



QuickBooks Online Power Hour – Advanced features & tips n tricks with the QuickBooks Online gurus

Leanne Davis & Laretta Finis



**Take a few moments
to **CONNECT** with
your neighbour**

#QBConnect | WiFi: QBConnect Password not required

Today's speaker



Leanne Davis

Director – Sort it out Office Assist

www.sortitoutoffice.com.au

@LeanneSortitOut

Joint founder of QBO Business Hub

www.qbohub.com.au

Today's speaker



Laretta Finis

Director – Quick Bizness Bookkeeping Solutions

www.qbbs.com.au

@LarettaBYBB

Joint founder of QBO Business Hub

www.qbohub.com.au

About today's speakers



Leanne and Laretta
Intuit HQ
Silicone Valley 2017 QBC

QuickBooks Online (QBO) Gurus

Leanne Davis from Sort it Out Office Assist and
Laretta Finis from Quick Bizness Bookkeeping Solutions,

Both the co-founders of QBO Hub & QBO Business Hub
bring you advanced features and procedures.

www.qbohub.com.au

Agenda

You'll learn today about

Projects

Progress invoicing

Purchase order & receiving partial purchase orders

How to record wages & allocate to projects.

How to create reports that will allow you to track your jobs and assess project costs

Learn how to streamline your browser's for efficiency's in QuickBooks

Case study

Business Name: House of Stark Creatives

Industry: Website Developers – Creative Designs

Director: Arya Stark & Sansa Stark

Employees: Jon Snow, Edmure Tully, Jamie Lannister, Cersei Lannister, Daenerys Targaryen

Projects: Iron Bank Website, GreyJoy Website, Tyrell Rebranding & Website

Customers: Iron Bank of Braavos, Greyjoy House (Theon Greyjoy), Tyrell House (Margaery Tyrell)

Suppliers: WhiteWalkers Internet Hosting, CastleBlack Marketing, Khal Drogo Copy Writer, Robert Baratheon Developer, Tyrion Lannister Websites

Services & Products: Website Development, Website Design, Digital Marketing, Adwords Campaigns, Logo creatives, email Marketing

GST: Yes - QTRLY accruals – PAYG quarterly

Daily activity of a business >

- Customised Invoice: word doc – Sales Order: Template showing different terminology and the Terms of invoices
- Quote > Sales Order > Purchase Order > partial PO to Bill > Invoice
- Batch send open invoices for the day (not sent)
- Batch reminders from overdue money bar – default message goes out to all
- Unapplied cash payment Income and Expenses (P&L on a cash report)
- Expense bulk recategorize
- Project – all the above in the storyline taking us through to
- Billable expense delete – URL tidy up the bills not used
- Payroll Journal for PROJECT COSTS
- Advanced Reporting – Management Reporting save EOM – EOQ > Project reporting > location

Tips

Purge company less 90 days

Chrome bookmarks

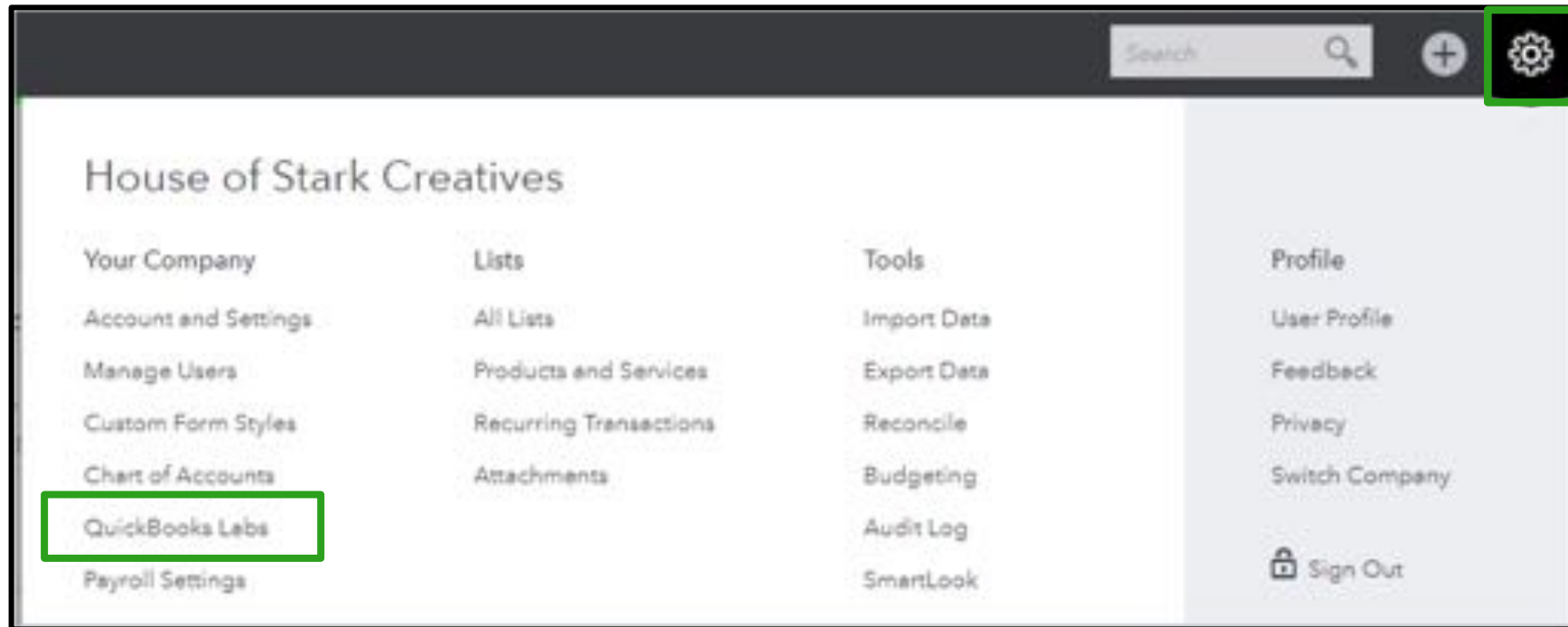
Multiple Chrome users + Firefox

Customised Invoices - docx



To use customized invoices

Turn on Customised invoices > Gear Icon > Your Company > QuickBooks Labs



Switch Import Style from Off to On



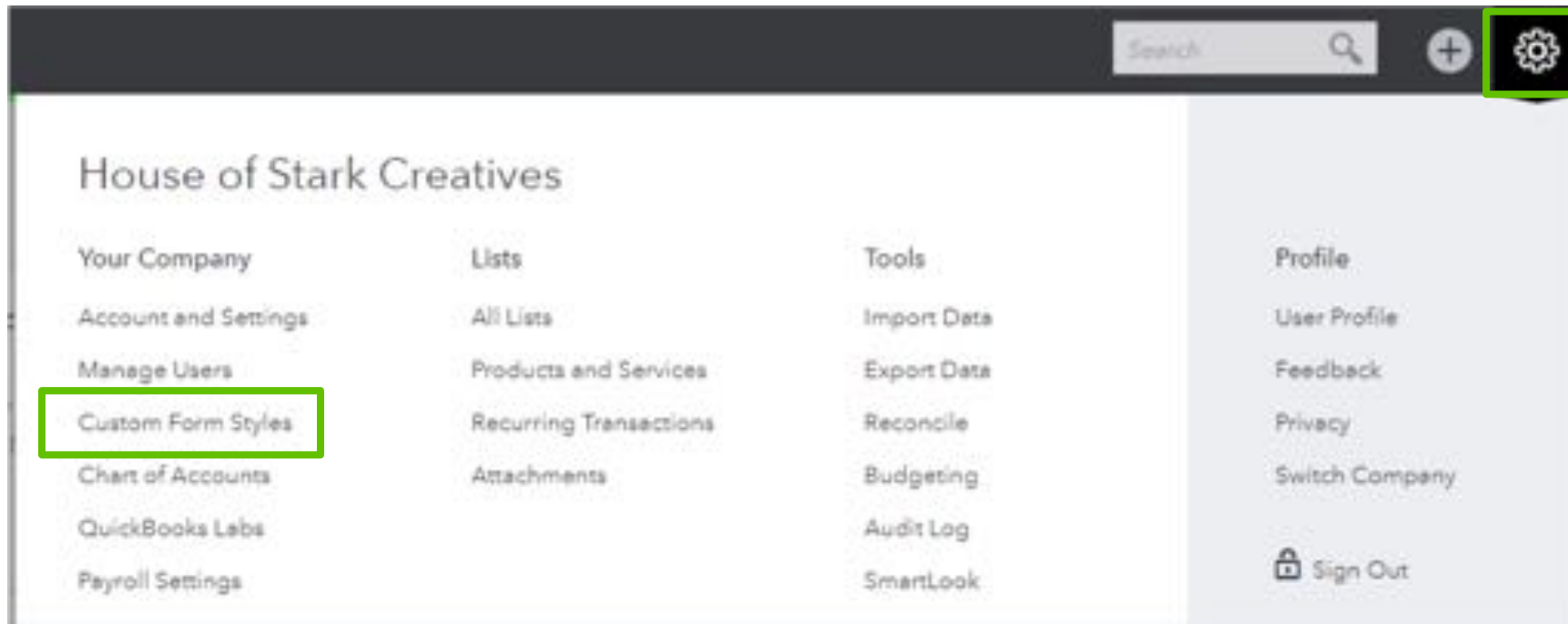
Import Style

Now you can spice up your brand with your own invoice design. Import your .docx file from Word, tell us which fields to replace, and voila! Your brand is yours again.

[See demo](#) | [Give feedback](#)



Select the Gear Icon > Custom Form Styles



The Import Style will now appear in the drop down

Custom form styles

[← All lists](#)

New style ▼

Import style

Invoice

Estimate

Sales receipt

Edit ▼

NAME	FORM TYPE	LAST EDITED
Invoice 001	Invoice (default)	19/04/2019
Standard	Master	19/04/2019

**Create your custom form
using a .docx file**

**Download a sample copy
and modify it to use as
your own**

Upload your file

The screenshot displays the QuickBooks Connect interface for creating a custom form. On the left, a vertical progress bar shows three steps: 1. Save and upload your file (active), 2. Match your fields with QuickBooks fields, and 3. Preview and confirm your style. The main content area is titled 'Save and upload your file.' and includes a dropdown menu for 'Select a form type' with 'Invoice' selected. Below this, instructions state: 'Open your original DOCX file and add angle brackets < > around the text for QuickBooks to replace Mark each field just once.' An example shows 'John Smith' and '123 Main Street' being converted to '<John Smith>' and '<123 Main Street>'. A blue button labeled 'Download a sample' is highlighted with a green box. Below this, another section titled 'Save and upload your file.' contains a file upload icon and the filename 'Invoice-Airy-Pro AU.docx', which is also highlighted with a green box. At the bottom, a green 'Next' button is visible.

Match the fields from your .docx file to the fields in QuickBooks

Import form style

Save and upload your file.

2 Match your fields with Quickbooks fields

3 Preview and confirm your style

Match your fields with Quickbooks fields

YOUR FIELD	QUICKBOOKS FIELD
BillingAddress	Billing address
ShippingAddress	Shipping address
InvoiceNo	Invoice Number
Terms	Terms
Date	Invoice Date
DueDate	Due Date/Expiry Date
ShipDate	Ship date
ShipVia	Delivery/Ship via information
Tracking No	Tracking number
Custom1	Custom Field 1

Back Next

Select the dropdown to choose the correct mapping

Check for the correct name in the preview to the right

Import form style

Match your fields with Quickbooks fields


Save and upload your file

Match your fields with Quickbooks fields

Preview and upload your style

YOUR FIELD	QUICKBOOKS FIELD
Amount	Amount/Line total (Invoice line)
Message	Sale Message
Subtotal	Leave as is
DiscountBeforeTax	Sale Message
TotalTax	Customer, Client, Member name
ShippingCharge	Company, Business, Organisation name
Total	Item/Product/Service
Deposit	Deposit Pre-payment/Down pay
TotalOfNewCharges	Total Of New Charges
AmountPaid	Total amount due (including charge)

Back Next



Preview and save your Invoice

[illegible]

Give your
customized style
a name

House of Stark

123 South Valor Road, Highton VIC 3216
PO Box 000
BELMONT VIC 3216

INVOICE TO
Hilltop Dry Goods
123 Main Street
City, SA 1234

INVOICE NO. 12345
TERMS 7 Days
DATE 12/01/2016
DUE DATE 12/02/2016

SHIP DATE SHIP VIA TRACKING NO. CUSTOM 1 CUSTOM 2 CUSTOM 3 PMT METHOD
(customer's name)

