

# Getting Started

For IPA members



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# WELCOME

Thank you for choosing IPA Books+.

This quick start guide has been developed to assist you in getting started with your book.

The IPA Training Academy has more in-depth videos and manuals on each module. See IPA Training Academy at the end of this guide for more information.

## Feedback

If you have any feedback, we would love to hear from you.

Please email us at [enquiries@ipabooksplus.com](mailto:enquiries@ipabooksplus.com) with any comments, ideas or suggestions. Alternatively call us on 1300 635 496.

The IPA Books+ Team

# INTRODUCTION

IPA Books+ is software as a service (SaaS) offering which allows users to manage their business and finances from any location via the internet using a computer, tablet or smartphone.

IPA Books+ is based on a module concept where the user starts with CORE, then adds and pays for the Add on modules that they require to run their business.

CORE allows a business to get started with the ability to Receive Money, Make Payments, run Reports including the BAS as well as budgeting.

The IPA Books+ modules include:

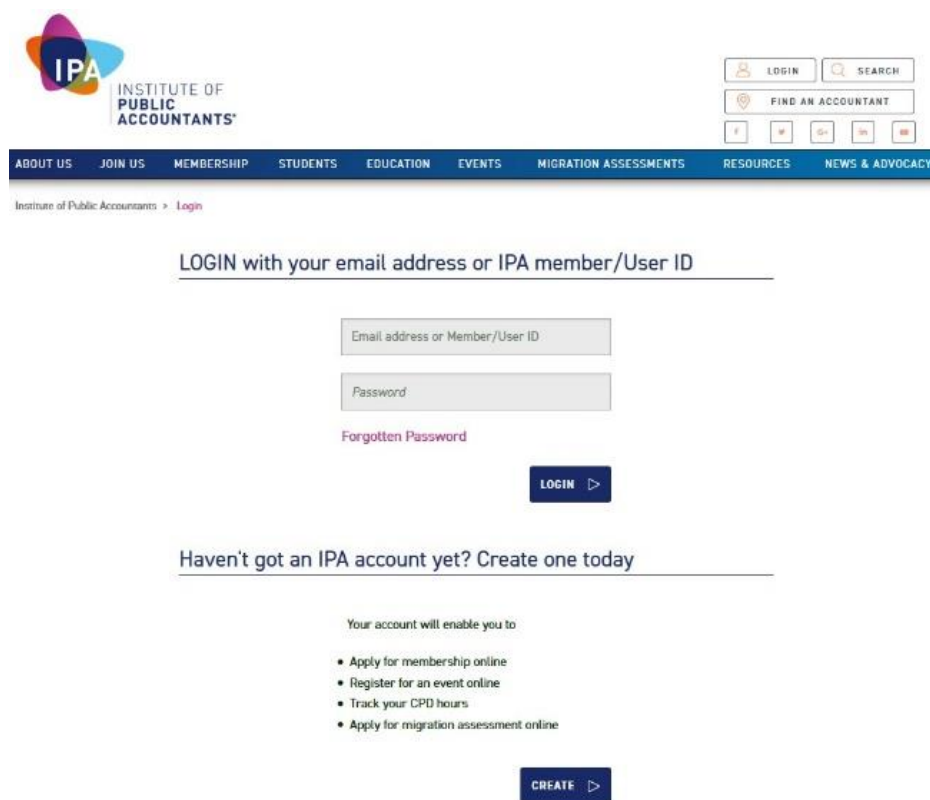
- **Invoices** – Unlimited invoices and bills
- **Bank Data** – Automatically import transactions from your bank
- **Projects** – Manage projects and jobs
- **Time and Expenses** – Track time and expense claims
- **Payroll** – Manage and pay unlimited employees

All levels of IPA Books+ can have unlimited users with highly customisable Roles.

## CORE


### Register for IPA Books+

Go to the IPA Books+ home page [www.ipabooksplus.com](http://www.ipabooksplus.com), this will take you to the IPA member login page. Login in with your IPA member/User ID. If you don't have an IPA account, you can create one.



The screenshot shows the IPA Institute of Public Accountants login page. At the top left is the IPA logo. To the right are buttons for LOGIN, SEARCH, and FIND AN ACCOUNTANT. Below these is a navigation bar with links: ABOUT US, JOIN US, MEMBERSHIP, STUDENTS, EDUCATION, EVENTS, MIGRATION ASSESSMENTS, RESOURCES, and NEWS & ADVOCACY. The main heading is "LOGIN with your email address or IPA member/User ID". Below this are two input fields: "Email address or Member/User ID" and "Password". A link for "Forgotten Password" is next to the password field. A blue "LOGIN" button is at the bottom. Below the login section is a heading "Haven't got an IPA account yet? Create one today". Below this is a list of benefits: "Your account will enable you to" followed by bullet points: "Apply for membership online", "Register for an event online", "Track your CPD hours", and "Apply for migration assessment online". A blue "CREATE" button is at the bottom.

Once you log in, you will be taken to the Books+ landing page.



The screenshot shows the IPA Books+ landing page. At the top left is the IPA logo. To the right are buttons for LOGOUT, SEARCH, and FIND AN ACCOUNTANT. Below these is a navigation bar with links: ABOUT US, JOIN US, MEMBERSHIP, STUDENTS, EDUCATION, EVENTS, MIGRATION ASSESSMENTS, RESOURCES, and NEWS & ADVOCACY. The main heading is "IPA Books+". Below this is a large blue banner with the text "INTRODUCING IPA BOOKS+ YOUR NEW, AFFORDABLE AND EASY TO USE ONLINE ACCOUNTING SOFTWARE." To the right of the banner is the IPA Books+ logo. Below the banner is a heading "We've got your small business clients covered from \$5 / month." followed by a paragraph: "IPA Books+ is affordable online accounting for small businesses with a range of features to choose from. Best of all, it's simple to use with an intuitive interface, making it easy to manage their everyday finances." Below this is a heading "Here are just a few of its benefits:" followed by a list of benefits: "Affordable pricing. Starts from only \$5 / month, add or remove features from \$3 / month.", "Simple and easy-to-use. The visually-rich user experience helps you work more productively.", "It's all online. Run your business from anywhere and enjoy automatic compliance and software updates.", "Strong data security. Your sensitive data is stored in Australia and backed by bank-level security and encryption.", and "Be ATO compliant. We keep your data saved for seven years, allowing you to turn off IPA Books+ completely if you don't need it."

Scroll down and click **Get your free book.**

MIGRATION ASSESSMENTS

RESOURCES

NEWS & ADVOCACY

FIND AN ACCOUNTANT

THE IPA STUDENT SCHOLARSHIP

IPA BOOKS+

#### How does it work?

Start with the basics at \$5 / month and manage cash flow, payments, GST, budgets and produce over 20 types of reports.

If you need more features, simply choose from the below from \$3/month.

- Invoicing - Send customisable invoices with payment options and get paid faster
- Bank Connection - Connect to your bank so transactions flow automatically into IPA Books+, then easily sort and reconcile.
- Payroll - Manage pay runs, leave, super and Single Touch Payroll for an unlimited number of employees.
- Projects & Jobs - Track profitability per job, category or client, and get insights into where your money is coming from.
- Time & Expenses - Let your employees bill their time and manage expense claims on the go!

#### Be rewarded

- When you onboard 5 clients to IPA Books+, you're eligible to receive 20% commission on all sales & renewals going forward.
- Once you reach 50 clients, you'll receive CPD credits to the value of 50% of your annual IPA membership fee. And for 100 active IPA Books+ clients linked to you, you'll receive CPD credits to the value of 100% of your annual IPA membership fee.
- As a bonus, you can also earn up to 20 hours of CPD points when you complete your IPA Books+ Certification (on the IPA Training Academy).

