Adminsoft Accounts Basic User Guide - Installation

Running the Downloaded File

We always recommend you download Adminsoft Accounts from our web site: www.adminsoftware.biz That way, we know the file you have just downloaded is clean, and *only* contains Adminsoft Accounts. If you download it from other sites, it's unlikely to contain any viruses or malware, but it may contain some pop up advertising, and/or some other product (browser add-on's are common).

The file will be named something like: AdminsoftAccounts4140.exe The number at the end, 4140 in this case, refers to the version number. Here it's v4.140 The file is digitally signed using the SHA-256 algorithm, as stipulated by Microsoft. However, sometimes Windows does not understand the digital signature, and may report the file as being corrupt, or not a valid exe file. If this happens, and your PC refuses to save or run the downloaded file, you can download a ZIP version of it. If are using Windows XP SP1, or an earlier version of Windows, you may not be able to download the exe file, so will have to download the ZIP file. Windows XP SP2 onwards should be fine.

If you do download the ZIP file, extract the contents of the ZIP into a temporary folder before attempting to do anything with it.

After downloading the accounts system, either as an exe or ZIP file, please follow these instructions:

- In your anti-virus software, register accounts.exe as a known trusted/safe program. The actual terminology differs from program to program. Also, if possible, register 'Adminsoft Accounts' as a trusted/safe folder.
- Temporarily disable your anti-virus software. This should not be necessary, but unfortunately many anti-virus software packages will interfere with the installation, often preventing files and/or folders from being created, and sometimes deleting files, all without reference to the user!
- Now run the downloaded file, (AdminsoftAccounts4140.exe or similar, or admnstup.exe contained in the ZIP file if you've download that instead) if possible run it by doing a single right click on it and selecting the option 'Run as administrator'.

Once you've run the install program, if it's AdminsoftAccounts4140.exe or similar, it might take 5 to 10 seconds to get going (during which time it might not appear to be doing anything). The exe program is compressed (a bit like the ZIP file), and it has to uncompress the files into a temporary folder before it can do anything. If you're running admnstup.exe, that should run almost straight away.

When the installation program starts up, it will look similar to this:

Adminsoft Accounts Basic User Guide - Installation

By default, it will install into a folder called 'Adminsoft Accounts' in the root folder of your hard drive. It's usually best to allow it to do this. Although Windows security on some PC's may not allow this. If you want to install into a different location, type in the new location, or click on the '**Browse**' button. You can install the software pretty much anywhere, but do not install it into the 'Program Files' folder. This is because this folder is for programs *only*, where as Adminsoft Accounts stores the program and data into the same folder (the data goes into sub-folders). In older versions of Windows this wasn't an issue, but later versions (from about Windows Vista onwards) are stricter, and will prevent Adminsoft Accounts from running.

'**Put a shortcut onto your desktop**' allows the installation program to create a shortcut to Adminsoft Accounts on your Windows desktop. By default, this option will normally already be selected.

'**Create option in your Windows Start menu**' is fairly self explanatory. Again, normally this option is already selected.

'**Run Adminsoft Accounts after installation**' means it will run the accounts system as soon as it's installed. If you do not want to run the accounts system at this time, then click on this option to unselect it.

When you're ready to install, click the 'Install' button. Installation is pretty quick, and normally only takes between 5 and 15 seconds. When the install is complete, the installation program will tell you it's done. If there are any issues, it will tell you. If there are issues, you may need to email technical support: support@adminsoftware.biz

Before running Adminsoft Accounts, now is a good time to remember to enabled your anti-virus software again!

