Adminsoft Accounts Basic User Guide – Getting Started

adminsoft

Adminsoft Accounts User Guide

Getting Started (USA)

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Adminsoft Accounts Basic User Guide – Getting Started

Introduction

This guide is about getting you going with a handful of the most common things you'll be doing in the accounts system:

- Creating customer accounts.
- Entering sales invoices.
- Entering payments received.
- Allocating payments.

I will assume you only have a little knowledge of bookkeeping, so I apologise to experienced users who may find these instructions a little long winded! But I have to try and make them understandable to all users regardless of their experience.

I will cover basic operations in the A/c. Receivable. But the A/c. Payable is much the same. Also, I'll base it on using the accounts system in Level 1 (see below). The operation is the same when using Level 2, it's just there's a lot more options available.

As there are two modes of operation for the software: Level 1: Basic Level and Level 2: Advanced Level. These are selectable in the accounts system background (the 'Background Menu', with the 'flow diagram' options, it used to be yellow, but in later versions it's blue with clouds). These are IMPORTANT. When you run the accounts system for the first time, it used to default to Level 1, but since v4.154 it defaults to Level2. Level 1 displays a reduced number of menu options, and some of the forms are simplified.   This is to make it easier to use for novice users. However, if you're an experienced bookkeeper, or you need to do things that the software doesn't seem to handle, then make sure the accounts system is set to Level 2.

There is SO much more you can do with this accounting system, these basic guides barely touch the surface. They assume you have some bookkeeping knowledge. If you need a tutorial on bookkeeping there is a great book called 'Free Accounting with Free Software' written by Yogesh Patel that is an introduction to bookkeeping based on Adminsoft Accounts. In addition are 'Help' buttons on most forms within the software. These can provide some valuable information. Each of these help screens has a section on the left hand side in which you can type in your own notes.

A couple of things you should know before reading on. When I talk about 'input field' I am referring to an input box that you can normally type characters into. If it's 'greyed out' it means the background of the input field is grey, and you can't type into it. If it's pink, it either means it should have input, or the input it's got is not valid. Some screens will not let you save the data if any of the input is invalid. Also, to describe where you can find some menu options, I'll use a kind of shorthand. For example, to run the option to edit the format of customer address labels, click on 'Setup', then go to 'A/c. Receivable', and then select 'Customer Address Labels'. To save time, I may write this instruction as 'Setup → A/c. Receivable → Customer Address Labels'.

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Creating Customer Accounts

Before any transactions can be entered for a new customer with no existing account, we first have to create an account.

On the top menu bar, click on 'A/c. Receivable', and then 'Customer Details'. The customer details form will open up, and will look something like this:

If you were looking for an existing customer, you could type in their account code, if you knew it, then hit the Enter key on your keyboard or click the '**Find**' button. If you don't know it, leave the 'A/c Code' input field empty and click on the 'Find' button. Anyway, we want to enter a new customer, so first thing we need to do is click on the '**New**' button at the bottom of the form. The form will change to this:

