



Accountant Guide

Includes everything you need
to know to get started as a
Clear Books Accounting Partner

Digital Edition



Get ready to experience fast, reliable and secure accounting software that is easy to use for both you and your clients.

Clear Books is cloud based, which means that you can access your clients' data from anywhere at any time– you just need the internet. The multi log in system means that your clients have this same luxury.

This Clear Books Accountant Guide will take you step by step through setting up your account, creating and monitoring client accounts and all of the benefits that Clear Books offers you as an accountant.

After you have set up the basics, take some time to explore Clear Books and discover the advanced features that will provide further benefits to you and your clients.

At Clear Books we create and nurture close relationships with our Accounting Partners. Our friendly and helpful team is always on hand to support you and your clients.

Welcome to Clear Books!



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1

Creating your Account

Getting Started

The first thing you need to do is head to the Clear Books website.

Go to <http://www.clearbooks.co.uk/partners> and click on the “Become a Clear Books Accounting Partner” button.

The screenshot shows the Clear Books website interface. At the top, there is a navigation menu with links for Home, Pricing, Tour, Partners, About, and Sign Up. Below the navigation, the main heading is "Clear Books Partner Schemes" with the subtext "Discover how your business can benefit by becoming a Clear Books Partner". There are tabs for Accountants, Bookkeepers, and Resellers. The main content area is titled "Get connected to your clients" and features a video player. The video player shows a man looking at a fishbowl, with a "vimeo" logo in the bottom right corner. To the right of the video player, there is text about "Online Collaboration" and a "Become a Clear Books Accounting Partner" button highlighted in a red box.

Follow the registration steps by entering some basic detail- no payment details will be taken at this stage and there is no obligation to subscribe.

Once you have completed this process you are automatically on a free trial. When your free trial expires you will be directed to the “Subscription” page.

Clear Books Accounting Partners receive a discounted price plan.

When you log in to Clear Books you will be taken straight to your dashboard.

You will notice the “Live Support” feature - a green box located in the bottom right hand corner of your screen.

If this is online you can chat live with a member of the Clear Books Support Team if you have any questions. This feature is only available during your free trial. After that, if you have any queries please call the Accountant Support Line: 08448 161 600

You also have access to the Clear Books Demo. This is a universal dummy account and access to this is given to all Clear Books users. To access this, just use the first drop down menu at the top of your Clear Books screen.

Setting up your Organisation Details

The initial step when you log in to Clear Books for the first time is to set up your organisation details.

Click on the link at the top of your dashboard or choose “Settings > Organisation > Setup”.

Enter all of the relevant details and click “Save Changes”.

It is up to you if you want to use Clear Books for your own company accounts or just with your clients.

If you do intend to use Clear Books for your own accounts you will need to edit the VAT scheme. To do this, click the “Tax” tab and then click “Manage VAT Schemes”.

The screenshot shows the 'Sterling Accountants Settings' page in ClearBooks. The 'Tax' tab is selected in the top navigation bar. Under the 'VAT' section, there are fields for VAT number (GB), VAT period (Quarterly), VAT period end (Jan), and HMRC entity. A red box highlights the 'manage vat schemes' link below the HMRC entity field. A 'Save Changes' button is at the bottom left.

Update your VAT scheme or add a new VAT scheme if necessary.

The screenshot shows the 'VAT Schemes' page in ClearBooks. It features a table with columns: VAT Scheme, VAT Accounting, Date From, Date To, and VAT Rate. The current scheme is 'VAT registered (Standard)' with 'Invoice accounting', 'Date From' 04/01/2011, and 'VAT Rate' 20%. There are 'Update' and 'Add' buttons. Below the table are dropdown menus for 'Select' and another 'Add' button.

VAT Scheme	VAT Accounting	Date From	Date To	VAT Rate	
VAT registered (Standard)	Invoice accounting	04/01/2011		20%	Update
Select	Select				Add

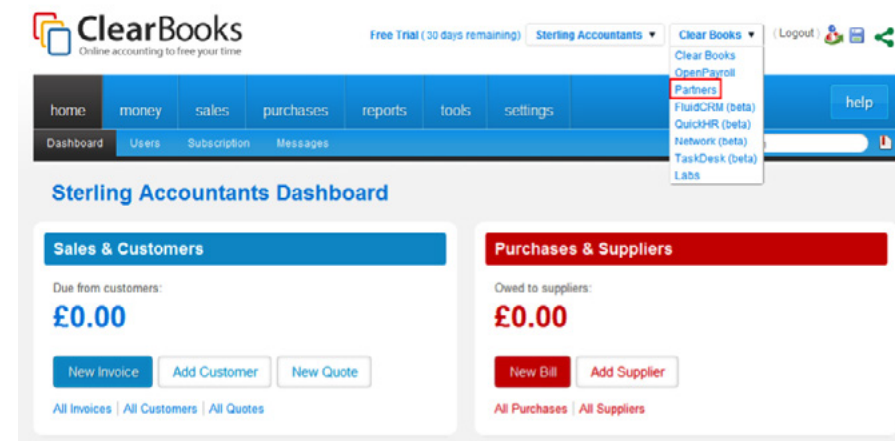
Next, choose “Settings > Organisation > Toggle Features”. Ensure that all of the features you want to use are switched on and anything that you won’t require is switched off.

2

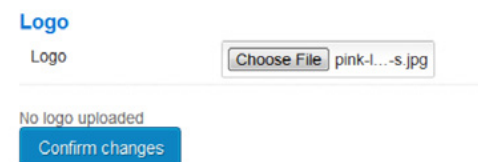
Co-branding your Account

Co-branding your Account

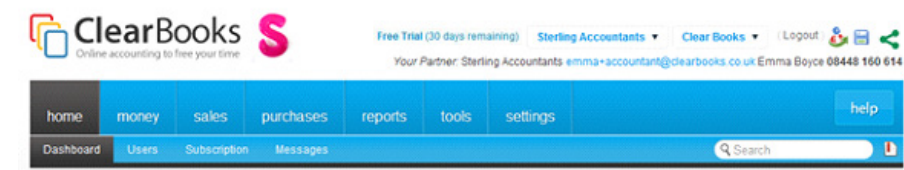
To co-brand your Clear Books account you first need to enter the “Partner Area”. This can be found in the drop down box in the top right hand corner.



Once in the “Partner Area” choose “Directory > Your Listing”, scroll down and upload your logo.



When you click “Confirm Changes” your clients will be able to see a co-branded version of Clear Books.



3

Using a Clear Books Login Form

Using a Clear Books Login Form

You can have a Clear Books login form on your website to make it easier for your clients to access their accounts.

Choose “Tools > Website Tools” and simply copy and paste the code shown into your website to create a log in form.

The screenshot shows the Clear Books website interface. At the top, there is a navigation bar with links for 'home', 'clients', 'leads', 'directory', and 'tools'. The 'tools' link is highlighted. Below the navigation bar, there is a search bar and a 'help' button. The main content area is titled 'Website Tools' and contains a section for 'Clear Books Login Form'. This section includes a preview of the login form and a code block with the HTML code to embed the form on a website.

Clear Books Login Form

Copy and paste the following code into your website to create a log in form as shown on the left hand side.

```
<div class="clear_books_login" style="background-color:#eee; padding:5px; color:#333; font:12px arial,sans-serif; border-radius:5px; text-align:center; width:270px">
  <div style="background-color:white; padding:5px; margin:0; border-radius:5px 5px 0 0">
</div>
  <form action="https://passport.fubra.com/site/cb/login/" method="post" style="margin:5px 5px 0 5px">
    <input type="text" value="Email" />
    <input type="submit" value="Login" />
  </form>
</div>
```


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Creating Template Accounts

Adding a Template Account

To make it easier when adding clients you can create templates. Your new client accounts can then be based on these templates.

To set up your templates enter the “Partner Area” and choose “Clients > Template Accounts”.

Enter a name for your template and click “Add”.

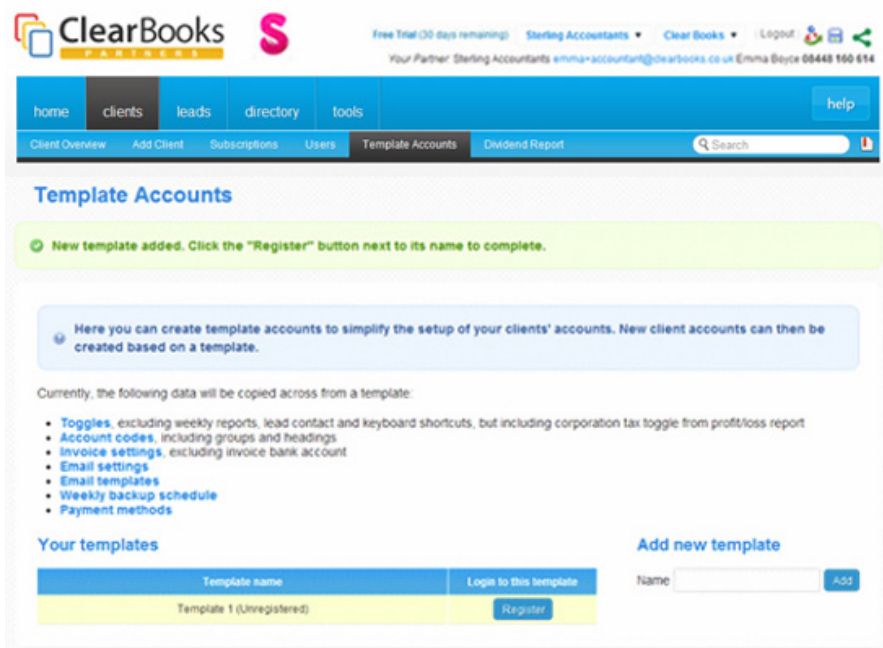
The screenshot shows the ClearBooks Partners web interface. The top navigation bar includes links for home, clients, leads, directory, and tools. Below this is a secondary navigation bar with links for Client Overview, Add Client, Subscriptions, Users, Template Accounts (which is highlighted), and Dividend Report. A search bar is located on the right side of the navigation bar.

