



## Liquid Accounts Quick Start Guide

Main Tel. **0845 450 7304**  
Support Tel. **0844 484 9412**  
Email [info@liquidaccounts.com](mailto:info@liquidaccounts.com)  
Free 30 day trial [www.liquidaccounts.com](http://www.liquidaccounts.com)

# Liquid Accounts Quick Start Guide

## Welcome to Liquid Accounts!

Thank you for choosing our award winning online software. We hope you enjoy using it.

We have lots of online help documents for you to use on our website [www.liquidaccounts.com](http://www.liquidaccounts.com) or within the Help section on our software once logged in – please refer to these in the first instance should you require support.

### System Requirements

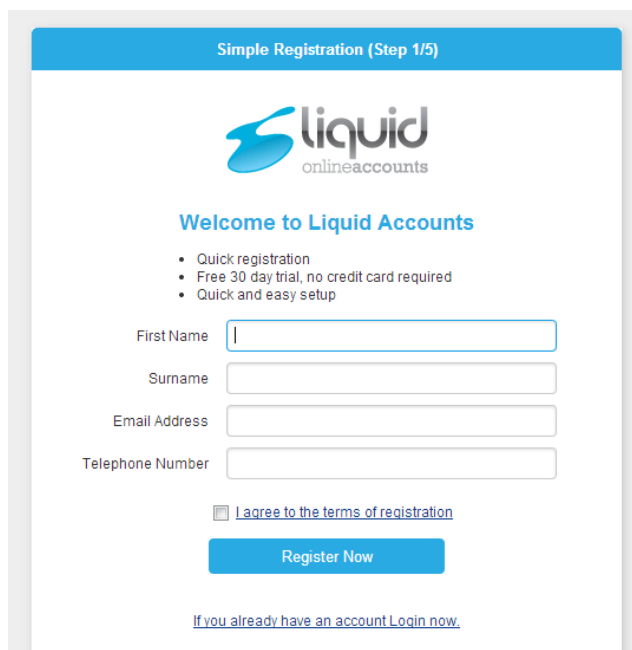
Liquid Accounts is a cloud-based SaaS (software as a service) which means you do not need to download or install it. Instead, it runs on the browser you normally use to access the internet. Once set up Liquid Accounts is available 24 / 7 / 365 from any PC, Mac, mobile device / tablet etc. from anywhere in the world. To be able to use Liquid Accounts please check you're using one of these supported browsers:

- Google Chrome - recommended
- Safari 5 or newer
- Mozilla Firefox (FF)
- Internet Explorer
- iOS or Android – your default browser

Please follow these quick and easy steps to sign up for your free 30 day trial:

## I. Signup Process:

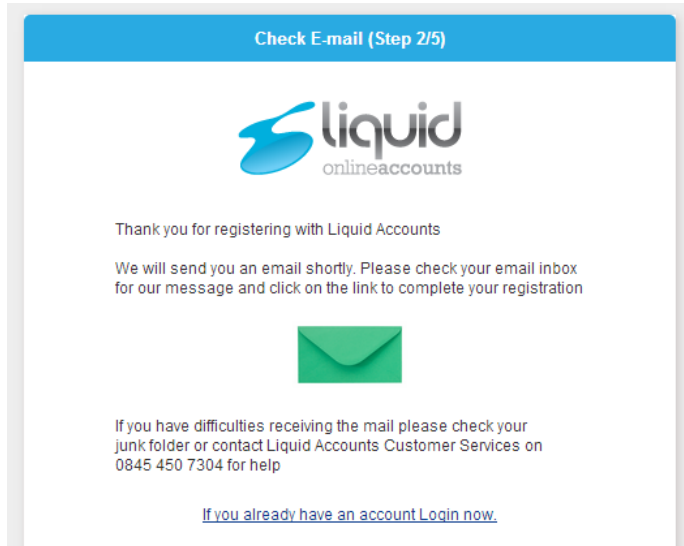
**1/5 Sign up for a Free 30 Day Trial** – please go to [www.liquidaccounts.com](http://www.liquidaccounts.com)