Name your style

House Of Stark

Cancel

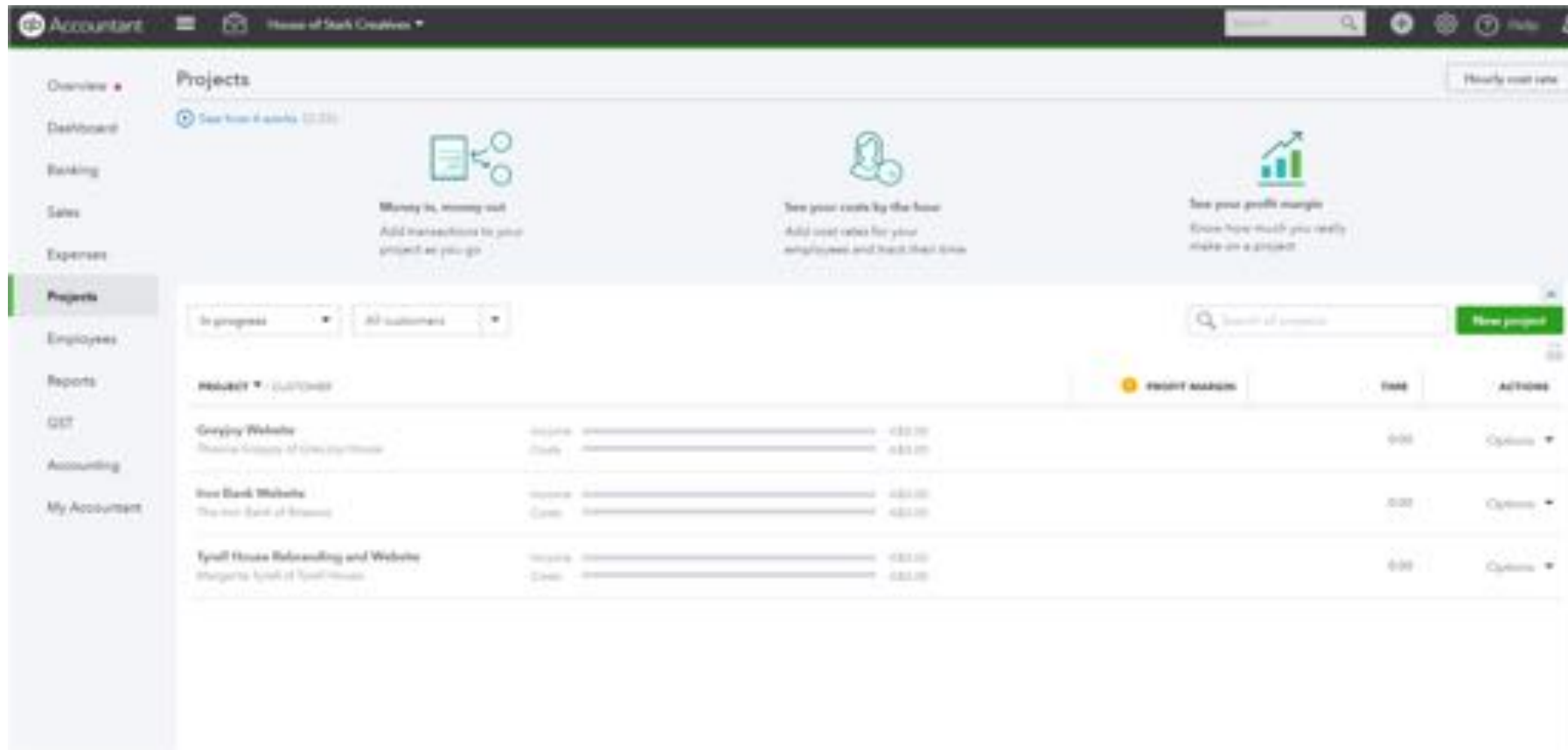
Save

Using Projects

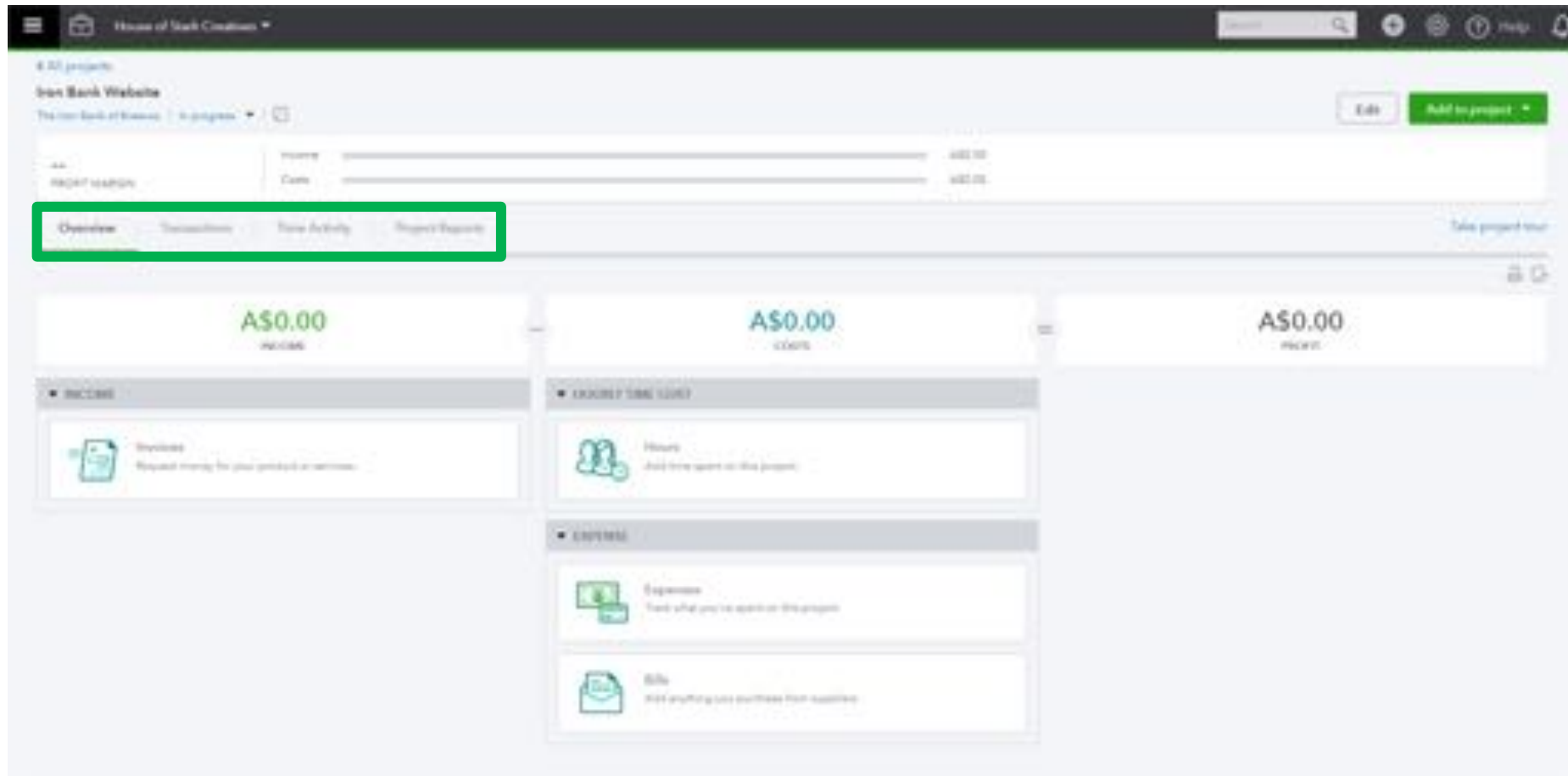


The Projects feature can be turned on in QuickBooks Online Plus

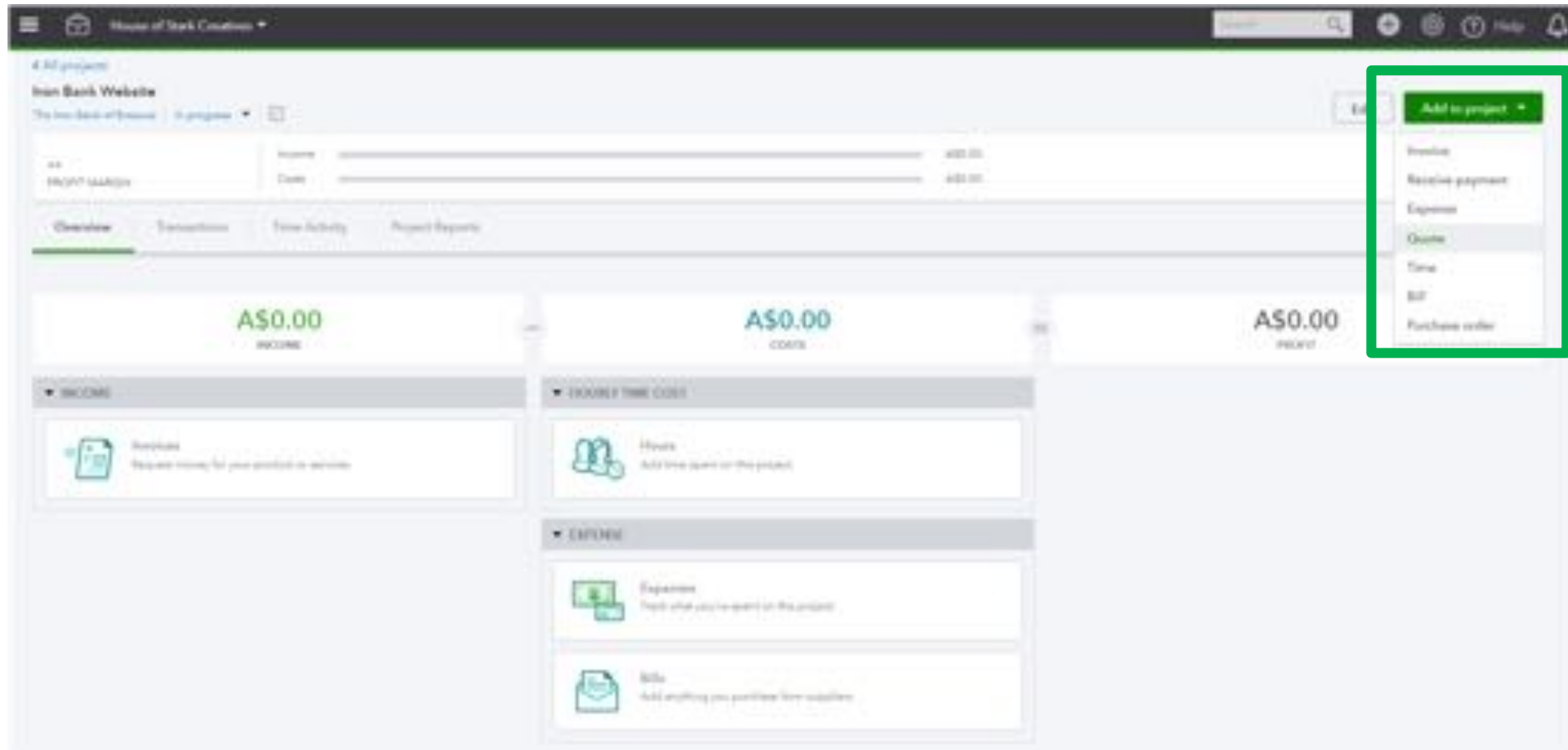
- Select the Gear Icon > Company Settings > Advanced > Projects > Switch to On



- Each Project has its own Dashboard showing an overview, transaction listing, time activity and project reports



- Transactions specific to the project can be added from the project Dashboard
- From here we will create a quote for this project



- We have created this quote broken down into each stage of the project, every stage is on a new line item and each Product / Service will report back to a specific account in our Profit & Loss

Quote no.1001

Customer

The New Bank of America Inc

Email

newbank@gmail.com

Address

A\$7,590.00

Tracking

Tracking

Billing address

The New Bank of America

Quote date

07/05/2019

Expiration date

14/08/2019

Quote no.

1001

Location

	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	Website Development	Stage 1 - Website Development	1	2,000	2,000.00	0.00	
2	Website Design	Stage 2 - Website Design	1	2,500	2,500.00	0.00	
3	Adwords Campaign	Stage 3 - Adwords campaign	1	300	300.00	0.00	
4	Digital Marketing	Stage 4 - Digital Marketing	1	200	200.00	0.00	
5	Email Marketing	Stage 5 - Email Marketing	1	400	400.00	0.00	
6	Logo Creation	Stage 6 - Logo Creation	1	200	200.00	0.00	
7							

Add Item

Clear all items

Add subtotal

Subtotal

A\$4,900.00

Tax @ 10% on 4,900.00

A\$490.00

- Once the quote has been accepted by the client the quote can be updated from Pending to Accepted

The screenshot shows the 'Quote no.1001' form in the QuickBooks Connect interface. The form includes fields for Customer, Email, Billing address, Quote date, and Expiration date. The 'Estimate status' dropdown menu is open, showing options: Pending, Accepted (highlighted in green), Closed, and Rejected. The 'Pending' status is currently selected in the main form.

Quote no.1001

Customer: The Iron Bank of

Estimate status: Pending ▼

Email: Email (Separate emails with a comma)

Send later: ☐

Cc/Bcc

Billing address: The Iron Bank of Bra

Quote date: 07/05/2019

Expiration date:

- The quote will then sit in the transaction tab within the Project Centre
- From here you can create the invoices directly from the quote



Purchase Order & Receiving Partial Purchase Orders



- From the original quote you can create a Purchase Order directly to the supplier for any Products / Services you need to purchase or Outsource Services, Select the Copy to Purchase Order button
- Products / Services that will be purchased will need to have the item ticked to say "you purchase this Product"

Quote no.1001

Customer: The First Bank of Breewater Bar

Email: quote1@gmail.com

Send now

Quote date: 01/05/2019

Expiration date: 14/05/2019

Quote no. 1001

Location

A\$7,590.00

Create invoice

Copy to purchase order

- Create the purchase for each Supplier
- All products/services available to order will appear on the purchase order
- Select the ones you want to order for that supplier

Purchase Order

Supplier: Robert Stephens Development

Amount: **A\$1,375.00**

Make address: Robert Stephens Development

Ship to: Robert Stephens Development

Purchase Order date: 07/25/2018

Location:

Shipping address: House of Bond (Australia)
Great Prince of Wales Drive
Melbourne VIC 3000

Ship via:

Category details

Item details

	Product address	Item address	QTY	RATE	AMOUNT	TAX	CUSTOMER PRODUCT	CLASS
1	Website Development	Page 1 - Website Development	1	1,250.00	1,250.00	GST on purchases		
2								

Add Item Clear all items

Your message to supplier:

Subtotal: A\$1,250.00

GST @ 10% on 1,250.00: 125.00

Total: A\$1,375.00

- The purchase orders will have a status of Open until all items on the order have been received and billed

The screenshot shows the 'Purchase Order' form in QuickBooks. The 'Supplier' field is set to 'Tyrion Lannister'. The 'Purchase Order status' dropdown menu is open, showing 'Open' (highlighted in green), 'Open', and 'Closed'. The 'Mailing address' field contains 'Tyrion Lannisters Websites'. The 'Ship to' dropdown is set to 'Select customer for address'. The 'Purchase Order date' is '07/05/2019'. The 'Shipping address' field contains 'House of Stark Creatives', 'Great House of Westeros Street', and 'Winterfell VIC 3000'. The 'Ship via' field is empty.

- When products/Services have been received you can copy the Purchase order directly to a Supplier Bill

[illegible]

- Purchase orders can be partially filled by changing the quantity received, any difference will remain on the purchase order for when the balance of the order comes in or is complete

Bill no.123456

Supplier:

Make payment

Amount: A\$275.00

Bill no: 123456

Location:

Category details

Item details

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	EST
Website Design	Stage 2 - Website Design - 50% Deposit	1.0	275.00	275.00	027 on purchase

Subtotal: A\$275.00

Total: A\$275.00

- Select that the item is billable back to the project to ensure the transaction shows in the transaction tab within the project

Bill

Supplier

Robert Sarathoon Developer

1 linked transaction

Balance due

A\$1,375.00

Mailing address

Robert Sarathoon Developer

Terms

Bill date

07-05-2019

Due date

01-05-2019

Bill no.

