
Create a new purchase order for your supplier from **New Create > Suppliers > Purchase order.**
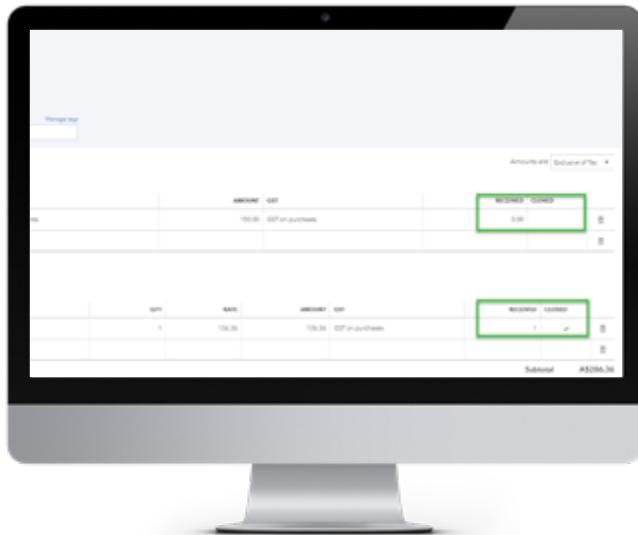
A new box will appear under the Suppler Name that will say "open".

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 right-hand 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.

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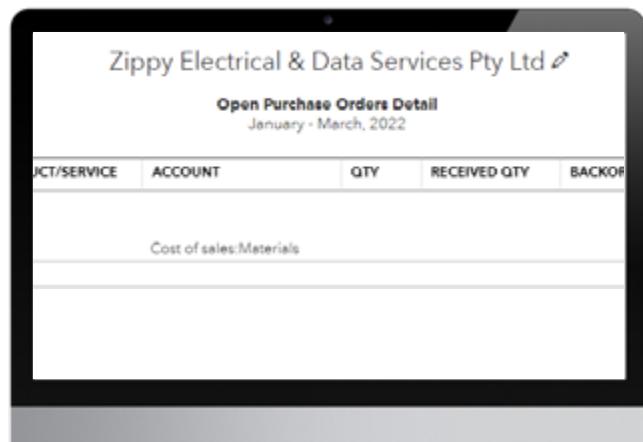
The Purchase order will remain open until the balance of items have been received or the purchase order is manually closed.

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.
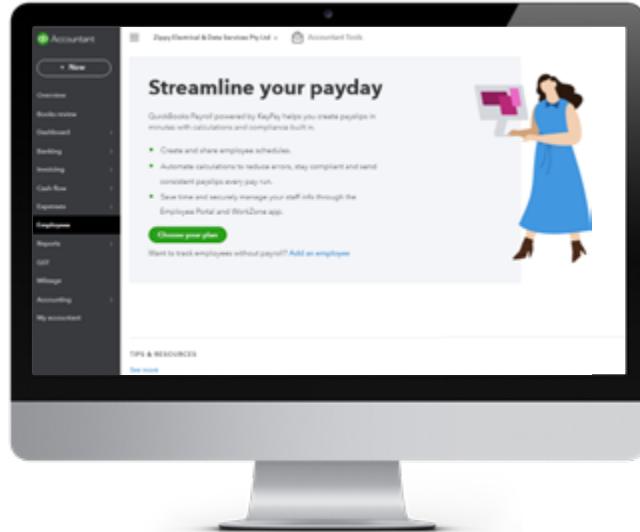
SECTION 22

Payroll

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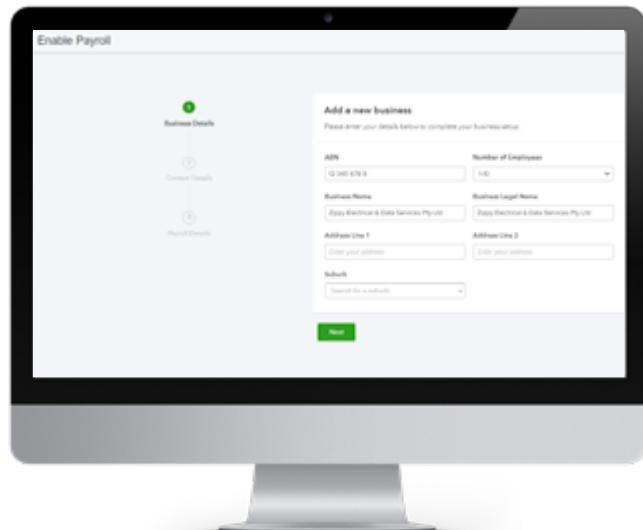
Employment Hero is SuperStream compliant, and super can be paid directly from QuickBooks using Beam Super payments.
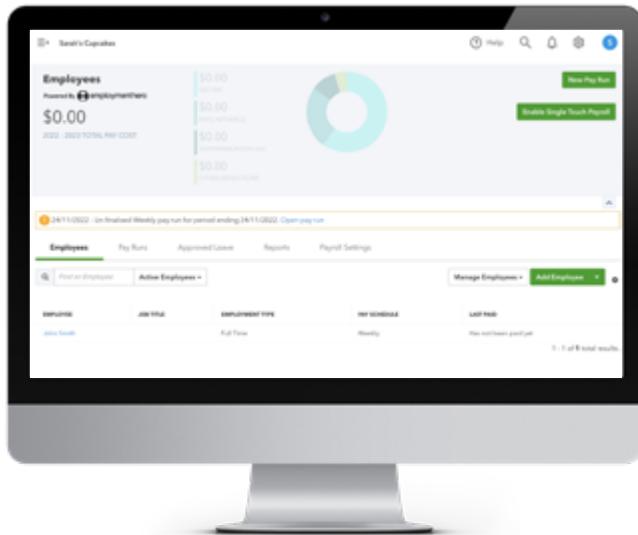
To set up Payroll

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.
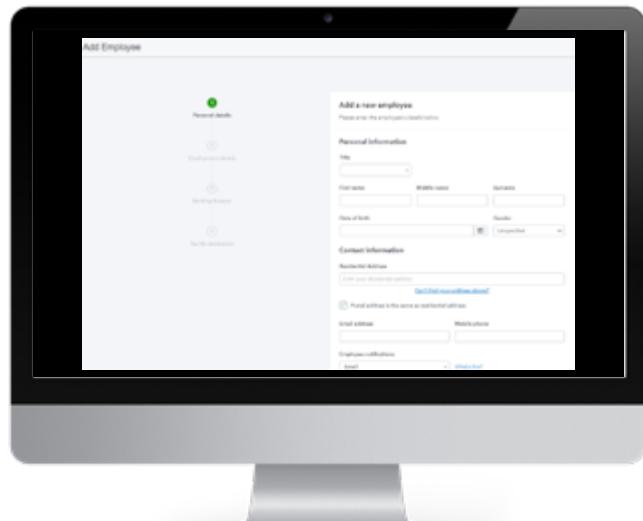
From the Employee Centre, Enable Single Touch Payroll, and follow the setup Wizard with STP.
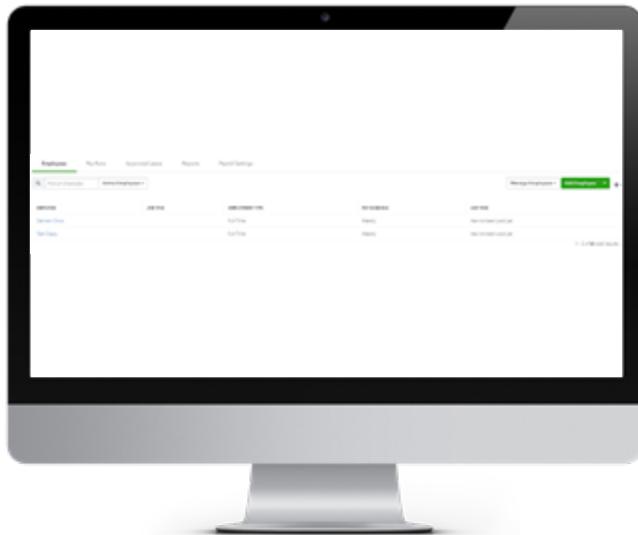
More information can be found here: https://quickbooks.intuit.com/learn-support/en-au/pay-schedules/how-do-i-enable-single-touch-payroll/00/278818

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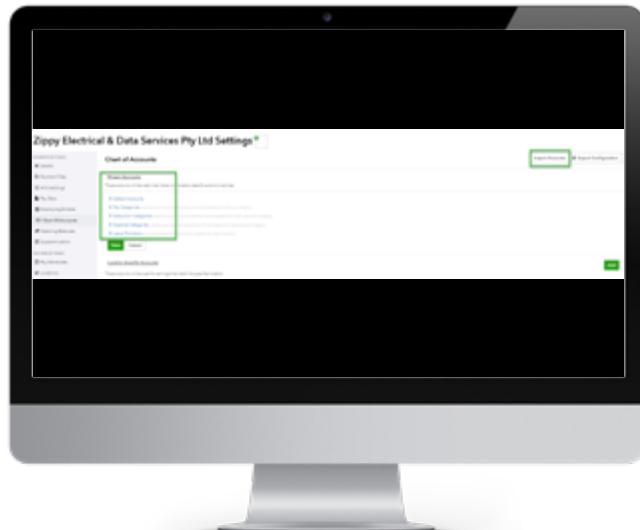
Once employees are added, you are nearly ready to run your first pay run. However, some settings may need to be revised.

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.

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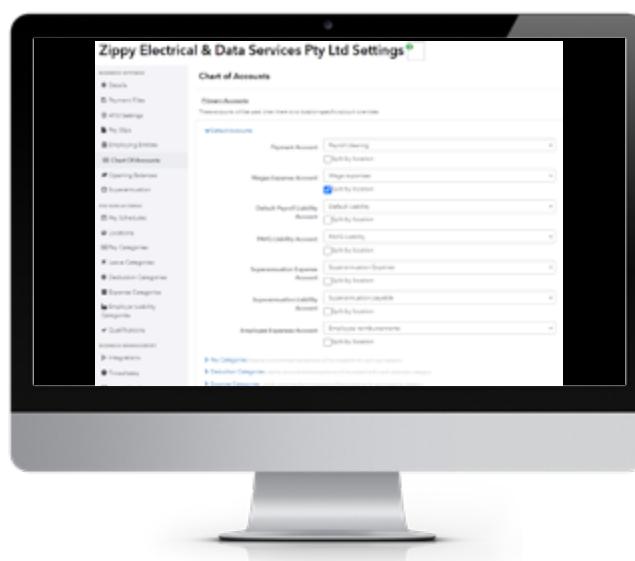
With the Employment Hero integration, once the chart of accounts is imported, the payroll journal will be exported directly to QuickBooks each time you complete a pay run.

