



Lynx

Lynx Kashflow Interface



Revision 2.0

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1 Overview

The Kashflow interface allows you to post supplier and customer transactions entered in Lynx to the Kashflow on-line accounting system.

To do this, you have to have a valid Kashflow account, which you can set up at <http://www.kashflow.com>.

The link includes the following functions:

- i) Import and export supplier records, creating a linkage in Lynx which associates your Lynx and Kashflow supplier accounts
- ii) Export supplier transactions created in Job Costing to Kashflow
- iii) Synchronize Nominal Ledger coding records to enable cost analysis of supplier transactions
- iv) Import and export customer records
- v) Export customer transactions to Kashflow (possible, but not recommended)

As Lynx uses the on-line Kashflow API, you do not need to download files for subsequent export to Kashflow. The link is direct from Lynx to the Kashflow server.

2. Setup

2.1 Kashflow Settings

First, create your Kashflow account, and make sure that API access is enabled. This is done on the Kashflow 'Settings' page. Scroll down to the 'External Services' section and select 'API Settings'



API Settings
Enable and configure API access to your KashFlow account.

In the next page, ensure that you have the API enabled, and make a note of your API username. You can either use a separate password for Lynx to access your Kashflow data, or use the same one you normally use to login. The other settings do not matter.

Enabled

Enable Remote Login (more info)

Restrict Access to specific IP addresses

Same password as web login

Separate API password

Automatic Authorisation

Some applications, such as those running on a mobile device, may have an IP address that changes regularly. If you enable this setting and give the application your AutoAuth Key then it will be able to add it's IP address to the list opposite.

Enable AutoAuth

Key: [copy] [reset]

Update

The KashFlow API allows other programs to communicate with your KashFlow account in order to either retrieve or enter data. The other programs will only be able to access your account if you've given it your username and password. Your API username is: IFCON. More information on the API can be found at www.kashflow.com/developers

2.2 Lynx Settings

In the Lynx System Config screen, go to the 'Finance' tab, and set the 'ACCOUNTS_EXPORT_FORMAT' field to 'KASHFLOW'

Set the 'KASHFLOW_USERNAME' field to your API username, and the 'KASHFLOW_PASSWORD' field to your API password (or the normal login password if they are set the same).

Save your changes, then log out of Lynx and log back in to enable the Kashflow menu option, which appears on the 'Finance' menu (you must have the Finance role enabled to see this).



3. Nominal Ledger Code Synchronization

Once you have configured both Kashflow and Lynx, open up the Kashflow interface program on the Finance menu, and select the 'Nominals/Banks' tab.

You will see a single option, which allows you to synchronize the nominal ledger codes held on Lynx with those on Kashflow. Click the 'Sync' button, and the matching will be carried out. You will see a confirmation of the nominal ledger codes that have been synchronized, and the number of new codes (if any) that have been created in Kashflow.

When you enter job costs in Lynx, you select a code from the Nominal Codes table which is used to divide up your expenses into categories in your accounts – for example '5000' for the purchase of goods. Carrying out this step ensures that the meaning of these codes is consistent between Lynx and Kashflow, and must be done before any job cost info is exported to Kashflow.

Note that you need only do this once. You can re-run it, however, if you add any nominal codes in the future.

4. Bank Account Synchronization

The second section on the 'Nominals/Banks' tab lets you synchronize your Kashflow bank account information with Lynx, enabling exported sales receipts and refunds to be posted to separate bank accounts in Kashflow.

This should be run initially to copy your bank account information across to Lynx. You can also run it again in the future should you add more bank accounts.

Click on the 'Sync' button to bring any new Kashflow bank accounts into Lynx, and to update the Lynx descriptions for any existing accounts.

Once this is done, if you go back into the 'Nominals/Banks' tab, you will see a list of your bank accounts with a drop down list beside each. If you select one of the drop down items, when you post sales ledger receipts or refunds of the selected type, they will be posted to the bank account shown. Note that you cannot post more than one payment type to the same account. Should you select the same payment type for more than one bank account, the first one on the list will be used.

