Getting Started

For IPA members

IPA |BOOKS+

Table of Contents

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 memberenquiries@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** – Track time to bill customers and for pay runs
- **Employee Expenses** – Track employee expense claims
- **Payroll** – Manage and pay unlimited employees

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

Registering for IPA Books+

Go to the IPA Books+ home page www.ipabooksplus.com, this will take you to the IPA Books+ landing page. Scroll down and click **Become a Cloud Advisor**.

There is also some further information about IPA Books+ below this section.

After you click on **Become a Cloud Advisor**, you will be taken to the IPA Books+ sign in screen. Click **Register for free** to create your free IPA Books+ account. This is different to the IPA Public Accountant website members area.

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

Create your IPA account

Have an account? Sign in here

G   Sign in with Google

❶   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   reCAPTCHA
                          Privacy - Terms

Create Account

Logging 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**.

Sign in to IPA

Don't have an account? Register for free

Username

Username

Password

Password

Sign in with IPA

Help, I forgot my sign in details ➜

G   Sign in with Google

❶   Sign in with Office 365

by signing up you agree to IPA's terms & privacy policy

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.
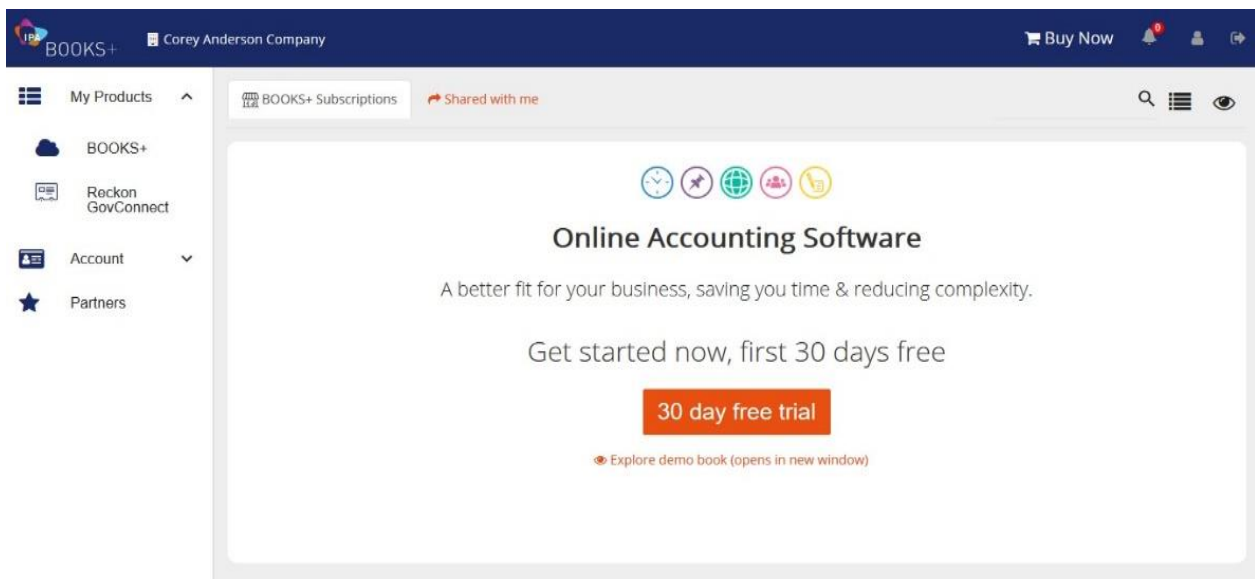
Join the IPA Books+ Cloud Advisor Program

The IPA Books+ Cloud Advisor Program is free for accountants to join. Once you're an IPA Books+ Cloud Advisor you'll obtain access to marketing toolkits and a dedicated Australian based support team. When you have 5 paid books, you'll start earning commissions. If you would like to become an IPA Books+ expert, you can also complete IPA Books+ Certification.