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.
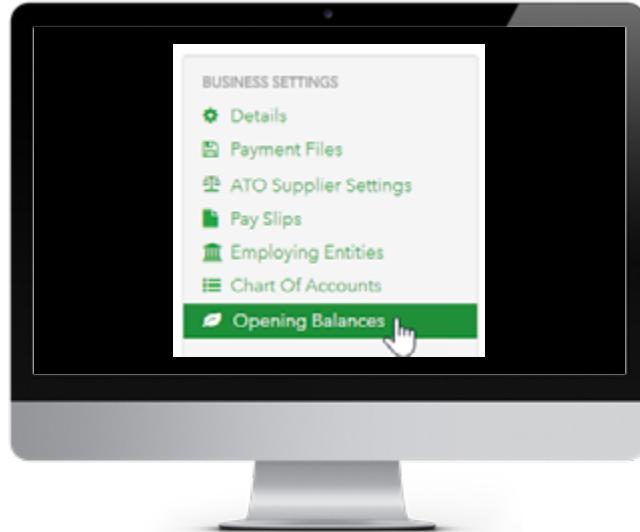
4. Select each account you wish to import/map into the payroll Chart of Accounts. When satisfied with your selected accounts, click Save Account list.

5. 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
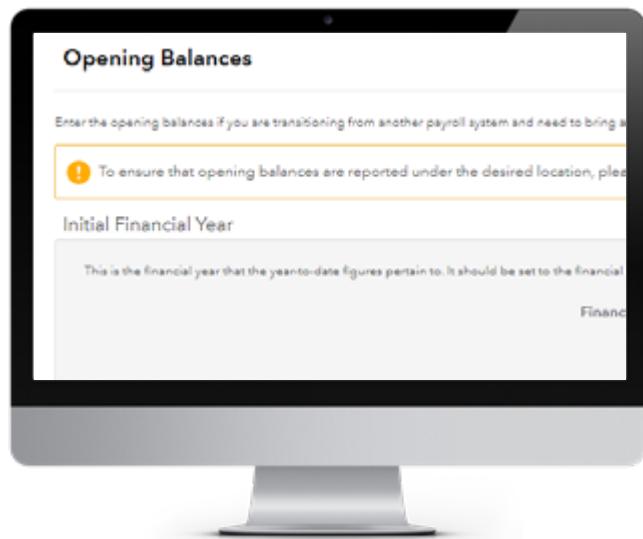
The Opening Balances settings page allows you to configure the initial financial year for your business as well as import/export the opening balances for employees in the business.
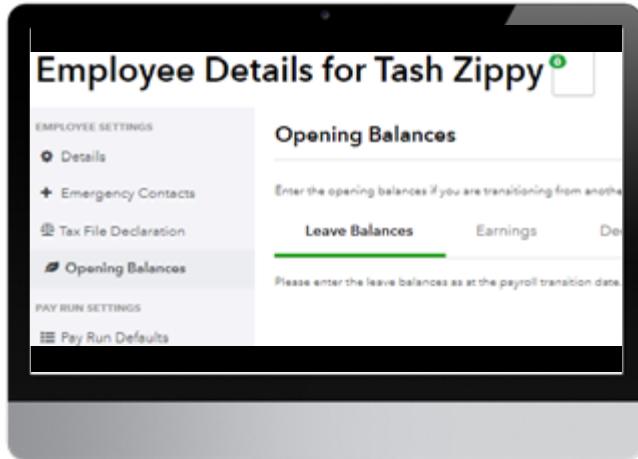
To get to the **Employee Centre > Payroll Settings, Business Settings > Opening Balances.**

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.
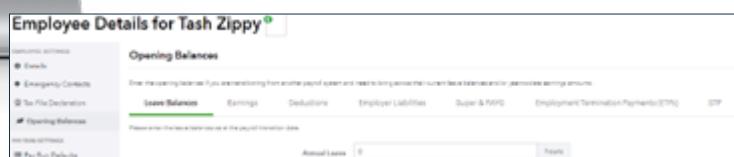
Additional Functions:

- 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

Click on **Employee name> Opening Balances** from the left-hand side panel, adding in each balance that the employee has as of 30 June from the previous accruals for Leave balances. If opening a new QuickBooks file throughout the current year, you need to add in all other year-to-date earning amounts.
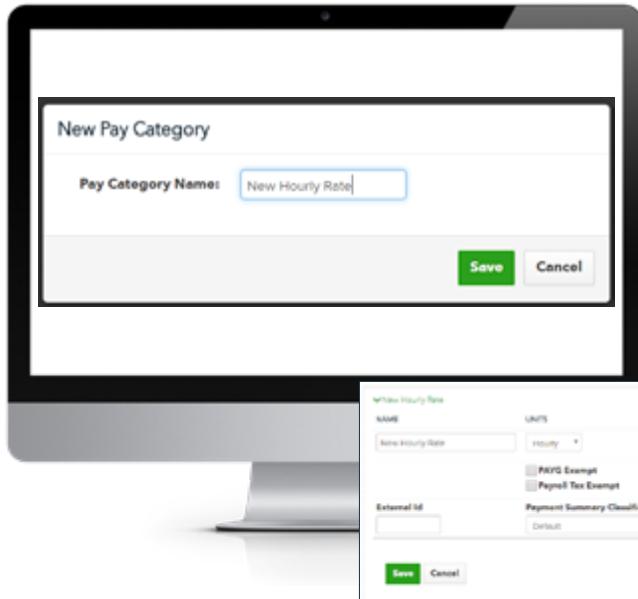
Other setup required.

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:

• Automatically calculating linked rates through loading and penalty rate multipliers

• Configuring super rates

• Configuring leave accrual

1. Click on the **Pay Categories** option and then the **Add** button.

2. 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.


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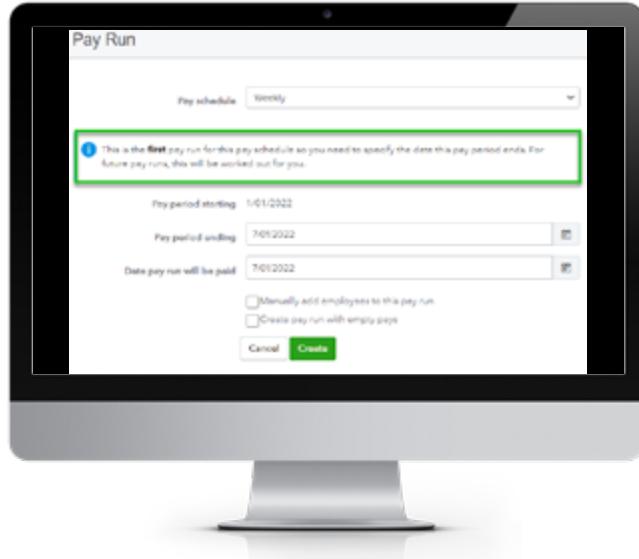
The setup of Pay Categories can be accessed and updated by clicking on the **Employees tab > Payroll Settings > Pay Categories** from the list under Pay Run Settings.

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

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.
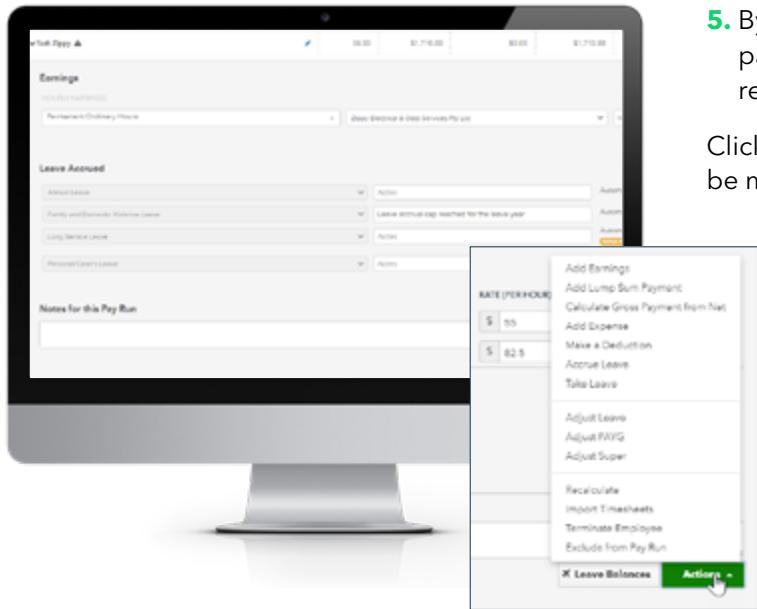
1. If you need more than one pay run schedule, then from the **Payroll Centre > Payroll settings > Pay Schedules** click on **Add** and add the new schedule required.

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.
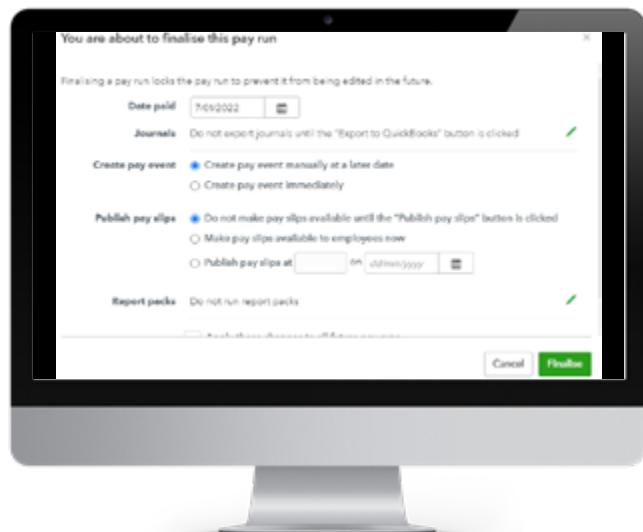
6. Once any adjustments have been added, click **Save.** The full details of the employee can be hidden by clicking back on the employee's name.