4. Supplier Importing and Exporting




4.1 Importing Suppliers

If you are new to Kashflow, you need only export your Supplier data form Lynx to Kashflow to get started (See 'Exporting Suppliers') below.

If, however, you already have Supplier information in Kashflow, whether you are new to Lynx or have been running the two systems in parallel, running the Supplier Import function allows you to match up the two systems so that data can be shared between them. Note that the Supplier Import function is designed for one-time use. It is **highly recommended** that once you have the two systems in sync, that you add new Supplier records to Lynx only, and export them to Kashflow.

To do the sync, open the 'Suppliers' tab in the Kashflow interface program and click on the 'Import' button.

Once the matching process has run, which will take a few seconds to retrieve any Kashflow data on-line, you will be presented with a list of matched records and potential new Lynx suppliers as in the list below.

CHOICE DIY	CHOICE DIY	 ID MATCHED: Copy Kashflow info to Lynx	<input checked="" type="checkbox"/>
QANW 37 Carrick Street,Ayr,South Ayrshire	No match	 NEW: Copy Kashflow info to new Lynx Supplier	<input checked="" type="checkbox"/>
McArthur Group Unit 1,Eastleigh,Hampshire SO50 6RR	McArthur Group Unit 1,Barton Park,Chickenhall Lane,Eastleigh Hampshire,SO50 6RR	 POSTCODE/PHONE MATCHED: Link and Copy Kashflow info to Lynx	<input checked="" type="checkbox"/>

Where there is already a matching ID linkage between Lynx and Kashflow, the default action is to copy the latest Kashflow data into Lynx.

If there is no match found, a new account will be created in Lynx.

If a match is made using the postcode or telephone number, the default action is to link the records and copy the Kashflow data to Lynx.

You can turn off the default action for any supplier by un-checking the box beside it, though you should not do this for any suppliers you will use in the future.

There is also an option to establish the linkage between Kashflow and Lynx, but leave the other Lynx data unchanged. To select this, check the 'Linked Matched Suppliers...' box at the top of the page '

Link matched suppliers only - don't copy Kashflow data to Lynx

If you do this, Supplier transactions can still be exported to Kashflow, but the name and address data will remain as-is on Lynx subsequently, using the Supplier Export function, you can then use the Lynx data to update Kashflow, so this is useful if your Lynx data is more current.

Finally, click the 'Import' button to make the amendments to the Lynx data. You will then see a summary of the number of records created, updated and linked.

4.2 Exporting Suppliers

The Supplier Export process lets you copy Lynx data to Kashflow for existing accounts, and also to create any new ones in the Kashflow database.

Lynx will first check for changes to the database that need to be copied to Kashflow. These will then be displayed as in the example below:

Row	Lynx Details	Kashflow Details	Action
1	McArthur Group Unit 1,Chickenhall Lane,Eastleigh Hampshire,SO50 6RR	McArthur Group Unit 1,Eastleigh,Hampshire SO50 6RR	 ID MATCHED: Update Kashflow with Lynx data <input checked="" type="checkbox"/>
2	IFCon Limited 25 Frobisher Way,Goring-by-Sea,Worthing West Sussex,BN12 6EU	No match	 NEW: Copy Lynx info to new Kashflow Supplier <input checked="" type="checkbox"/>

As with the Supplier Import, you can turn off the default actions for any account, however this should not be necessary, unless you want to preserve Kashflow supplier information unamended.

You should always allow new accounts to be created, or you will not be able to copy job cost information from Lynx to the Kashflow supplier.

Click on the 'Export' function to make the changes on Kashflow. This takes 1-2 sec per supplier, so please bear in mind that if you have hundreds of changes, that it may take a minute or two to complete.

You will see a confirmation of the number of records created and amended.