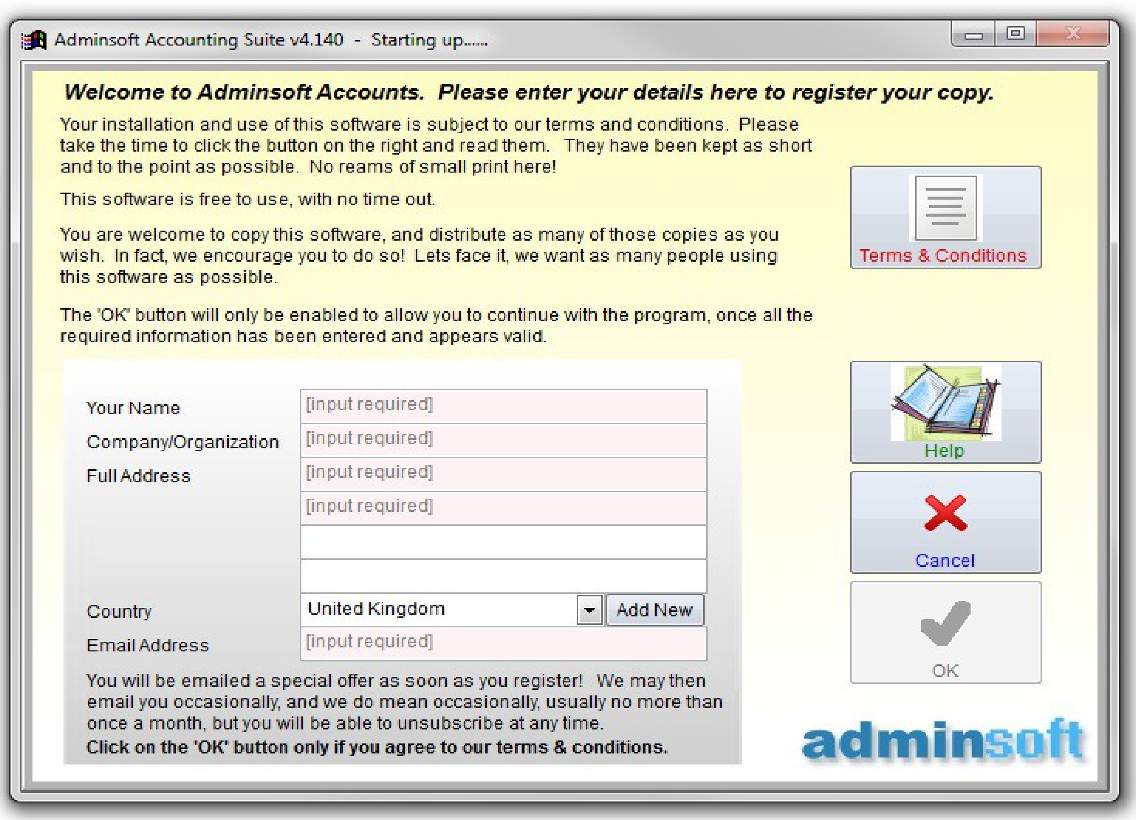
So, the installation program will now look like this:

Adminsoft Accounts Basic User Guide - Installation

When you click the 'Done' button, if you left 'Run Adminsoft Accounts after installation' selected, the accounts system will start up, and the installation program will close down. It may take a few seconds before you see the accounting system start up.

