# KEYinfinity Intro

## CLOUD BASED ACCOUNTS SOFTWARE FOR YOUR RURAL BUSINESS

## FUNCTIONALITY

### SETUP

- Amend the predefined Nominal list (chart of accounts) to suit your business needs.
- Setup Enterprises and Analysis codes to categorise your income and expenditure streams.
- Create Items for your products and services.
- Add multiple users to your organisation.

### DATA ENTRY

- Sales and Purchase Daybook.
- Unlimited number of sales and purchase invoices.
- Bank receipts, payments and transfers.
- Make adjustments to your accounts using journals.
- Attach documents to transactions.
- Import transactions from Dext (May 2024).

### BANKING

- Direct bank feed
- Import bank statements
- Create transactions directly from your bank import and match them to assist with your reconciliation
- Ensure your bank balances are correct with a dedicated bank reconciliation process

### REPORTING

- Quickly view transactions on all your ledgers

**View/Print/Export:**

1. Age of Debt/Age of Credit summary and details
2. Detailed nominal transactions
3. Detailed VAT transactions

**Management reports:**

- ✓ Profit & Loss
- ✓ Cashflow
- ✓ Balance sheet
- ✓ Trial balance

### VAT

- Calculate and submit your **MTD** VAT return to HMRC.
- View details of transactions included in your VAT Return.