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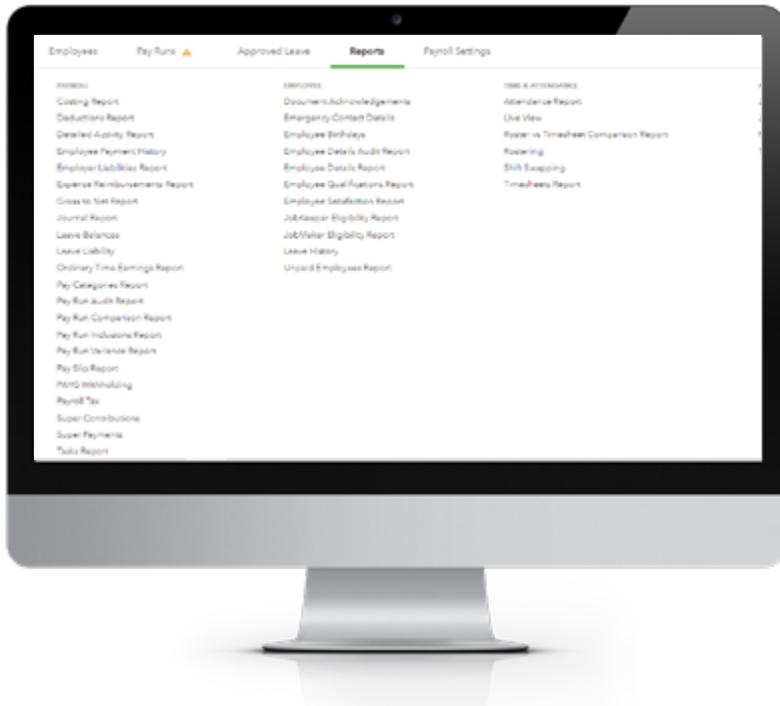
12. Once the pay run has been finalised, download the ABA file to upload it to the bank. Run any payroll reports and Send Pay Slips.


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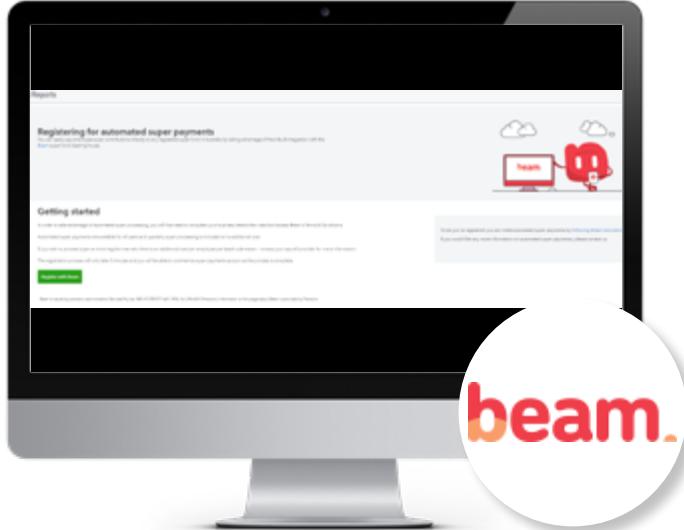
Employment Hero is 100% SuperStream compliant and holds a gold certification with the ATO.

Tax File Declaration Report: Generates a Tax File Declaration report for new starters that can be submitted to the ATO.
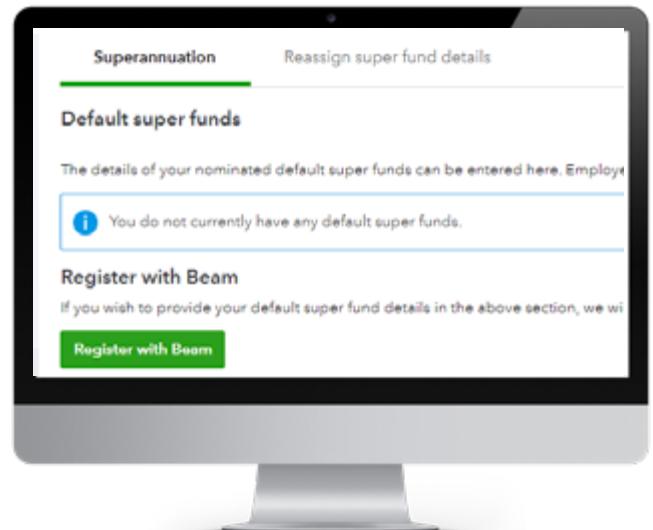
**Payment Summaries:** Allows generation and printing of the payment summaries for all employees for a financial year.

SECTION 23
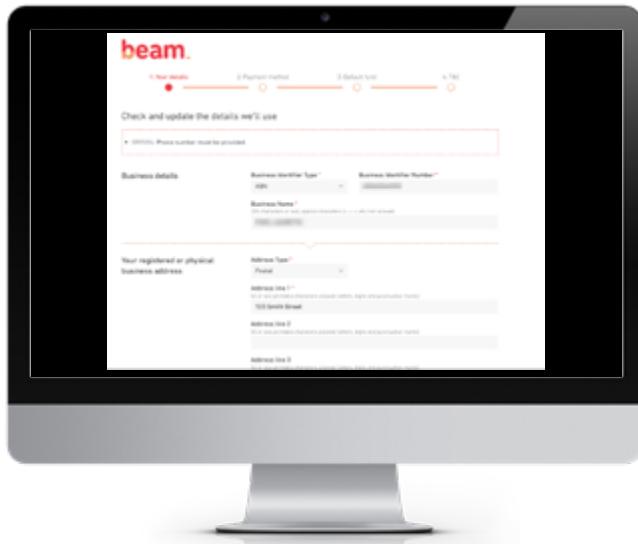
Superannuation and ClickSuper

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.
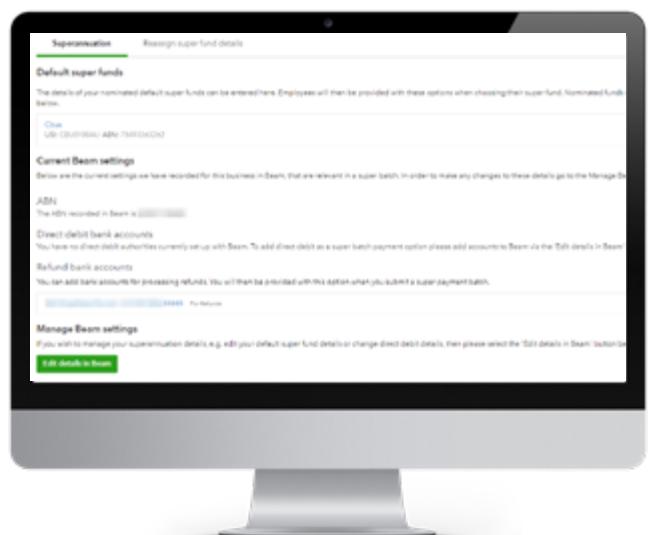
4. From the top right corner click Add, and add the business Default super fund and **Register with Beam.**
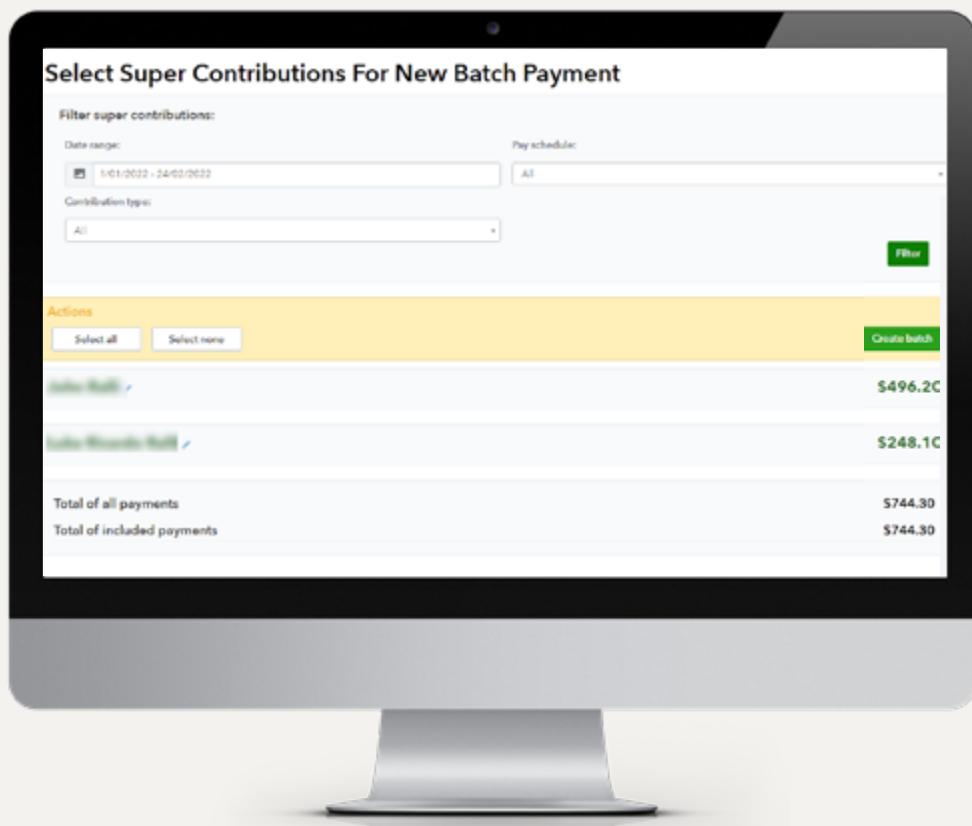
5. Complete the details required in the **Beam registration** including the bank account that the super payments are to be deducted.

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

quickbooks

Accessing Super Payments Within QuickBooks Online
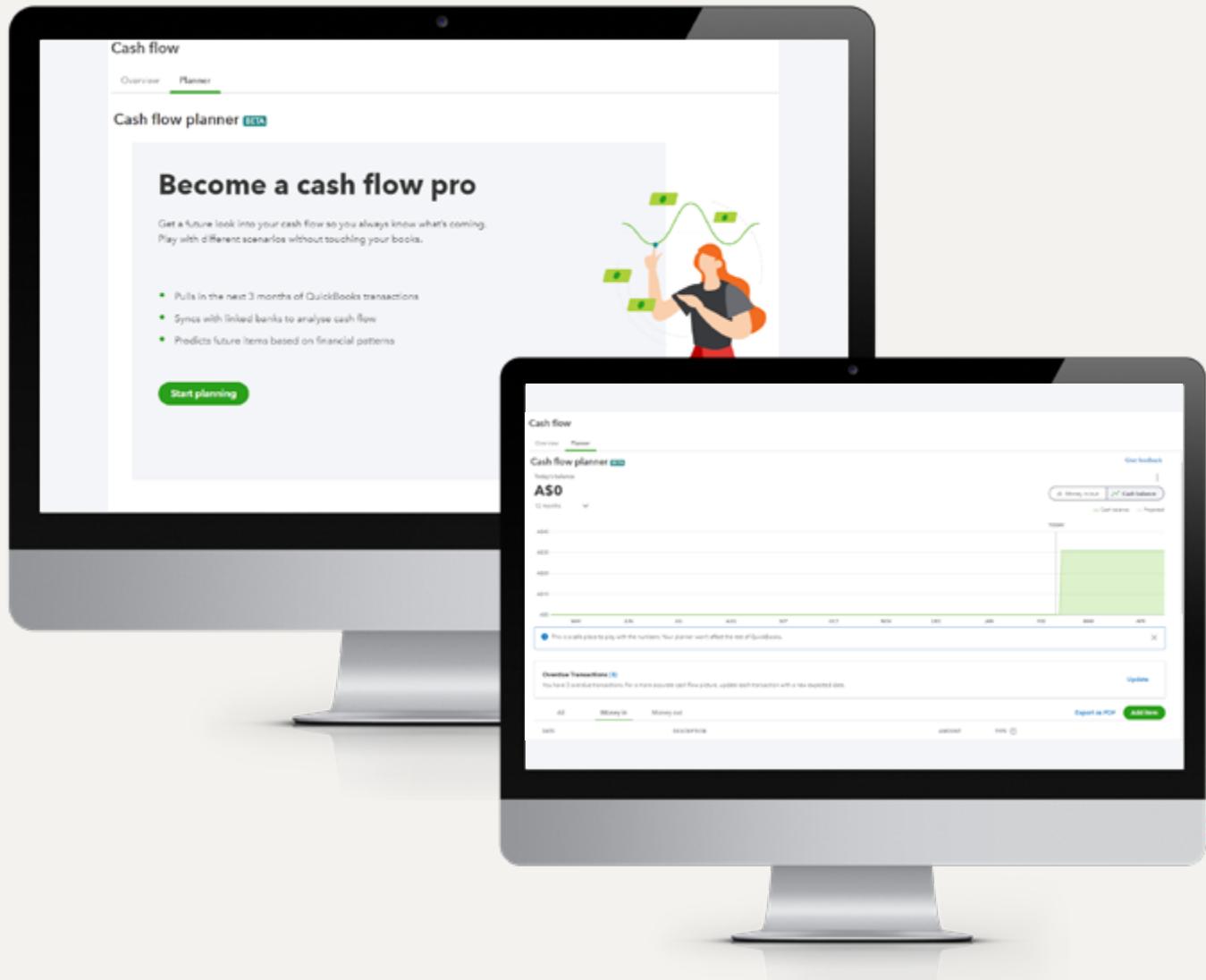
From within the **Payroll Centre > Reports > Payroll > Super Payments**