Location

Amounts are

Exclusive of Tax

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	GET	BILLABLE	CUSTOMER / PROJECT	CLASS
1							
2							

Add item

Clear all items

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	GET	BILLABLE	CUSTOMER / PROJECT	CLASS
1	Website Development	Stage 1 - Website Development	1	1,250	1,250.00	GST on purchases	<input checked="" type="checkbox"/>	The Iron Bank of Brisbane	
2									

Add item

Clear all items

Subtotal

A\$1,250.00

- The Bill and the Billable charge will now show in the transactions tab within the project

House of Stark Creatives

Search

Help

< All projects

Iron Bank Website

The Iron Bank of Braemar | In progress

Edit

Add to project

Income

430.00

Costs

431,500.00

PROFIT MARGIN

Overview

Transactions

Time Activity

Project Reports

Take project tour

Filter

Last 30 Days

DATE	TYPE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
07/05/2019	Quote	1000	14/05/2019	430.00	431,500.00	Pending	Create invoice
07/05/2019	Bill	123456	07/05/2019	431.75.00	431.75.00	Open	
07/05/2019	Bill		07/05/2019	431.175.00	431.175.00	Open	
07/05/2019	Billable Expense Charge			430.00	431,190.00	Open	Create invoice
07/05/2019	Billable Expense Charge			430.00	431.90.00	Open	Create invoice

< First

Previous

1 of 5

Next

> Last

- When the balance of the order is received you can copy the outstanding purchase order to a bill.
- Hyperlinks will show you any transactions that have already been created
- The received column will show you how many items have previously been received on this purchase order

Purchase Order no.1002

Supplier: Tynon Laminations Webseries Email: [redacted] Amount: A\$550.00

Copy to Bill

Open + Select transaction

Type	Date	Amount
	07/05/2019	A\$275.00

Mailing address: Tynon Laminations Webseries

Ship to: [redacted]

Purchase Order date: 07/05/2019

Shipping address: House of Stark Creatives, Green House of Westmore Street, Waverhill VIC 3000

Ship via: [redacted]

Location: [redacted]

Amounts are: Exclusion of Tax

Category details

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	GST	CUSTOMER / PROJECT	CLASS	RECEIVED	USED
1	Website Design	Stage 2 - Website Design	1	500	500.00	GST on purchases			0.5	
2										

Add lines Clear all lines

Your message to supplier: [redacted]

Subtotal: A\$500.00

GST @ 10% on 500.00: 50.00

Total: A\$550.00

Progress Invoicing



- To use Progress Invoicing you will need to turn it on in your company settings
- Select the Gear Icon> Your Company > Accounts & Settings > Sales > Progress Invoicing > Switch to On

Account and Settings

Company	Customize	Customise the way forms look to your customers	Customize look and feel
Sales	Sales form content	Preferred invoice terms	7 Days
Expenses		Preferred delivery method	None
Advanced		Shipping	Off
		Custom fields	Off
		Custom transaction numbers	On
		Service date	Off
		Discount	Off
		Deposit	Off
	Products and services	Show Product/Service column on sales forms	On
		Show SKU column	Off
		Track quantity and price/rate	On
		Track inventory quantity on hand	On
	Progress Invoicing	Create multiple partial invoices from a single quote	Off
	Messages	Default email message sent with sales forms	

- Now when you go to create a sales invoice from a Quote you will be asked "How much do you want to invoice" and you will have 3 options:

1. Remaining total of all lines
2. A % of each line
3. A Custom amount for each line

- Select your option and then select Create Invoice

How much do you want to invoice? ×

☐ Remaining total of all lines

☐ of each line =

☒ Custom amount for each line

Create invoice

- From the original quote we created we can now see each stage of the project by line item
- We can select how much we want to invoice out for each stage, either as a percentage or amount
- Select the Percentage or Amount from the drop down and then the amount you want to invoice out

Amounts are Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	GST	CLASS
1	Website Development	Stage 1 - Website Development	<div><div>%</div><div>0</div><div>% of 3000.00</div></div>	0.00	3000	0.00	GST	Direct Cost
2	Website Design	Stage 2 - Website Design	<div><div>Percent</div><div>0.00</div></div>	0.00	2,500	0.00	GST	
3	Adwords Campaigns	Stage 3 - Adwords campaigns	<div><div>Amount</div><div>0.00 of 300.00</div></div>	0.00	300	0.00	GST	
4	Digital Marketing	Stage 4 - Digital Marketing	<div><div></div><div>0.00 of 250.00</div></div>	0.00	250	0.00	GST	
5	Email Marketing	Stage 5 - Email Marketing	<div><div></div><div>0.00 of 600.00</div></div>	0.00	600	0.00	GST	
6	Logo Creatives	Stage 6 - Logo Creatives	<div><div></div><div>0.00 of 250.00</div></div>	0.00	250	0.00	GST	
7								
							Subtotal	A\$0.00

Add lines

Clear all lines

Add subtotal

- You can either leave the remaining items on the invoice or delete them from showing on this invoice
- Select the bin icon on the last column

Invoice no.1001

Customer: The Iron Bank of Brevard Iron Bar
Customer email: qbohd@gmail.com
Online payments: Get set up! PayPal, VISA, MasterCard

BALANCE DUE: A\$3,025.00

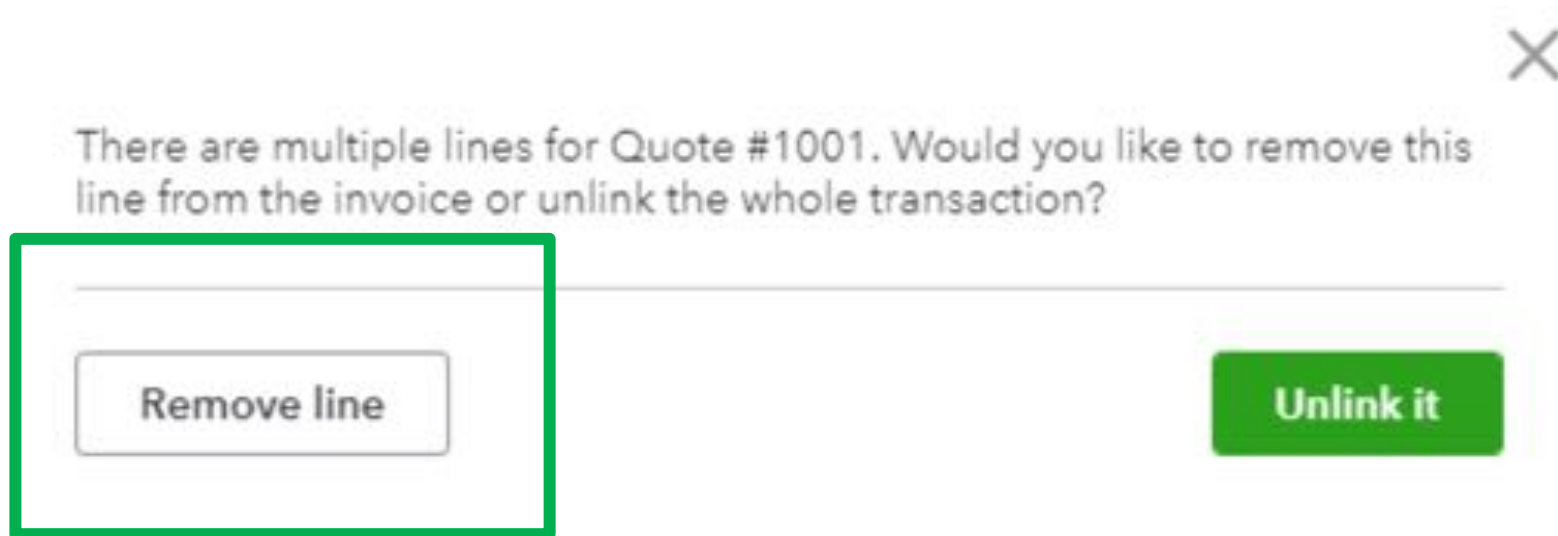
Billing address: The Iron Bank of Brevard
Terms: 7 Days
Invoice date: 07/05/2019
Due date: 14/05/2019
Invoice no.: 1001
Location:

Amounts are: Exclusive of Tax

#	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	GST	CLASS		
1	Website Development	Stage 1 - Website Development	50% of 3,000.00	0.5	3,000	1,500.00	GST			
2	Website Design	Stage 2 - Website Design	50% of 2,500.00	0.5	2,500	1,250.00	GST			
3	Adwords Campaigns	Stage 3 - Adwords campaigns	0.00 of 300.00	0.00	300	0.00	GST			
4	Digital Marketing	Stage 4 - Digital Marketing	0.00 of 250.00	0.00	250	0.00	GST			
5	Email Marketing	Stage 5 - Email Marketing	0.00 of 600.00	0.00	600	0.00	GST			
6	Logo Creatives	Stage 6 - Logo Creatives	0.00 of 250.00	0.00	250	0.00	GST			
7										

Add lines Clear all lines Add subtotal Subtotal A\$2,750.00

- Select to remove the line , this will remove the line from this invoice but still keep the link to the quote



- When the invoice is created only the 2 line items will show
- You can find the link back to the original quote in the blue hyperlink

Invoice no.1001

Customer

The Iron Bank of International Bar

Customer email

ironbank@gmail.com

Online payments. Get set up.

PayPal

Stripe

Authorize.net

1 linked transaction

Send invoice

Custom

Billing address

The Iron Bank of International Bar

Terms

7 Days

Invoice date

07/03/2019

Due date

14/03/2019

Invoice no.

1001

Location

Balance due

A\$3,025.00

Receive payment

Amounts are: Exclude of tax

#	PRODUCT/SERVICE	DESCRIPTION	DUE	QTY	RATE	AMOUNT	TAX	CLASS
1	Website Development	Stage 1 - Website Development	50% of 1,500.00	0.5	1,500	1,500.00	GST	
2	Website Design	Stage 2 - Website Design	50% of 1,500.00	0.5	1,500	1,250.00	GST	

Add lines

Clear all lines

Add subtotal

Message on invoice

Invoice is coming!

Subtotal

A\$2,750.00

GST @ 10% on 2,750.00

275.00

Total

A\$3,025.00

Balance due

A\$3,025.00

- The quote total and any invoices created can be seen in the bottom right hand corner of the invoice

[Add line](#) [Clear all lines](#) [Add subtotal](#)

Message on invoice

Enter a message

Message on statement

If you send statements to customers, this will show up on the statements for this invoice.

Attachments Maximum size: 20MB

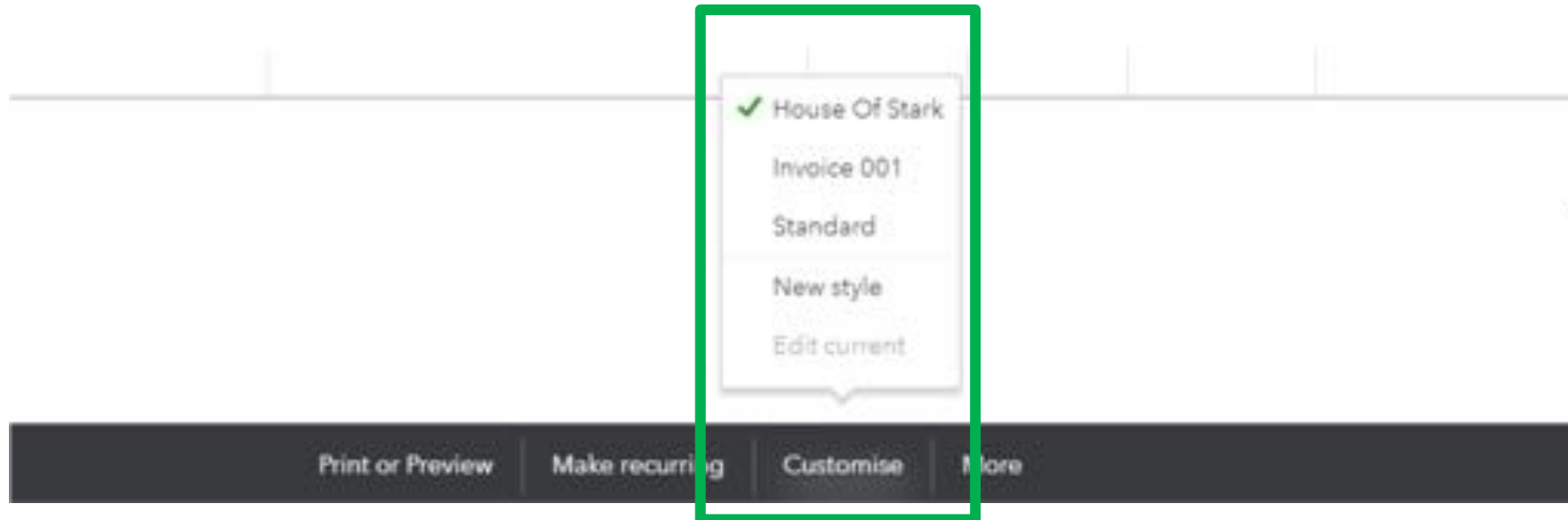
Drag/Click files here or click the link

[Show details](#)

Subtotal	A\$2,750.00
GST @ 10% on 2,750.00	275.00
Total	A\$3,025.00
Balance due	A\$3,025.00

Estimate #1001	A\$7,500.00
This invoice (#1001)	A\$1,000.00
Total invoiced	A\$1,000.00

- Choose the custom invoice we created earlier from the customise tab at the bottom of the invoice screen to use the template for this invoice



**Send Invoices Later and
Send Reminders in Batches**



- Sales Transactions**

Unbilled Last 30 Days Unpaid Last 30 Days Paid

A\$7,590 1 INVOICE	A\$1,750 1 UNBILLED ACTIVITY	A\$0 0 OVERDUE	A\$18,315 3 OPEN INVOICES	A\$0 0 PAID LAST 30 DAYS
------------------------------	--	--------------------------	-------------------------------------	------------------------------------

Filter ▾ Last 30 Days

Type: Invoice ▾ [View deleted/voided transactions](#)

Status: All statuses ▾

Date: Last 30 Days ▾

Customer: All ▾

Delivery method: Any ▾

From later: To:

Send later

Reset Apply

ID	DUE DATE	BALANCE	TOTAL BEFORE GST	GST	TOTAL	STATUS	ACTION				
inv Wk...	27/05/2018	A\$0.00	A\$6,900.00	A\$0.00	A\$7,590.00	Accepted	Create invoice				
house...	14/05/2018	A\$6,490.00	A\$5,900.00	A\$590.00	A\$6,490.00	Open	Receive payment				
inv Wk...	14/05/2018	A\$3,025.00	A\$2,750.00	A\$275.00	A\$3,025.00	Open	Receive payment				
inv Wk...	27/05/2018	A\$0.00	A\$250.00	A\$0.00	A\$250.00	Open	Create invoice				
inv Wk...	27/05/2018	A\$0.00	A\$1,250.00	A\$0.00	A\$1,250.00	Open	Create invoice				
inv Wk...	27/05/2018	A\$0.00	A\$250.00	A\$0.00	A\$250.00	Open	Create invoice				
01/05/2018	Invoice	1002	Margaria Ty...	Tyre House...	08/05/2018	A\$8,800.00	A\$8,800.00	A\$880.00	A\$8,800.00	Open	Receive payment
Total		A\$18,315.00		A\$27,685.00							

- Only the invoices that had the box ticked will appear on the screen

[All Sales](#)
[Invoices](#)
[Customers](#)
[Products and Services](#)

Sales Transactions

[Import Transactions](#)
[New Transaction](#)

Invoiced Last 30 Days: **A\$7,590** (1 QUOTE)
 Unpaid Last 30 Days: **A\$1,750** (1 UNBILLED ACTIVITY)
 Overdue: **A\$0** (0 OVERDUE)
 Total: **A\$18,315** (3 OPEN INVOICES)
 Paid: **A\$0** (0 PAID LAST 30 DAYS)

Filter: Last 30 Days Invoices x Sent later x [Clear Filter / View all](#)

Batch actions

<input type="checkbox"/>	DATE +	TYPE	NO.	CUSTOMER	PROJECT	DUE DATE	AGING	BALANCE	TOTAL BEFORE	GET	TOTAL =	STATUS	ACTION
<input type="checkbox"/>	07/05/2019	Invoice	1001	The Iron Ba...	Iron Sand W...	14/05/2019		A\$3,035.00	A\$2,790.00	A\$275.00	A\$3,035.00	Open	Receive payment
<input type="checkbox"/>	07/05/2019	Invoice	1003	Margarita T...	Tynell Hous...	14/05/2019		A\$6,490.00	A\$5,900.00	A\$590.00	A\$6,490.00	Open	Receive payment
<input type="checkbox"/>	01/05/2019	Invoice	1002	Margarita T...	Tynell Hous...	06/05/2019		A\$8,800.00	A\$8,000.00	A\$800.00	A\$8,800.00	Open	Receive payment
Total								A\$18,315.00			A\$18,315.00		