**Your clients will love the affordability, flexibility and ease of use with IPA Books+, plus they can share their book with you, so you can collaborate better together.**

Sign up as a IPA Cloud Advisor today. You'll get one FREE book to help you get to know IPA Books+, so you can start recommending it to your clients. Once you're signed up, click on the Partners tab on the left side.

GET YOUR FREE BOOK

There is also some further information about books below the Get your free book button.

Click below for Books+ Data Conversion

Click below for Books+ Training

MIGRATE DATA

HOW-TO-VIDEOS

To get started and learn more about how IPA Books+ works, [read this guide](#).

Don't forget to check out the [IPA Book+ Help Site](#), it has guided instructions on key functionalities in IPA Books+.

**We're here to help. Contact us for any questions.**

#### Members

Member Service 1300 635 496 | [memberenquiries@ipabooksplus.com](mailto:memberenquiries@ipabooksplus.com) | Monday to Friday 9AM to 5PM

Member Technical Support 1300 635 496 | [support@ipabooksplus.com](mailto:support@ipabooksplus.com) | Monday to Friday 830AM to 7PM, Saturday & Sunday 9AM to 4PM

#### Clients

Client Service 1300 681 489 | [enquiries@ipabooksplus.com](mailto:enquiries@ipabooksplus.com) | Monday to Friday 9AM to 5PM

Client Technical Support 1300 681 489 | [support@ipabooksplus.com](mailto:support@ipabooksplus.com) | Monday to Friday 630AM to 7PM, Saturday & Sunday 9AM to 4PM

To view IPA Cloud Advisor Program - Terms and Conditions, [click here](#).

To view IPA Books+ - Terms Of Use, [click here](#).



HIGHLY COMPETITIVE  
PRICING



SIMPLE AND  
EASY-TO-USE



STRONG SECURITY  
FOR YOUR DATA



PAY ONLY WHEN  
YOU NEED IT





AUTOMATIC  
UPDATES

You will then be asked to create your free IPA account. This is different to the IPA members area account that you used in the previous step.

Create your IPA account

Have an account? [Sign in here](#)

 Sign in with Google

 Sign in with Office 365

---

Contact Details

First Name  Last Name

Email


Phone number

Australia

Enter password

Re-enter password

by signing up you agree to IPA's [terms & privacy policy](#)

☐ I'm not a robot 

Create Account

There are **3 options** to use to Sign Up:

1. Filling in Contact Details and creating a New Password – IPA Books+ will email a “verification” link to the provided email to verify the account. Once you have verified your email, you can login.
2. Sign in with Google i.e. Gmail
3. Sign in with Office 365 i.e. Outlook

## Log in

Next time you visit <https://portal.ipabooksplus.com>, enter your **Username/ Email Address** and **Password** and Click **Sign In with IPA**, or click **Sign in with Google** or **Sign in with Office 365**. You can also go to [www.ipabooks.com](http://www.ipabooks.com) but you will need to login with your IPA member details, click Get your free book and click Sign in Here

Sign in to IPA


Don't have an account? [Register for free](#)


Username

Password

Sign in with IPA

[Help, I forgot my sign in details](#)

 Sign in with Google


 Sign in with Office 365

by signing up you agree to IPA's [terms & privacy policy](#)

Create your IPA account

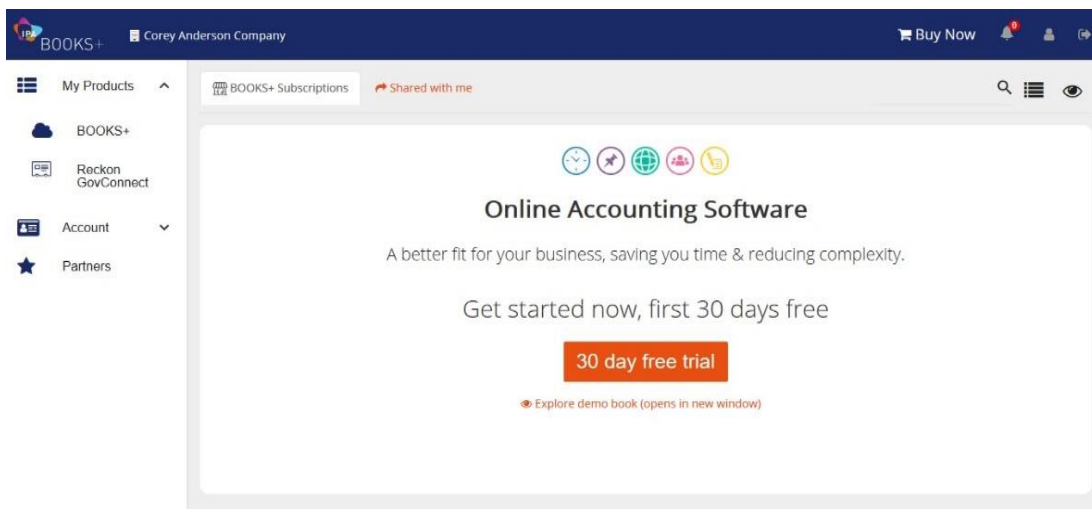
Have an account? [Sign in here](#)

 Sign in with Google

 Sign in with Office 365



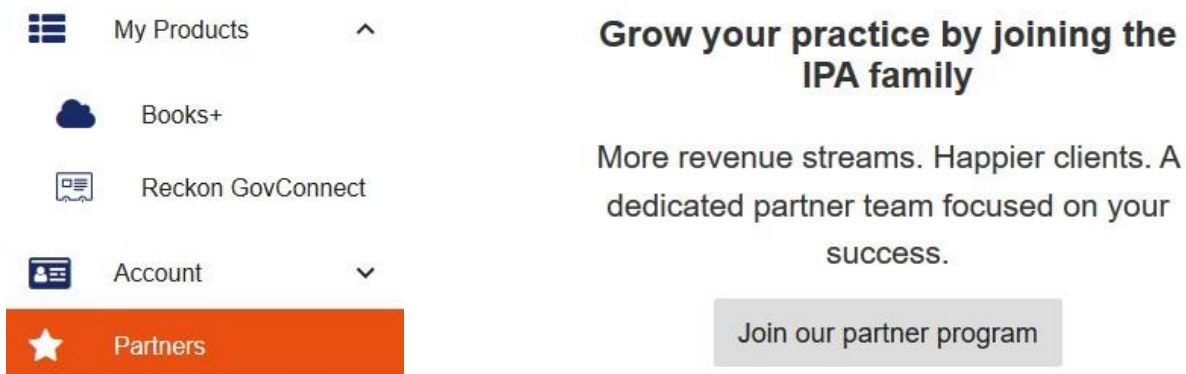
The next screen is the IPA Books+ portal screen which has links to the products available as well as being able to manage your practice.



## Join the IPA Cloud Advisor Program

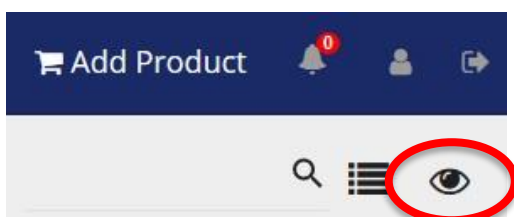
The IPA Cloud Advisor Program is free for professionals wishing to become a IPA Books+ Partner! Once you're an IPA Cloud Advisor you'll obtain access to the software, marketing toolkits and a dedicated Australian based support team. After introducing five paying clients you'll start earning commissions. If you would like to become an IPA Books+ expert, you can simply pass the IPA Books+ certification and then you're an IPA Books+ Certified Cloud Advisor.

Click on **Partner** from the left hand menu then click on **Join our partner program**. Complete the required screens and **Submit**.