The main content area is titled "Template Accounts" and contains the following information:

- A blue callout box stating: "Here you can create template accounts to simplify the setup of your clients' accounts. New client accounts can then be created based on a template."
- A section titled "Currently, the following data will be copied across from a template:" followed by a bulleted list:
 - **Toggles**, excluding weekly reports, lead contact and keyboard shortcuts, but including corporation tax toggle from profit/loss report
 - **Account codes**, including groups and headings
 - **Invoice settings**, excluding invoice bank account
 - **Email settings**
 - **Email templates**
 - **Weekly backup schedule**
 - **Payment methods**
- A section titled "Create your first template" with the instruction: "Enter a name for your template and click 'Add'. The process for creating a template is the same as creating a normal account."
- A form field labeled "Name" with an "Add" button next to it.

Registering a Template Account

The next step is to register your new template. Click the “Register” button next to the template name.



Register your template by entering the details requested.

This will take you to your template account. The final step is to edit the template to your requirements.



Editing a Template Account

The following settings can be templated:

Toggles

Any toggling of features will be saved within your template (except for weekly reports, lead contact and keyboard shortcuts). To toggle features on/off choose “Settings > Organisation > Toggle Features”.

Click on the “Features”, “Invoicing & Expenses”, “VAT & Bank Import Tool” and “Accounting” tabs and make sure that you have switched all features on/off as appropriate.

Account Codes

The next chapter will take you through account codes within Clear Books in more detail.

To edit your account codes choose “Settings > Codes”. You will see here that you have the options to edit, add and delete account codes.

Invoice Settings

Choose “Settings > Invoices” and create invoice themes by clicking “Create Theme” or choose themes from the “Directory”. It is also in this area that you set your invoice “Preferences”.

Email Settings

To set the email settings for your template choose “Sales > Email > Settings”.

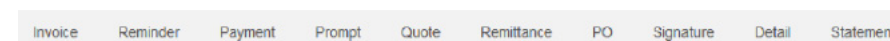
The screenshot shows three email settings sections:

- Auto Sender:** Automatically email all customers who have an unpaid invoice to inform them that an invoice has been created. You can opt out specific customers.
 - Enable auto email sender:
 - Receive a copy of each email:
 - Get a summary of all emails:
 - Send an email once: 0 days after invoice created
 - Save button
- Auto Reminder:** Automatically email all customers to remind them when an invoice is overdue for payment. You can opt out specific customers.
 - Enable auto email reminders:
 - Receive a copy of each email:
 - Get a summary of all emails:
 - Send email every: 7 days after invoice overdue
 - Save button
- Auto Prompt:** Automatically email all customers to prompt them when an invoice is due for payment. You can opt out specific customers.
 - Use auto email prompts:
 - Get a copy of each email:
 - Get a summary of all emails:
 - Send email once: 7 days before invoice due for payment
 - Save button

Email Templates

You are also able to set email templates.

To do this, choose “Sales > Email > Templates” and select from the menu the templates you would like to set.



This will set default emails that will go out when sending a specific document via email. If you send an email manually you can edit the text in the email for that one instance.

Weekly Backup Schedule

To set weekly email backups choose “Tools > Export > Backup”, select which day you would like them to be created and which email address you would like them to be sent to and then click “Schedule”.

This will generate and send weekly email backups of all of the data within Clear Books for every client you apply this template to.

Payment Methods

To set payment method options for the template choose “Money > Banking > Payment Methods”.

From here you can add/delete accepted payment methods. These can then be used for each different bank account that is added to a Clear Books account with this template applied.

Method	Source	Status	ID	Delete
Bank Transfer	Standard	Open	3	
Cash	Standard	Open	1	
Cheque	Standard	Open	2	
Credit Card	Standard	Open	4	
Debit Card	Standard	Open	5	
Direct Debit	Standard	Open	6	
Email Payment	Standard	Open	20	
Standing Order	Standard	Open	7	
Website Payment	Standard	Open	21	

Add payment method

Payment method

Using Templates

This template (and any others that you create) will be available to use when adding clients.

You can edit templates at any time. Once a template has been applied to a client you can change their settings at a later date on a client by client basis.

You will notice that when you log into Clear Books you will now be directed to a screen that allows you to choose between your account, your template accounts and the demo account. When you start adding clients they will be listed here too.

You can also easily switch between accounts at any time using the first drop down box in the top right corner of your Clear Books account.

home help

Your Clear Books Accounts
Select a Passport group to log in to Clear Books

Passport Group	Type	Action
Sterling Accountants	Business	<input type="button" value="Login"/>
Template 1	Business	<input type="button" value="Login"/>
Clear Books Demo	Demo Account	<input type="button" value="Login to Demo"/>

[Log out](#)

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Customising Account Codes

Customising Account Codes

If you would like to customise the account codes within Clear Books to a format that you are familiar with, first choose “Settings > Organisation > Toggle Features > Accounting”.

Then make sure that the box next to “Tailored Account Codes” is ticked.

The screenshot shows the ClearBooks web interface. At the top, there's a navigation bar with 'home', 'money', 'sales', 'purchases', 'reports', 'tools', and 'settings'. Below this is a sub-navigation bar with 'Organisation', 'Getting Started', 'Invoices', 'Codes', 'Periods', 'iCal', 'Free Month', and 'Reset'. The main content area is titled 'Toggle Features' and has tabs for 'Features', 'Invoicing & Expenses', 'VAT & Bank Import Tool', and 'Accounting'. Under the 'Accounting' tab, there are two columns of features. The 'Advanced Accounting' column includes 'Accrual Dates', 'Recurring Journals', and 'Tailored Account Codes'. The 'Industry Specific' column includes 'Construction Industry Scheme' and 'Withholding Tax'. The 'Tailored Account Codes' checkbox is checked, and its description reads: 'Completely customise the account code numbers used by Clear Books to a format you are familiar with.'

Once you have switched on the “Tailored Account Codes” feature, choose “Settings > Codes”.

When you add a new account code or edit an existing account code you now have the option to customise the code itself.

The screenshot shows the 'Add Account Code' form in the ClearBooks interface. The form includes the following fields and options:

- Account name *
- Account code (highlighted with a red box)
- Account type *
- Associated VAT rate * (Select VAT Rate)
- Show in Purchase lists *
- Show in Sales lists *
- Show in Budget

A 'Create new account' button is located at the bottom of the form.

Once you have edited the existing account codes and added/deleted them to suit your needs, you can save this as a template by clicking “Save As Template”.

The screenshot shows the 'Account Codes' page in the ClearBooks interface. The 'Save As Template' form includes the following fields and options:

- Name *
- Tags *
- Publish in Directory (Yes/No dropdown menu)

A 'Save' button is located at the bottom of the form.

You will notice you have the option to “Publish in Directory”.

If you select “Yes” then your account code template will be made public to all Clear Books users and they will be able to use it if they wish.

If you select “No” your account code template will be saved only to your Clear Books account.

You are able to save as many account code templates as you like and these will all be listed in the “Directory”.

The screenshot displays the 'Account Codes Templates Directory' in the ClearBooks software. The interface includes a top navigation bar with various menu items and a search bar. Below this, there's a section titled 'Sterling Accountants Templates' with a search input field. A table lists the templates:

Template Name	Author	Tags	Options
Template 1	Sterling Accountants		<input type="checkbox"/> <input type="checkbox"/> Publish
Template 2	Sterling Accountants		<input type="checkbox"/> <input type="checkbox"/> Publish

When you click “Directory” you will be directed to your personal directory of account code templates. From here you can apply, delete, edit or publish these templates.

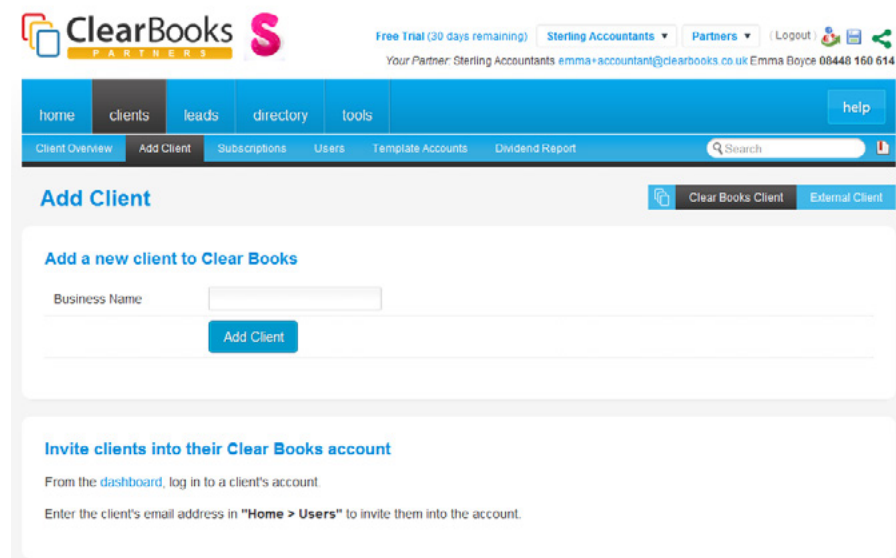
To access the public directory of account codes click “All Templates”.