- From the batch Actions Select the all from the check box

[All Sales](#)
[Invoices](#)
[Customers](#)
[Products and Services](#)

Sales Transactions

[Import Transactions](#)
[New transaction](#)

Cleared Last 30 Days Unpaid Last 30 Days Paid

A\$7,590 1 QUOTE
A\$1,750 1 UNPAID ACTIVITY
A\$0 0 CHARGE
A\$18,315 1 OPEN INVOICE
A\$0 0 PAID LAST 30 DAYS

Filter ▾ Last 30 Days Invoices x Sent later x [Clear filter / View all](#)

Batch actions ▾

<input checked="" type="checkbox"/>	DATE	TYPE	NO.	CUSTOMER	PROJECT	DUE DATE	AGEING	BALANCE	TOTAL BEFORE	GST	TOTAL	STATUS	ACTION
<input checked="" type="checkbox"/>	01/05/2019	Invoice	1001	The Iron Ba...	Iron Bank R...	14/05/2019		A\$3,025.00	A\$2,750.00	A\$275.00	A\$3,025.00	Open	Receive payment
<input checked="" type="checkbox"/>	07/05/2019	Invoice	1003	Margaria T...	Tynel Hou...	14/05/2019		A\$6,490.00	A\$5,900.00	A\$590.00	A\$6,490.00	Open	Receive payment
<input checked="" type="checkbox"/>	01/05/2019	Invoice	1002	Margaria T...	Tynel Hou...	08/05/2019		A\$8,800.00	A\$8,300.00	A\$500.00	A\$8,800.00	Open	Receive payment
Selected Total								A\$18,315.00			A\$18,315.00		

- Select the Batch Actions drop and select Send Transactions
- All transaction will be sent

All SalesInvoicesCustomersProducts and Services

Sales Transactions

Import TransactionsNew Transactions

Unpaid Last 30 DaysA\$7,5901 QUOTEUnpaid Last 30 DaysA\$1,7501 UNPAID ACTIVITYPaidA\$00 PAID LAST 30 DAYSOverdueA\$00 OVERDUEA\$18,3153 OPEN INVOICES

FilterLast 30 DaysInvoicesXSend laterXClear filter / View all

Batch actions

Print transactions

Print delivery note

Send transactions

Send reminders

	NO.	CUSTOMER	PROJECT	DUE DATE	AGEING	BALANCE	TOTAL BEFORE	GET	TOTAL	STATUS	ACTION
<input checked="" type="checkbox"/>	1001	The Iron Ba	Iron Bank W...	14/05/2019		A\$3,025.00	A\$2,750.00	A\$275.00	A\$3,025.00	Open	Receive payment
<input checked="" type="checkbox"/>	1003	Margerie T.	Tynell House	14/05/2019		A\$4,490.00	A\$3,900.00	A\$590.00	A\$4,490.00	Open	Receive payment
<input checked="" type="checkbox"/>	21/05/2019 Invoice	1002	Margerie T.	Tynell House	08/05/2019	A\$8,800.00	A\$8,000.00	A\$800.00	A\$8,800.00	Open	Receive payment
Selected Total						A\$18,315.00			A\$18,315.00		

49

@QboHub

#QBConnect

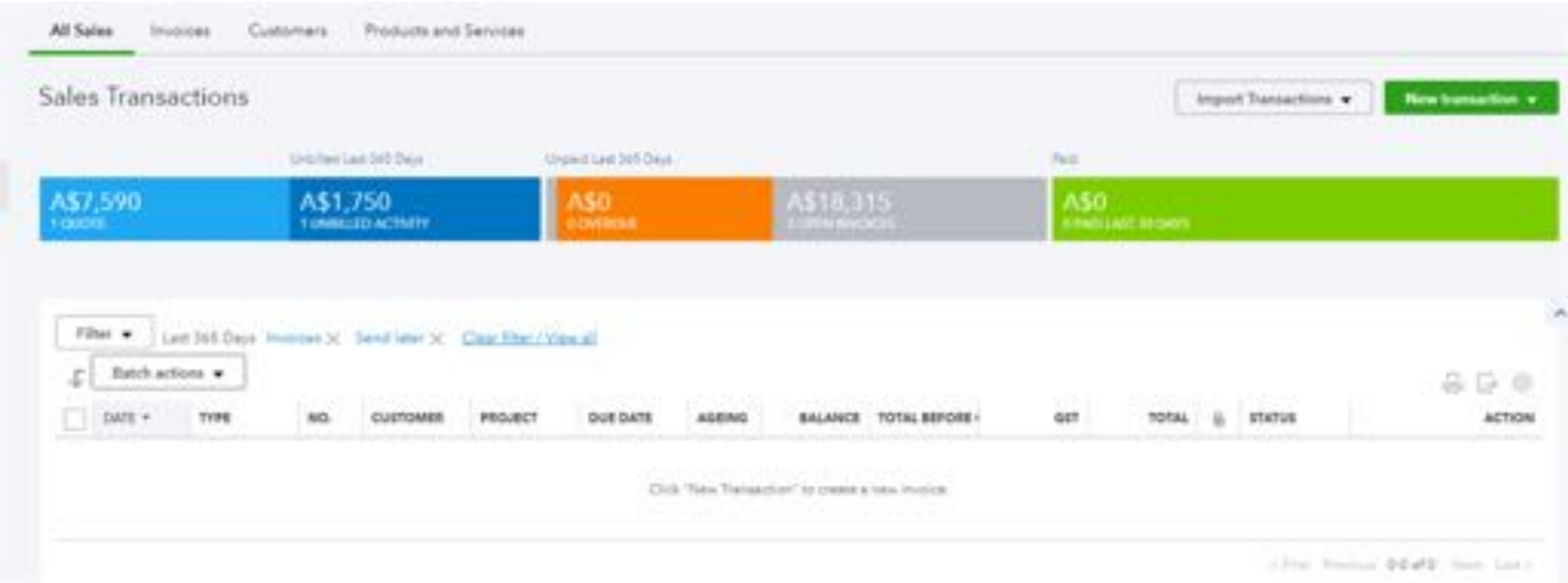
qb

intuit

quickbooks.

CONNECT

- The filtered screen will now show that there are no transactions to send



- To send reminders for overdue accounts select the Orange overdue tab on the money bar

Navigation: All Sales | Invoices | Customers | Products and Services

Sales Transactions

Import Transactions | New transaction

Overdue Last 30 Days

Overdue Last 30 Days

A\$18,315
3 OVERDUE

A\$18,315
PAID LAST 30 DAYS

A\$0
PAID LAST 30 DAYS

Filter

Last 30 Days

Invoices X Overdue X [Clear filter / View all](#)

Batch actions

	DATE	TYPE	NO.	CUSTOMER	PROJECT	DUE DATE	ASSING	BALANCE	TOTAL BEFORE I	GST	TOTAL	STATUS	ACTION
<input type="checkbox"/>	01/05/2019	Invoice	1001	The Iron Ba...	Iron Band W...	01/05/2019	1	A\$3,025.00	A\$2,750.00	A\$275.00	A\$3,025.00	Overdue (Sent)	Receive payment
<input type="checkbox"/>	01/05/2019	Invoice	1002	Margaret T...	Tynell Hou...	08/05/2019	2	A\$8,800.00	A\$8,000.00	A\$800.00	A\$8,800.00	Overdue (Sent)	Receive payment
<input type="checkbox"/>	01/05/2019	Invoice	1003	Margaret T...	Tynell Hou...	04/05/2019	3	A\$6,490.00	A\$5,900.00	A\$590.00	A\$6,490.00	Overdue (Sent)	Receive payment
Total								A\$18,315.00			A\$18,315.00		

1 of 100 | Print | 1.2 p/2 | Next | Last

- Select the Batch Actions drop and select Send Reminders

Sales Transactions

Unpaid Last 30 Days: A\$7,590 (1 QUOTE)
 Unpaid Last 30 Days: A\$1,750 (1 UNBILLED ACTIVITY)
 Overdue Last 30 Days: A\$18,315 (2 OVERDUE)
 Open Invoices: A\$18,315 (1 OPEN INVOICE)
 Paid: A\$0 (0 PAID-LAST 30 DAYS)

Batch actions:

- Print transactions
- Print delivery note
- Send transactions
- Send reminders
- 01/05/2019 Invoice

NO.	CUSTOMER	PRODUCT	DUE DATE	AMOUNT	BALANCE	TOTAL BEFORE	GST	TOTAL	STATUS	ACTION
1001	The Iron Ba...	Iron Bank W...	01/05/2019	6	A\$3,025.00	A\$2,750.00	A\$275.00	A\$3,025.00	Overdue (Sent)	Receive payment
1002	Margareta T...	Tyrol Hou...	05/05/2019	2	A\$8,900.00	A\$8,000.00	A\$900.00	A\$8,900.00	Overdue (Sent)	Receive payment
1003	Margareta T...	Tyrol Hou...	04/05/2019	3	A\$6,490.00	A\$5,900.00	A\$590.00	A\$6,490.00	Overdue (Sent)	Receive payment
					A\$18,315.00			A\$18,315.00		

- The reminder email will appear for you to modify the message to be sent to customers

×

Send reminder email for 1001

To

Cc/Bcc

qbolfd@gmail.com

Subject

Reminder: Invoice [Invoice No.] from House of Stark Creatives

Message

Dear The Iron Bank of Braavos,

Just a reminder that we have not received a payment for this invoice yet. Let us know if you have questions.

Thanks for your business!
House of Stark Creatives

Cancel

Send

Unapplied Cash Payments



- An account called "Unapplied Cash Payments Income" account may sometimes appear on your Profit & Loss report when run on a cash basis

← Back to report list
Report period

This Financial Year to date 21/07/2018 to 21/05/2019

Customise Save customisation

Display columns by: Total Only

Show non-zero or active only: Active non-zero columns

Compare another period: Select period

Accounting method: Cash (selected) Accrual

Run report

Collapse Sort Add notes

House of Stark Creatives

PROFIT AND LOSS
1 July 2018 - 7 May 2019

	TOTAL
Income	
Services	
Adwords Campaigns	3,000.00
Total Services	3,000.00
Unapplied Cash Payment Income	3,825.00
Total Income	A\$6,825.00
GROSS PROFIT	A\$6,825.00
Expenses	
Total Expenses	
NET EARNINGS	A\$6,825.00

Tuesday, 7 May 2019 12:51 PM GMT+10:00

- This account appears when the payment applied to the invoice is dated before the invoice date
- To fix this change the date the payment is made to after the invoice date, or change the invoice date to before the payment date

Receive Payment

Customer: The Iron Bank of Biscuitville Bar
Email: jsmith@gmail.com
Send later
Amount received: **A\$3,025.00**

Payment date: **20/04/2019**

Payment method: Cheque payment method
Reference no.:
Deposit to: Iron Bank - Cheque

Amount received: 3,025.00

Outstanding Transactions

Find invoice(s): Filter All

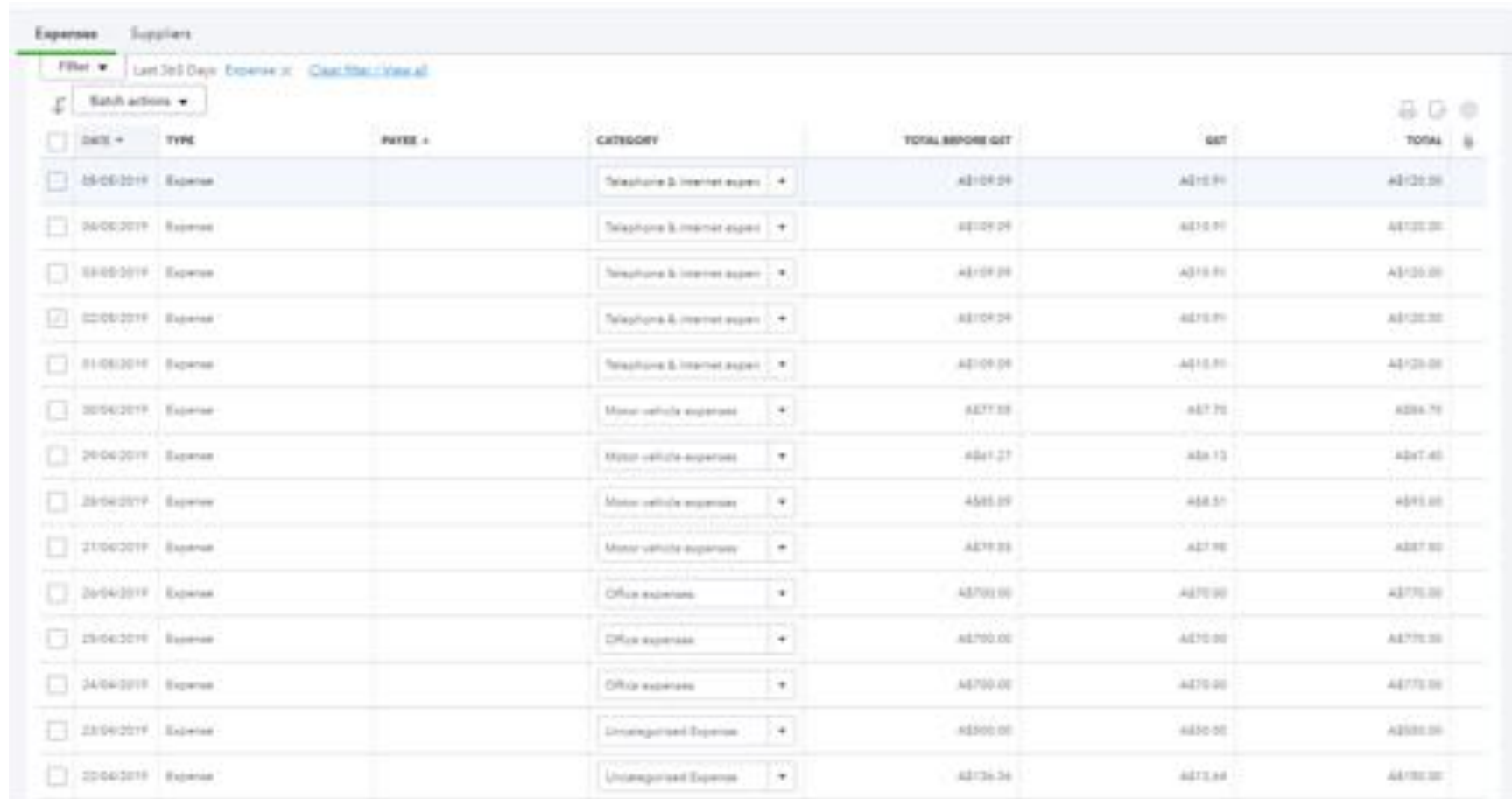
DESCRIPTION	DUE DATE	ORIGINAL AMOUNT	OPEN BALANCE	PAYMENT
<input checked="" type="checkbox"/> Invoice # 1001 (20/08/2019)	18/08/2019	3,025.00	3,025.00	3,025.00

Amount to Apply: A\$3,025.00
Amount to Credit: A\$0.00
Clear Payment

Bulk Re-Categorise Expenses



- If you have bulk expense transactions that you need to change to a different general ledger code you can do these through the Expenses Centre. Select the Expense Centre > Expense Tab



The screenshot shows the 'Expenses' tab in the QuickBooks interface. At the top, there are tabs for 'Expenses' and 'Suppliers'. Below the tabs, there is a 'Filter' dropdown set to 'Last 30 Days' and a link to 'Clear Filter / View All'. A 'Batch actions' dropdown is also visible. The main table lists expense transactions with columns for 'DATE', 'TYPE', 'PAYEE', 'CATEGORY', 'TOTAL BEFORE GST', 'GST', and 'TOTAL'. The table contains 15 rows of data, with the first row highlighted in blue. The categories include 'Telephone & internet expense', 'Motor vehicle expenses', and 'Office expenses'.

