Accounting Simplified

2020 Operating Manual

CR Tech Solutions, LLC

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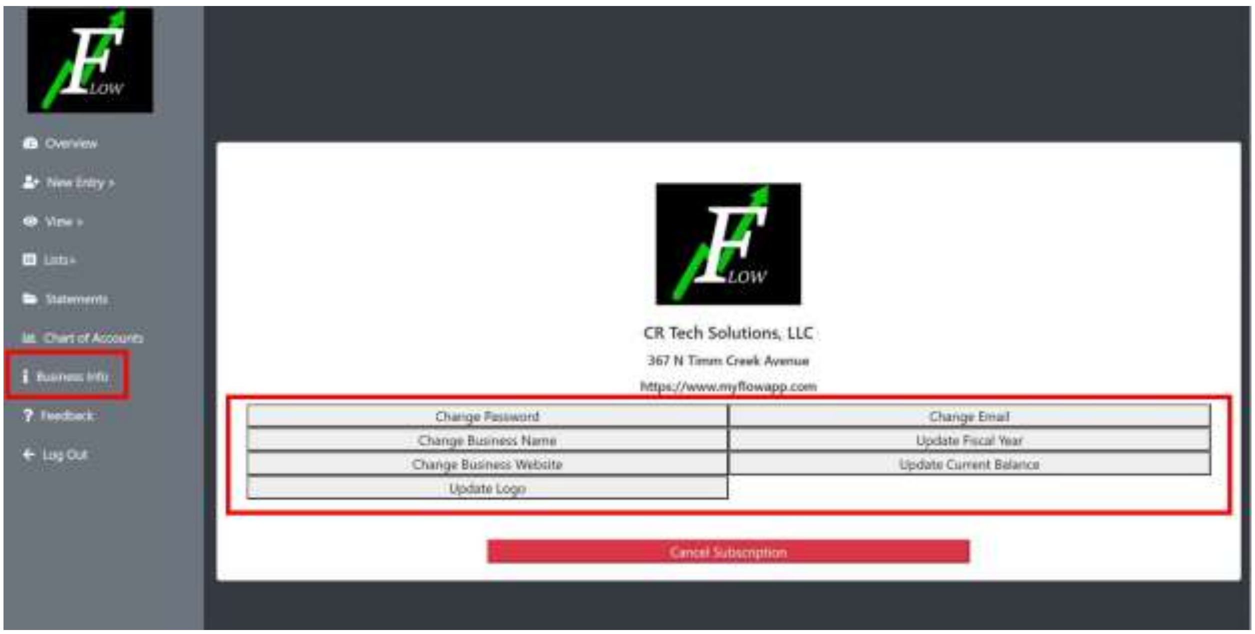
1.0 Welcome to Flow - Accounting Simplified

Congratulations on taking control of your business financials!

Here at CR Tech Solutions, LLC we saw a need in the market for a cloud-based, user friendly accounting system. Flow is specifically designed to manage your business numbers without the complicated software and huge learning curve. Any business from E-commerce to field service business can track their sales and expenses with ease. A business that knows its numbers has the valuable tools to track profitability and discover financial areas that need to be addressed.

2.0 Business Information Page

Any information entered in the signup process can be changed on the business info page. This is also where you cancel your subscription if you choose to stop at any time.



3.0 Chart of Accounts

The chart of accounts must be completed before entering your company data.

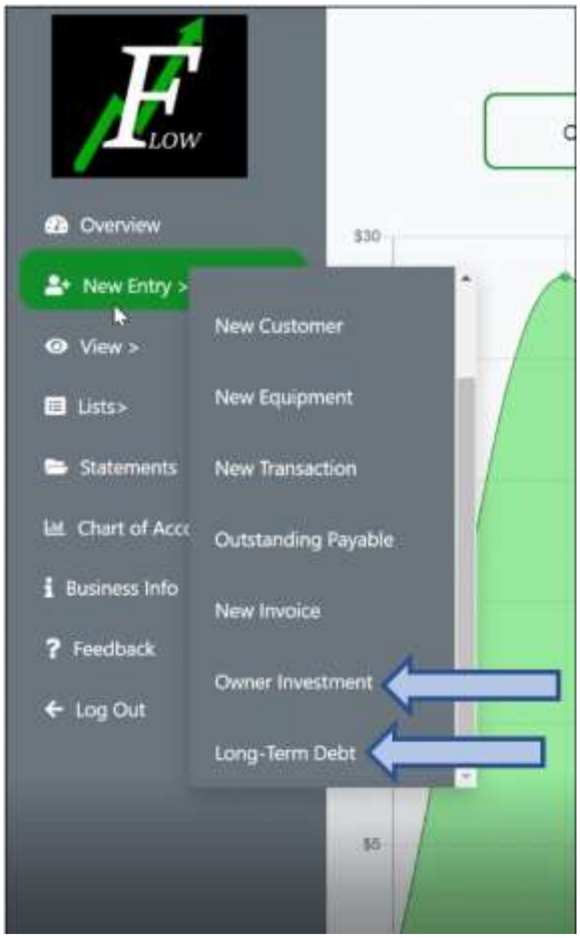
A basic chart of accounts is provided and ready for you to customize to your business needs.