Adding a Client

Creating a Client Account

To add a client onto Clear Books you first need to enter the “Partner Area”.

Once you are in the Partner Area choose “Client > Add Client”, enter your client’s Business Name and then click “Add Client”.



Your client will automatically be put onto a free trial. Once this trial has elapsed, you can add your client’s account to your subscription at a discounted price. It is up to you how you charge your clients.

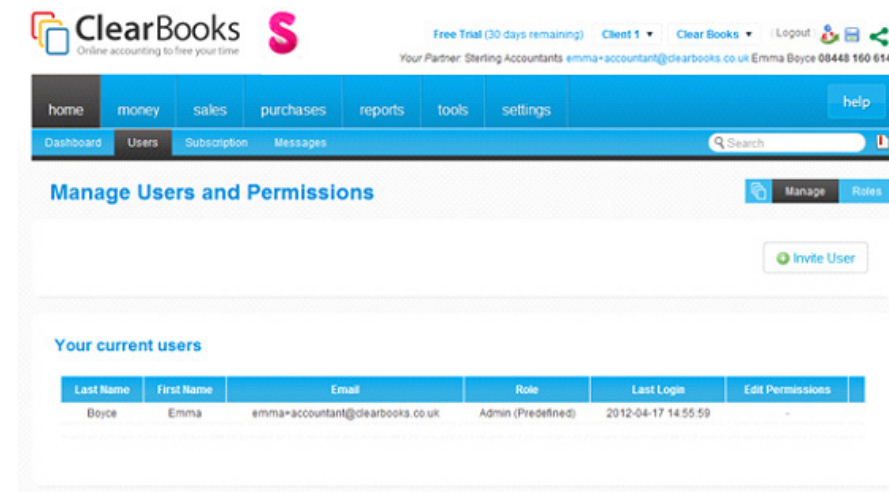
You will be prompted to enter your client’s basic details. The option to use predefined templates will be available here. It is up to you if you would like to use a template or create your client’s account from scratch.

You will then need to confirm your client’s organisation details as appropriate in the same way as you did with your own Clear Books account by choosing “Settings > Organisation > Setup”.

Inviting a Client into their Account

The next step is to invite your client in as a user so that they can access their account.

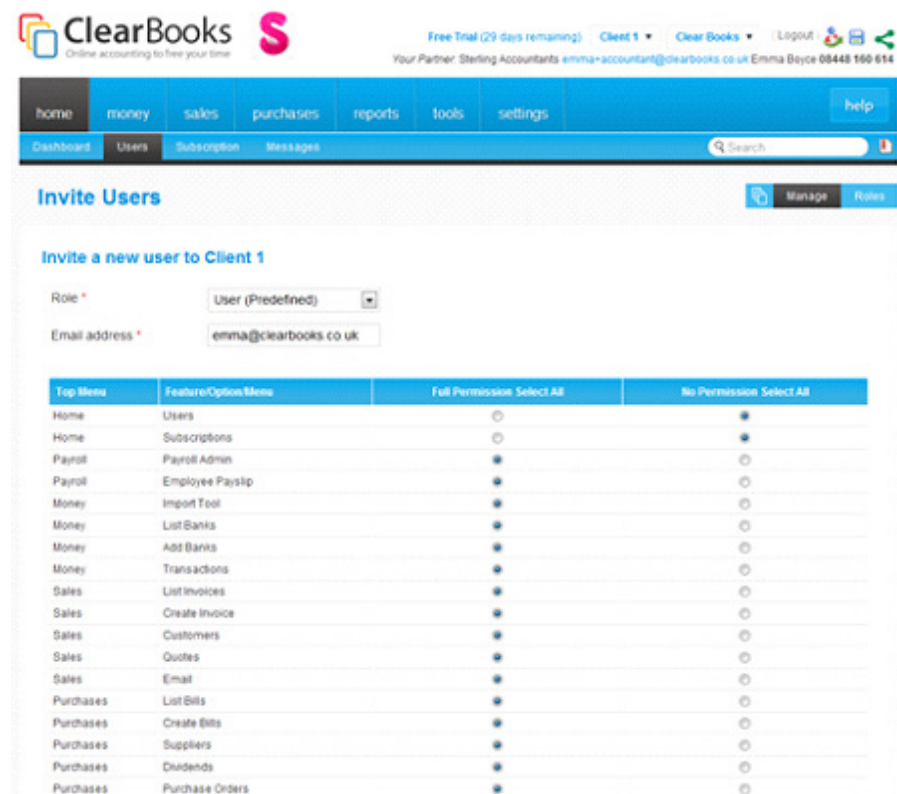
Choose “Home > Users” and click the “Invite User” button.



Last Name	First Name	Email	Role	Last Login	Edit Permissions
Boyce	Emma	emma+accountant@clearbooks.co.uk	Admin (Predefined)	2012-04-17 14:55:59	-

From the drop down menu entitled "Role", select "User (Predefined)" and enter your client's email address in the box below.

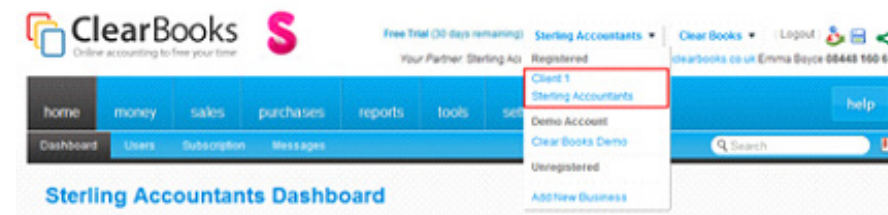
Then use the options listed to select what permissions you would like your client to have.



Once you have set their permissions click "Invite User". This will send an email to your client prompting them to set up their own log in details for their Clear Books account.

You are able to set your own predefined roles by clicking "Roles". This means that if you do have certain permissions you want to apply to a lot of clients you don't have to manually select them each time.

To switch between your Clear Books account and your client's account, use the first drop down menu at the top of your Clear Books screen.



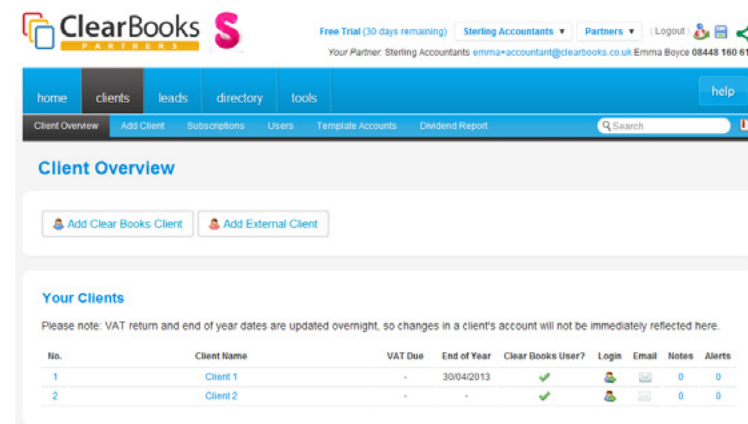
When you add more clients, they will also be listed here.

7

Monitoring your Clients

Client Overview

For an overview of your clients, head to the “Partner Area” and choose “Clients> Client Overview”.



Free Trial (30 days remaining) Sterling Accountants Partners Logout

Your Partner: Sterling Accountants emma+accountant@clearbooks.co.uk Emma Boyce 08448 160 614

home clients leads directory tools help

Client Overview Add Client Subscriptions Users Template Accounts Dividend Report Search

Client Overview

[Add Clear Books Client](#) [Add External Client](#)

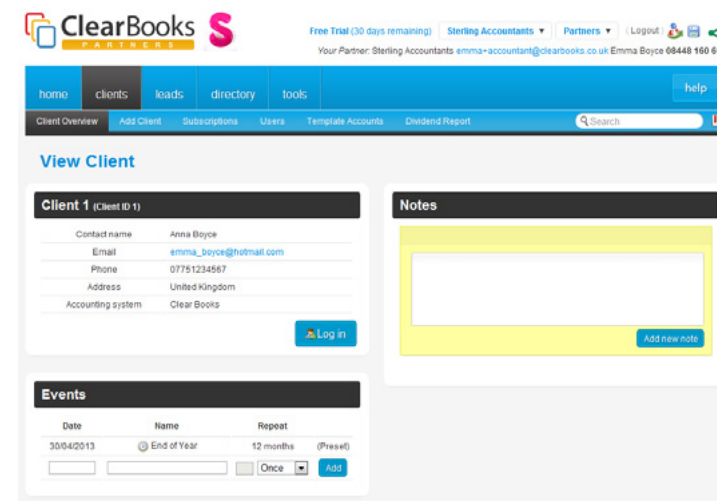
Your Clients

Please note: VAT return and end of year dates are updated overnight, so changes in a client's account will not be immediately reflected here.