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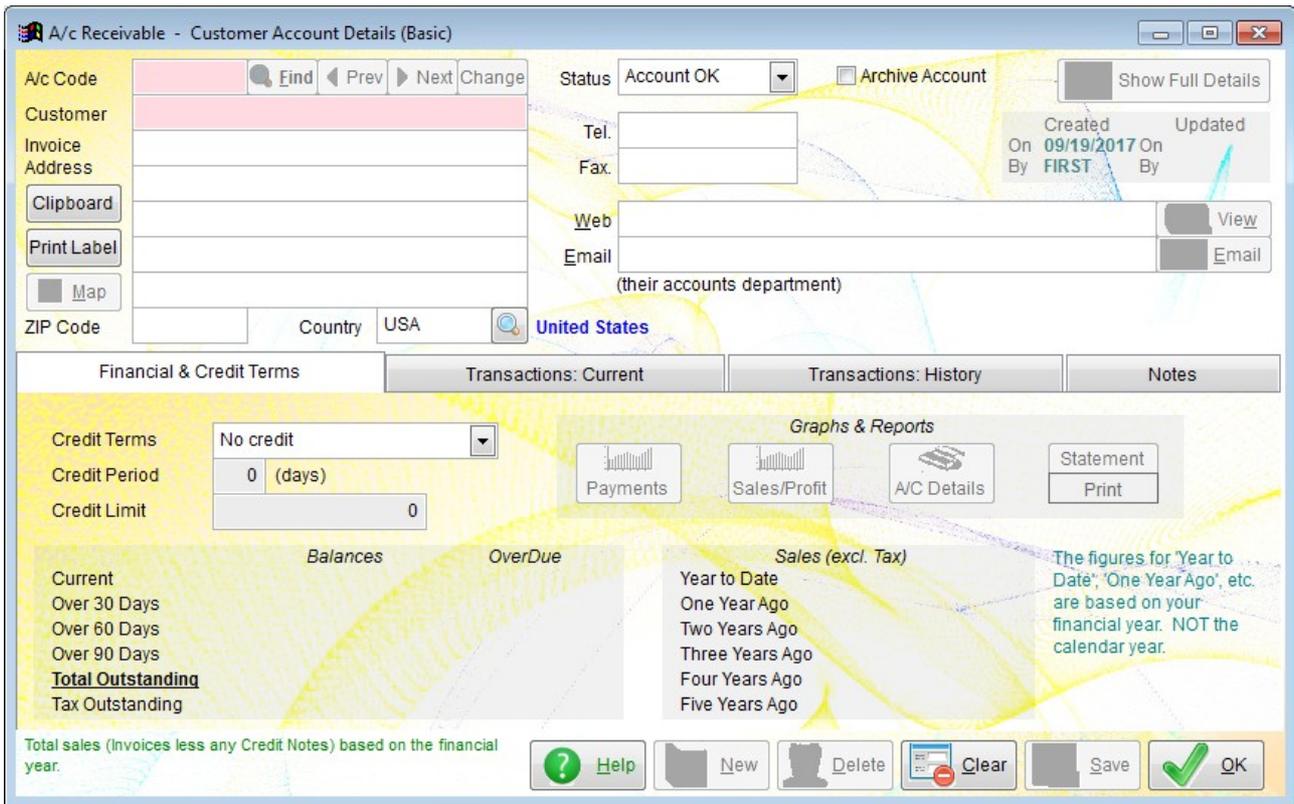
Most of the greyed out input fields are now white, allowing you to type things into them. Some input fields, you'll notice, are pink. This means they *have* to have something typed into them, otherwise you will not be able to save the customer details. You can change which input fields are pink (mandatory) by the way, the option to do this is 'Setup → A/c. Receivable → Change Defaults/Mandatory Input'.

First we need to enter an account code. This can be up to 8 characters, either numbers and/or letters. Many organisations have some sort of format they use for account codes. A common one is three letters followed by three numbers. For example, Adminsoft Inc. could have the account code ADM001 assuming it's the first one using the letters ADM. Many organisations just use one letter, in which case you could have A001. Some don't use numbers at all, and so might end up with ADMIN It's really up to you, what ever you feel most comfortable with. The important thing is that it must be unique. No other customer account can use the same account code. If you do enter a code that's already in use, the software will tell you. The code will always be in upper case, by the way. If your keyboard has caps lock off, the characters you type in will still end up in upper case.

After entering the account code, type in the customers name, and postal address if known. The telephone and fax input fields will accept letters as well as numbers, so for example, you can use a letter such as 'x' to indicate part of a number is an extension. The use of fax numbers is dying out, so you can call these something else if you want ('Cell' for example), the option is: Setup → A/c Receivable → Customer Defaults/Mandatory Input.

The 'Country' input field will already be filled in with your country. If the customer is foreign, you can enter their country code, or click on the find button to the right of the input field if you do not

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know it. The country codes used are based on the ISO3166-3 standard, so they are always three letters. If the country code you need is not in the list displayed, click the '**Setup**' button.

You can type in other information if you wish. Some things, like web URL's, email addresses are validated as you type them in.

If the 'Save' button is greyed out (ie. can not be clicked), it means the form has not been completed. There are one or more input fields that are waiting for valid information to be typed in. When the 'Save' button is enabled, you can click on it to save the account, and then go on to enter transactions. If you do not need to enter transactions right away, you can simply click on the 'OK' button. This will save the account details (if necessary), and exit the customer details form.

If you get part way through entering account details, and for some reason decide you don't want to continue, click on the 'Clear' button at the bottom of the form. This will clear all the input on the form. So you can start again, or click on 'OK' to exit.

When customer details have been entered, click the '**Save**' button. The form should look like this:

One important thing on this form that I have left alone are the credit terms. I have left them set to 'No credit'. That means it's a cash account. When ever you enter a sales invoice into this account, it will then ask if you want to enter the payment details for it, as it assumes the goods/service were paid for on or before delivery. Of course, many accounts are 'credit' accounts, and invoices are paid for at a later date. When you enter a sales invoice, the payment due date will be automatically calculated based on the credit terms entered here.

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The options for 'Credit Terms' are this:

No credit
Means this is a cash account, as discussed above.

Days from invoice date
This will allow you to set the number of days, and enter a 'Credit Limit'. Typical would be 30 days from invoice date. So if the tax of an invoice was 12th January, the payment due date would be calculated as 11th February. Note, it's based on the number of days, and not the length of the calendar month.

