



HOW TO MAKE THE MOST OF QUICKBOOKS ONLINE

AN E-BOOK FOR SMALL BUSINESSES



Tools to make the task easy

This e-book offers guidance on how small businesses can derive maximum value from the market leading cloud accounting and financial management platform QuickBooks Online.

Whatever industry you're in, delivering a high quality offering to your customers and operating efficiently are the secrets to success in business. Having digital tools that can help you do both is critical. That's why opting to use QuickBooks Online is one of the smartest decisions you can make.

A cloud-based accounting platform designed with the needs of small businesses like yours

in mind, it enables you to track your income and expenses, invoice your customers, monitor your cash flow and understand exactly how your business is doing at all times. Implement QuickBooks Online and you'll be able to run your business from anywhere, assemble an eco-system of compatible, cloud based business apps to help you manage every aspect of your operations more effectively and access free personalised support whenever you need it.

This e-book will assist you to get the most out of your investment in QuickBooks Online, in both the short and long term. We'll explore its features and provide tips to help you optimise its performance for the benefit of your enterprise.

Getting started

If you're new to QuickBooks Online, you'll need to create an account for your business. It's quick and easy to do so.

Simply go to the QuickBooks Online web site, click on the Buy Now and Save button and choose the plan that best suits your business needs. If you're a sole trader, that's likely to be the Simple Start plan.

If your small business works with suppliers, the

Essentials plan will better match your

requirements, while businesses that manage projects and stock should opt for the Plus plan.



If you'd like to chat with the QuickBooksOnline sales team before proceeding, you can call the toll free number in your jurisdiction during business hours, for fast, friendly service and advice. Live expert assistance is also available online at all times, should you need it.

Follow the on-screen instructions to enter your business details, email address and password.

Next, you'll be asked to enter your company information, including your company name, business and industry type, business address, web site and phone number.

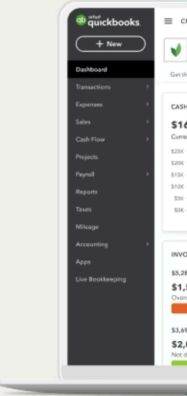
Once you're done, it's time to familiarise yourself with the **key features of QuickBooks Online.**

See it all, do it all

More than accounting software. QuickBooks helps you track income, expenses, and stay ready for taxes.**

Buy now and save

Try it free for 30 days





Invoicing and payments

Creating clear, accurate invoices for the work you do will help your business present a professional image to the public and ensure you get paid as quickly as possible.

QuickBooks allows you to do so simply and quickly with its free online invoice generator tool. You can use it to generate digital invoices from different templates and send them directly to your customers. Customer information can be pulled in automatically, saving you time, and there's the option to add a Pay Now button, so your customers can pay directly online, via your chosen payment gateway.

Once an invoice has been sent, QuickBooks will track it, send alerts when it's viewed and paid, and generate automatic reminder notices if it falls overdue.

Add Business Logo

Max width: 440px
Max height: 150px
Max file size: 10MB

Invoice

Invoice Number: 000001
Invoice Date: dd/mm/yyyy
Due Date: dd/mm/yyyy

[Add More Fields](#)
[Add Notes](#)

Invoice Settings

Currency: Australian Dollar (\$)

Invoice Customisation

Invoice Number
Invoice Date
Date Format: DD/MM/YY

Itemisation

Product
Service
Quantity
Rate

Totals

Subtotal
GST
Shipping
GST Amount: 10 %
Shipping Cost: 10

Invoice Theme Customisation

Colour: Green
Custom: #108000
Font: Default

Billed By

Your business / freelancer name
Australian Business Number
Your email
+61
Street Address
City, State, Post Code
[Add More Fields](#)

Billed To

Client's business
Client's email
+61
Street Address
City, State, Post Code
[Add More Fields](#)

