ClearBooks

# Checklist for setting up your account

Welcome to Clear Books!

Our online accounting software makes working with your accountant on your financial data extremely simple. We avoid accounting jargon wherever possible, and the array of automated features can give you the extra time you need to focus on growing your business.

We've put together a list of some important tasks to help you get started with Clear Books
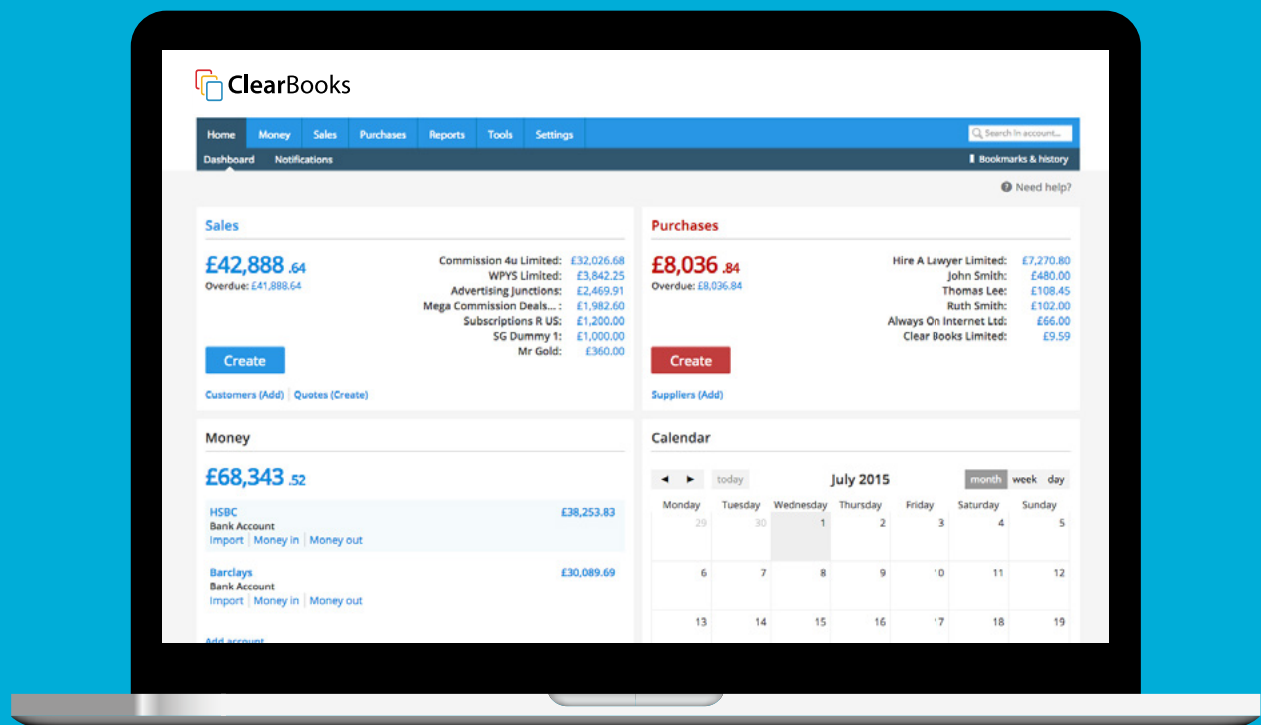
Accounting periods

(Settings > Periods)

These are the time periods for which financial statements are prepared (e.g. month, quarter, year).

When you sign up to Clear Books, the accounting period dates is automatically set to start one year previously and end at the end of your free trial.

- If applicable, amend the default start/ end dates set automatically by the system.

- If the period 'end date' established at registration has passed, establish the next period.

- If you intend to enter comparative figures for a previous period, establish this after you've done the 'opening balances' which can be found later in the guide.

Add HMRC and directors as suppliers

(Purchases > Suppliers > Add)

This will allow you to set up your VAT scheme and bank accounts, both of which are tasks later in this list:

- Add HMRC as a supplier and click **save**.

- Add your company directors as suppliers and click **save**.

Set up and invite other users

(Home > Users)

- Add other users within your organisation, and define which functions of Clear Books each user can access.

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Add organisation information, including VAT

(Settings > Organisation > Details)

This page has tabs down the left hand side, allowing you to add the following details for your company.

- **Contact details**: Add information such as your company name, industry type and contact details. [1]

- **Logo**: Upload your company logo to add your branding to invoices

- **Tax**: Add your basic VAT details.
  - The link to 'Manage VAT schemes' on this page allows you to, if applicable, change the start of your VAT scheme and establish any other VAT schemes you'll need. [2]

Toggle Features

(Settings > Organisations > Toggle features)

Here you can review and turn on/ off various features, depending on the requirements of your business.

- Review the following tabs on the left side of the page to see which features you may or may not need: 'Major features', 'Invoicing and expenses', 'VAT & bank import tool' and 'Accounting'.

User settings

(Settings > Organisations > User settings)

Review your Clear Books user settings and edit where applicable.

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1 An email confirmation is sent to confirm any change in the email address

2 This may require establishing a 'Not VAT registered' period and deleting/ resetting schemes in date order

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Account codes

(Settings > Codes)

Account codes are a method of categorising sales/ purchase data in Clear Books.

- Edit/ Add/ Delete codes to match your business needs.

- Choose which account codes to display when entering sales/ purchase transactions.

Bank accounts and directors loan accounts

(Money > Bank accounts)

- Edit the details, settings and payment methods of the default bank account established when registering for Clear Books.

- Click the **Add** tab to add any additional bank, credit card, cash or directors loan accounts used by the business.

Add customer details

(Sales > Customers > Add)

- Add your customer's details - the tabs on the left side of the page split the details into fields such as basic information, bank details and invoice details.

- You can also bulk import customer details from a CSV file (such as Excel) by going to **Tools > Import > Customers**.

Add supplier details

(Purchases > Suppliers > Add)

- Add your supplier's details - the tabs on the left side of the page split the details into fields such as basic information, bank details and invoice details.

- You can also bulk import supplier details from a CSV file (such as Excel) by going to **Tools > Import > Supplier.**

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Setup shareholder details

(Purchases > Dividends > Shareholders)

If you're a limited company with shareholders, you can use Clear Books to manage the shares and shareholders of your company.

- Click **Add** to enter the details of each shareholder.

Opening balances

(Settings > Getting started)

The opening balance is the first entry in your company's accounts.

At the start date of the earliest accounting period entered above:

- Enter the opening bank and cash balances.
- Enter unpaid sales invoices (or import via **Tools > Import> Sales invoices**).
- Enter unpaid purchase bills (or import via **Tools > Import > Bills**).
- Enter opening balances on all other accounting codes (or import via **Tools > Import > Journals**).

Sales invoice themes

(Settings > Invoice themes)

Customise the appearance of your sales invoices

- Choose one of our pre-set invoice themes, or create your own using our editing tool.

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