

Bulk payments made easy with ABA files

You asked and we delivered – Australian Banking Association (ABA) files are here!

With ABA files now automatically generated via QuickBooks Online, you will be able to pay multiple suppliers and bills much faster and avoid any data entry double-up.

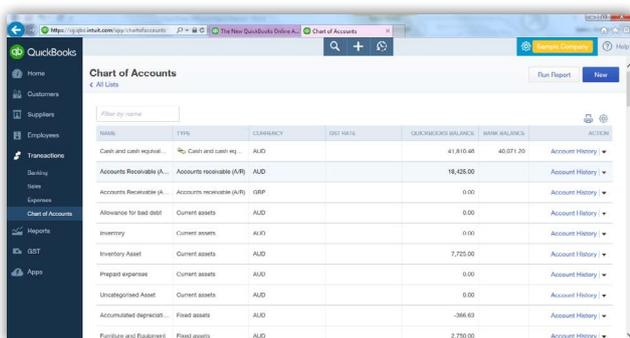
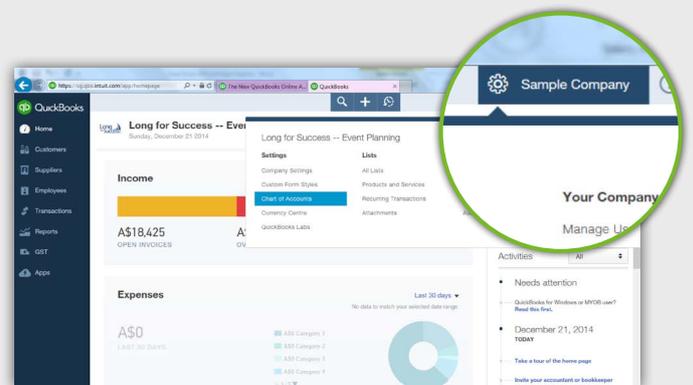
See how...

Tune into our YouTube channel featuring our video on ABA files at:

<http://youtu.be/nhqavHksWt8>

From the company home screen click onto the gear icon on the top right of screen.

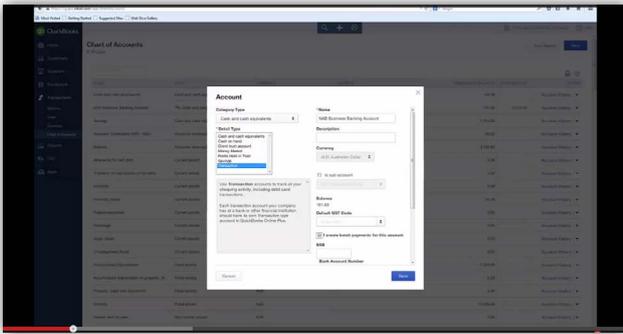
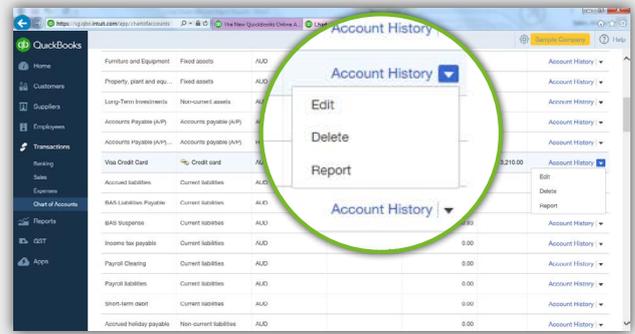
Under settings click onto chart of accounts.



Once you have selected Chart of Accounts you will then see the 'Chart of Accounts' screen (shown left).

Now that you are in Chart of Accounts you need to select a bank account where you will be making payments from.

Once you select your bank account on the right hand side click the arrow and select edit.



At the bottom of the screen you will see a new field called “I create batch payments”.

Select this field.