## Using the Demo Book

Your Books+ access comes with a demonstration book containing pre filled sample data learn how to navigate or to test out a process before actioning it in a live book.



## Creating a Book

There are two options to create a new book.

### Option 1 – Partners, Add a Client (Preferred)

**NOTE:** You must be a IPA Cloud Advisor to see this option

For an accountant, this option allows you to quickly set up a book for a client as you have the following options:

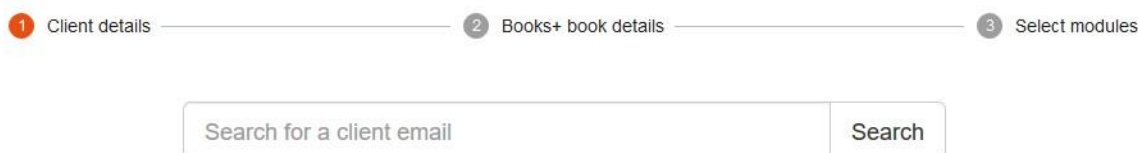
- My client will purchase and manage their subscriptions
- I will purchase and manage the subscription on my client's behalf

### Option 2 – My Products, IPA Books+

From an accountant's perspective, this option is used if you are going to use the books for your own accounts. A client would use this option if they wanted to purchase a book themselves.

Using **Option 1**, click **Add a client**. You are then asked to search for a client email.

Add client



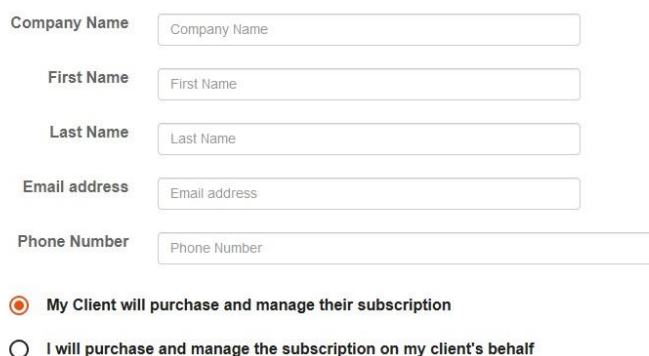
IPA Books+ searches to see if they already have an account with IPA Books+. If they do not have account, then a new account will be created for them that requires approval. If they already have an account, the client's details will prefill and you just need to add the new book name.

Complete the company name, contact details and whether the client or you are paying for the subscription.

Add client



This email is not associated with any existing customer, an account will be created on their behalf and they will be notified by email to approve this account.



Complete the Book name, Entity type, Date of first transaction, Financial year start date and if the client is registered for GST/VAT.

Add client

1 Client details 2 Books+ book details 3 Select modules

Book Name

Entity type

Date of first transaction    ⓘ

Financial year start date   ⓘ

☐ Registered for GST/VAT

The next screen is for selecting the modules for the book.

Add client

1 Client details 2 Books+ book details 3 Select modules

It's time to mix and match!  
Simply select the features you need and add to your cart.

CREATE INVOICES AND BILLS	PAY EMPLOYEES	TRACK TIME AND EXPENSES	MANAGE PROJECTS OR JOBS	RECONCILE BANK TRANSACTIONS
Easily create, send and manage invoices and bills.	Calculate pay, allowances, leave, super and more for unlimited employees.	Track employee time, manage expense claims and on-charge expenses to clients.	Organise accounts into projects, charge different rates and track profitability of jobs.	Automatically import bank transactions, then easily sort and reconcile.
What's included	What's included	What's included	What's included	What's included
<input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Not yet
<input type="radio"/> Lite \$3 PER MONTH	<input type="radio"/> Lite \$3 PER MONTH	<input type="radio"/> Lite \$3 PER MONTH	<input type="radio"/> Lite \$3 PER MONTH	<input type="radio"/> Lite \$3 PER MONTH
<input type="radio"/> Medium \$5 PER MONTH	<input type="radio"/> Medium \$5 PER MONTH	<input type="radio"/> Medium \$5 PER MONTH	<input type="radio"/> Medium \$5 PER MONTH	<input type="radio"/> Medium \$5 PER MONTH
<input type="radio"/> Large \$7 PER MONTH				<input type="radio"/> Large \$7 PER MONTH

Here's what you've selected.  
The basics (Core) is our only compulsory module.

☒ \$5 PER MONTH THE BASICS CORE + ☒ \$3 PER MONTH CREATE INVOICES AND BILLS + ☒ \$3 PER MONTH PAY EMPLOYEES + ☒ \$3 PER MONTH RECONCILE BANK TRANSACTIONS = ☒ \$14 PER MONTH YOUR PACKAGE

BACK SUBMIT

Clicking **Submit** will create the book and send an email for the client to approve the book with 30 days (if they are paying for it)

## Modifying the book and modules

Changing the modules can only be done by the owner of the book. To modify the book, click the 3 dots (to the right of the name) and choose **Settings**

Smashed Avo Cafe

Features

Launch Books+

Settings

Change your book name  
Armada Industries

De-activate your subscription  
Subscription is Active

Customise your Books+ modules  
Books+ - All

Here you can change the Book name, Customise your IPA Books+ modules or Deactivate the Book by clicking the pencil icon to the right of the option.

## Administration menu

The **Administration** drop down menu is for the Chart of Accounts and all the Settings in IPA Books+.

The **Settings** displayed will be dependent on the modules that are active within the book.

When all modules are selected, the view will resemble:

### Settings

General			
<b>Book settings</b> Edit your book settings.	<b>Report settings</b> Edit your report settings.	<b>Manage invoice templates</b> Manage your invoice templates for communications with clients.	<b>Email settings</b> Edit default email content and other email settings.
<b>Classifications</b> Manage your classifications.	<b>Roles</b> Create and manage roles for different levels of access.	<b>Users</b> Create and manage users for this book.	
Day to day			
<b>Money in</b> Edit settings for all money in functions.	<b>Money out</b> Edit settings for all money out functions.	<b>Payment services</b> Edit settings for 3rd party payment services.	<b>Time and expenses</b> Edit time and expenses settings and transfer options.
<b>Statements</b> Edit settings for statements.			
Payroll settings			
<b>General</b> Edit your general payroll settings.	<b>Leave</b> Edit and create your leave items.	<b>Pay items</b> Edit and create your pay items.	<b>Pay schedules</b> Manage your pay schedules.
<b>YTD set up</b> Add opening values for pay slips, leave balances and payment summaries.			
Tax settings			
<b>General</b> Edit your general tax settings.	<b>BAS details</b> Edit your BAS details settings.	<b>Tax codes and groups</b> Manage your tax codes and groups.	

## Roles

Roles can be created to specify different types and areas of access for users. There is no limit on the number of roles that can be created and users can have more than one role applied to them. Roles are hierarchal, meaning that the role with the higher-level permissions will override other lower roles / permissions.

From the **Administration** drop down menu, click **Settings**. Then in the **General** settings area, click **Roles**.

When a book is created, you are automatically designated as an Administrator role.

From the Roles overview, the Users column shows how many users are applied to each role. Roles can be duplicated so you can tweak the access instead of creating a new Role. The Roles can also be copied to other books.

## Granting access to a book

When a book is first created, you will be the only user and by default be assigned an Administrator role. You can add other people (staff/users) within the business to the Portal so they can access the books. You can choose which books they have access to via a bulk selection. You wouldn't use this to add third parties e.g. bookkeeper or accountant.

### Adding Staff

Staff (users) are added via the Portal Dashboard and can also be added to multiple books. They must have created an account on the Portal before they can be added.

Click **Account** then **Staff**. To add a new staff member click **Add staff**.