Days from end of month
This will allow you to set the number of days, and enter a 'Credit Limit'. If you entered 0 in the 'Credit Period' input field, then the payment would be due at the end of the month. If you entered 10, for example, then payment would be due on the 10th of the subsequent month. In that example, an invoice with a tax date of 12th January, would be due for payment on 10th February.

Months from end of month
This will allow you to set the number of *months*, and enter a 'Credit Limit'. This option is usually used when you require payment on or before the end of a calendar month. So if you entered 1 into the 'Credit Period', then an invoice with a tax date of say 15th February for example, would be due on 31st March. If you'd entered a 2, it would be due 30th April. This option can also be used where very long periods of credit are offered. The maximum credit period in 999 months, which is over 80 years!

When running in Level 1, the payment due date is fixed in the invoice, as calculated by the above. But when running in Level 2, you can edit the calculated date.

The 'Credit Terms' are on a page on the form called 'Financial & Credit Terms'. We call that a 'tab'. In Level 1, there are three other tabs In this form: 'Transactions: Current', 'Transactions: History', and 'Notes' (in Level 2 there's eleven). Clicking on any of these tabs changes the page and displays some different information. Clicking on the 'Transactions: Current' tab will display a list of current transactions. These are transactions with an outstanding balance. We can view details of transactions from there, we can also create new transactions from there. This leads us onto the next section below, entering sales invoices.

If you need to delete an account, by the way, there is a 'Delete' button at the bottom of the account details form. However, if there have been any transactions on the account, it can not be deleted.

One last thing about the customer details form, in Level 1, the 'Show Full Details' button in the top right hand corner will redisplay the customer details form in it's Level 2 version. You will see far more information and far more options in Level 2.

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Entering Sales Invoices

There are three places the option for creating sales invoices can be started from. One is in the background 'flow diagram', click on 'Invoice Customer'. The other is in the 'A/c. Receivable' menu, in the 'New Transactions' section click on 'New Invoice'. The third place is via the customer account details, click on 'A/c. Receivable' on the top menu bar, and then select 'Customer Details'. Locate the customer, either by typing in the customer code, or by clicking the 'Find' button, then Click the 'Transactions: Current' tab, and then click the 'Create Invoice' button.

If you select the invoice option from the background button, or the option in the A/c. Receivable menu, you'll have to locate the customer account from the invoice itself. Simply enter the account code, or click on the 'Find' button. If you select the invoice option from customer details, then the customers account will already be selected.

First thing is to enter the quantity of what ever it is you're selling. The cursor will probably already be in line 1 of the '**Quantity**' column, if it isn't, you'll have to click in there. One thing to note, when clicking into an input field, always click into the far left hand side it (unless you're editing a string of characters). If you don't, then in a number field you may be very limited to the size of the number you can enter, as they will start filling the input field from the position of the cursor.

Once you've entered the quantity, you need to describe the goods or services in the '**Stock Code or Description of Item/Service**' column. If the item is a stock item, ie. you have already created it in Inventory, you can enter the stock code, or click on the '**F**' button to locate it.

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If it's a stock item, most, if not all, of the rest of the line will be filled in for you. If it's not a stock item, just type in the description of what it is. The next column is '**S/A**', this is short for Sales Analysis. You need to enter the Sales Analysis code for this item/service in here, if you don't know, leave the column blank, and a list of available Sales Analysis codes will appear, allowing you to select one. When entering supplier invoices, there's a similar column titled '**P/A**', which is 'Purchase Analysis'.

The next column is '**Tax**', or it may say '**VAT**', depending on your country. Enter the tax code, if you don't know, again, leave this column blank, and list will appear allowing you to select a code. If you told the accounts system that you're not registered for Sales Tax/VAT, then this column will not appear in your system.

The next column is '**Each**'. This is the price for each individual item. What ever number you enter in here will be multiplied by the '**Quantity**', and the result will appear in the '**Amount**' column. The invoice will automatically add up the amounts on each line and maintain a total, total Sales Tax/VAT (if applicable), and a total value of the invoice.

To add another item simply press the Enter or Tab key on your keyboard to go into the '**Quantity**' column on the next line. Or, you can click into the the '**Quantity**' column.

If you want to type in a message to your customer that will appear in the body of the invoice, leave the '**Quantity**' as 0.00, and click in the '**Stock Code or Description of Item/Service**' column. Start typing your message. Note, you are limited to a maximum of 65 characters. In practice, I wouldn't use more than about 40, otherwise when you print the invoice, the end characters could be missing. It depends on the type of invoice layout you are using, but a printed invoice by default is limited to around 40 characters for the description.

Down the right hand side of the invoice, you may have noticed lots of little buttons marked '**Ins**' and '**Del**'. These are short for 'Insert' and 'Delete' respectively. They allow you to insert blank lines, or delete lines (whether the line is blank or not).

