



MILLS & CO
CHARTERED CERTIFIED ACCOUNTANTS

Getting started guide

Get to know KashFlow



 **KashFlow**

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Introduction

Thank you for choosing to use KashFlow. To ensure you get the maximum benefit from KashFlow, we strongly advise that you read through this guide to familiarise yourself with all of the features available.

KashFlow is an online, on-demand application that allows you to easily manage the day-to-day accounting needs of your business. As well as creating and sending invoices to your customers, managing payments to your suppliers, and performing other necessary accounting tasks, you are also able to view graphical representations of how your business is growing and make use of many of the features available to improve the efficiency of your business

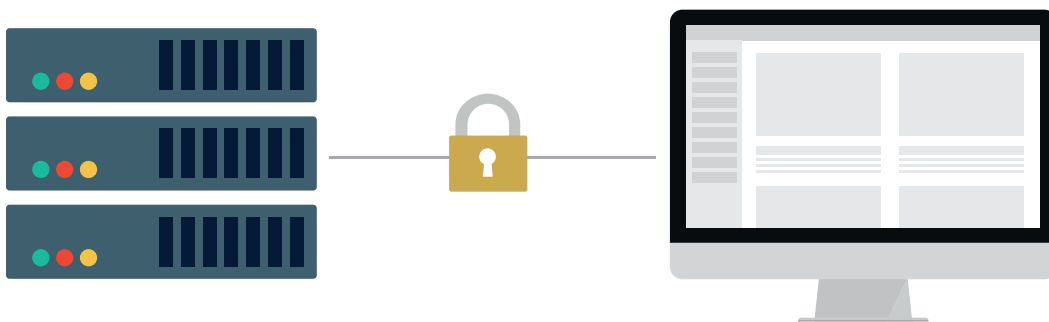
The KashFlow reporting system helps you to quickly see what is happening in your business so that you are able to make informed decisions quickly.

Aimed at small businesses and start-ups, KashFlow has been designed with the small business owner in mind. Unlike other financial software – KashFlow is incredibly easy to use. To keep your data secure we use the same security and encryption techniques that are used for internet banking.

We are always happy to hear from you with regard to suggestions for new features or criticisms of how the system currently works. If you have any comments to make please join our online user community, KashFlow Canvass at <http://www.kashflowcanvass.com>

Security

We know that security is a primary concern for any business when it comes to storing and sending sensitive information on the internet. For that very reason we employ SSL encryption techniques. This is the same method of encryption used by banks for their online banking systems and by ecommerce websites that take credit card information.



Once you are logged in to your account all data transferred between the server and your computer is encrypted so that it can't be read by anybody else.

We also employ additional security methods during the log on process to make sure that any virus or other rogue software on your computer isn't able to detect your login details. In terms of physical security – the servers that run the KashFlow application are housed in a highly secure facility in the Western area of London and in the North of England. The servers have the protection of security barriers, 24x7x365 monitoring by on-site personnel to include visual verification of all persons entering the building, CCTV video camera surveillance and a security breach alarm provides the control room with information.

Access to the buildings, data floors and server area is via individually programmed Proximity Access Cards (PAC), usage of the PAC is logged centrally by time and date. The cards cannot be used by anyone else, whenever someone swipes their card tag over the sensors to gain access to the building, their digital photograph will be displayed on our security systems which are continuously monitored by our on-site technicians. The technicians will then verify the information and only when satisfied, allow access.

To ensure that nobody else using your computer can access your information, please make sure that whenever you are finished using the system you click on the 'Log Out' button located towards the bottom of the left menu.

If you have any specific concerns regarding security we will be happy to address them. Please contact support@kashflow.com with your questions.



- ✓ SSL encryption
- ✓ Anti-hacking firewall
- ✓ Servers located in UK soil
- ✓ 24x7x365 monitoring
- ✓ CCTV video camera surveillance
- ✓ Security breach alarms
- ✓ Proximity Access Cards

Logging On



For the best experience using KashFlow, we recommend using Google Chrome as your web browser.

Please see www.google.com/chrome for the download link.

To log in to your account go to www.KashFlow.com and click the 'Log In' button on the top right of the screen, and select the 'KashFlow Login' option. At this stage, you will be asked for your username and password. This is the username and password you chose when you registered. If you chose to have these emailed to you, then you will also have had a copy of your username and password sent to your email address.

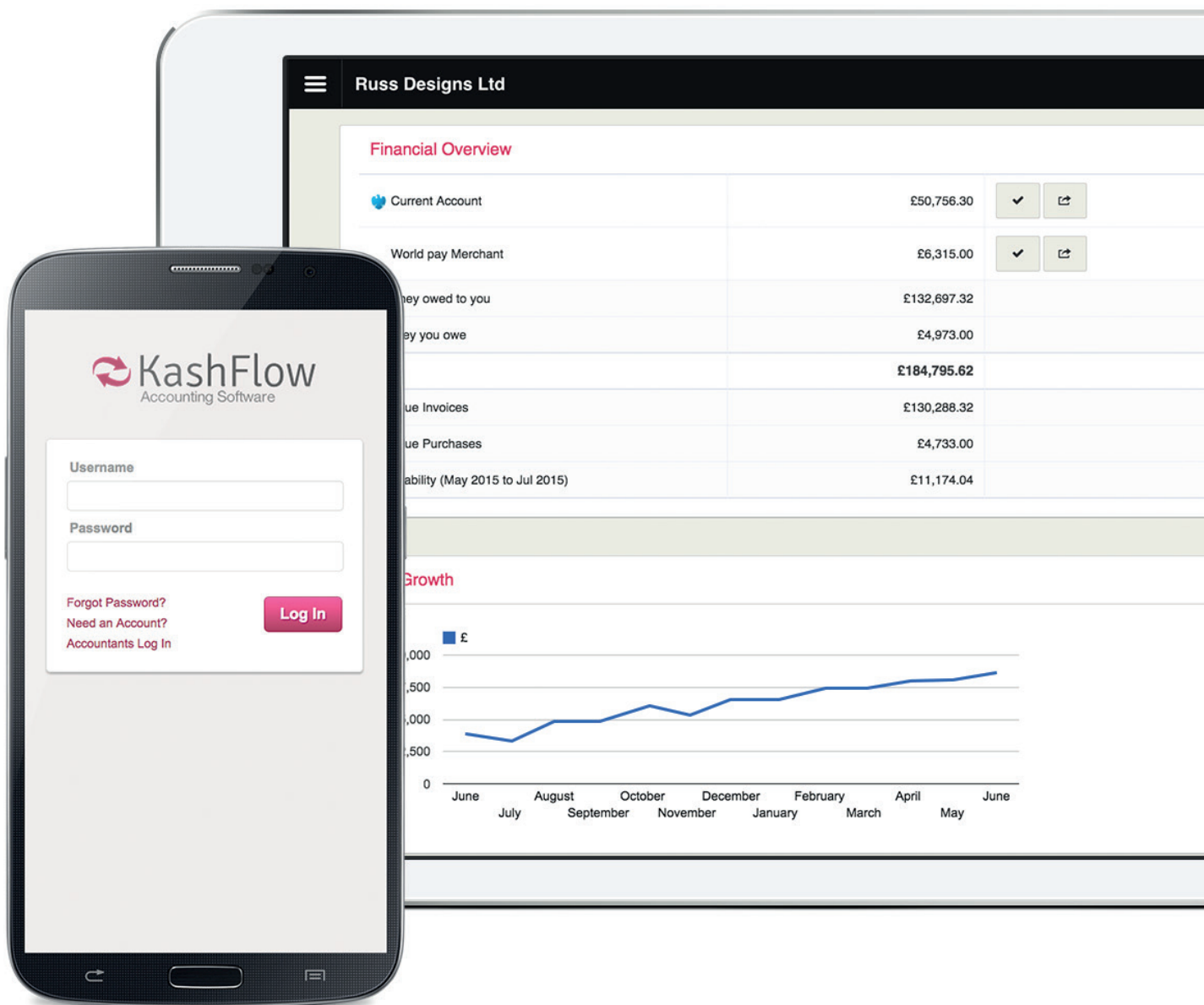
Once you have successfully provided your username and password you will be asked to provide three characters from your memorable word. These characters are selected from a drop-down list instead of entered via the keyboard.

For example, if your memorable word is 'harvester' and you are asked for characters 2, 4, and 7 then you would select characters a, v and t.

Upon successful log on, you will be taken directly to your account Dashboard.

If you have forgotten your password you can obtain this by going to www.KashFlow.com and clicking on 'Log In' and then 'KashFlow Login'. When presented with the options to enter your details, click the 'forgot password' option.

If you have been locked out of your account because you have entered the incorrect information more than 10 times you will need to contact support and they will reset your password for you. You can contact support by email on support@kashflow.com.



General Navigation

Area Tabs

Use these to jump between each area.

Page Title

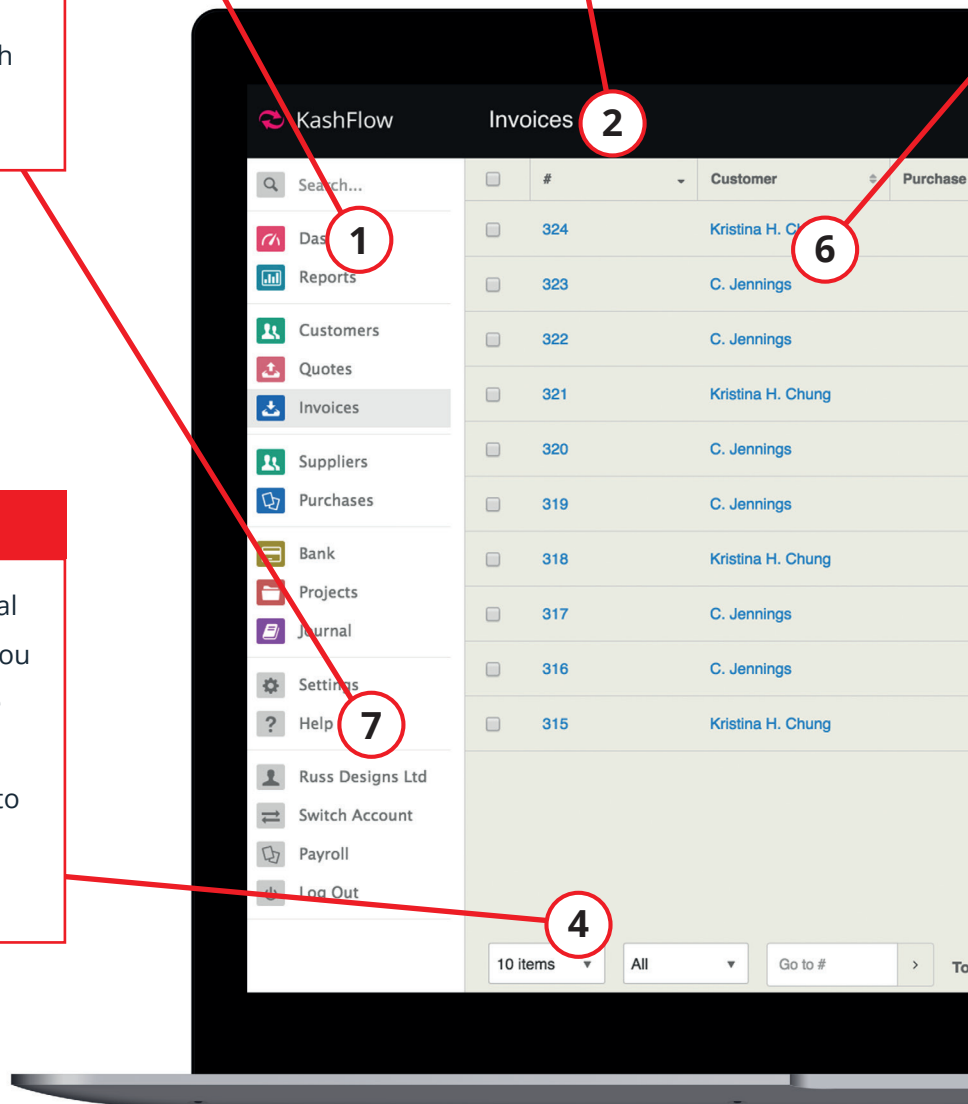
This line shows the title of the page you are currently viewing.