Complete the email address of the staff member. (They need to have a IPA Books+ portal account)

The Roles at this level are whether they are Admin or a User in the Portal. Admin allows them to add other staff and other administrative functions. Select the Role to apply to that user.

The next screen allows you to select which books that staff member can have access to and the role with the book as well.

Click on the Pencil to select the permission role

Once saved the staff member will have access to the book in IPA Books+ so be sure the correct role and permissions has been granted.

To change the role for a staff member or to remove access to the book easily by clicking on the 3 dots and **selecting** Applications Permissions

Then tick the new role or untick the role to remove the staff member's access to the book. Unticking the box will remove access to the book but they will still exist as an active staff member within portal.

To remove them completely from the portal, Select remove.

### Sharing the book with a third party

An end user will want to share their book with their bookkeeper and/or accountant. In this case we want to share the book with them rather than giving them access to your portal.

Click the 3 Dots (to the right of the Book name) and Choose Share with....

If sharing with someone who is not a IPA Books+ Partner, choose User

Complete the email address of the third party user (they need to have a IPA Books+ portal account)

Then choose the role they will have. Once saved the user will have access to the book in IPA Books+ so be sure the correct role and permissions has been granted.

To change the role level or remove access to the book by clicking on View current shares under the Share with user area.

All list of the users with access will show. To change the role, click on the dots then **Edit permissions** and select the new role. To remove their access completely, choose **Unshare**

To share with a partner, it is the same as share with user but select **Share with Partner** instead and complete their Partner ID

## Chart of Accounts

From the **Administration** drop down menu, click **Chart of accounts**.

The Chart of Accounts overview shows the separate tabs for each account type – income, expenses, etc.

### New Accounts

Accounts can be created as header or sub accounts down to three levels.

An account can also be created to be used as just a header account to add sub accounts underneath.

### Reorganising your Accounts

The order of the accounts can be reorganised to better suit business processing.

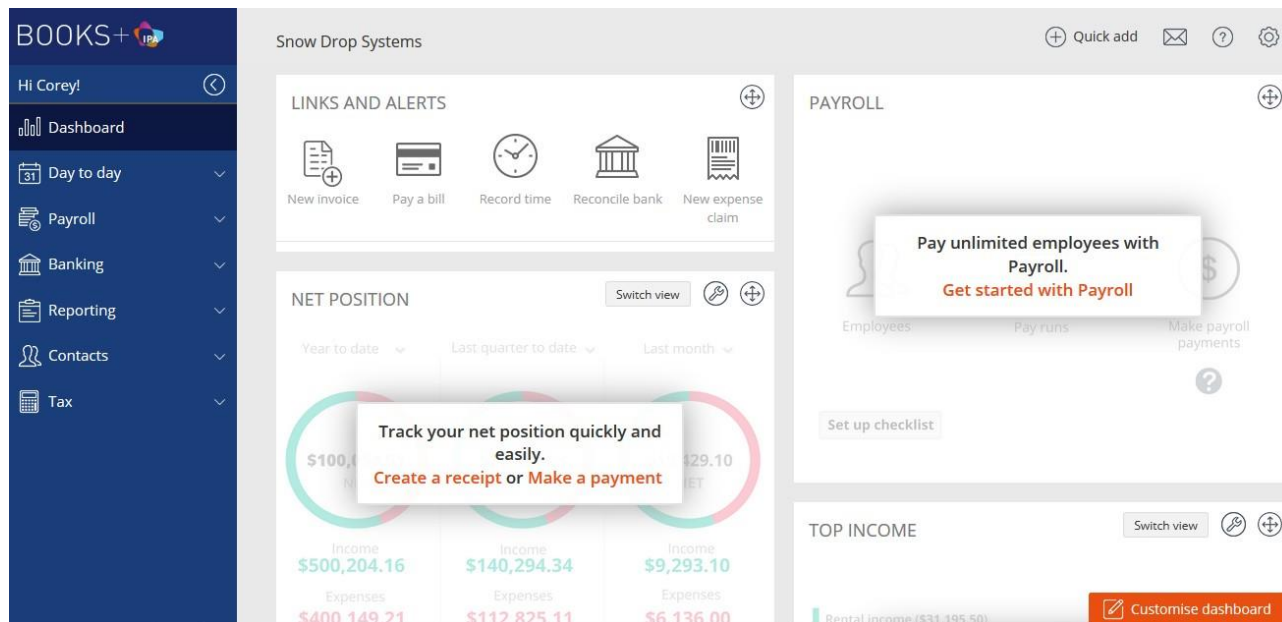
To reorganise the accounts permanently, not just filter them which reverts back to the original display after refreshing the screen, you need to use **Reorganise your \*\* accounts**.

To reposition the account order, click on an **account** and drag it with your mouse up or down the list to where you want it to be positioned.

## Dashboard

The Dashboard gives you a snap shot of the business via customisable widgets.

The widgets displayed will be dependent on the modules active in the book and are specific to each user's profile.



You can click on the **Move** icon (top right of each widget) and drag the widgets around the screen.

Click **Widget settings** (the **spanner** icon) to customise the graphs and periods displayed.

Click on the graph or diagram and the relating report will be launched right from the dashboard.

You can select the widgets displayed by clicking on **Customise dashboard** bottom right of screen.

## Contacts

The vertical navigation menu options displayed will be dependent on the modules active in the book (below are the contacts when only the Core module is active).

A contact in IPA Books+ is a Customer or Supplier; a contact can also be both a customer and supplier within the profile.

## Customers

A customer is someone who purchases goods or services from you and pays you for those goods and services. Some examples of customers are patients, donors, members, clients or retail clients.

From the vertical navigation menu, expand **Contacts** menu and select **Customers**.

To create a new customer contact click **Add**.

Enter the customer information including name, address, phone number and email. After clicking **Save** Customer tab will then become active. This allows you to set Payment terms unique to the customer and a credit limit if desired.

## Suppliers

A supplier is anyone you pay for goods and services, except for employees.

Some examples of suppliers are electricity companies, the property owner, telephone company, tax agencies and other businesses that you purchase from.

From the vertical navigation menu, expand **Contacts** menu and select **Suppliers**.

To create a new supplier contact click **Add**.

Enter the supplier information including name, address, phone number, email. You can also enter the suppliers ABN and verify the GST status

Clicking Save then activates the Bank Details tab so you can enter the Bank Details for the supplier.

## Day to Day Menu

### Selling / Receive Customer Payments

From the vertical navigation menu, expand **Day to Day** and in the **Money In** section select **Receive payment**.

To create a new receive money transaction click **Add** then complete the date of the receipt, customer, payment method, amount and whether it is being applied to an invoice or straight to an account.

An **Amount** can be entered by deselecting Use **transaction total** or the amount will be calculated from the transaction total below.

Click on **Save & close** to return to the Receive money overview.

### Buying / Make Supplier Payments

From the vertical navigation menu, expand **Day to Day** menu and in the **Money Out** section select **Make payment**.

To create a new payment click **Add** then complete the date of the payment, supplier, payment method, amount and whether it is being applied to a bill or straight to an account.



## Journals

If you need to enter prior period information or move things around, IPA Books+ has the ability to create journals.

From the vertical navigation menu, expand **Day to day** and in the **Business** section select **Journals**.

To create a journal click **Add**, then the journal date, amounts, summary and description then the complete the journal as required.

## Budgets

IPA Books+ has a very simple and easy to use Budgets.

Budgets allow a business owner to set their goals for the business and then keep track of this budget by comparing against actual results.

From the vertical navigation menu, expand **Reporting** and select **Budgets**.

Click **Add** to create a new budget and complete the required fields.

Then complete the income and expenses tabs as required.