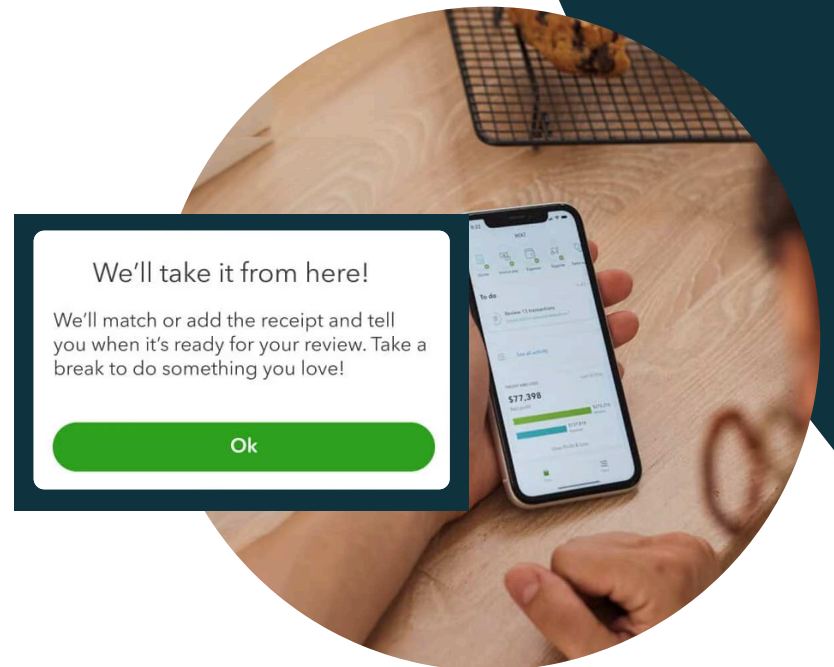
Product	Qty	Rate	Amount (AUD)
Product Name	Qty	\$ Rate	\$ Amount
Description			
			Subtotal \$ 0
			GST \$ 0
			Shipping \$ 0

[Add New Invoice Item](#)
[Add Notes](#)

Expense tracking

Running a successful business is tricky if you don't keep track of your expenses and have a good handle on your cashflow.

Not maintaining good records can make things stressful at tax time too.



Real time automated expense tracking is the simplest way to stay on top of things. You can connect QuickBooks to your bank accounts, credit cards, PayPal, Square and other payment channels and it will import and categorise your expenses for you, based on custom rules.



QuickBooks' receipt capture feature allows you to take photos of receipts using the QuickBooks mobile app and the information will be automatically matched to existing transactions.

There's also the option to create expense categories which you can link to line items on your tax forms. Doing so can reduce the time you need to spend preparing your annual return. And generating quarterly expense reports will allow you to see exactly how you've been spending every dollar throughout the year.





Bank and credit card reconciliations

Reconciling your bank statements, by checking the transactions on your monthly bank statement against the transactions in your accounting records, ensures the accuracy of your financial data.

Depending on your business's volume of transactions, QuickBooks can enable you to do so in a matter of minutes.

Simply choose the account you want to reconcile in QuickBooks and systematically check off matching transactions one by one, by clicking their boxes. You'll be able to see a running total of items that have been reconciled as you go and generate a reconciliation report automatically when you're done. This will summarise your beginning and end balances and list which transactions were cleared and which were left uncleared. It's a handy record to have, should you have trouble with the following month's reconciliation.



Important information at your fingertips

Information is power.

The QuickBooks dashboard makes it easy for you track how your business is faring, on a day by day basis. An all-in-one tool for viewing and controlling your business finances in real time, you can use it to monitor key financial metrics and insights, including sales, expenses, cashflow, and profit and loss. And because every business is different, you can customise your dashboard to display the metrics that matter most to your business.

Financial reporting

That financial data can be turned into professional reports quickly and easily, using QuickBooks' report templates.

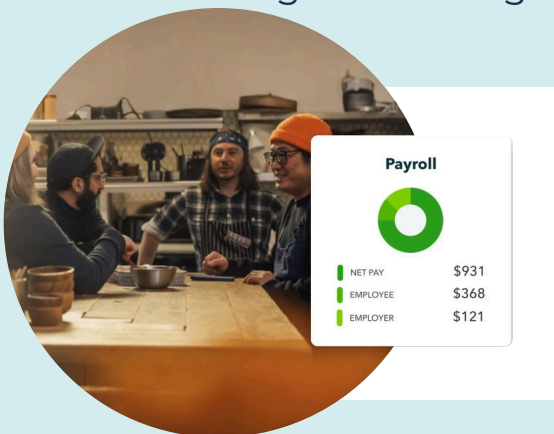
As well as balance sheets and profit and loss and cashflow statements, you're able to produce dozens of custom reports on every aspect of your operations, including your **customer balance summary** and **accounts receivable aging summary**.

To get started, simply head to the **Reports** section in your **QuickBooks dashboard**, click on the report you want to generate and customise it to suit your requirements.