Help

The help section takes you to our Knowledge Base where you can search for areas you require assistance with.

Display and Sort

Provided in this area are any additional options for the section. For instance you can use the drop down lists to change the order in which Sales Invoices are displayed or which Invoices you wish to be displayed.



Content

This is where the information for the section is displayed.

Quick Buttons

These buttons give you quick access to popular sections within an area of the site. For instance, from within the Sales area you will have a button to add a new invoice whilst within the Customer area you would have a button to add a new customer.

Order	Date	Due Date	Amount (Inc. VAT)	Status
	10/05/2015	10/05/2015	£9,308.36	Overdue
	01/05/2015	29/05/2015	£60.00	Unpaid
	01/05/2015	29/05/2015	£56.00	Unpaid
	10/04/2015	10/04/2015	£9,308.36	Overdue
	01/04/2015	29/04/2015	£60.00	Overdue
	01/04/2015	29/04/2015	£56.00	Overdue
	10/03/2015	10/03/2015	£9,308.36	Overdue
	01/03/2015	30/03/2015	£60.00	Overdue
	01/03/2015	30/03/2015	£56.00	Overdue
	10/02/2015	10/02/2015	£9,308.36	Overdue

total: £37,581.44

« < 1 of 24 > »

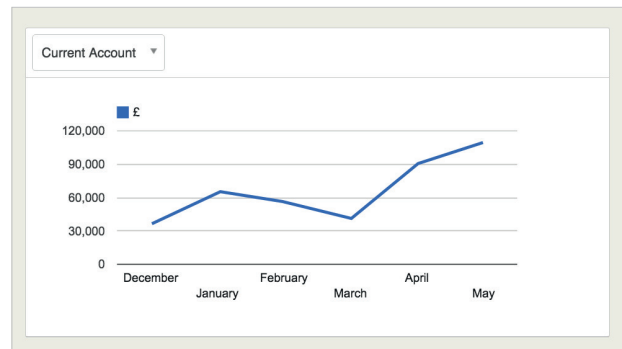
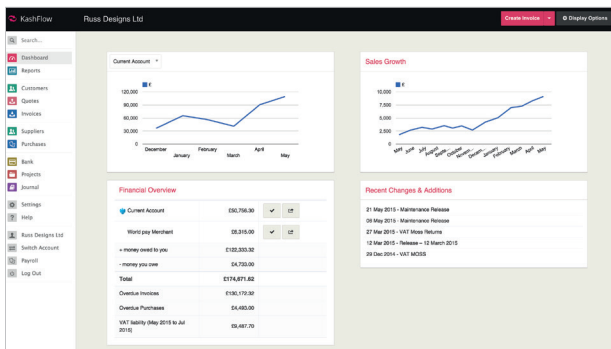
Page Numbers

If there are more than 10 items to show then they will be split into pages. This is where you choose which page to view. If you are viewing your customer or supplier list and you have them ordered by name then this will change to a list of letters. Simply click the letter that corresponds with the customer/supplier you are looking for.

Inside the Area Tabs

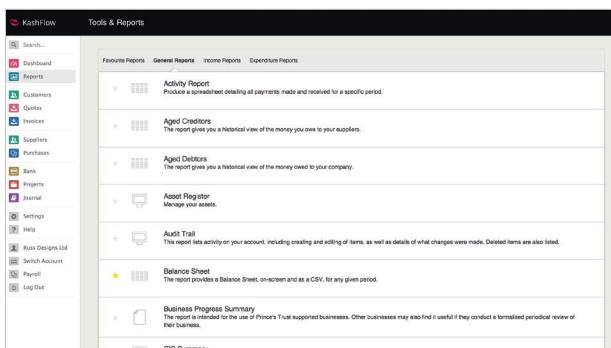
Dashboard

This area gives you a brief overview of your current financial situation. It is also possible to move the tiles around the page to suit your needs.



Reports

From within the Reports section you can view graphical information based on your sales and purchases. You are able to see which of your services/products are selling best, and how much business each of your sources generates. If you are VAT registered then you can also quickly see how much VAT you need to pay for any given period.





Customers

This area allows you to manage your list of customers. You can add new customers and view information on existing customers. This is also the area you would go to manage your sources of business. More information on managing sources is provided on page 11.

ID	Name	Balance (inc. VAT)	Outstanding Balance
cus001	Alex A. May	£4,978.28	-
cus002	Alex A. May	£1,054.00	-
cus013	Alex L. Blanford	£1,058.00	-
cus070	Alison A. Macdonald	£1,348.00	£474.00
cus088	Alison C. Sparrowhawk	£2,485.00	-
cus088	Alan A. Marsh	£5,882.00	-
cus084	Amy G. Norman	£0.00	-
cus073	Andre A. Clear	£250.00	-
cus076	Ben H. Whitaker	£0.00	-
cus024	Berjamin O. Row	£.55	£34.00
cus028	Beth A. Walton	£0.00	-
cus033	Beth C. McGivern	£7,254.00	£4,577.00
cus031	Beth L. Wills	£98.00	£1,900.00
cus014	Beth D. Woodard	£46.00	-
cus015	Betty C. MacKenzie	£0.00	-
cus057	Brandon A. James	£38.80	-

Inv #	Date	Amount	Status
300	03/09/2014	£20.00	Paid
240	23/08/2013	£0.00	-
231	14/05/2013	£118.28	Paid
230	08/05/2013	£45.00	Paid
220	24/09/2012	£400.00	Paid
21	08/04/2012	£4,325.00	Paid

First Invoice:	08/04/2012
Last Invoice:	03/09/2014
Total Invoiced:	£4,978.28
Amount Due:	£0.00
Amount Overdue:	£0.00
Average time to pay:	315 days



Quotes

This section lets you create Quotes or Estimates for your customers.

Quote Number	Date	Quote Ref	Category	Customer	Currency
7	03/09/2015		- None -	John Connor	British Pounds (£)

Quote Ref	Design	Sub Total	VAT Total	Total
		£0.00	£0.00	£0.00
				Remove totals from PDF

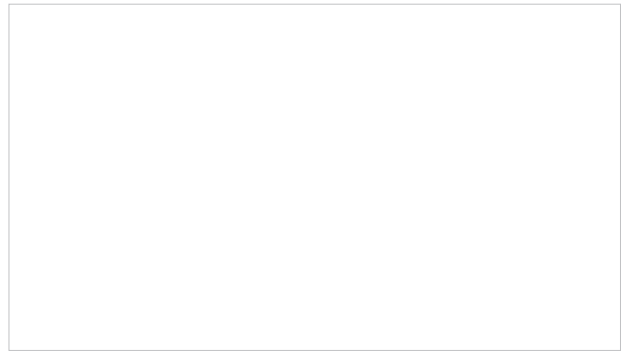
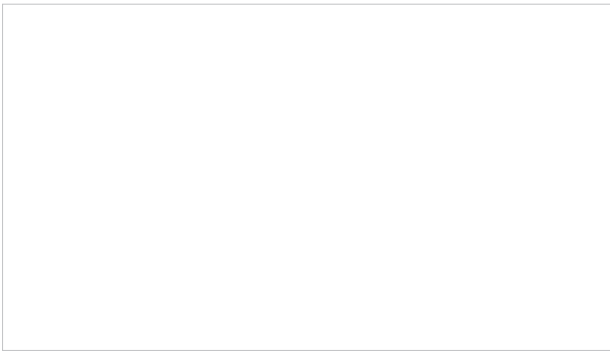
Qty	Description	Rate	VAT Rate	VAT	Total
1	Answer CD	£4.00	0%		£4.00
					Sub Total: £45.00
					VAT Total: £0.00
					Total: £45.00

Inside the Area Tabs



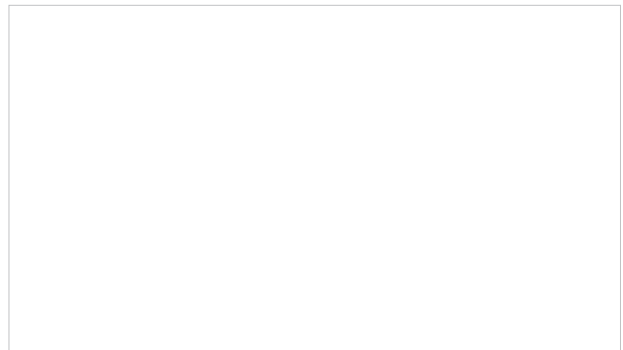
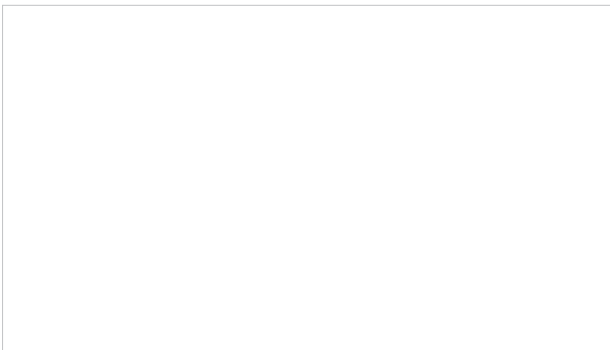
Invoices

This is the area you would visit in order to create, print or email new Invoices. You would also use this area to find an invoice to mark it as having been paid or to view a list of all unpaid or overdue invoices. From within the Invoices area you can access Repeat Billing - this is used to set up invoice to be created at future dates, either annually or monthly.



Suppliers

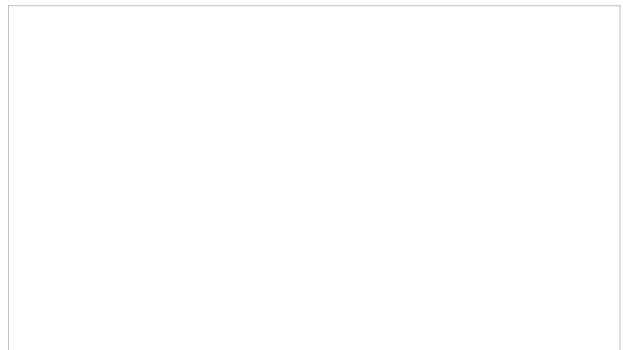
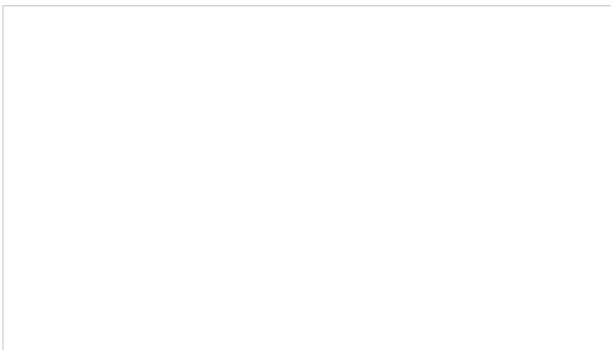
Similar to the 'Customers' area, this area is where you manage your list of suppliers.





