

Adminsoft Accounts Basic User Guide - Installation



Adminsoft Accounts User Guide

Installation

Written by Michael Towle

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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) that will get installed along with Adminsoft Accounts.

The downloaded file will be named something like: AdminsoftAccounts4165.exe The number at the end, 4165 in this case, refers to the version number. Here it's v4.165 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:

- 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!
- If you are NOT in North America or western Europe, please make sure your Windows has the language set 'English (US) for none Unicode applications' loaded.
- Now run the downloaded file, AdminsoftAccounts4165.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 start the install program, if it's AdminsoftAccounts4165.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 (it'll create the temporary folder automatically). If you're running admnstup.exe, that should run almost straight away.

When the installation program starts up, if you have never installed Adminsoft Accounts on your PC before, it will look similar to this:

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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 we do not recommend you install it into the 'Program Files' folder. 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 depending on your Windows setup may prevent Adminsoft Accounts from running. In the example screen above, you can see it's detected it's running in Windows 7, and so has already displayed a warning about installing in the 'Program Files' folder.

'**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 you exit the installation program. If you do not want to run the accounts system at this time, then click on this option to unselect it.

The '**Help**' button will display another window containing some brief helpful information. This window can stay open through out the installation process. So you can keep referencing it if you wish. This help window also contains a 'Copy to Clipboard' button that will paste a copy of the help text onto your Windows clipboard, that can be pasted into another application, such as Notepad.

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The '**Install Guide**' will display a copy of this PDF guide. So if you're reading this, you don't need to click this button!

The '**Cancel**' button will do exactly that. It will exit the installation program without installing Adminsoft Accounts.

When you're ready to install, click the '**Install**' button. Installation is pretty quick, and normally only takes between 5 and 15 seconds. You will see a new window open up very briefly, probably a couple of times. This is normal. 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

So, the installation program will now look like this:



Before going any further, now is a good time to remember to **enable your anti-virus** software again!

Important: Before running Adminsoft Accounts for the first time, In your anti-virus software, register accounts.exe (in the folder 'Adminsoft Accounts') 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 (not all anti-virus products have an option for folders). When ever you update Adminsoft Accounts, by the way, I'm afraid you will need to re-register accounts.exe, as the contents of the file will have changed. Your anti-virus software will detect the change, and may not allow the updated software to run, or may prevent it from running properly.

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

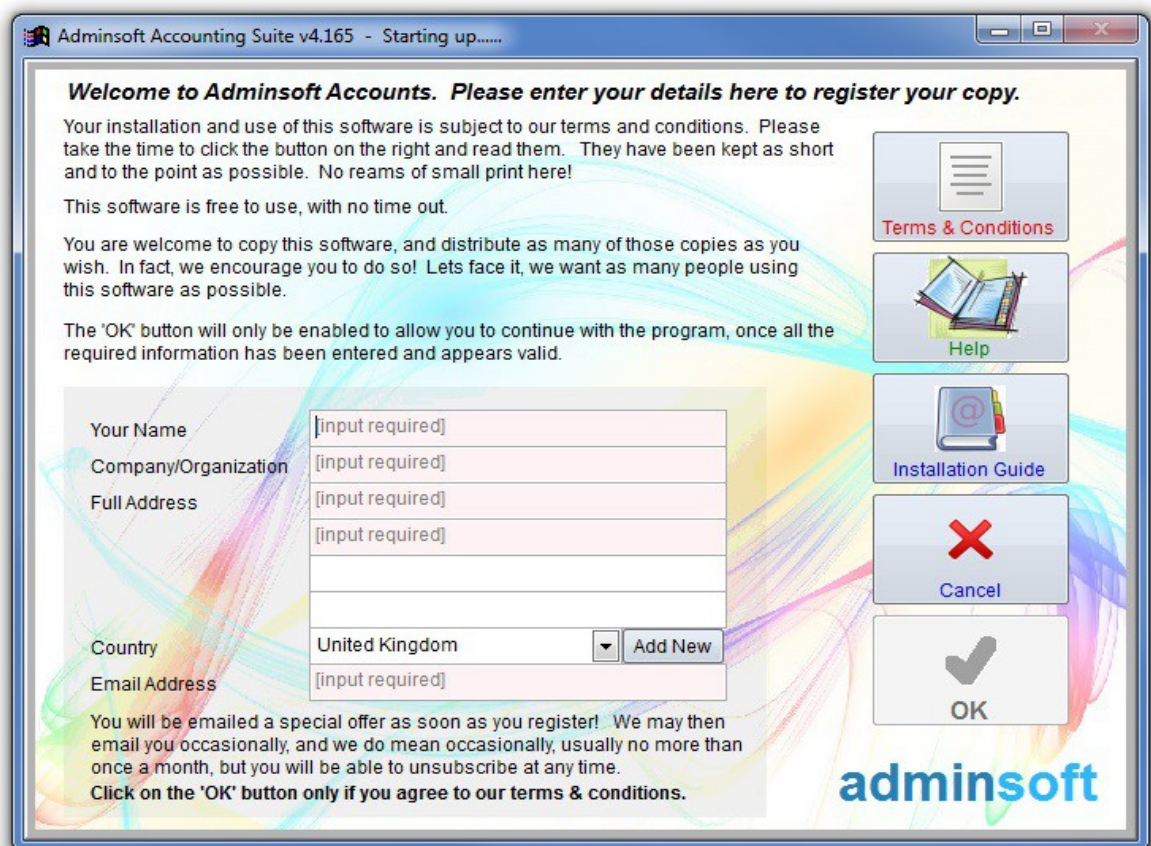
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seconds before you see the accounting system start up.