No.	Client Name	VAT Due	End of Year	Clear Books User?	Login	Email	Notes	Alerts
1	Client 1	-	30/04/2013	✓	✓	✉	0	0
2	Client 2	-	-	✓	✓	✉	0	0

Here you will find a list of all your clients and from this overview you can easily log into their accounts, email them and view their details.

To view a client's profile, click on the relevant “Client Name”. In this area you are also able to add and view notes and events for your client.



Free Trial (30 days remaining) Sterling Accountants Partners Logout

Your Partner: Sterling Accountants emma+accountant@clearbooks.co.uk Emma Boyce 08448 160 614

home clients leads directory tools help

Client Overview Add Client Subscriptions Users Template Accounts Dividend Report Search

View Client

Client 1 (Client ID 1)

Contact name Anna Boyce

Email emma_boyce@hotmail.com

Phone 07751234567

Address United Kingdom

Accounting system Clear Books

[Log in](#)

Notes

[Add new note](#)

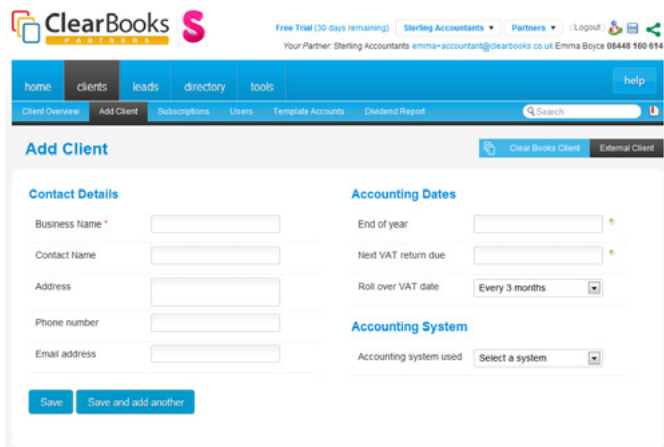
Events

Date	Name	Repeat
30/04/2013	End of Year	12 months (Presel)
<input type="text"/>	<input type="text"/>	Once <input type="text"/>

[Add](#)

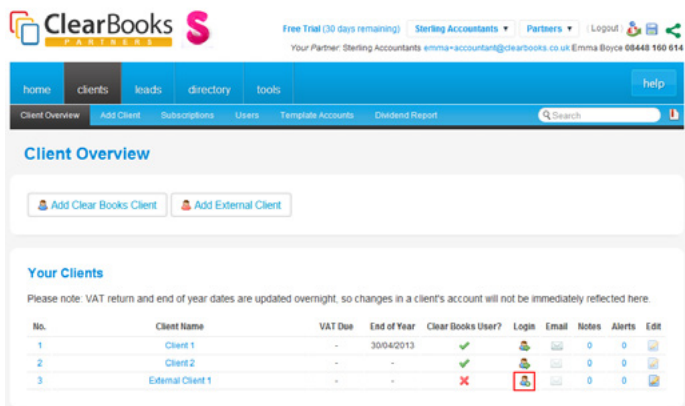
You can use Clear Books to monitor all of your clients- even those who don't currently use the software.

To add a non-Clear Books client choose "Clients> Clients Overview" and click "Add External Client".



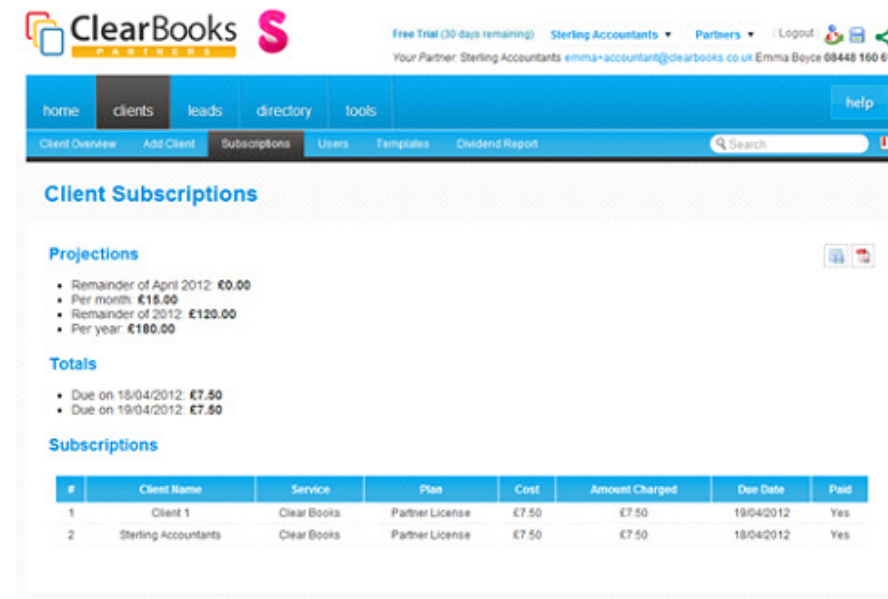
Enter your client detail and click "Save"

To create a Clear Books account for an external client, just click the relevant icon in the "Login" column.



Subscriptions

To keep an eye on your clients' subscriptions, see when they are due, and if they have been paid, choose "Clients > Subscriptions".



The subscription information in this area can be downloaded from Clear Books as a CSV or PDF.

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Adding an Employee

Adding an Employee

If you would like to add your employees as users on your Clear Books account, choose “Home > Users” and add them in the same way you would invite a client in to their account.

The permissions that you will set for your employees here relate only to your own Clear Books account.

Head to the “Partner Area” and navigate “Clients > Users”. You will see that your employee is not invited into any of your clients’ accounts.

If you would like your employee to be able to access all of your clients’ accounts, use the drop down box under their name and select which user permission you would like them to have on all client accounts.

Then click “Update Roles”.

Free Trial (30 days remaining) Sterling Accountants Partners Logout

Your Partner: Sterling Accountants emma+accountant@clearbooks.co.uk Emma Boyce 08448 160 614

home clients leads directory tools help

Client Overview Add Client Subscriptions Users Template Accounts Dividend Report Search

Manage Client Users

Below you can see the role of each of your users on clients' accounts. Changing the client role will apply the new role for all clients and invite the user to any accounts they are not currently part of.

Client Name	Emma Boyce	Emma Employee
	Admin (Predefined)	Not Invited
Client 1	Admin (Predefined)	Not Invited
Client Test	Admin (Predefined)	Not Invited
Template 1	Admin (Predefined)	Not Invited
Template 2	Admin (Predefined)	Not Invited

Pending Invites

Pending invites are emailed to users. The user can also visit the following url to view all their pending invites:

<https://passport.fubra.com/site/c/b/dashboard/invites.html>

Update Roles

This will send your employee an invitation into all of your clients' accounts via email.

Once they have accepted the invitation their permissions for each client account will be listed alongside the relevant account in "Clients > Users".

Client Name	Emma Boyce	Emma Employee
	Admin (Predefined) ▾	Admin (Predefined) ▾
Client 1	Admin (Predefined)	Admin (Predefined)
Client Test	Admin (Predefined)	Admin (Predefined)
Template 1	Admin (Predefined)	Admin (Predefined)
Template 2	Admin (Predefined)	Admin (Predefined)

If you would like your employee to have access to some client accounts but not others, select "Custom/Inconsistent" in the drop down box under their name in the "Clients > Users" area.

You will then have to log in to each client account that you would like them to have access to and invite your employee by choosing "Home > Users".

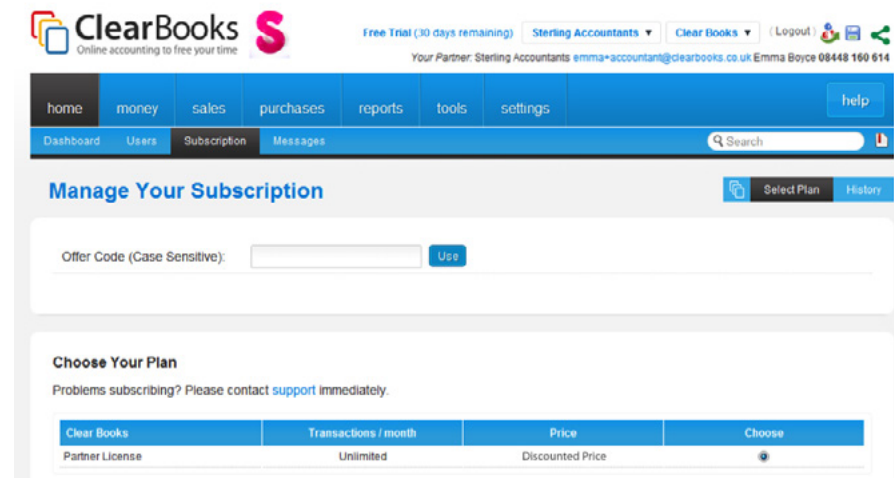
Subscribing to Clear Books

Subscribing to Clear Books

In order to promote your firm in our Directory of Accounting and Bookkeeping Partners and take advantage of a free premium listing on Find UK Accountant you will need to subscribe to Clear Books and become a paid Accounting Partner.