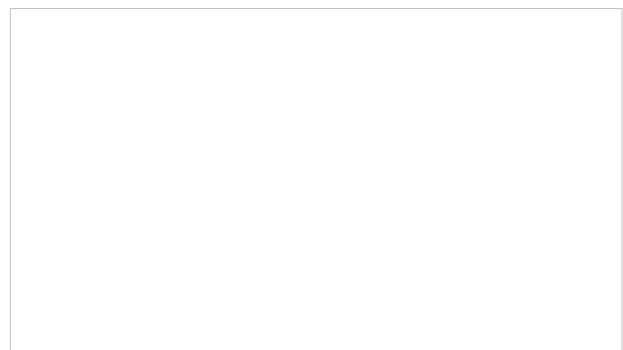
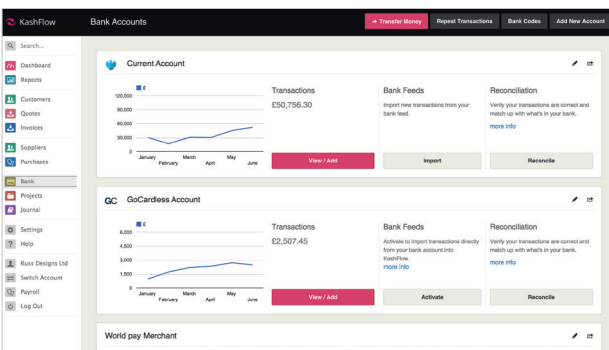
Purchases

In the Purchases area you should record all of your outgoings by adding details of all of your receipts to the system. You can also amend your list of Payment Methods.



Bank

This area lets you record money that has gone into or left your bank account(s) that isn't actually a sale or a purchase. This may be anything from your own drawings to interest received or bank charges paid. This is also the area to visit if you want to reconcile your bank statement. A bank account has already been created for you, but you can create as many additional accounts as you require. Within the bank area you can also set up bank feeds. This is a service which links your bank account to your KashFlow account allowing you to import transactions from your bank.



Inside the Area Tabs

Settings

We encourage all users to explore this area. The Settings page is split into 4 sections:

- 1 YOUR ACCOUNT:** Manage your subscription as well as import data into KashFlow.
- 2 LISTS:** Add and edit lists that you will find around the KashFlow program.
- 3 CONFIGURATION:** Customise your account and Invoices to suit your business.
- 4 EXTERNAL SERVICES:** Link KashFlow to external services.

1

Your Account

- Manage Subscription**
Change your subscription status and/or buy additional modules.
- Company Details**
Update your company address, telephone number, etc.
- Change Password**
Change your password or memorable word.
- Import Data**
Import data into your KashFlow account.
- Backup Data**
Set options to be regularly emailed a backup.
- Display Settings**
Change the way KashFlow looks.

2

Lists

- Sources**
Add, edit and delete your various sources of business.
- Sales Codes**
Manage a list of the different types of sales that you make.
- Purchase Codes**
Edit the list of your different types of outgoing.
- Currencies**
Set up foreign currencies for use with invoices and quotes.
- Payment Methods**
Edit your list of methods with which you pay for your invoices and purchases.
- Chart of Accounts**
Edit your Sales Codes, Purchase Codes and Bank Transaction Types all from this one page.

3

Configuration Settings

- PDF Themes**
Change how your PDF documents look.
- Invoice Options**
Configure invoices, discounts and packing slips.
- Stock Options**
Enable Stock Management and edit related options.
- Project Settings**
Enable projects and change settings.
- VAT Settings**
Set various VAT settings, such as which scheme you are on, online filing options, etc.
- CIS Options**
Enable and configure settings for CIS or Withholding Tax.

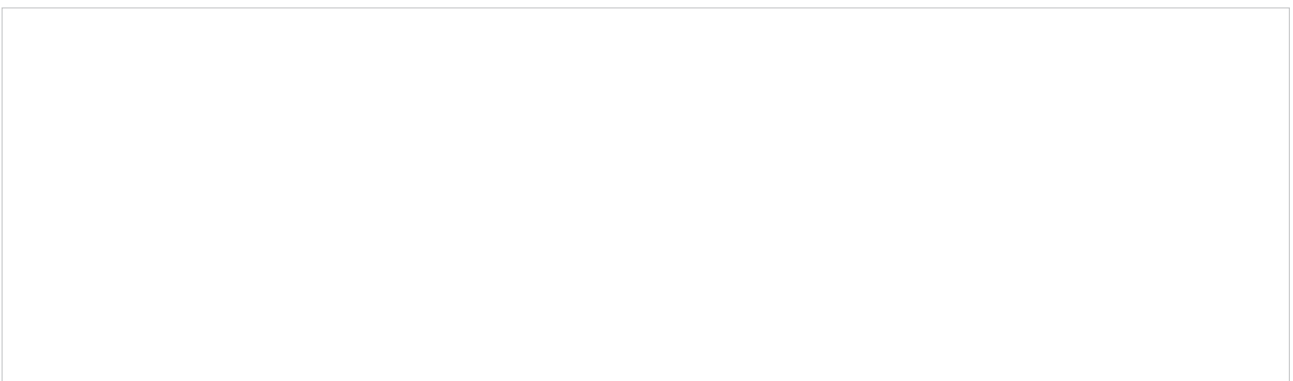
4

External Services

- PayPal Imports**
Settings to automatically copy across sales and customer info from your PayPal Account.
- FreshBooks Integration**
Integrate with a FreshBooks account to copy across new invoices and customers.
- ViaPost Settings**
Send invoices by post without ever touching an envelope or a stamp.
- API Settings**
Enable and configure API access to your KashFlow account.
- GoCardless**
Easily take payments online using GoCardless Direct Debits.
- Dropbox**
Set up Dropbox integration so you can store files along with your accounting and customer data.

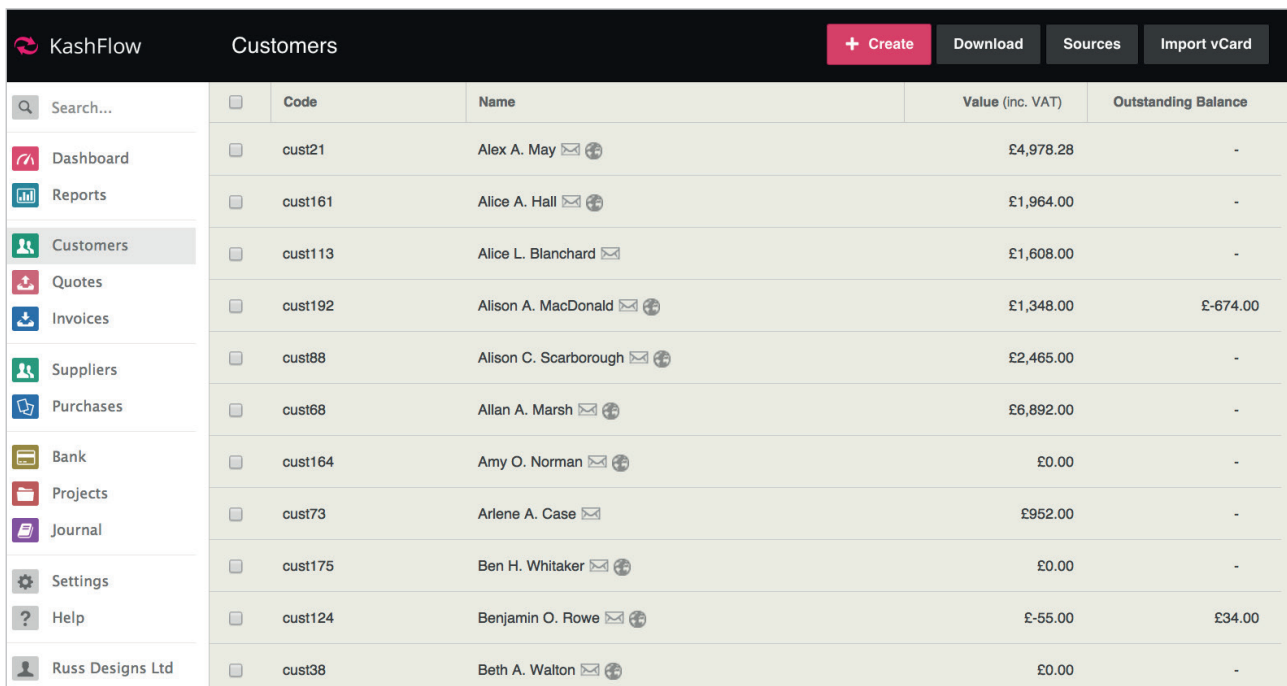
? Help

The help area aims to answer the most common questions that users of the system have. If your question is not answered in this section then you can use the Support Ticket system to ask a specific question that will be answered by our support team, just email support@kashflow.com



Adding Customers

First click on the Customers area and on the left hand menu. To create a new client please select 'Create'.



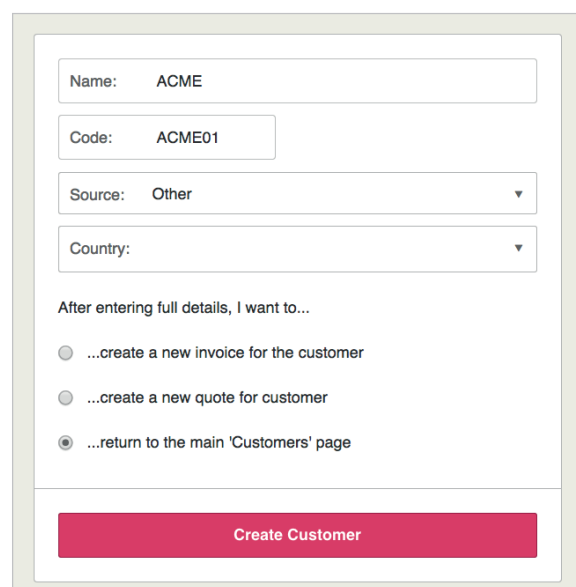
The screenshot shows the KashFlow interface with the 'Customers' section selected in the left-hand menu. The main area displays a table of customer records. At the top right, there are buttons for '+ Create', 'Download', 'Sources', and 'Import vCard'. The table has columns for 'Code', 'Name', 'Value (inc. VAT)', and 'Outstanding Balance'. Each row represents a customer with their respective details.

Code	Name	Value (inc. VAT)	Outstanding Balance
cust21	Alex A. May	£4,978.28	-
cust161	Alice A. Hall	£1,964.00	-
cust113	Alice L. Blanchard	£1,608.00	-
cust192	Alison A. MacDonald	£1,348.00	£-674.00
cust68	Alison C. Scarborough	£2,465.00	-
cust68	Allan A. Marsh	£6,892.00	-
cust164	Amy O. Norman	£0.00	-
cust73	Arlene A. Case	£952.00	-
cust175	Ben H. Whitaker	£0.00	-
cust124	Benjamin O. Rowe	£-55.00	£34.00
cust38	Beth A. Walton	£0.00	-

You can then enter the name of the customer and a code will be automatically created.

So, if you had a customer called ACME Computer Supplies and another called AC Mechanics their codes would be ACME01 and ACME02 respectively.

Click the 'Create Customer' button to create the customer record.