If Adminsoft Accounts doesn't start up, or starts up and displays error messages, you may need to remove it and try to install it again. To remove it, delete the folder 'Adminsoft Accounts', and also delete the folder 'Adminsoft' in your 'ProgramData' folder. Before trying to install again, please read through this installation guide again, and make sure you follow all advice given. Usually if an install fails, the most likely cause is anti-virus software messing things up. Next likely cause is Windows user access rights, it may be necessary to login as Administrator, or at least select the 'Run as administrator' option. Other possible issues can be the language (English (US) none Unicode character set is required), or Windows compatibility issue (if this is suspected, set compatibility mode to Windows Vista).

Running Adminsoft Accounts for the First Time

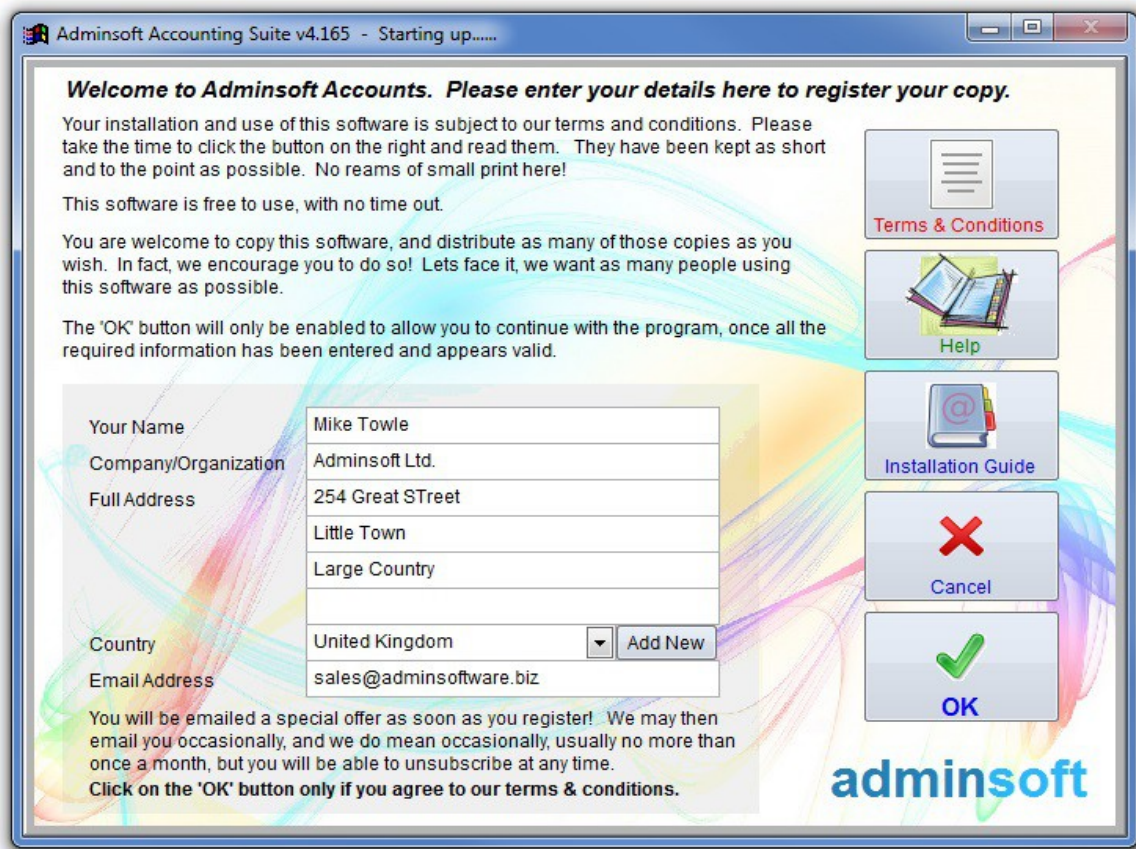
The first thing the accounts system will do is ask you to register. The form looks like this:



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.

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Below is a completed form:



Welcome to Adminsoft Accounts. Please enter your details here to register your copy.

Your installation and use of this software is subject to our terms and conditions. Please take the time to click the button on the right and read them. They have been kept as short and to the point as possible. No reams of small print here!

This software is free to use, with no time out.

You are welcome to copy this software, and distribute as many of those copies as you wish. In fact, we encourage you to do so! Lets face it, we want as many people using this software as possible.

The 'OK' button will only be enabled to allow you to continue with the program, once all the required information has been entered and appears valid.

Your Name	Mike Towle
Company/Organization	Adminsoft Ltd.
Full Address	254 Great STreet
	Little Town
	Large Country
Country	United Kingdom <input type="button" value="Add New"/>
Email Address	sales@adminsoftware.biz

You will be emailed a special offer as soon as you register! We may then email you occasionally, and we do mean occasionally, usually no more than once a month, but you will be able to unsubscribe at any time.

Click on the 'OK' button only if you agree to our terms & conditions.

adminsoft

Buttons on the right: Terms & Conditions, Help, Installation Guide, Cancel, OK.

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.

The '**Help**' button displays some brief information to help you complete this form, if necessary. The information is displayed on top of the form though, it's not in a separate window, so needs to be closed before you can continue with the setup.