To do this, choose “Home > Subscription”, select the “Partner License” plan and click “Subscribe”.

It is from this area that you can also book training if you need to.



The screenshot shows the ClearBooks user interface. At the top, there is a navigation bar with the ClearBooks logo and a tagline "Online accounting to free your time". To the right of the logo, there are links for "Free Trial (30 days remaining)", "Sterling Accountants", "Clear Books", and "Logout". Below the navigation bar, there is a "Manage Your Subscription" section with a "Select Plan" button and a "History" button. Underneath, there is a form for "Offer Code (Case Sensitive)" with a "Use" button. Below that, there is a "Choose Your Plan" section with a note: "Problems subscribing? Please contact support immediately." At the bottom, there is a table with columns for "Clear Books", "Transactions / month", "Price", and "Choose".

Clear Books	Transactions / month	Price	Choose
Partner License	Unlimited	Discounted Price	<input type="radio"/>

Once your clients' trials elapse, you will need to do the same for them. Just log into their account, navigate “Home > Subscription” and subscribe them to your Partner License.

Promoting your Firm in our Directory

Promoting your Firm in our Directory

Once you have subscribed to Clear Books and you have at least 2 paid clients on your Partner License you are able to promote your firm in the Clear Books Directory of Accounting and Bookkeeping Partners.

Your listing can be viewed by anyone using the internet, not just Clear Books users. This is a fantastic marketing tool for you to take advantage of.

To create your listing, head to the "Partner Area" and choose "Directory > Your Listing".

Once you have entered as much information about your practice as you can, click "Confirm Changes" and this will publish your listing.

Next choose "Directory > Your Pricing", enter your pricing details and click "Update Pricing".

You can go back to this area at any time to update your listing and pricing if you need to.

To view the Directory of Accounting and Bookkeeping Partners go to <http://www.clearbooks.co.uk/partners/directory>

Sterling Online Accountants

Accountants based in Hammersmith, W14

About

We are a small practice based in West Kensington, London.

We provide a high quality service offering support to our clients every step of the way.

- ✓ ICAEW

Services

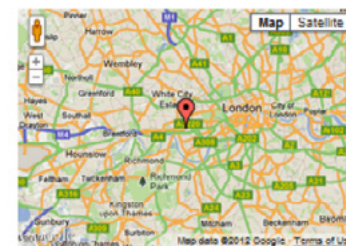
- ✓ Clear Books
- ✓ Bookkeeping
- ✗ Company Secretarial
- ✓ Payroll
- ✓ VAT
- ✓ Accountancy
- ✓ Company Formations
- ✓ Corporation Tax
- ✓ Self Assessment Tax

We provide a wide range of accounting and book keeping services to small businesses. These include:

- Payroll
- Bookkeeping
- VAT returns
- Management accounts
- Cash Flows

The practice is well positioned to deliver professional financial advice to small businesses and sole traders.

Map



Contact Information

Contact: Emma Boyce

Phone: 08448 180 800

Website: <http://www.sterlingaccountancy.co.uk/>

Address:
107 Hammersmith Road
Hammersmith And Fulham
London
W14 0QH

Your Name*

Email Address*

Telephone No.*

Message*

Requirements



Send Message

Pricing

Our prices are dependent type and size of business and your individual needs. Please contact us for a free consultation.

11

Getting Listed on Find UK Accountant

Activating your Listing

As a Clear Books Accounting Partner you are entitled to a free premium listing on Find UK Accountant, the UK's leading directory of accountants and bookkeepers.

To activate your listing, first go to <http://www.find-uk-accountant.co.uk> and sign up.

Find UK Accountant
Your number 1 source for professional accountants

I'm an accountant
Show me the benefits of getting listed!

020 3137 8031

Location Search

Home News Glossary FAQs Events Articles Login

Looking for an accountant?
You've come to the right place!

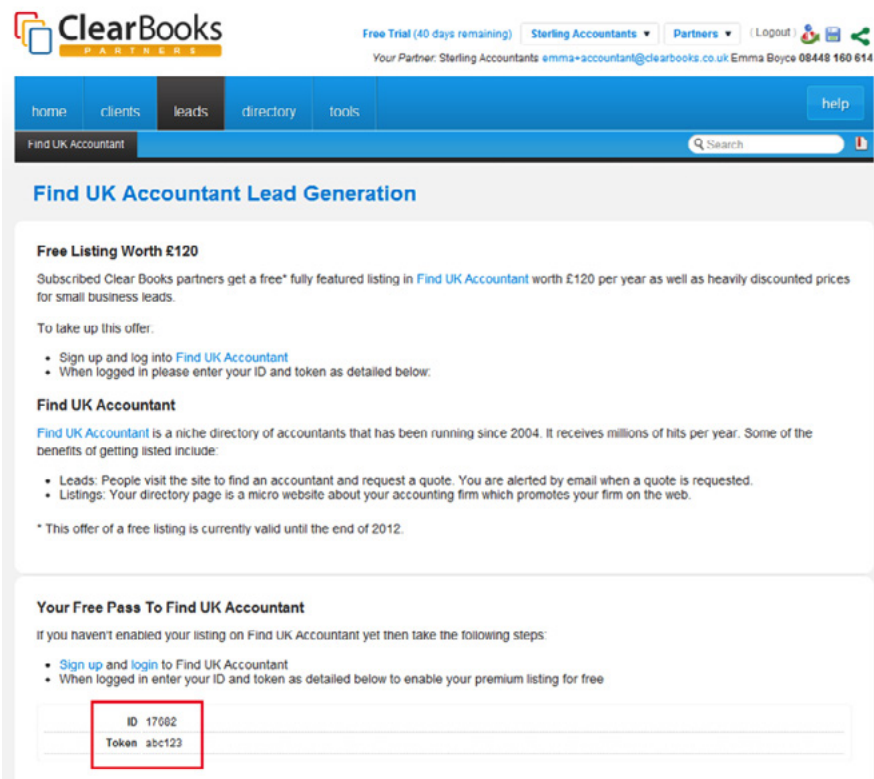
Find an accountant
Get free, no-obligation quotes from up to 4 local accountants

Ask an accountant
Just have a question? One of our accountants can help!

With over 30,000 accountants in our database, Find UK Accountant is the UK's leading accounting directory. Whether you're a small business, a sole trader or an Individual, we've got the right accountant for you! If you're looking for a quote or just want to ask a question, why not get started right now and click on one of the buttons above - it's completely free and there's no obligation!

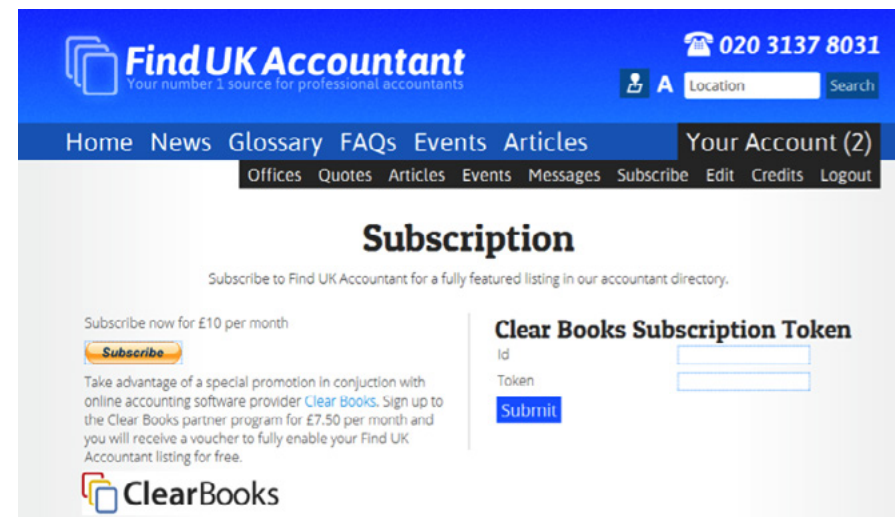
Once your basic listing has been approved by a member of staff you are ready to upgrade to your free premium listing.

Log in to Clear Books. Enter the “Partner Area” and choose “Leads > Find UK Accountant”.



Here you will find your unique “ID” and “Token”.

When you are logged in to Find UK Accountant, click “Subscribe”, enter these details and click “Submit”. This will enable your premium listing.



How Find UK Accountant will benefit you

Find UK Accountant is the leading directory of accountants and bookkeepers in the UK and has over 2.8 million hits per annum.

A listing in Find UK Accountant will benefit you by giving your firm exposure. It will increase your ranking in search engines thus making it much more likely that potential clients will come across your details in the likes of Google.

A premium listing normally costs £120 per year. As a Clear Books Accounting Partner you get this listing free.

Small businesses seeking an accountant will post their requirements on Find UK Accountant as a "Quote Request". If you find a quote request that you are interested in you can go to tender on this lead for the discounted price of £10 (normally £20).

Clear Books Accounting Partners also have the exclusive bonus of being able to access quote requests from Clear Books customers – potential clients that other accountants on Find UK Accountant do not have access to.

You can see from the comparison overleaf that as a Clear Books Accounting Partner there is a lot of additional information that you can include in your listing to promote yourself.