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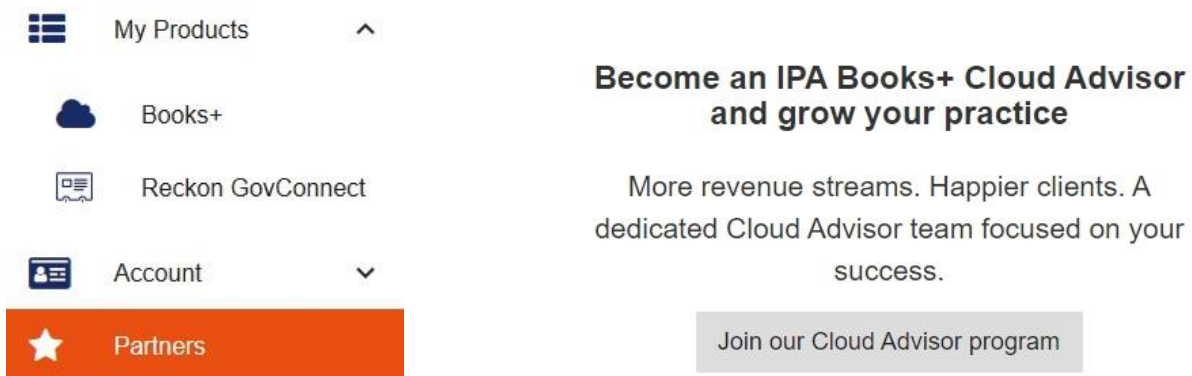
Using the Demo Book

Your IPA 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.
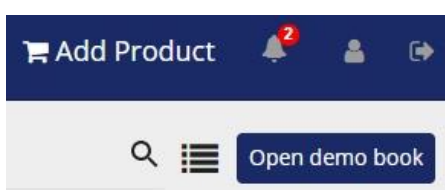
Creating a Book

There are two options to create a new book.

Option 1 – Partners, Add a Client (Preferred)
NOTE: You must be a IPA Books+ 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

① Client details —— ② Select product —— ③ Book details —— ④ Select modules

| Search for a client email | Search |

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

① Client details —— ② Select product —— ③ Book details —— ④ Select modules

| meenixwarehousing@outlook.com | Search |

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.

Company Name	Company Name
First Name	First Name
Last Name	Last Name
Email address	Email address
Phone Number	Phone Number

● **My Client will purchase and manage their subscription**
○ **I will purchase and manage the subscription on my client's behalf**

NEXT

Select Books+ as the product.

Add client

① Client details ――――――――――― ② Select product ――――――――――― ③ Book details ――――――――――― ④ Select modules

☁

◉ Books+

PREVIOUS **NEXT**

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 Select product ――――――――――― ③ Book details ――――――――――― ④ Select modules

Book Name	Enter a Company or Book Name		
			Required
Entity type	Select...		▼
			Required
Date of first transaction	1	January ▼	2020 ▼ ❶
Financial year start date		Select... ▼	❶
	☐ Registered for GST/VAT		

PREVIOUS NEXT

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

Add client

① Client details ――――――――――― ② Select product ――――――――――― ③ Book details ――――――――――― ④ Select modules

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

🌐 THE BASICS CORE	📄 CREATE INVOICES AND BILLS	🏛 CONNECT YOUR BANK	👥 PAY EMPLOYEES	📅 TRACK TIME	💵 MANAGE EMPLOYEE EXPENSES	📌 MANAGE PROJECTS OR JOBS
Simple accounting features.	Easily create, send and manage invoices and bills.	Automatically receive daily bank feeds to easily sort, categorise and reconcile your transactions.	Calculate pay, allowances, leave, super and Single Touch Payroll for unlimited employees.	Create employee timesheets, bill time & generate pay runs from timesheet entries.	Track employee expenses, attach receipts to claims and bill expenses to clients & projects.	Organise accounts into projects, charge different rates and track profitability of jobs.
What's included	What's included	What's included	What's included	What's included	What's included	What's included
○ Not yet	○ Not yet	○ Not yet	○ Not yet	○ Not yet	○ Not yet	○ Not yet
◉ Required $7 PER MONTH	○ Lite $3 PER MONTH	◉ Medium $7 PER MONTH	○ Lite $7 PER MONTH	○ Lite $3 PER MONTH	○ Lite $3 PER MONTH	○ Lite $3 PER MONTH
	◉ Medium $5 PER MONTH		◉ Medium $9 PER MONTH	◉ Medium $5 PER MONTH	◉ Medium $5 PER MONTH	◉ Medium $5 PER MONTH

Below the selection is a summary of the modules that you have chosen and the total monthly cost.

