Adminsoft Accounts Basic User Guide – Setting Up

The Basics

Adminsoft Accounts, is broken down into five main sections:

A/c. Receivable: for handling customer accounts, sales invoices, statements, etc.

A/c. Payable: for handling supplier accounts, purchase invoices, remittance advices, etc.

General Ledger: for handling the expense, sales, asset, liability and capital accounts required to produce Profit & Loss and Balance Sheet reports. If you wish, in Adminsoft Accounts you can completely ignore this ledger if you wish. Many users do, often leaving up to their accountant to worry about.

Inventory: for recording and maintaining your stock levels. It also includes Purchase Order Processing, for raising Purchase Orders to your suppliers to requisition goods.

Human Resources or if you've selected payroll it'll be **HR/Payroll**: this allows you to record details about each employee, including of course payroll information if that module has been selected. Note, the payroll is only really suitable for use in the United Kingdom. It's the only part of Adminsoft Accounts that's country specific.

In addition to the above are two other modules that were selectable when you were creating your company/organization:

AutoManager: for the retail of auto parts, and for workshop related activities.

Shop/Cafe Manager: for general retail and for use in small cafe/restaurant businesses.

Both AutoManager and Shop/Cafe Manager support bar code scanners, receipt printers, and cash drawers. If you didn't select them initially, but think perhaps one of them would be useful after all, you can still select them. In the opening screen of Adminsoft Accounts, click on your company/organization, and then click the 'Comp./Org. Details' button.

Each module in the accounts system works with all the others, it is fully integrated. So for example, transactions created in AutoManager can be seen in A/c. Receivable.

The modules Payroll, AutoManager, and Shop/Cafe Manager are beyond the scope of this brief user guide. If you require further information, more in depth guides will be available.

General Ledger will already have quite a few accounts setup for you, so you will have little or no work to do there. However, Sales and Purchase Ledgers will only have one account in each, with the account code of 'MISC' for 'Miscellaneous'. This is a cash account, and if you wish you could use them for all cash sales and purchases. But you will no doubt wish to set up many more

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accounts specific to your customers and suppliers.

Before you create any new accounts, you need to look at codes. The accounts system uses all sorts of codes in order to help you keep track of, and analyse, data. These are things like Sales Analysis codes, Purchase Analysis codes, Payment Type codes, Sales Tax/VAT rate codes, and so on. Lots of codes are automatically created when the ledgers for your company/organization are created, but you need to check through them to make sure you have what you need to get started. You can always add/delete codes at any time, and probably will during your use of the accounts system.