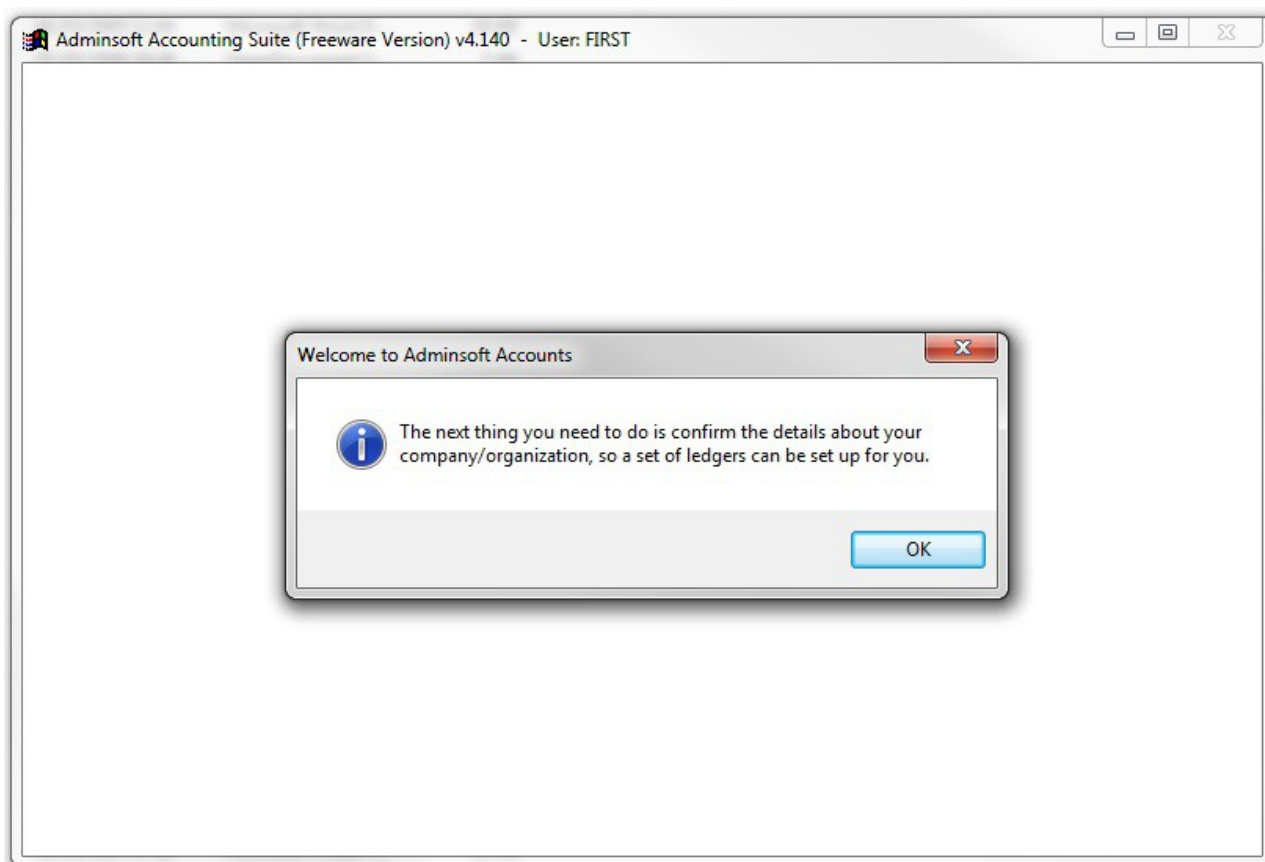
The '**Installation Guide**' displays this guide in PDF format. As you're already reading this, you won't be requiring this option.

The '**Cancel**' button will cancel the setup and exit Adminsoft Accounts. If you start up Adminsoft Accounts again, it will go straight into this setup screen. You can't use the accounting system until this information has been provided.

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.

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Next, the following message will appear:



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 'ADMINSOFT' 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:

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Adminsoft Accounting Suite (Freeware Version) v4.161 - User: FIRST

Exit Setup General Sales Ledger Purchase Ledger Nominal Ledger Stock Control AutoManager HR/Payroll Help

Code ADMINSO (alphanumeric, to identify this set of ledgers)

Name Adminsoft Ltd.

Address 254 Great Street
Little Town
Large County

Tel

Fax

Web

Country United Kingdom Add new country to the list

Sales Tax or VAT Registration No. 53554354464

Company/Organization Reg. No. 645657557564

Email Addr. for Account Queries accounts@adminsoftware.biz

Email Addr. for Sales Enquiries sales@adminsoftware.biz

Alternative location for data Browse

Alternative location for backups Browse

Quit this form without saving any changes.

Additional program modules required:

☒ Payroll (United Kingdom)

☐ Payroll

☐ AutoManager

☐ Shop/Cafe Manager

If a new set of ledgers is being created for your company / organization, before entering any transactions it is VITAL that you thoroughly check that it is set up correctly.

Most of these company/organization details can be changed at any time. So if you are unsure of anything, you can leave it and come back to it later. In any case all input fields (except Code, Name, and County) are optional.

The ledger base currency is automatically selected based on the country (as setup on the left). The country CAN NOT be changed once setup.

☒ Registered for Sales Tax or VAT?

Help

Install Guide

Notes

Delete

Copy From

Cancel

OK

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, it may not for your country, and if it does, it may not be up to date, so you will need to check the tax codes and rates setup before entering any invoices.

