BarBooks

User Guide

Get started with BarBooks

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1. ABOUT BARBOOKS

BarBooks is a multi-device practice management solution created for barristers, by barristers. It takes care of your general practice and matter management and gives you more time to spend on your work and family.

Key Features

- Flexible pricing options for readers and barristers
- Easy to learn and use
- Unlimited users and devices for a single data file
- Easy to switch from SILQ or other software
- Work on the go
- See how your practice is tracking
- Get the exceptional customer support by phone, email, or live chat

2. START USING BARBOOKS

Understanding the BarBooks interface.
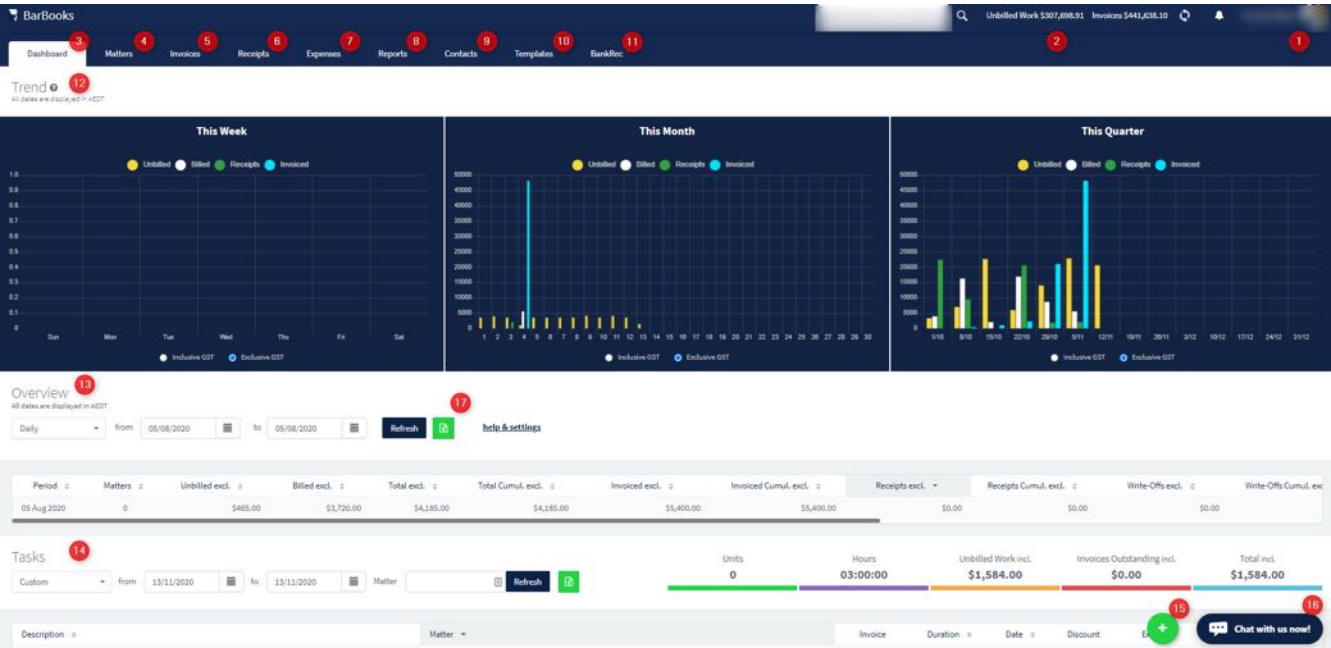
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Icon Guide

🔍	Search button	➕ Add matter	Add button
🔔	Notification	⬇	Archive button
👤	Profile button	⬆	Unarchive button
➕	Quick Action button	🗑	Delete button
💬	Live Chat	📄	Create Statement of Outstanding Fees shortcut
📊	Export to CSV	❶	Matter: Contact Information of a Matter
🔍	Search button	Filter by name, solicitor, firm and created date	Search/Filter box
📄	Invoices: Download as Zip file	🤝	Reconciled
⬆	Expenses: Import Expenses CSV	Ⅴ	Split Action button
📑	Expenses: Duplicate button	</>Tags	Tags button
⬇ ⬆	Download and Upload buttons	☰	Bank Rec: Transactions
✔	Save and OK button	⚙	Bank Rec: Bank Rules
⇄	Transfer Task button	🚫	Bank Rec: Deactivate
🤝	Bank Rec: Reconciliation Receive	✔	Bank Rec: Activate
🤝	Bank Rec: Reconciliation Spend		

Choose a Subscription

BARBOOKS SUBSCRIPTION

BarBooks is a practice management software for barristers. It is aimed at making a barrister's life easier, and includes functionality for time tracking, matter organising, invoicing, expense recording and tax compliance.

CHOOSE AN OPTION	▼

Terms and Conditions

☐ I've read and accept the terms & conditions *

PURCHASE SUBSCRIPTION	PURCHASE SUBSCRIPTION

1. Go to this link to subscribe: https://www.barbooksaustralia.com/product/subscription/
2. Choose an option from the list then click Purchase Subscription.
3. Enter your billing information and read the terms and conditions.
4. Click Purchase Subscription.

Importing Data from Another Provider

If you're migrating from a another provider.
1. Attain a copy of your data file.
   a. If it's from SILQ, follow these steps.
      1. Go to tools (or File tab if you are using the latest version).
      2. Then system settings.
      3. Select back up.
      4. Tick to create a back up in another folder - save somewhere easy to find such as desktop or documents.
      5. Click back up now.
   b. If it's from another software provider, please contact us directly.
2. Send a copy of your data file to support@barbooks.co with your details.

Schedule a Demo

As part of your onboarding experience, we will arrange a demo for you to see how BarBooks can help you manage your practice.
1. Please go to this link - https://calendly.com/barbookssupport/45min.
2. Enter the names of those who will be attending the demo with you. (e.g. Jewel Garcia and my bookkeeper).

3. SETTING UP YOUR ACCOUNT

BarBooks works on any device, be it Mac, Windows or mobile device.

Downloading the app

1. Using your computer: https://www.barbooksaustralia.com/download/

2. Or download the app from your chosen mobile application provider: Google Play Store or App Store.

Creating a Profile
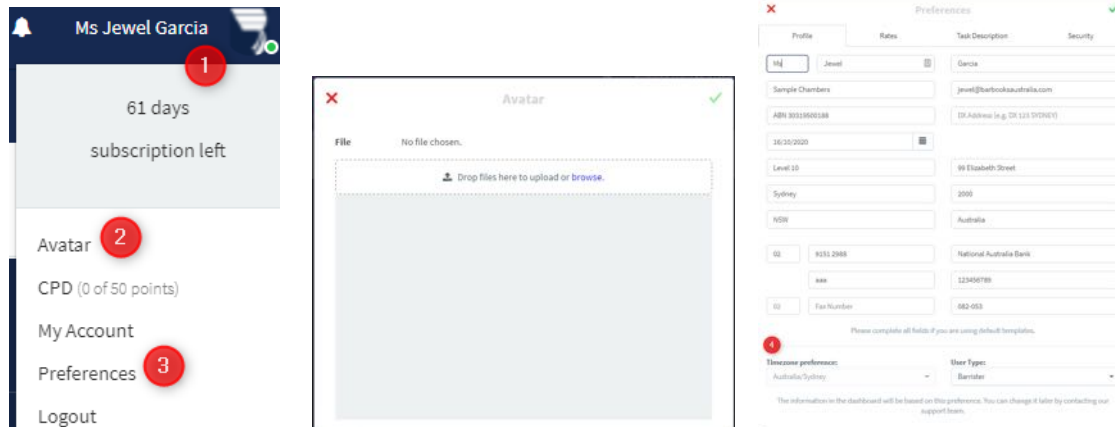
1. Click your name or the avatar on the upper right corner of your screen.
2. Click Avatar to change or upload an image you would like to use.
3. Click Preferences to set up your account, fill in all fields in the Profile tab.
4. You may set your time zone preference as well as your role.

Please note that these fields are case sensitive and will appear on the invoice exactly how they are written. If for any reason that your profile details have changed (for example: changing chambers), you can edit your profile details by selecting Preferences from the drop-down list.

Setting Up Rates
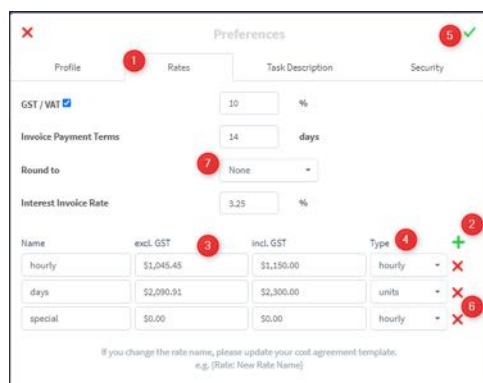
1. From within Preferences, click the Rates tab.
2. To add a Rate simply click the Add button.
3. Type the amount you wish to charge.
4. Select the charge frequency from the drop-down list.

    a. Hourly
    b. Fixed
    c. Units
  5. Once complete, simply click the OK button.
  6. If you wish to delete a rate, click the X button.
  7. If you wish to round up your time, simply choose the amount of time from the drop-down list.