When you go into a new set of ledgers, you'll see an opening screen something like this:
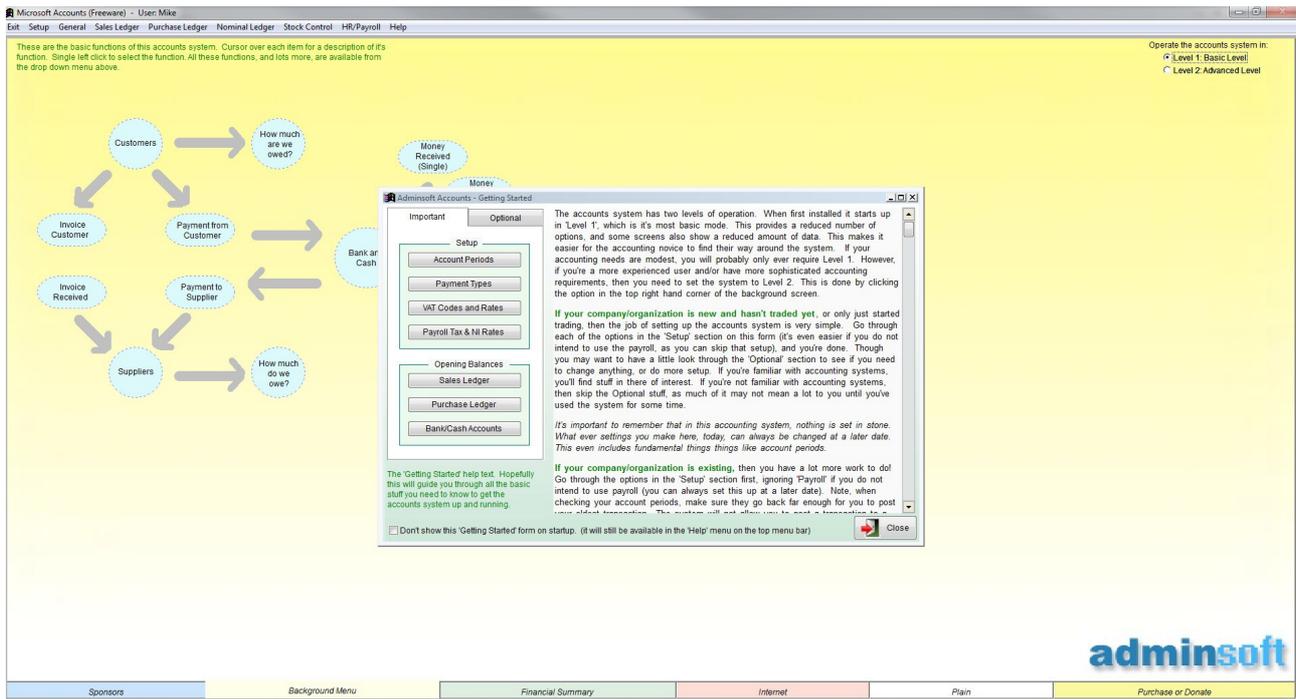
The form in the middle titled 'Getting Started' will keep popping up, until you click the "Don't show this 'Getting Started' form on startup." box. It's there to help you check through all the codes I talked about above. Please read the instructions on the right hand side of it, and click each button on it in turn in the 'Setup' section. They're the most important. You could also enter opening balances if you wish, by going through the 'Opening Balances' section, but you do not have to. Opening Balances can be entered at any time. Of course, if your business is new, you can ignore them altogether.

If you click on the 'Optional' tab, you'll see two columns of buttons, one for codes related to A/c. Receivable, and the other related to codes for the A/c. Payable. You may find it useful to go through these, but it's not strictly necessary.

You'll notice that on most forms, there's a 'Help' button. If you're unsure of anything, it's always worth clicking this. It'll provide helpful text that is specific to the form you're using. What may be unique to Adminsoft Accounts, is that as well as reading help text that has already been written, on the left hand side of the help form you can enter your own notes. Click the 'OK' button to save these notes.

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When you have finished with the 'Getting Started' form, click 'Close'.

Setting up Sales Tax/VAT

This is probably the most important bit of setting up. If this isn't right, none of of your sales or purchase invoices will be right. Assuming you're registered for Sales Tax/VAT, if you're not, then you can skip this bit!

When installed, if you're based in Canada or the United Kingdom, the chances are the Sales Tax/VAT is already set up and will not require editing. But we always recommend you check it anyway. Tax rates can change. If you're in another country, there's probably one tax code setup and that will be using a rate of 0%. So chances are, you have some editing to do.

You can select the option to setup tax rates from the 'Getting Started' form in the middle of your screen. If that form isn't there, click on 'Setup' on the top menu bar, go down to 'Miscellaneous', and select the option 'Sales Tax Code and Rates' or it may say 'Value Added Tax Code and Rates' (depending on where in the world you are).   The form will appear something like this:

The two input fields in the top left are just describing the terminology to use for your Sales Tax/VAT, one is a short description (maximum size 6 characters), the second a longer one (maximum size 30 characters). The two input fields below allow you to select the method by which

your Sales Tax/VAT is handled. There are two methods available: 'Standard' is the usual method, in which the tax becomes becomes due based on the invoices tax date. The 'Cash Accounting' method means the tax is not due until the invoice has been paid. Some countries handle tax one way or the other, and some allow businesses to handle their tax either way. The method you select makes a big difference to the end of tax period report, which tells you how much tax is due.