The accounts software comes with four additional modules. The first in the list is '**Payroll (United Kingdom)**'. This was designed specifically for use in 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 next module is '**Payroll**', this is designed so that it may operate in other countries. Depending on how sophisticated the requirements are. If you want to use payroll, and are not based in the United Kingdom, select this one. There is a user guide specifically for setting up and running payroll. 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 forth module is '**Shop/Cafe Manager**'. This is designed for

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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. 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 'ADMINSOFT', then the data would be stored in:

Adminsoft Accounts\ledgers\ADMINSOFT

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!

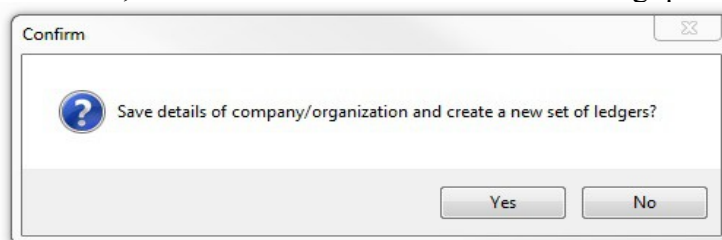
Most users can ignore this option, and use their data in it's default location.

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:



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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:

Set up new company/organization

Company/Organization: MICRO

Account period type: Monthly

Number of periods in year: 12 (maximum is 99)

Account Year: 2017

Financial year start date: 01/05/2016 Find 1st May, 2016

(date is in the format dd/mm/yy)

This just asks for the minimum information necessary to set up the accounts. You may need to run through the various options in the Setup menu to personalise the system to your exact requirements.

Please select your type of company/organization, so a Chart of Accounts can be produced that most suites your requirements. If you don't select one from the list below, a standard Chart of Accounts will be created for you (suitable for most businesses).

Description	Created	By
Charity	16/11/13	
Church, Mosque, Temple	15/11/13	
Small Business - Limited Company / Incorporation	15/11/13	
Small Business - Partnership	15/11/13	
Small Business - Sole Proprietor	15/11/13	

Buttons: Help, Import new Chart from file, Details of Chart, Cancel, OK

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 'ADMINSOFT'.

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.

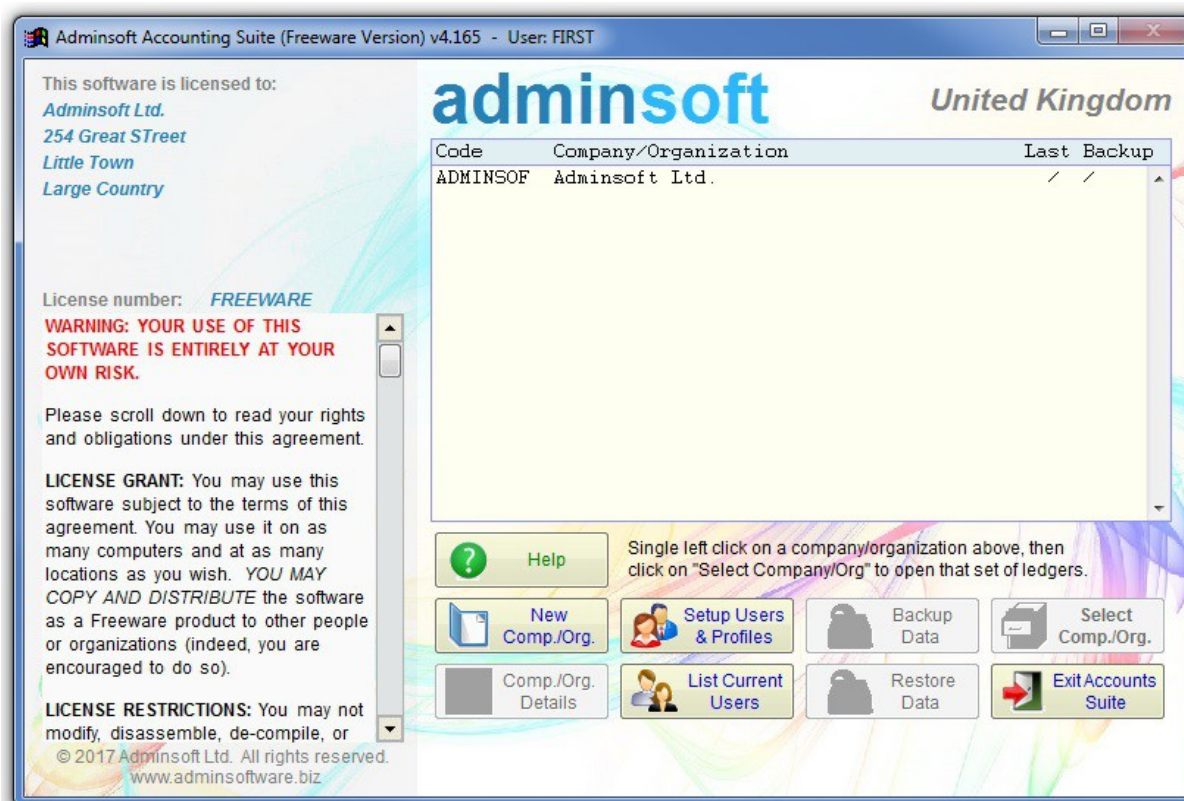
The lower half of this form deals with the chart of accounts. By default, it will use a chart of accounts suitable for small Ltd. or Inc. companies (these are companies limited by share capital). But you can select another from the list. Once your company/organisation has been created, you can edit the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