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). The button will say **Checkout,** if you are paying for the book.

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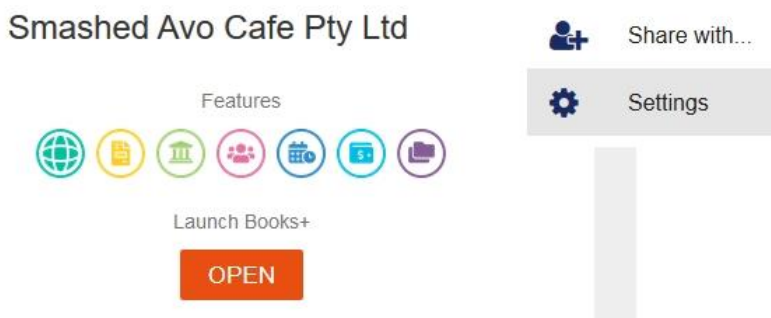
Here you can change the Book name, Customise your IPA Books+ modules or Deactivate the Book by clicking the pencil icon to the right of the option.
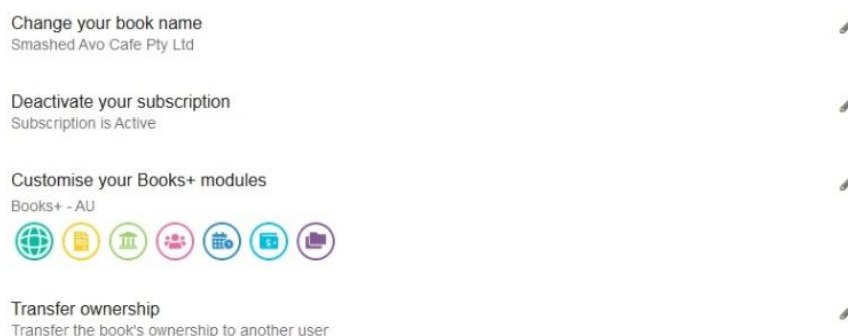
CORE

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

Book settings	Report settings	Manage invoice templates	Email settings
Edit your book settings.	Edit your report settings.	Manage your invoice templates for communications with clients.	Edit default email content and other email settings.
Classifications	Roles	Users	
Manage your classifications.	Create and manage roles for different levels of access.	Create and manage users for this book.	

Day to day

Money in	Money out	Payment services	Time and expenses
Edit settings for all money in functions.	Edit settings for all money out functions.	Edit settings for 3rd party payment services.	Edit time and expenses settings and transfer options.
Statements			
Edit settings for statements.			

Payroll settings

General	Leave	Pay items	Pay schedules
Edit your general payroll settings.	Edit and create your leave items.	Edit and create your pay items.	Manage your pay schedules.
YTD set up			
Add opening values for pay slips, leave balances and payment summaries.			

Tax settings

General	BAS details	Tax codes and groups	
Edit your general tax settings.	Edit your BAS details settings.	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 an 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.

Al 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.

Import Chart of Accounts

The Import Chart of Accounts option can be used to bring in your own tailored Chart of Accounts.