DATE	TYPE	PAYEE	CATEGORY	TOTAL BEFORE GST	GST	TOTAL
18-05-2019	Expense		Telephone & internet expense	A\$109.09	A\$10.91	A\$120.00
24-05-2019	Expense		Telephone & internet expense	A\$109.09	A\$10.91	A\$120.00
28-05-2019	Expense		Telephone & internet expense	A\$109.09	A\$10.91	A\$120.00
02-06-2019	Expense		Telephone & internet expense	A\$109.09	A\$10.91	A\$120.00
01-06-2019	Expense		Telephone & internet expense	A\$109.09	A\$10.91	A\$120.00
20-06-2019	Expense		Motor vehicle expenses	A\$27.33	A\$2.73	A\$30.06
26-06-2019	Expense		Motor vehicle expenses	A\$47.27	A\$4.73	A\$52.00
28-06-2019	Expense		Motor vehicle expenses	A\$55.09	A\$5.51	A\$60.60
21-06-2019	Expense		Motor vehicle expenses	A\$29.33	A\$2.93	A\$32.26
26-06-2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00
28-06-2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00
24-06-2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00
23-06-2019	Expense		Uncategorized Expense	A\$300.00	A\$30.00	A\$330.00
22-06-2019	Expense		Uncategorized Expense	A\$136.36	A\$13.64	A\$150.00

- Select the transaction you want to change from the batch actions.
- You can see the category these are currently allocated to in the category column

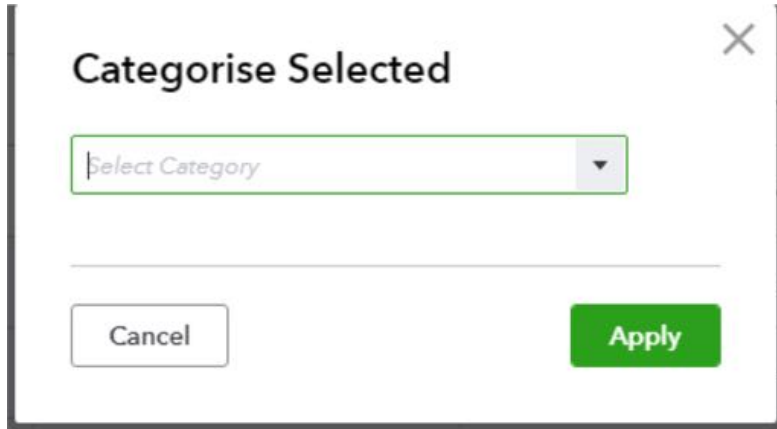
ExpensesSuppliers

FilterExpense XClear Filter / View All

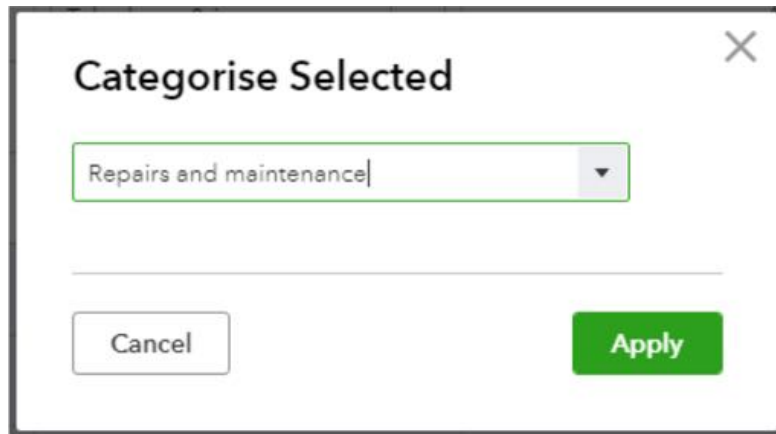
Batch actions

<input type="checkbox"/>	DATE	TYPE	AMOUNT	CATEGORY	TOTAL BEFORE GST	GST	TOTAL	
<input type="checkbox"/>	20/05/2019	Expense		Telephone & internet expen	A\$109.00	A\$10.90	A\$120.00	
<input type="checkbox"/>	24/05/2019	Expense		Telephone & internet expen	A\$109.00	A\$10.90	A\$120.00	
<input type="checkbox"/>	22/05/2019	Expense		Telephone & internet expen	A\$109.00	A\$10.90	A\$120.00	
<input type="checkbox"/>	22/05/2019	Expense		Telephone & internet expen	A\$109.00	A\$10.90	A\$120.00	
<input type="checkbox"/>	21/05/2019	Expense		Telephone & internet expen	A\$109.00	A\$10.90	A\$120.00	
<input checked="" type="checkbox"/>	20/04/2019	Expense		Motor vehicle expenses	A\$71.05	A\$7.10	A\$84.75	
<input checked="" type="checkbox"/>	29/04/2019	Expense		Motor vehicle expenses	A\$61.27	A\$6.13	A\$67.40	
<input checked="" type="checkbox"/>	22/04/2019	Expense		Motor vehicle expenses	A\$86.09	A\$8.61	A\$93.30	
<input checked="" type="checkbox"/>	27/04/2019	Expense		Motor vehicle expenses	A\$74.55	A\$7.46	A\$82.00	
<input type="checkbox"/>	22/04/2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00	
<input type="checkbox"/>	23/04/2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00	
<input type="checkbox"/>	24/04/2019	Expense		Office expenses	A\$700.00	A\$70.00	A\$770.00	
<input type="checkbox"/>	23/04/2019	Expense		Uncategorised Expense	A\$550.00	A\$55.00	A\$550.00	
<input type="checkbox"/>	22/04/2019	Expense		Uncategorised Expense	A\$124.34	A\$12.44	A\$130.00	

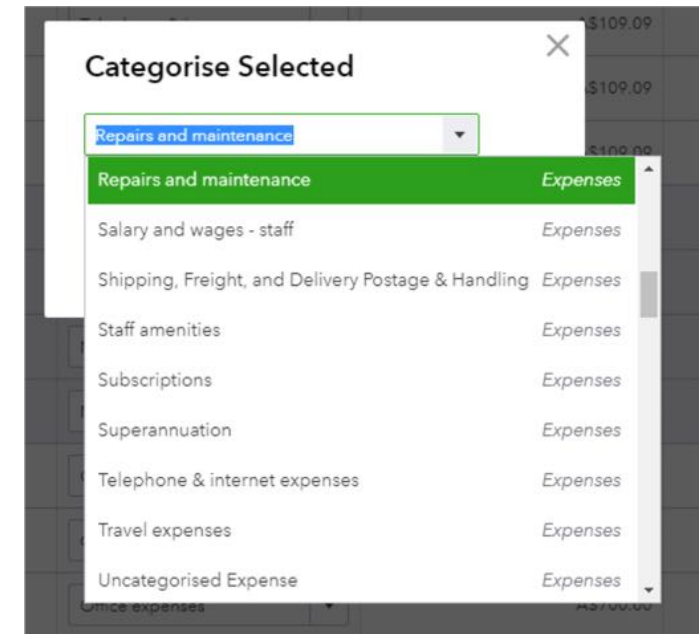
- Select the category you want to change the transaction to from the dropdown.



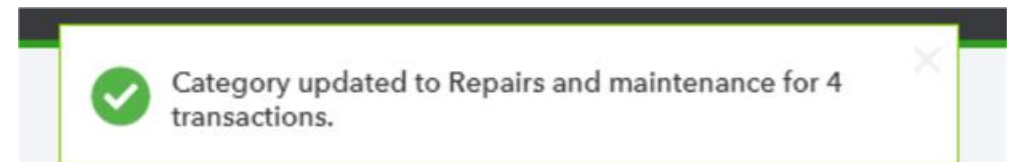
A screenshot of the 'Categorise Selected' dialog box. The title bar says 'Categorise Selected' with a close button (X) in the top right. Inside, there is a dropdown menu with the placeholder text 'Select Category'. Below the dropdown are two buttons: 'Cancel' and 'Apply'.



A screenshot of the 'Categorise Selected' dialog box. The title bar says 'Categorise Selected' with a close button (X) in the top right. Inside, the dropdown menu now shows 'Repairs and maintenance'. Below the dropdown are two buttons: 'Cancel' and 'Apply'.



A screenshot of the 'Categorise Selected' dialog box with the dropdown menu open. The dropdown shows a list of expense categories, each followed by the word 'Expenses'. The categories listed are: 'Repairs and maintenance', 'Salary and wages - staff', 'Shipping, Freight, and Delivery Postage & Handling', 'Staff amenities', 'Subscriptions', 'Superannuation', 'Telephone & internet expenses', 'Travel expenses', and 'Uncategorised Expense'. The 'Repairs and maintenance' category is highlighted in green.



A screenshot of a confirmation message box. It features a green checkmark icon on the left. The text reads: 'Category updated to Repairs and maintenance for 4 transactions.' There is a close button (X) in the top right corner.

Clean Up Unbilled Expenses



- From the transactions we created earlier we select to make the bills billable back to the project so that they would appear in the transaction tab within the project
- These transactions may not necessary need to be billed to the client
- We can clean out billable expense up to a certain date in one go

Unbilled Time and Expenses for The Iron Bank of Braavos's Iron Bank Website Report

← Back to project details
Report period: All Dates

Rows/columns: Group by: Customer

Customise Save customisation

Filter: Customer X

Sort: Add notes

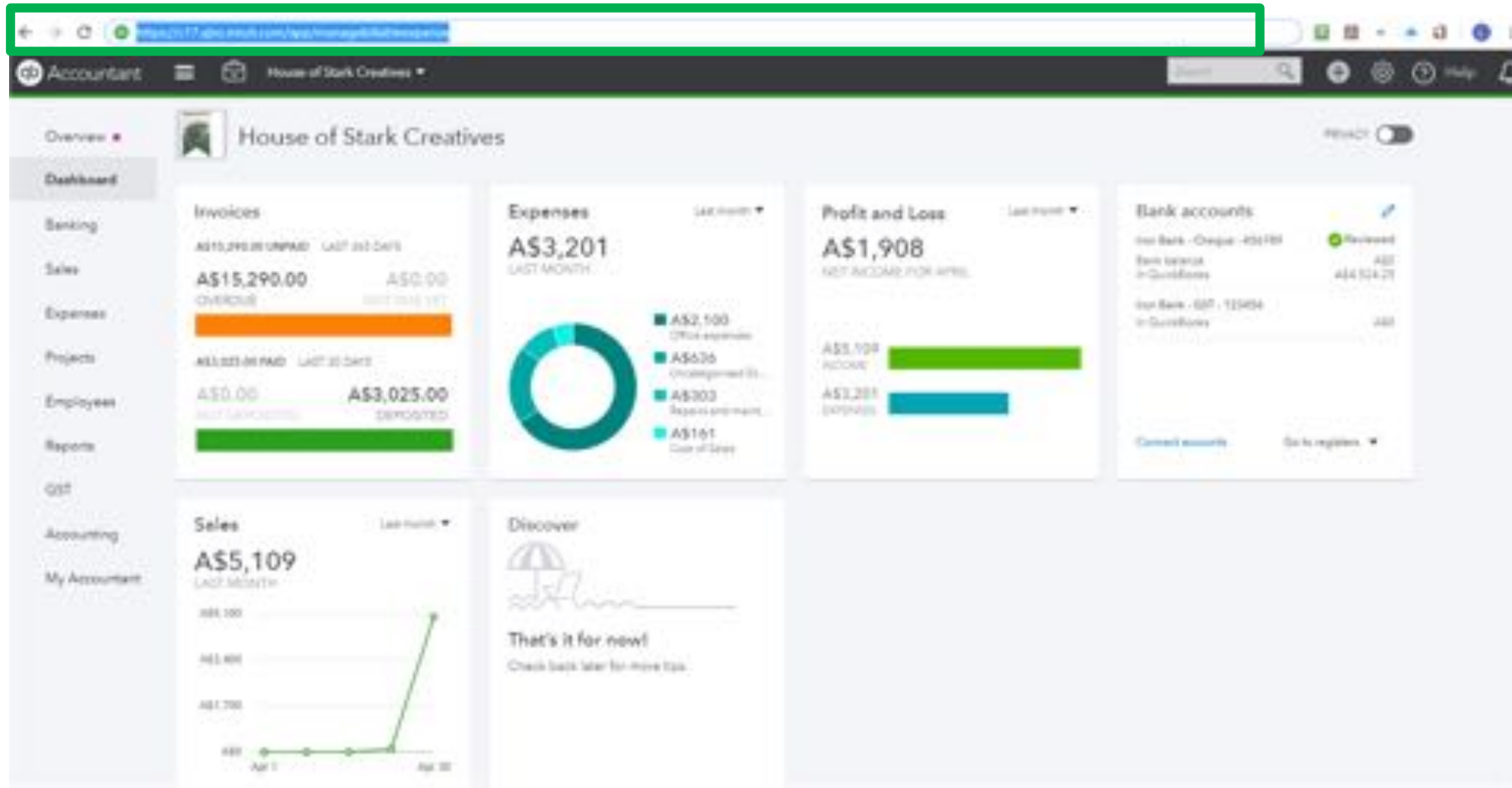
House of Stark Creatives

UNBILLED TIME AND EXPENSES FOR THE IRON BANK OF BRAAVOS'S IRON BANK WEBSITE
All Dates

DATE	TRANSACTION TYPE	NO.	POSTING	LOCATION	MEMO/DESCRIPTION	AMOUNT	BALANCE
+ The Iron Bank of Braavos							
+ Iron Bank Website							
23/04/2019	Billable Expense Charge		No		Website of Qarth	550.00	550.00
01/05/2019	Billable Expense Charge		No		Black Raven	120.00	670.00
07/05/2019	Billable Expense Charge		No		Stage 1 - Website Development	1,200.00	1,920.00
07/05/2019	Billable Expense Charge		No		Stage 2 - Website Design - 50	350.00	2,170.00
07/05/2019	Billable Expense Charge		No		Stage 2 - Website Design	250.00	2,420.00
Total for Iron Bank Website						A\$2,420.00	
Total for The Iron Bank of Braavos						A\$2,420.00	
TOTAL						A\$2,420.00	

Tuesday, 7 May 2019 12:22 PM GMT+10:00

- Type the following url in the address bar: <https://c17.qbo.intuit.com/app/managebillableexpense>



- Select the date you would like to close all of the unbilled expenses to and select save

Hide unbilled expenses

Let's clean up your unbilled expenses

Maybe you marked an expense **Billable** when you created a bill or wrote a cheque, but never billed for it.