The screenshot shows the 'Create Customer' form. It includes input fields for 'Name' (ACME), 'Code' (ACME01), 'Source' (Other), and 'Country'. Below these fields, there is a section titled 'After entering full details, I want to...' with three radio button options: '...create a new invoice for the customer', '...create a new quote for customer', and '...return to the main 'Customers' page'. The 'return to the main 'Customers' page' option is selected. A large pink 'Create Customer' button is at the bottom.

You will now be presented with the Customers record page. Here you can enter other details for the customer, such as their address, telephone number, websites address, etc.

The Customers area allows you to view customer statements, record notes about that customer (customers will never see these notes), and view stats on the customer, such as when they were first invoiced or their average time to pay.

You can come back and view or change all of this information at any time simply by selecting the 'Customers' area tab and clicking on the customer you wish to view/edit.

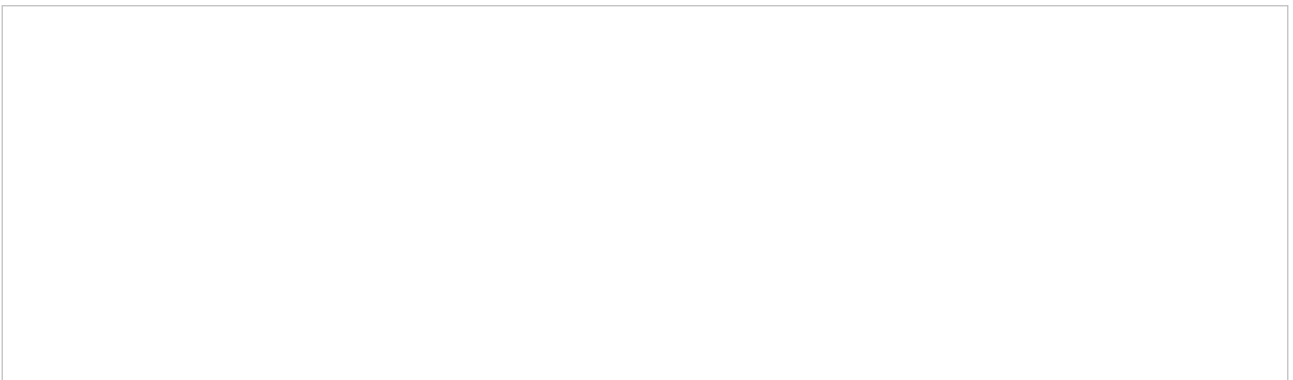
The screenshot shows a web interface for a customer record. At the top, there is a dark header bar with a back arrow, the name "Alex A. May", and several action buttons: "+ Create Invoice", "+ Create Quote", "Purchase History", "Statement", and "Delete". Below the header is a light grey navigation bar with tabs: "Contact Details", "Options", "Other Info", "Invoices, Stats, etc", and "Forms & Envelopes". The main content area is a form with the following fields:

Code: <input type="text" value="cust21"/>	Contact: <input type="text" value="Title"/>
Name: <input type="text" value="Alex A. May"/>	<input type="text" value="Alex"/> <input type="text" value="May"/>
Address: <input type="text" value="Norrington Avenue"/>	Full Name: <input type="text" value="Alex May"/>
Line 2: <input type="text" value="Southwark"/>	Telephone: <input type="text" value="020 7123 4567"/>
Line 3: <input type="text" value="London"/>	Mobile: <input type="text" value="0771 234 5678"/>
Line 4: <input type="text"/>	Fax: <input type="text" value="020 7123 4568"/>
Post Code: <input type="text" value="SE4 X11"/>	Email: <input type="text" value="Alex@domainname.com"/>
Country: <input type="text" value="United Kingdom"/>	Web: <input type="text" value="www.domainname.com"/>

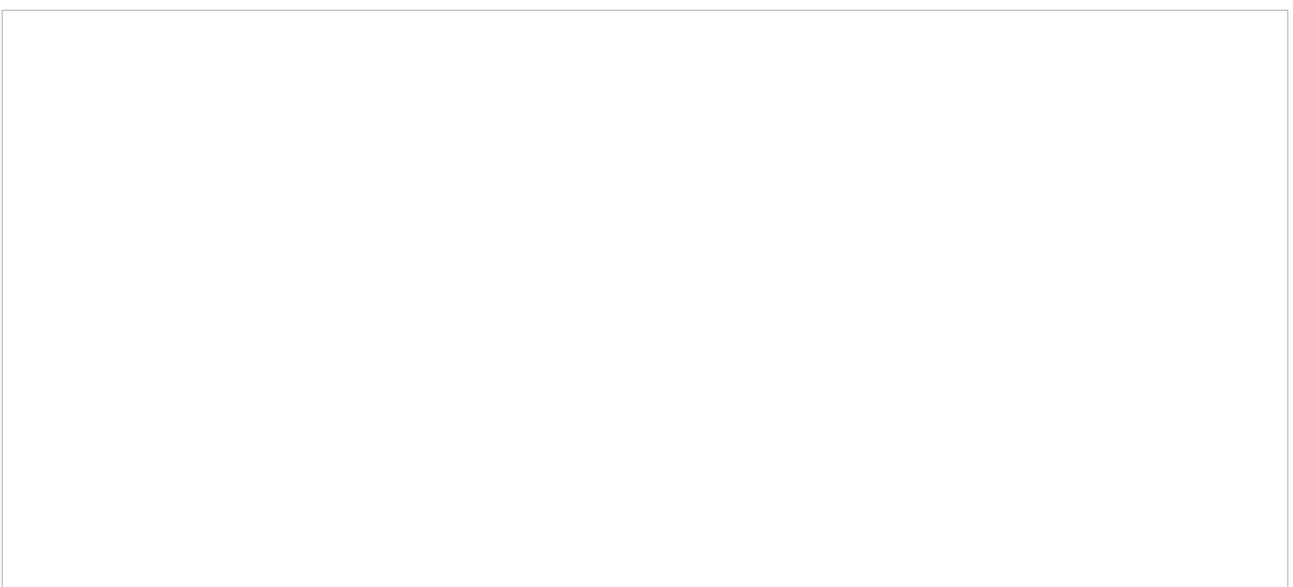
At the bottom center of the form is a red "Update" button.

Adding Sales Codes

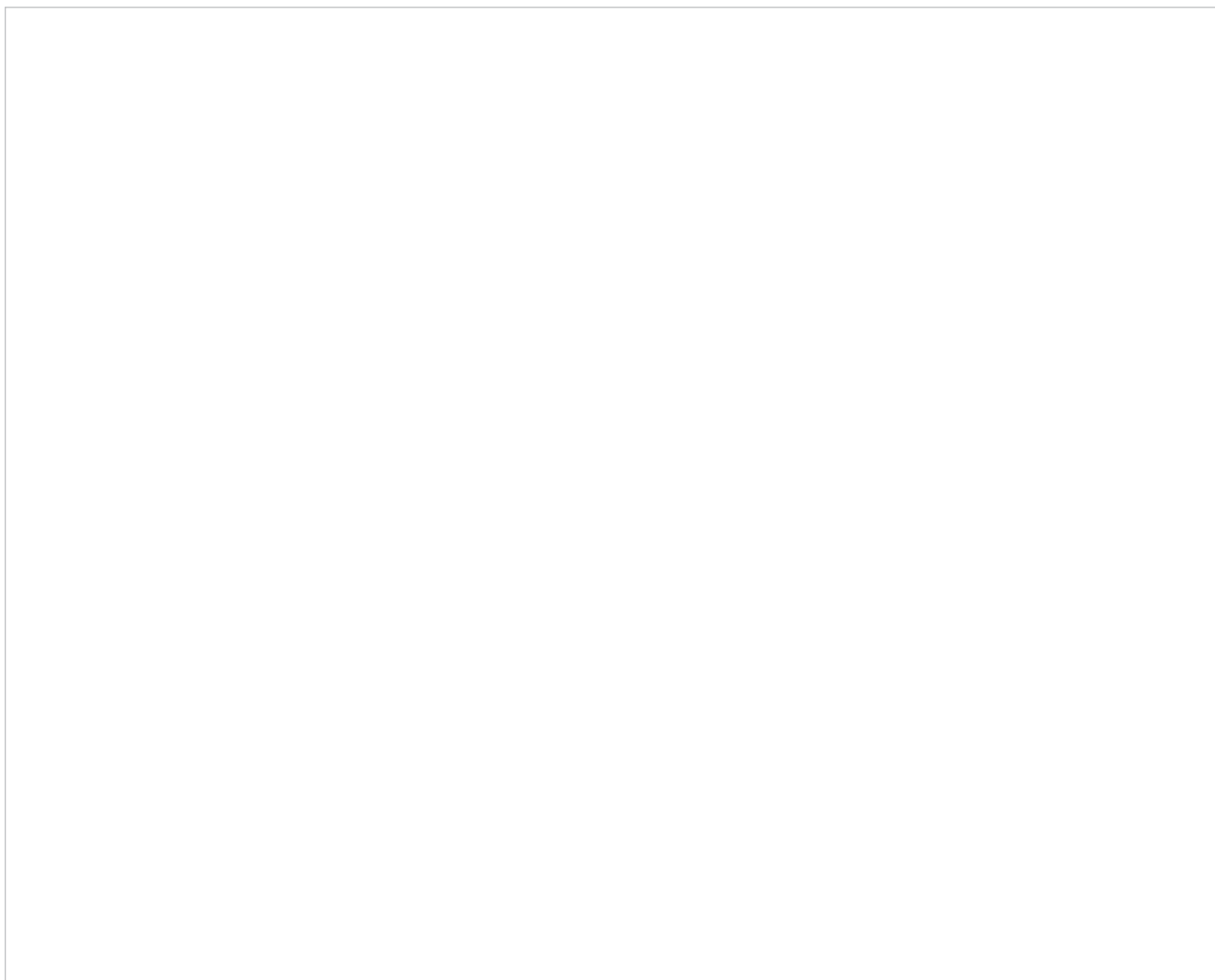
You're almost ready to start creating invoices. All you need to do now is enter a list of your sales codes. Click the 'Invoices' area tab and then click the 'Sales Codes' button up at the top right of the screen.



This is a list of your sales codes. You can be as general or as specific as you like. For instance, if you were a green grocer you could list all the different type of fruits and vegetables, or you could just enter 'Fruit' and 'Vegetables'. This information isn't printed on any invoices; it is only used internally to generate reports based on how popular or profitable each of your sales codes are.



Simply enter the name of the product or service into the box provided and click 'Add New Sales Code'. You have the option of including a price and description for this sales code. If you provide these then, when you add this sales code to an invoice, the price and description will be automatically filled in for you. You are able to change these details on a per-invoice basis. We will also generate a numeric code for you, if you wish to change this nominal code you can do. If you've enabled Stock Control then you'll also have the opportunity to track stock levels for this sales code. Simply enter the amount you have in stock and KashFlow will automatically deduct from this whenever you add an item to an invoice.