You can enter up to 999 lines in an invoice. In practice it's unlikely you'll ever create an invoice that long! To scroll the invoice, click the large blue up and down arrows on the left hand side.

'**Description / Job**' in the bottom left hand corner is for you to enter a brief description of the invoice. This description is often displayed when invoices are listed, and so the more meaningful it is, the better. But you are limited to 20 characters, and not all of these may be displayed in various parts of the system if space is at a premium.

'**Tax Date**' is the same as the invoice date, as far as this system is concerned. That's also true in most countries, although not all. It will always default to the current date, although this behaviour can be changed: Setup → A/c Receivable → Defaults and Variables, click on the 'Miscellaneous' tab.

You can enter an overall discount for an invoice by clicking the 'Disc' button on the lower right hand side. A small form will appear:

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You can enter something into anyone of the three input fields, and the other will be calculated accordingly. For example, if I entered 10.00 into the 'Discount Rate' (as in 10%), the 'Discount Amount' would be 50.00 and the 'Invoice Sub Total' would be 450.00. If I entered 75.00 into the 'Discount Amount', the 'Discount Rate' would be automatically calculated as 15.00, and the 'Invoice Sub Total' would be 425.00 Click on the 'OK' button when done, and the figures will be plugged into the invoice. In my example, the invoice would now look like this:

The 'Tax Calc' button is a Sales Tax/VAT calculator. It displays the following form:

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Here you have to enter the Sales Tax/VAT code, but you can enter either the 'Amount' or 'Total', and the other input field will be automatically calculated. Unlike the discount calculator however, this is just a calculator. Clicking on the 'OK' button exits the form, but it does NOT plug any values into the invoice.

The 'Analysis' button displays a breakdown of the Sales Tax/VAT that's been applied to the invoice (this button is not in Level 2, as the analysis is provided in the 'Details' tab).   As the example of the analysis is shown below:

If your organization is not registered for Sales Tax/VAT, this option will not appear.

When you have finished entering the invoice details, you can click on the '**Print Delivery Note**' button, if a delivery note is required (this can always be printed later if necessary). Click on the '**Print & Post Invoice**' button to print the invoice, and post it to the customers account. If you want to post the invoice to the customers account, but you do not want to print it, just click the '**OK**' button.

If the customer is a cash customer, the system will now ask for the payment details. The following form appears:

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You need to select the '**Payment type**' and enter the amount paid. Up to three payment types can be selected. So for example, you could have a customer paying partly on credit card and partly by cash. Click the '**Pay**' button when done. The total amount entered must match or exceed the '**Payment required**'.

The available payments types are set up in: Setup → Miscellaneous → Payment Types. The first payment type listed under '**Payment type**' above is 'Bank transfer' simply because it lists them in alphabetical order. So you may want to play around with the list to get it into the order you want. For example, you may want credit cards to appear as the first option in the list if they are the most common type of payment you accept.

If you do not want to enter a payment at this time (you can enter payments at any time), click on the '**Cancel**' button. This will cancel the request for payment information, but not the invoice itself. The invoice will still get posted to the customers account, and will be listed with as having an outstanding balance. So it will appear in the customers list of current transactions, and the debtors report.

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Entering Payments Received

There are three places the option for entering payments received can be selected. One is in the background 'flow diagram', click on '**Payment from Customer**'. The other is in the '**A/c. Receivable**' menu, in the '**New Transactions**' section click on '**Payment Received**'. The third place is via the customer account details, click on '**A/c. Receivable**' on the top menu bar, and then select '**Customer Details**'. Locate the customer, either by typing in the customer code, or by clicking the '**Find**' button, then click the '**Transactions: Current**' tab, and then click the '**Payment Received**' button.

If you selected the payment received option from the background button, or the option in the A/c. Receivable menu, you'll have to locate the customer account from the payment received option itself. Simply enter the account code, or click on the '**Find**' button. If you select the payment received option from customer details, then the customers account will already be selected.

Above is the 'Payment Received' form. The '**Date Received**' is of course the date you actually received the payment. The '**Payment Type**' refers to the type of payment. It might be cash, bank transfer, credit card, etc. Each payment type is coded, and you can either type in the code if you know it, if not, click on the find button (to the right hand side of the input field) and select the payment type from the list (you can add/remove payment types in this list by clicking on the 'Setup' button at the bottom of the list). In the example form above the '**Payment Type**' is empty, and so the background to the input field is pink, in order to bring this to your attention, as a valid payment type is mandatory.