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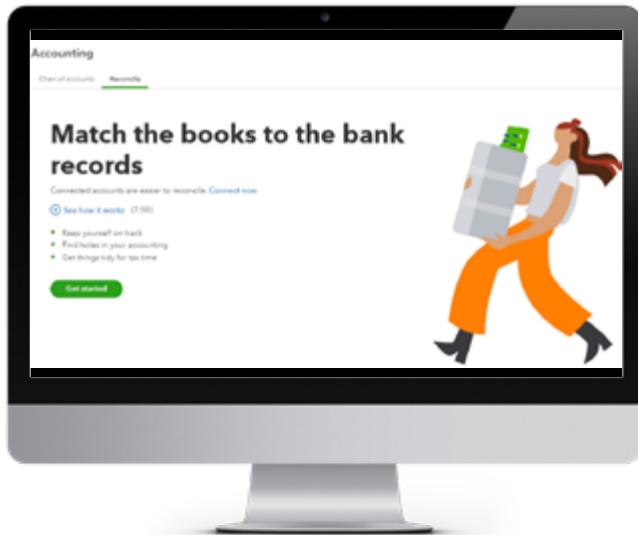
The **Planner** tab pulls in the next three months of transactions from historical transactions from bank feeds. Click on **Start** planning for the first time. This provides an insight into the next few months of money in and out. You can customise both money in and out if you know what bills are coming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

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.
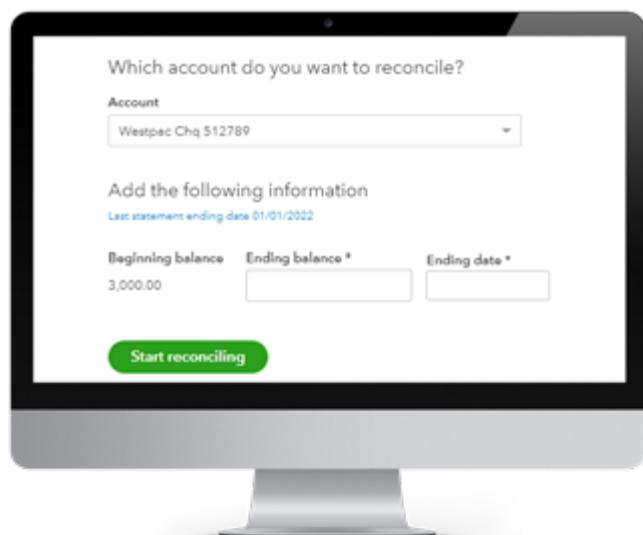
Any Balance Sheet account (except retained earnings) can be reconciled using the same process.
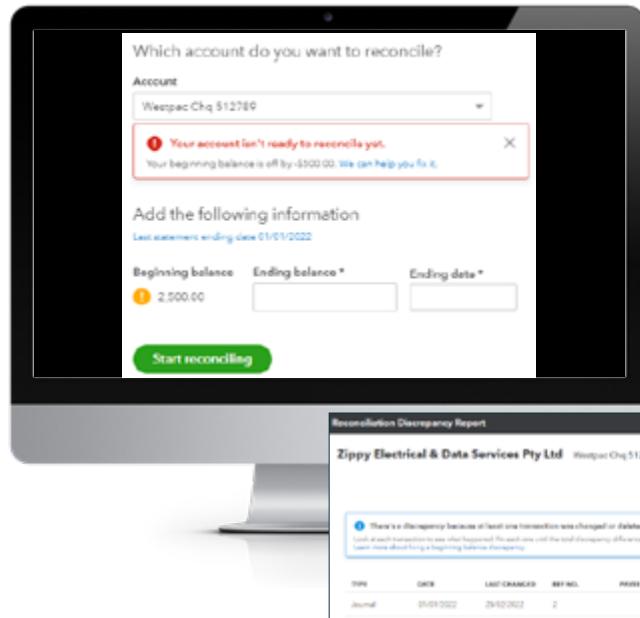
1. Select **Accounting** from the left-hand menu and then the Reconcile tab. The first time you use this, there is the option to watch a video on **How it works.** Click **Get Started.** The next time you are in the Reconcile page, the Reconcile window will immediately come up.

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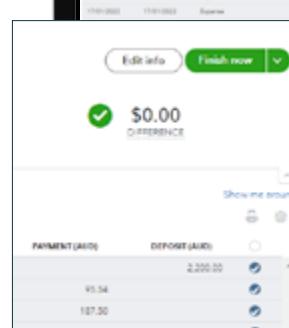
A **Reconciliation Discrepancy Report,** such as below, will populate and this will help you find the transactions changed after the last reconciliation. Click on **View** under the **History** column and fix the transaction to reconcile your bank once again.

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.

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
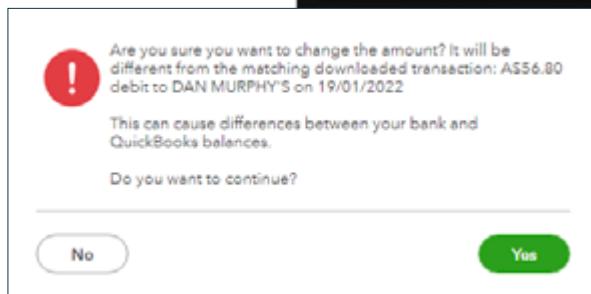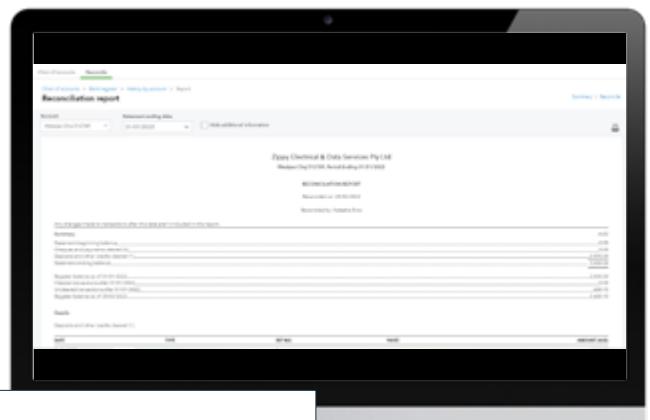
To view a report of the reconciliation:
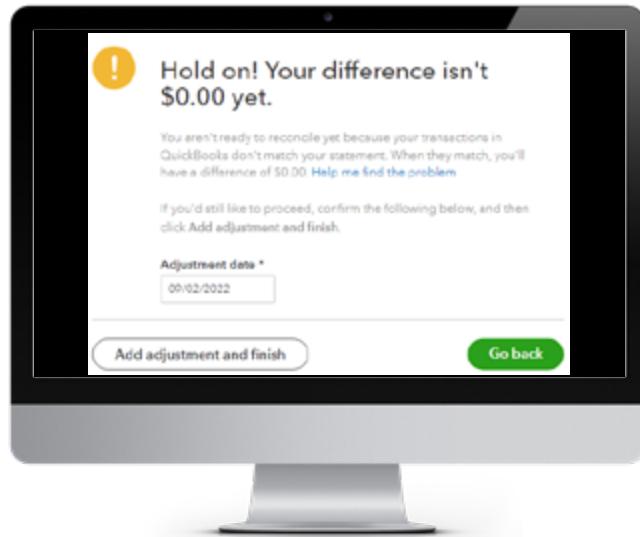
1. In the **Reconcile** tab, click **History by account.**

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

1. 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.

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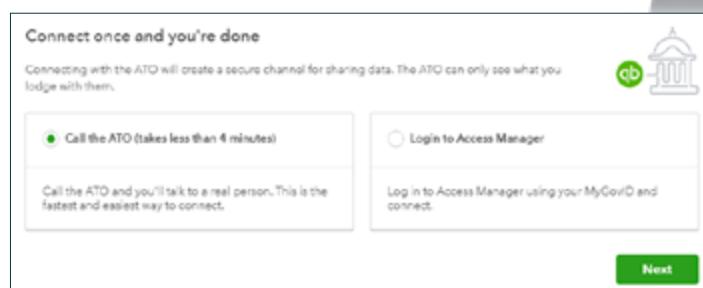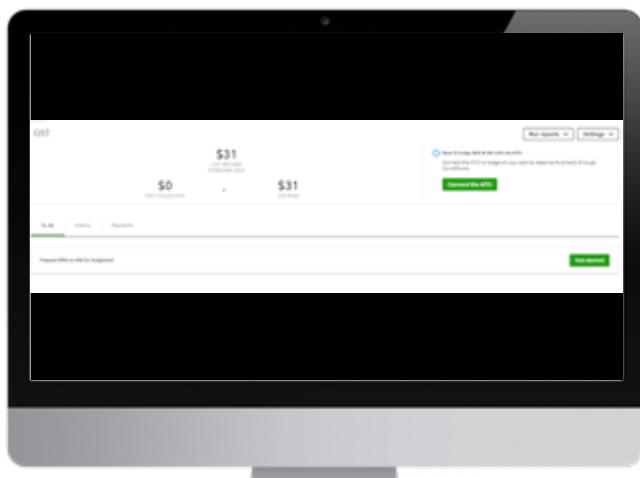
Access to all GST, PAYG and other reports are available in one place for review. If any changes are required, these can be done directly from the reports. The GST Amendment report adds back into the BAS report the changes made PRIOR to the last BAS lodgement in QuickBooks.