Payroll

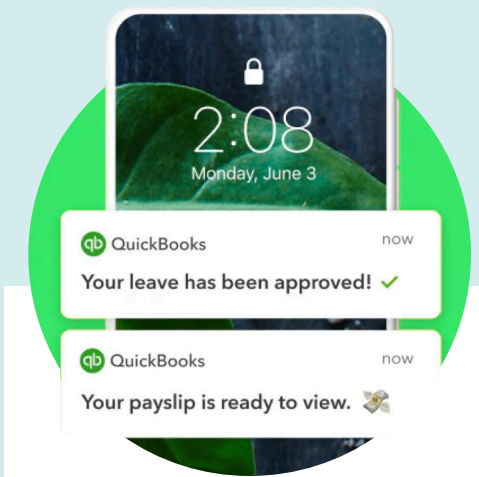
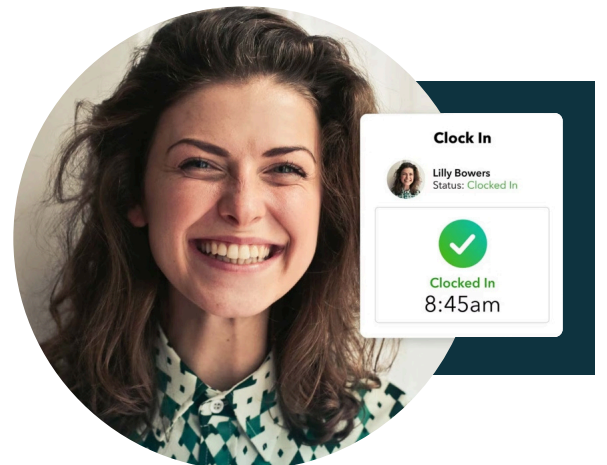
Paying your employees correctly is one of your most important responsibilities as a small business owner.

It can also be one of the most complex and challenging, and making a mistake is all too easy. Seamlessly integrating with QuickBooks, QuickBooks Payroll takes the hard work and hassle out of the process by automating most of the tasks associated with running and managing a payroll.



You can use it to calculate employee wages, tax deductions and benefits quickly and accurately. Tax code and rate changes are updated automatically, to ensure you're always in compliance with the tax regulations in your jurisdiction. The same-day direct deposit feature allows you to ensure your employees receive their wages on time, every time.

There's also a user-friendly tracking and scheduling feature, for keeping track of employee hours and scheduling shifts and payments. And if your team works outside the office, you can sync QuickBooks Payroll with QuickBooks Time— software that allows your employees to track their time from any location, using any device.



You can save more time by allowing your employees to self serve: the QuickBooks Payroll ESS Portal enables them to enter and track their working hours, apply for holiday or sick leave and view their timesheet balances. New employees can be onboarded by simply sending them a notice requesting them to fill in their personal tax and banking information.



Tax planning and returns


Using QuickBooks to record your earnings and expenses throughout the year means getting ready for tax time takes very little time.

You can keep your accounting record organised in one place, ready to share with your accountant.

QuickBooksTax Software can also help you track and calculate your tax obligations in the jurisdiction in which your small business operates. You're able to forecast your tax liability based on your earnings and cashflow, keep track of how much you owe and when payments are due, and prepare your financial reports for direct lodgement, should your local tax authority offer that facility.

- ✓ Help you track and calculate your tax
- ✓ Keep track of how much you owe
- ✓ Prepare your financial reports
- ✓ Forecast your tax liability
- ✓ Keep track of when due payments

Collaborate with your accountant or book keeper



Manage users	
NAME	ACCESS
C. Murphy	Master admin
D. Yee	View reports
A. Heim	Time tracking

A good accountant or bookkeeper is a valuable asset.

They can support you to manage your accounts and the financial performance of your business, and provide insights and advice to help you operate more profitably. QuickBooks makes it easy to share financial data with them quickly and securely.

You can invite your accountant to review and balance your books, make amendments and collaborate on any issues by granting them access to your business's QuickBooks account.



Simply click on the gear icon ' ' in the top right hand corner of QuickBooks, select the Manage users tab, click Accounting firms

And enter their email address.