The '**Currency**' always defaults to the ledger currency (automatically selected from the country you selected when you setup this company/organization during installation). The currency code is based on the ISO4217 standard, which is the internationally recognised three letter code. However, when the software is installed, only one currency is setup by default, and that's the ledger currency. So if you need to work with other currencies, you'll need to set them up first. The input field '**Check No or Ref**' can contain anything you like. When transactions are listed, this will appear on the payment line, to help you identify the payment. Then of course is '**Amount Received**', which is exactly that. Well, kind of....

Some payment types such as PayPal, take a commission out of the payment before they credit your

account. A payment type for PayPal is created on installation, but the commission is not setup as this can differ from country to country, and also depending on your PayPal account. Frequent users get a better rate than occasional users. It's important to get your payment methods setup prior to entering payments.

If you use something like PayPal, enter the amount your customer sent to you in the '**Amount Received**' input field (ie. not the amount you actually received).   You need to do this, otherwise the customers account will not balance. If you've setup the payment types, then the commission will be taken and posted to the relevant General Ledger accounts automatically.

Finally, you can enter whatever you like in '**Notes**'. This might be an authorisation code if the payment was by credit card, or a transaction number if by PayPal or some similar payment method. You can just leave it blank if you wish.

When done, click the '**OK**' button, and the payment will be posted to the customers account. If the '**OK**' button is greyed out, and you can not click it, it means there is an issue with your input. An input field that requires some input may be blank, or may contain something invalid (in which case, the input field background may be colored pink).

When a payment received is posted to the customers account, it will ask you if you want to 'Allocate this payment now?'.   If you click 'No', the payment will sit in the customers account as outstanding. If you click 'Yes' a list of outstanding transactions will appear, allowing you to allocate the payment to one or more of them.

Allocating Payments

When any transaction is entered into the system, if it's not allocated to another transaction at the time, it will sit in the customers account as outstanding. You will see it in the list of current transactions. Even if the account has an invoice for 100.00 and a payment for 100.00 it will not automatically tie up the two. They will both sit in the account as outstanding.

In the image below, we have an invoice for 448.80 and a payment received of 448.80. Note the payment is shown as a negative number. This is because if you add up all the outstanding balances of each transaction, the result is the total amount outstanding on the account.
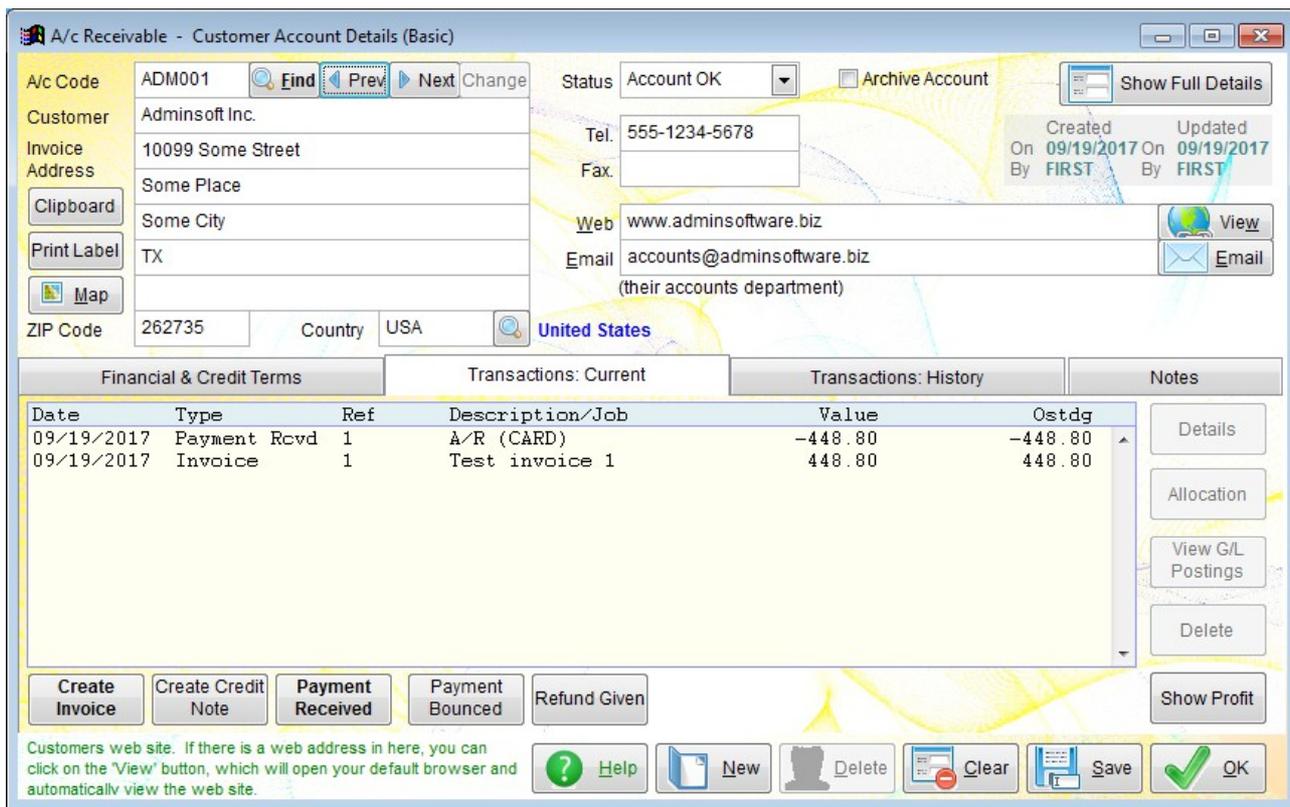
In the example above, we don't really need the payment or the invoice sat in there as current transactions. So we need to allocate the payment to the invoice. To do this, single right click on the payment, the '**Allocation**' button on the right hand side should no longer be greyed out, click it. The following form will appear:

You'll notice details of the payment transaction are at the top of the form, and the outstanding invoice is listed in the '**Allocate to**' list. If there was more than one outstanding invoice, they'd all be listed here.

Now there are three ways to allocate the payment to the invoice/s. One is to click the '**Automatically Allocate**' button. That will allocate the payment to the outstanding invoices, starting with the oldest invoice first. This option is used most often, as it's quick, and it's what most bookkeepers want to do anyway. In this example, it would work just fine. However, life isn't always so simple! If you wanted to allocate the payment to a specific invoice that is not the oldest, single left click on the invoice. All of the payment will then be allocated to that invoice, if the invoice has a large enough amount outstanding. If not, it'll allocate as much as it can, and leave a balance that you can allocate to another invoice, or just leave outstanding. If you wanted to allocate just part of the payment to a specific invoice, it can do that to. Do a single *right* click on the invoice, and a small form will pop up asking you how much of the payment you want to allocate, as below:

Enter the amount of the payment you wish to allocate to this invoice in the '**New Allocation**' input field, then click the '**OK**' button.

When you have done allocating, click the '**Post Allocations**' button at the bottom of the form. This will allocate the payment to the one (in our case) invoice. If you allocated the full amount of the payment to the invoice, then both the payment and invoice transactions will go into the customers 'Transactions History' list, as their outstanding balances will be zero.

Transactions are handle this way, because it allows you to enter a payment for which there is no invoice yet. It's common, for example, to receive a deposit from a customer, or for a customer to simply make a 'payment on account' to circumvent concerns about credit worthiness. It's also common for an invoice to be raised, and the customer pays it in instalments.

There is no limit to the number of allocations you can make. So they can get as simple or as complicated as you like.

Note, Credit Notes are treated the same way as payments, and can be allocated to invoices in exactly the same way. Like payments, they will appear in the transaction list with a negative value.

If you make an error in allocating a transaction, you can clear the allocation and do it again. In the customer account details, click on the '**Transactions: History**' tab, then click on one of the transactions that have been wrongly allocated, click the '**View Allocation**' button on the right hand side. This will display a form showing the transactions the transaction you selected is allocated to. See the example below:

Click on the '**Unallocate All Above Transactions**' button to unallocate all the transactions involved. They will then all move out of the customers transaction history list and back in current transactions.

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Extra Options Available in Level 2

The above section of the guide has concentrated on using the accounts system in 'Level 1: Basic Level'. Which also covers all the same basic operations you would do if running the system in Level 2. There are two big differences between running in Level 1 and Level 2: one is the stock item details form – and this is covered in the user guide for stock control, the other is the customer and supplier account details form. When in Level 2, a customer account details form will look something like this:

It's so much busier than the customer account details form in Level 1. In the above image, the tab 'Trn: Current' is selected, which displays the current transactions. You'll see along the bottom of this list are a number of extra options for transactions that are not available in Level 1. These are: '**Early Settlement**', '**Debit Note Received**', '**Write Off**', '**Adjustment**' and '**Create Contra**'.

Transactions kind of fall into two sets. One set changes the sales figure (or purchase figure if we're talking about suppliers), and the other doesn't. The transactions that affect sales (or purchases) are: Invoices, Credit Notes, and Debit Notes. If you're registered for Sales Tax/VAT, these transactions will appear in full on your end of tax period report. All other transactions only affect the customers balance. However, some of them can have a tax amount input (Early Settlement, Write Off, and Adjustment), in which case the tax amount, and ONLY the tax amount, will appear in a tax period end report. I'll describe each of the transaction types below:

Invoices are of course the most common (along with payments, we hope....). Everyone knows what invoices are for, so no need for me to spend time prattling on about them.