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will leave you in the accounts system start up form. As below:



As you can see, there is one company/organization in there called Adminsoft Ltd. From here 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. Alternatively, you can simply double click on the 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.

A few last things though before we leave this installation guide, the buttons on the start up form above:

'**Help**' will display some help on this start up form. You'll see 'Help' buttons on most forms through out the accounts system.

'**New Comp./Org.**' allows you to create a new company/organization. This works in the same way as we created the first company/organization above. It creates an entirely new set of files, so the data held for the new company/organization does not have any affect or interfere in any way with any other existing company/organizations. You can set up as many as you wish.

'**Setup Users & Profiles**' allows you to create new users of Adminsoft Accounts, and create passwords for them if necessary. When installed, a user account is automatically set up for you, the user name is FIRST and there's no password. When creating new users, we recommend you keep this user name for a little while, until you are happy you can login using a different user name.

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'**List Current Users**' will display a list of all users currently accessing the accounts system, regardless of which company/organization they may be working in. This, of course, is only of use when running the software over a network.

'**Backup Data**' is very important! We recommend you use this option regularly. You will need to click on a company/organization in order for the '**Backup Data**' button to become enabled. It will then allow you to backup the data for the selected company/organization. Backing up is one of those things busy users who are pressed for time often skip. But, if something happens to your accounting data, such as a hard disk failure, lock out due to ransomware, etc. there's nothing SO valuable as a good backup!

'**Restore Data**' allows you to select a backup and copy it back into the live system. As with the backup option, you will need to click on a company/organization so that it knows which set of files you need to copy the backed up data to.

'**Select Comp./Org.**' launches the accounting system, using the data from the selected company/organization.

'**Exit Accounts Suite**' will exit Adminsoft Accounts. After working on the accounts for a company/organization, you should always exit the system properly. If you end the program using Windows Task manager, or if you close down your PC with Adminsoft Accounts still running, you may corrupt your accounting data files. If you are running the software as 'Freeware' (ie. You have not purchased a Software Registration Key), then after the software closes down it will launch a web page off our web site. This page often provides information about what's happening with the software, and is worth a quick look through.

Finally, on the left hand side of this start up form you'll see a scrollable section that contains the details of the software license. Please read this carefully. It basically says the accuracy of any and all information output and contained within the accounts system is entirely **your responsibility**, and that Adminsoft Ltd. or any of it's agents can not be held responsible for any loss whatsoever, howsoever it occurred, whether notified of the potential for a loss or not. You are deemed to have accepted these terms by your continued use of the software. It might all sound a bit draconian! But the thing is, we have no idea at all what data you're going to put in the accounts system, or how you're going to use it, or what Windows you're going to run it in, or the condition of the PC that you'll be using.

We hope enjoy using Adminsoft Accounts.

End of document