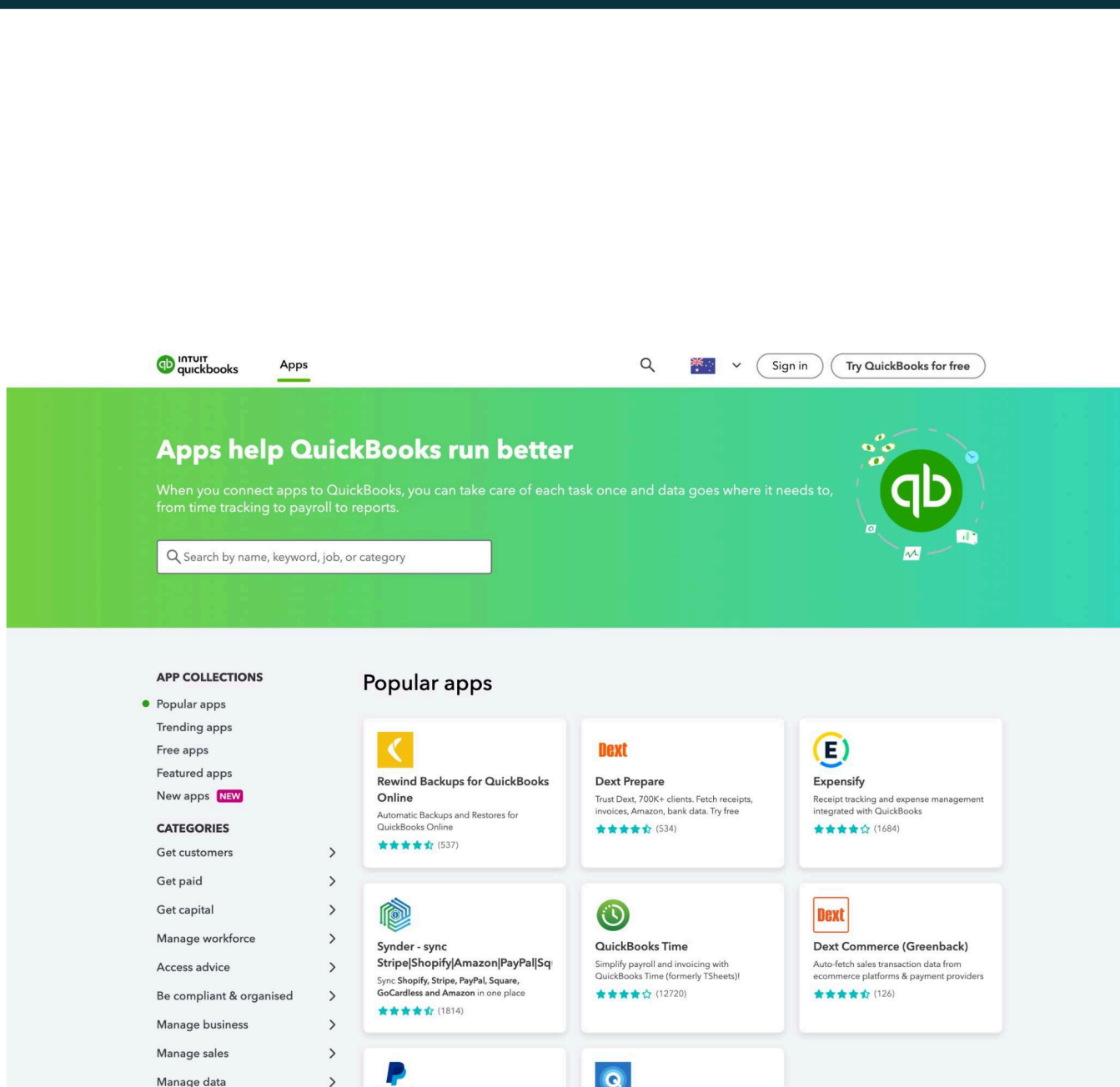


Build an eco-system of apps

QuickBooks will be the cornerstone of your small business's technology stack.

It integrates seamlessly with other business apps and add-ons which you can use to automate and streamline every aspect of your operations, from marketing and human resources to inventory control.

The QuickBooks App Store lists hundreds of compatible apps and add-ons. Choosing the right ones for your business can be challenging so QuickBooks has taken the hard work out of the process. The QuickBooks Online Advanced set of Premium Apps and other standouts from the App Store can be found here.





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Manage users

NAME	ACCESS
C. Murphy	Master admin
D. Yee	View reports
A. Heim	Time tracking

Mobile app

Managing your finances while you're on the move is easy with the QuickBooks mobile app, because it goes wherever you go.