Creating Sales Invoices

Now that you have created some customer records and added some sales codes, you are ready to start producing invoices. Click on the 'Invoices' area tab and click on the 'Create' button. You now need to provide the following information:

New Invoice

Cancel
Save

Invoice Number

Customer ▼ +

Purchase Order

Address

Delivery Address

Issued Date

Due Date

Currency

	Sales Code	Qty	Description	Rate	VAT Rate	VAT	Total	
☰	4906 - Sales ▼	1	Web Re-design	1,200.00	20% ▼	240.00	1,440.00	✕
☰	4906 - Sales ▼	1	Web development	1,800.00	20% ▼	360.00	2,160.00	✕
☰	4906 - Sales ▼	1	Domain	20.00	20% ▼	4.00	24.00	✕
☰	4906 - Sales ▼	1	Hosting	60.00	20% ▼	12.00	72.00	✕
☰	4906 - Sales ▼	1	Motion graphic video	1,800.00	20% ▼	360.00	2,160.00	✕
☰	4906 - Sales ▼	1	iOS App	2,000.00	20% ▼	400.00	2,400.00	✕
☰	4906 - Sales ▼	1	Android App	1,660.00	20% ▼	332.00	1,992.00	✕

[+ Add Line Item](#)

[+ Add Comment](#)

Sub Total: £9,534.00

VAT Total: £1,906.80

Total: £11,440.80

Invoice Number: This is automatically created for you. We assume that your new invoice number will be one number higher than the last invoice you created. You are welcome to change this number if you need to.

Invoice To: Select the customer you are invoicing, from the list provided.

Purchase Order: Your customer may have supplied you a reference to use when billing them. If so, this is the place to enter it. You can rename or even remove this field if you want to; we cover this in the 'Customising KashFlow' section on page 10.

Invoice Date: The invoices automatically reflect the current date but you can change this if you want to.

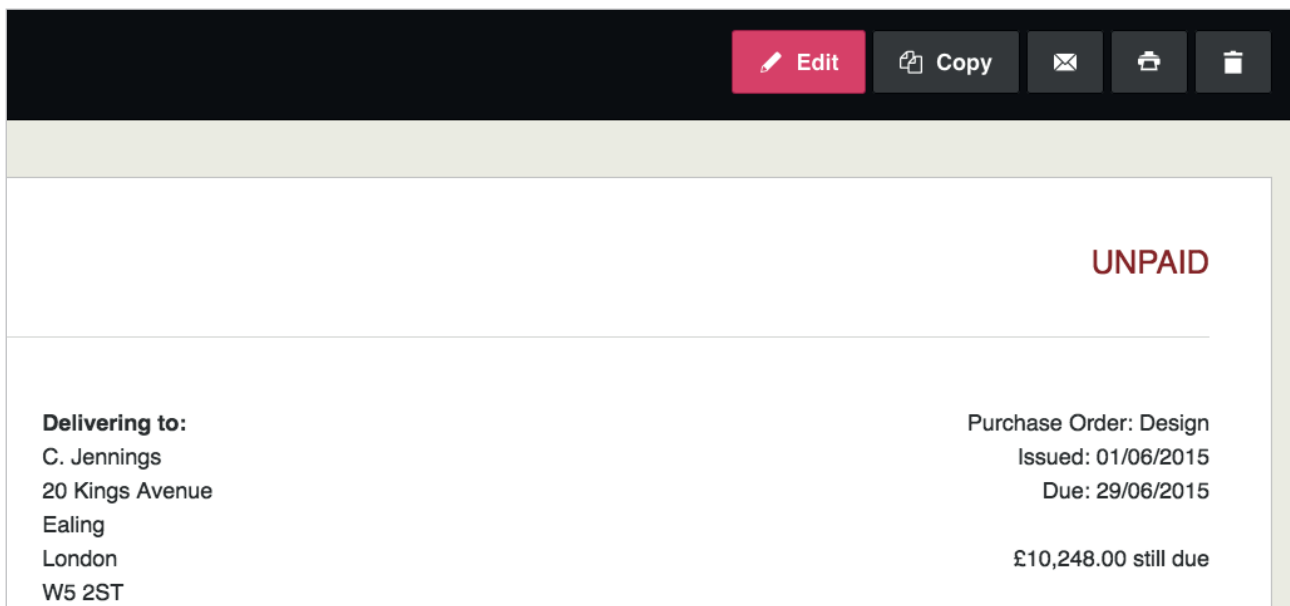
Invoice Due Date: We automatically create the due date by setting it to 28 days after the current date. You can change this default setting by visiting the 'Settings' area, selecting 'Company Details' and changing your 'Payment Terms'. You can also change payment terms on a per customer basis.

Line items: Click to add a line item and details such as a sales code, description, the amounts and VAT rates. You can add any number of line items you want to. Click 'Add Line Item' button and repeat these steps for as many items as you wish to add to the invoice. You can also add comments if you need to. You will notice that the invoice total, along with any applicable tax is automatically calculated for you.

Once you have entered this information you can click 'Save' to create the invoice.

Creating Sales Invoices

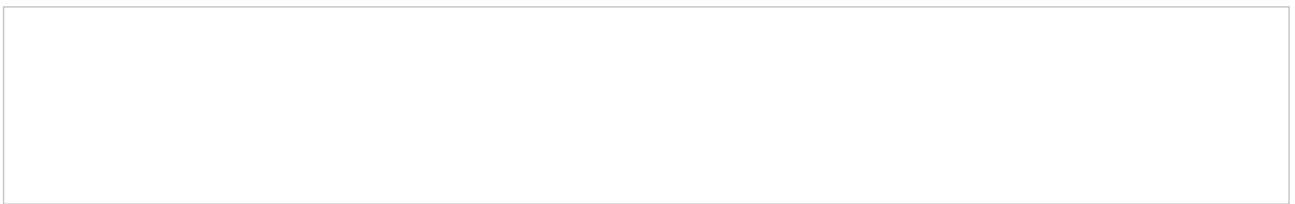
Emailing/Printing invoices: You can now choose to print or email the invoice by clicking on the appropriate button at the top of the page. If you chose to email the invoice then you will be presented with a new page in which to enter the subject line and message for the email. If you provided an email address for this customer then it will be displayed. You can change this email address if you want to. If you do change the address you will be given the option to update the Customer record with the new address. If you change the email message or subject then you will be given the option to save these changes for the next time you wish to email an invoice.



Editing invoices: You can view a list of all your invoices by clicking the 'Invoices' area tab. You can edit the details on any invoice simply by clicking on it in this list. If you want to view the customer record for the customer that the invoice is sent to then you can simply click on the small icon next to the customer name.

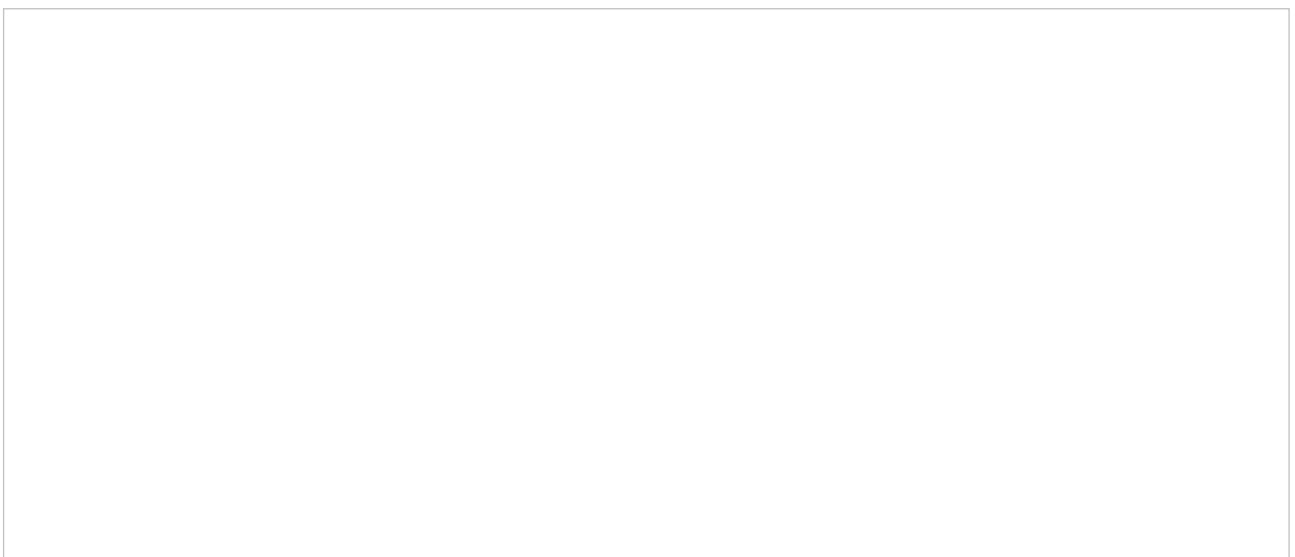
You can also customise the look of your invoices by including your company logo and other details by visiting the 'Settings' area and then selecting 'PDF Themes'.

Marking invoice as paid: When you have received payment for your invoice, you can easily mark it as paid by navigating to the invoice via the 'Invoices' area tab. When you have the invoice that has been click the 'Add Payment' button at the bottom of the invoice, and include the details of the payment. Click 'Save' and the invoice will then be marked as 'Paid'.



Bulk Payments: You may find sometimes that you have received payment for multiple invoices from a customer. This can be recorded as one payment to save you having to pay each one manually. Go to the Invoices area and click 'New Batch Payment' and follow the instructions.

You will then be taken to a list of invoices you can pay. You can mark an invoice as paid by putting a tick in the box and then clicking 'Save'. The invoices will be marked as paid and it will show as one entry in the bank.



Converting Quotes into Invoices

You easily create quotes for your customers and email them these quotes for your services. Click on the 'Quotes ' area tab and then click on the 'Create' button. You can then follow the same process as when you create invoices (as seen on page 10).

You can choose to email or print the quotes by clicking the appropriate icon. You can also return to the quotes and edit them at any time via the 'Quotes' tab.

It is then very easy to convert the quotes into an invoice, by clicking the 'Convert to invoice' button at the top of the screen. You will then be taken to the invoice.

Quote Ref: Magazine Advertising
Date: 24/09/2010

Item	Rate	VAT Rate	VAT	Total
page advert	400.00	0%	0.00	400.00
			Sub Total:	£400.00
			VAT Total:	£0.00
			Total:	£400.00

Remove totals from PDF ✕

Adding Suppliers

Before you can add any receipt details to your KashFlow account you will need to add a list of suppliers. Click the 'Suppliers' area tab and then click the 'Create' button. The process is very similar to adding customers.

First you need to provide the supplier name and the supplier code. The code can be anything you like. We suggest you take the first 4 characters of the suppliers name and then append '01'. So Vodafone would become VODA01.

Click the 'Create Supplier' button and you will be asked to provide additional information about the supplier. None of this information is mandatory.

You will notice that you can select a Purchase Code for this supplier. This option lets you add receipts quicker. For instance, if you set the purchase code for Vodafone to be 'Telephones' then when you add a new Purchase Receipt and select 'Vodafone' as the supplier then the outgoing type will automatically be set to 'Telephones'. You are able to change the outgoing code if you want to – this feature is only designed to save you time.

Info and Settings **Purchases and Stats** Envelopes

Statistics


Ref	Date	Amount	Status
	12/07/2009	£4,325.00	Paid

First Purchase:	12/07/2009
Last Purchase:	12/07/2009
Total Billed:	£4,325.00
Total Paid:	£4,325.00
Total Due:	£0.00

Advanced Payments

Adding Purchase Codes

All outgoings should fall into specific categories such as: professional fees, telephones, rent, etc. When you add a purchase receipt you will be given the opportunity to indicate what type of outgoing it is. We have already added a number of different types for you but if you want to change the list – you can.

 Purchase Codes

This section lists your Purchase Codes so that you can record what type of outgoing each of your purchases relate to.