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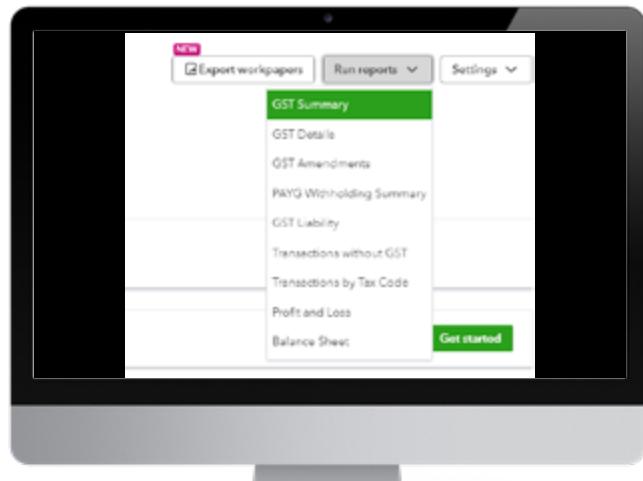
BAS Reports
Used to Review
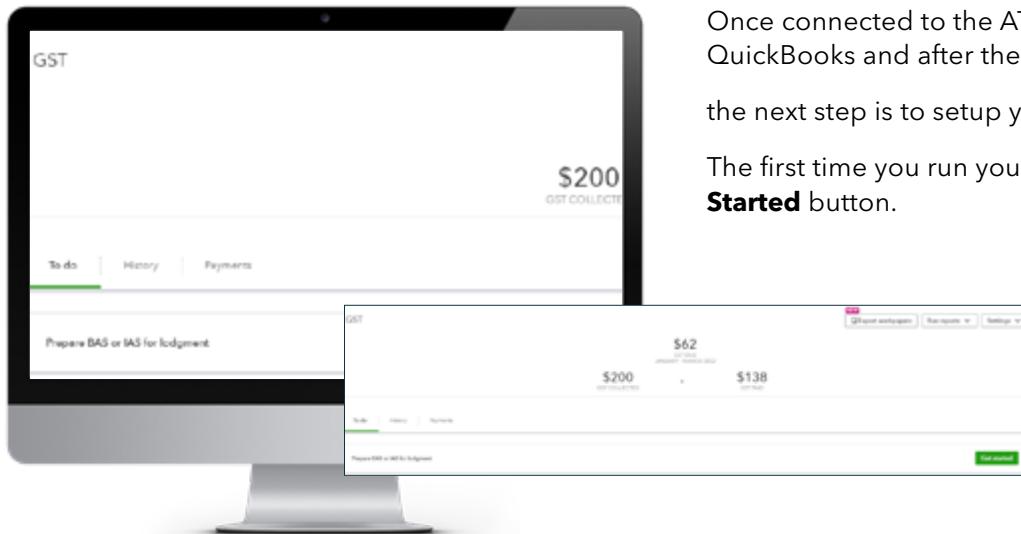
When ready to complete the BAS, click into the **GST Centre** from the left-hand side navigation bar.

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.
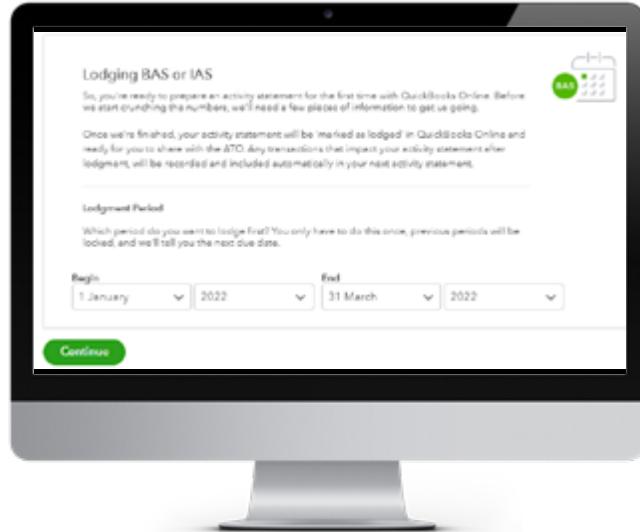
Revision of BAS

Once connected to the ATO directly through QuickBooks and after the reports have been revised,

the next step is to setup your BAS.
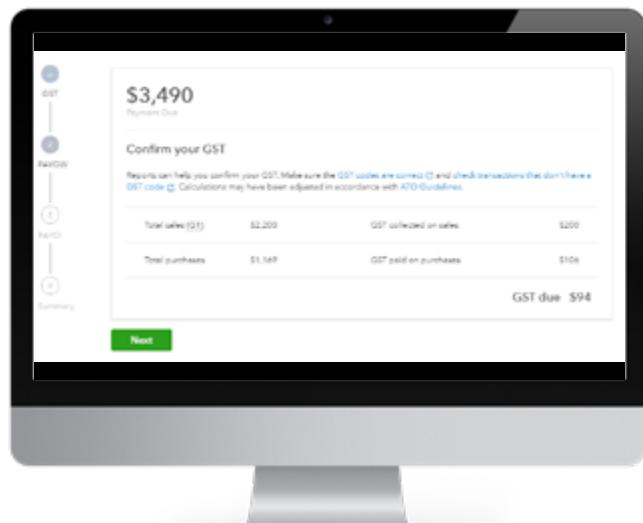
The first time you run your BAS, you will see the **Get Started** button.

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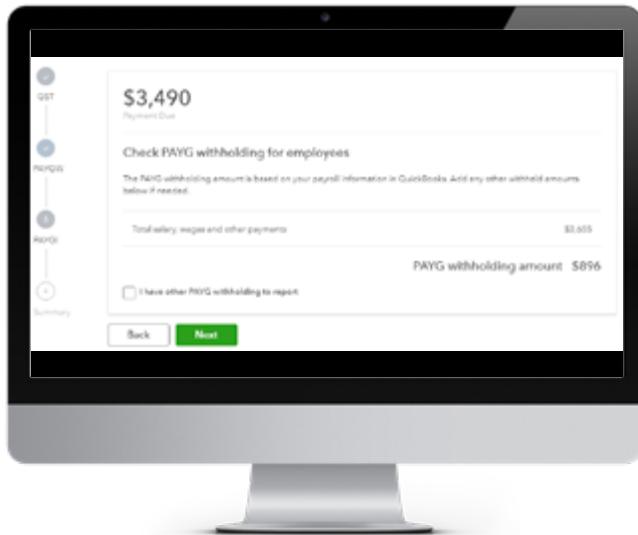
1. Click on the **Get Started** button and follow the setup of the BAS, by choosing the first period you will lodge from QuickBooks **Begin** and **End** date, and click **Continue**.

> **Note:** This is only done for the first time you set up BAS lodgement. After this, click on Prepare BAS.
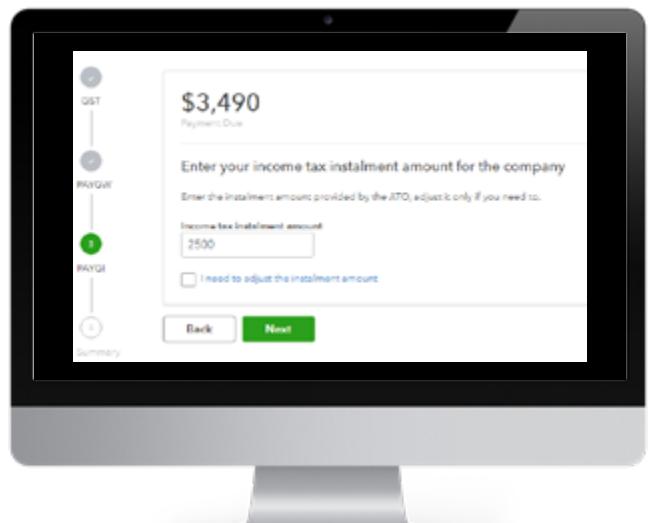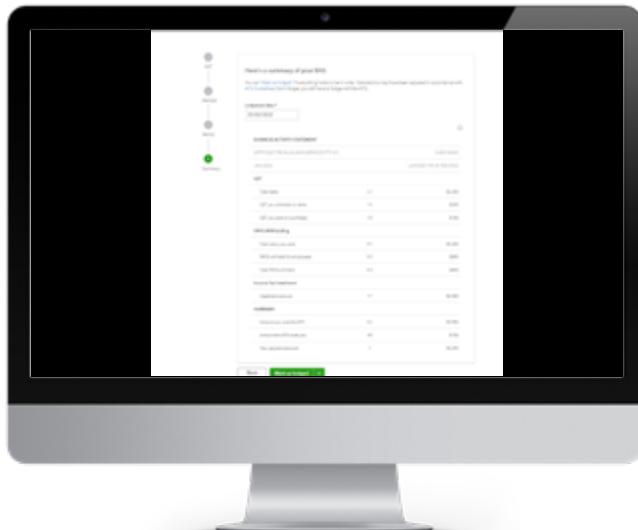
The GST window appears when you Confirm the GST is correct. There are reports from this window that you can click into and review as well: **GST Codes are correct** and **check transactions that don't have GST Code.**

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.**
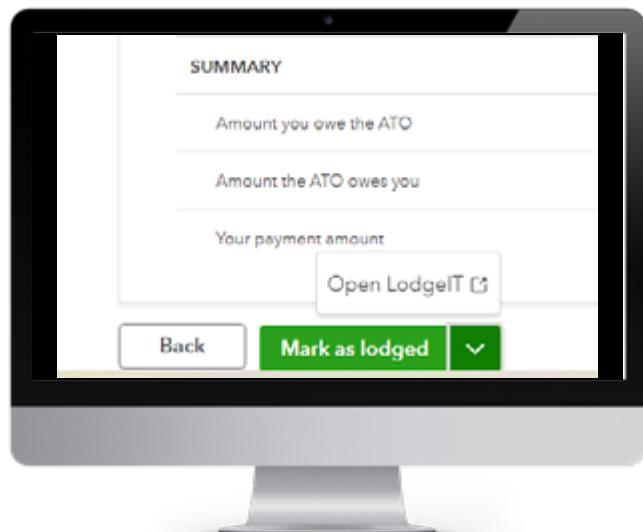
3. If PAYGI is being paid and has been added to the GST settings, this window will appear next. Ensure the correct PAYGI is entered, then click **Next.**

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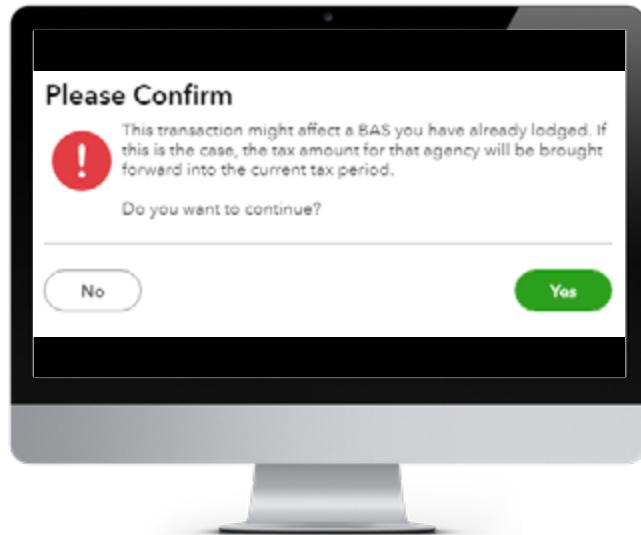
5. A BAS summary appears, which you can revise. Print from the print icon.

