Bemar.is

KashFlow
Accounting Software

Getting Started Guide

Get to Know KashFlow

Contents

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 and managing payments to your suppliers 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 email them to feedback@kashflow.co.uk.

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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 at the top right of the screen. For your security we will automatically log you out of the system if there is no activity for 60 minutes.

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

Logging On

To log in to your account go to **bemaraccounting.eu**

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.

If your memorable word is 'h**arv**es**t**er' 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 personalised business overview page.

If you have forgotten your password you can obtain this by going to www.KashFlow.co.uk and clicking on 'Log in'. This will present you with a box, click the link to 'forgot password'.

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

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General Navigation

We have tried to keep the user interface and navigation as simple as possible by making the layout as consistent as we can in each area of the system.
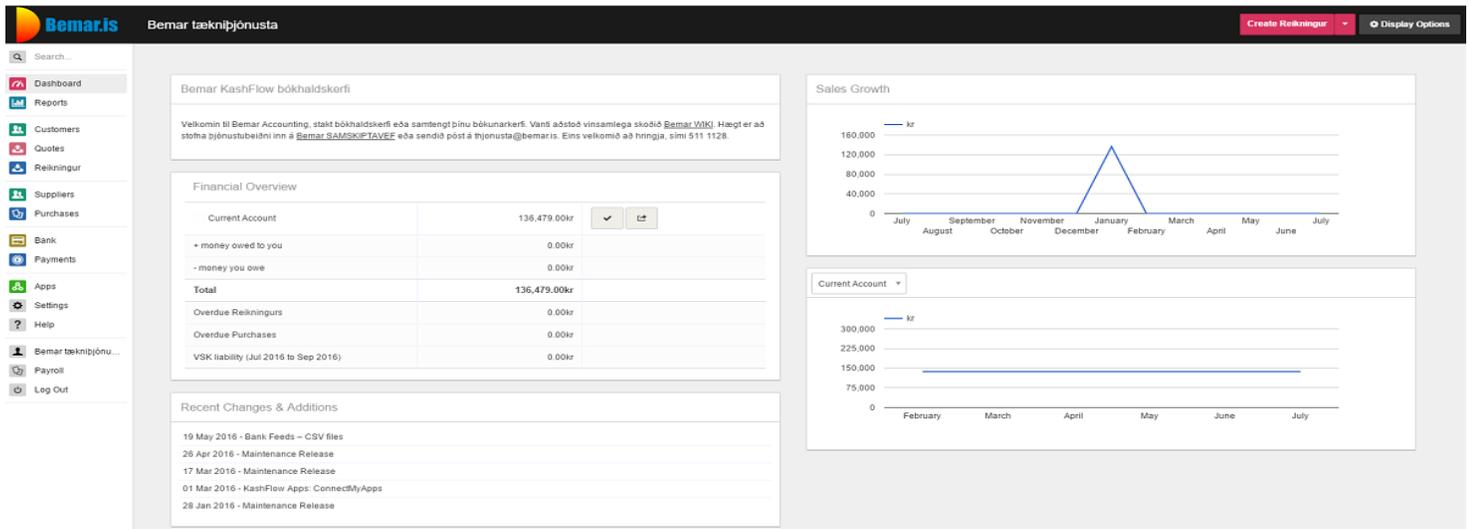
1. Area Tabs
Use these to jump between each area

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

3. Blue 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.

4. 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.

5. Page Numbers

If there are more than 35 items to show then they will be split into pages. This is where you choose which page to view. If you wish to view all items on a single page then choose 'All'. 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

6. Content

This is where the information for the section is displayed.

7. Help and Print

Pages display this printer icon Clicking this icon will open the print dialog for your web browser. The page that is printed has minimal formatting. For best output you might want to choose to print in Landscape format.

On most pages you will also see the lightbulb icon. Clicking this will give you further information about the page you are currently viewing.

The system is divided in to 10 distinct areas. These areas are accessed by clicking on the relevant Area Tab. They are as follows:

Overview

This area gives you a brief overview of your current financial situation

Settings

We encourage all users to explore this area in great depth, as you will find lots of very powerful features hidden away here. The Settings page is split into 4 sections; Your account, where you can manage your subscription as well as import data into KashFlow.

Lists, where you can add and edit lots lists which you will find around the KashFlow program.

Configuration settings, where you customise your account and Invoices to suit your business. External Services, where you link KashFlow to external services.

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Reports

This is the section that really sets KashFlow apart from other financial management applications. From within the Reports section you can view graphical information based on your Invoices and Reports. You are able to see which of your services/products are selling best, you can see 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.

Help

The help area aims to answer the most common questions that users of the system have. If you 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. Remember, if you are in a section within an area you can always click on the pink area tab again to get to the main page for that area.

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 to manage your sources of business. More information on managing sources is provided on page 5.

Quotes

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

Sales

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 Sales 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.

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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. More information on Payment Methods is provided on page 8.

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.