Listing Options

	Basic Listing	Premium Listing	Clear Books Partner
Cost	Free	£10 per month	Free
Standard Lead/Quotes ¹	4 credits	3 credits	2 credits
Access To Clear Books Leads	✗	✗	✓
Basic Contact Details	✓	✓	✓
Google Map	✓	✓	✓
Email Contact Link	✗	✓	✓
Link To Your Website	✗	✓	✓
Featured Accountant	✗	✓	✓
Accounting Firm Profile	✗	✓	✓
Services Offered	✗	✓	✓
Qualifications & Experience	✗	✓	✓
Company Logo	✗	✓	✓
Accountant Profiles	✗	✓	✓
Fees	✗	✓	✓
Listing Statistics	✗	✓	✓

¹Standard A lead/Quote we make available to upto 5 accountants

It is important to put as much detail in your listing as possible to make it appealing to prospective clients. You can even post events and articles on Find UK Accountant – be as proactive as possible to attract potential new clients and ensure that they favour you over competitors.

Accountants with at least 2 fields filled in on their listing are 620% more likely to be contacted by a potential client – imagine how many leads you could win if you entered all of your information!

12

Generating Reports

Generating Reports

There are an extensive number of reports that you are able to generate in Clear Books. These include:

Customers

- Aged Debtors
- Payment By Customer
- Income By Customer
- Invoice Detail By Account Code
- Customer List

Suppliers

- Aged Creditors
- Payments By Supplier
- Bills By Supplier
- Bill Detail By Account Code
- Supplier List

Banking

- Bank Reconciliation

Financials

- Balance Sheet
- Cash Flow
- Forecast
- Budget
- Profit Loss
- Ratios
- Trial Balance

VAT

- VAT Return
- EC Sales List
- VAT Exceptions

Detail

- General Ledger
- Trial Balance Detail
- Transactions
- Asset Register
- Stock Overview

Downloadable Reports

- All Contacts
- Customers
- Suppliers
- General Ledger
- Sales Ledger
- Purchase Ledger
- Sales Line Items
- Purchase Line Items
- Quotes
- Estimates
- Proforma Invoices
- Purchase Orders
- Account Codes
- Unpaid Bills (BACS)

Exceptions

- Void Sales
- Void Purchases

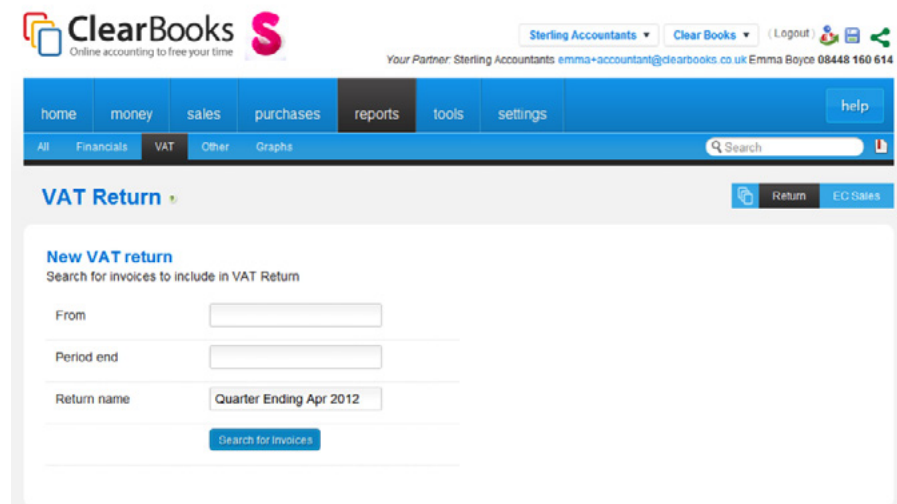
To generate any of these reports choose "Reports > All" and select the report you would like to generate.

VAT Reporting

To submit a VAT return online, either for yourself or your clients, log in to the relevant account and choose "Reports > VAT".

Enter the appropriate dates for the VAT return, give it a name and then click "Search for Invoices".

To capture late invoices from a preceding quarter set the "From" date further back in the past.



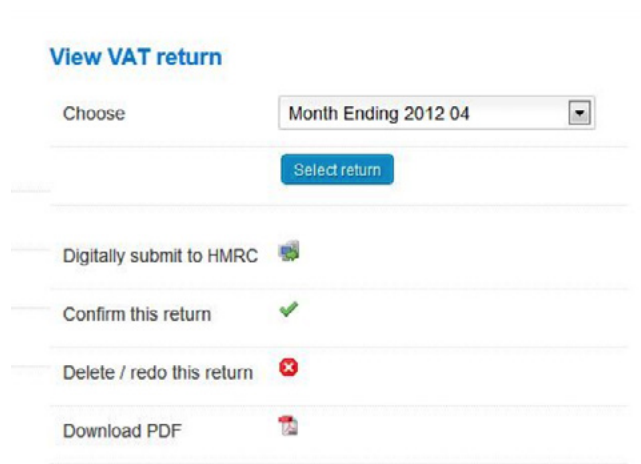
This will bring up a list of relevant invoices from the selected date range. If you would like to exclude any invoices from the VAT return, uncheck the box next to them.

Box 1 - VAT on Sales

Exclude	Invoice	Tax Date	Supplier	Description	Rate	Status	Amount
<input type="checkbox"/>	INV000031	18 Jan 12	Barry		20%	paid	1.90
<input type="checkbox"/>	INV000032	18 Jan 12	Barry		20%	paid	1.90
<input checked="" type="checkbox"/>	INV000033	07 Feb 12	Sam		20%	approved	40.00
							43.80

Once you are happy with the VAT return click "Create VAT Return". This will generate a draft VAT return.

When you are ready to send the return to HMRC, select the VAT return from the drop down box entitled "Choose" and click "Confirm this return".



Confirming the VAT return will commit it to the system and prevent these invoices being included in any other VAT returns.

In order to submit the VAT return directly to HMRC through Clear Books, the company that the VAT return is for will need to make sure that they set up Clear Books as their agent with HMRC.

For instructions on how to do this head to: <http://www.clearbooks.co.uk/support/guides/vat-2/submitting-online-vat-returns/>

Once this has been done, select the VAT return from the drop down box entitled "Choose" and click "Digitally submit to HMRC".

Do not delete any VAT returns that have been submitted to HMRC.

14

Yodlee

Yodlee

Yodlee is an automatic bank feed service. This means that your bank statements will appear in Clear Books daily without the need to download or import them.

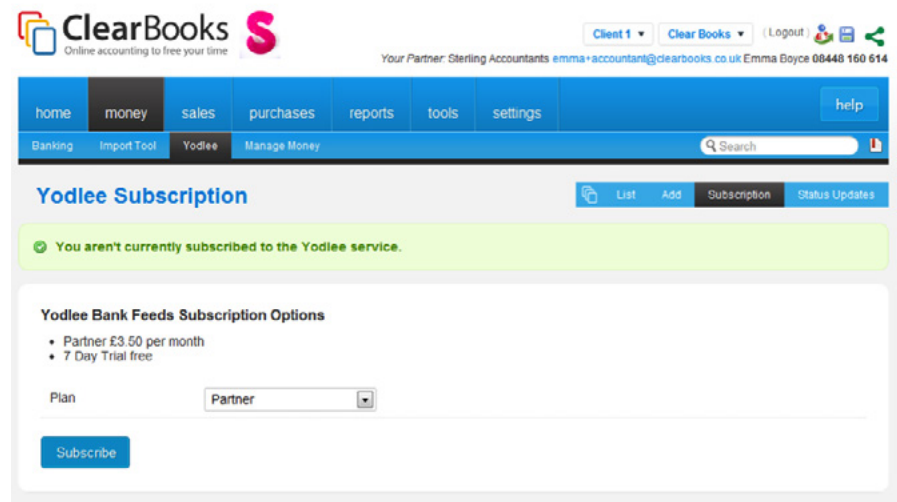
This is a timesaving feature that you might like to offer to your clients or use for your own accounts. To our Accounting Partners the Yodlee application is £3.50 per month and it is up to you how you charge your clients for this.

To sign up to Yodlee either for yourself or a client log into the relevant Clear Books account and choose "Money > Yodlee". You will need to agree to the terms and conditions, tick the box and then click "Accept".

The screenshot shows the ClearBooks interface. At the top, there's a navigation bar with 'home', 'money', 'sales', 'purchases', 'reports', 'tools', 'settings', and 'help'. Below that, a secondary bar has 'Banking', 'Import Tool', 'Yodlee', and 'Manage Money'. The main content area is titled 'Yodlee Terms and Conditions' and features a green notification bar with a checkmark icon and the text 'You must agree to the Yodlee Terms and Conditions.' Below this, there's a section titled 'To use the automatic bank feed service provided by Yodlee you understand that:' followed by two numbered points. Another section titled 'The benefits of automatic bank feeds:' follows with two numbered points. At the bottom, there's a checkbox labeled 'I agree to Yodlee T & Cs*' and an 'Accept' button.