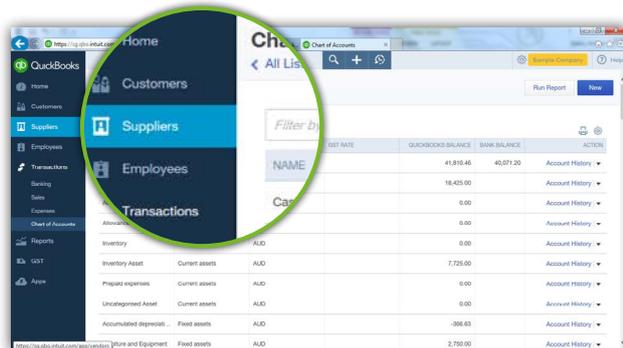
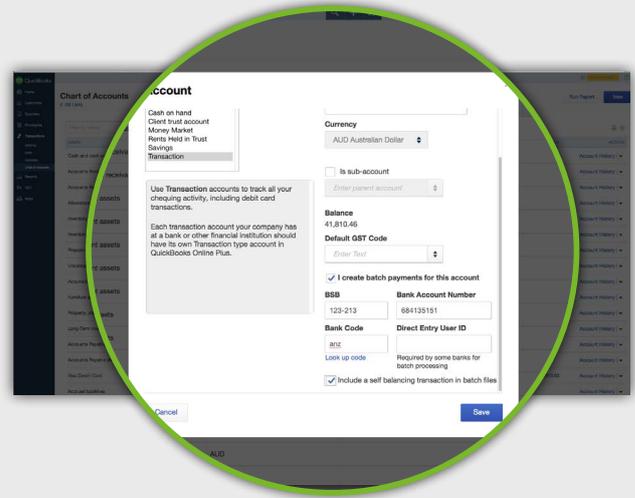
Enter your BSB, Account Code and Bank Name.

Depending on the bank you deal with, you might also need to add a bank “Direct Entry User ID”.

If you require a user ID simply add it to the bottom field here shown right. Your bank will have provided this to you if required.

One thing to be mindful of is that some banks require a self-balancing transaction batch within the file. If your bank requires this ensure you put a tick in bottom box shown to the right of screen.

Click save.



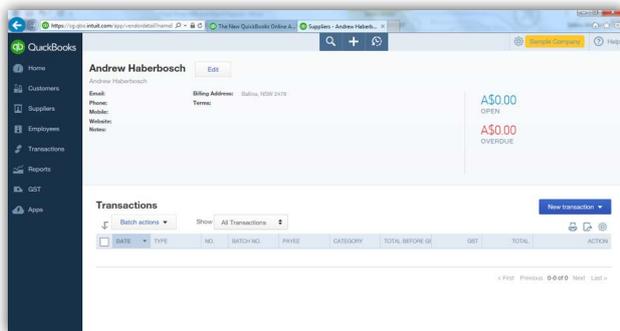
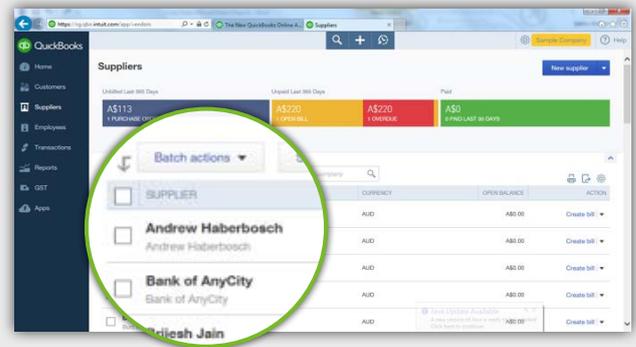
Having set that up and pressed save you will see the screen shown left.

The next thing you need to do is “turn on” the ability to pay suppliers.

To do this go to the left hand navigation and select “Suppliers”.

You will then see the supplier screen as shown right.

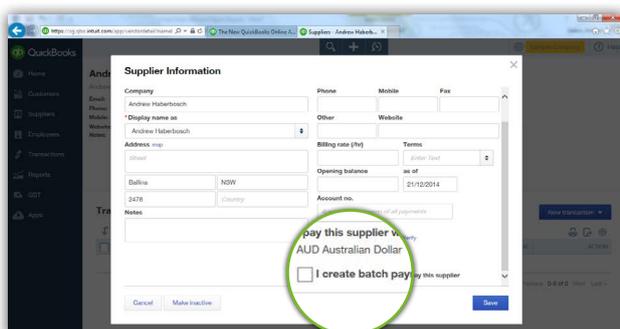
Select the supplier you need to pay. For this example we have selected the supplier "Andrew Haberbosch".



After selecting the supplier you will see a screen similar to that shown left.

You now need to record payment details for your supplier/s.

To record payment details for your supplier click onto the edit button next to the suppliers name.



You will then see the screen shown left.

Down in bottom in the right hand corner you will see an option to select "I create batch payment".

Select this box.