Adding Customers and Sources of Business

Each time you add a customer to your list you have the option of indicating how you acquired the customer. You may find it tempting to classify all customers as 'Other' and if you really want to you can. However, if you accurately record where you get each your customers from then you can run a report to see which sources of business are the most successful for you. You may be surprised at the results.

To add a source of business click on the pink 'Customers' area tab and then click on the blue 'Sources' button. You'll see that we have already added a source for you and called it 'Other'
.
You can add as many sources of business as you like. A source may include your website, an exhibition or networking event you attended or a referral to your business from a specific person or other business. At the bottom of the list we have provided two text boxes for you. Enter the name of the source in the first box and the cost of the source in the second box. You can leave the cost blank if you want to.

Once you have added all your sources you will then need to start adding customer details. Click on the pink 'Customer' area tab again and then click the blue 'Add New Customer' button. You will be asked for the customer name and the customer code. For the code you can enter anything you like.

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We suggest you use the first four letters of the company name followed by a number and we will automatically fill in the code for you in this format. 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 'Update' button to create the customer record.

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. You will also be able to select their source from a drop down list containing all the sources we entered earlier.

We have also provided a notes field. You can enter whatever information you like in this field. The customer will never see this information so you can be as rude as you like! Note that we also display a list of invoices for this customer. This list should be empty if you have only just created the customer and not yet produced any invoices for it. You can come back and view or change all of this information at any time simply by selecting the pink 'Customers' area tab and clicking on the customer you wish to view/edit.

Adding Sales Types

You're almost ready to start creating invoices. All you need to do now is enter a list of your sales types. It's important to note that you can totally skip this section and instead manually enter the name of the sales type for each invoice you create.

Click the pink 'Sales' area tab and then click the blue 'Sales Types' button.

This is a list of your sales types. You can be as general or as specific if 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 types are.

If you sell actual items rather than services then you may want to take advantage of our basic Stock Control system. Just click the link through to the Stock Options page to do this. You can also enable wholesale pricing too if you need to.

Simply enter the name of the product or service into the box provided and click 'Add'.

You have the option of including a price and description for this sales type. If you provide these then when you add this sales type 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.

You may also enter a numeric code for this sales type. This isn't compulsory but if you intend to export data for an accountant to work with then it is best to use these codes. The code can be anything you like. When you hear accountants talking about 'nominal codes', this is what they are referring to.

You will also use these codes in other areas; you needn't worry about it now, but when you are asked for a code like this again – remember what we just discovered above: you don't have to enter it.

If you've enabled Stock Control then you'll also have the opportunity to track stock levels for this sales type. Simply enter the amount you have in stock and KashFlow will automatically deduct from this whenever you add an item to an invoice.

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Creating Sales Invoices

Now that you have created some customer records and added some sales types you are ready to start producing invoices. Click on the pink 'Sales' area tab and click on the blue 'Add New Invoice' button. You now need to provide the following information:

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 of this document.

Invoice Date

We assume you would like the invoice to be dated with today's 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 by visiting the 'Settings' area, selecting 'Company Details' and changing your 'Payment Terms'. You can also change payment terms on a per customer basis

Once you have entered this information you can click 'Add Invoice' to create the invoice. You can now add items to this invoice by clicking the appropriate button. When you are adding an item you first enter the quantity and the rate, followed by the description.

If you are VAT registered you will also be asked to indicate the VAT rate for this item.

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If the Quantity field is not applicable to your business then this can be removed. See the 'Customising KashFlow' section later in this document.

Finally you need to select which type of sales type this item relates to. The sales type you select will not be detailed on the invoice – this is only used for internal reporting purposes.

Click 'Add Item' and repeat these steps for as many items as you wish to add to the invoice. You will notice that the invoice total, along with any applicable tax is automatically calculated for you.

You can now choose to print or email the invoice by clicking on the appropriate pink button at the bottom 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.

Click 'Send Email' and the email is sent to the customer as an Adobe PDF file. The sender name and email address will be the name and address you gave when you registered. These can be changed at any time by going to 'Company Details' in the 'Settings' area.

You can view a list of all your invoices by clicking the pink '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 change the look of your invoices and include your company logo by visiting the 'Settings' area and then selecting 'Invoice Options'.

Adding Outgoing Methods

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.

Click the pink 'Purchases' area tab. Click the blue 'Outgoing Types' button.

You will now see the list of outgoing types 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 an outgoing type simply click on the blue 'Edit' button next to the type you wish to edit/delete.

To create a new Outgoing type just type its name into the box provided and click 'Add'.

Again, the numeric codes are used here. You can leave them blank or set them to 0 if you wish.

Adding Suppliers

Before you can add any receipts you will need to add a list of suppliers. Click the pink 'Suppliers' area tab.

Click the blue 'Add New Supplier' button. The process is very similar to adding customers.

First you 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.

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Click the 'Create' 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 an Outgoing Type for this supplier. This option lets you add receipts quicker. For instance, if you set the outgoing type 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 type if you want to – this feature is only designed to save you time.