Track your finances

You can use it to view key business details, including profit and loss, account balances and overdue invoices.



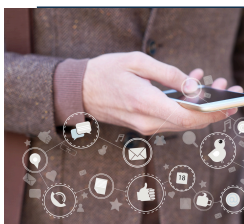
Speed up payments

Invoicing customers on the spot is often the fastest way to get paid. The QuickBooks mobile app enables you to generate invoices on your phone and send and track them, in multiple currencies if need be.



Automate your accounts

When you use the app to connect with your bank, your transactions will import automatically, making it easy to review and match them.



Stay connected

The mobile app is also a great tool for connecting with customers. You can use it to call or email them directly; check out their details before you get in touch; and schedule calendar appointments.



QuickBooks customers can download the mobile app for iOS and Android for free, from the App Store and Google Play, or from the QuickBooks web site.

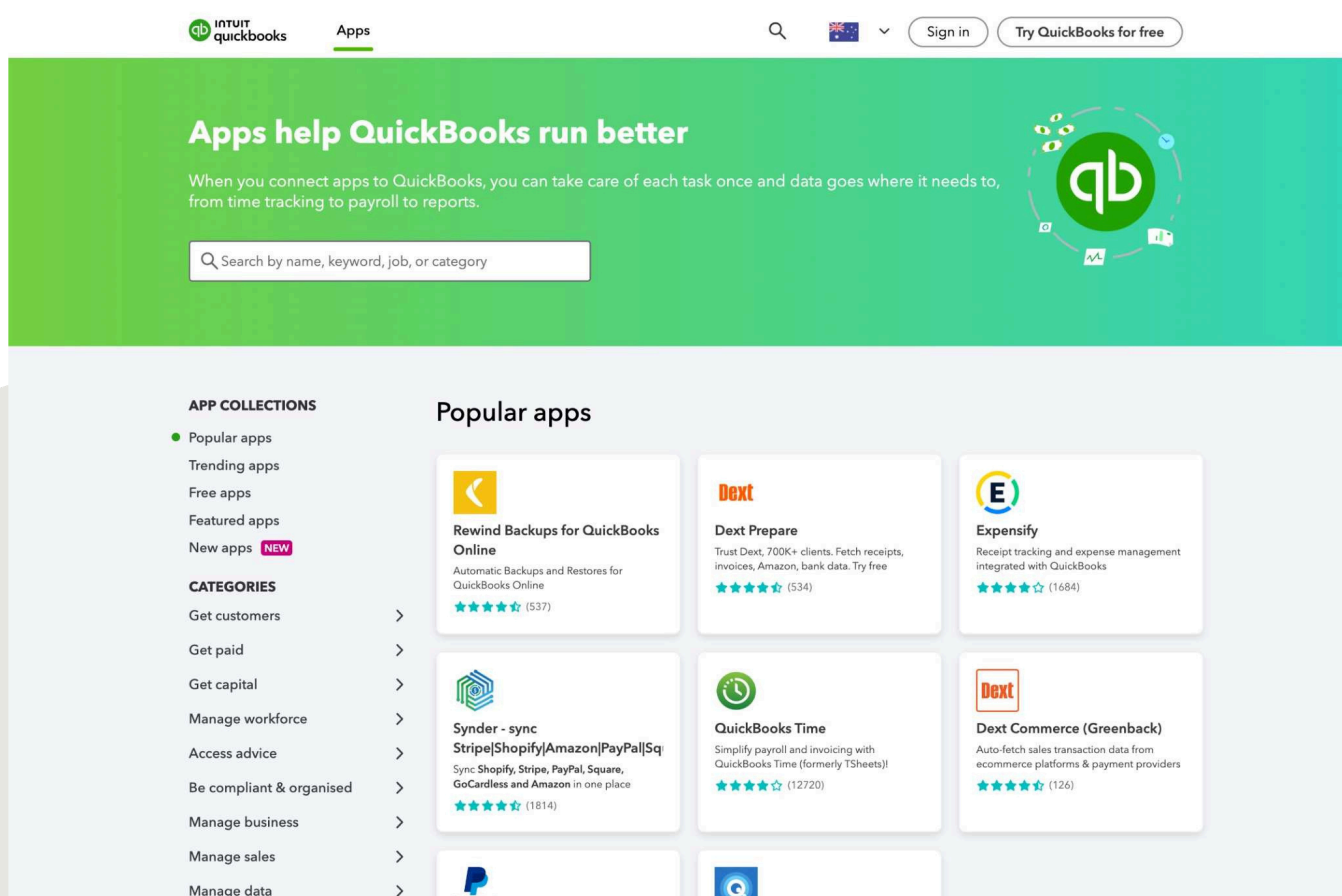
Hosted in the cloud

QuickBooks Online is a cloud accounting platform.