- ❖ Select “ New Entry”
- ❖ Add to Accounts
- ❖ Add categories and subcategories as needed

4.0 Entering Data for Initial set-up

During your set-up you will need to enter a few items so all of Flow's features can be utilized properly.

- ❖ Owner Investment
- ❖ Long Term debt (outstanding credit card debt)



5.0 Flow Overview Page: Your business at a glance

Flow is our accounting software system that enables you to monitor the financial health of your company.

The Overview page gives you a snapshot of your business' financial health.

The statistics displayed on this page are fully customizable

- Year to Date statistics for expenses
- Year to Date snapshot of revenue/sales
- Current Bank balance, outstanding payments

5.1 Overview Graphs

The overview page has 2 types of visual aids available for you.

1) Line Graph (Expenses/Revenue)
2) Pie Chart (Expenses/Revenue)

Graphs Controls:

Options: Allows you to switch the time frame with what you are viewing.

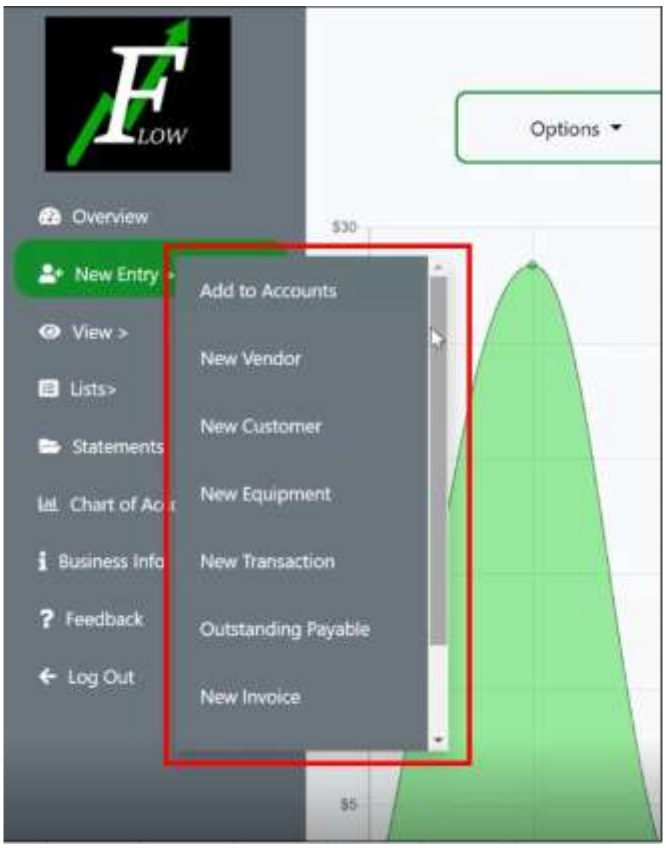
Data Type: Allows you to switch between the revenue graph and the expense graph.

Change Graph: Allows you to switch from the line graph to the pie chart.

6.0 **New Entry**

The new entry button gives you the ability to add any of the following.