Please note that if you change your rates in Preferences, only future Matters will be affected.

Task Descriptions

  1. From within Preferences, click the Task Description tab.
  2. To add a task description, simply click the Add button.
  3. Type the description in the box.
  4. Once complete, simply click the OK button.
  5. If you wish to delete a task description, click the X button.

A task is a piece of work you do for a matter that you wish to bill for or keep a record of in BarBooks. Please note that these tasks will appear on your invoice the way they are typed into BarBooks, so make sure you are case-conscious.

Security – 2-Step Authentication
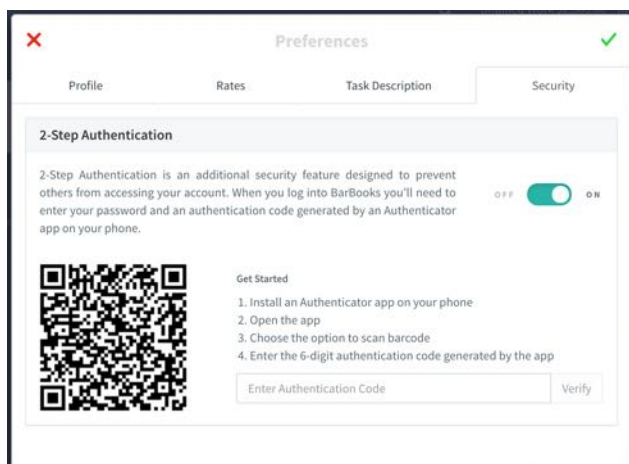
2-Step Authentication is a security feature designed to help protect your BarBooks account in addition to your password. If you activate 2-Step Authentication, you will be asked to enter your password and an authentication code generated by an Authenticator app on your phone.

Installing an Authenticator app

If you already use an Authenticator app, add your BarBooks login to it.

If you do not already have one, we recommend one of the following, which are all free to download from your phone's app store.

- Google Authenticator
  - o iOS: https://apps.apple.com/au/app/google-authenticator/id388497605
  - o Android: https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2
- Microsoft Authenticator
  - o iOS: https://apps.apple.com/au/app/microsoft-authenticator/id983156458
  - o Android: https://play.google.com/store/apps/details?id=com.azure.authenticator
- Twilio Authy
  - o iOS: https://apps.apple.com/au/app/twilio-authy/id494168017
  - o Android: https://play.google.com/store/apps/details?id=com.authy.authy

Setting up 2-Step Authentication

1. If you have not already done so, install an Authenticator app.
2. From within Preferences, click the Security tab.
3. Turn on 2-Step Authentication.
4. Scan the barcode showing in BarBooks using your Authenticator app.
5. Enter the authentication code generated by your Authenticator app into BarBooks, then click Verify.

You are now set up to use 2-Step Authentication next time you log into BarBooks.

Disable 2-Step Authentication

1. From within Preferences, click the Security tab.
2. Turn off 2-Step Authentication.
3. You will now receive an email informing you that your 2-Step Authentication is disabled. If you didn't action this, please contact us immediately.

Don't have your phone with you when logging in?

If you do not have access to your phone for any reason, you can log in using a one-time authentication code sent to your email.

1. When logging in, click on on "Don't have your phone with you?"
2. A one-time authentication code is sent to your email, enter the authentication code into BarBooks to login.

<u>Switching to a new phone</u>

If you already have 2-Step Authentication to protect your BarBooks account, and you have changed your phone, you will need to disable 2-Step Authentication and set up 2-Step Authentication using your new phone.

1. From within Preferences, click the Security tab.
2. Turn off 2-Step Authentication.
3. Enable and set up 2-Step Authentication again using your new phone.

Online Payment

Profile	Rates	Task Description	Security	Online Payment

Get paid quickly and easily

Pin Payments × **BarBooks**

Provide your customers the option of paying BarBooks invoices online with their debit or credit card. This benefits your customers through providing more options to pay, and benefits your practice by getting invoices paid faster.

Step 1 - Sign-up via Pin Payments

1. Create your free account
2. Submit your business details
3. Wait 1-2 business days for review and approval
4. Start accepting payments

Explore how to setup your account

Step 2 - Paste payment link code here

Copy and paste your unique Pin Payments code into BarBooks. This can be found in your Pin Payments > Account > Payment Page. Find out more.

https://pay.pinpayments.com/ rid7

Step 3 - Update your invoice template

Add online payment as one of the payment methods and embed the **{Profile: Pin Payments}** tag in your invoice template.

How to embed a hyperlink in a document.

1. Highlight the text you want to use as a link.
2. Go to Insert > Links > Link(or right click the text and select Link)
3. Type the tag "**{Profile: Pin Payments}**" into the Address field.
4. Click OK to create your hyperlink.

If you need further assistance, please contact customer support via our website www.barbooks.co .

How to set up your Pin Payments account

1. From within Preferences, click the Online Payment tab.
2. You may create your free account in this link - https://pinpayments.com/get-started/barbooks
3. Submit your application within your Pin Payments account by providing your business details
4. Go to Accounts, then click Payment Page
5. Copy the Pin Payments code from the Payment page link and Paste it to the Online Payment tab in your BarBooks account
6. Go to this link for more information on how to set up your Pin Payment account - https://pinpayments.com/getting-started

How to update your invoices

1. If you are using a customized template, download the current one from the Templates tab.
2. Click the Tags button and View Tags for Regular Invoice
3. On the list of Profile tags, Select Pin Payments to see the corresponding tag
4. On your template, embed a hyperlink by highlighting the text you want to use as a link
5. Go to Insert > Links > Link
6. Paste the Pin Payments tag into the Address field, then click OK to create your hyperlink
7. Save the template in your computer and upload it again to your BarBooks account under the Templates tab
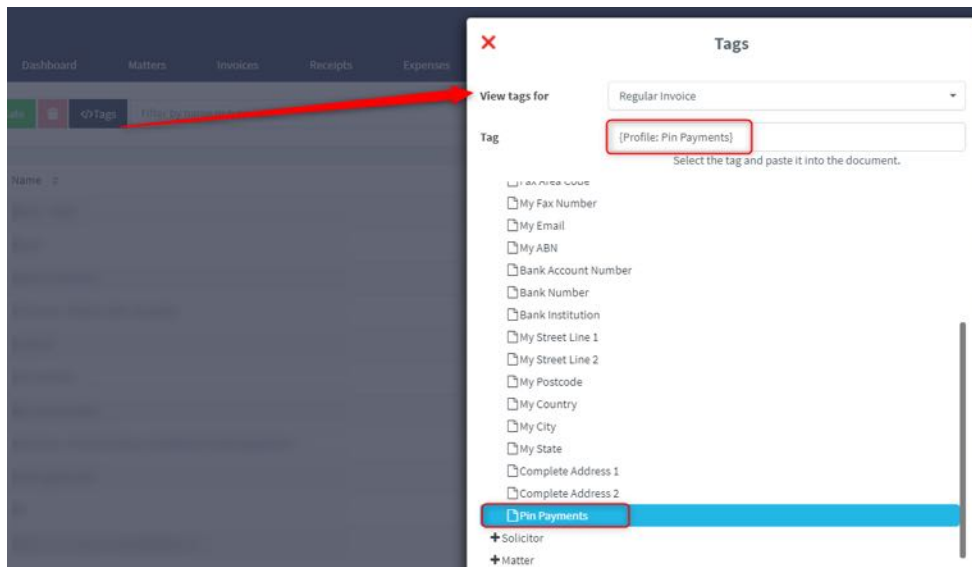
Pin Payments Support contact details

Should you have any questions or concerns on your Pin payments account, you may reach the Support team here - https://pinpayments.com/contact

Setting Up CPD
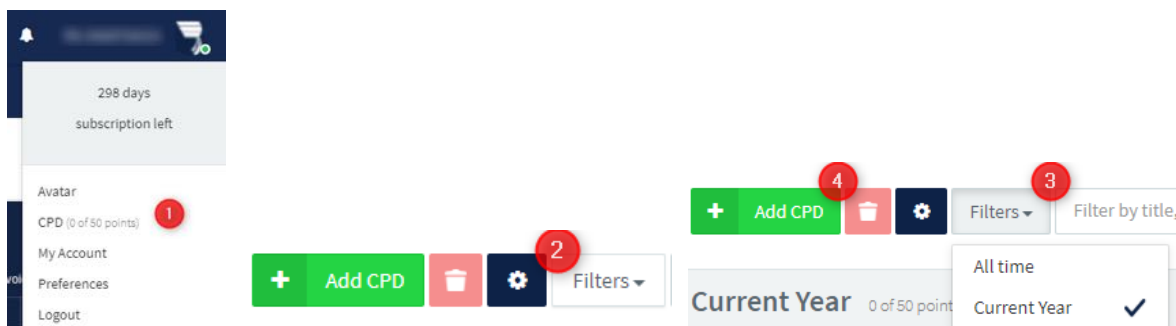
Track your CPD units and seminars in Barbooks.