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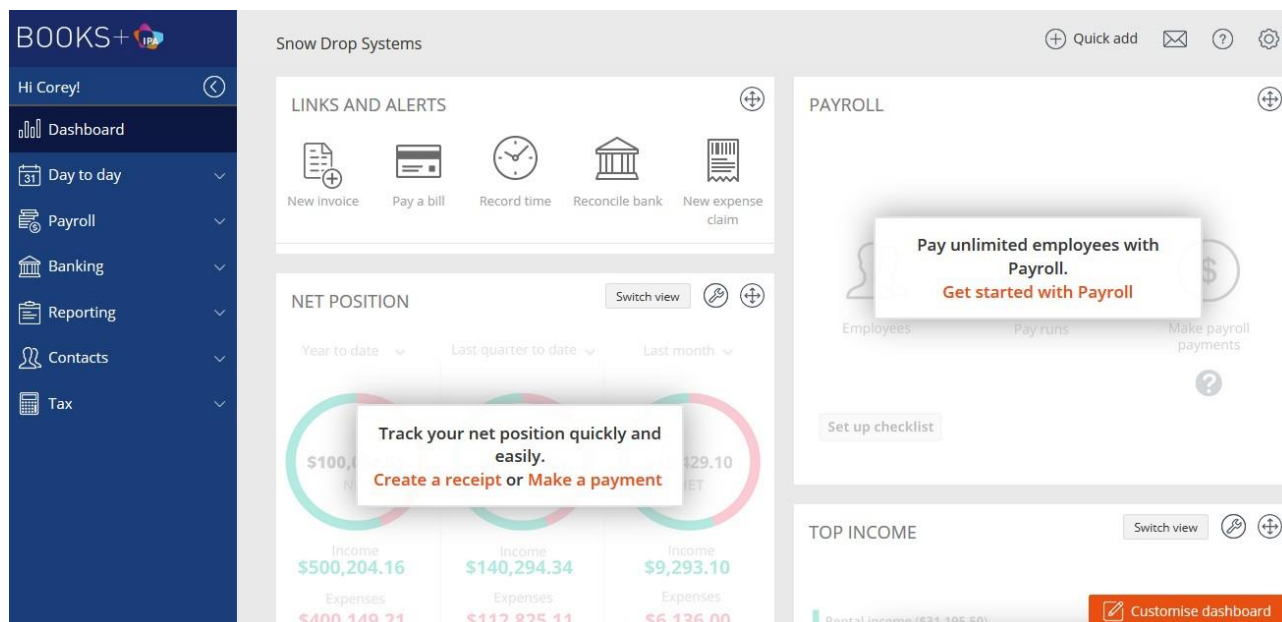
You can click on the **Move** icon (top right of each widget) and drag the widgets around the screen.

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.

Two bank accounts are created when you start the book. One is called My Bank Account and can be renamed and used for your main bank account including adding bank feeds. The second one is call Petty cash. The Petty cash account 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.

Bank accounts	**Bank transactions**	Books+ transactions	Quick coding (BETA)	Reconciliation

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**.

2 Jan 2018	BPAY ATO DEC PAYGW 83047598	5,072.00	Select supplier... ▼	Select account... ▼	Accept	✕

○ Allocate match   ● Allocate payment   ○ Allocate transfer   Create rule   Ignore for now

Allocate detailed payment

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 specifice 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... ▼		Use transaction total	☐
Payment method	▼		Amount *	$1,158.00
Reference				
Details	PMT ROLLING HILLS PRODUCE 586567		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	
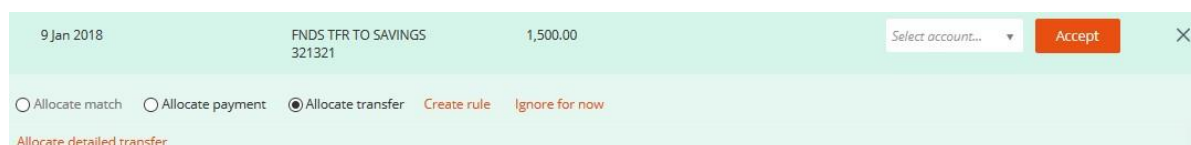
Allocate receipt

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.
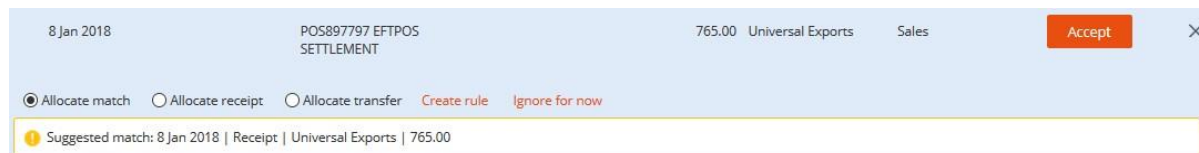
Allocate transfer

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

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.