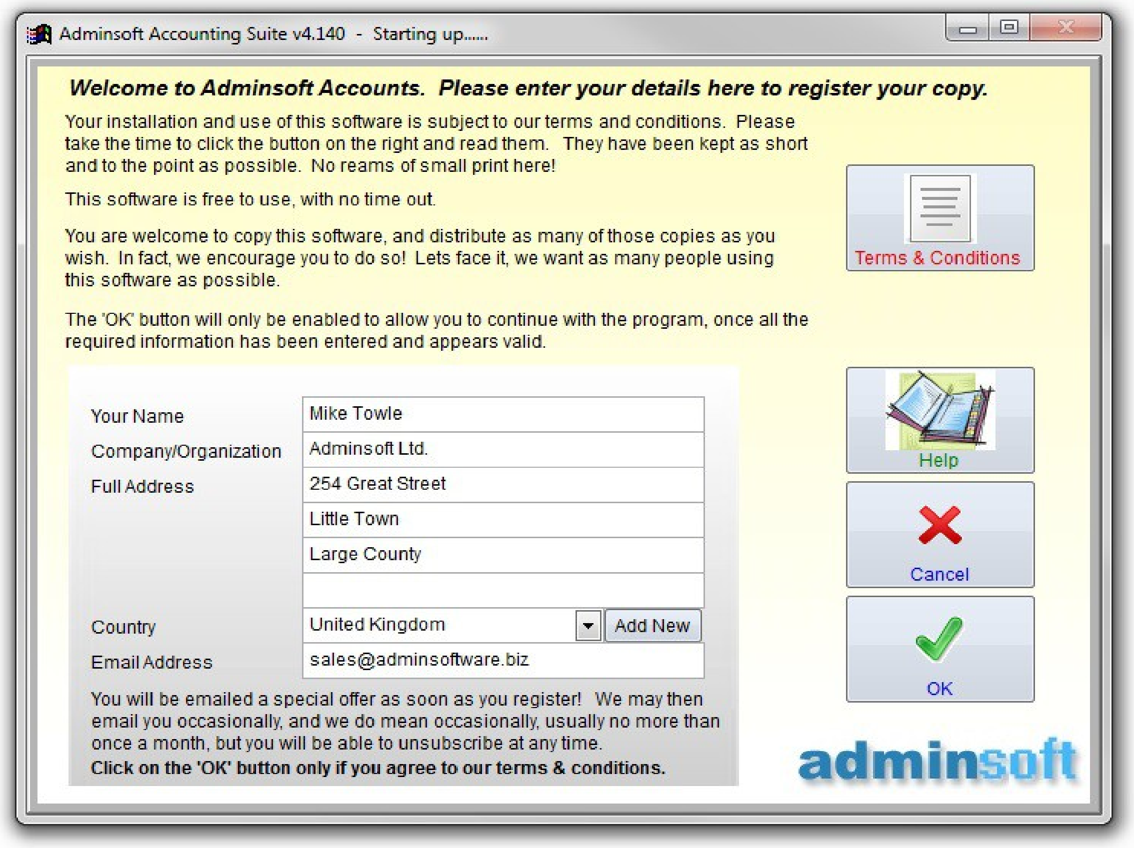
Running Adminsoft Accounts for the First Time

The first thing the accounts system will do is ask you to register. The form looks like this:



The 'OK' button will remain greyed out until all the input fields with a pink background have been filled in. The software will try and obtain what country you're in from Windows, and then display it in the 'Country' input field. If it's not correct, click the small down arrow head to the right to drop down a list of countries, and then select one. If your country is not in the list, click the 'Add New' button.

Below is a completed form:

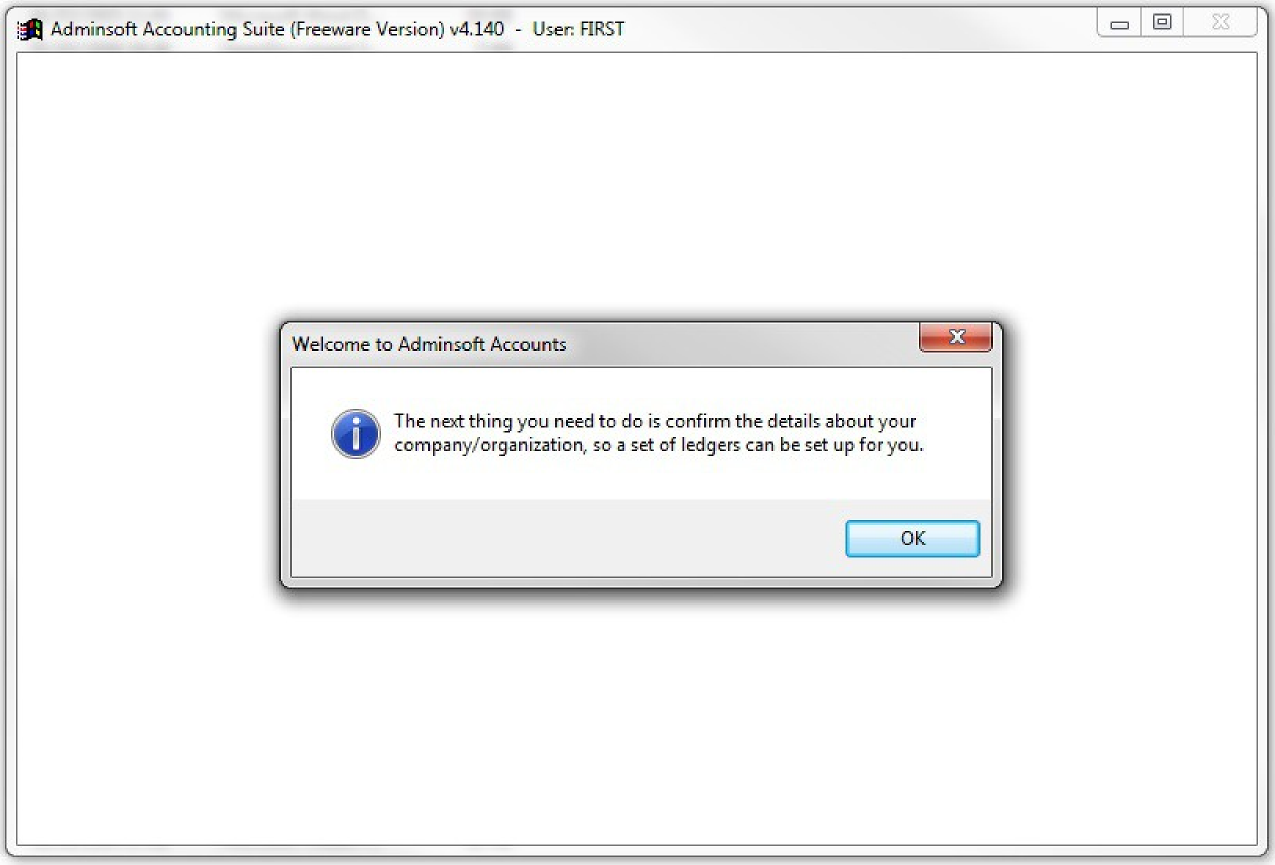


Click on the 'Terms & Conditions' button to read the contract between us. Basically, it says we're responsible for pretty much nothing, and the onus on the software working correctly is entirely on you. But we recommend you read it anyway, just so you know. We've kept it as short and simple as possible.

When you click the 'OK' button, Adminsoft Accounts will register your software over the internet. If your firewall displays a message asking you if you want to allow the application to send data over the internet, please allow it to do so. A web page thanking you for registering will appear in your default browser.

Next, the following message will appear:

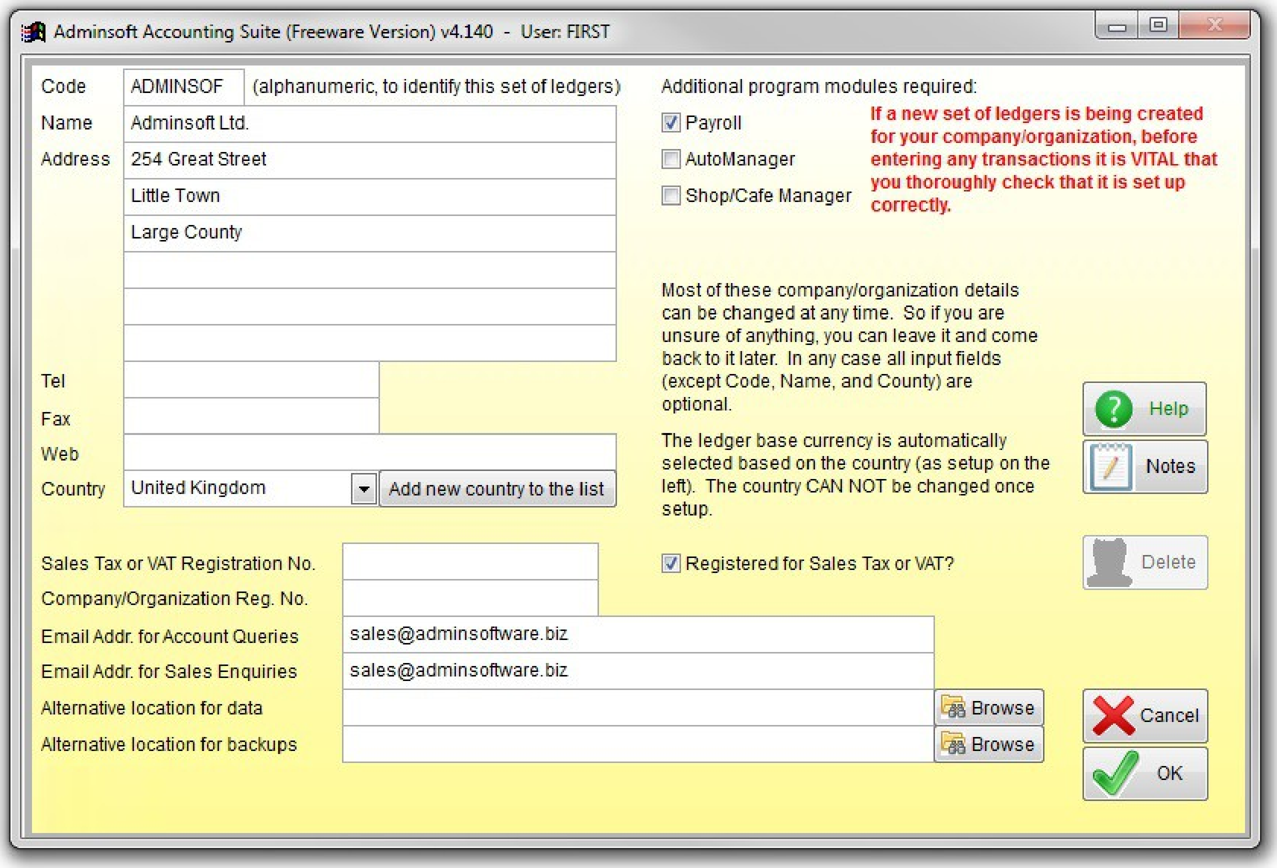
Adminsoft Accounts Basic User Guide - Installation