In many countries there is only one type of tax, particularly those countries that operate VAT. There may be different rates for different types of goods or service, but just one type of tax. In some countries however, things aren't so simple, and they have multiple taxes. For example, in New York, USA, there is 4% New York State tax, 4.5% New York City tax, and 0.375% Metropolitan Commuter Transportation District surcharge. To make things more complicated, there's no sales tax on items of clothing or footwear that cost less than $110, and there's a whole list of stuff that is exempt from sales tax altogether. So how do we set this up? Well, first we need to create three separate taxes. We do this in the 'Description of Tax Types' section. You'll notice in the form image above, 'Tax 2' to 'Tax 4' are greyed out, that's because the image was of a form for a business/organization based in the United Kingdom, where there can only be one tax type (VAT). Below is an image of a form for a USA based business/organization, with the tax types discussed above:

At this point, we're just telling the system we have three types of tax, and giving them brief descriptions. Note the 'Tax Calculated on' column on the right hand side. For New York, we can ignore this column, as all the taxes are calculated on the sub-total (making the total tax payable 8.875%, ie. 4.5%+4%+0.375%). In some places this isn't the case. Sometimes one tax is calculated

on the sub-total, and then one or more taxes are calculated on top of that (ie. The sub-total plus the initial tax).

Once we've described the different taxes we have, the next thing to do is to setup the different rates of tax. To do this, click on the 'Tax Table' tab at the top of the form. Initially, it'll look something like this:

Here there are two rates of tax, both set to 0%. Each tax rate is coded, 0 and 1 in the case above. You can have up to 99 tax rates. For our New York city example, we need two tax rates. One at 0% and one that totals 8.875%. We already have code 0 giving us 0%, but we'll click on it anyway because we need to set up General Ledger account codes for it. Single left click, the details of the tax rate will appear below the list. You may get some warning messages pop up telling you there are no account codes select, just keep clicking 'OK'. The first tax type 'NYSTax' will probably have an account code selected, so you may simply be able to enter the same account code into the other input fields. Assuming you want all your sales tax liability posting to the same account, if not, you'll have to create extra accounts. When you've entered the account codes, click the 'Save' button on the right hand side. Next select code 1, here as well as entering the account codes, you'll also have to enter the tax rates. Below is what your completed form might look like:

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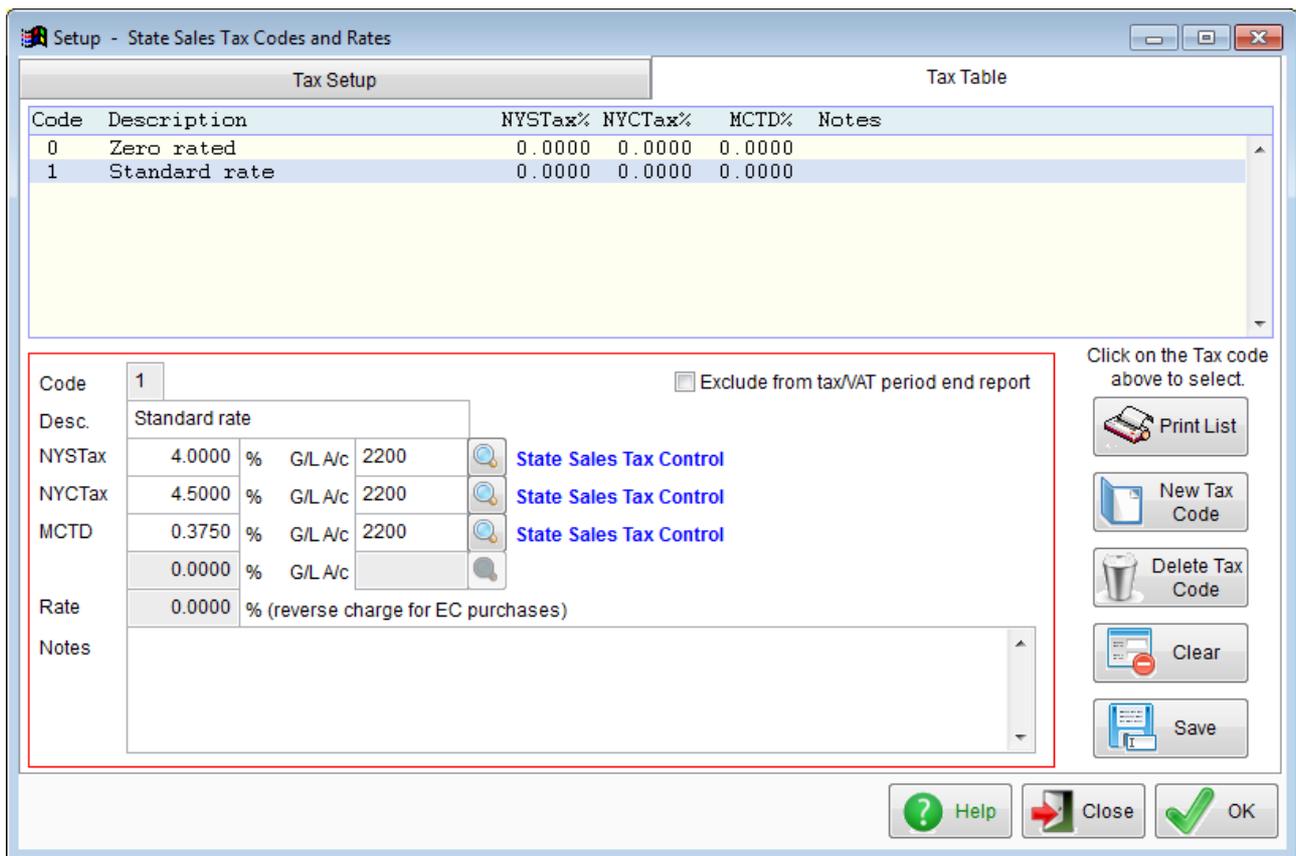
In the 'Notes' input field you can enter anything you like, or just ignore it. It's just for you to enter any notes that you may be helpful. The 'Exclude from tax/VAT period end report' option is not selected by default, because usually you would want all tax rates to appear in your period end report. But in some countries this isn't always the case, and so this option allows you to create a tax that does not appear in the tax period.   When you're done, click the 'Save' button on the right hand side.

In many countries there are different tax rates for different goods/services, so if you need to create more tax rates, click the 'New Tax Code' button. The 'Clear' button will simply clear any current tax rate input, it will not delete anything or clear out the list.

The Background Screen

In the top right hand corner there is a title 'Operate the accounts system in:' and below it are two options: Level 1: Basic Level, and Level 2: Advanced Level. It defaults to Level 1. This provides a limited number of menu options, and displays basic account details. It's the minimum you need to operate your accounts system. There is no Inventory though, you can enter stock items, but they're treated as a price list. There's no attempt to monitor/maintain stock levels. If you set it to Level 2, which most users seem to do, then you get a lot more menu options, and the account details become far more detailed.

In the middle of the screen (though this depends on the size of your screen) there is what can be best

described as a flow diagram. Each item or node in this diagram when clicked will bring up the associated option. All these options are available in the drop down menus, but this is a quick way of getting to some of the most common options used. You can also create your own menu, but that is beyond this document.