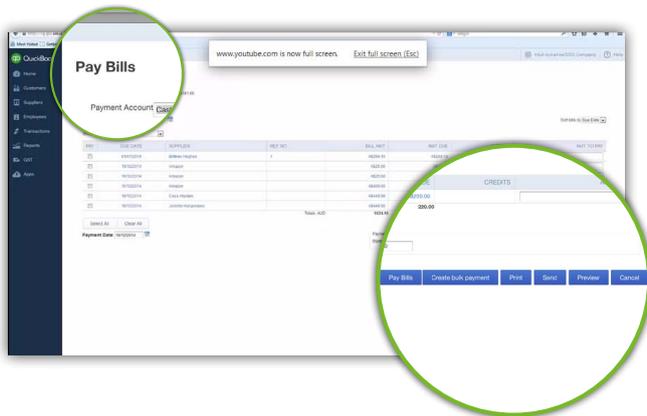
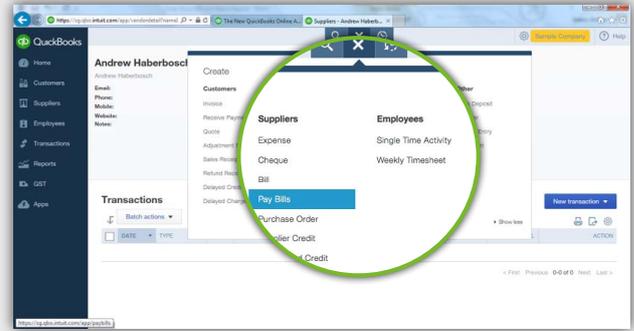
Fill in the BSB number, account name etc.

Click Save.

Now that the ABA files are set up lets prepare to pay a batch of bills.

To pay bills go to the quick create button (+) at the very top of screen.

Scroll down and select pay bill.

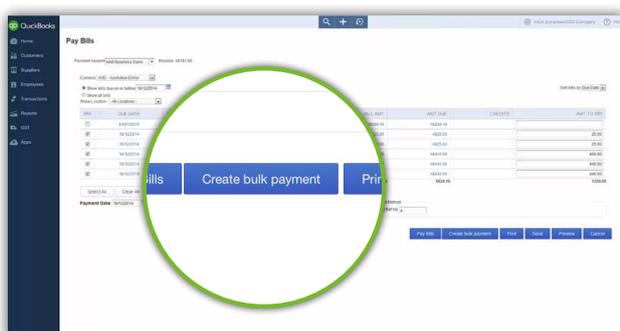
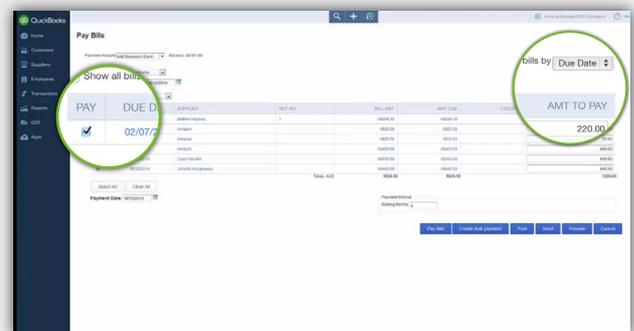


You will then see the screen shown left.

To make payments simply:

- Add a tick to the left of the bill entry.
- Add the payment amount in the far right of screen.

In the screen shown right you will notice that some fields are missing payment data. This is because ABA files have not been set up for these suppliers yet and therefor bill payments cannot be made.



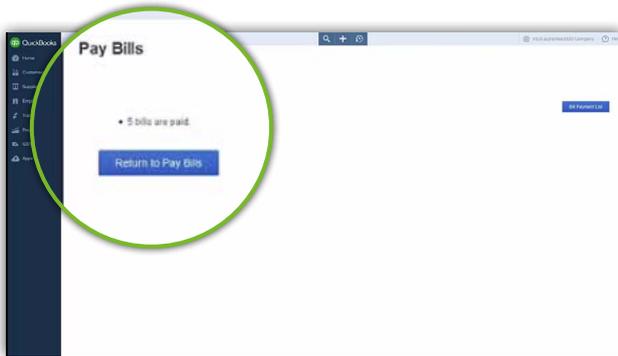
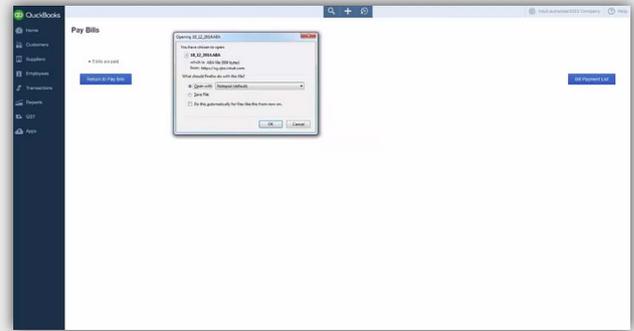
You are now ready to pay bills.

Down at the bottom of the screen you will see there is a new button showing called “create bulk payment”.

Click this button.

You will then see the screen shown to the right, this is your ABA file!

You can now save this file to your individual PC or you can edit it before saving.

