



ACCOUNTS **FLOW**  
*Making your online ordering > invoicing > promotions flow*

# Accounting System Signup

A step-by-step guide for accounting systems

1. Sign up to accounts flow by going to [www.accountsflow.com.au](http://www.accountsflow.com.au) and selecting “Sign Up” from the top right hand side. Then fill in your details and click the “Sign Up” button.

Sign Up Log In

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[Installing MS Silverlight \(PDF\)](#) · [Take on Process \(PDF\)](#)

Full Name: Accounting Demo  
Email: demo@accountingdemo.com.au  
Password: \*\*\*\*\*  
Confirmation: \*\*\*\*\*

Sign Up Cancel

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2. You will then be asked to enter in an ABN number. Enter your business ABN and click the “Next” button.

Log Out

**ACCOUNTS FLOW**

**Provide your ABN**

Your ABN

ABN:

Next

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- Once your ABN number gets validated you will be asked to enter the rest of your business details in. Please fill in as much information as possible and select "This business is an accounting system". Then click the "Save" button.

**ACCOUNTS FLOW** Log Out

### Create your business

#### Your Business Details

Business Name:

ABN:

Address:

City:

State:

Postcode:

Phone:

Fax:

Email/Orders:

This business is a customer

This business is a supplier

This business is a wholesaler

This business is an accounting system

Save

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- Congratulations, you are now signed up to Accounts Flow. You will be presented with the following screens. The next step for you would be to click the "Invoice Format" Link shown below. Read the information provided and decide if you would like to use your own format or Accounts Flow existing format.

**ACCOUNTS FLOW** Accounting Demo My Business Log Out

Accounting Demo Join Local Hot Deals

### Accounting System Home

Integrate your accounting system with Accounts Flow.

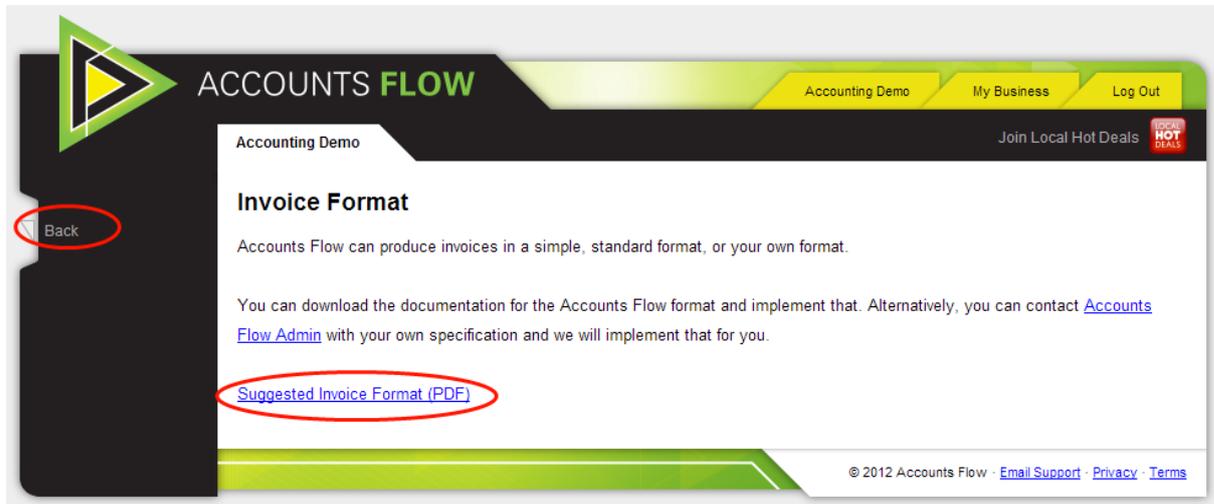
[Invoice Format](#) provides information about the Accounts Flow default invoice format. Alternatively, you can provide us with a format of your own which we will implement.

[Invoice Testing](#) allows you to download some test invoices in either the Accounts Flow default format, or your own invoice file format if it has been set up for you.

