



PayPal™

Version – 2.0

Last Updated – 11/11/2010

KashFlow PayPal Importer Service

A getting started guide

Introduction

KashFlow have teamed up with PayPal to provide you with a complete service for processing payments and managing the accounts for your small business.

*KashFlow is currently the **only** accounting software with PayPal certified integration.*

This document is a simple guide to get you up and running with using the PayPal Importer with your KashFlow account.

First Things First

Before you get stuck into using the importer there are a couple of things that will need to be set up first.

Set Up a PayPal Bank Account

Your transactions need somewhere to go when they are imported, so it makes sense to create an account that will mirror your actual PayPal account. Simply log in to your KashFlow account, go to "BANK", then select "ADD NEW BANK ACCOUNT". Call the account PayPal (or something similar) and complete the rest of the details.

Remember to set the start date for the account back as far as you want to start importing your transactions from as any transactions entered before the bank start date will not be included in the overview.

Sales/Purchase Types

Whenever invoices and receipts are entered into KashFlow they have to be assigned to a type, such as 'Electricity' or 'Sale of Goods' etc. This is the same for your PayPal transactions. You can either create one overall type that each group of transactions is assigned to, or change them individually once they are imported. You may wish to set up some types before you start.

For Payments Received (sales) go to SALES > SALES TYPES

For Payments Made (purchases) to go PURCHASES > OUTGOING TYPES

For Charges Account (Fees etc) go to BANK > TRANSACTION TYPES

Customers, Suppliers and Sources

When your transactions are imported KashFlow can either create individual customers/suppliers with the information or assign them to a pre-made customer/supplier. If you want the transactions to just be assigned to the one general customer and supplier you will need to create this now.

If you want KashFlow to create new customers for each sale then you can also set up a source that all of your PayPal customers are assigned to. To do this go to **SETTINGS > SOURCES** and set up a source called PayPal (or something similar).

Setting Up the PayPal Importer

Now you are ready to set up the importer. Once the initial setup is complete you shouldn't have to return to the setup screen again. Log into your KashFlow account and go to **SETTINGS > PAYPAL IMPORTS**. Click the button to start your free no obligation trial and then select "ADD ACCOUNT INFORMATION"

You will be presented with the following page:

Awaiting Authorisation of Email Address
We have sent an email to a link you must click to confirm this is your address. Click [here](#) to have the email sent again.

PayPal Details

Grant Access
You will need to give us access to read data from your PayPal account. Instructions on how to do this can be [found here](#).

Email Address
Enter the email address you use to log in to PayPal.
PayPal Email Address:

Currency Conversions
When we detect a transaction in a currency other than that you've set on the [Company Details](#) page, we'll look for information from PayPal on the exchange rate used. Sometimes PayPal don't provide exchange rate information (for instance, if you maintain a balance with them in the foreign currency) - tick this box if you'd like us to convert these foreign transactions using the exchange rate data we already hold for the currencies involved. If unticked, we will not convert the currency (not ideal!)
 Convert foreign currencies (if in doubt, leave it ticked)

Start Date
Select which date you want to start importing data from.
Warning - changing this date now may result in duplicate transactions if we have already imported transactions after this date
Start Date:

Disable
You can temporarily disable this import account so that it is not processed.
 Disable this profile

Bank Accounts and Sales/Outgoing Types
Select the account and/or transaction type that the following PayPal transaction types should be logged against. For most of these you would normally select a bank account you have set up in KashFlow to mirror your PayPal account. The ones in *italics* are not used very often, so if they're confusing you you can probably ignore them. [\[more info\]](#)

Type	Account	Sales/Outgoing Type
Payments Received:	Current Account	9998 - Other
Payments Made:	Current Account	9998 - Other
Charges Account:	Current Account	9998 - Other
Transfers:	Current Account	n/a
<i>Debit Card Purchase:</i>	Current Account	9998 - Other
<i>Bill:</i>	Current Account	9998 - Other
<i>PayPal Services:</i>	Current Account	9998 - Other
<i>ATM Withdrawal:</i>	Current Account	9998 - Other

Click the link and follow the instructions to grant KashFlow access to read your PayPal data provide your PayPal email Address

Enter a date you wish to import transactions from. You can backdate this as far as 6 months ago.

This is where you enter the general type you set up earlier (if applicable). You would normally need to select the PayPal bank account. The only exception being Transfers, this needs to be set to the account you use to make/receive payments from PayPal.

0% ▾

Customer Source
Choose the source to which you'd like to assign newly created customers

Other ▾

Display Country with Address
If you are dealing with customers abroad, you may want to include the country name in the customers address if it isn't your home country.

Include country name if it is anything other than United Kingdom ▾

Use PayPal figures for invoices
If you select this option we'll use figures provided by PayPal for your invoices. This means we will not be using the configured VAT rate to calculate the VAT amount, we will use the "Sales Tax" value provided by PayPal.

Use PayPal figures for invoices

Purchases & Suppliers

Suppliers
You can choose to have all newly created receipts assigned to just one supplier, or you can have a new supplier created for each PayPal sellers email address.

