Accounting System Signup

A step-by-step guide for accounting systems

1. Sign up to accounts flow by going to 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.

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

3. 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.

4. 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.

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.
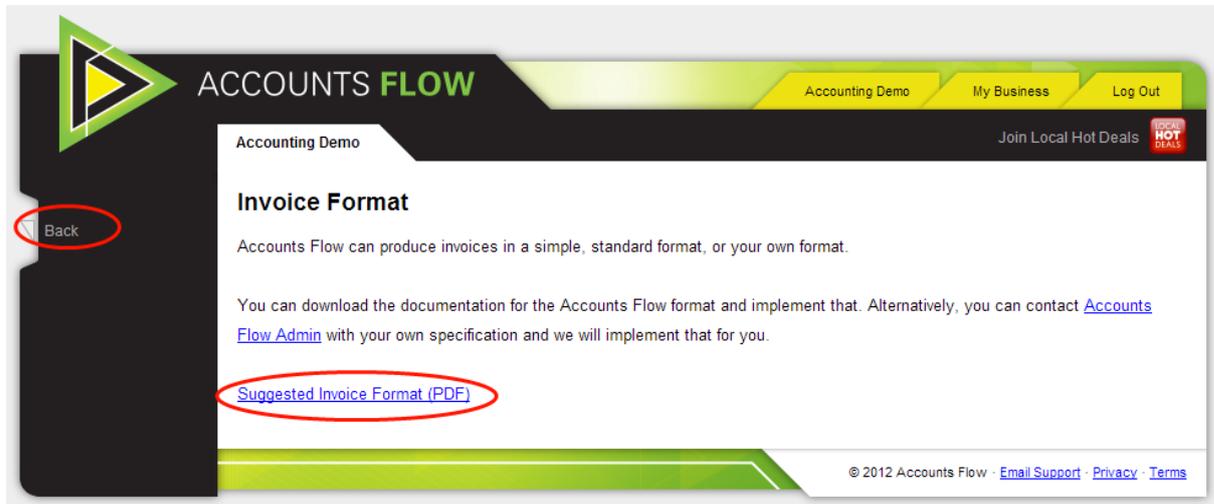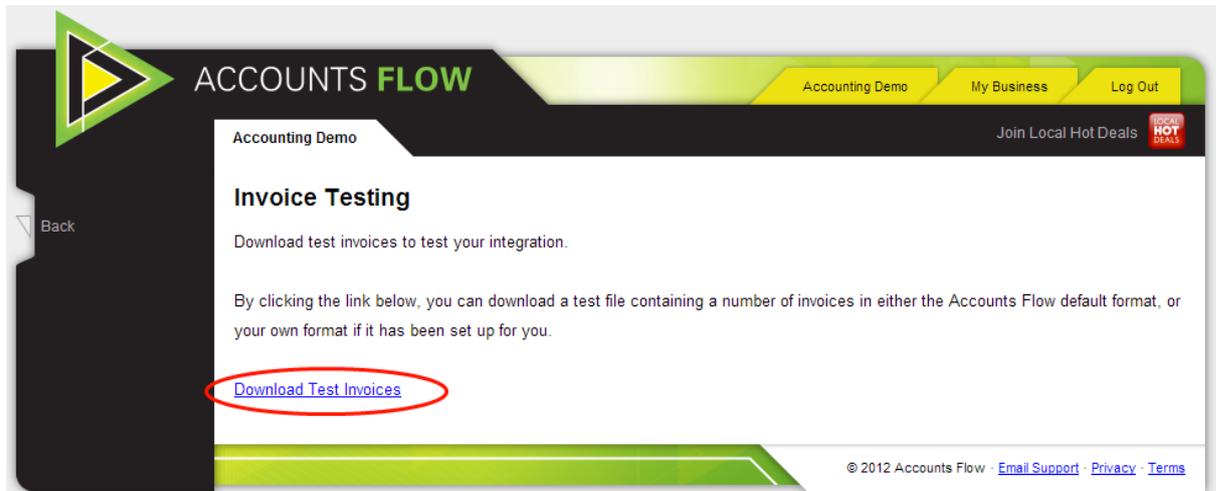

6. When you are done you can click the back button which will take you to the main screen. Then select "Invoice Testing".
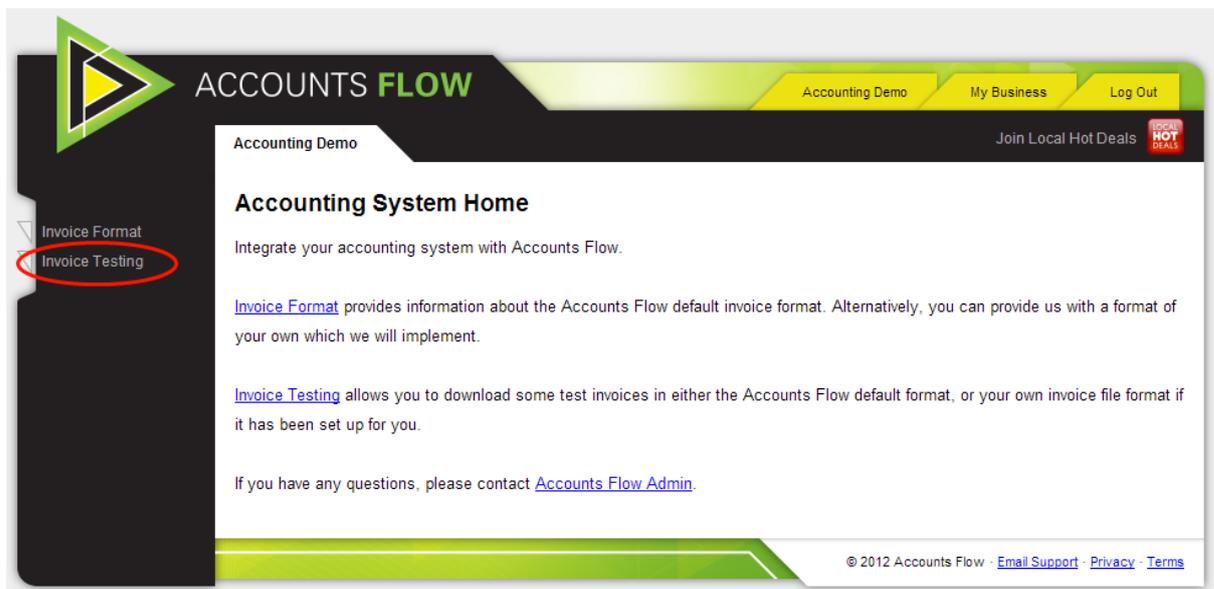
7. Once you have read the information on the following page you can click on the "Download Test Invoices" to download an example of an invoice.

Queries? Feedback? Contact Tony at tonyb@accountsflow.com.au. We look forward to working with you.