Code	Name
5000	Materials Purchased
6201	Advertising
7100	Rent
7102	Water Rates
7200	Electricity
7201	Gas

Click the 'Purchases' area tab. Click the 'Purchase Codes' button. You will now see the list of purchase codes that we created for you. You can edit or delete the types we have added or you can create new types.

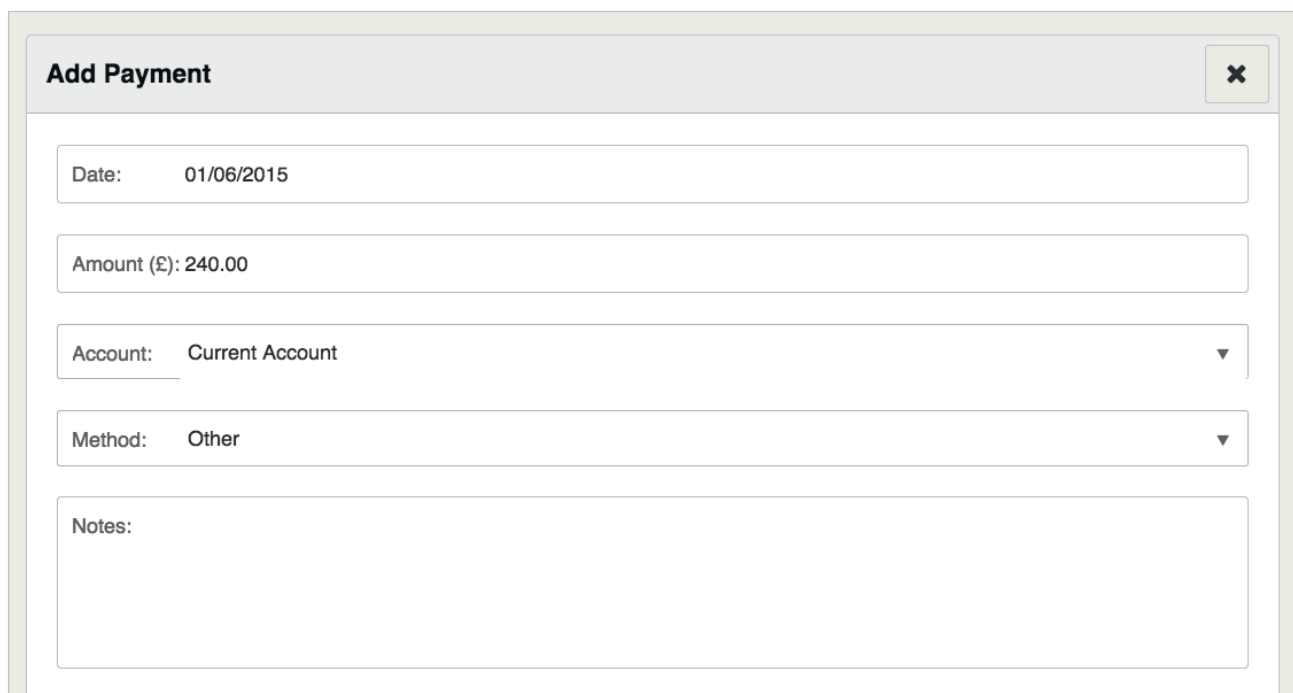
To edit or delete a purchase code, simply click on the code type you wish to edit. To delete a code please select the check box on the right and select the action of deleting a purchase code.

To create a new Purchase code just type its name into the box provided, and click 'Add Purchase Code'. The numeric codes are used here. You can leave them blank or set them to 0 if you wish.

Creating Purchase Receipts

To add a new receipt click on the 'Purchases' area tab. Click the 'Create' button. You will be asked to enter information regarding the receipt. All of the information required should be self-explanatory.

When you are ready, you can select 'save', and when you have received payment you can select 'Add Payment'. If you want to you can also include a note about the payment, this may be the number of the cheque you used to pay the receipt with or any other information. You can view a list of your receipts at any time just by clicking the 'Purchases' area tab. You can also use the drop down boxes so that you are viewing just unpaid receipts.



The screenshot shows a window titled "Add Payment" with a close button (X) in the top right corner. The form contains the following fields:

- Date: 01/06/2015
- Amount (£): 240.00
- Account: Current Account (dropdown menu)
- Method: Other (dropdown menu)
- Notes: (empty text area)

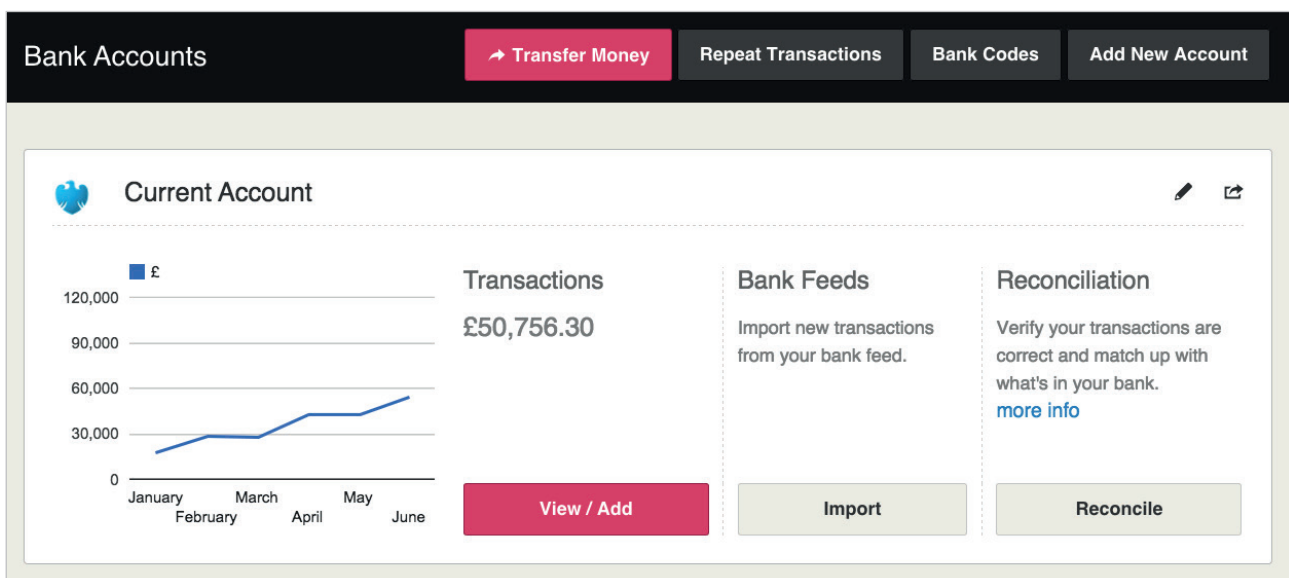
Remittance Advice and Payment Receipts

To print a remittance advice for your suppliers and payment receipts for your customers simply click on the two icons next to the payments on your purchases and invoices, one to print the advice/receipt and one to email it.

Using the Bank Area

The bank area helps you manage your bank account(s) and record all the money that enters or leaves your bank account that isn't actually the result of a sale or purchase. Typically this would include any interest you receive from the bank or any charges you have to pay them. This could also include loan repayments or your own drawings.

We've set up one account for you – the current account. You can add as many other accounts as you please by clicking 'Add New Account' at the top right of the bank area page.



Adding a new transaction

Just click on the 'View/Add Transaction' button next to the relevant account. Select whether you are recording money going in or out of your account and then complete the rest of the 'Add new transaction' form.

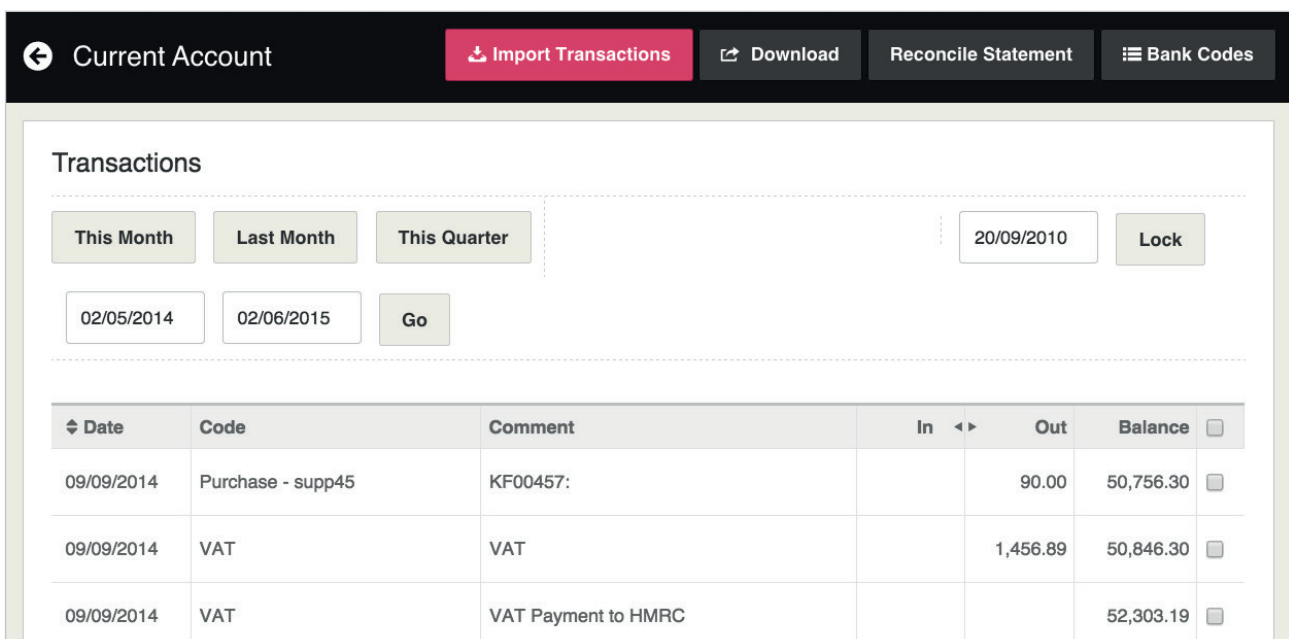
We've already added some of the more common types of transactions you may wish to record, but you can add to or modify the list by clicking the 'Bank Codes' button. If you want to add sales or purchase codes directly through the bank, you can do so by going to the bottom of the chart of accounts, show advanced configuration options and then selecting allow me to see all codes in all areas.

Reconciling a bank statement

Every month or so, your bank will send you a statement detailing everything that's happened in your account. If you're using our automated bank feeds feature, you'll be able to see this statement from inside of KashFlow. If not you will want to check that you have entered all of these ins and outs into KashFlow by referring to your bank statement. To reconcile this information, click the 'Reconcile' button next to the relevant account in the bank area.

If you've not already provided a starting balance for your bank account then it will ask you to enter a date and an amount. KashFlow uses this as a reference point to calculate your bank balance for any given day.

Once you've provided this information all you have to do is enter the first and last date in your statement. KashFlow will then list all money received and spent – either as a result of a sale, a purchase or a bank transaction – and let you know what the starting balance and closing balance on your statement should be. If you've have diligently entered all information then these figures should match up perfectly with your statement. If not then you can use the totals at the bottom of the page and the tick boxes provided to find the missing transactions.