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

Back   Mark as lodged

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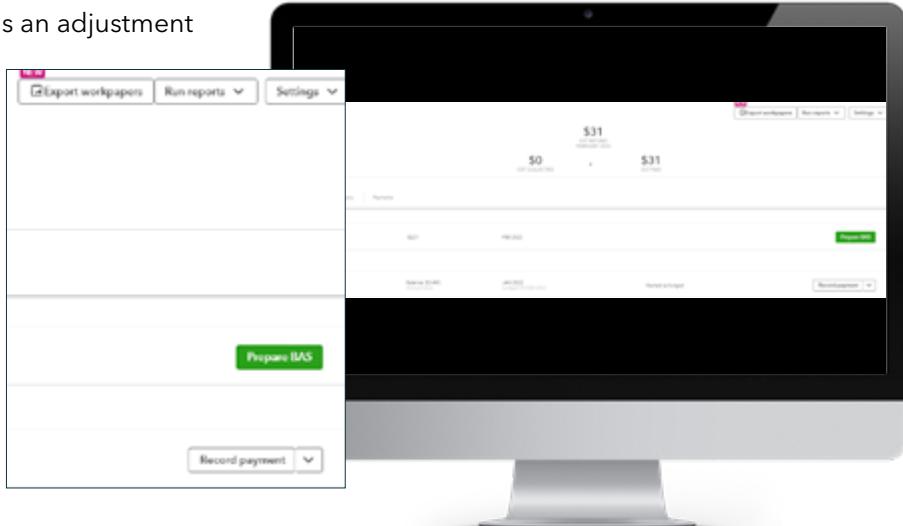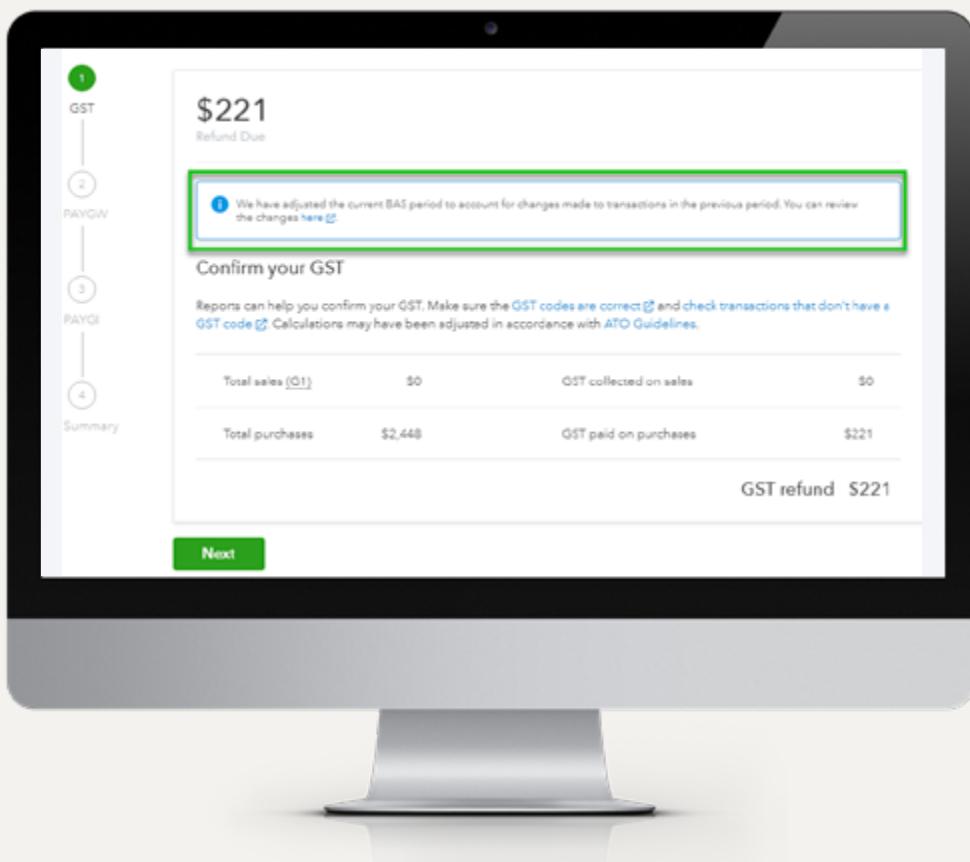
QuickBooks Online allows you to make changes to previously lodged BAS periods. The changes are tracked in the **GST Amendment** report found from the **Run reports** tab in the GST Centre, but can also be found when next lodging your BAS.

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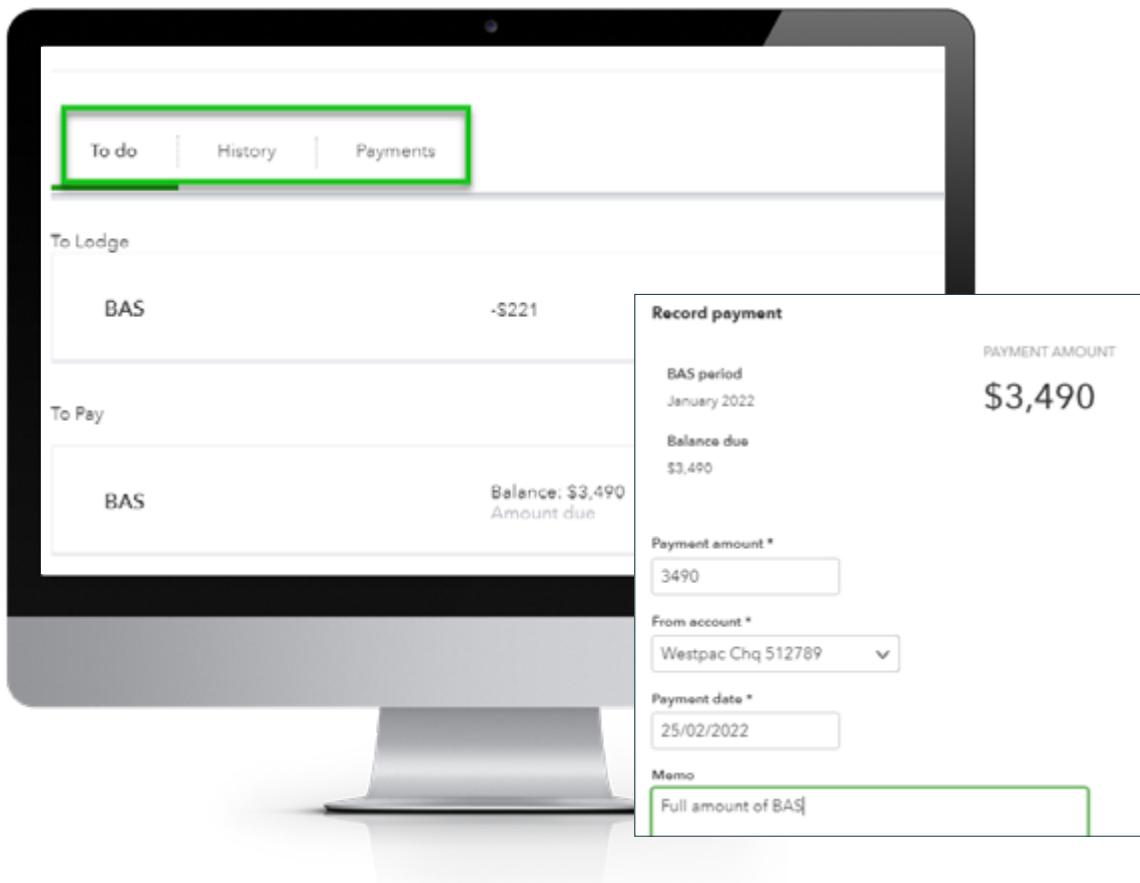
The adjustment is taken up in this current BAS period – see the screen shot below. You can review the report from here.

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

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.

IAS

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

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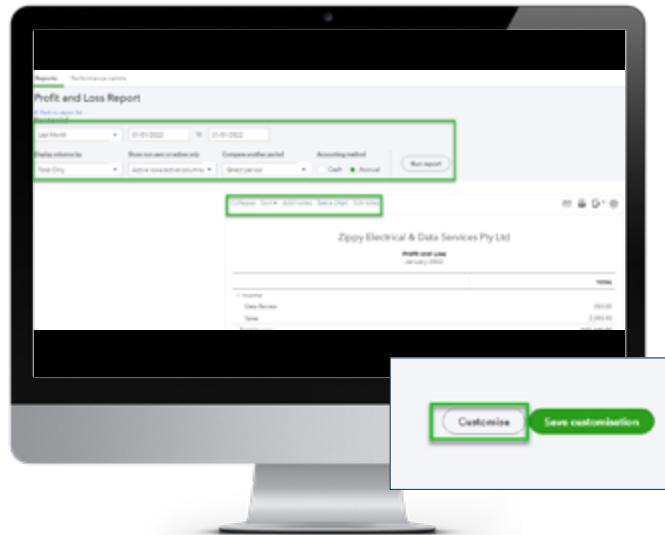
Selecting the envelope icon will send the report to the recipients specified, with a subject line and a note. The report will appear both as an attachment and in the body of the email.