The accounts system can handle the accounts for almost as many companies/organisations as you wish. Most users only require one, although it can be useful to setup two: one containing your live data, and the other to use for trying things out when you're unsure what to do. You'll need to enter some basic information such as name and address, email address, etc. Though most of this it will have copied from your registration form (during the installation stage, but any subsequent companies/organisations created will start off with a blank form).

Above the input fields for name and address, the first bit of information it asks for is a code. When it creates the set of ledgers, it will use this code to name the folder that will contain all your data. The first time you create a company/organisation, this code will probably be created for you, although you can edit it. If your company was called Adminsoft, for example, you could enter 'ADMINSOF' as the code. The code can be anything you like, up to eight characters (letters and/or numbers can be used). Also, you don't need to remember it. It's simply to give each company/organisation a unique reference. Below is the form for creating a new company/organisation that appeared in our example during installation:

Adminsoft Accounts Basic User Guide - Installation



Most of the information in this screen can be changed at a later date. But the input fields 'Code' and 'Country' can not. Entering the right country is important, because the currency used in the accounts system is dependant on the country, as is the terminology. For example, 'A/c. Receivable' in the USA is usually called 'Sales Ledger' in the UK.

If you are registered for Sales Tax or VAT, make sure the 'Registered for Sales Tax or VAT?' box is ticked. Although the software will set up Sales Tax/VAT tables for some countries (mainly Canada and United Kingdom), you will need to check the tax codes and rates setup before entering any invoices.

The accounts software comes with three additional modules. The first in the list is 'Payroll'. This was designed specifically for the United Kingdom (even then, it's about as basic as a payroll can get. But unlike HMRC's on-line facility, it has no limit on the number of employees). It may work in other countries, but the payroll handles the data in a way that is specific to the United Kingdom tax rules, which complicates things a little. The other module is 'AutoManager', this is designed specifically for those business operating auto parts retail, and/or workshop. It can handle point of sale, including bar code scanners, cash drawers, and receipt printers. It also allows the booking in of vehicles (or other types of equipment), booking out parts to jobs, allocation of labour, etc. The third module is 'Shop/Cafe Manager'. This is designed for general retail (again it allows the use of bar code scanners, cash drawers, and receipt printers), it also handles cafe/restaurants by allows tabs to be monitored for each table, orders to be sent to the kitchen (via a separate printer), and so on.

When creating a new company/organisation, and it's not the first, you'll see a '**Copy From**' button.