Credit Notes are issued to offset an invoice in part or in whole. For example, if you supply goods

to your customer, and your customer has a complaint, you may agree to reduce their bill. In which case you'd raise a Credit Note for whatever amount you agreed to reduce their bill by. You would then allocate this Credit Note against the invoice. If the customer had already paid, you could leave the Credit Note in their account as unallocated. However, your customer may not want the balance to remain on their account, but may want it refunding. So you'd issue a **Refund**, and allocate the Refund to the Credit Note, so clearing the balance on the customers account.

Debit Note Received is similar to a Credit Note above. The difference is, a Debit Note is issued by your customer. Now this is rare. Normally if there is a dispute,you agree a settlement with your customer and raise a Credit Note.   But if you do not issue your customer with a Credit Note, they instead may issue a Debit Note and send it to you. Sometimes a customer may just issue a Debit Note anyway for what ever amount they think their bill should be reduced by! That can be a little contentious.   Of course, the same principle applies in reverse when we're talking about suppliers. It's you who would be issuing the Debit Note.

Payment Received is pretty obvious.

Payment Bounced is unfortunately something that happens from time to time. It refers to a payment that has been made to you, but your bank have rejected it. For example a check/cheque that has been dishonoured, or a credit card payment that has been reversed. When this happens, you enter a Payment Bounced transaction, and the balance remains on the account unallocated. There's actually nothing to allocate it to. Some users will unallocate the original invoice/payment, so they can see what caused the bounced payment. When you receive a new payment, you can allocate this new payment to the Payment Bounced transaction.

Early Settlement is a discount that you can offer for quick payment. The terms of this can be setup on the account (so they can be different for each customer, and some customers may not receive an Early Settlement discount at all). The settlement is applied to an invoice, and can be edited when entering an invoice. If your customer does not pay the invoice within the given time frame, their payment should equal the full invoice value, and is entered and allocated. If they take an Early Settlement discount, then their payment will be less than the full invoice value. So you would enter their payment (for the exact amount they paid) and allocate it to the invoice. This will leave the invoice with a small balance outstanding. So you then enter an Early Settlement discount transaction for the amount of that outstanding balance. This can then be allocated to the invoice, clearing the account balance.

Write Off is something that most businesses have to do some times. If your customer owes you money, and goes bankrupt or into liquidation, you're unlikely to get paid all you're owed. You may not even get paid anything. In this case you can use the Write Off option to write off part or all of the debt. Most countries have rules that specify when you can do this, especially if Sales Tax/VAT is involved. A Write Off is something you usually do with a debt owed to you by a customer. But you'll also find this option in supplier accounts. It's not there for when you go bankrupt! It's there because sometimes suppliers just vanish, or they go bankrupt or into liquidation and you have no forwarding address or any other details that may assist you in making the payment. Eventually, you'll want to remove the balance from their account.

Adjustment is for correcting an account balance. For example, there may be an invoice outstanding on a customers account for $1,253.76 and when your customer pays, they only pay you

$1,253.70 Leaving you $0.06 short. You're not going to want to chase your customer for 6 cents. So it's easier just to enter an adjustment of 6 cents to clear the account. Adjustments are used frequently when handling multiple currencies. In between entering an invoice in a foreign currency, and receiving payment for it, the exchange rate will have change. And so the payment you receive may not exactly equal the value of the invoice. This difference can be entered as an Adjustment, with the amount being posted to Currency Losses/Gain expense account. There is a guide available specifically for handling multiple currencies. Adjustment is the only option for customers for suppliers that allows you to post directly into a General Ledger account.

Create Contra allows you to offset transactions in a customers account with those in a suppliers account, or vice versa. For example, if one of your customers also supplies you with goods or service, they will have two accounts, one in each ledger. If there is a balance in both ledgers, ie. You owe them money and they owe you money, you can use a Contra to offset the balance in one account against the balance in another. This will require the agreement of your customer/supplier. Not all accounting systems have the option to do this. In accounting systems that don't, the trick is to create a cash/bank account specifically to handle contra transactions, and then 'payments' can made to/from this account to reduce or clear the balances in the customer & supplier accounts.

That covers the types of transactions that can be entered for customers and suppliers.

Also in the image of the customer account, you'll notice there are quite a few more 'tabs' you can click on. These include:

Stock, which lists all stock items purchased by the customer, or supplied in the case of suppliers.

Prices lists stock items which are supplied to the customer at a special price.

Diary allows you to record any contact with the customer or supplier. The contact can be in a range of forms, including telephone, email, letter, etc.

Delivery Addr lists the customers delivery addresses. Delivery addresses in this list can be selected when entering an invoice. You can also select a delivery address as the default delivery address, that will always be used when entering an invoice for that customer.

Contacts is a list of people who work at or are in some way connected with the customer.