5. Job Cost Exporting

Exporting job costs from Lynx to Kashflow is the one import/export operation that does not take place from within the Kashflow program.

Instead, go to the 'Job Cost Batches' program on the Finance menu.

If you have the Kashflow option turned on in the system configuration, next to any Supplier Invoice Job Cost batches that are complete, you will see a 'Kashflow' button. Click this to export the job cost batch to Kashflow.

This will open up a pop-up window, and run the export program which will automatically create purchase invoice records in Kashflow for each job cost batch line (if the supplier number and invoice are the same, lines will be included under a single invoice, which will have multiple lines).

The export takes a second or two for each line to be created in Kashflow, so please allow time for the export to complete.

Once the export completes, the program will confirm the number of purchase invoices created and the number of cost lines posted, and you can close the window.

6. Customer Importing and Exporting

6.1 Import and Export

The process for importing and exporting customer records is almost identical to that for suppliers. Please refer to the supplier section.

Note that it is not generally recommended that you use this function for accounting, as there are some issues with posting transaction-level data from Lynx into Kashflow.

Most significant of these is that as Kashflow only allows a payment to be matched against a single invoice, whereas Lynx allows partial allocation, it is not possible to transfer the payment allocation information from Lynx to Kashflow.

It is also IFCOn's view that the sales ledger management functions in Kashflow are significantly less functional than those in Lynx. For example:

- i) Aged debtors reports cannot be produced which exclude zero balance accounts, and the report cannot be sorted. This means in a retail setting, you will have hundreds of 'zero balance' accounts on a typical list.
- ii) The Aged Debtor report PDF format only shows the customer name – thus there is no way to tell one 'MR & MRs Smith' from another.
- iii) There is no scheduled reporting option
- iv) You cannot combine customer accounts if you accidentally create a duplicate
- v) You cannot produce a job-level statement of account
- vi) There is no multi-customer statement run option for month-end trade statements – these have to be done per customer

It is therefore recommended that you manage the Sales Ledger in Lynx, and do a monthly journal to the Kashflow nominal ledger which

- i) Debits the Debtor control account with the gross (VAT inclusive) value of sales invoiced (minus credit notes) in the month (this can be reconciled against the Sales Detail report)
- ii) Credits the Sales of Goods account with the net value of sales (again, from the Sales Detail report)
- iii) Credits the VAT Control Account with the VAT levied on sales (ditto)
- iv) Credits the debtor control account with the value of receipts (can be reconciled against the Cash Receipts report and analysed per payment type if required)
- v) Debits the bank account(s) with the cash receipt values (from the same report)

6.2 Exporting Sales Transactions

If you do decide to export your sales ledger at the transaction level, Lynx has the functionality to do so.

On the 'Sales' tab in the Kashflow program, you are given an 'Export' option, which will simply take all previously un-exported Invoices, Credits, Cash Receipts and Refunds, and post them to Kashflow. Click on the 'Export' button to see a count of the number of transactions to be exported, and the applicable transaction date range.

Click on the second 'Export' button to action the transfer. The export process takes 1-2 seconds per transaction, so if you have hundreds or thousands of transactions to take across, this can take several minutes, or even hours.

Invoice and Credit Note line details is preserved in the transfer.

When the transfer process is complete, you will see a summary of the number of invoice/credit and cash transactions posted.

Cash items are all posted to the relevant customer account as 'open' items – any cash allocation performed in Lynx is ignored. Thus all transactions are taken across with their original values, rather than the current outstanding balance. They will therefore have to be allocated in Kashflow to keep a record of 'what paid what'.

6.3 Marking Old Transactions as Sent

As you may already have been exporting sales transaction data to Kashflow, using the spreadsheet method, this option allows you to exclude transactions on a transaction-date basis.

Simply enter the date up to which you want to exclude items from automatic transmission to Kashflow and click 'Mark Sent'. This will mark the relevant Lynx records as having been sent already, preventing them from being selected in the Export function.