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

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 *	DilRECT 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	✕

◉ Allocate match   ○ Allocate payment   ○ Allocate transfer   Create rule   Ignore for now

ⓘ Matched rule: Walker Bakeries | Create a payment | Walker Bakeries | DilRECT 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 confirm your 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.

Bank accounts	Bank transactions	Books+ transactions	Fast coding	Reconciliation
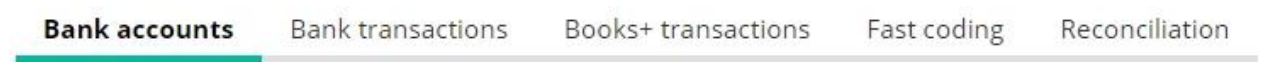
Input the **Expected closing balance** (usually shown on an actual paper bank statement or your internet banking balance as of the closing date of that month).

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 *	$3,000.00
Statement closing date *	07/12/2018
Reference	

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 Guarantee Pay item

Click on **Super guarantee** to review the Payroll items that superannuation needs to calculated on. Some have been ticked by default so you need to tick any other pay items that require superannuation 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, your 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.

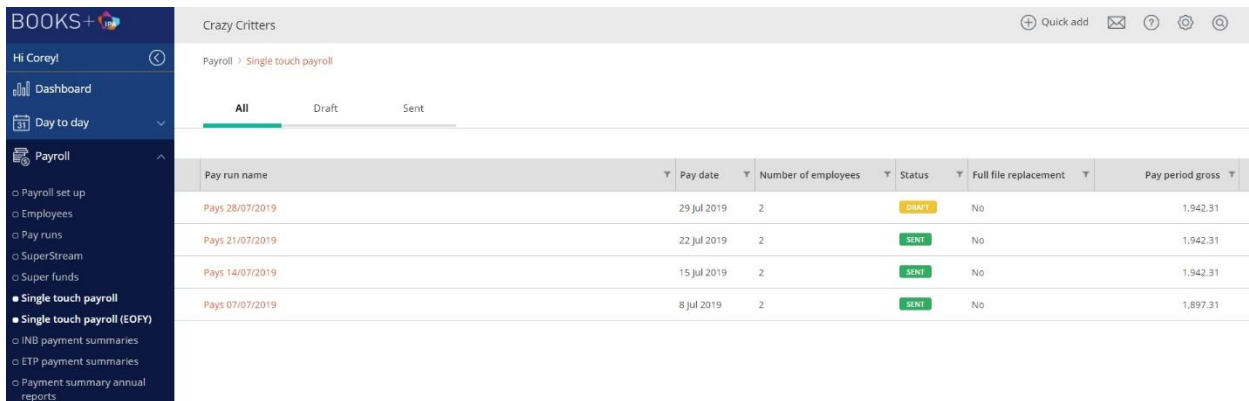Payroll > Pay runs > Kitchen 14/01/2018 > Kate Wilkins