## Changing Values

You also have the option to Change Values to easily updated the accounts and months in the budget

You have a number of options available to change the amounts either by months or by accounts. The options are:

- Set all to the same value
- Increase by percentage
- Decrease by percentage
- Smooth
- Average

# BANKDATA

IPA Books+ software has the ability to automatically import your bank transactions into the software saving you time in manual data entry.

IPA Books+ provides a link between IPA Books+ and your chosen financial institution(s). Each day all the financial data that has been collected in your chosen bank account(s) is sent directly to your IPA Books+ book to help reconcile your transactions.

IPA Books+ uses a combination of Direct Feeds from the Banks, the Yodlee data aggregation service and manual upload.

## Banking Menu

From the vertical navigation menu, expand **Banking** menu and select **Bank accounts**.

This will take you to the Bank accounts overview where you will see all the bank account and credit card accounts for the book.

The Bank accounts overview can be filtered Open, Closed or All accounts to be displayed by clicking on the relevant tab.

A Cash account is created by default. This is basically a petty cash account for cash transactions and should not be used for adding your everyday business transactions. Bank data feeds cannot be linked to this account.

You can add a new account by clicking **Add**, then completing the mandatory and required fields.

## Direct Feeds and Yodlee

Please see the Bank Data manual for detailed instructions on how to set up the Direct feeds and Yodlee.

## Manual Upload

IPA Books+ allows importing electronic bank statements into IPA Books+ by using the manual upload process.

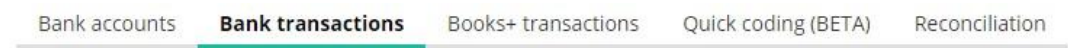
Log into your financial institution and export the electronic bank statement or bank transactions as a QIF file or CSV file format and save it on the local computer and then upload it into IPA Books+.

From the Bank Accounts overview, click on **Actions** then **Upload transactions**.

Select the file that you have downloaded from Internet Banking and click **Import the file**

## Allocate transactions

After you have imported the bank transactions, IPA Books+ will display on the **Bank transactions** tab of the selected bank account showing the recently imported transactions.



You will also notice the following action steps as shown below.

☐ Allocate match ☐ Allocate receipt ☐ Allocate transfer [Create rule](#) [Ignore for now](#)

## Allocate payment

The **Allocate payment** function allows the chosen **expense** transaction (**Money out**) to be allocated against a specific **Contact/Supplier** and **Account**.



After selecting a **Contact** and **Account**, Click **Accept** and the transaction will then be moved to the **IPA Books+ Transactions** tab.

## Allocate detailed payment

The **Allocate detailed payment** function allows the chosen **expense** transaction (**Money out**) to be allocated against a specific bill for that Contact/Supplier.

### Click **Allocate detailed Payment**

**Allocate payment**

Cancel

Save

Date \*

5/01/2018

Bank account \*

Everyday

Payable type

Accounts Payable

Contact \*

Select contact...

Payment method

Reference

Details

PMT ROLLING HILLS PRODUCE 586567

Use transaction total

☐

Amount \*

\$1,158.00

Allocation notes

DEBIT

Allocate

New

ALLOCATE THIS MONEY TO AN EXISTING TRANSACTION

Date	ID	Type	Total amount	Balance owing	How much to allocate
22 Dec 2017	BIL0001	Bill	1,158.00	1,158.00	\$1,158.00
11 Jan 2018	BIL0003	Bill	173.00	173.00	

## Allocate receipt

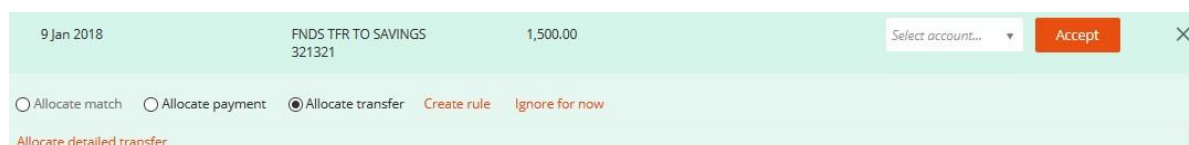
The same process applies if the bank transaction is a **Money in**, in which case, an **Allocate receipt** function appears.

## Allocate detailed receipt

Allocate a detailed receipt is the same process as Allocate detailed receipt.

## Allocate transfer

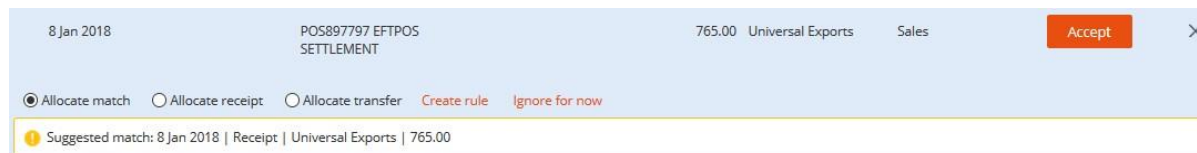
The **Allocate transfer** function allows the bank transaction to be transferred from one bank account to another bank account.



A screenshot of a software interface for allocating a bank transaction. The top bar shows the date '9 Jan 2018', the transaction description 'FNDS TFR TO SAVINGS 321321', the amount '1,500.00', a dropdown menu 'Select account...', an 'Accept' button, and a close button 'X'. Below this, there are three radio buttons: 'Allocate match', 'Allocate payment', and 'Allocate transfer' (which is selected). To the right of these are two links: 'Create rule' and 'Ignore for now'. At the bottom, there is a link 'Allocate detailed transfer'.

## Matched Transactions

If you manually enter a transaction via Receive Money or Make Payment, it will appear as a suggested match on the New tab in Banking. These transactions just need to be reconciled.



A screenshot of a software interface for matched transactions. The top bar shows the date '8 Jan 2018', the transaction description 'POS897797 EFTPOS SETTLEMENT', the amount '765.00', the merchant 'Universal Exports', the category 'Sales', an 'Accept' button, and a close button 'X'. Below this, there are three radio buttons: 'Allocate match' (which is selected), 'Allocate receipt', and 'Allocate transfer'. To the right of these are two links: 'Create rule' and 'Ignore for now'. At the bottom, there is a yellow box containing the text 'Suggested match: 8 Jan 2018 | Receipt | Universal Exports | 765.00'.

## Create Transaction rules

As you process numerous bank transactions in your day to day book keeping, you will inevitably find that some bank transactions are recurring.

Examples could be monthly account keeping fees, rent payments or fuel expense purchased on a regular basis.

When you find a transaction that you would like to have automatically, click Create Rule



A screenshot of a software interface for creating transaction rules. The top bar shows the date '10 Jan 2018', the transaction description 'DIRECT DEBIT WALKER BAKERIES 003283837', and the amount '500.00'. Below this, there are three radio buttons: 'Allocate match', 'Allocate payment', and 'Allocate transfer'. To the right of these are two links: 'Create rule' and 'Ignore for now'.

Give the rule a name. This is normally who the rule applies to.

The drop down boxes give you a number of choices on how IPA Books+ looks for information to find a match. The Description field needs to be generic but also specific so remove words like Direct Debit, BPay, Dates.

Banking > Transaction rules

### Add matching rule

Cancel

Save & new



Rule name \* Walker Bakeries

Applies to ☒ Money in ☐ Money out

#### DEFINE THE RULE

Description has All of these words Walker Bakeries

Reference has Anything

Transaction day is Any date

Type has Anything

Amount is Any amount \$500

#### THE RULE WILL

Do the following Create a payment

Contact \* Walker Bakeries

Description is set to \* DIIRECT DEBIT WALKER BAKERIES 3098748

#### AND ALLOCATE THE BANK TRANSACTION TO\*:

Project	Account	Tax code	Amount	Percentage	
	Cost of Goo... Purchases	NCG		100.00 %	×

Add new row

The rule can also be set to automatically allocate the transaction to multiple accounts either by amount, percentage or both.