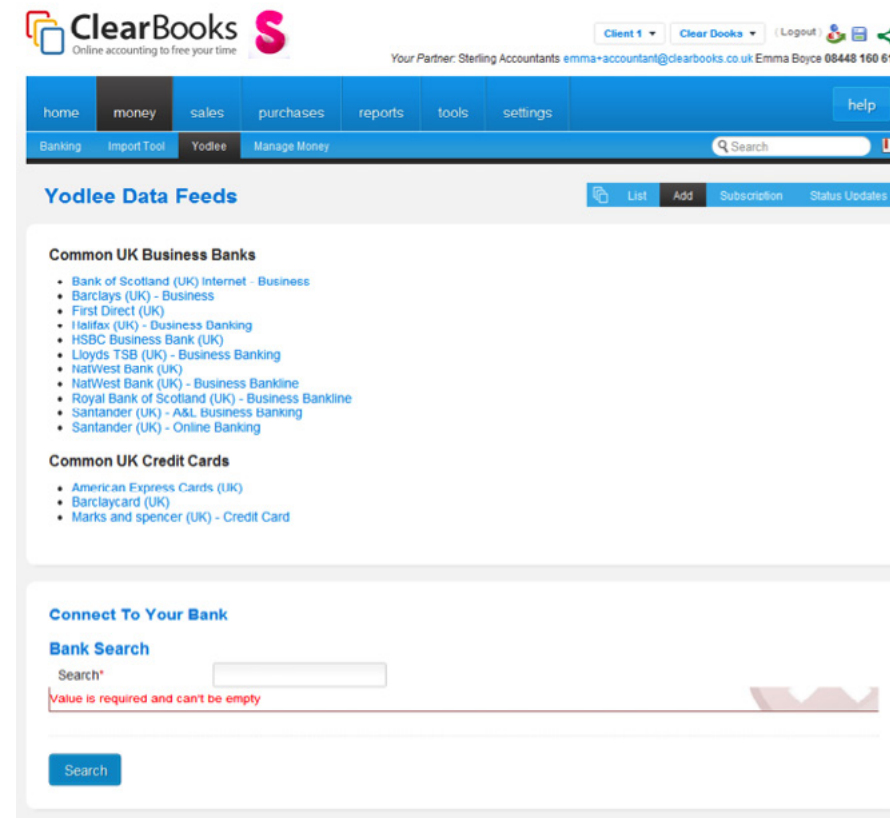
This will direct you to a screen where you can choose to either take out a 7 day free trial or subscribe to Yodlee.

Select which option you would like to take and click “Subscribe”.



If you have set up Yodlee for a client rather than yourself make sure that you instruct them to take the following steps.

You will need to select your bank from the list given. If it is not featured enter it in the “Bank Search” box. Then click “Search”.



This will take you to a confirmation screen. Click the “Click here” link to get started with automatically importing your bank statements.

Yodlee will then ask for a series of details. Enter them as requested to get set up. Once this is complete you will notice statements being imported daily ready to be explained in “Money > Banking”.

15

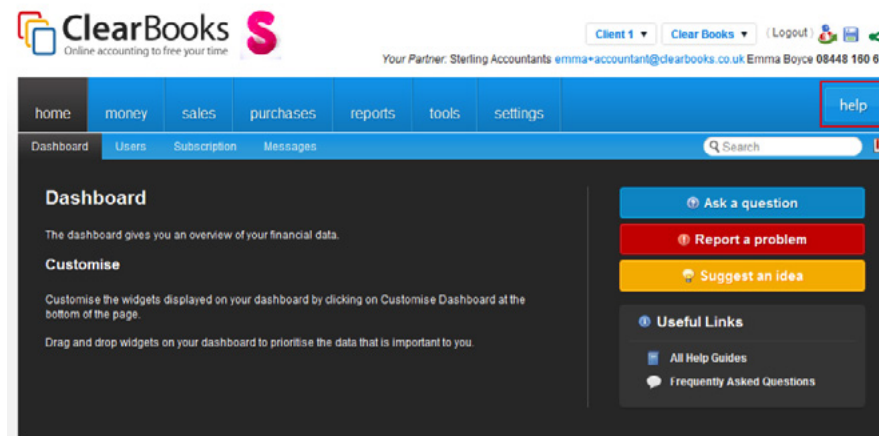
Support

Asking a Question

Clear Books has a strong help area within the software and a friendly support team behind the scenes.

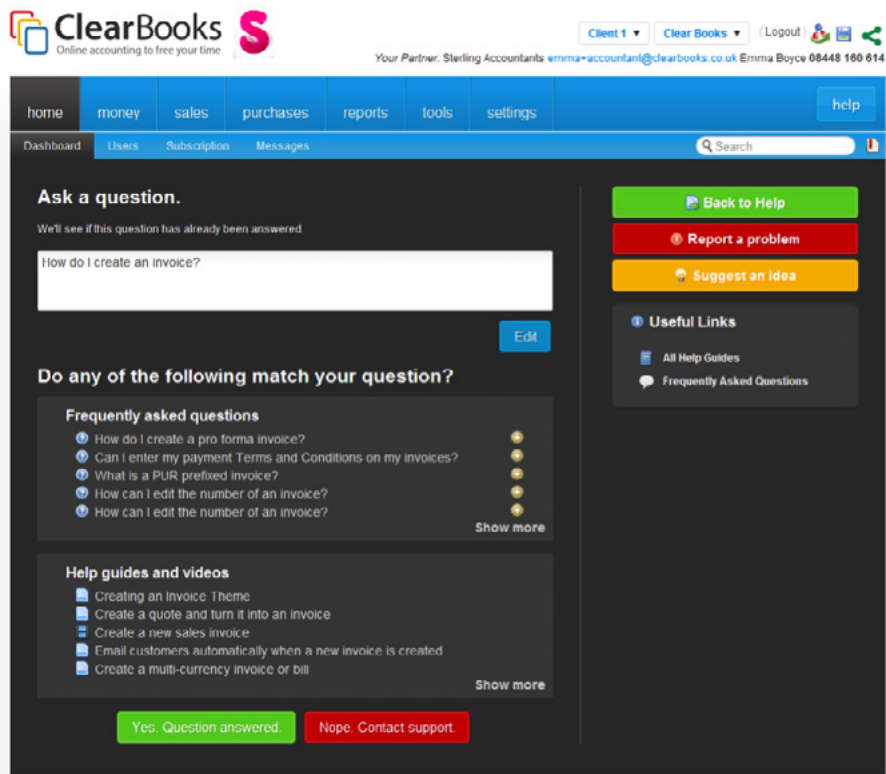
If there is anything you would like to discuss with the Clear Books team please call the dedicated accountant support line on 08448 161 600.

From any area in Clear Books click the “Help” button for a brief overview.



If you would like to ask a question about something within Clear Books click “Ask a question”, type your question and click “Submit”.

This will bring up any frequently asked questions and help guides related to your question.

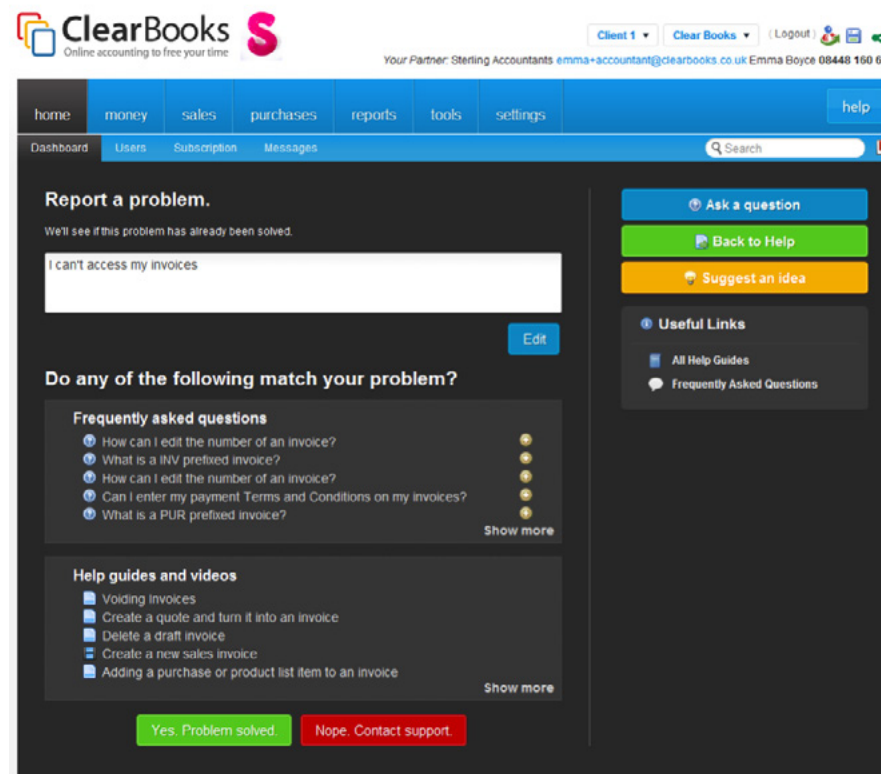


If you find the answer to your question here then click “Yes. Question answered”.

If your question still hasn't been answered click “Nope. Contact support”. This will send your question as a support ticket direct to our support team and they will respond via email.