The screenshot shows the 'Current Account' interface with a navigation bar at the top containing buttons for 'Import Transactions', 'Download', 'Reconcile Statement', and 'Bank Codes'. Below the navigation bar, there are filters for 'This Month', 'Last Month', and 'This Quarter', along with date input fields for '02/05/2014' and '02/06/2015', and a 'Go' button. A date '20/09/2010' and a 'Lock' button are also visible. The main area displays a table of transactions with columns for Date, Code, Comment, In, Out, and Balance.

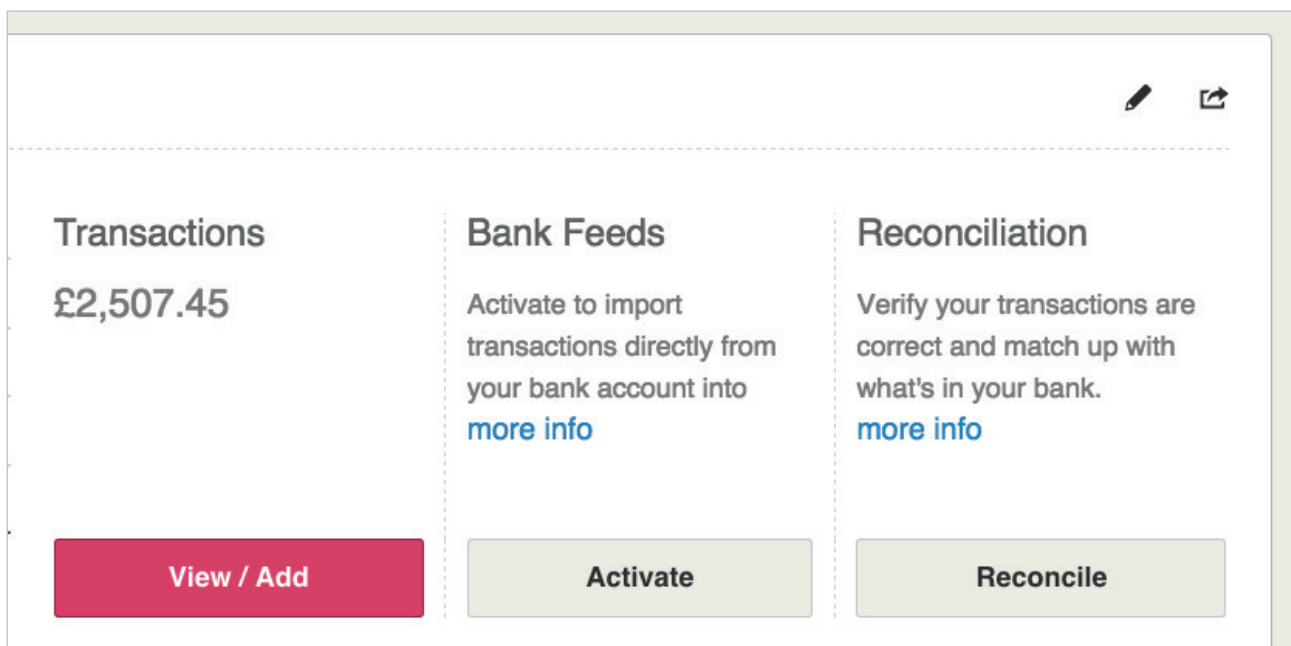
↕ Date	Code	Comment	In	Out	Balance	<input type="checkbox"/>
09/09/2014	Purchase - supp45	KF00457:		90.00	50,756.30	<input type="checkbox"/>
09/09/2014	VAT	VAT		1,456.89	50,846.30	<input type="checkbox"/>
09/09/2014	VAT	VAT Payment to HMRC			52,303.19	<input type="checkbox"/>

Bank Feeds

The KashFlow bank feed service allows you to connect to your online banking service and import your transactions directly into your KashFlow account, saving you time previously spent entering data manually, and ensuring accuracy. Please see our Knowledge Base articles for videos on our bank feeds feature: <http://www.kashflow.com/akademy/kb/bank-feeds/>



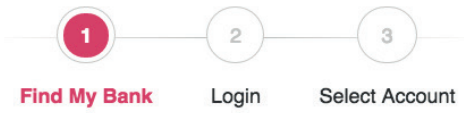
To setup bank feeds, go to the bank account in KashFlow that you want to link to your online banking and click the 'Activate' button in the Bank Feeds box next to the account. From here you can search for your bank and follow the step-by-step on-screen instructions. You will need to agree to the Terms and Conditions to be able to use the feature.



The screenshot displays a dashboard with three main sections:

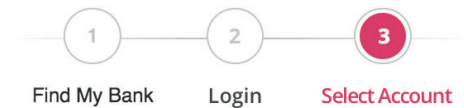
- Transactions:** Shows a balance of £2,507.45 and a 'View / Add' button.
- Bank Feeds:** Includes the text 'Activate to import transactions directly from your bank account into' followed by a 'more info' link and an 'Activate' button.
- Reconciliation:** Includes the text 'Verify your transactions are correct and match up with what's in your bank.' followed by a 'more info' link and a 'Reconcile' button.

There are also edit and share icons in the top right corner of the dashboard area.



Search for Bank/Site:

Name	URL	
Bank of Scotland Business Banking (UK)	https://online-business.bankofscotland.co.uk/	Select
Barclays (UK)	https://bank.barclays.co.uk/	Select
Clydesdale Bank (UK)	http://www.cbonline.co.uk/	Select
The Co-operative Bank (UK)	http://www.co-operativebank.co.uk/	Select



Successfully linked

Your KashFlow account **HMRC (UK)** has been successfully linked to your online **Tax**

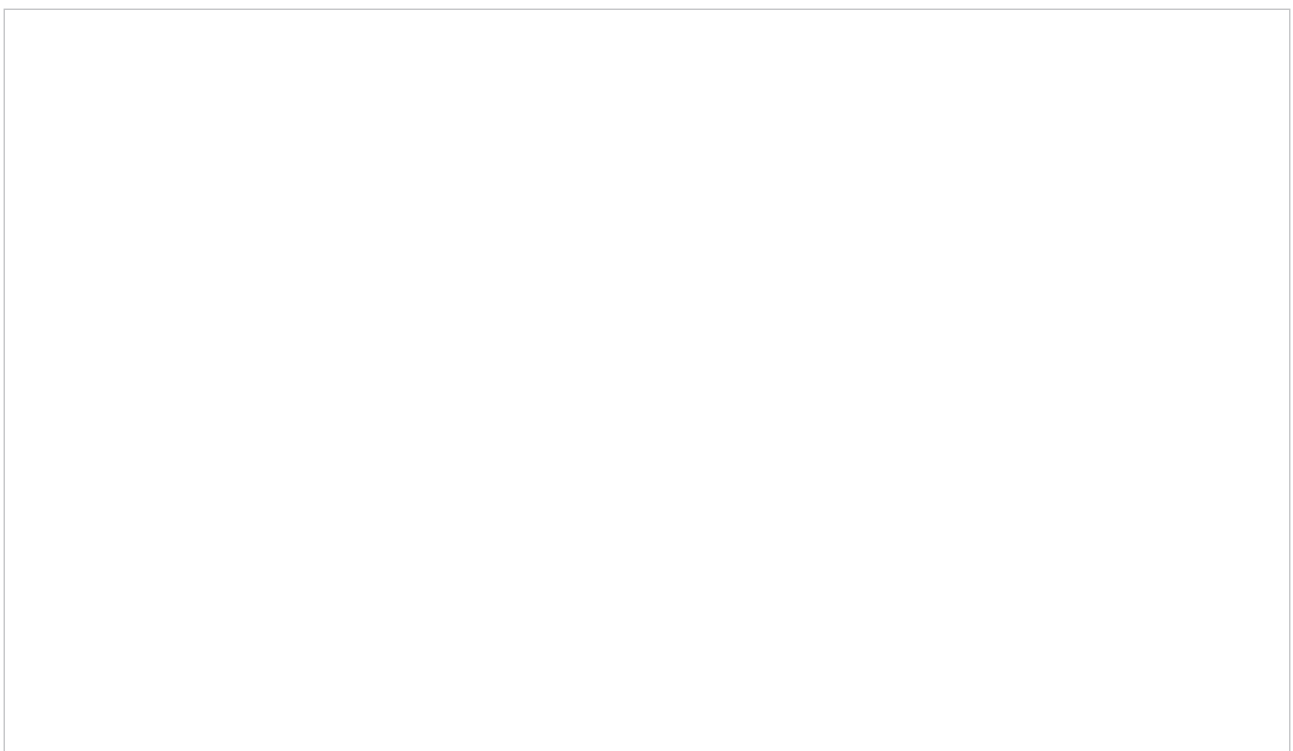
Tax		Connected
MR JOAO CLAIRO	XX XXX-XXXX-9884	£62.43
Last Updated:	03/09/2014 13:43	
Last Imported:	None	
Status Of Last Update:	Successful	

[Bank feeds terms and conditions](#)

Using the Reports Area

The Reports area may not be immediately useful to you if you have not entered a reasonable amount of sales or purchases, but once you have it will be extremely interesting and useful. It is very important that you enter information about sales and receipts correctly (i.e: sales code, payments methods, etc.) if you want to get the best out of the Tools & Reports area. You can also produce VAT reports to help you fill in a VAT Return. This works with the 3 most popular VAT schemes: Accrual accounting (the standard scheme), Cash Accounting and the Flat Rate Scheme (FRS).

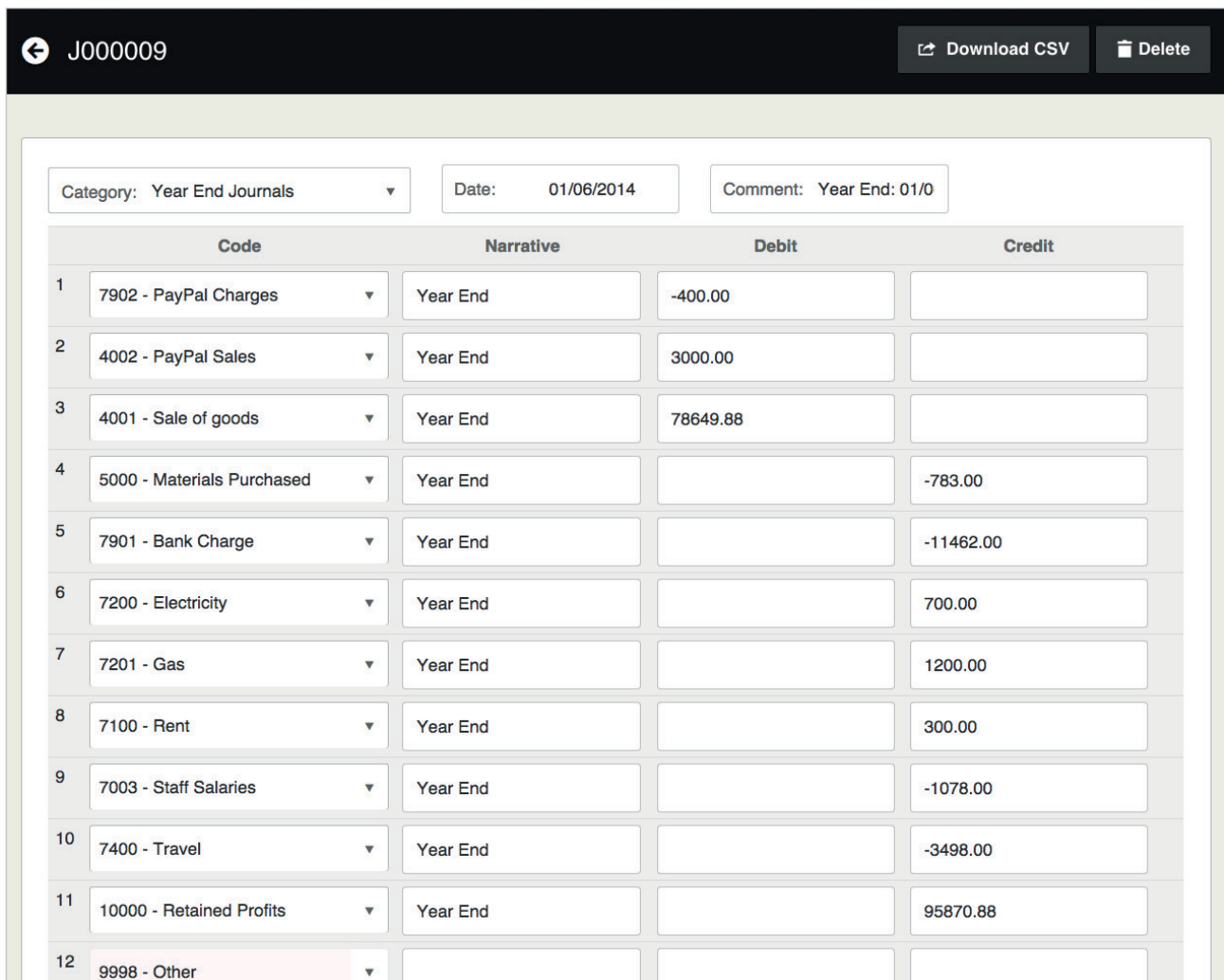
KashFlow supports the Cash Accounting and Flat rate scheme, when you run your VAT report for the first time. Simply tick the box of the scheme that applies to you, select your VAT period and click 'Update'. You can also choose whether to have the total amount of VAT owed displayed on the Dashboard page. So whenever you login to KashFlow you know exactly how much VAT you owe. There is a section for Favourite Reports so that you can quickly access the reports you use most frequently.