1. Click the Avatar and go to CPD.
2. Click the gear icon to update CPD settings.
3. Click the Filters button to change the view to All Time or Current Year.
4. Click the Add CPD button to add new CPD activity

4. QUICK TABS

Dashboard

You can track and monitor your work in progress, payments and expenses over any time on the BarBooks Dashboard.
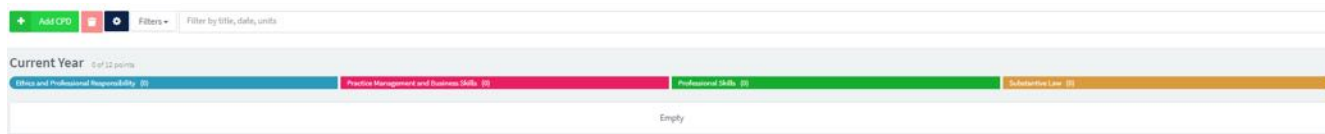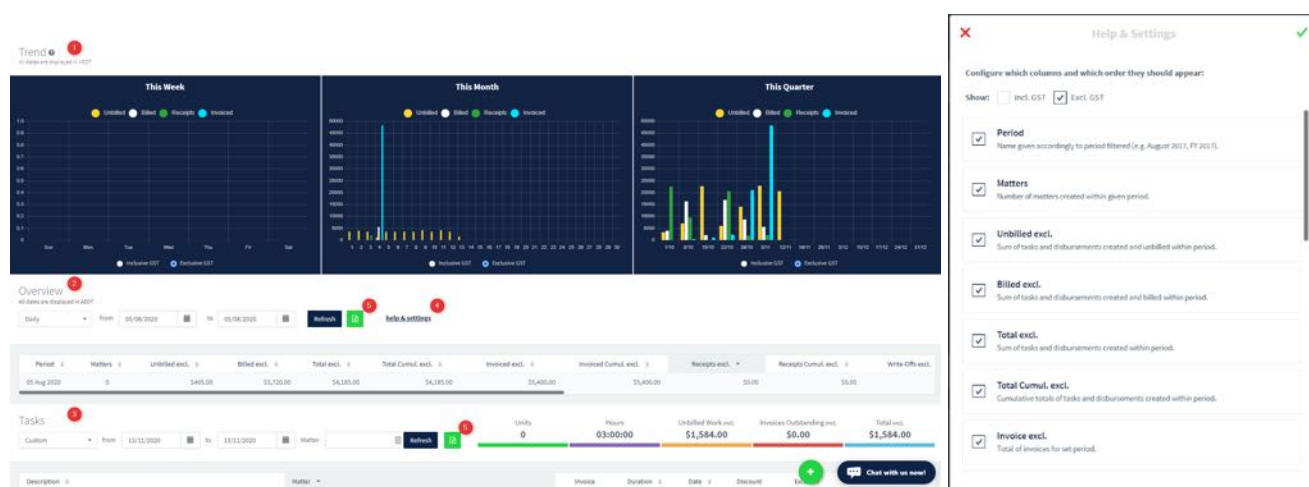
1. Trend/Graphs – this represents the total amounts of unbilled tasks, billed tasks, receipts, and invoiced for a given date. You can choose to view the amounts in inclusive or exclusive GST.
2. Overview – shows the list of tasks, expenses, receipts for a given period of time.
3. Tasks – shows the list of all tasks for a given period of time. It also shows the totals specific to a matter or period.
4. Help & settings – using this button, you can choose what columns to include and in what order they should appear.
5. Export Function – You may export the data in Overview and Tasks section by clicking the Export to CSV button.

Matters

Creating a Matter

1. Go to Matters tab and click the Add Matter button.
2. Fill out the necessary information.
3. Choose a Firm and a Solicitor from the drop-down list or you may also add a Firm or a Solicitor by clicking the Add button.
4. Go to Rates tab to for setting matter specific rates. If you set rates from within a matter these rates will only be specific for that matter. You may also change these rates after creating a matter if you wish, a pop up box will appear asking for a confirmation if you would like these rates to be applied to the selected unbilled tasks.
5. For GST free matters, please deselect the GST box in the Matter Details tab before creating any tasks.

Creating a Fixed Fee Matter

1. Go to Matters tab and click the Add Matter button.
2. Click the Fixed Fee tab.
3. Enter the value you wish to bill the matter for its entirety.
4. If you would like to convert the fixed fee matter to a regular one, simply remove the amount in the box or enter a zero amount. Also, please make sure there are no invoices generated in the matter.

Adding, Deleting, and Transferring Tasks in a Matter

1. Open a particular matter and click the Add task button.
2. Enter the details of the task in the Description field. What you enter in the description will appear on your invoice. Remember to be case-conscious.
3. If you have Task Descriptions saved in your Preferences, you may use them by selecting in the dropdown list of the Description field.
4. To delete a task, just tick the checkbox next to the Description of the task and click the Delete button.
5. To transfer a task to a different matter, select the task and click the Transfer button. Select the Matter where you would like that task to be transferred to then click the Green Tick to proceed.

Please note that you cannot delete or transfer any billed tasks.

Adding Disbursements in a Matter
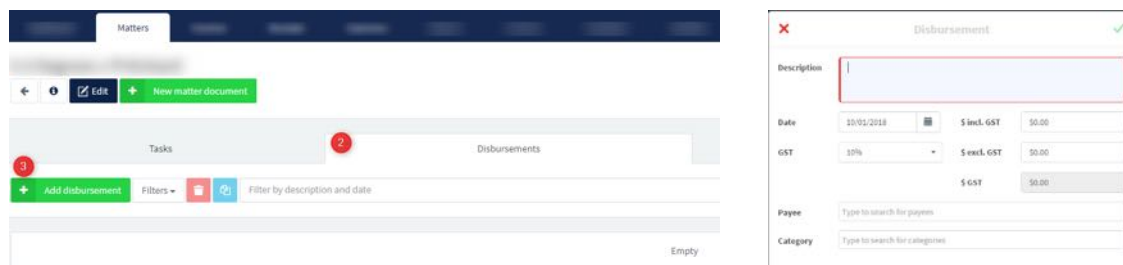
1. To add a disbursement, open the matter where you want to add a disbursement.
2. Click the Disbursements tab within the matter file.
3. Click the Add disbursement button.
4. Fill in the required information and click the Green Tick to save.

Archiving and Unarchiving a Matter
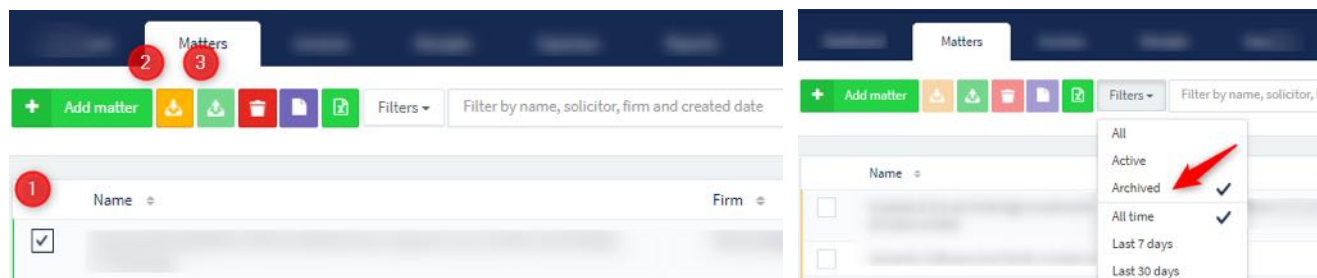
1. Select a matter by ticking the box next to its name.
2. To Archive, click the yellow Archive button.
3. To Unarchive, choose Archived from the drop-down list of the Filters box, then select the matter you wish to unarchive and click the green Unarchive button.

Please note that you cannot archive a matter with outstanding invoices and unbilled tasks.

Deleting a Matter
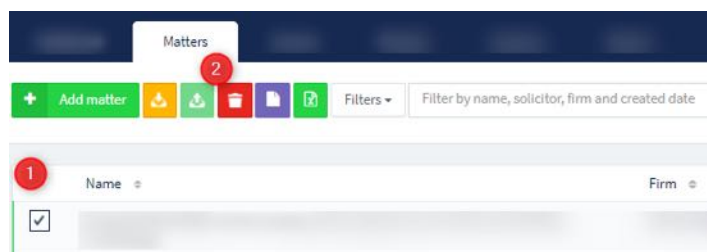
1. Select a matter that you wish to delete by ticking the box next to its name.
2. Click the red Delete button.

Please note that BarBooks will not allow you to delete any matters with tasks, disbursements, invoices or receipts saved in the matter.