The Transaction will update to say it has been matched to a rule and needs to be Reconciled.

8 Jan 2018	PMT WALKER BAKERIES 9869876	641.00	Walker Bakeries	Purchases	Accept	×
<input checked="" type="radio"/> Allocate match <input type="radio"/> Allocate payment <input type="radio"/> Allocate transfer <a href="#">Create rule</a> <a href="#">Ignore for now</a>						
Matched rule: Walker Bakeries   Create a payment   Walker Bakeries   DIIRECT DEBIT WALKER BAKERIES...   641.00						

You can override the match by selecting Allocate payment (or receipt) to manually allocate to a different account.

## Reconciliation of your banking transactions

You can balance and check your monthly IPA Books+ transactions by “accepting” (reconciling/matching) them with your electronic bank records (or even paper bank statements).

Click on the **Reconciliation** tab. Make sure that you have the correct account selected.



Input the **Expected closing balance** (usually shown on an actual paper bank statement or your internet banking balance as of the closing date of that month).

### Reconcile your bank account

Before you reconcile an account, you should make sure the information you have in Books+ is as accurate as possible. Please enter the bank account statement closing balance and the closing date. To learn more about the reconciliation, click [here](#).

[Start reconciliation](#)

[Undo last reconciliation](#) | [View bank statement report](#) | [View history](#)

Account	Everyday ▼
Last reconciled to: 11 January 2018	
Opening balance	\$1,421.60 ?
Statement closing balance *	<input type="text" value="\$3,000.00"/>
Statement closing date *	<input type="text" value="07/12/2018"/> 📅
Reference	<input type="text"/>

Click **Start Reconciliation** to reconcile the transactions, which appear on your source document if you haven't already reconciled them from the Transactions from bank tab.

If you need to change a transaction, just click on details and you can alter it. It will need to be reconciled again.

If the **Balance difference** is **0.00** and you have ensured your IPA Books+ account transactions are correct and no transactions are missing, you can then click the **Finish reconciliation** button.

IPA Books+ will then ask if you wish to lock the period and view the Bank Statement Report.

## Unlocking a reconciled bank account

To unlock a reconciled bank account so you can make adjustments, you need to click on the spanner on the right hand side of the bank account

Then delete the date in the Transactions locked off date

# PAYROLL

The IPA Books+ Payroll module has the ability to manage wage and salary payment of employees. This includes the issue of payslips, PAYG Payment Summaries and compilation of STP data.

This module will provide the steps necessary to successfully set up IPA Books+ Payroll.

Firstly, the Payroll Settings need to be setup. The Payroll Settings can be found under Settings, Payroll Settings.

## Payroll Settings - General

The General settings is where the legal contact, global settings, account defaults, payment defaults and bank account defaults.

## Pay Items and Leave

The next step is to review the **Leave and Pay Items**. Clicking on Leave or Pay Items will show all the different Leave and Pay Items available under the different categories.

IPA Books+ Payroll already has default **Pay items** for you to use and/or edit.

The **Leave items** can be reviewed/edited from Settings, Payroll, Leave.

The **Pay items** can be reviewed/edited from Settings, Payroll, Pay Items.

### Super Pay item

You need tell IPA Books+ which IPA Books+ Payroll items superannuation needs to be calculated on. IPA Books+ Payroll will **automatically** calculate the 9.5% SGC on the Pay Items field that have been ticked as well as applying the \$450 minimum.

## Pay Schedules settings

The next step is to set up **Pay Schedules**.

A **Pay Schedule** could be used to for how frequently you wish to run your employee pays, whether weekly, fortnightly, and monthly or even once off or irregular. They can also be used to classify employees, e.g. Kitchen Staff, Wait Staff, Admin, etc.

You can create more than one pay schedule for with the same frequency. E.g. You can have 2 weekly pay schedules.

To create a Pay schedule, go to **Settings, Payroll settings, Pay Schedules**.

Once you have set up and run your first pay run, IPA Books+ Payroll will automatically schedule the next pay run.

## Superannuation Funds

From the vertical navigation menu, expand the **Payroll** menu and select **Super funds**.

The tabs in this contact are similar to the tabs in the Suppliers contact setup with General and Bank. There is also a Super funds tab. The Super funds tab allows you to select if the fund is an APRA fund or SMSF. For APRA funds, you then need to select the exact Super fund. The employee number is optional and the Product USI's are listed. You will choose the product for the employee later. For SMSFs, you will need to fill in the ESA.

## Employees

From the vertical navigation menu, expand the **Payroll** menu and select **Employees**.

After clicking **Add**, there will be a General tab that needs to have the employee's basic details. Clicking Save will activate the other tabs to be completed. These tabs are Personal, Employment, Tax, Leave and Pay Set up

### Personal tab

The personal tab is details of more specific employee information such as date of birth and primary emergency contact.

### Employment tab

The Employment tab is inputting the employee number, employment type, pay frequency, pay schedule, weekly hours, hire date, bank accounts along with other key details.

### Tax Tab

The **Tax** Tab is the area that determines the calculation of the PAYG Withholding amounts.

### Leave Tab

The **Leave** Tab is the area where IPA Books+ Payroll will automatically keep track and accrue the correct amount of leave type depending on the entitlement of the employee set up.

IPA Books+ will automatically accrue the correct amount of annual or personal leave on a **Per pay, Per time worked** or **Per annum** depending on the frequency of the pay schedule set up.

Once the Leave details for that employee has been added in YTD Setup, the **Leave Balance** field will automatically update the Accrued column.

### Pay set up tab



The next step involves the setup of the employee's pay, allowance and deductions (if any) along with superannuation including salary sacrifice superannuation.

## YTD set up

YTD set up allows you to add leave balances for employees from the old payroll system. You also have the option to add wages and salaries already paid for the current year if you are changing part way through the financial year.

## Payroll Checklist

To assist with entering in the data that we have just added to IPA Books+, a Payroll checklist has been added to the Payroll widget (Dashboard) along with a link to the videos.

Clicking on Get Started with Payroll will show the Setup checklist

If you click on each item, further details on that item will show along with a direct link to that area of the software.

## Leave Projection

Once the leave balances have been entered, you can project the leave for an employee.

Go to the employee contact and select the Leave tab. Adding a date will show the leave at that day in the future.

## Creating and completing a Pay Run

We are now ready to do a payroll run.

From the vertical menu, expand **Payroll**, click **Pay Runs**.

Click the **Create pay run button**. The Pay run will be created showing the total to be paid.

Click on the Pay Run

From the schedule below, you can see that IPA Books+ payroll will automatically calculate the earnings

You can click into the employee to make other adjustments, e.g. Annual or Personal leave taken.

The Pay Slip can also be printed or viewed for individual employees.

Return back to the pay run main screen by clicking on the Pay Run up the top.

Payroll > Pay runs > Kitchen 14/01/2018 > Kate Wilkins

You can now Finish Pay Run and bulk Email the Pay Slips as well making the Bank Payments.

A Pay Run can also be Undone as well as running Payroll reports.

## Single Touch payroll (STP)

IPA Books+ is STP compliant. The STP data is lodged using the Institute of Public Accountants GovConnect STP app. Once a pay run is completed, click **Single Touch Payroll** from the vertical navigation menu. The detail from the last completed pay run will be automatically populated.

Click **Send to GovConnect STP** to transfer the pay run data to the GovConnect STP app. IPA Books+ will display a message to say the pay data has been sent to GovConnect STP. Click **Launch GovConnect STP**. This will open the GovConnect STP app so you can submit the pay data to the ATO.

## SuperStream

IPA Books+ is SuperStream compliant. You have the choice of using a SuperStream gateway or creating the SAFF.