Old, unbilled expenses can take a long time to load on invoices.

Now's a good time to clean those up, so you can create invoices faster.

Hide unbilled expenses

Choose a date. We'll hide any unbilled expenses created before that date and mark them as **Closed**.

Date

Where do the expenses appear?

All of your unbilled expenses show up here, on the side of the invoice.

Billable expenses

01/09/2014

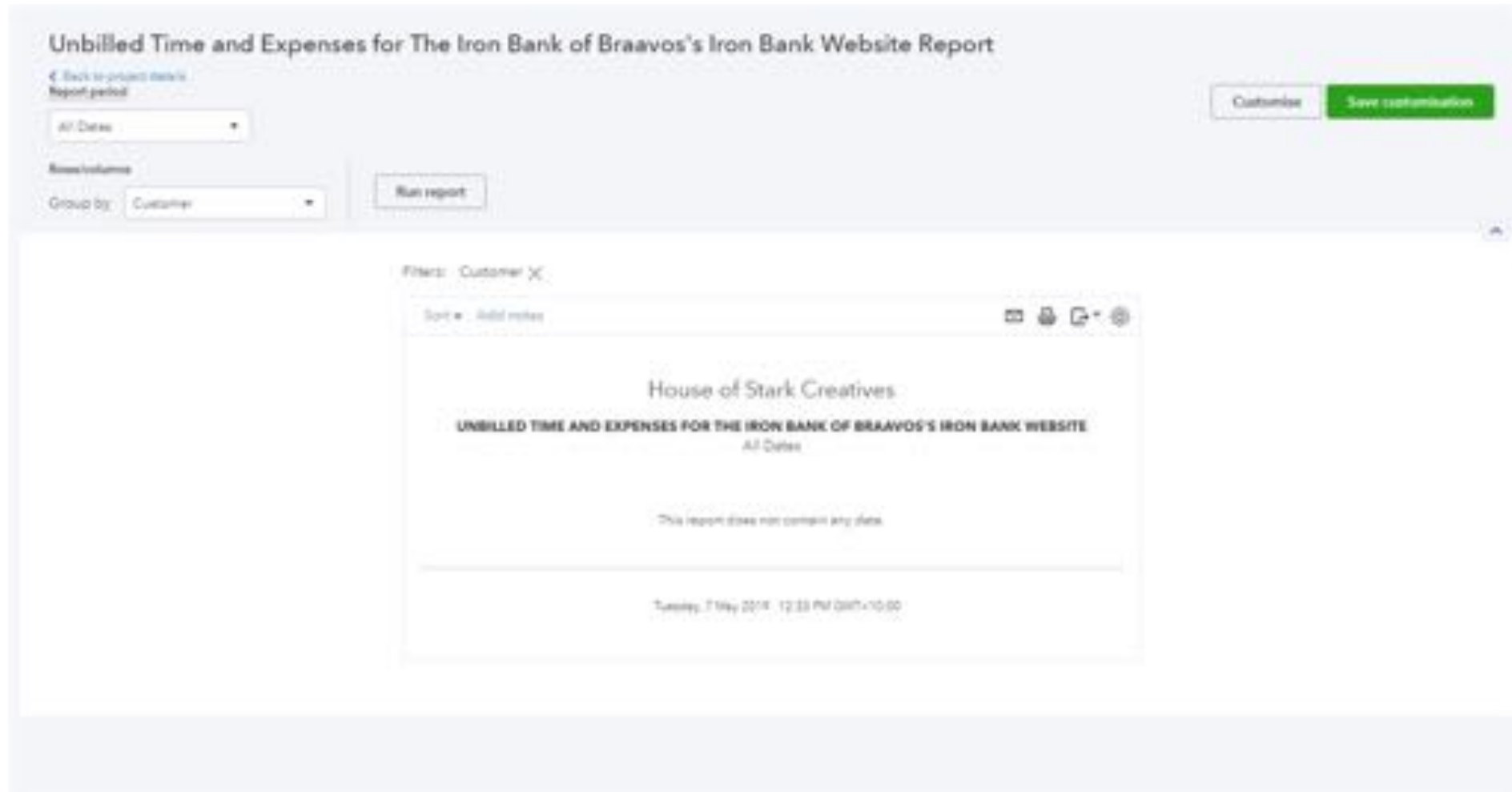
\$45.00

Add

Cancel

Save

- Billable expenses will no longer appear in any reports or transaction lists



How to Record Wages and Allocate to Projects



- Currently you can only use Locations and Classes from QuickBooks and link them in to Key
- This is an easy work around to allocate your wages to any projects you have
- Select Employees > Payroll Settings > PayRun Settings > Locations

The screenshot displays the QuickBooks Payroll Settings interface. The left sidebar contains navigation links: Overview, Dashboard, Banking, Sales, Expenses, Projects, Employees (highlighted), Reports, GST, Accounting, and My Accountant. The main content area is titled 'Employees' and shows a balance of \$0.00. It includes a donut chart and a 'New Pay Run' button. Below this, there are two yellow warning banners. The 'Payroll Settings' tab is active, displaying a grid of settings categories: General Settings, Pay Schedules, Leave Categories, Deduction Categories, Expense Categories, Employer Liability Categories, and Qualifications. Other tabs include Employees, Pay Runs, Approved Leave, Reports, and Payroll Settings.

- Add a new Location
- The name of the Location will be the Project name
- This will be a sub account of your main location which as a default is your company
- Make this location available to all employees and Save

Location ×

Name

Iron Bank Website

State

VIC ▼

is a sub location of

House of Stark Creatives

☒ Make this location available to all employees

☐ This location correlates with a record in another system

☐ Make all sub-locations report to this location.

[Delete](#)

Cancel

Save

- Now when you create a pay run you can allocate the amount of hours worked by employee and by project
- Add a new earnings line from the Action tab to add hours for more than one project in a PayRun

Pay Run

1 - 4 of 4 total employees.

	TOTAL HOURS	GROSS EARNINGS	PRE-TAX DEDUCTIONS	SALABLE EARNINGS	POST-TAX DEDUCTIONS	PAYE	STP	HELP	SGC	SC	EXPENSES	EMPLOYER LIABILITIES	NET EARNINGS
Deshaun Givens/Chang	38.00	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$302.00	\$0.00	\$0.00	\$190.00	\$0.00	\$0.00	\$0.00	\$1,398.00

Earnings

Permanent Ordinary Hours

House of Mark Creatives

House of Mark Creatives

House of Mark Creatives - non-Sale Website

Hours: 38

Rate (per hour): \$50

Leave Accrued

Annual Leave: 2.92296

Personal/Carer's Leave: 1.46148

Long Service Leave: 0.63340

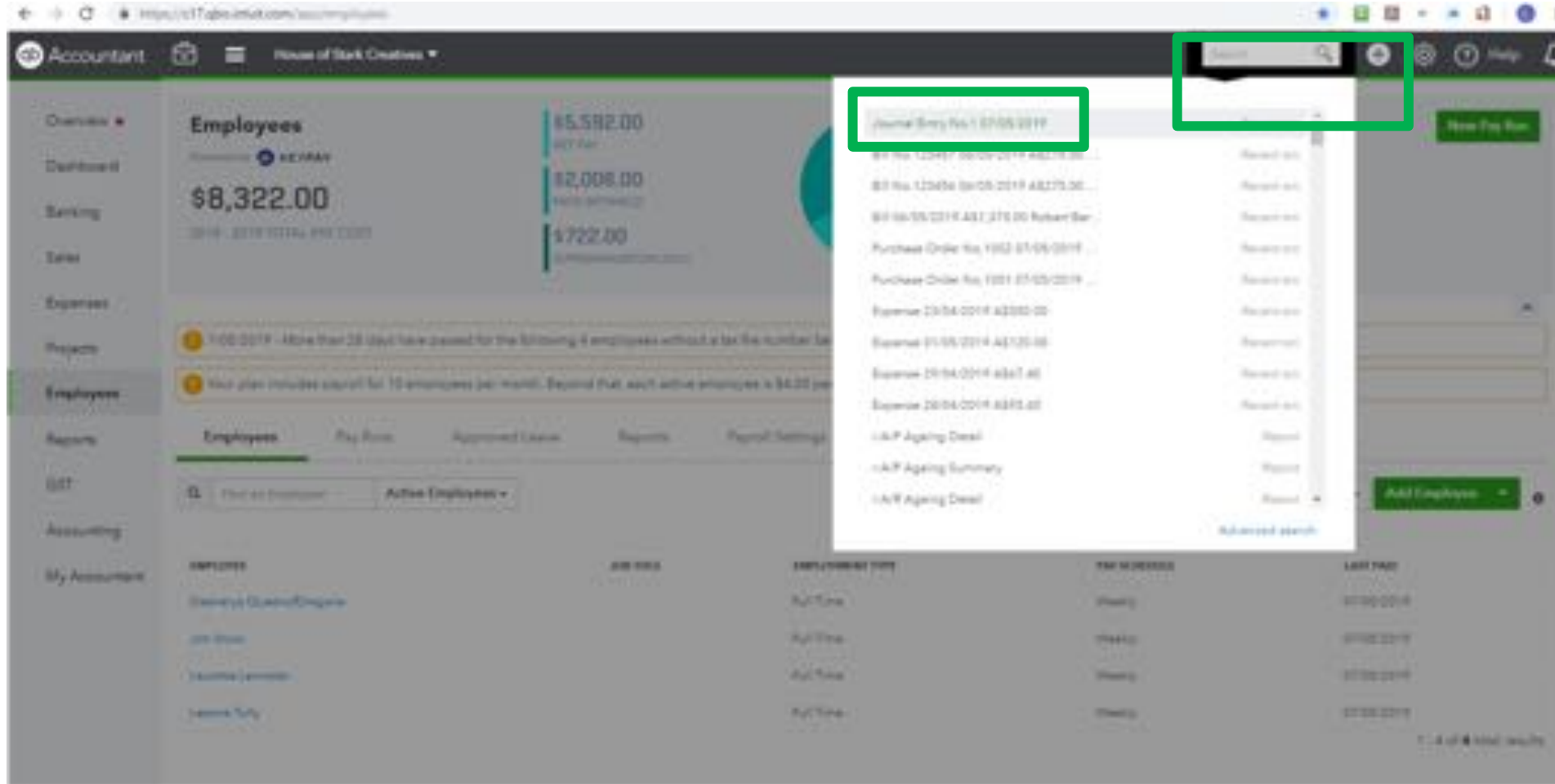
Parental and Domestic Violence Leave: 10

Notes for this Pay Run

Leave Summary

Action

- After you have finalised the payrun, open the journal entry from the search box, it should be the first transaction in the list



- The location you created in KeyPay will now appear in brackets within the description on the journal entry

Journal Entry no.1

Journal date

07/05/2019

Journal no.

1

☐ Is Adjusting Journal Entry?

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	SET	LOCATION	CLASS
1	Payroll clearing		5,512.00	Wages and Salary for pay period ending: 05/05/2019				
2	Wage expenses	5,600.00		Wages Expense for pay period ending: 05/05/2019 (non-Sandi Related)		SAG-W1 (Purchase)		
3	RRIO Withholdings Payable		1,008.00	RRIO Liability for pay period ending: 05/05/2019		SAG-W2 (Purchase)		
4	Superannuation	722.00		Superannuation Expenses for pay period ending: 05/05/2019				
5	Superannuation payable		722.00	Superannuation Liability for pay period ending: 05/05/2019				
6								
7								
8								
Subtotal:		6,322.00	6,322.00					
RRIO @ 0% (Purchase)		0.00						
RRIO @ 0% (Purchase)			0.00					
Total:		6,322.00	6,322.00					

- Find the line items with any Locations and then map to the project from the Name column drop down

Journal Entry no.1

Journal date

01/05/2019

Journal no.

1

☐ Is Adjusting Journal Entry?

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	Payroll clearing		8.972.00	Wages and Salary for pay period ending: 05/05/2019
2	Wages expenses	7.600.00		Wages Expense for pay period ending: 05/05/2019 (Iron Bank Website)
3	PAID withholdings Payable		2.000.00	PAID Liability for pay period ending: 05/05/2019
4	Superannuation	722.00		Superannuation Expense for pay period ending: 05/05/2019
5	Superannuation payable		722.00	Superannuation Liability for pay period ending: 05/05/2019
6				
7				
8				
	Subtotal	8.322.00	8.322.00	
	PAIDW @ 0% (Purchase)	0.00		
	PAIDW @ 0% (Purchase)		0.00	
	Total	8.322.00	8.322.00	

NAME	SET	LOCATION	CLASS
Iron Bank	BAS-WT (Pur)	Asset	Asset
+ Add new			
Margenta Tyrol of Tyrol House		Customer	
Tyrol House Reframing and Website		Project of Margenta Tyrol	
The Iron Bank of Braavos		Customer	
Iron Bank Website		Project of The Iron Bank	
Theresa Greyjoy of Greyjoy House		Customer	
Greyjoy Website		Project of Theresa Greyj	
CastleBlack Marketing		Supplier	
Khal Drogo Code Writer		Supplier	

- Wages expenses will now appear on the Profit and Loss and can be ran per Project