Adding Payment Methods

There is still one last thing you need to do before you can add your purchase receipts.

KashFlow maintains a list of all your payment methods for you so that you can easily see if you paid for an item in cash or with a cheque or by any other method.

Click the pink 'Purchases' area tab. Click the blue 'Payment Methods' button. You will see that we have already added a number of payment methods for you. If you want to add, edit or delete and of these payment methods then you can do so.

Creating Purchase Receipts

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

If the receipt has been paid then tick the 'Paid' check box at the bottom of the screen and enter the payment details. 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.

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You can view a list of your receipts at anytime just by clicking the 'Purchases' area tab. You can also use the drop down boxes so that you are viewing just unpaid receipts.

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 managed 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.

Adding a new transaction is incredibly easy. 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 blue 'Transaction Types' button. If you want to view transactions recorded in a certain period then just enter the dates and click 'show'.

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Reconciling a bank statement

Every month or so your bank will send you a statement detailing every penny that has entered or left your account. You will want to check that you have entered all of these ins and outs into KashFlow. We've tried to make this process very easy for you. Whilst in the Bank section, click the blue 'Reconcile' button.

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 been very good and 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.

Using the Tools & Reports Area

The Tools & 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 type, payments methods, etc) if you want to get the best out of the Tools & Reports area.

From within the Tools & Reports area you can export all of your data into a Sage compatible format for your accountant.

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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 which scheme 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 Overview 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. Whilst you can do it manually, it's a laborious process.

So we've put together a report that takes care of it all for you.

Simply go to Tools & Reports -> General Reports and select the Year End Process. Now you just need to follow the on-screen instructions.

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 some currency other than pounds then you can change the currency symbol.

Go to the pink 'Settings' area and click the blue 'Company Details' button.

At the bottom of this page you can change the symbol to anything you like. The new symbol will be used throughout the entire system

Adding comments to invoices

If you enter the rate and quantity as 0 when adding an item to an invoice then the text you enter as a description will be displayed as a comment on the invoice.

Importing PayPal Payments

If you receive payments via PayPal, you can import them automatically into your KashFlow account. See http://api.kashflow.co.uk/downloads/ppkonnect for more info.

Renaming or removing the Purchase Order Field

Within the Settings area there is a blue button labeled '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

Another option within Invoice Options 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.

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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 Settings -> Project Options.

Packing Slips

If you are selling goods, then you may need to produce a packing slip. A setting in the Invoice Options allows you to do this. 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 'Invoice Options' page. You can change the look of invoices and add an image to them.

Customising Estimates

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 -> Display Options

Email Sent Icon

We can display an icon on the Sales 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

Optional (Off and On-able) 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 with 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 -> Advanced Settings -> Enable Journal

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 -> Advanced Settings -> Enable Access to Nominal Codes

Configure Nominal Codes

Most users don't want or need to be able to define their sales types, outgoing types and bank transaction types as Fixed Assets, Cost of Sale, etc. So the only way to set this is via the P&L and Balance Sheet reports.

If you enable this option then you'll be able to set the code type directly on the pages where you edit the codes.

To enable Configure Nominal Codes go to Settings -> Advances Settings -> Enable Configure Nominal Codes

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Show Codes in Drop-Down Lists

Most of our users don't know what nominal codes are, nor do they care. 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 -> Advanced Settings -> Enable

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 -> Advances Settings -> Enable Transaction Locking
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

Wholesale Pricing

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

Differentiate between Products and Services

Sometimes, often for tax reasons, you need to differentiate between products and services. Enabling this option will add an additional tick box on your products page to indicate that the item is indeed a product and not a service.

To enable this option go to Settings -> Stock Options -> Enable

Packing Slips

This will give you an extra button when you are viewing an invoice that will allow you to print a copy of the invoice without any financial details shown.

To enable this option go to Settings -> Invoice Options -> Packing Slips -> Enable

Archiving customers

You can archive old customers. To do this simply click the "ARCHIVE" tickbox at the bottom of the customer page. If you tick this box then the customer will no longer appear in drop-down lists.

This is useful if you have a number of customers that you are not likely to deal with again.

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"

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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.

The data import system is currently in "beta" mode. This means that we're still testing it. If you do find any bugs, please do let us know.

To Import your data go to Settings -> Import Data and follow the onscreen instructions

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

Exporting to Digita

We have a report to enable you to export your data in a format compatible with the Digita range of products. It can be found in Reports -> General Reports -> Digita Export

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.

Integrating KashFlow with other software

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, please visit http://accountingapi.com

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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 Wiki which should contain an article on every aspect of using 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 the hour (often quicker) in business hours.   thjonusta@bemar.is

General Usage Notes

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.

If you have any feedback to give us or suggestions on how we can add to or improve the service we are offering, please don't hesitate to get in touch by emailing feedback@kashflow.co.uk

Happy Accounting!

KashFlow
Accounting Software