



Introduction

To allow you to make a quick start with Kashflow we have developed this guide which provides relevant information all in one place in a clickable PDF format.

What can Kashflow do for you?

Kashflow is a cloud-based bookkeeping software designed with small business owners in mind. Kashflow has the functionality for all your bookkeeping needs from VAT to cashflow management to VAT reports.

Kashflow, as a cloud software, allows you to access your book-keeping on the go. With the Kashflow Go mobile app, you can access your data anywhere, allowing you to invoice a customer as soon as you have completed a job and keep track of your bank and invoices in real time

RA Clement Associates can help as much or as little as you like, with us carrying out the bookkeeping on your behalf or just providing assistance when required. We can use 'Team Viewer' which allow us to see what you are seeing on your screen, enabling us to assist you no matter where you are.

Getting started on Kashflow

Follow this [link](#) , which you will see the below screen. From here, you can sign up or start a 14 day trial.

The screenshot shows the Kashflow pricing page with three plans. At the top, there are two buttons for 'Monthly' and 'Annual' billing. The plans are:

- Starter:** £8 /month + VAT. Ideal for sole traders, contractors and small businesses. Features include unlimited quotes & 10 invoices, reconcile up to 25 bank transactions, single user, and payroll up to 5 employees.
- Business:** £15 /month + VAT. Ideal for growing businesses and limited companies. Features include unlimited quotes & invoices, reconcile unlimited bank transactions, multi-user, and payroll up to 5 employees.
- Business + Payroll:** £21 /month + VAT. Same great business package features with added payroll. Features include unlimited quotes & invoices, reconcile unlimited bank transactions, multi-user, payroll up to 5 employees, and an automatic enrolment module available as an add-on.

Each plan has a 'Buy it now' button and a 'Try it for free' button.

Once you have signed up, you should then receive an email, click on the link in the email which will take you to the Kashflow website where it will allow you to choose a password and memorable word. This will then activate your account. Fill out the requirements and this will allow you to get started.

Now that you are set up, watch this [video](#) to familiarise yourself with Kashflow.

Invite your accountant

Kashflow allows you to invite your accountant to have access to your online account, so if any problems arise then they can log on and check this, without having to be sent a back-up. In order to do this, go to 'Settings' on the panel on the left of the screen, from here, there should be an icon that says 'Accountants Access' which will take you to the screen below. The email address that should be put in here is kashflow@raclement.co.uk.

VAT

For businesses that are VAT registered, it is within the 'Settings' tab that VAT details can be entered. In order to do this, you require the business' VAT registration number, details of what quarters that VAT should be reported on, and whether you should account for VAT on a cash basis or not. If on the Flat Rate VAT scheme, you can enter the percentage used which will be used to calculate the VAT return. This [page](#) will help with VAT and running VAT returns on Kashflow.

Setting up nominal codes

Within the 'Settings' section, there are two icons, 'Purchase codes' and 'Sales codes'. This allows you to add additional codes that are not on the template that is provided. To add a new code, at the bottom of the page, enter the code that you wish to use, along with a description that can then be chosen when entering an invoice.

A nominal code is used when creating sales or purchase invoices. You attach the code, telling income and expenses where they are going and what type of expense that they are.

Once any new codes have been set up, you should go to the 'Chart of Accounts' icon. This then allows you to identify whether the code will be used when entering invoices or when entering a transaction through the bank. It is important to note that if the nominal code is set as an outgoing type, which would be used when entering invoices, if this was also to be used for a bank payment, it would need to be changed in the chart of accounts before making the bank payment, otherwise it will not show.

26402	Stationery	Expenditure	Outgoing Type	☰
26500	Advertising	Expenditure	Outgoing Type	☰
26601	Travel	Expenditure	Outgoing Type	☰
26602	Subsistence	Expenditure	Sales Type Outgoing Type Bank Transaction Type	☰
26701	Fuel	Expenditure	Outgoing Type	☰
26702	Insurance	Expenditure	Outgoing Type	☰

Connect your bank account to Kashflow

Follow this [link](#) which contains information, a video and further clickable links regarding bank feeds in Kashflow.

On the panel on the left of the screen, click 'Bank'. This will then allow you to activate the bank feeds, which will import the transactions onto Kashflow directly from your bank. There are two options when using the bank feed screen. Either, the bank statements can be downloaded from your online banking system and then uploaded onto Kashflow, or you can activate for the bank statements to automatically be downloaded. To activate your bank feeds, once you have read the terms and conditions, you will come to a screen that has a list of all the banks that are compatible with Kashflow. Choose your bank from the list and this will allow you to put in the following information.

Bank Feeds Matching Rules Ignored Feeds

1 Find My Bank 2 Login 3 Select Account

Yoodle requires your online banking login details in order to access your account. If you have multiple authentication setup, such as secret questions or a two-factor device this will be asked for next.

Please enter your credentials to access your Nationwide Building Society (UK) account online.

Customer Number

Passnumber *

Confirm Passnumber

Memorable Data *

Confirm Memorable Data

Login Cancel

If your bank is not compatible to bank feeds in Kashflow, the software allows you to manually upload your bank statements using the CSV template. This [page](#) explains the CSV import function to manually upload your bank statements.

Setting up customers & suppliers

To create a customer, click on the 'Customers' tab on the panel. On the top right hand side of the screen it will say 'Create' and fill out the following information. Once you have created a customer, fill out the relevant information. Within the 'Options' tab, this allows you to set any default nominals, which will save time when creating invoices.

Having created a customer, invoices can now be created. This can be done through the 'Invoices' tab. Inputting date, invoice number and details. To create a credit note, enter the information as you would normally, but put a – at the start.

You can find out how to set up customers in more detail [here](#) .

Creating a supplier can be done in the same way as creating a customer – this [guide](#) gives a straightforward step-by-step on how to add new suppliers and this [page](#) is has several articles helping with various supplier issues.

Customising invoices

From the settings section, click on the 'PDF' themes icon, which will bring up two options. Click on 'Clean' and 'Images'.

To add your logo, tick 'included a logo on your document' and then upload your logo for it to appear on both Kashflow and your future invoices. Ensure you save before exiting the screen.

This [guide](#) will provide information on different ways to adapt invoices to suit your business

Bank reconciliation

Once you have imported your bank feeds and have keyed in you income and expenditure, you can reconcile your bank. This ensures that the information held on Kashflow matches the data imported from your bank account. This [link](#) provides an easy step-by-step guide on performing a bank reconciliation.

Construction Industry Scheme (For Contractors and sub-contractors only)

Kashflow supports CIS. You can access this page by going to Settings> CIS options. To enable CIS use the tick boxes here to turn on CIS on sales and/or purchases. You can then apply CIS to your invoices and purchases with a click of a button.

This [guide](#) will provide you with additional information on CIS settings.

Getting Help

If any problems arise the [Kashflow knowledge base](#) should be the first place to look for a solution. If your problem cannot be solved, then you can contact us at either the Oban or Fort William office, however there may be an additional charge for this service.

Kashflow have created a [Making Tax Digital](#) hub – a great resource for all queries around Making Tax Digital and how it will affect you.

Remember to invite RA Clement as an accountant to your Kashflow account using kashflow@raclement.co.uk to allow us to help you wherever you are.