***Note: Pay Runs must have been finalised for data to populate the SAFF***

From the vertical menu, expand **Payroll**, click **Superstream**.

Complete the dates and Description (reference) for the file

Clicking the arrow next to Preview allows you to Create SAFF, Mark as lodged or Lodge via the Gateway.

## Payment Summaries

At the end of the financial year, IPA Books+ will allow you to create the Payment Summaries for the Employees as well as the EMPDUPE file to lodge with the ATO.

## INB Payment Summaries

From the vertical menu, expand **Payroll** and then select **INB Payment Summaries**

Choose the year you are completing the Payment Summaries for and click **Add INB Payment Summaries**

A Summary of the year's Payment Summaries will then show

Click on the Year to view the contents of the Payment Summaries

Click on the employee name to view the Payment Summary.

## **Creating the EMPDUPE file**

### **INB Payment Summaries**

From the vertical menu, expand **Payroll** and then select **Payment Summary Annual Report**

Choose the year you are completing the Payment Summaries for and click **Add INB Payment Summaries**

The EMPDUPE file will create when you click on Add Payment Summary Annual Report

The Annual Report of Payment Summaries will then show

Click on the Year to view the contents of the Payment Summaries

# GST and BAS

IPA Books+ is able to run the reports needed to check the businesses GST obligations each month or quarter. The BAS can then be produced from IPA Books+ or lodged via GovReports.

## Tax Settings

From the **Administration** drop down menu, click **Settings**.

In the **Tax settings** area, there are three sections:

- General
- BAS details
- Tax codes and groups

## General Settings

**General** section enables / disables GST tax tracking also provides selection of BAS reporting basis default and default tax accounts and editable settings.

## BAS Details

In the **Tax settings** area, click **BAS details**. This section is used to set preferences for the book relating to the business's BAS requirements.

## Tax codes and groups

**Tax Codes and groups** contain all active and inactive tax codes within the book. These are the tax codes that IPA Books+ uses.

## Tax Reports

To run the Tax reports, from the vertical menu expand **Reports** and then select **Reports Centre**

From the drop down menu, select **Tax**. You have the following reports to choose from:

- **GST Summary (Summary of the total transactions and applicable GST)**
- **Tax Code Transactions (transactions assigned to each tax code)**
- **Tax Code Exemption Report (transactions without a tax code)**

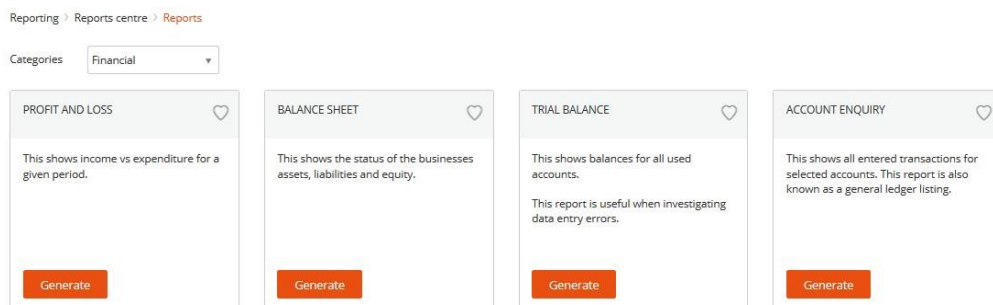
## BAS

To prepare the BAS, from the vertical menu expand **Tax** and then select **BAS**. Select the quarter that you are completing the BAS for. You can click **Mark as Lodged** to lock the BAS after lodging with the ATO.

# REPORTS

Institute of Public Accountants One has a growing list of reports for the business owner to keep track of how their business is going on a daily basis. Common reports found here are Profit and Loss report, Balance Sheet, Account Enquiry (General Ledger), Aged Debtor and Aged Creditors.

From the vertical navigation menu, expand **Reporting** and select **Reports Centre**. The reports are grouped into different categories based on the type of reports.



The reports can be customised to show different information particularly comparison period to show last years or budget figures.

Profit and loss				
Smashed Avo Cafe Pty Ltd				
For the year ending 30 June 2018 vs budget (2018),				
accrual basis				
ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (\$)	VARIANCE (%)
<b>INCOME</b>				
Cafe	\$10,000.00	\$18,000.00	-\$8,000.00 ▼	-44.4 % ▼
Catering	\$695.45	\$4,000.00	-\$3,304.55 ▼	-82.6 % ▼
<b>TOTAL INCOME</b>	<b>\$10,695.45</b>	<b>\$22,000.00</b>	<b>-\$11,304.55 ▼</b>	<b>-51.4 % ▼</b>
<b>COST OF GOODS SOLD</b>				
Purchases	\$4,039.77	\$12,000.00	-\$7,960.23 ▼	-66.3 % ▼
<b>TOTAL COGS</b>	<b>\$4,039.77</b>	<b>\$12,000.00</b>	<b>-\$7,960.23 ▼</b>	<b>-66.3 % ▼</b>
<b>GROSS PROFIT</b>	<b>\$6,655.68</b>	<b>\$10,000.00</b>	<b>-\$3,344.32 ▼</b>	<b>-33.4 % ▼</b>
<b>EXPENSES</b>				
Equipment Hire/Lease	\$300.00	\$300.00	\$0.00	0.0 %
Payroll Expenses	-	-	-	0.0 %
Superannuation	-	\$300.00	-\$300.00 ▼	-100.0 % ▼
Wages & Salaries	-	\$3,000.00	-\$3,000.00 ▼	-100.0 % ▼
Total Payroll Expenses	\$0.00	\$3,300.00	-\$3,300.00 ▼	-100.0 % ▼
Repairs & Maintenance	\$245.45	\$500.00	-\$254.55 ▼	-50.9 % ▼
Telephone	-	\$150.00	-\$150.00 ▼	-100.0 % ▼
<b>TOTAL EXPENSES</b>	<b>\$545.45</b>	<b>\$4,250.00</b>	<b>-\$3,704.55 ▼</b>	<b>-87.2 % ▼</b>
<b>NET POSITION</b>				
Income	\$10,695.45	\$22,000.00	-\$11,304.55 ▼	-51.4 % ▼
Cost of goods sold	\$4,039.77	\$12,000.00	-\$7,960.23 ▼	-66.3 % ▼
Gross profit	\$6,655.68	\$10,000.00	-\$3,344.32 ▼	-33.4 % ▼
Expenses	\$545.45	\$4,250.00	-\$3,704.55 ▼	-87.2 % ▼
Other income	\$0.00	\$0.00	\$0.00	0.0 %
Other expenses	\$0.00	\$0.00	\$0.00	0.0 %
<b>NET POSITION</b>	<b>\$6,110.23</b>	<b>\$5,750.00</b>	<b>\$360.23 ▲</b>	<b>6.3 % ▲</b>

# INVOICES

The invoices module allows the business owner to raise invoices. IPA Books+ allows the user to customise the invoice by turning on and off what will be shown on the invoice, add their logo, customise the email template, add additional payment terms and payment details for customers to pay.

Tax Invoice INV0001 UNPAID Cancel Save & new Receive payment

[Change template](#) [Print](#) [Send via email](#)

Customer \*

Invoice date \*

Payment terms

Due date

Reference code

Amounts

Gross (Tax Inclusive)

Invoice discount

Classification

	Project	Item	Item price	Account	Description	Qty	Discount	Tax code	Tax	Amount
	<input type="text" value="Select project"/>	<input type="text" value="Select item..."/>		<input type="text" value="Select account"/>	<input type="text"/>					

Add new row

Subtotal \$ 0.00

Discount \$ 0.00

Total (excluding tax) \$ 0.00

Tax \$ 0.00

**Total \$ 0.00**

NOTE:

PAYMENT DETAILS:

The invoice can be emailed to the customer straight from IPA Books+ including multiple email address and a BCC option. There is an email history button to check the sent status of an email.