Downloading Matter Documents

1. Click the Matter tab.
2. Open a particular matter file.
3. Click the Add New matter document button and choose a document from the list.
4. Select the document type. You may download your documents in PDF or Word format
5. Save the file to an easy-to-find location on your computer.
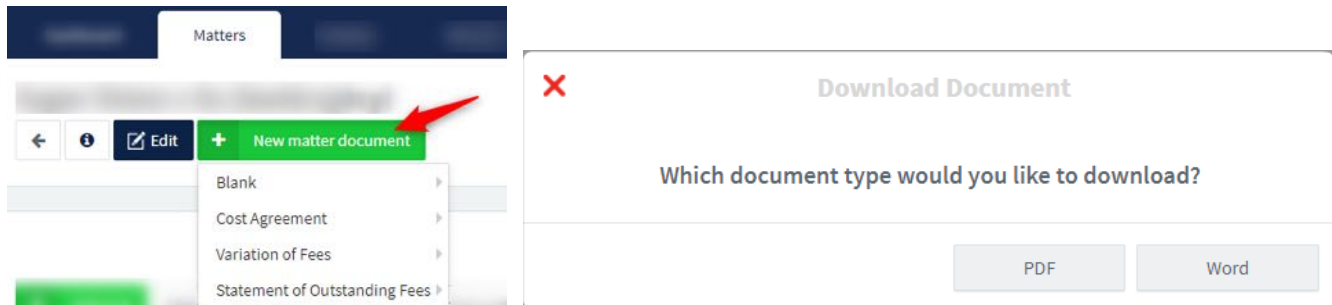6. Send the document to a client/solicitor.

Please note that documents will be populated with relevant information from your matter into the templates you uploaded in Templates tab.

Generating a Statement of Outstanding Fees
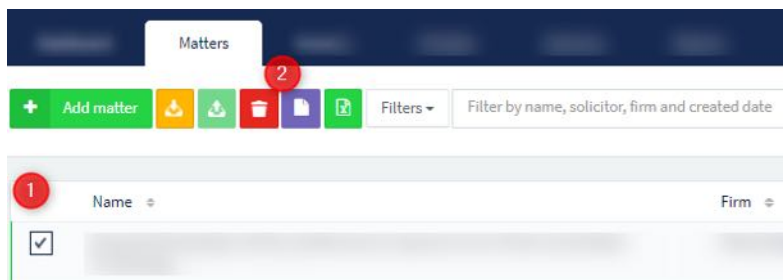
1. Select a matter by ticking the box next to its name.
2. Click the purple Statement of Outstanding Fees button.
3. Select the document type. You may download your documents in PDF or Word format
4. Save the file to an easy-to-find location on your computer.

Exporting data in CSV file
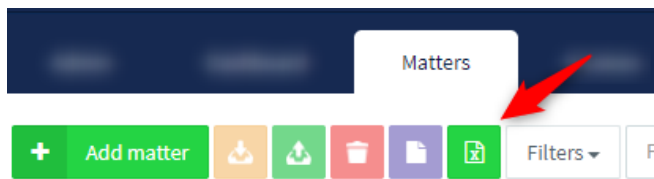
Export the tables you see on the Matters page to CSV by clicking the Export to CSV button. You may also filter the data before exporting.

Invoices

Creating an Invoice

There are two ways to create an invoice.

A. From the Matters tab:
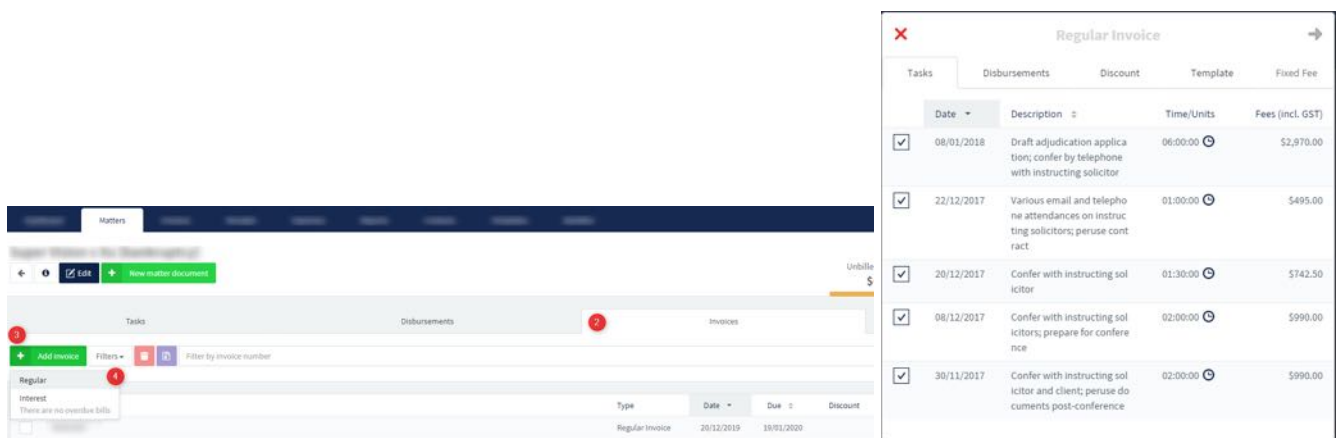
1. Select the matter you wish to invoice by clicking on the matter name.
2. Go to the Invoices tab.
3. Click the Add invoice button.
4. Choose the type of invoice you would like to issue.
5. Choose from the unbilled tasks and disbursements, apply a discount if there's any, and select a template, then click the OK button.
6. Select the document type. You may download your documents in PDF or Word format

B. From the Invoice tab:
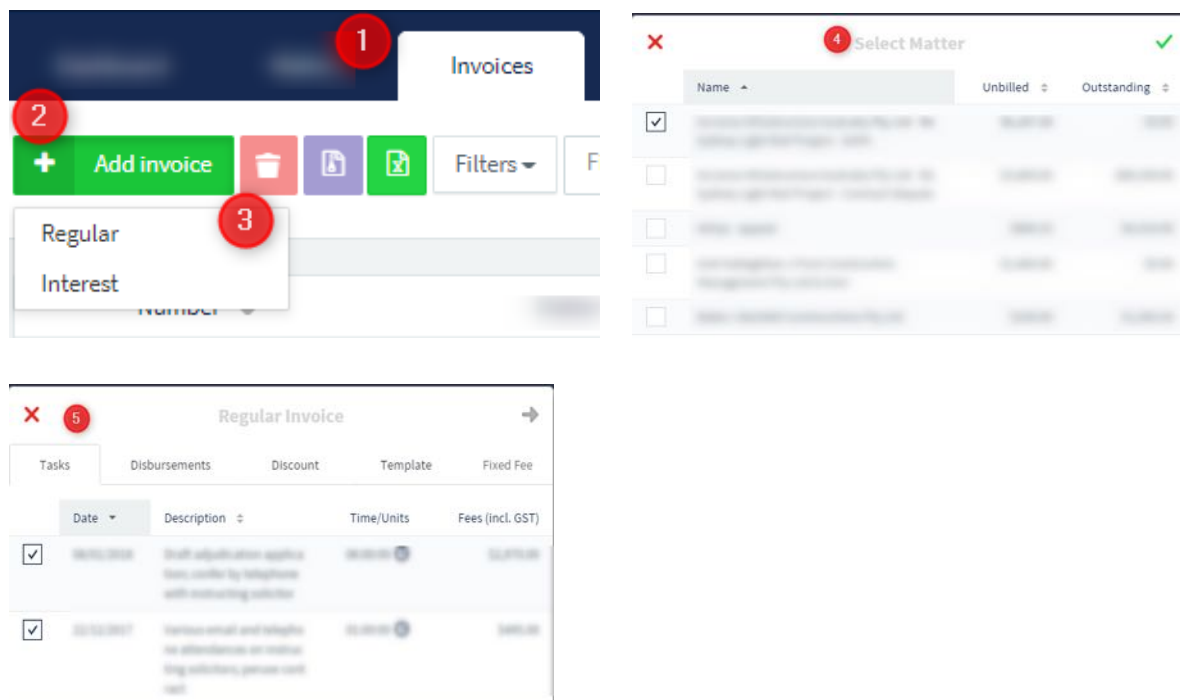
1. Go to the Invoices tab.
2. Click the Add Invoice button.
3. Choose the type of invoice you would like to issue.
4. A pop up box will appear containing a list of matters with unbilled tasks. Select one then click the OK button.
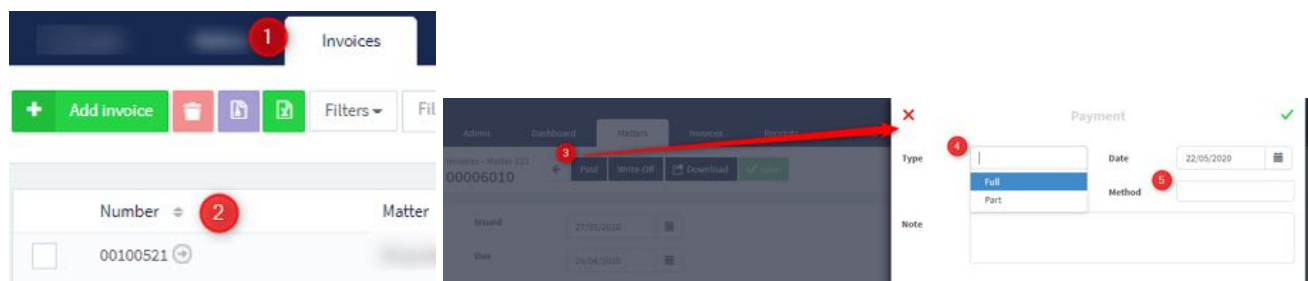5. Choose from the unbilled tasks and disbursements, apply a discount if there's any, and select a template then click Ok button.
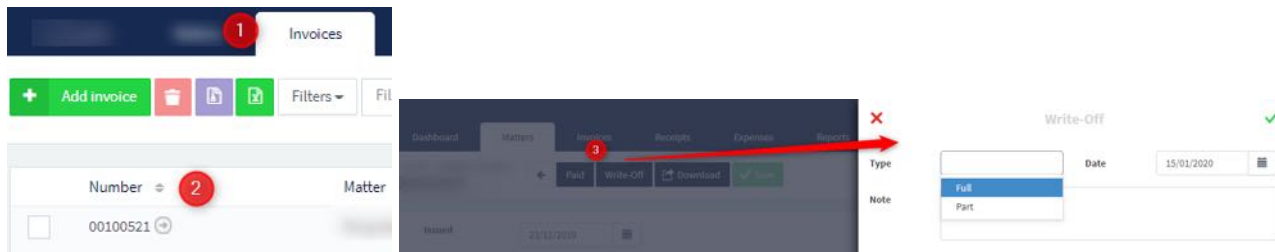6. Select the document type. You may download your documents in PDF or Word format