Reporting a Problem

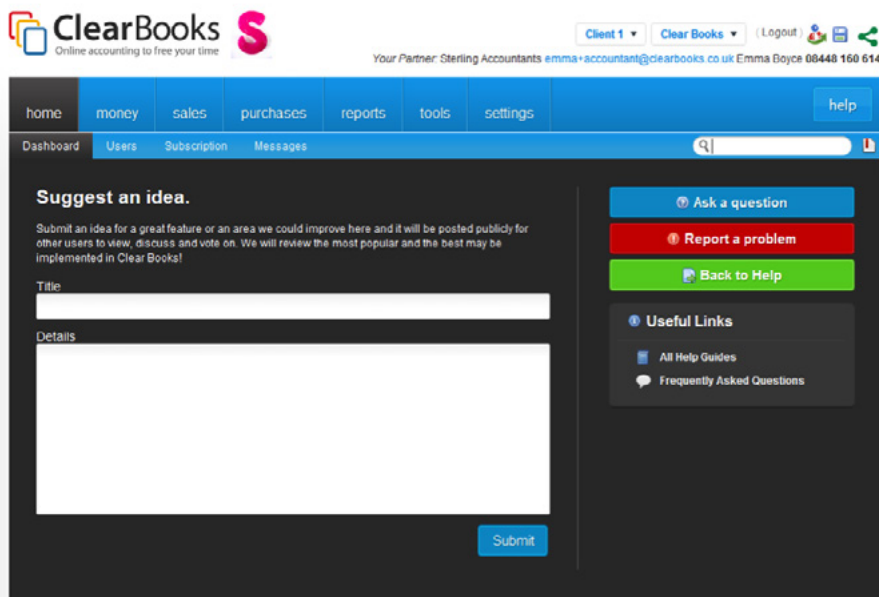
If you find a bug or a problem within Clear Books click “Report a problem”. This button works in the same way as “Ask a question”.



The help system will check if the problem you are reporting has been resolved. If not, you can submit the problem to our support team.

Suggesting an Idea

If you would like to suggest an idea for a feature to be implemented within Clear Books click “Suggest an idea”, enter the details of your idea and then click “Submit”.

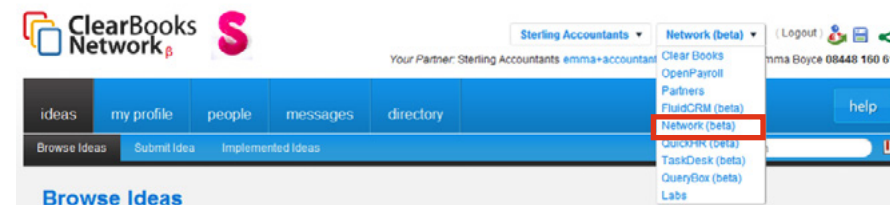


This idea will be posted in the “Network”.

Networking with other Businesses

The Network is an area for you to collaborate with the Clear Books team and communicate with other Clear Books users.

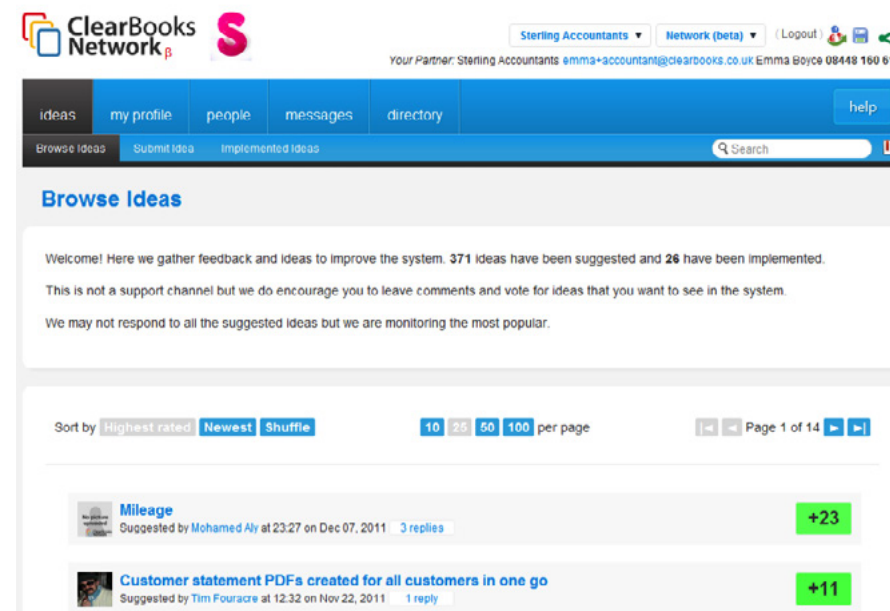
To access the Network use the drop down box in the top right hand corner of your Clear Books account and select “Network”.



You will be taken to “Ideas > Browse Ideas”.

This is where any ideas that you submit using the help area are posted.

You can vote for ideas that you like. Our developers monitor ideas and votes to decide which features to implement next.



To set up your profile within the Network choose “My Profile > Edit My Profile”.

The screenshot displays the 'User Profile' page in the ClearBooks Network. The page is divided into two main sections: 'Contact Information' and 'Profile Picture'. The 'Contact Information' section contains several input fields: 'Email Address' (emma+accountant@clearb), 'Title' (Miss), 'First Name' (Emma), 'Last Name' (Boyce), and 'Profession'. Below these is a large text area for a 'Personal Statement'. The 'Profile Picture' section features a placeholder image with the text 'No picture uploaded' and a button labeled 'Upload a Picture'. At the bottom left of the form is a 'Save Profile' button. The page header includes the ClearBooks Network logo and navigation tabs for 'ideas', 'my profile', 'people', 'messages', and 'directory'. A search bar is also visible in the top right corner.

Enter as much information as you would like about yourself and your business, upload a picture and then click “Save Profile”.

Once you have created your profile you can start connecting with other Clear Books users.

To find people to connect with and view your existing connections click “People”. To send someone a message, just click on their profile and you will find the option there. To view your received messages and conversations click “Messages”.

The “Directory” is also an area that you might like to have a look at to view other businesses using Clear Books’ profiles.

Training

Webinar Training

Webinar based training takes you through a detailed tour of key features within Clear Books in the comfort of your own work space.

Webinar training costs £50 (+VAT) per person.

The sessions are held every Thursday at 10am and last 2 hours.

To book yourself or a client onto a webinar, log in to the relevant Clear Books account and choose “Home > Subscription”.

Plan	Price (ex. VAT)	#Attendees
Clear Books Class Room Training	£100.00 / Attendee / session	<input type="text"/>
Clear Books Webinar Training	£50.00 / Attendee / session	<input type="text"/>
1-2-1 Support Session	£50.00 / Attendee / session	<input type="text"/>

[Update](#)

Enter the number of places you would like to book in the “#Attendees” column for “Clear Books Webinar Training” and click “Update”.

We will then be in touch to arrange webinar training with you.

You are able to ask questions at the end if you have any and you will also be able to view other participants’ questions in case there is something you have forgotten.

1-2-1 Support Session

1-2-1 Support Sessions are online training sessions tailored to your needs. A member of our support team will call you to answer any questions that you might have about Clear Books and help you get up and running on the right track.

1-2-1 Support Sessions cost £50 (+VAT) per person.

These sessions last up to an hour and are run using a screen sharing tool so that we can give you in-depth training based on your own Clear Books account.

To book yourself or a client onto a 1-2-1 Support Session, log in to the relevant Clear Books account and choose “Home > Subscription”.

Plan	Price (ex. VAT)	#Attendees
Clear Books Class Room Training	£100.00 / Attendee / session	<input type="text"/>
Clear Books Webinar Training	£50.00 / Attendee / session	<input type="text"/>
1-2-1 Support Session	£50.00 / Attendee / session	<input type="text"/>

[Update](#)

Enter the number of places you would like to book in the “#Attendees” column for “1-2-1 Support Session” and click “Update”.

We will then be in touch to arrange a date and time convenient for you.

Classroom Based Training

You can book yourself or your client on to Classroom Based training in the Clear Books office, which is located in West Kensington, London.

Classroom training costs £100 (+VAT) per person and sessions are held every Thursday evening from 6pm – 8pm.

During this 2 hour interactive session you will be guided through features, processes and practice examples. There is opportunity to explore the system and discover exactly how to use Clear Books to its full potential.

To book yourself or a client a place on a classroom based training session, log in to the relevant Clear Books account and choose “Home > Subscription”.

Clear Books Training		
Plan	Price (incl. VAT)	#Attendees
Clear Books Class Room Training	£100.00 / Attendee / session	<input type="text"/>
Clear Books Webinar Training	£50.00 / Attendee / session	<input type="text"/>
1-2-1 Support Session	£50.00 / Attendee / session	<input type="text"/>

[Update](#)

Enter the number of places you would like to book in the “#Attendees” column for “Clear Books Class Room Training” and click “Update”.

We will then be in touch to arrange the training session with you.

Becoming a Clear Books Onsite Trainer

Some Clear Books users prefer to have training in the comfort of their own home or work space. As much as we would love to be able to get out there and train them ourselves, Clear Books customers are all over the country and it just would not be possible.

This is where you come in...

As our Accounting Partner we want you to get as involved in being part of the team as possible. We are extending the offer to you to become a Clear Books onsite trainer for customers in your area. This is a fantastic opportunity to gain revenue, network and even win new clients.

If becoming a Clear Books onsite trainer is something that you are interested in you will need to attend a training session in our office to become a Certified Clear Books Trainer.



This is a great way to build your Clear Books credibility and add more value for your clients and potential clients.

Please contact training@clearbooks.co.uk for more information on becoming an onsite trainer and to book onto the next training session.

For more information, please visit our site:

www.clearbooks.co.uk



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