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
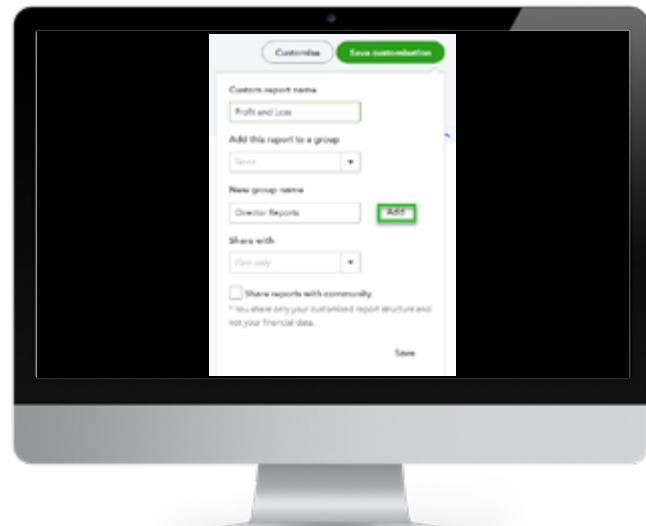
A report can be customised, even when already on the screen, by selecting **Customise** in the top left corner of the report.
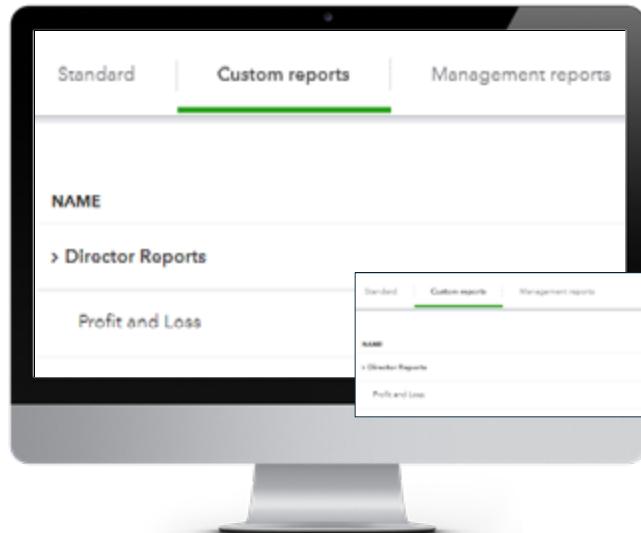
Depending on the specific report, several areas are available to customise. These are grouped into key areas including: general, rows/columns, lists/numbers, and header/footer.

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.
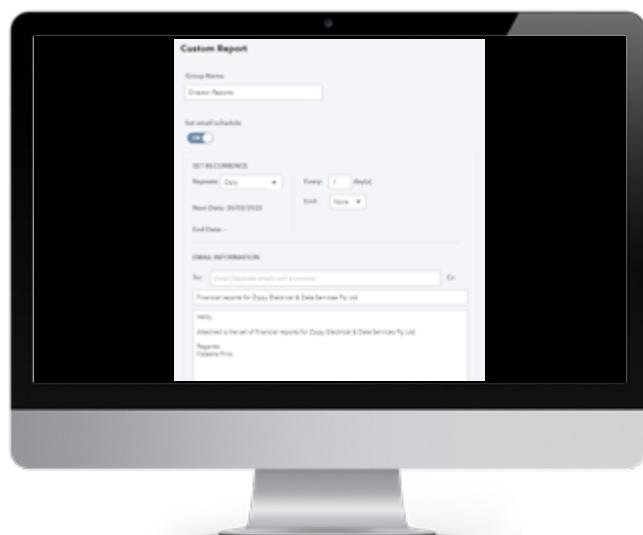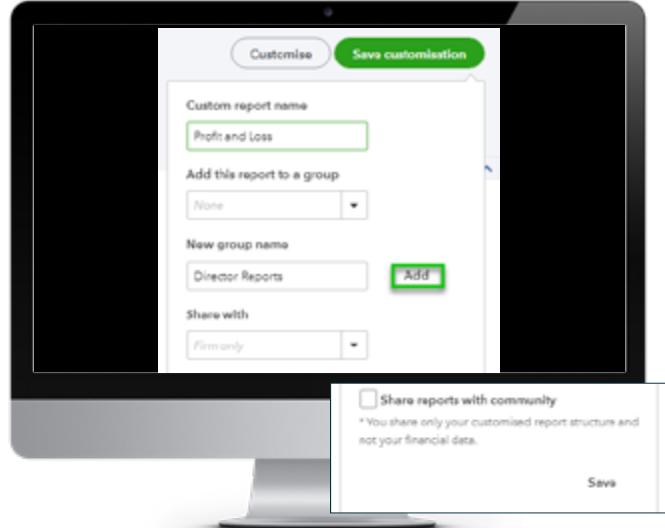
You can set up different groups; in this example, the Director reports are set up by clicking on **Add**.

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.
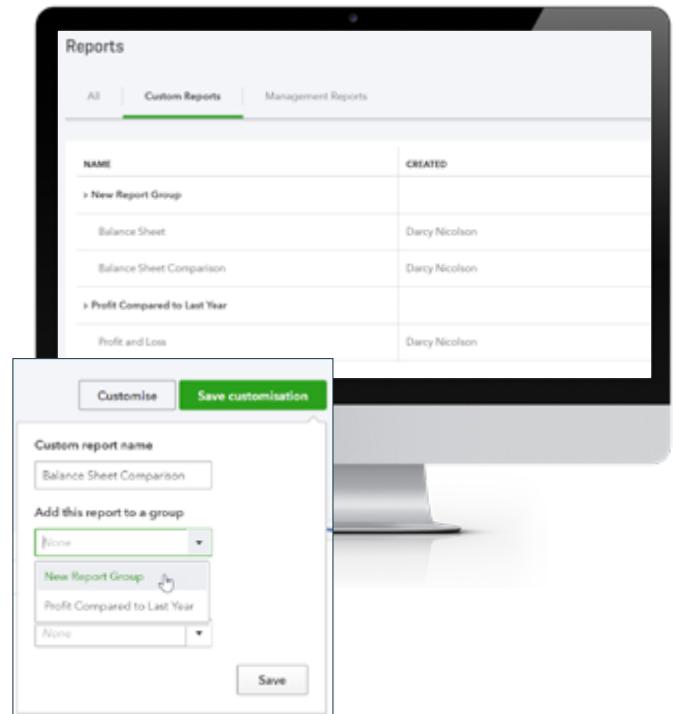
To create a Report Group:

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.**
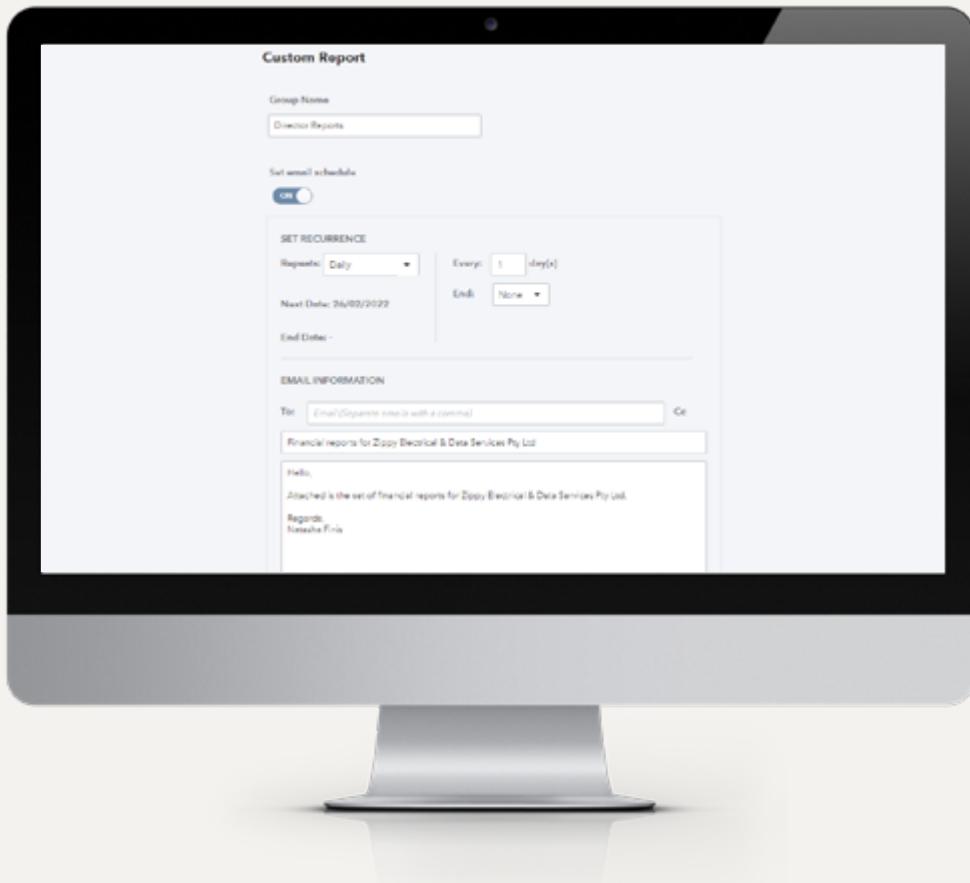
To add further reports to a group:

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.

Automated Reports

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.

4. Complete the required fields, and click A**ttach 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.
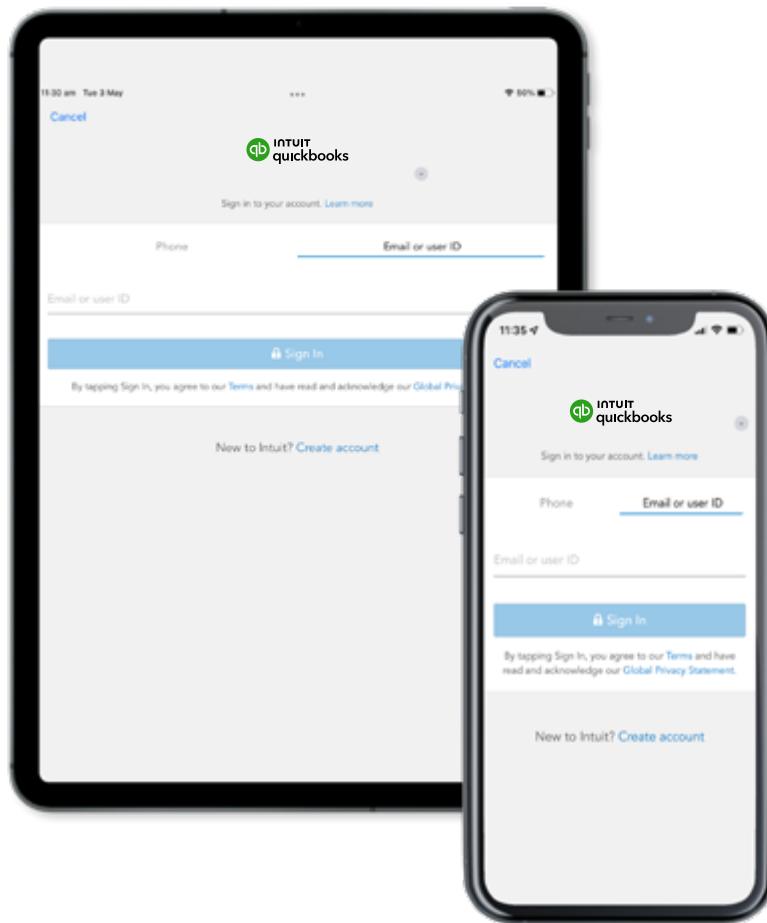
Mobile Apps – Take the Ipad / Iphone Tour

QuickBooks Online works with iPhone, iPad, and Android devices, allowing you to access business information, customers or suppliers anywhere, anytime.