Recording a Payment in The Invoices Tab

1. Click the Invoices tab.
2. Open the invoice by clicking the invoice number.
3. Click the Paid button.
4. Choose from the drop-down list the type of payment that you would like to apply. If it is a part payment, enter the payment amount, enter the date then click the OK button.

5. You may download the receipt by selecting a template from the dropdown list then select the document type.
6. You may also declare the payment method and add a note on the payment. (Optional)

Writing Off an Invoice in Invoices Tab.

1. Click the Invoices tab.
2. Open the invoice by clicking the invoice number.
3. Click the Write-Off button.
4. Choose from the drop-down list the type of write off that you would like to apply. If its Part, enter the amount, enter the date then click the OK button.

Reversing the Write-Off of an Invoice
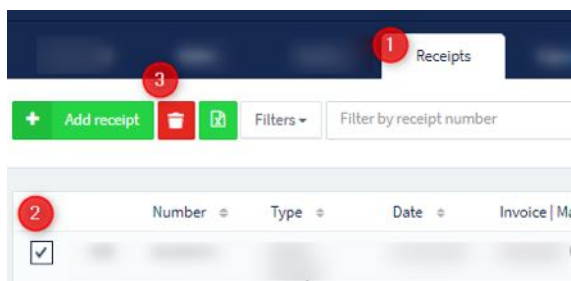
1. Click the Receipts tab.
2. Select the write-off receipt number you would like to reverse.
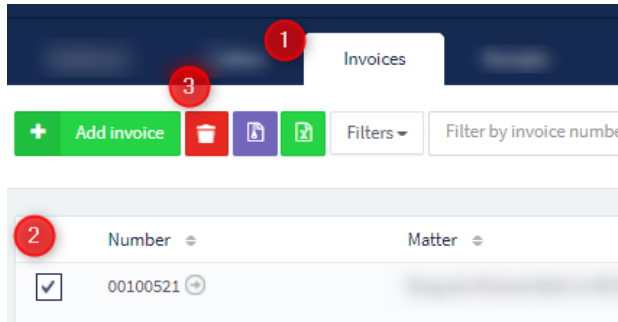3. Click the Delete icon.

Downloading an Invoice
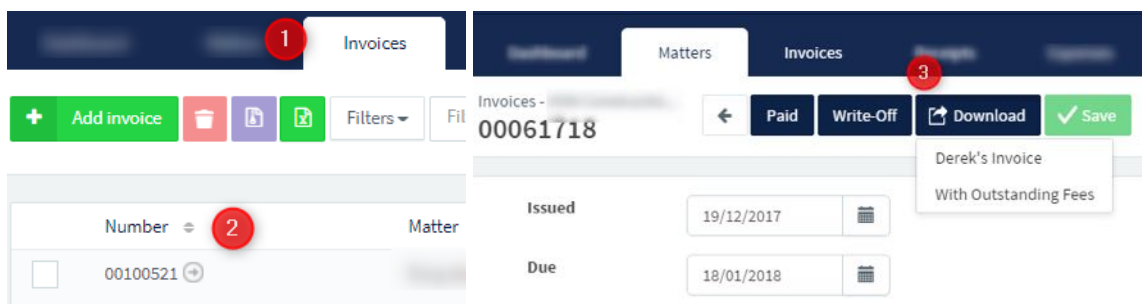
1. Click the Invoices tab.
2. Open the Invoice by clicking the invoice number.
3. Click the Download button and select from the list of available invoice templates.
4. Select the Document type. You may download the invoice in PDF or Word format
5. Download will start automatically.

Deleting an Invoice

1. Click the Invoices tab.
2. Select an invoice you wish to delete by ticking the box next to the Invoice number.
3. Click the Delete button.
4. Once the invoice is deleted, all tasks contained will become unbilled.

Please note that you can edit the invoice number, the issue and due dates by clicking on them. You cannot delete a paid invoice.

Exporting Invoices in CSV file

Export the tables you see on the Invoices page to CSV by clicking the Export to CSV button. You may also filter the data before exporting.
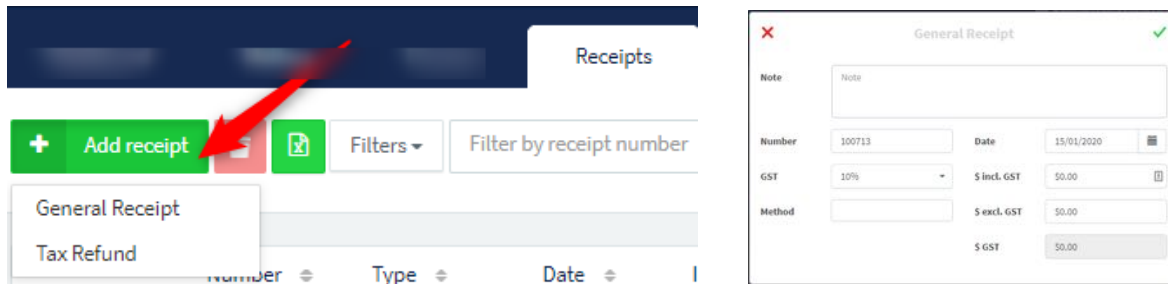
Receipts

Creating Matter Receipts

Matter receipts are automatically created when an invoice has been marked paid.

An invoice can be marked paid through:

1. Manual Payment (within Invoices tab)
2. Bank Reconciliation

Creating General Receipts

1. In the Receipts tab, click the Add receipt button.
2. Select General Receipt from the drop-down list.
3. Fill-in all required information then click the OK button.
4. To reverse the receipt, just tick the checkbox next to the Receipt number to select and click the Delete button. Same step applies when reversing Matter receipts.

Adding a Tax Refund
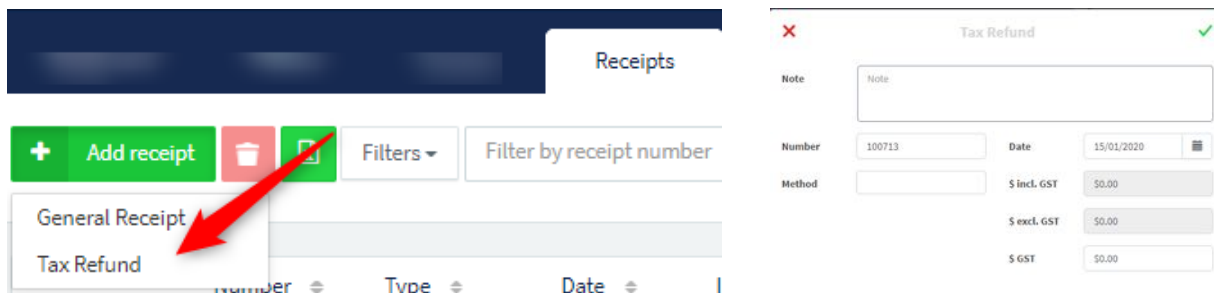
1. In the Receipts tab, click the Add receipt button.
2. Select Tax Refund from the drop-down list.
3. Fill-in all required information then click the OK button.

Exporting the list of Receipts in CSV
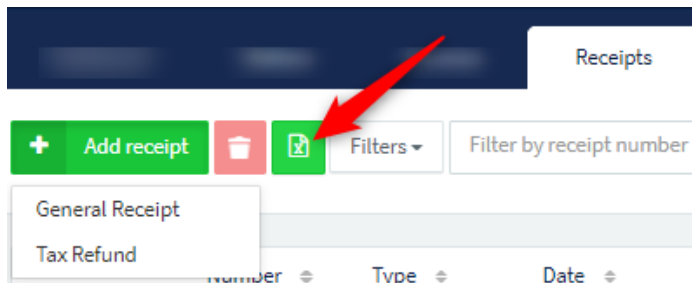
Export the tables you see on the Receipts page to CSV by clicking the Export to CSV button. You may also filter the data before exporting.