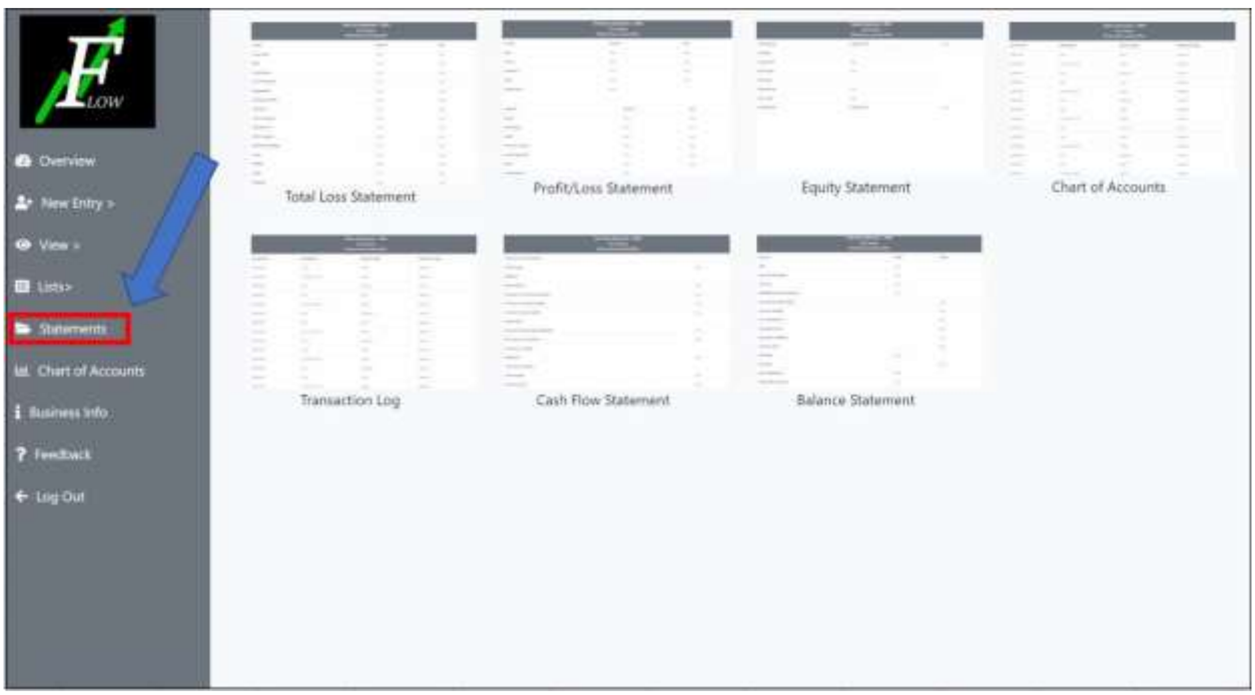
- New Account (Add to your Chart of Accounts)
- New Vendor/Customer/Equipment
- New Transaction (income or expense)
- New Invoice or outstanding payable



7.0 **Financial Statements**

Flow offers 7 different financial statements for you. These pages can be found by clicking the "*Statements*" button.

- Profit/Loss Statement
- Total Loss Statement
- Equity Statement
- Transaction Ledger
- Cash Flow Statement
- Balance Sheet
- Chart of Accounts



7.1 **Statement features**

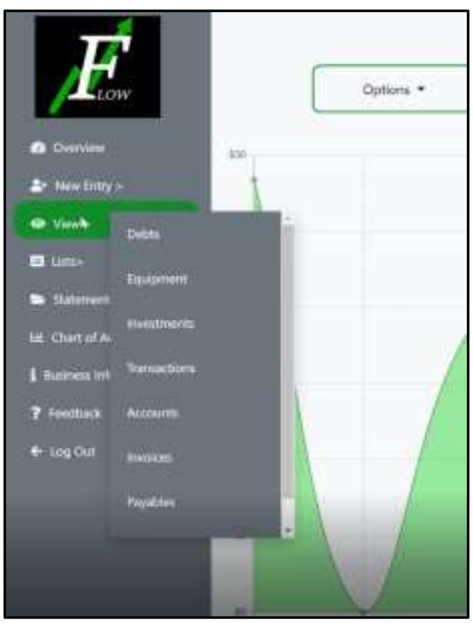
1. Each of the statements can be modified to view any time frame you wish to see. The time frame can be changed by the 2 date buttons in the top left of each statement page.

2. Each statement can be printed or saved as a PDF with the "print/save" button for your company records.

8.0 View

The view tab is where you can view the following:

1. Debts / Investments
2. Transaction List, Invoice list
3. Accounts, Equipment
4. Past Bank Balances



9.0 Transaction List

The transaction list will display all your company's transactions. Red line items are expenses. Green line items are revenue/income.

Account	ID	Type	Method	Source	Desc	Total	Reason	Date
2001	17	Expense	EFT	Lawn Care Company	flow	$48.79	Cost of Materials	2020-06-08
1001	7	Expense	EFT	Roebuck Water	water bill	$19.99	Utilities	2020-06-07
2001	10	Expense	Cash	Lawn Care Company	landscaping	$45.00	Utilities	2020-06-06
3002	9	Income	EFT	Joe's Plumbing	flow Subscription 3 user	$29.99	Sales	2020-06-04
1001	1	Expense	EFT	Roebuck Water	water bill	$60.87	Utilities	2020-06-01
3001	8	Income	EFT	John's Meats	flow Subscription	$9.99	Sales	2020-06-01
5001	18	Expense	EFT	USAA	insurance	$249.99	Insurance	2020-06-01
1002	11	Income	EFT	Macy's Massage	flow Subscription	$9.99	Sales	2020-05-31
1002	35	Income	EFT	Macy's Massage	instagram	$61.97	Services	2020-05-29
2001	12	Expense	Check	Lawn Care Company	more landscaping	$100.00	Maintenance	2020-05-28

9.1 **Editing/Deleting/Viewing Transactions**

Once inside the transaction list you can view the receipt and info that goes with each transaction by clicking it. Also editing,deleting, or searching for individual transactions can be done with the navigation bar at the bottom of the page.

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10.0 Customer/Vendor Lists

The Lists button gives access to both the customer list and vendor list. This is where any customer or vendor info can be edited.