Filters: Customer X

Collapse Sort Add notes

House of Stark Creatives

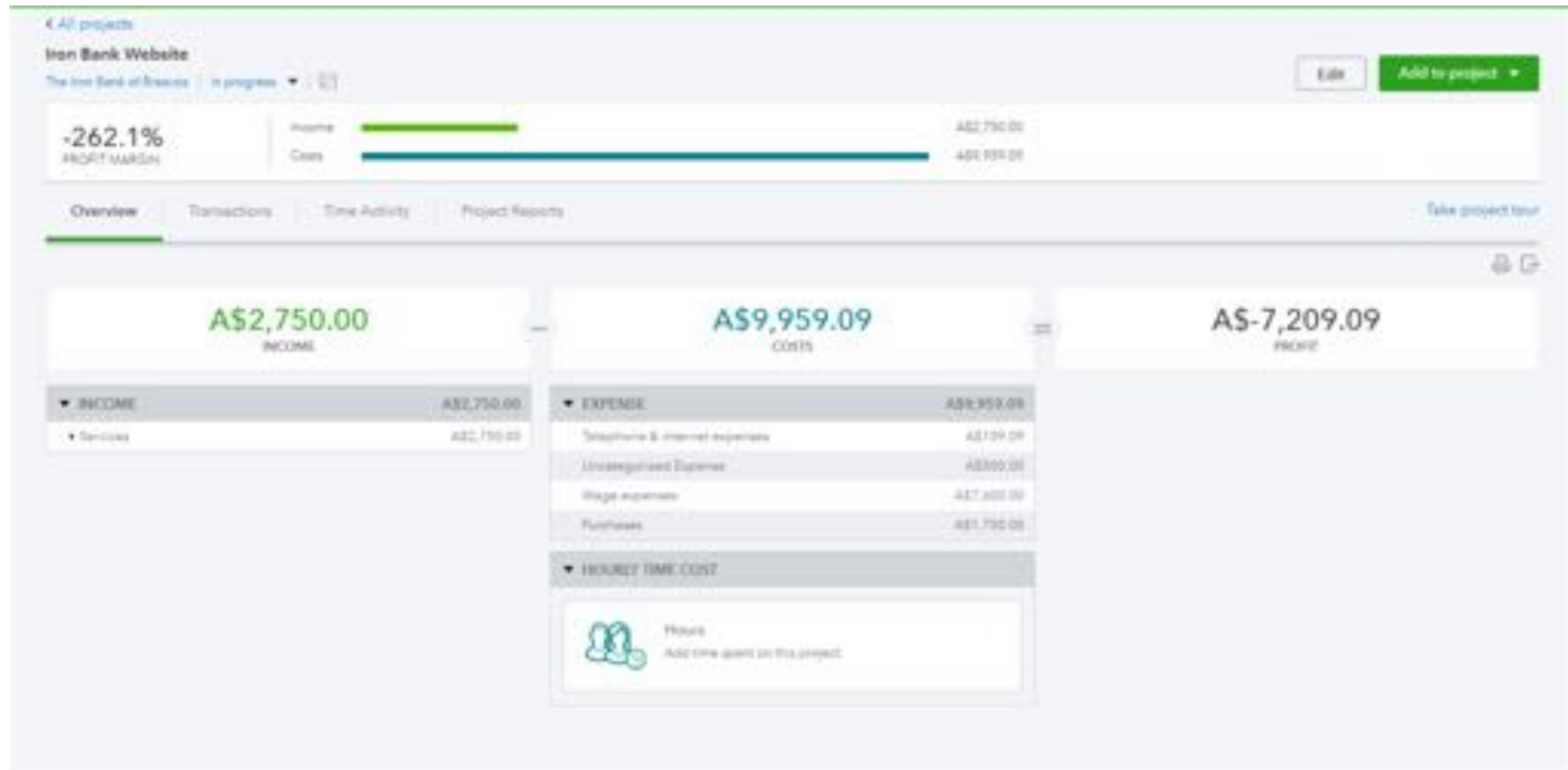
PROJECT PROFITABILITY FOR THE IRON BANK OF BRAAVOS'S IRON BANK WEBSITE (WITHOUT TIME COSTS)

All Dates

	TOTAL
Income	
Services	
Website Design	1,250.00
Website Development	1,500.00
Total Services	2,750.00
Total Income	A\$2,750.00
GROSS PROFIT	A\$2,750.00
Expenses	
Purchases	1,750.00
Telephone & internet expenses	109.09
Uncategorised Expense	500.00
Wage expenses	7,600.00
Total Expenses	A\$9,959.09
NET EARNINGS	A\$ -7,209.09

Accruals basis Tuesday, 7 May 2019 12:40 PM GMT+10:00

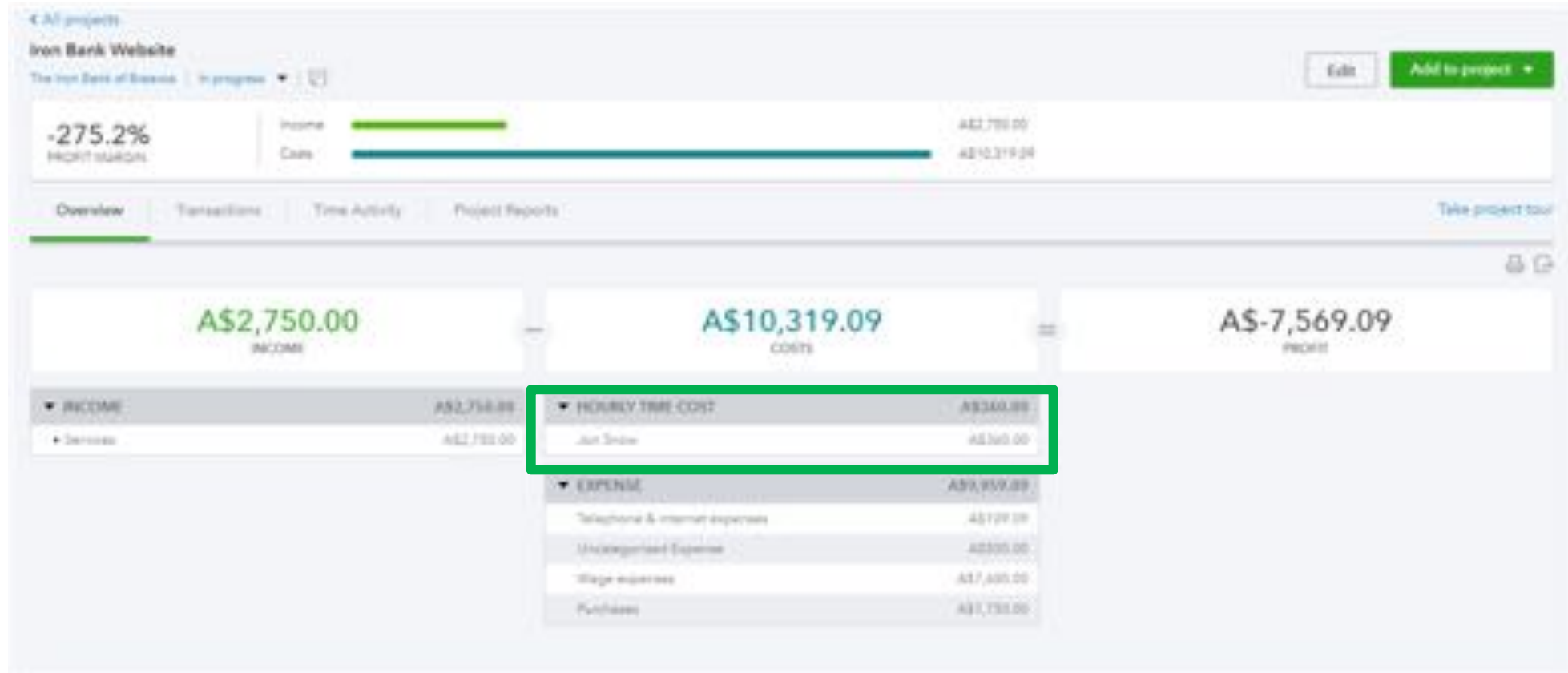
- The Wages expenses will also appear on the Project Dashboard under Expenses



- You can also use the Time Billing feature in QuickBooks online for Employees and Contractors to record time spent on a Project
- Employees and Contractors can be given access to QuickBooks through the Time Only User
- Time Activity can be entered either on a single entry or weekly entry
- Ensure the Project is select at the Customer/Project Dropdown & put the Project name in the description here as well

The screenshot shows the 'Time Activity' form in QuickBooks. The form is divided into several sections. On the left, there are fields for Date (01/05/2019), Name (Jon Snow), Cost rate (1/hr) (\$0.00), Customer/Project (The Iron Bank of Brevoix Iron Bank W), Service (Website Design), Billable (No), Location (Choose a location), and Class (Choose a class). On the right, there is a checkbox for 'Enter Start and End Times', a Time field (8:00), a Description field (Website Design), and a Summary field (8 hours). A green box highlights the Customer/Project dropdown menu.

- Any time recorded will now appear within the project dashboard
- This can be billed out to the client
- Or the time activity can be imported into KeyPay as employee timesheets and wages recorded against the Project



- To import timesheets to KeyPay – Employees > Manage Employees > Import Timesheets

Employees

Powered by KEYPAY

\$8,322.00
2018 - 2019 TOTAL PAY COST

\$5,592.00
NET PAY

\$2,008.00
NET PAYROLL

\$722.00
SUPERANNUATION/SSC

[New Pay Run](#)

12/05/2019 - Unfinalised Weekly pay run for period ending 12/05/2019. [Open pay run](#)

7/05/2019 - More than 28 days have passed for the following 4 employees without a tax file number being quoted. [Click to view](#)

Your plan includes payroll for 10 employees per month. Beyond that, each active employee is \$4.00 per month.

Employees | Pay Runs | Approved Leave | Reports | Payroll Settings

Q: Find an Employee | Active Employees ▾

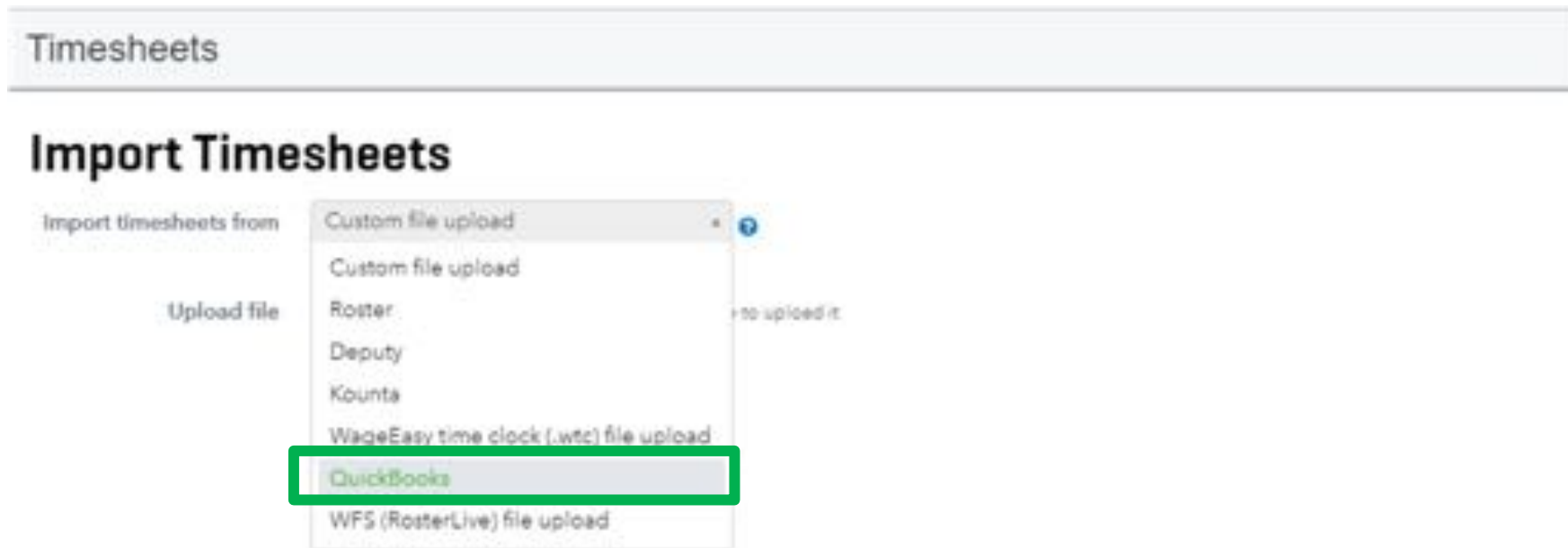
EMPLOYEE	JOB TITLE	EMPLOYMENT TYPE	PAY SCHEDULE
Deanerya Queneo-Dracore		Full Time	Weekly
Jon Snow		Full Time	Weekly
Lauretta Lannister		Full Time	Weekly
Leanne Tully		Full Time	Weekly

Manage Employees ▾ | Add Employee ▾

- EMPLOYEES
- Create Timesheets
- Import Timesheets**
- Approve Timesheets
- LEAVE
- Create Requests
- Manage Requests
- Leave Calendar
- ROSTER
- Rostering
- Expenses
- Notifications

1 - 4 of 4 total results

- Import Timesheets from QuickBooks



- Select the date range you want to import the timesheets for and select whether you want them to be automatically approved
- Select Import

Timesheets

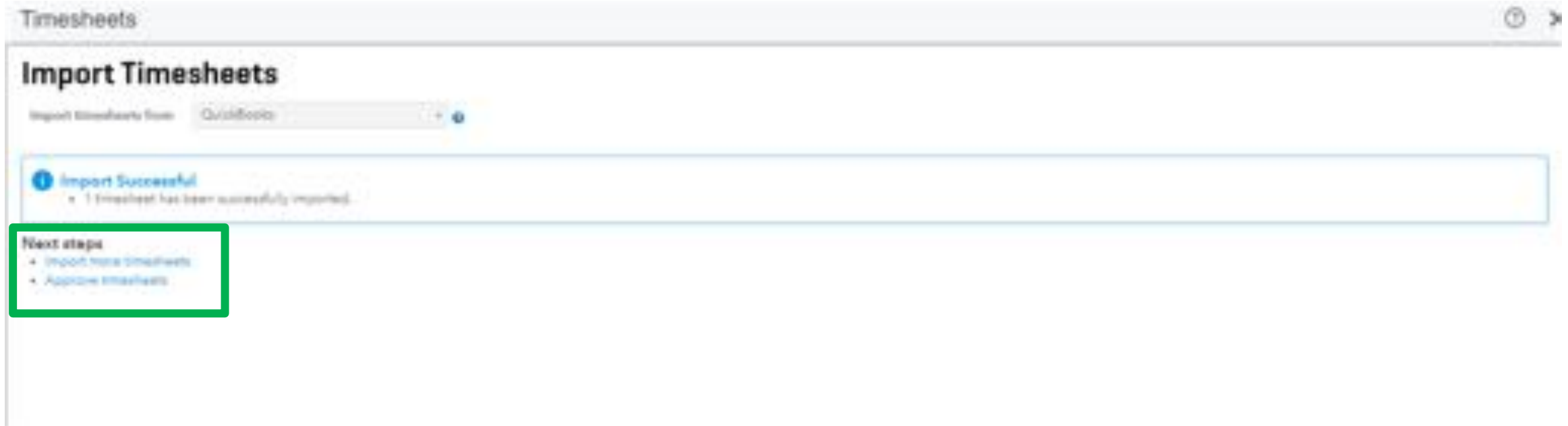
Import Timesheets

Import timesheets from:

Date range:

Approve timesheets:

- Progress of your import will appear on the next screen
- Select your next steps, here we will select Approve Timesheets



- Make any changes and/or approve your time sheets
- You can edit the location here to ensure the Project is correct