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.
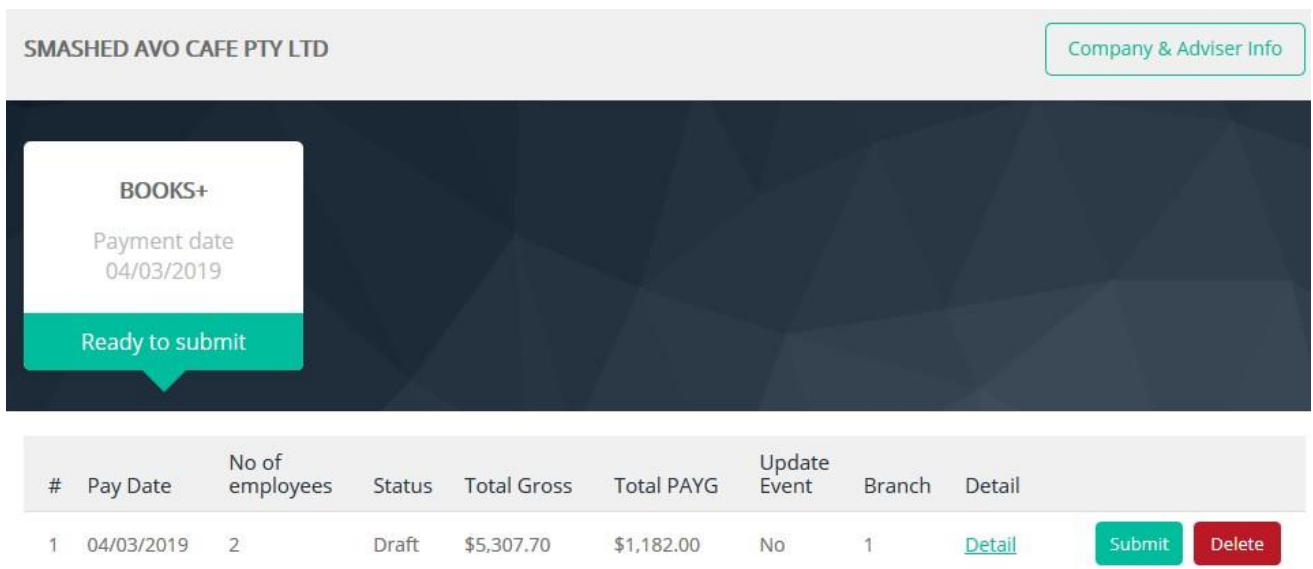
Single Touch payroll (STP)

IPA Books+ is STP compliant. The STP data is lodged using the Reckon 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.

Note: Pay Runs must have been finalised for data to populate the STP area

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

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

Single Touch Payroll EOFY Finalisation

Payment Summaries are no longer required since the introduction of Single Touch Payroll. The data submitted via STP during the year is marked as Final via the STP EOFY option and GovConnect STP.

When you click **Send to GovConnect STP** the final flag for the STP data will be sent to GovConnect STP app along with any updates to the Pay data that you have made. 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.

GST and BAS

IPA Books+ is able to run to 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 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)**
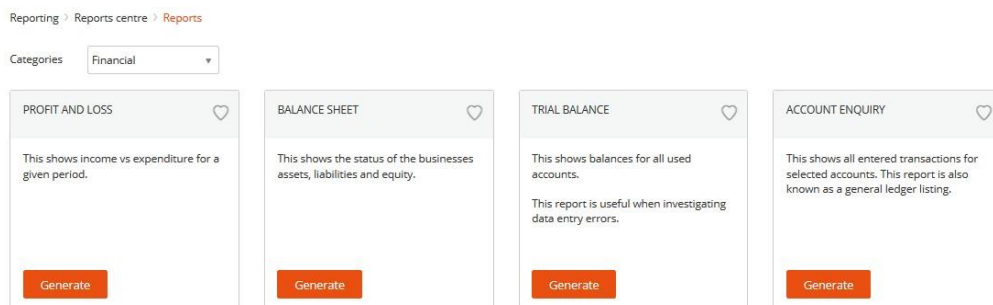
BAS

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.