Manage Your Business Anywhere
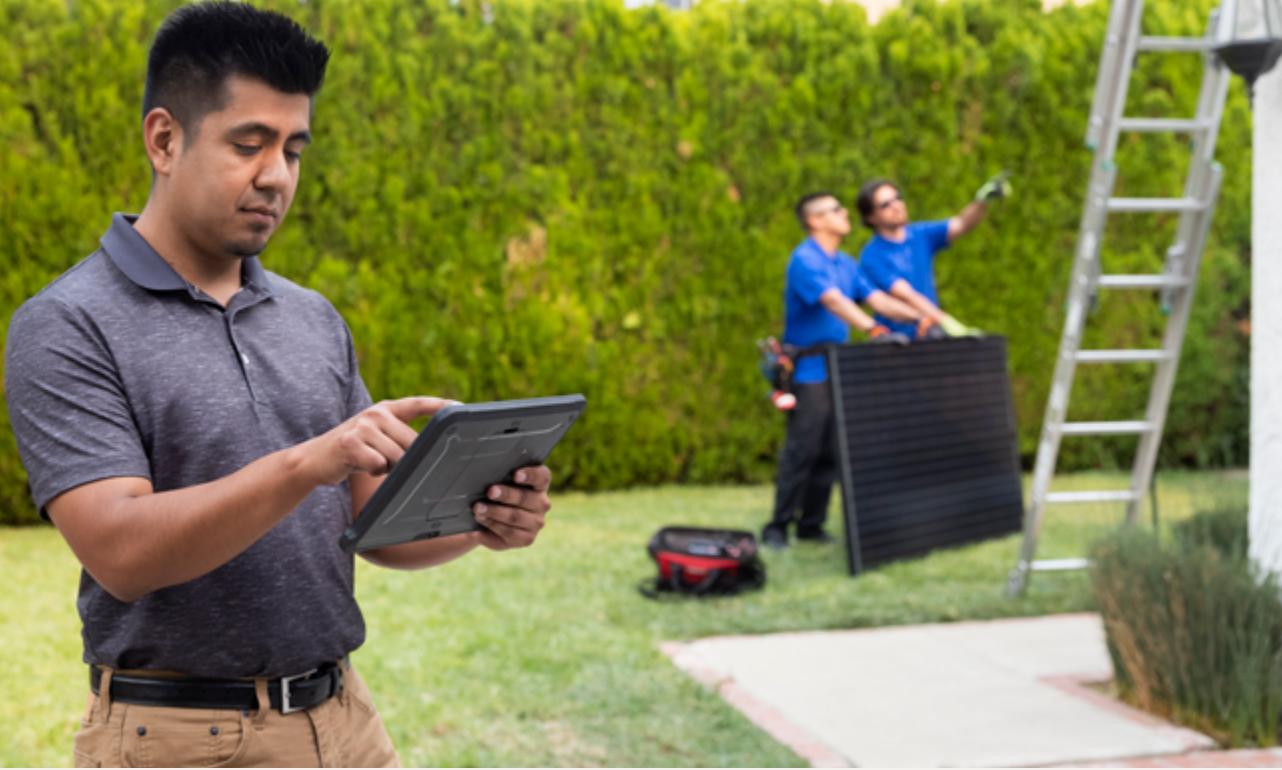
• Create and send professional invoices and quotes.

• 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

1. 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

1. 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'

4. 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.
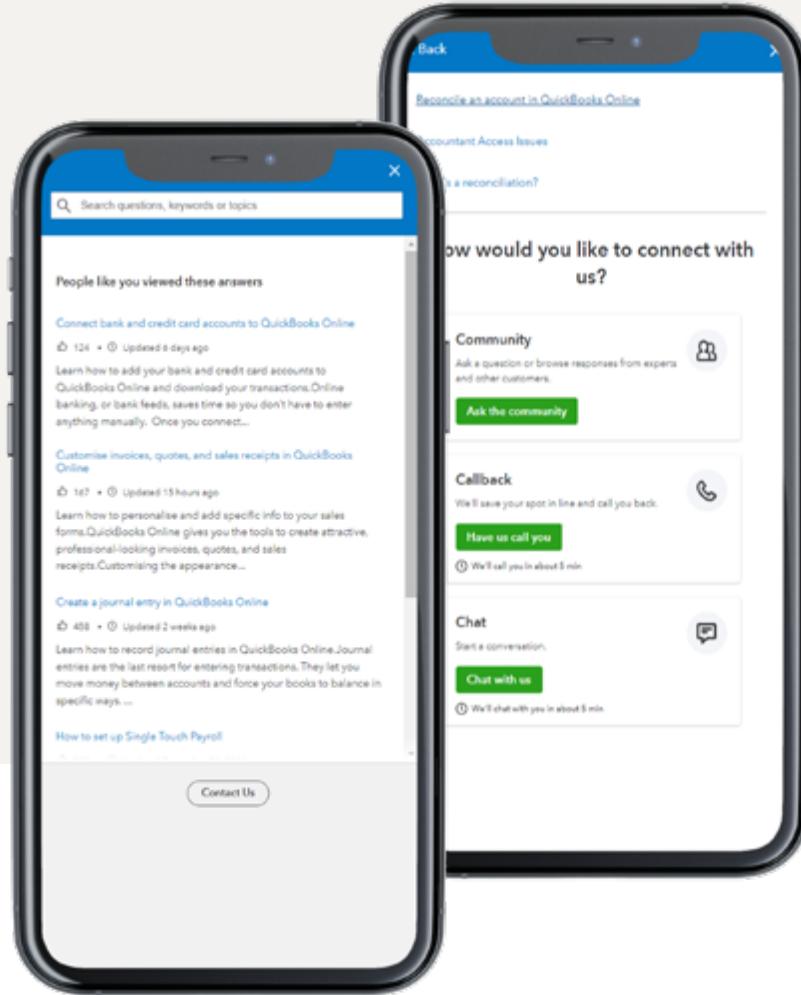
Run reports on an iPad/iPhone

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
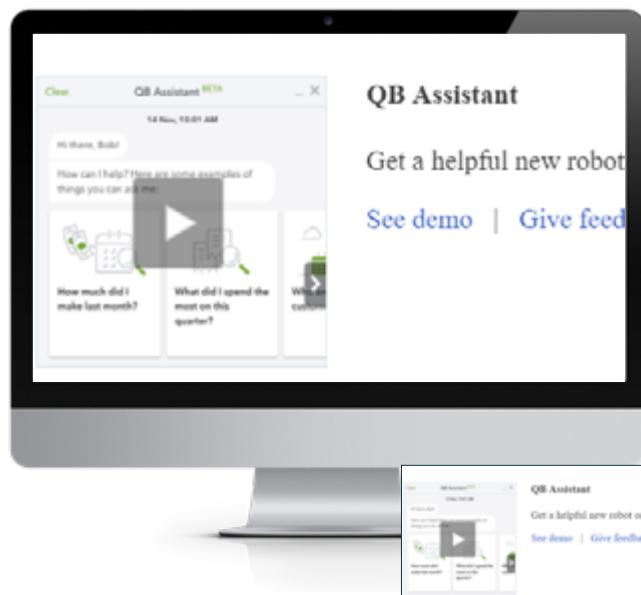
In-product
Support

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.

3. Scroll to locate the option **QB Assistant** and click on the slider on the right to ensure it is in the '**ON**' position.

4. 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**
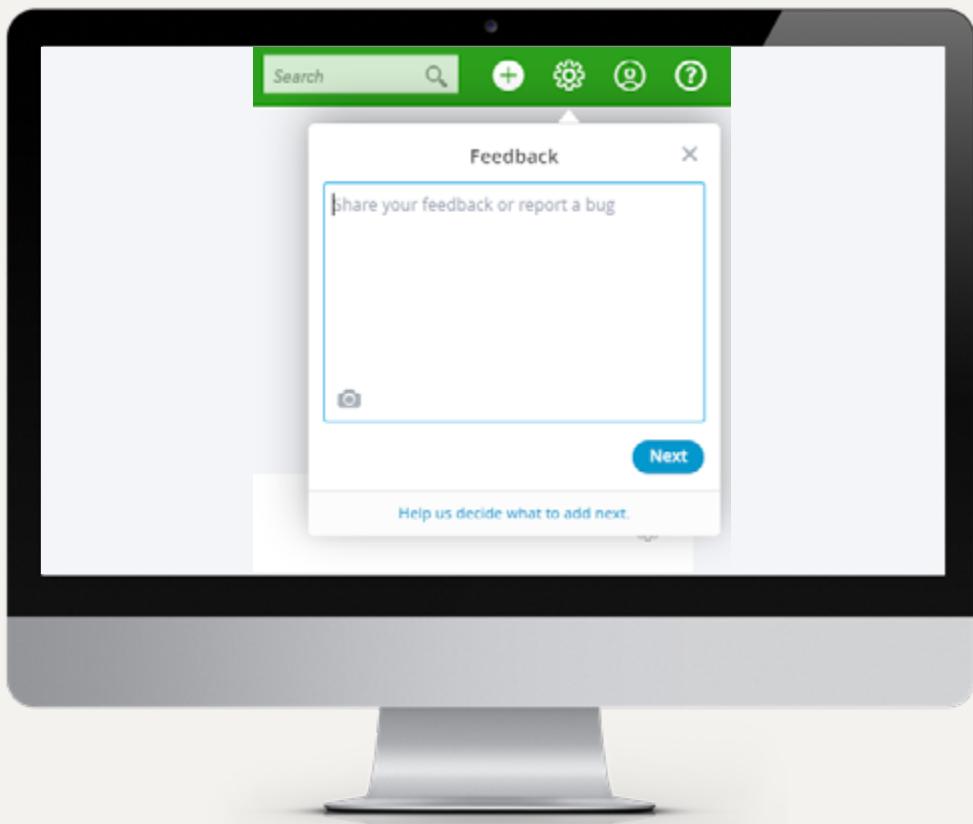
Intuit QuickBooks

SECTION 30
Feedback

Providing
Feedback

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/