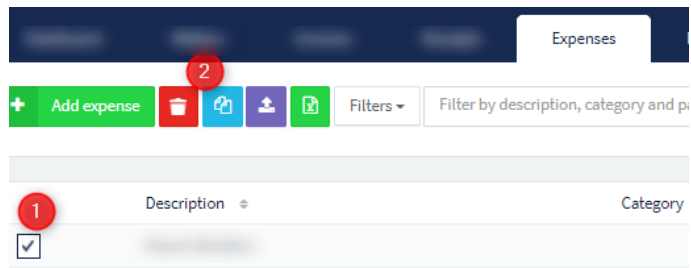**Expenses**

These are the expense types:
1. **General Expense** - an expense you wish to charge to your business. Common general expenses are floor fees, stationery, etc.
2. **Tax Payment** - any tax your business paid.
3. **Personal Expense** - any expense that you wish to record but do not wish to be charged to your business. E.g. a personal gym membership, a percentage of your phone bill.
4. **Disbursement** – an expense related to a matter. When a disbursement is created from within the Matters tab, BarBooks automatically generates an expense record in the Expenses tab.

Adding an Expense
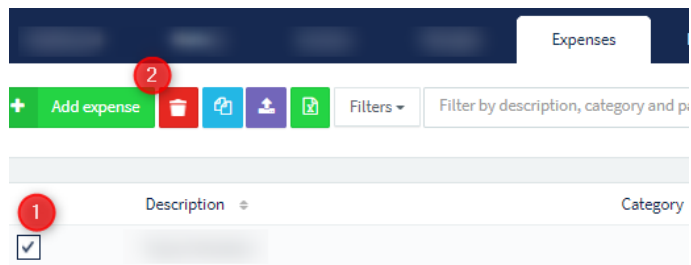

1. Click the Expenses tab.
2. Click the Add expense button.
3. Choose the type of expense you wish to add.
   a. General Expense
   b. Tax Payment
   c. Personal Expense
4. Once you have selected the type of expense, you may now add the expense details as required.
   a. Payee and Category – you may choose from the drop-down list or search by entering the keyword, but you may also create a new payee or category by typing the name in the box. (Optional)
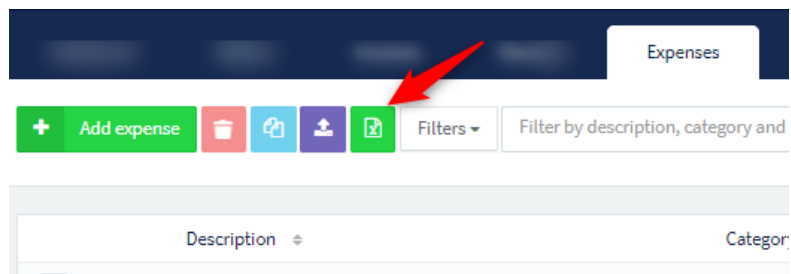
Duplicating an Expense

1. Select the expense you wish to duplicate by ticking the box.
2. Click the Duplicate expense button.
3. Fill-out all required information, then click the OK button.

Deleting an Expense

1. Tick the checkbox next to the expense description to select.
2. Click the Delete expense button.
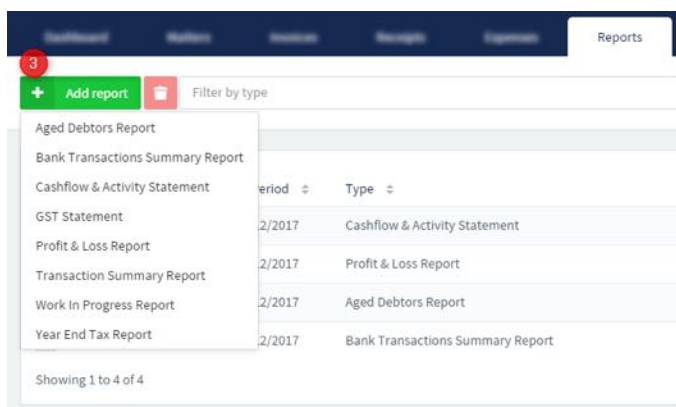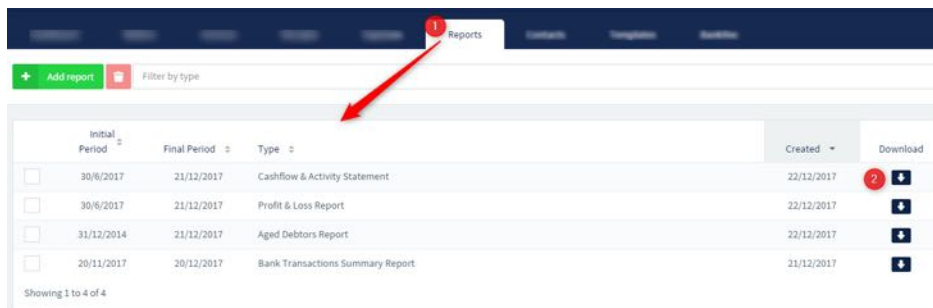
Exporting the list of Expenses in CSV

Export the tables you see on the Expenses page to CSV by clicking the Export to CSV button. You may also filter the data before exporting.
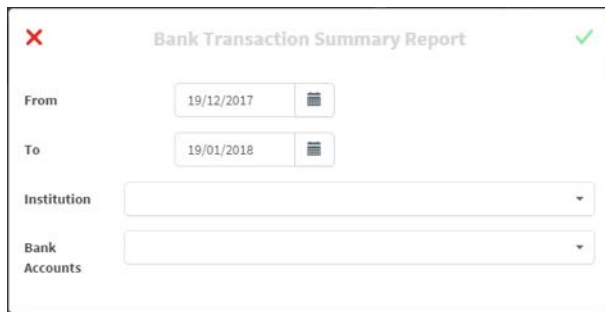
Reports

How to Generate a Report?

1. Click the Reports tab. Previously created reports will be listed in the table below.
2. To review these, click the Download button
3. Select the document type. You may download your documents in PDF or Word format
4. To create a new report, click the Add report button then choose from the list of reports, filter by type, period, account etc. you wish to report on and click the OK button to generate report.

Types of Reports

Aged Debtors Report – this report provides a detailed list of which firms/solicitors/clients owe your practice money. This report will show all invoiced work for a given time period of your choice. It can be shown by Matter or by Solicitor

Bank Transaction Summary Report – this report shows the transactions found in your Bank Reconciliation for a certain time period. You will be able to select the Institution and Bank Accounts.

Cashflow & Activity Statement - this financial report is concerned with the flow of cash in and out of the business. Cash inflows include all the receipts and tax refund while cash outflows include all the disbursements, expenses, and tax payments. This report will also show the amount of other activities such as Un-invoiced Tasks, Issued Invoices and Write offs. All of which is shown based on the selected date range.
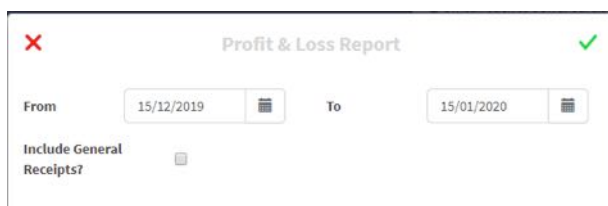

GST Statement – this report is also known as the Business Activity Statement (BAS). This will show the computation of your tax payment or tax refund. You can choose a financial year as well as the quarter which you want to report.

Profit and Loss Report – this is a financial statement that summarises all income and expenses incurred during a selected period of time.

Transactions Summary Report – this report shows the list of income, expenses, capital expenditure, personal expenditure, and tax transactions within the selected date range.

Work In Progress – this report shows the list of Matters with Unbilled work.

Year End Tax Report – this report shows the total amount of Sales, Expenses (exclude the Personal expenses), and Tax for the selected financial year.

Contacts

How to Create a Contact?

1. Click the Contacts tab and click the Add contact button.
2. Choose a contact type to create from the drop-down list.
3. Fill out the required information then click the OK button.

How to Delete a Contact?

1. Click the Contacts tab.
2. Tick the checkbox next the first name of the contact (to select from the Clients, Firms, Solicitors, or Others tab).
3. Click the red Delete button.

How Do I Edit a Contact?

1. Click the Contacts tab.
2. Click on the contact you want to edit from the Clients, Firms, Solicitors, or Others tab.
3. Edit any contact details that you wish.

Please note that when you edit a Firm there will be a pop up message asking you to confirm if you want to apply the changes to the solicitors linked to that Firm. You may also add a contact on the go, while creating a matter.

Templates

Default Templates

BarBooks automatically supplies you with a number of templates that are fully compliant with regulations set by the Bar Association. These templates can be edited to suit your style and need.

1. Cost Agreement
2. Interest Invoice
3. Invoice
4. Matter Receipt
5. Statement of Outstanding Fees
6. Variation of Fees

Creating a New Template

1. Click the Templates tab and click the Add template button.
2. If you would like to add your own template, select Custom and upload a .docx template you have previously created.
3. After adding your template, you can amend the name and the type of template.
   (Choosing the type of template is important as it correlates to where the document can be used in the system)
4. You may click the Upload button beside the template type if you would like to upload a different file or the Download button to change or edit the previously uploaded file.
5. You may always update the name of the template by clicking the Template name.