Adminsoft Accounts Basic User Guide - Installation

This allows you to copy ALL data from another company/organisation. You can also copy data from one company/organisation to another by simply backing up the data in one, and then restoring it into the other.

'**Alternative location for data**' allows you to store your data somewhere other than the default location. In our example above, if the 'Code' you entered for your company/organisation was 'ADMINSOF', then the data would be stored in:

Adminsoft Accounts\ledgers\ADMINSOF

But this input field allows you to store it somewhere else, either on your hard disk, a network disk, or even on a memory stick. But, if you start up the accounts system, and try to access your accounts and the data location is not available, you will get error messages!

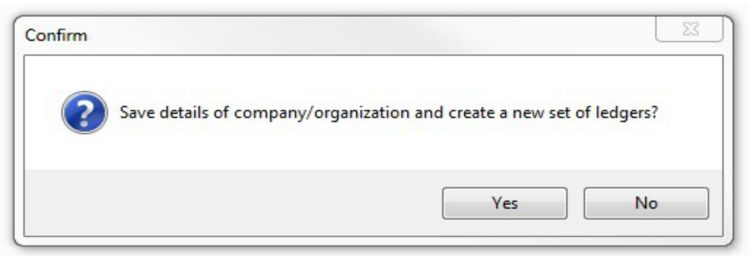
Most users can ignore this option.

WARNING: Do not store your data on a shared backup device such as a NAS drive, or into a folder that is automatically backed up to the Cloud. Both these, for different reasons, will corrupt your data. Many suppliers sell backup drives for networks saying they are suitable for file sharing, which they kind of are, provided only one user accesses the file at a time. But they do not usually support record locking or proper buffering. The problem with folders that are backed up to the cloud, is that when a file is being backed up, it can not be opened by the accounts system. So if the accounts system needs to use the file, and it's not available, it will fail to record or update data and/or index records.

If you need to share data over a network, the data *must* be sat on a hard drive in a Windows PC, or better still on the hard drive in a Windows file server.

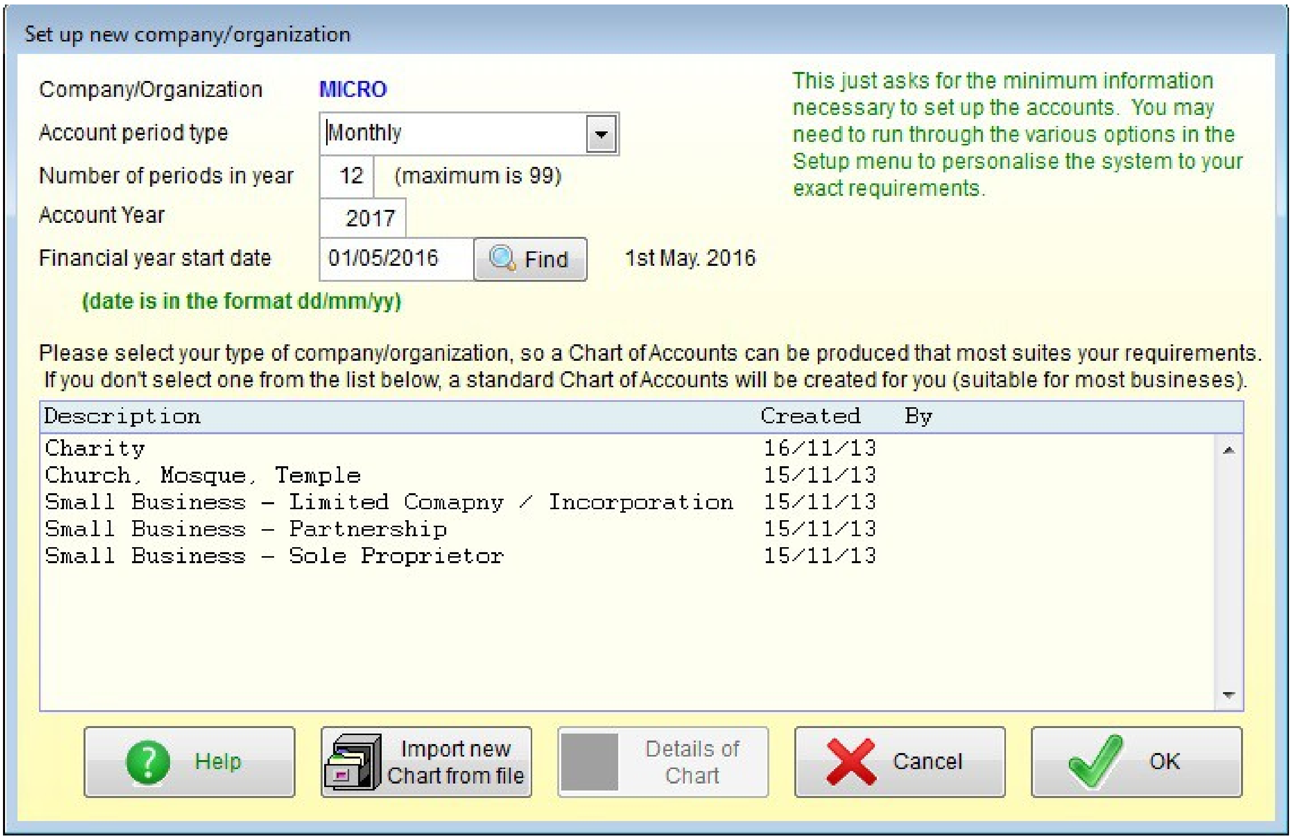
'**Alternative location for backups**'. When backing up, there is an option for a quick backup to hard disk. Not ideal, because if your hard disk fails, or is stolen, you still lose your data. But if you're in a hurry, it's better than nothing (we always recommend backing up to a memory stick, preferably several used in rotation). If you have a folder that is automatically backed up to the cloud, you can't store the accounts data directly into it (see warning above), but you can backup your data to it (cloud backups are very useful for that). Hence this option.