The screenshot shows a registration form titled "Simple Registration (Step 1/5)". At the top is the Liquid Accounts logo. Below the logo, it says "Welcome to Liquid Accounts" and lists three bullet points: "Quick registration", "Free 30 day trial, no credit card required", and "Quick and easy setup". The form contains four input fields: "First Name", "Surname", "Email Address", and "Telephone Number". Below these fields is a checkbox labeled "I agree to the terms of registration". A blue "Register Now" button is positioned below the checkbox. At the bottom of the form, there is a link: "If you already have an account Login now."

## 2/5 E-mail Activation:

Within seconds, you will receive an activation e-mail from Liquid Accounts. Please open it up and then click on the link which will automatically take you to a new window and the next signup step.



### Sample of the Email that will be sent to you:

Subject: Liquid Accounts - Cloud Accounting Software Activation

Liquid Accounts - Activation Link for: CCC90000

Dear Emma

Thank you for subscribing to Liquid Accounts for a 30-day free trial.

Please click on the link below to activate your account.

Activation Link [Liquid Accounts Signup](#)

This link will take you to our login page and your login details will already be filled in for you.


If you wish to login and start using Liquid Accounts straight away, simply enter your passwords and click login.

We will also email you your company code for your reference.

If you have any questions please call our support team on 0845 450 7304

### 3/5 Create a Password

Create Password (Step 3/5)



Hello Emma

**Welcome to Liquid Accounts**

Please enter a memorable password below to activate your account.

Email

New Password

(Must be at least 6 characters)

Repeat Password

[Login & Select Trial Version](#)

[If you already have an account Login now.](#)

### 4/5 Select the Package You Wish to Trial for Free or Alternatively Buy It Now for up to a 50% Discount\*

Select Your Free Trial Version or Buy Liquid Now (Step 4/5)		
Liquid Online Bookkeeper	Liquid Online Accounts	Liquid Online Accounts Premium
<ul style="list-style-type: none"> <li>✓ Unlimited users &amp; transactions</li> <li>✓ Free auto upgrades, backups &amp; cloud storage</li> <li>✓ Free UK based setup support</li> <li>✓ Highly secure remote access</li> <li>✓ Easy to use attractive software</li> <li>✓ Free access to your accountant</li> <li>✓ Create &amp; send invoices online</li> <li>✓ Manage spending &amp; track cash flow</li> <li>✓ Operate multiple bank accounts</li> <li>✓ Ideal for small businesses who are not VAT registered</li> </ul>	<p style="color: #0070c0; font-weight: bold; font-size: small;">All the features of Bookkeeper plus:</p> <ul style="list-style-type: none"> <li>✓ Online VAT returns direct to HMRC</li> <li>✓ Batch Transaction</li> <li>✓ Budget reporting tool</li> </ul>	<p style="color: #0070c0; font-weight: bold; font-size: small;">All the features of Accounts plus:</p> <ul style="list-style-type: none"> <li>✓ Raise &amp; track sales orders &amp; quotes</li> <li>✓ Evaluate sales staff &amp; performance</li> <li>✓ Integrated purchase order processing</li> <li>✓ Multi-currency transactions</li> <li>✓ Monitor stock &amp; job costing</li> <li>✓ Job costing &amp; CIS scheme</li> </ul>
<a href="#" style="text-decoration: none;">View All Features</a>	<a href="#" style="text-decoration: none;">View All Features</a>	<a href="#" style="text-decoration: none;">View All Features</a>
£7.95 per month + VAT	£15.95 per month + VAT	£34.95 per month + VAT
<a href="#" style="background-color: #76b82a; color: white; padding: 5px 10px; text-decoration: none;">Free Trial</a>	<a href="#" style="background-color: #76b82a; color: white; padding: 5px 10px; text-decoration: none;">Free Trial</a>	<a href="#" style="background-color: #ccc; color: #ccc; padding: 5px 10px; text-decoration: none;">Coming Soon</a>
<a href="#" style="background-color: #e67e22; color: white; padding: 5px 10px; text-decoration: none;">Buy It Now</a>	<a href="#" style="background-color: #e67e22; color: white; padding: 5px 10px; text-decoration: none;">Buy It Now</a>	

By skipping the free trial and buying your package at this point, you can save 50% off your subscription for 3 months\*. Please remember that there is no installation required, no contract or tie-ins and you can cancel your monthly subscription at any time - hassle free!