General allows you to enter notes (same as the Notes section in account details in Level 1), but it also allows you to enter details of letters, faxes, or other documents. It also contains an option for listing disputes (an invoice can be put into dispute).

Proforma/Adv/Est/Saved covers a range of documents. The name on the tab is a little cryptic due to a shortage of space, but in this option are: Proforma Invoices, Advice Notes, Estimates, Saved Transactions, and Recurring Invoices. I'll briefly explain these below:

> **Proforma Invoice** is like a normal invoice, but it's issued where you require payment in advance, before supplying the goods or service. Unlike an invoice, it does not get posted to the customers account. So if your customer changes their mind and never pays the Proforma Invoice, you can just ignore it, or delete it. If your customer does pay, you will need to raise

a proper Invoice. The quickest way is usually to bring up the Proforma Invoice details, and then click the 'Convert to Invoice' button.

Advice Note can be generated instead of an Invoice (there is a button on the Invoice form to do this when entering the Invoice). The Advice Note will not get posted to the customers account, but unlike Proforma Invoices above, they will need to be paid. So every so often you will need to run the 'Advice Notes' option in the 'Lists' section of the ledger menu in order to see what Advice Notes exist, and then raise an Invoice for them. An Invoice can be created from one or more Advice Notes. Advice Notes are used where you have credit customers frequently collecting items from your premises, or having them delivered, and rather than raise an invoice every time, it's easier to raise an invoice at the end of each week or month for all the items purchased by your customer in that period.

Estimates look very much like invoices. They are created to give to your customer, so they have an idea of how much something will cost. If your customer decides to go ahead and order, you can convert the Estimate into an Invoice or a Proforma Invoice. Note, in many countries there is a legal difference between and Estimate and a Quote. A Quote is considered to be a fixed price, and if accepted by your customer, you have to supply for exactly the price quoted. An Estimate on the other hand is more flexible. The prices in an Estimate are generally considered to be a guide only, and are not fixed.

Saved Transactions are Invoices or Credit Notes that you started to enter, and then saved. In order to come back to later to finish off. There is no limit to the number of times a transaction can be saved. So you could for example build up an Invoice over a period of time, perhaps as you're working on a job, adding items to the Invoice as you go.

Recurring Invoices allows you to create an Invoice that is often repeated. Perhaps for the payment of rent, or equipment/plant hire, etc. It saves you having to create an Invoice from scratch every time. You can select the Invoice in this option, but there is also a 'Recurring Invoices' option in the 'Lists' section of the A/c. Receivable menu. You can indicate when an Invoice is next required, if you wish, and this is shown as the 'Next Due' date in the list.

Vehicles/Equip displays a list of vehicles and/or equipment owned or operated by the customer. This option only appears to you are using the AutoManager module. Also, it does not appear under supplier details.

Jobs displays a list of current and past jobs (such as services, repairs, tests, etc.) that are to be, or have been carried out on a vehicle/equipment associated with the customer.

The 'tabs' below are not in the above image of the customer account details because they are specific to suppliers:

Remittance lists existing Remittance Advices, and allows you to create new ones. There are two sections in this tab. A list on the left hand side displaying Remittance Advices, and a list on the right hand side that will show the transactions on a Remittance Advice when select in the left hand list.

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Orders lists all Purchase Orders sent to this supplier, both current and past. There is also a button for creating a new Purchase Order.

Purchased lists all stock items purchased from this supplier.

Proforma & Factors contains two lists. The top one lists any Proforma Invoices you have received form this supplier, there's also a button to allow you to enter a new Proforma Invoice. The bottom list lists the Factors used by this supplier. In most cases, when you pay a supplier you make the payment directly to the supplier. But some suppliers have an arrangement with a finance company such that they get paid by the finance company as soon as they raise an invoice. So when you make your payment, it will be to the finance company and not to the supplier. You should be notified of this arrangement, and the invoice itself will indicate to whom payment should be made. This type of process is often called 'factoring', 'invoice discounting' or 'invoice factoring'. A supplier using this arrangement will only usually have on factor (typically a bank). Adminsoft Accounts allows you to create a list, in case the supplier moves from one factor to another. In the factor details, you can set a factor as the default factor. This is the factor that will then be automatically selected when you enter an invoice (although it can be edited in the invoice). This is important, because when you create a Remittance Advice, the default factor will be used, and only invoices and credit notes that relate to that factor will appear for selection on the Remittance Advice.

That sums up the details in customer and supplier accounts between running the accounts system in level 1 and level 2. As mentioned earlier, the stock details form is also a lot more complex. In level 1, it's little more than a price list, which means if you want to maintain stock levels, you have to use the system in level 2. I won't go into stock control here, as there's a separate guide available that goes into this in detail.

*** end of document ***