Once you've filled in this form, click on the 'OK' button. The following question will appear:



If you click 'No', the form will vanish and dump you into the accounts system opening screen. Not a big deal, it just means you would then have to click the 'New Comp./Org.' button and enter the details again. So please click 'Yes'. You'll then be presented with the form below:

Adminsoft Accounts Basic User Guide - Installation



Note, in the image above, the 'Company/Organization' is 'MICRO', but if it was from the examples above where we used Adminsoft as the company name, then it would be 'ADMINSOF'.

This is the last form before all the data files are created for your company/organisation. The first bit, obviously, is dealing with your financial periods and year. It makes a best guess, but of course your actual requirements may be a little different, so edit as necessary. Most account periods are monthly, but some are weekly, you even have the choice of 445 (which is the system where two periods are made up of four weeks each, then the third is five weeks, then it goes back to four weeks, and so on). The system is quite flexible. This is not set in stone. Once your company/organisation has been created, you can edit the account periods and/or financial year at any time.

The lower half of this form deals with the chart of accounts. By default, it will use a chart of accounts suitable for small Ltd. or Inc. companies (these are companies limited by share capital). But you can select another from the list. Once your company/organisation has been created, you can edit the chart of accounts, changing account codes, deleting accounts, or creating new ones.

'**Import new Chart from file**' allows you to load up a different chart of accounts. On our web site, there is a section where other users have uploaded chart of accounts they have created. You may wish to peruse this section, and download to your PC a chart of accounts that you think may be more relevant to your company/organisation. You can then import that chart using this option.

When you click the 'OK' button, the system will start creating your data files. When it's finished, it

Adminsoft Accounts Basic User Guide - Installation

will leave you in the accounts system start up form. From there you can single left click on your company/organisation and then click the 'Select Comp./Org.' button. This will take you into the accounts for that company/organisation. The next step is to setup your data ready for you to enter accounts and transactions, please see the next section of the User Guide – Setting Up.

One last point, when you go into the accounts system again, this is what you'll see first:

When first installed, one user account is automatically setup with the user ID of 'FIRST', and no password. Simply enter FIRST into the 'User ID' input field, then click the 'OK' button. It's not case sensitive, what ever you type in will be converted to upper case. The accounts system should now start up. Note, you can create new users and passwords later. This is covered in the Basic User Guide – Setting Up.