Please note that if you create your template under the wrong type of file, BarBooks will not be able to generate the desired document correctly. Please make sure to save the template in .docx file.
If you make a variation to your rates, be sure to create different templates for each and name them in such a way that it will be easier for you to identify which template is to be used.

If you need assistance with re-creating a template, you can send a copy of the template and a sample output to us at support@barbooksaustralia.com and we would be glad to help you with your template.

Editing Templates
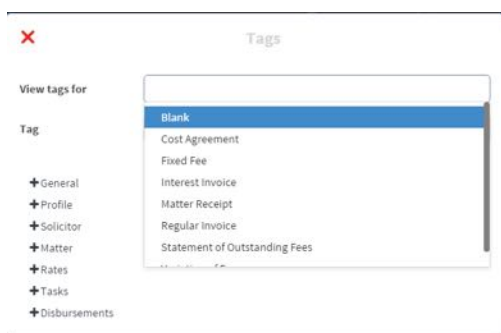
1. Click on the Templates tab.
2. Download the template you wish to edit by clicking the Download button beside the Template type.
3. The document will be downloaded as a Word file (.docx).
4. Click the Tags button. A small window will open with all the tags available to pull in matter specific information or your personal detail. In the window, you can set the type of template you wish to find tags for to copy and insert directly into your template Word file. When you have found the correct tag, copy and then paste it into the Word file.
5. After editing the Word file, save it in .docx file then upload it in your account by clicking the Upload button beside the template.

How Do I Add a Digital Signature?

If you do not have a digital signature, we can help create one for you. Simply sign on a blank piece of paper. It needs to be plain with no text on the back of the paper. Then, take a photo and email it to support@barbooksaustralia.com.

Bank Reconciliation

You can subscribe to the BankRec service to connect BarBooks to your bank. Your transactions will flow into BarBooks, ready for you to reconcile. Your bank transactions can be reconciled easily with coding suggestions and you can also set up rules for matching your transactions automatically to invoices, payments and purchases that are recorded in BarBooks, making reconciliation seamless.

Overview of Bank Accounts
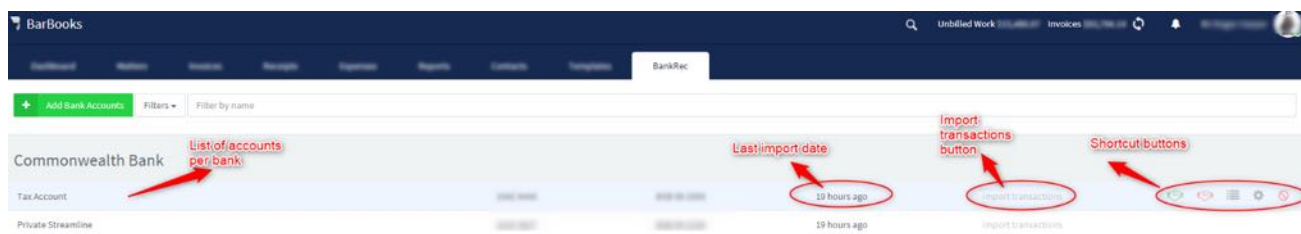
How to Import Transactions

1. To import transactions, click the Import transactions text-link for each bank account.
2. The table also shows you when is the last import date or if it's up to date.
3. If you hover your cursor on a bank account, you will see buttons appearing on the right side – these are shortcut to the tabs within each bank account.
   a. Reconciliation: Receive
   b. Reconciliation: Spend
   c. List of Transactions
   d. Bank Rules
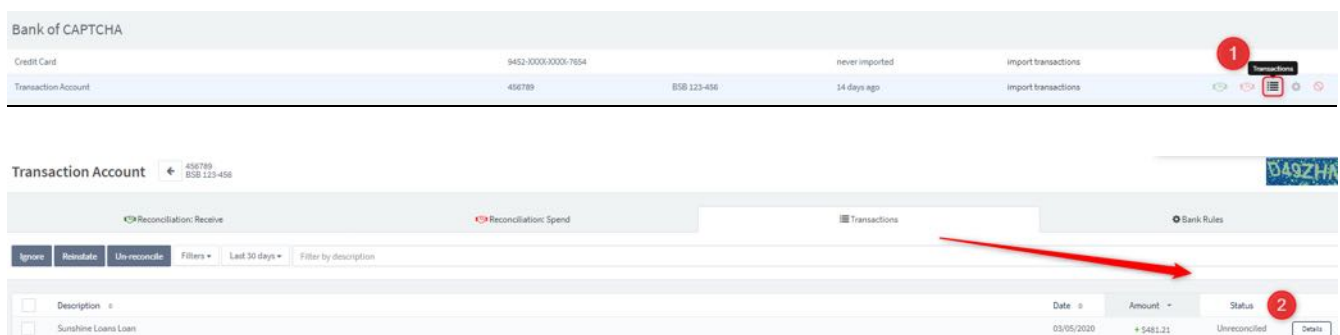   e. Deactivate
   f. Activate (not in the picture)
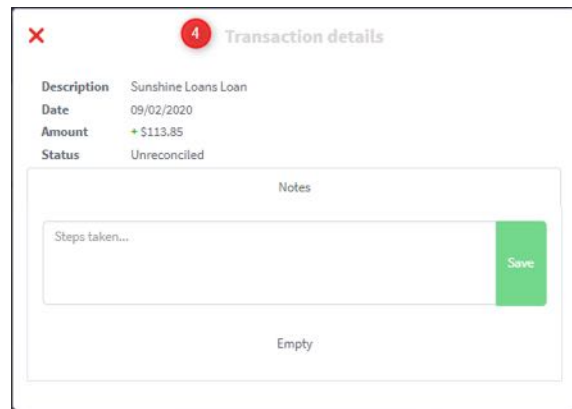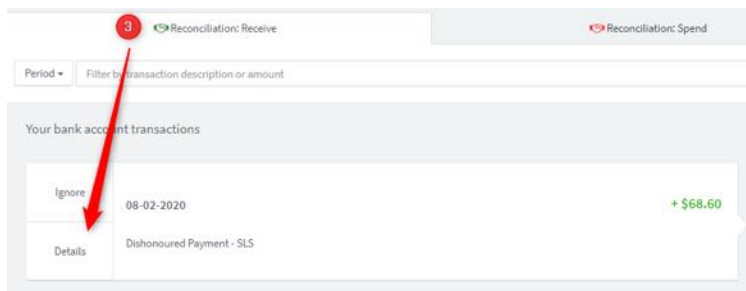
Adding a Bank Account
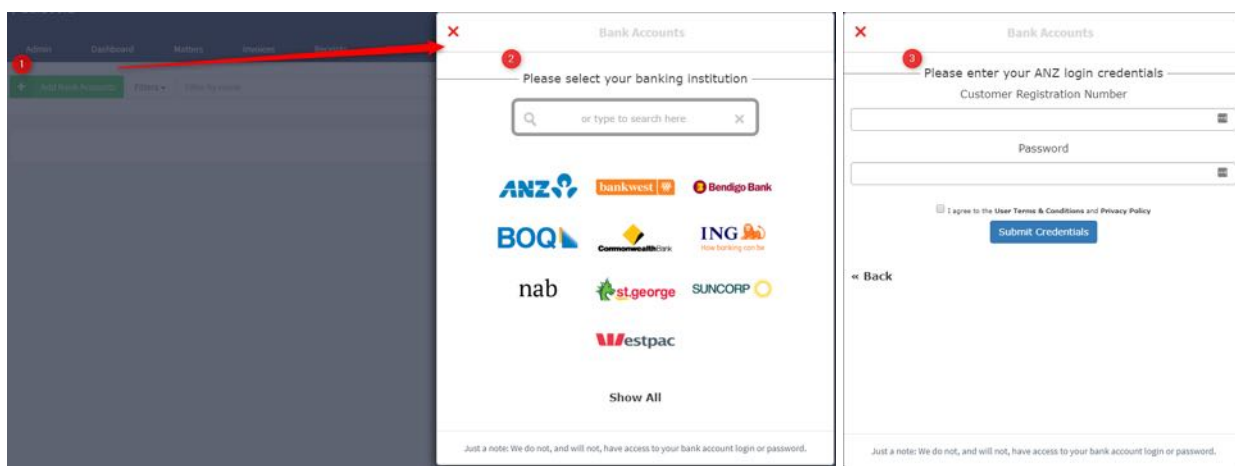
1. Click the Add Bank Accounts button.
2. Select your banking institution.
3. Enter your log in credentials.

Please note that we do not, and will not, have access to your bank account login or password. You can add as many bank accounts as you wish.

Transaction Details Tab

Once you have added a bank account and successfully imported your transactions, you may view the details of your bank transactions by:

1. Hover your mouse on the account, on the right side you will see the Transactions icon. Click the icon to open.
2. On the Transactions tab, click the Details button next to the transaction you wish to view
   OR
3. Click either of the Reconciliation: Receive/Spend tabs, click the Details button under the Ignore button next to the transaction you wish to view.
4. The Transaction details window will pop-up, in here you have the option to add notes on the transaction.