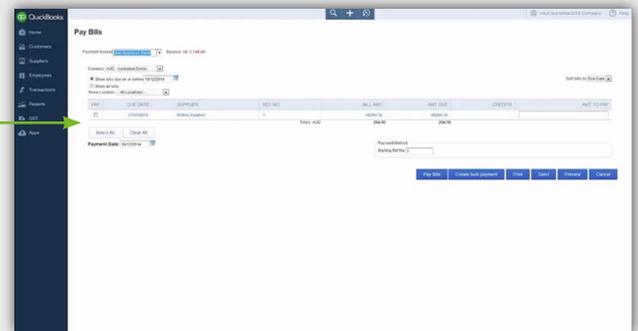


Once you have saved the file you will see the screen shown to your left.

Select the button titled “return to pay bills”.

You will then see that the bills you just paid are no longer listed for payment.

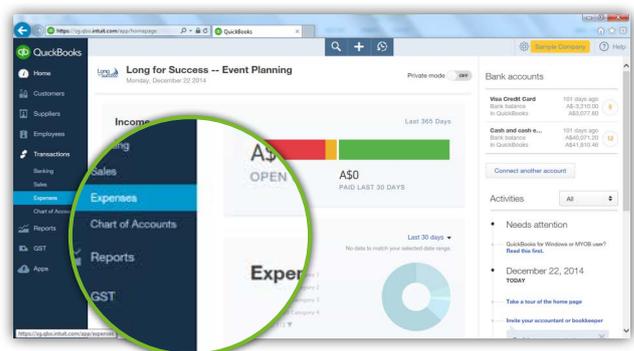
Now the final step in the process is to upload the ABA file to the bank so that the bank can process the file for payment.

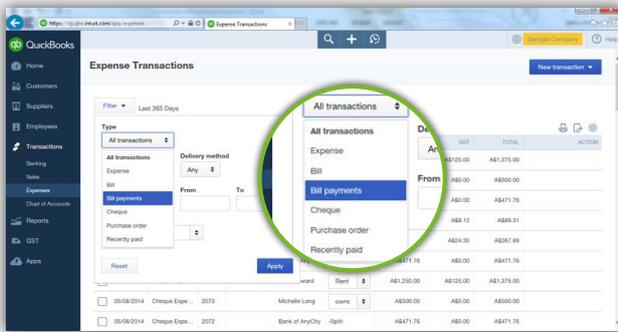


Hot tip....

From time to time there may be situations where a payment doesn't go through to your bank. This means you will need to void the prior transaction.

To do this go to the left hand navigation, select transaction and select expenses (as right).



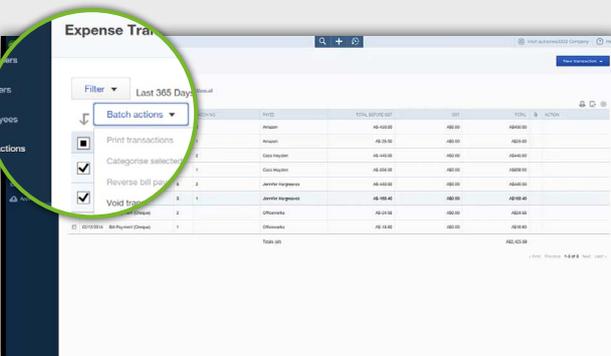
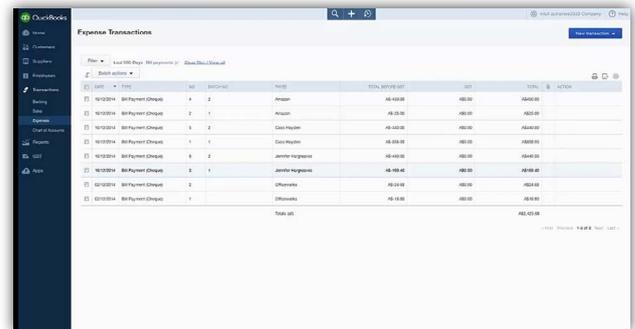


Select the filter button at the top left of screen.
Then go down and select bill payments.

You will then see a list of bills paid (as shown right).

Remember we have entered this section as there may have been a scenario where the bank has the ABA file but for whatever reason it has failed to pay the bill. For example you may have accidentally miss entered information.

This means no money has moved and we need to void the transaction.



To void a transaction tick the boxes of the transactions to be voided.

Select batch actions.

Select void transactions.

This action voids the transaction out of QBO and the bills will reshove for payment in the pay bills section.

You might also have scenarios where say your supplier details are set in incorrectly.

In this scenario your money will initially flow out of your account before the bank realises funds need to be returned to your account.

In this scenario you need to again go to “batch actions” towards the top left of screen.

This time you need to select “reverse bill payment” as this feature will allow reconciliation of tracking money in and money out.