Approve Timesheets

Create Timesheets
New Pay Run

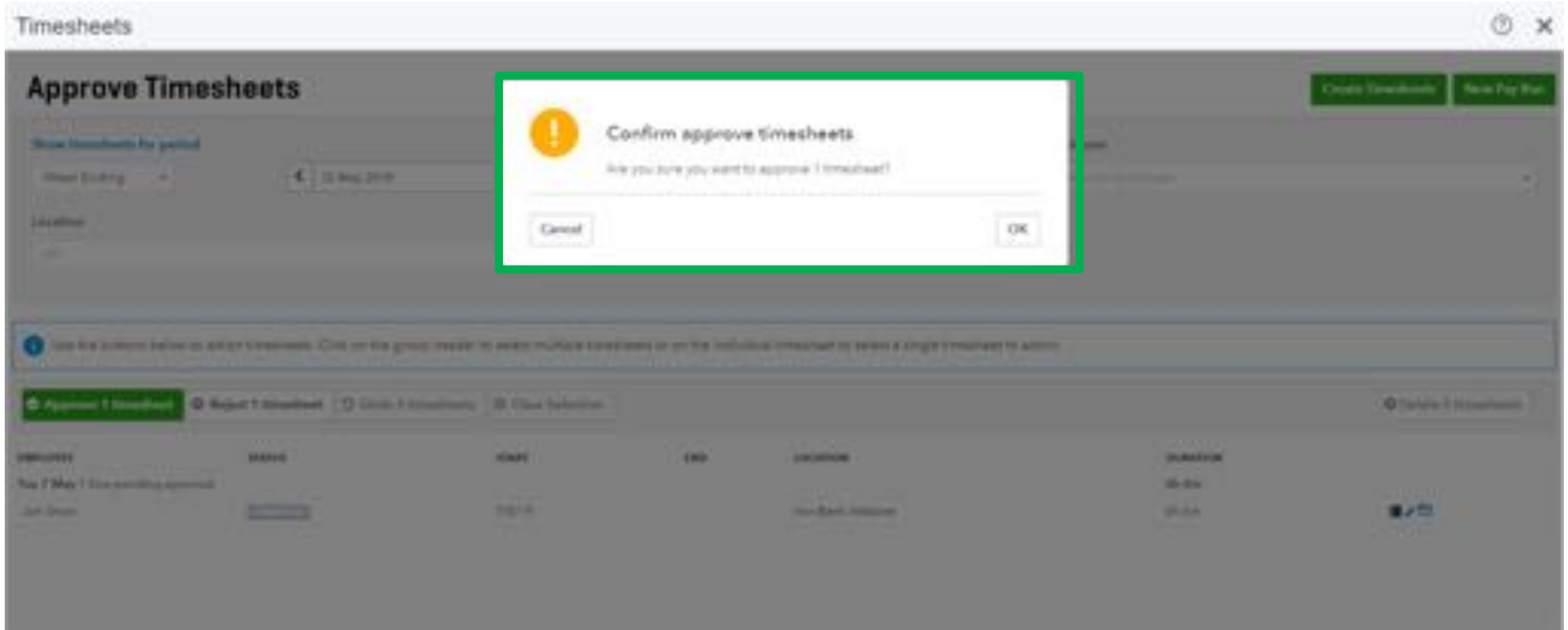
Show timesheets for period:
Week Ending:
12 May 2018
Grouped by:
Date
Status:
Submitted
Employee:
Select an employee
Location:
TimeSheet Costs:
Hide Timesheet Costs

Use the buttons below to action timesheets. Click on the group header to select multiple timesheets or on the individual timesheet to select a single timesheet to action.

Approve 1 timesheet
Reject 1 timesheet
Undo 0 timesheets
Clear Selection
Deliver 0 timesheets

EMPLOYEE	STATUS	START	END	LOCATION	DURATION
Tue 7 May 1 time pending approval					
Jon Snow	Completed	10/10		House of Stark Crested	00:20

- Confirm your approved timesheets



- When you create your PayRun for the date range of the time sheets you imported you will be able to import the sheets to the payrun

Import Timesheets

NOTE

Pay Run data that came from imported timesheets will be replaced and any changes made to imported data will be overwritten.

☒ Import timesheets for this pay period

1 timesheet found

☐ Import all unpaid timesheets up to 12/05/2019

1 timesheet found

Import

Cancel

- The project name will appear in the timesheet box
(we added this in the description when the time activity was entered)
- Select the correct Location (Project) from the dropdown for each line item
- Finalise the payrun

Actions Filter Warning

Finalise Pay Run Pay Run Actions Reports Draft Pay Slip Delete Pay Run

1 - 4 of 4 total employees

	TOTAL HOURS	GROSS EARNINGS	PRE TAX DEDUCTIONS	GROSS EARNINGS	POST TAX DEDUCTIONS	NET PAY	WITHHELD AMOUNTS			SUPER CONTRIBUTIONS			EMPLOYER DEDUCTIONS	NET EARNINGS
							FED	STATE	HELP	SOC	EC	EXPENSES		
► Dianara Quasoff-Dragons	48.00	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$1,296.00
▼ Jan Stone	48.00	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$677.00	\$0.00	\$0.00	\$0.00	\$209.00	\$0.00	\$0.00	\$0.00	\$1,581.00

Earnings

DESCRIPTION	LOCATION	RATE	HOURS	GROSS PAY	TOTAL GROSS PAY
Permanent Ordinary Hours	House of Stone - Children's Book Store	19.00	4	\$76.00	\$1,900.00
Permanent Ordinary Hours	House of Stone - Children's	45.00	48	\$2,160.00	\$2,200.00

Leave Accrued

LEAVE TYPE	AMOUNT	STATUS	AMOUNT
Annual Leave	3.209440	Automatically Accrued	3.209440
Personal Carer's Leave	1.602240	Automatically Accrued	1.602240
Long Service Leave	0.793400	Automatically Accrued	0.793400

- Open the journal entry created from the payrun and add the Project in the am column for all Projects

Journal Entry no.2

Journal date: 14-08-2019 Journal no.: 2 Is Adjusting Journal Entry? ☐

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	EST	LOCATION	CLASS
1	Payroll clearing		5,775.00	Wages and Salary for pay period ending: 12/08/2019				
2	Wages expense	1,000.00		Wages Expense for pay period ending: 12/08/2019 (House of Back Creatives)		\$45.00 (Purchase)		
3	RRD Workings Payable		2,125.00	RRD Liability for pay period ending: 12/08/2019		\$45.00 (Purchase)		
4	Superannuation	750.00		Superannuation Expense for pay period ending: 12/08/2019				
5	Superannuation payable		750.00	Superannuation Liability for pay period ending: 12/08/2019				
6	Wages expense	300.00		Wages Expense for pay period ending: 12/08/2019 (Iron Bank Website)	Iron Bank Website	\$45.00 (Purchase)		
7								
8								
Subtotal		4,050.00	4,050.00					
RRD @ 1% (Purchase)		0.00						
RRD @ 1% (Purchase)			0.00					
Total		4,050.00	4,050.00					

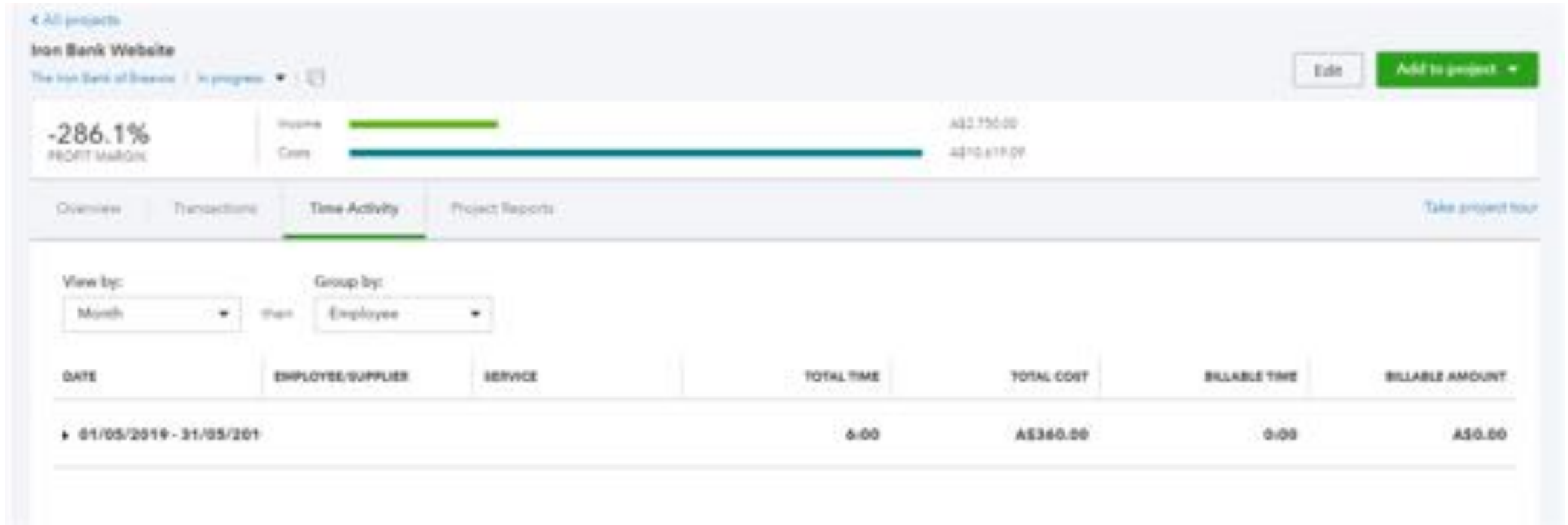
Buttons: Add lines, Clear all lines

Footer: Cancel, Reversal, Reverse, Make recurring, More, Save, Save and new

Dropdown menu for 'Iron Bank Website':

- Iron Bank Website (Project of The Iron Bank...)
- Theresa Gregory of Gregory House (Customer)
- Gregory Website (Project of Theresa Greg...)
- Castellbacks Marketing (Supplier)
- Khal Drago Copy Writer (Supplier)
- Robert Baneham Developer (Supplier)
- Tyriel Lameters Webistes (Supplier)
- WhitelyBaker Internet Hosting (Supplier)
- Dechenya QueenOfDragons (Employee)

- The Time Activity entered can be seen under the Time Activity tab on the Project dashboard and Wages recorded will appear in the Wage Expense account

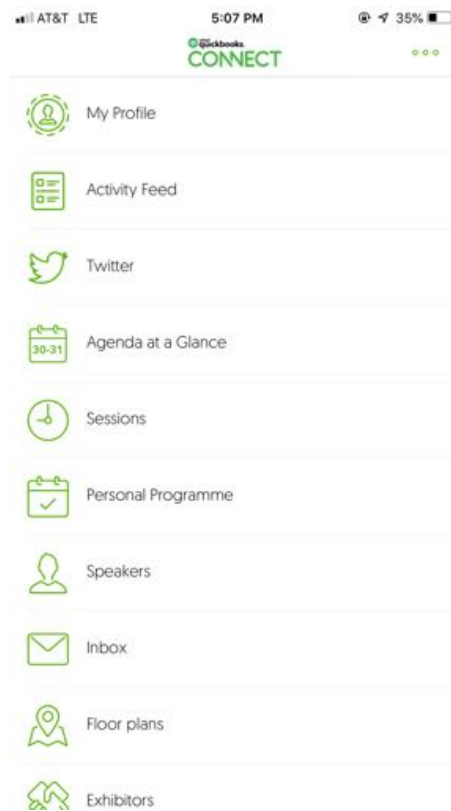


Questions?

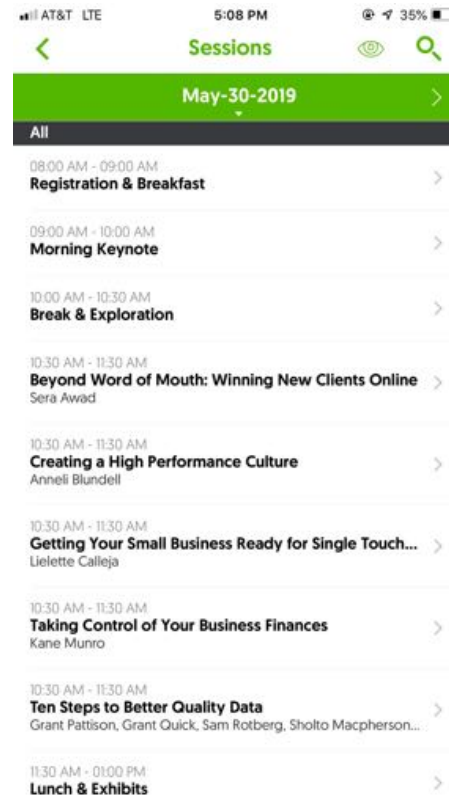
Rate this Session on the QuickBooks Connect Mobile App

Provide feedback to help us design content for future events

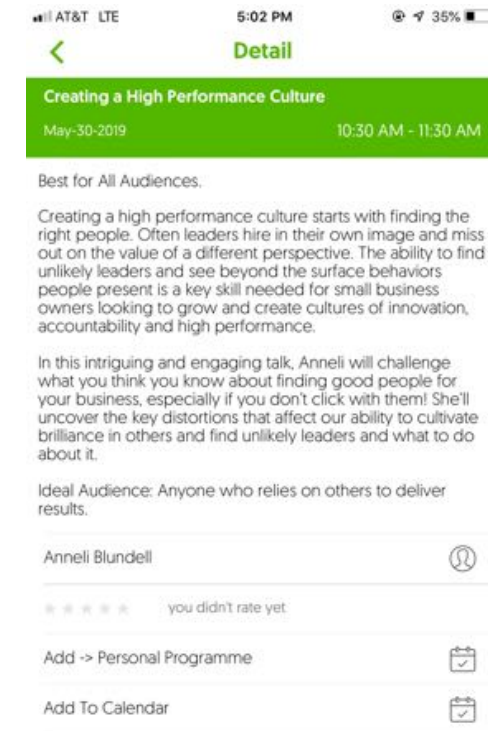
1. Select Sessions



2. Select Title



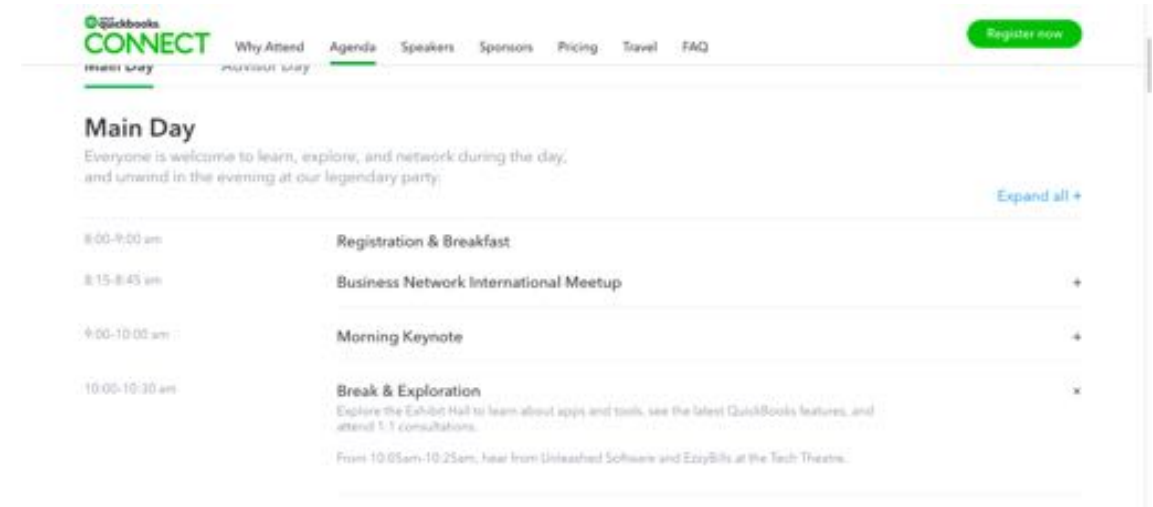
3. Add Rating and Comments



Material Download

1. Find the session on the agenda
2. Select + for more information
3. Download PDF of slides and/or supplemental material

<https://au.quickbooksconnect.com/agenda/>





#QBConnect | WiFi: QBConnect Password not required