Reporting > Reports centre > Reports

Categories   Financial   ▼

PROFIT AND LOSS ♡	BALANCE SHEET ♡	TRIAL BALANCE ♡	ACCOUNT ENQUIRY ♡
This shows income vs expenditure for a given period.	This shows the status of the businesses assets, liabilities and equity.	This shows balances for all used accounts. This report is useful when investigating data entry errors.	This shows all entered transactions for selected accounts. This report is also known as a general ledger listing.
Generate	Generate	Generate	Generate

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 (%)
INCOME				
Cafe	$10,000.00	$18,000.00	-$8,000.00 ▼	-44.4 % ▼
Catering	$695.45	$4,000.00	-$3,304.55 ▼	-82.6 % ▼
TOTAL INCOME	**$10,695.45**	**$22,000.00**	**-$11,304.55** ▼	**-51.4 %** ▼
COST OF GOODS SOLD				
Purchases	$4,039.77	$12,000.00	-$7,960.23 ▼	-66.3 % ▼
TOTAL COGS	**$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				
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 % ▼
TOTAL EXPENSES	**$545.45**	**$4,250.00**	**-$3,704.55** ▼	**-87.2 %** ▼
NET POSITION				
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 %
NET POSITION	**$6,110.23**	**$5,750.00**	**$360.23** ▲	**6.3 %** ▲

INVOICES

The Invoice module allows the business owner to raise invoices. IPA Books+ allows the user the 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.

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 Invoice 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.

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.

Recurring Transactions

IPA Books+ has the ability to automatically create recurring Invoices, Receipts and Payments. Click Recurring Transactions from the Day to Day menu. Select the type of transaction to create that recurring transaction. Complete the Recurring schedule and the normal transaction details.

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+.

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.

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

TIME

The Time module allows employees input their own timesheets for payroll purposes as well as track time cost for customers.

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.

EMPLOYEE EXPENSES

The Employee Expenses module 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.

IPA TRAINING ACADEMY

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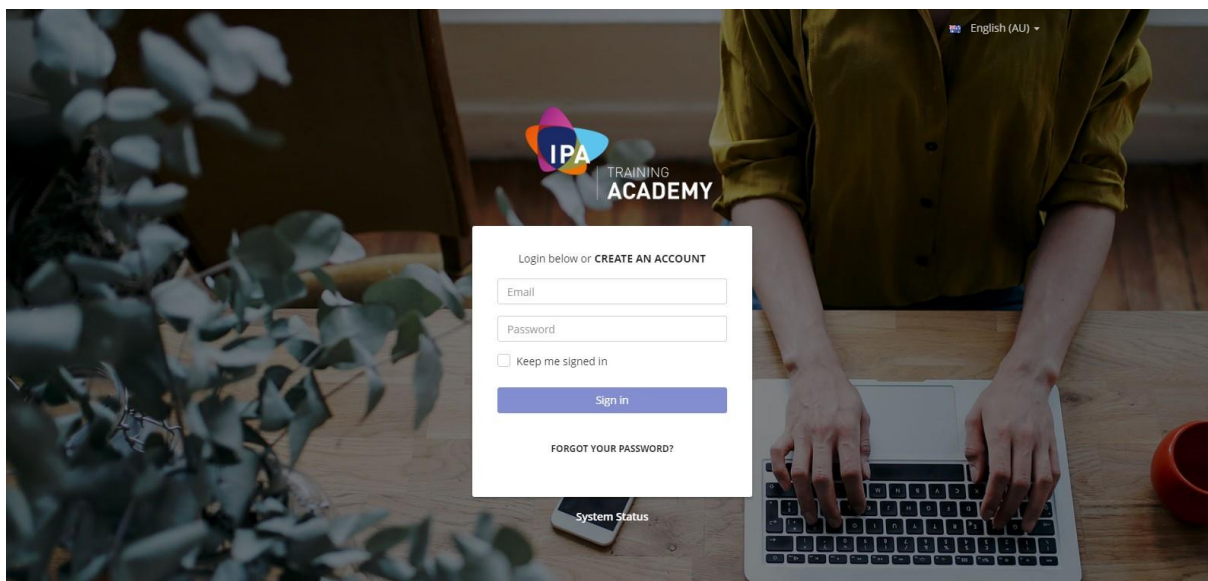
Here you will find courses to help you master your IPA Books+ software, including practical tools and tips on how to get more leads and build your business brand too. Sign up for an account today and get access to training resources - all in one place.

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** memberenquiries@ipabooksplus.com