Along the bottom of the screen are a number of tabs. Clicking any of these selects a different background screen. The most notable of these is 'Financial Summary'. This will display a financial summary of your company/organization, showing sales, gross profit, cash/bank account balances, and so on. It's a good snap shot of where your company/organization is at the moment. It's far from complete, there's no P&L or Balance Sheet,

Click the 'Internet' tab will bring up our web site initially. But a new option will appear on the menu bar called 'Navigate Web'. If you click on that, you have various options for web navigation. This option uses Microsoft Internet Explorer to display web sites within the application. If you do not have IE installed on your PC, or have it disabled in some way, then the integrated web display options in Adminsoft Accounts will not work. Some web display options will still work, as they will use your default browser.

One last thing about the background, if you're using the software as Freeware, the tab on the far left hand side will be 'Sponsors'. Please click this!
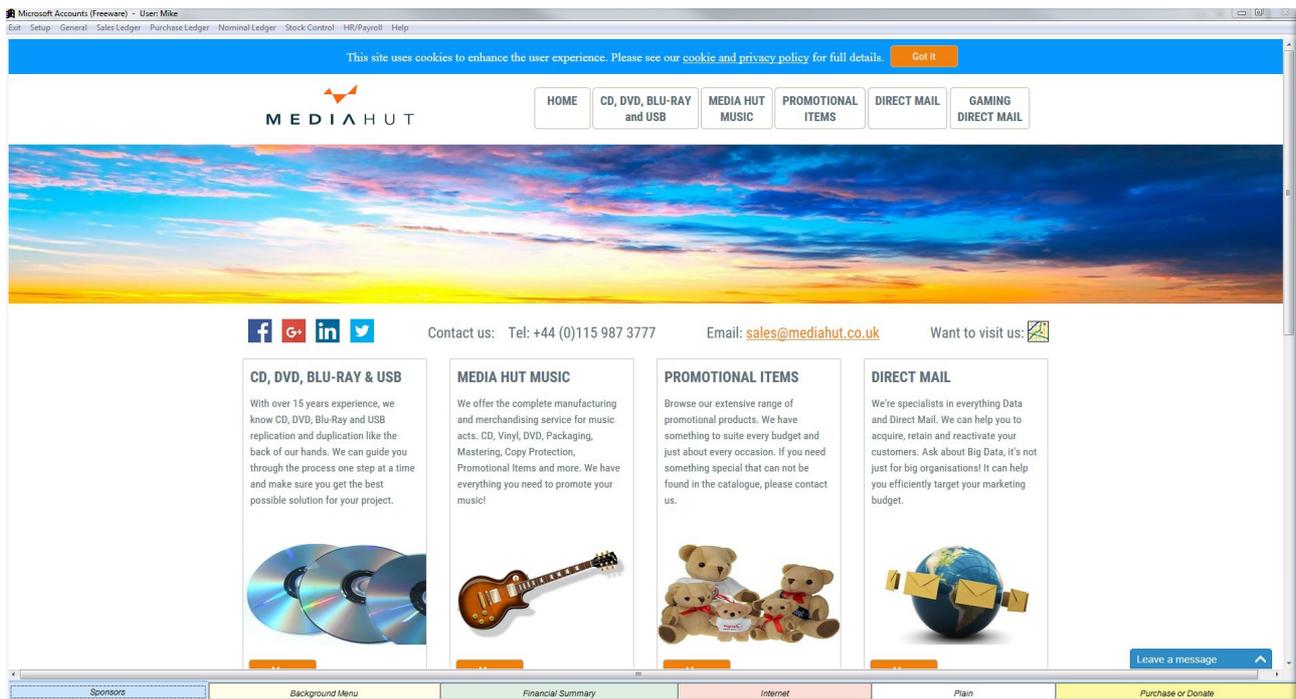
Setting up Users

One of the first things you need to do is to remove the default user FIRST and set up your own. There are two ways of getting to the option to do this, if you're in the opening screen for Adminsoft Accounts, click on the button 'Setup Users & Profiles'. If you're in a company/organization, click on 'Setup' on the top menu bar, go down to 'Miscellaneous' and select 'Maintain Users':

