



Thank you for choosing to use our Online Portal - powered by KashFlow. To ensure you get the maximum benefit we strongly advise that you read through this guide to familiarise yourself with all of the features available.

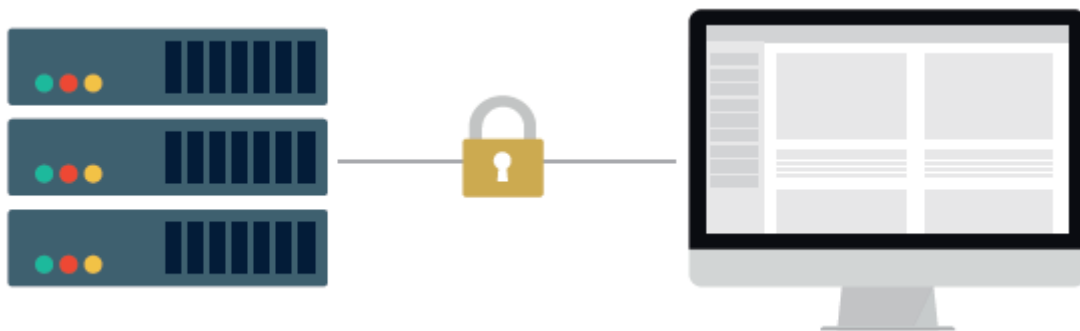
Aimed at small businesses and start-ups, KashFlow has been designed with the small business owner in mind. Unlike other financial software – KashFlow is incredibly easy to use.

We have tailored KashFlow to enable you to create your invoices, and record your expenses as well as allow an automatic bank feed to import all company bank transactions.

The Team at Effective Accounting are, as always, here to help. If you want to arrange a telephone walk-through or a face-to-face meeting to go through this please get in touch.

Security

Firstly, to put your mind at ease, to keep your data secure KashFlow use the same security and encryption techniques that are used for internet banking.



Effective Accounting and KashFlow 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.

KashFlow 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.

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.effective-accounting.co.uk and log in using the Online Portal. At this stage, you will be asked for your username and password. This is the username and password provided to you by Effective Accounting.

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.

Creating Sales Invoices

1. Select "Invoices" from the left-hand menu
2. 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).
3. Invoice To: Select the customer you are invoicing from the list provided. To add a customer click the "+" button and enter the necessary details.
4. 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.

5. Invoice Date: The invoices automatically reflect the current date but you can change this if you want to.
6. 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.
7. 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 '+' 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.
8. Once you have entered this information you can click 'Add Invoice' to create the invoice.
9. When you are ready select 'Save' on the top right of the page.
10. 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.

Creating Expense Records

This is designed for entering any expenses paid personally/cash by the director(s). We recommend you do this monthly.

1. Select "Purchases" from the left-hand menu.
2. Issued Date: The invoices automatically reflect the current date but you can change this if you want to. We suggest using the last date of the month the expenses relate to.
3. Line items: Click to add a line item and details such as mileage, description, the amounts and VAT rates. You can add any number of line items you want to. Click '+' 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.
4. When you are ready select 'Save' on the top right of the page.

Setting up Automatic 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. Once set-up Effective Accounting will run the feed each month to correctly record all bank transactions for you!



To setup bank feeds,

1. Select “Bank” from the left-hand menu.
2. Select “Add new account” from the top-right.
3. Enter the account information and select “save” from the top-right.
4. Click the ‘Activate’ button in the Bank Feeds box next to the account.
5. Search for your bank and follow the step-by-step on-screen instructions.
6. You will need to agree to the Terms and Conditions to be able to use the feature.