## 5/5 Enter your Company Name & Year End Details

If you do not know your year end at the moment, please insert any date as you will be able to change this later.

Company Details (Step 5/5)

Hi Emma ,

Thank you for selecting the Liquid Bookkeeper Free Trial Version.

You are almost ready to start setting up and using the award winning Liquid Accounts solution.

Please enter your company name and year end details and you are ready to go!

**Your Company Name**

Please do not use any symbols in your company name (such as @, & or ').

**Year End**

Press the button below to complete subscription. You will be redirected to another page once the registration process completes. Please be patient as this may take few moments....

Congratulations, your signup is complete!

## II. Setup Your Data and Start Using Liquid:

### 1. Continue Trial, View Demo Account or Buy It Now and Receive up to 50%\* off

Welcome to Liquid Accounts.

Hello Emma , you can continue your trial or buy now to start your subscription.

Code	Company	Status
VOB5428	Emmas Marketing Agency	30 days left in trial.

*\* Discount period 3 months.*

## 2) Step by Step Data Setup Wizard

To get the most out of your free Liquid trial, please use our step by step wizard to setup your data quickly and easily. Please start by clicking on the Company Details button and follow the link to enter your details. Once data has been added in this section, please click the Save & Return to Setup button. This will take you back to the setup screen where you can tick the stage completion box and continue your data input across the remaining 6 categories.

Once you have finished entering your data and all 7 stage boxes have been ticked, please hit the Finish & Remove button to go to your dashboard and start using Liquid.

**Wizard Opt Out:** If you do not need any help setting up your data (you want to set it up yourself later), please tick all the boxes then click the Finish & Remove button to go to your dashboard and start using Liquid immediately. The dashboard charts will however not present attractively until meaningful data has been entered into your system.

[Use this Wizard to setup your system \(Click here for instructions\)](#)

Step	Data Setup Wizard	Tick
1	<a href="#">Company Details</a> (Company address, registration number, VAT number, your last invoice number)	<input type="checkbox"/>
2	<a href="#">User Details</a> (User names, email address and permission levels)	<input type="checkbox"/>
3	<a href="#">Customer Details</a> (Customer names and addresses)	<input type="checkbox"/>
4	<a href="#">Invoice Design</a> (Company logo for customising invoices, your terms and conditions for payment)	<input type="checkbox"/>
5	<a href="#">Supplier Details</a> (Supplier names and addresses)	<input type="checkbox"/>
6	<a href="#">Bank Account</a> (Account numbers and sort codes)	<input type="checkbox"/>
7	<a href="#">Nominal Postings</a> (Journals and opening balances)	<input type="checkbox"/>

[Skip Wizard & Start Using Liquid](#)

If you are an advanced user and want to skip this wizard and setup the system yourself, you can click on the Finish & Remove button to start using the software immediately.

[Finish & Remove](#)

### Buying Liquid:

After your 30 days, or at any time during your trial, you can navigate to the Subscription Management button on the left navigation to continue your Liquid experience by signing up to your no lock in period monthly subscription. Using the Subscription Management button, you can also upgrade or add-on to your package, change payment methods or cancel your subscription at any time - hassle free.

### Support:

We are always here to help. Liquid Accounts provides unlimited set-up help, so if have any queries, please contact our UK based technical support team by phone on **0844 484 9412** or via e-mail on [support@liquidaccounts.com](mailto:support@liquidaccounts.com)