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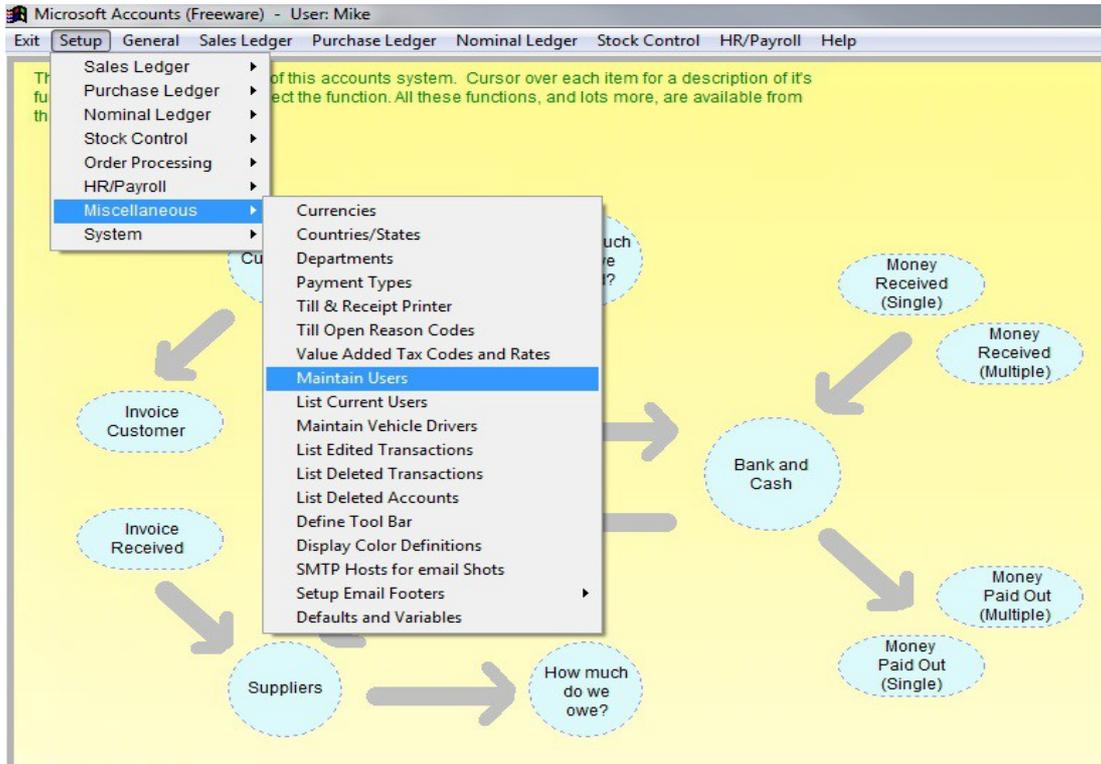
The 'Maintain Users' form will look something like this:
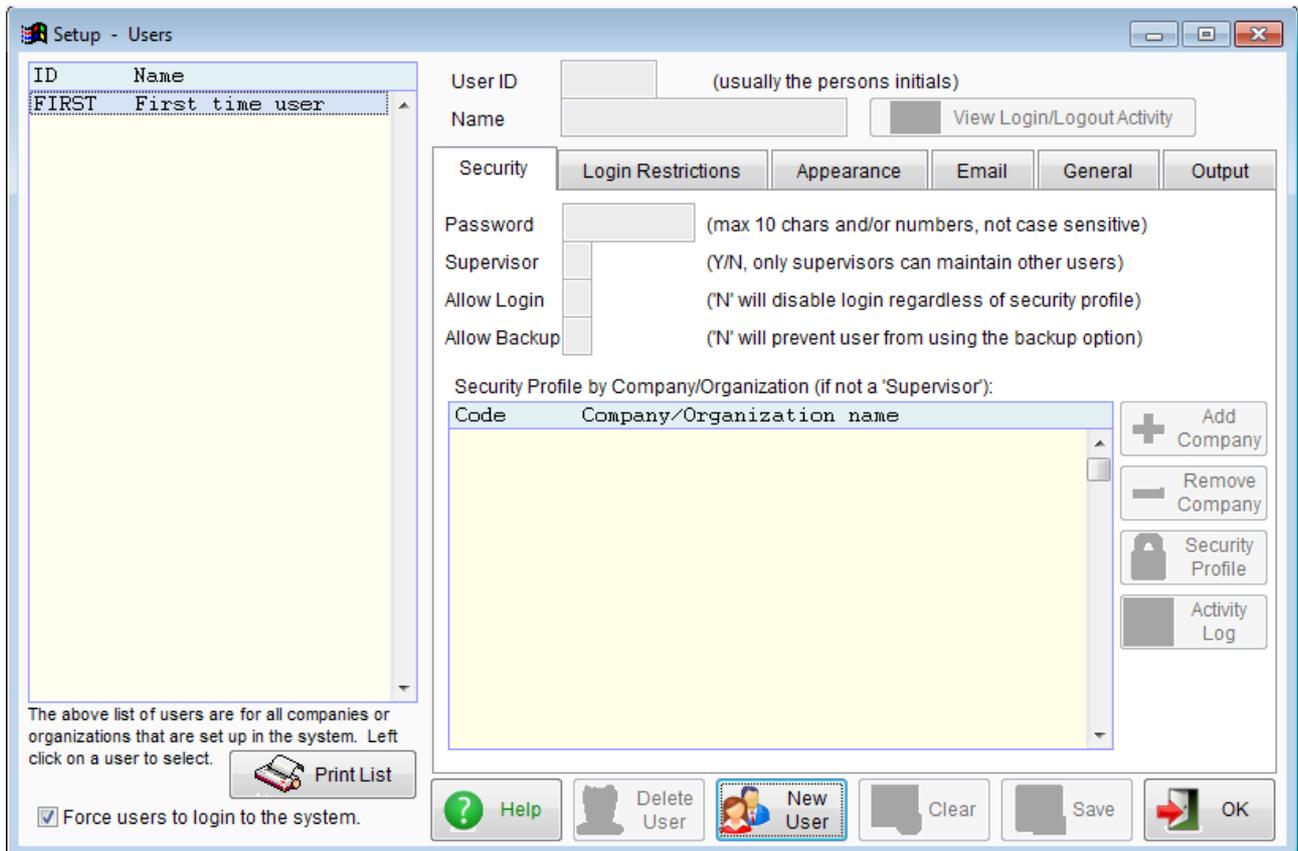
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We need to delete the user FIRST, but we can not do it while logged into Adminsoft Accounts under that user name. So we need to create a new user. Click the 'New User' button at the bottom of the form. Then in the 'User ID' input field at the top, enter an ID for your new user, this is often the persons initials (it has to be unique though, so if two or more people have the same initials, you'll have to use a number after their initials, eg. MT1, MT2 and so on), then enter their name, next you can enter a password. The password is optional, but is recommended, as accounts data can often be sensitive, especially if you intend to store data about your employees. For now, leave the input field 'Supervisor' set to 'Y'. This does not relate to their employment/management status, but relates to what they can do within the accounts system. Having 'supervisor' status allows the user to do pretty much what they want. At least one user has to be set up with 'supervisor' status. You can revoke this at any time. If a user does not have 'supervisor' status, you have to setup a security profile, which defines what they can do, and where they can do it. There is a lot more information you can set up for a user, it can get quite detailed. For more information on security profiles and the other options, please click the 'Help' button. Click the 'Save' button to save the new user. If you exit the accounts system, when you go back in, login using the details of the new user you have just created. You can then go back into the 'User Maintenance' option and delete the user FIRST.