## Items

An Item is a product or a service that the business buys, sells or resells in the course of business.

Items can be created as normal or sub items for grouping and reporting purposes.

## Customer Adjustment Notes

IPA Books+ allows a user to raise a customer adjustment notes for adjustments to an invoice.

# BILLS

The ability to for the business owner to keep track bills owing to suppliers is part of the invoices modules. IPA Books+ allows the user the customise the bill template by turning on and off what will be shown on the bill in IPA Books+ and add their logo.

Bill UNPAID

Cancel

Save & new

Make payment

Print

Send via email

Supplier \*

Bill date \*

Due date

Reference code

Select supplier...

26/07/2018

dd/MM/yyyy

Amounts

Bill discount

Classification

Gross (Tax Inclusive)

e.g. 12.50% or \$12.50

Select classification...

Add new row

Subtotal

Discount

Total (excluding tax)

Tax

Total

\$

\$

\$

\$

\$

0.00

0.00

0.00

0.00

0.00

NOTE:

Note to supplier

## ABA Files

IPA Books+ allows a business owner to create an ABA file for bills that they have marked as paid to upload into internet banking for easy payment.

## Supplier Adjustment Notes

IPA Books+ allows a user to raise a supplier adjustment notes for adjustments to a bill.

# PROJECTS

Using the Projects module, a business can manage revenue and costs, review progress and forecast final results at a project level. You have the option of adding sub projects and these sub projects can be billed separately or with the main project.

A project can have criteria based on a start date and end date. Items can be weighted by customers, suppliers or a combination of these. Projects offer another dimension to business reporting. Unlimited number of Projects are available in IPA Books+.

The level of the Projects module purchased determines what project features are enabled in IPA Books+.

Add project **ACTIVE** Cancel Save & new

Project name \*

Start date

End date

Status

DESCRIPTION

SUBPROJECT  
This is a subproject of

Customers Suppliers Items

Assigning customers to a project allows the costs of the project to be shared between them.  
You do not have to assign customers to a project.

Customer	Weighting
----------	-----------

Once a project has been created you can quickly see the estimated project position from within the project screen as well as short cuts to add an invoice or bill.

A project column will be added to the invoice, bills and banking screens so you can assign a project to a transaction.

Project	Item	Item price	Account	Description	Qty	Discount
<input type="text" value="Select project"/>	<input type="text" value="Select item.."/>		<input type="text" value="Select accou"/>	<input type="text"/>		

The profit and loss report can be customised to show a selected project.



# TIME & EXPENSES

## Timesheets

The Timesheets component allows a business to track time costs and have employees input their own timesheets if they wish.

For employees to use timesheets, they need to be an employee in the book as well as being added as staff to the IPA Books+ portal with the appropriate role attached.

The time an employee adds to customer can be unbillable, just used for tracking employees time, or billable where the customer will be invoiced for the employee's time. IPA Books+ will ask if any time on a customer needs to be billed.

Timesheets

Cancel

Save & close

Week view

Day view

Print

Employee \*

Select an employee

Week beginning \*

< 23/07/2018 >

Mon, 23 Jul 2018 - Sun, 29 Jul 2018

Select current week

<input type="checkbox"/> Customer	Item	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Total
<input type="checkbox"/> Select a customer	Select an item	00:00	00:00	00:00	00:00	00:00	00:00	00:00	

## Expense claims

The Expense claims component allows an employee to be reimbursed for any out of pocket expenses.

For employees to use expense claims, they need to be an employee in the book as well as being added as staff to the IPA Books+ portal with the appropriate role attached.

The expenses an employee adds to customer can be unbillable, just used for reimbursing an employee for expenses relating to performing their duties, or billable where the customer will be invoiced for the expenses. IPA Books+ will ask if any time on a customer needs to be billed.

Expense claim

UNPAID

Cancel

Save & new

Reimburse

Print

Send via email

Employee \*

Select employee...

Expense claim date \*

26/07/2018

Reference code

Customer

Select customer...

Amounts

Gross (Tax Inclusive)

ITEMS AND ACCOUNTS FOR THIS CLAIM

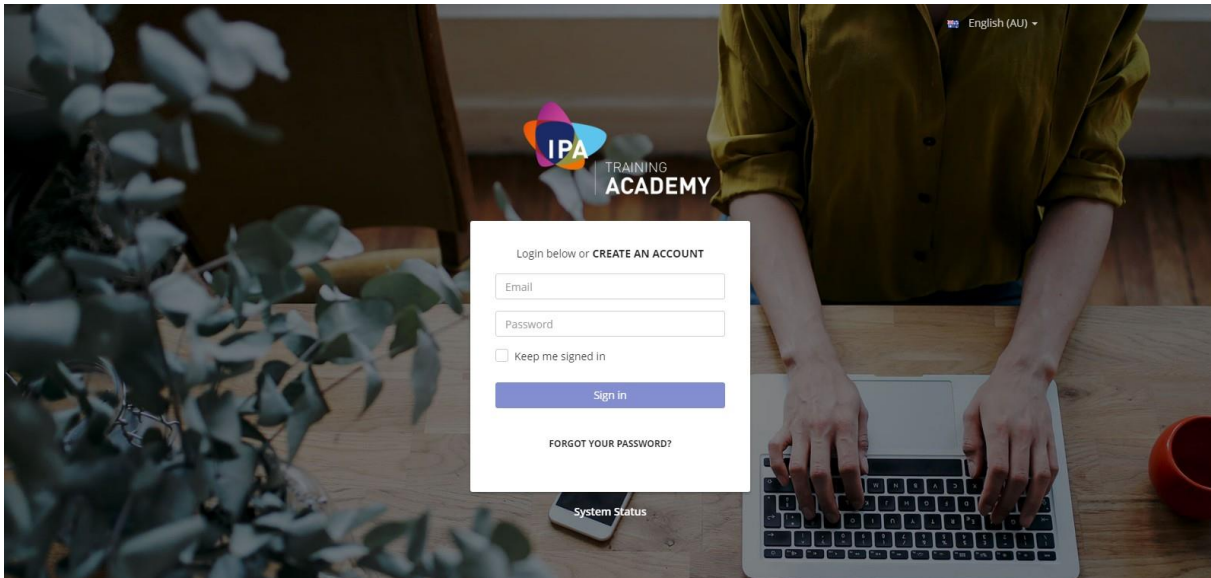
Date	Supplier	Customer	Total
<div><div>Add account</div><div>Add item</div></div>			
		Subtotal	\$ 0.00
		Total (excluding tax)	\$ 0.00
		Tax	\$ 0.00
		Total	\$ 0.00

NOTE:

Note to the company

# IPA TRAINING ACADEMY

You can also view how to videos and workbooks from the IPA Training Academy.



Here you will find courses to help you master your IPA Books+ software, including practical tools and tips on how to get more leads and build your business brand too. Sign up for an account today and get access to training resources - all in one place.

Key features:



**Lots of resources in one centralised place.** Choose from a range of courses, which includes webinars, workbooks, how-to videos, and assessments.



**Keep track of what you've accomplished.** See which courses you're enrolled in, in progress and completed. When you are done, come back anytime and access the documentation for ongoing learning.



**Create your own learning schedule.** Keep upskilling and choose to learn at your own pace, or attend a scheduled event and learn from our experts, in-person. We will continually add new courses here, so you will never miss a session.

## **Contact IPA Training Academy:**

**T** 1300 635 496      **E** [enquiries@ipabooksplus.com](mailto:enquiries@ipabooksplus.com)