Reconciliation: Receive Tab
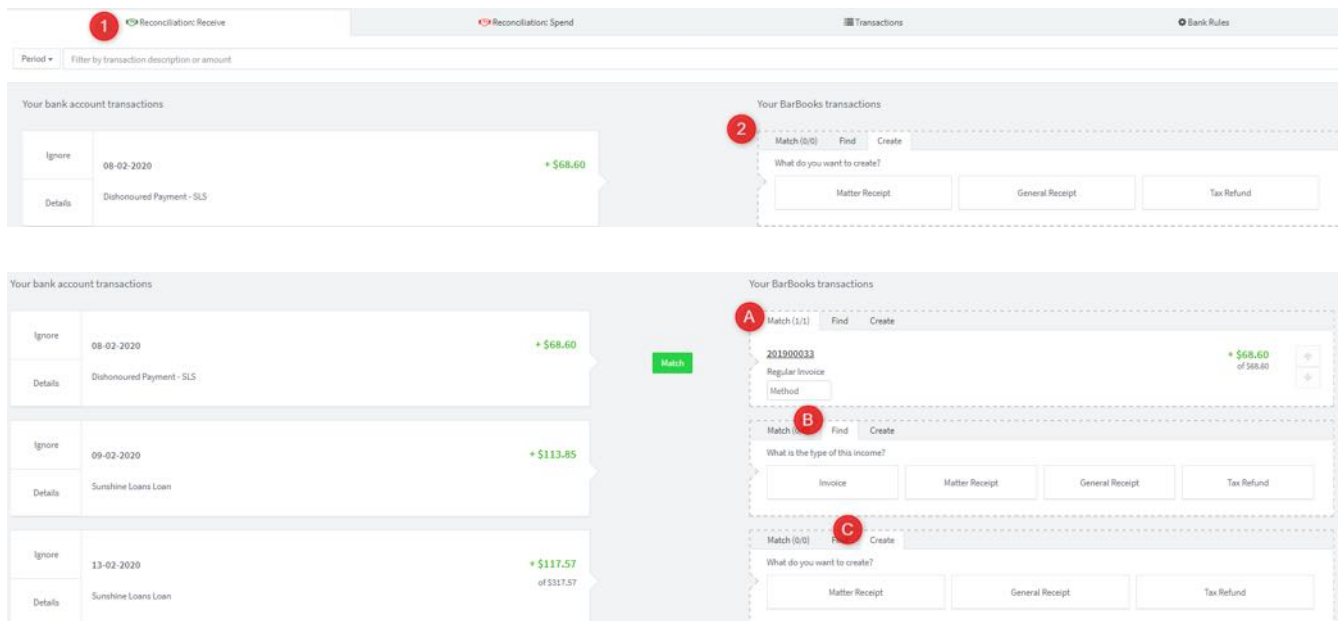
1. Click the Reconciliation: Receive tab within the selected Bank Account.
2. There are 3 ways you can reconcile a Bank Transaction to a BarBooks record – Match, Find, Create.
   a. Match – BarBooks automatically finds and suggests an existing invoice or receipt that is a possible match to your bank transaction. The amount and date of the invoice or receipt

should be the same as the bank transaction. The date should be same or earlier than the bank transaction. To reconcile, click the green Match button located in between the transactions.

b. Find – if there is already an invoice or receipt created in your account, you can search for it here. Locate the invoice or receipt, then reconcile by clicking the Match button.

c. Create – by using this option, you can create new receipt records in BarBooks as you see the bank transactions come into your bank account while you are reconciling. Choose which type of receipt you wish to create: Matter Receipt, General Receipt, or Tax Refund. You can check the Receipts tab for the all the receipts created from bank reconciliation.

Reconciliation: Spend Tab

1. Click the Reconciliation: Spend tab within the selected Bank Account.
2. There are 3 ways you can reconcile a Bank Transaction to a BarBooks record – Match, Find, Create.
   a. Match – BarBooks automatically finds and suggests an existing expense record that is a possible match to your bank transaction. The amount and date of the expense should be the same with the bank transaction. To reconcile, click the green Match button located between the transactions. Please note that when you hit match, the transactions will just be reconciled and there will not be a duplicate entry.
   b. Find – if there is already an expense created in your account, you can just search it here. Locate and select an expense, then reconcile by clicking the Match button. If the expense from BarBooks transaction is less than the bank transaction you may still add another expense or just partly reconcile it. You may adjust the amount or edit the details of the expense by clicking the pencil icon.

c. Create – by using this option, you can create new expense records in BarBooks as you see the bank transactions leave your bank account while you are reconciling. Just choose the type of expense record you wish to create: General Expense, Tax Payment, Disbursement, or Personal Expense. You can check the Expense tab for all expenses created from reconciliation.

Transactions Tab

This tab lists all the bank transactions whether ignored, reconciled, or unreconciled.

1. You may Ignore any transactions here. Select from the list by ticking the checkbox next to the description, then click the Ignore button.
2. You may also Reinstate the ignored transactions by ticking the transaction and clicking the Reinstate button.
3. You also have the option to Un-reconcile and reconciled transactions.
4. To see the details of the transaction, click the Details button. Within the Transaction details box, you may click on Receipts, Invoices, Expenses links to see the additional details.

Bank Rule

1. To create a Bank Rule, go to the Bank Rules tab.
2. Click the Add rule button.
3. Select from the dropdown list the type of rule.
4. Fill-in all required information, then click the OK button to save.

Splitting Options

1. To split a General Expense, go to the Reconciliation: Spend tab, select General Expense as the type.
2. Click the Splitting option icon.
3. Click the add button to determine how many times the transaction should be split.
4. Fill-in all the required information, and make sure that there is no outstanding amount.
5. When setting the splitting options for Spend Money Rules, you may choose the type of splitting – it may be by amount or percentage. If it's percentage, it must total to 100%.
6. Splitting options can also be found when you are creating a Spend rule with General Expense as the type.

Deactivate and Activate Bank Accounts

You can deactivate a bank account that you no longer use, whenever you wish. Once you have deactivated an account, you will not be able to open it, you must reactivated the account by clicking the Activate button to open it or import transactions from it again.

Trouble Shooting

If you are unable to import the transactions please re-add the bank account by clicking the Add Bank Accounts button, choose the banking institution, and enter the login credentials which is the same as your online banking.

If it still doesn't work, please contact us at support@barbooksaustralia.com and add a screenshot of the error message if there's any.

5. QUICK ACTION

This is the quickest way to do your recurring tasks.

List of Timers
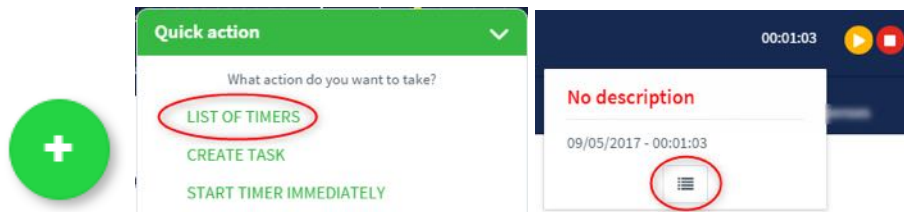
You can see the List of Timers by clicking the Quick action button then select List of Timers or you can also hover your cursor over the timer at the top right of the screen (when there is an active timer running), then click the List of Timers button.

Active Task

This will show you the task, which you can see also at the top right of the screen. You can manage the task by editing, deleting, and opening the matter (if it is already linked in a matter).

Incomplete Task
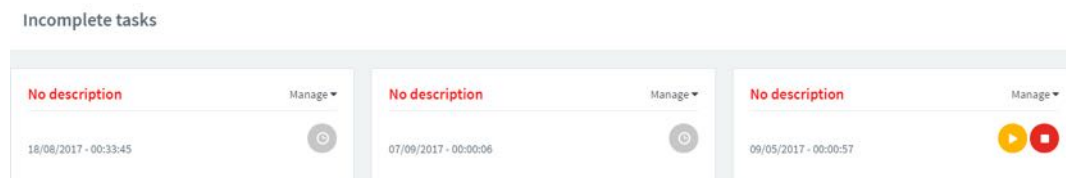
This section will show you the list of tasks with partial details (tasks not yet linked in a matter).

Paused Tasks

This shows the list of tasks you started but not yet ended. If you click the stop button of a certain task, it will then be removed in this list.

Create Task

This button will enable you to create a task even when you are not in the Matters tab. Select a matter, then fill-in all the required information and click the OK button to save.

Start Timer Immediately

Upon selecting this button, the timer will start even while you are entering the details. You can also enter the details later and it will be in the Active Task section and will be found as an Incomplete task if a matter is not yet linked to it. Please note that only active matters with hourly rate can be selected.

6. SUPPORT

BarBooks customer support team is knowledgeable and friendly. Our support team can help you with product knowledge, provide tips, share tailored reports, and assist you with any questions. Please get in touch with us.

- Email: support@barbooks.co
- Phone: +61 295 397 816 (Monday – Friday 10am – 6pm AEDT)
- Website: https://www.barbooksaustralia.com/contact/
- Live chat