Instead of being installed on individual computers in your office, or run through an on-premises server, it's hosted externally on remote servers. As a result, you can access your files from anywhere that has an internet connection, using a web browser or mobile app.

That means you can operate flexibly and allow your employees to work remotely, should you wish to do so.

Because it's based in the cloud, QuickBooks Online is an extremely cost-effective option for small businesses. Instead of investing in software licences and expensive hardware, you simply pay a subscription fee that covers access to the platform and the cost of regular software updates and enhancements. The pay-as-you-go cloud pricing model puts big business functionality at your fingertips, for an affordable monthly or annual outlay.



QuickBooks Pro Advisor Network

Small business owners often perform a range of roles but it's not always possible to be an expert in all of them.

Although it's simple to use, accounting software is a complex tool and setting it up correctly may not be something you have the time or the inclination to learn how to do.

That's where the QuickBooks ProAdvisor program comes in handy. QuickBooks ProAdvisors are qualified accountants and bookkeepers who've been trained, tested and certified as specialists on the QuickBooks platform. They can provide you with hands-on local support to configure your software and get comfortable using it to manage your business.

Having a QuickBooks ProAdvisor on your team will help you get more value from your investment in QuickBooks. Their deep understanding of the platform, and of accounting and finance, means they can point out features and functions that can make your job easier and help you overcome obstacles in your business.



To find a QuickBooks Pro Advisor in your city or region, check out the QuickBooks Find-A-ProAdvisor Directory.

QuickBooks Community

Becoming a QuickBooks user doesn't only give you access to the market leading cloud accounting and finance platform for small businesses.

You'll also have the opportunity to join the QuickBooks Community, an online forum where you can post questions, get answers and share tips and ideas with other small business owners and QuickBooks specialists. Whether you're seeking technical support, looking to share your experiences or simply want to learn more about QuickBooks, the community is there to help you learn and grow.



Serious cyber protection

The risk posed by cyber-attack is rising and businesses of all stripes and sizes are squarely in the sights of hackers and cyber- criminals.

A serious cyber incident or data breach could disrupt your operations and damage your reputation; making it challenging for you to maintain business continuity and attract and retain customers.

Many countries have rigorous privacy and data protection frameworks in place and may impose heavy fines on businesses that don't take sufficient steps to protect their customers' personal and commercial data.

Partnering with ICT suppliers that take cyber-security seriously and invest heavily in preventative measures is essential. As a market leading accounting and financial software vendor, QuickBooks relies on advanced, industry recognised safeguards to keep your business's data private and secure.



When you use QuickBooks Online, you'll enjoy the protection of password-protected log in, multi-factor authentication, firewall protected servers and latest generation encryption technology. A professional security team and automated cyber-security tools monitor the QuickBooks Online cloud-based servers 24 hours a day, 7 days a week. Production equipment is housed in data centres with a high level of physical security, full time security guards, video surveillance and alarms to prevent high tech breaches.

As a QuickBooks Online user, your data is backed up automatically, saving you the effort and cost of making and managing physical back-up copies of your own. That means you'll still be able to access all of your business's files and data from any device connected to the internet, should something happen to your office computers.





Running your business better

Establishing and managing a small business is no easy task.

Harnessing the power of cloud-based accounting software that's been designed to help enterprises like yours operate efficiently will see you well placed to maintain a healthy financial position and grow sustainably.

The finance and accounting solution of choice for thousands of small businesses in more than 170 countries, QuickBooks has all the features and functionality you need to forge ahead with confidence. And because QuickBooks continues to invest in optimising the platform and supporting the small businesses that rely on it, you'll be able to keep on improving the efficiency of your operations apace.

If you'd like to learn more about how QuickBooks can turn your small business into a powerhouse of productivity and profitability, [Book an appointment with Techage Business Solutions on our website https://www.techagebs.com](https://www.techagebs.com) or email us on info@techagebs.com help you get started.



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