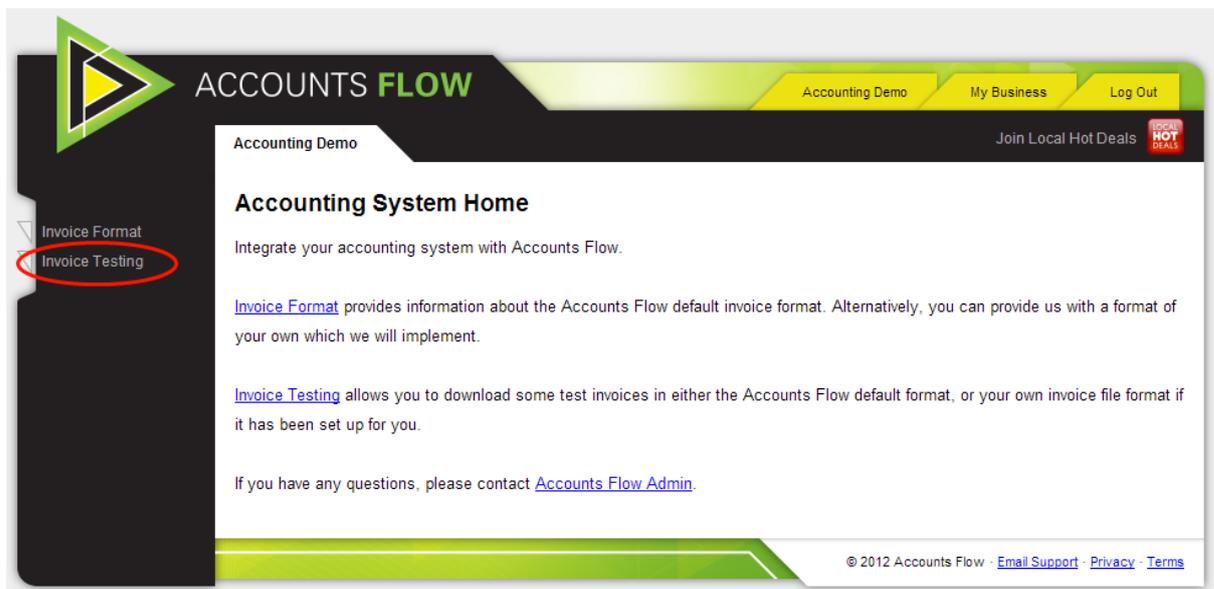
If you have any questions, please contact [Accounts Flow Admin](#).

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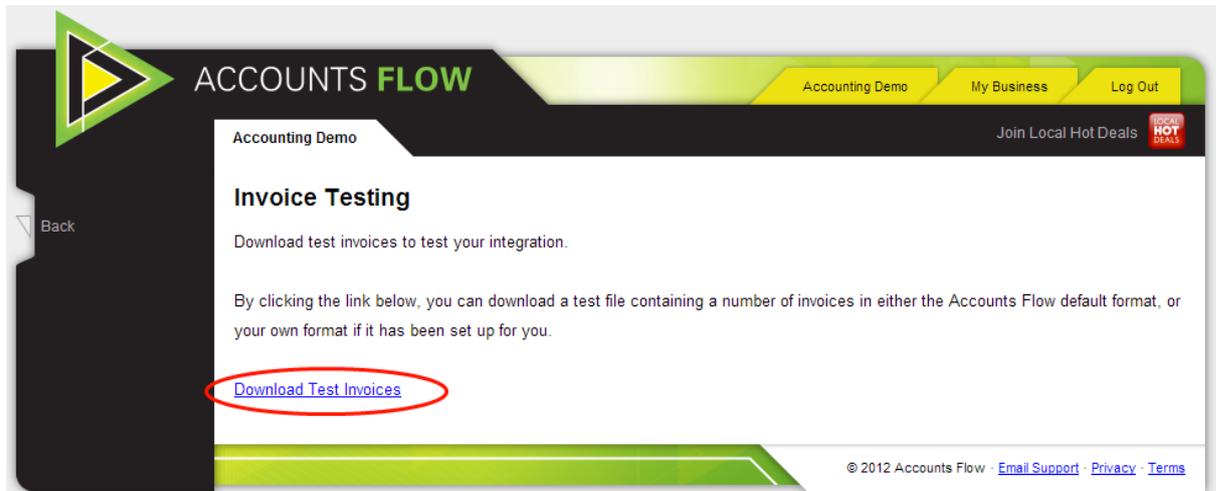
5. Just to have a good understanding of the type of format we expect please click on the “Suggested Invoice Format (PDF)” and see how the fields are set out like the Tab-Delimited format. As always you can always contact Accounts Flow Admin for further clarification.



6. When you are done you can click the back button which will take you to the main screen. Then select “Invoice Testing”.



7. Once you have read the information on the following page you can click on the “Download Test Invoices” to download an example of an invoice.



**Queries? Feedback?** Contact Tony at [tonyb@accountsflow.com.au](mailto:tonyb@accountsflow.com.au). We look forward to working with you.