Create individual suppliers
 Assign to a single supplier

1and1 ▾

Payment Method
Select which method you want to use for payments made from your PayPal account

Other ▾

VAT Rate
What VAT should be set on the receipts that are created?

0% ▾ Apply VAT to purchases from suppliers registered in another EC Member State

Use PayPal figures for Purchases
If you select this option we'll use figures provided by PayPal for your purchases. This means we will not be using the configured VAT rate to calculate the VAT amount, we will use the "Sales Tax" value provided by PayPal.

Use PayPal figures for purchases

Payment Note

Include PayPal transaction ID
You can include the PayPal transaction ID in the payment notes for clarity.

Include transaction id?

SAVE CANCEL ✖ DELETE

If you select "Assign to a single customer" you will need to select the customer from the drop down list.

As with the customers if you wish to assign transactions to one supplier select them from the drop-down list

Authorising your email address

After you click "Save" we'll send an email to the address you provided as your PayPal email address. This will include a link that you'll need to click to prove that it is in fact your email address.

Your first import

Now that your details have been entered and saved you are ready for your first import. If you have only just entered the details, go and put the kettle on and come back in about 10 to 15 minutes to give us time to check your details.

When you come back, log back into KashFlow (if you logged out that is) and go to the Overview page in your account. You will now see a new section called 'PayPal Imports'. If the status says 'Not yet checked', then you need to give us some more time to check your details.

Alternatively if there is an error message displayed you need to click the icon and double check all the information is correct.

If all has gone correctly the status will say 'OK' and you will have a number of transactions showing waiting to be processed.

Processing your transactions

Once the transactions have been imported you will need to review them. This will need to be done every time an import is completed. On the Overview page you need to click on the number of transactions in the PayPal Imports box.

You will be presented with the following page. Transactions are separated into tabs showing you how many of each are pending. If there are no pending transactions of a specific type then the tab won't be shown. If there are more than 300 transactions, then only the first 300 will appear. Once you've processed these the next 300 will appear.

Settings - PayPal Transactions

PayPal Username

Last Checked
22/09/2008 11:44:00
Pending Transactions
26

Listed below are all transactions on this PayPal account that have not yet been processed. You can edit the description for each transaction if you need to by clicking the pen icon. You can also change the Sales Type for the transaction.

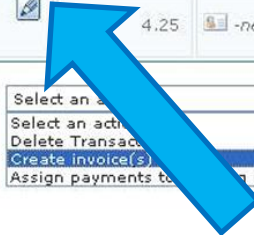
Select transactions by ticking the boxes. Then select what to do with the transactions by using the drop-down list at the bottom of the page.

Any associated fees will be processed automatically and recorded on the account selected in your settings.

Sales (2)		Purchases (9)		Transfers (15)	
Date	Payer & Details	Amount	Customer	<input type="checkbox"/>	<input type="checkbox"/>
23/08/08 07:15	carolyn turner, <i>This is the description</i> Sales Type: Advertising	35.67	-new-	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24/08/08 07:41	marie weatherley, <i>Change this field to whatever you like</i> Sales Type: Other	4.25	-new-	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Click on the transaction type to change it



Selected items:

- Select an action
- Delete Transaction
- Create invoice(s)
- Assign payments to invoice(s)

Click the pen to change the items description.

Tick the boxes next to the transactions you wish to process, choose what you want to do (ie, delete the transactions, create invoices, etc) and click the "Go" button.

Your selected action should now be performed and the transactions will be showing in the relevant areas.

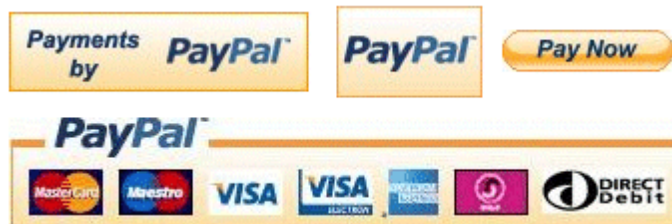
All done!

That's it, all done! We'll continue to import your PayPal transactions and you'll see them show up as pending transactions on your Overview page roughly once an hour (dependant on which service you have subscribed for).

PayPal 'Pay Now' Buttons on Invoices

Most of our customers who use the PayPal service have already received the payment and just want to account for it. However, if you want to be able to create invoices and have your customers pay by PayPal, you can.

You can select to have any of the following buttons on your invoice:



When your customer clicks the button they'll be taken to a PayPal page to make payment.

Enabling this feature

To enable this feature, log in to your KashFlow account and go to SETTINGS > INVOICE OPTIONS > PAYMENTS AND DISCOUNTS.

The instructions on the page are pretty self-explanatory but if you do get stuck just click on the HELP tab and ask our support team, it is free after all.

Feedback

We're constantly improving lots of different aspects of KashFlow based on feedback from our customers. So if you have any suggestions or think there is anything we can improve – please do get in touch.

www.kashflow.co.uk

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