Year End Process

At the end of your financial year, there is a process that needs to be completed. This process “moves” all of your profit and loss from the year that is ending into a separate area of your accounts. While you can do this manually, it’s a laborious process. So we’ve put together a report that takes care of it all for you.

Simply go to the Reports page and click ‘General Reports’. Then select the Year End Process and follow the on-screen instructions. As always, the KashFlow support team can be emailed on support@kashflow.com if you have any questions.



	Code	Narrative	Debit	Credit
1	7902 - PayPal Charges	Year End	-400.00	
2	4002 - PayPal Sales	Year End	3000.00	
3	4001 - Sale of goods	Year End	78649.88	
4	5000 - Materials Purchased	Year End		-783.00
5	7901 - Bank Charge	Year End		-11462.00
6	7200 - Electricity	Year End		700.00
7	7201 - Gas	Year End		1200.00
8	7100 - Rent	Year End		300.00
9	7003 - Staff Salaries	Year End		-1078.00
10	7400 - Travel	Year End		-3498.00
11	10000 - Retained Profits	Year End		95870.88
12	9998 - Other			

Settings & Customising KashFlow

Thanks to the great feedback we have had from our users over the past couple of years, KashFlow is now very customisable. Here are a few of the options that may be of interest to you:

Changing the Currency

If you work with Euros or a currency other than pounds then you can change the currency symbol. Go to the 'Settings' area and click the 'Company Details' button. At the bottom of this page you can change the symbol to the currency you use. The new symbol will be used throughout the entire system.

Adding comments to invoices

When creating an invoice you can add comments by clicking 'Add Comment' Button.

Importing PayPal Payments

If you receive payments via PayPal, you can import them automatically into your KashFlow account. See this Knowledge Base article for more information - <http://www.kashflow.com/akademy/kb/paypal-importer-step-1-setting-up-paypal/>

Renaming or removing the Purchase Order Field

Within the Settings area there is a button labelled 'Invoice Options'. An option on this page lets you rename the field to anything you like. If you leave this field blank then it will be removed from your Invoices.

Removing the Qty (quantity) Field from Invoices

An option within PDF Themes allows you to remove the Qty field from your printed invoices. The field will still show when you are creating invoices to allow you to add comments as detailed above.

Managing Projects

If you have separate projects or departments that you want to track the income and expenditure for, with KashFlow you can. Just go to the Settings area and click 'Project Options'.

Packing Slips

If you are selling goods then you may need to produce a packing slip. Within Invoice Options simply tick the check box. Now when you view an invoice you will see an additional button for printing Packing Slips.

Customising Invoices

There are a number of other settings for you to play with on the 'PDF Themes' page. You can change the look of invoices and add images and backgrounds to them.

Customising Quotes

Within the 'Settings' area are options to change the way estimates work. You can even rename them to 'Quotes' or anything else you like.

Additional Customer Fields

You may want to record more information about your customers that we've provided fields for. Simply click the 'Need more fields?' link on the customer page to set up the additional fields.

Renaming Invoices

Some of our international customers have been asking for the ability to rename invoices. This can now be done. Visit Settings > Invoice Options > Field Names.

Email Sent Icon

We can display an icon on the Invoiced page to indicate that an invoice has been emailed. This can help you easily identify any invoices that you haven't yet emailed to the customer.

Adding additional users

You can create and manage additional users by going to Settings > Additional Users. Additional users you can create will have full access to invoices, quotes and purchases. We'll be rolling out additional user options to further areas shortly along with fully customisable permission options.

Optional Features

At first glance, KashFlow can seem like a very basic system. This is done deliberately as most people only want a basic system. However, there are lots of advanced features that you can enable or disable as you please. Here are details of some of the available features:

Journal

Enabling this option will give you an additional tab on the menu to access a Journal, If you don't know what a Journal is then you shouldn't need to enable this! To enable the Journal, go to Settings > Chart of Accounts. At the bottom there is a button to show Advanced Configuration Options. Click it and then go to Enable Journal > Update.

Access to Nominal Codes

This will allow you to access all Nominal Codes in all areas – this will mean that you can enter bank transactions against the same nominal codes as your purchases and sales. To enable Access to Nominal Codes go to Settings > Chart of Accounts > Show Advanced Configurations Options > Allow me to access all codes in all areas > Update.

Show Codes in Drop-Down Lists

Most of our users don't know what nominal codes are. So the various drop-down lists show just the name of the nominal, not the code. If you enable this option then we'll also show the numeric code for the nominals. To enable this option go to Settings > Chart of Accounts > Show Advanced Configurations Options > Show numeric codes.

Project/Department Based Accounting

You can enable (and rename) projects. This allows you to assign each sale or purchase to a specific project. This is ideal if you want to see whether or not a certain project is coming in on budget, or if you want to track the performance of different areas or people in your business. To enable Projects, go to Settings > Project Options.

Transaction Locking

Enabling this option will mean that you are not able to edit any invoices, receipts or payments on or before the transaction locking date. To enable Transaction Locking go to Settings > Advanced Settings > Transaction Lock Enabled. Remember to set your Transaction Locking Date.

Stock Control

If you want to track levels of stock then you can use our basic stock management system. To enable Stock Control go to Settings > Stock Options > Enable Stock Management. For a full step-by-step guide of stock control in KashFlow, read this Knowledge Base article - <http://www.kashflow.com/akademy/kb/stock-management-control-basics/>

Differentiate between Products and Services

If you enable this option then a new tick box will appear on your customer page to indicate if the customer is to receive wholesale pricing. You'll also have an additional box on your product pages to enter a wholesale price. When adding an item to an invoice, the wholesale price will be entered where applicable. To enable Wholesale Pricing go to Settings > Stock Options > Enable Wholesale Pricing.

Deleting Data

What people tend to do is enter test data so they can get a feel of the system. To make your life easier you can delete all or some of that data from one page. This is accessed by going to the 'Settings' tab and choosing 'Delete Data'.

Importing Data

You can import data into your KashFlow account from a variety of other programs. You just need your data in CSV (Comma Separated Values, ie: Excel) format. Most other programs will let you export in this format. More about this can be read via our Knowledge Base - <http://www.kashflow.com/akademy/kb-category/importer/csv-importer/> To Import your data go to Settings > Import Data and follow the onscreen instructions.

Optional Features

PayPal Importer

The PayPal importer is an automated service and imports transactions from your PayPal account directly into your KashFlow account. The importer will continue to update and import your new PayPal transactions every hour or once a week dependent on your settings. This service works on both PC's and MACs and as well as automatically accounting for your sales and customers, it manages your purchases and suppliers. The importer also deals with bank transfers for you. To get started, go to Settings > PayPal Imports.

Managing Bank Transactions

When you are viewing transactions on a bank account, all transactions entered directly in the bank area (as opposed to transactions resulting from a payment made/received) will have a tick box next to them. You can select as many of the transactions as you like. At the bottom of the page is a drop-down list that says 'Select an Action'. You can choose 'Delete' - this will delete all of the chosen transactions, saving you have to delete them individually. You can choose to assign the payments to invoices/purchases, this is especially handy if you've just imported a bank statement. The system will try to automatically match up payments to invoices/purchase based on the amounts, but you can override the allocation made by the system. This will then allocate the selected payments to the appropriate invoice/receipt. You can also choose to allocate an individual payment when viewing it on the Edit Bank Transaction page.

Calculating Interest on Overdue Invoices

KashFlow will automatically calculate the amount of interest you can charge on an overdue invoice in accordance with the relevant legislation. When you're viewing an overdue invoice, the information will appear just below the 'Status' information. It also tells you how much the interest will increase by each day that the invoice remains overdue.

Multi-Currency

KashFlow will allow you to raise invoices and create receipts in multiple currencies. To setup your different currencies simply go to Settings > Currencies. Once your different currencies have been setup you will see a new drop down box appear when you create an invoice or a receipt to select the relevant currency. You don't even need to worry about the exchange losses and gains, KashFlow takes care of all of this for you. When changing your currency options you will see an option at the bottom to assign your losses and gains to a particular nominal code (Forex Losses/Gains is selected by default). When you then create a receipt or invoice and its only part paid, due to the exchange rate, a box will appear for you to automatically add a credit note. To change your default home currency, simply go to Settings -> Company details and choose your currency from the drop down list.



General Usage notes

KashFlow API

KashFlow has a very powerful API. This enables other programs to exchange data with KashFlow. For instance, your website could automatically record sales for you. Or you could have a bespoke program developed for you to automate your business processes and tie in with your accounts. For more information on our API, visit

<http://www.kashflow.com/features2/api-and-integration/>

To see who we integrate with please visit

<http://www.kashflow.com/apps/>

Help & Support

The Help area is the section to go to if you need any help with using KashFlow. The first thing you should do is use the search box as this is linked to our Knowledge Base. This has articles based on just about every aspect of KashFlow.

If you can't find the answer you're looking for using the search box then please email us on support@kashflow.com. We won't keep you waiting days for a response, we usually reply within 2 hours (often quicker) in business hours.

We now have live chat support on our knowledge base. Click the "Chat with us" button and one of our advisors will be available between 9:00AM – 5:00PM Monday to Friday, excluding bank holidays.

Product Suggestions

KashFlow is full of lots of useful features. But just because they are there doesn't mean you have to use them. You can, if you want to, use the system just for generating your invoices and not for tracking your purchases. How you use the system is up to you.

We are always looking to improve our software. If you have any feedback or suggestions on how we can add to or improve the service we are offering please visit

<http://www.kashflowcanvass.com/>

Happy Accounting!

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