adminsoft

Adminsoft Accounts User Guide

Setting Up (UK)

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Adminsoft Accounts Basic User Guide – Setting Up

The Basics

Adminsoft Accounts, is broken down into five main sections (or modules):

Sales Ledger: for handling customer accounts, sales invoices, statements, etc.

Purchase Ledger: for handling supplier accounts, purchase invoices, remittance advices, etc.

Nominal 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. Many users do, often leaving up to their accountant to worry about.

Stock Control: 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, there are actually two payrolls: one specifically for the United Kingdom, and one for other countries – which may or may not work depending on how sophisticated the payroll requirements are of the country.

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

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/organisation, and then click the 'Comp./Org. Details' button.

Each module in the accounts system works with all the others, they are fully integrated. So for example, transactions created in AutoManager can be seen in Sales Ledger, Nominal Ledger and Stock Control.

The modules Payroll, AutoManager, and Shop/Cafe Manager are beyond the scope of this brief user guide. If you require further information, specific guides to each of these modules are available. This guide is about as brief a it can get, it just covers the very basics of what you need to know.

Nominal 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 accounts specific to your customers and suppliers.

Adminsoft Accounts Basic User Guide – Setting Up

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/organisation 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:

There are two forms that will have automatically appeared in the middle. We'll deal with the smaller of the two first, which is in front of the larger one. Adminsoft Accounts can run in one of two modes: 'Level 1: Basic Level' and 'Level 2: Advanced Level'. It defaults to level 2. In this level you get to see all the available menu options, and forms, such as account details, are displayed with full information and all options available. However, if you're new to bookkeeping, you might find all these options and the wealth of available information a bit overwhelming. So, you could switch the accounts system to run in level 1. In this level many of the lessor used options do not appear in the menus, and forms such as those showing account details will display less information and offer fewer options. It basically simplifies the accounts system. And that's what the small form in the middle is all about. If you start off in one level, you can always change to a different level at any time. When the '**Background Menu**' is selected (which is the default background you can see above), there is an option in the top right hand corner for selecting level 1 or level 2. Note, if you are using the software as Freeware, the default background is different and contains adverts. You will need to click the tab '**Background Menu**' at the bottom of the application window to select the background shown above.

Once you have decided which level to use, click the "**Do not show this notification again**" tick box, in the top right hand corner of the form, and then click the '**Exit this Form**' button.

The remaining larger form titled '**Getting Started**' is 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 in the '**Setup**' section click each button in turn. 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 Sales Ledger, and the other related to codes for the Purchase Ledger. 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 information 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.

This form also allows you to view two user guides in PDF format. One on setting up (which is the guide you're reading now), and the other is a basic guide to getting started with bookkeeping.

This form will keep popping up, until you click the “Don't show this '**Getting Started' form on startup.**” tick box at the bottom. You can always view this form again if you wish, as it's available in the '**Help**' drop down menu. The option is called “**Getting Started**”.

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

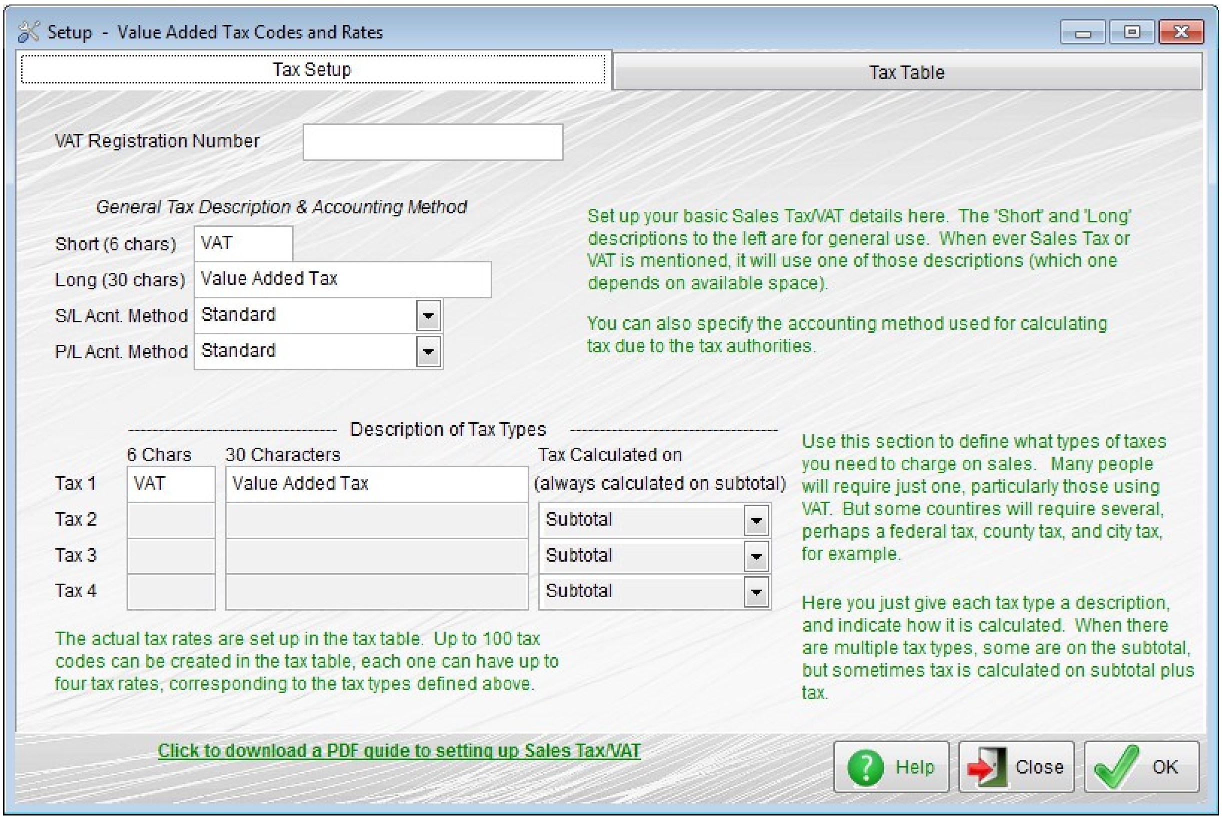
Setting up VAT

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 VAT, if you're not, then you can skip this bit!

Note: there is a dedicated guide to Sales Tax/VAT that goes into much more detail. Just the basics for setting up VAT are covered here.

When installed, as you're in the United Kingdom the VAT codes and rates are already set up and should not require editing. But we always recommend you check them anyway. Tax rates can change, as can the process to use for certain sales and purchases. Plus,VAT is SO complicated, you may do doing something that is not catered for in the standard setup. Either way, you need to acquaint yourself with the available VAT codes.

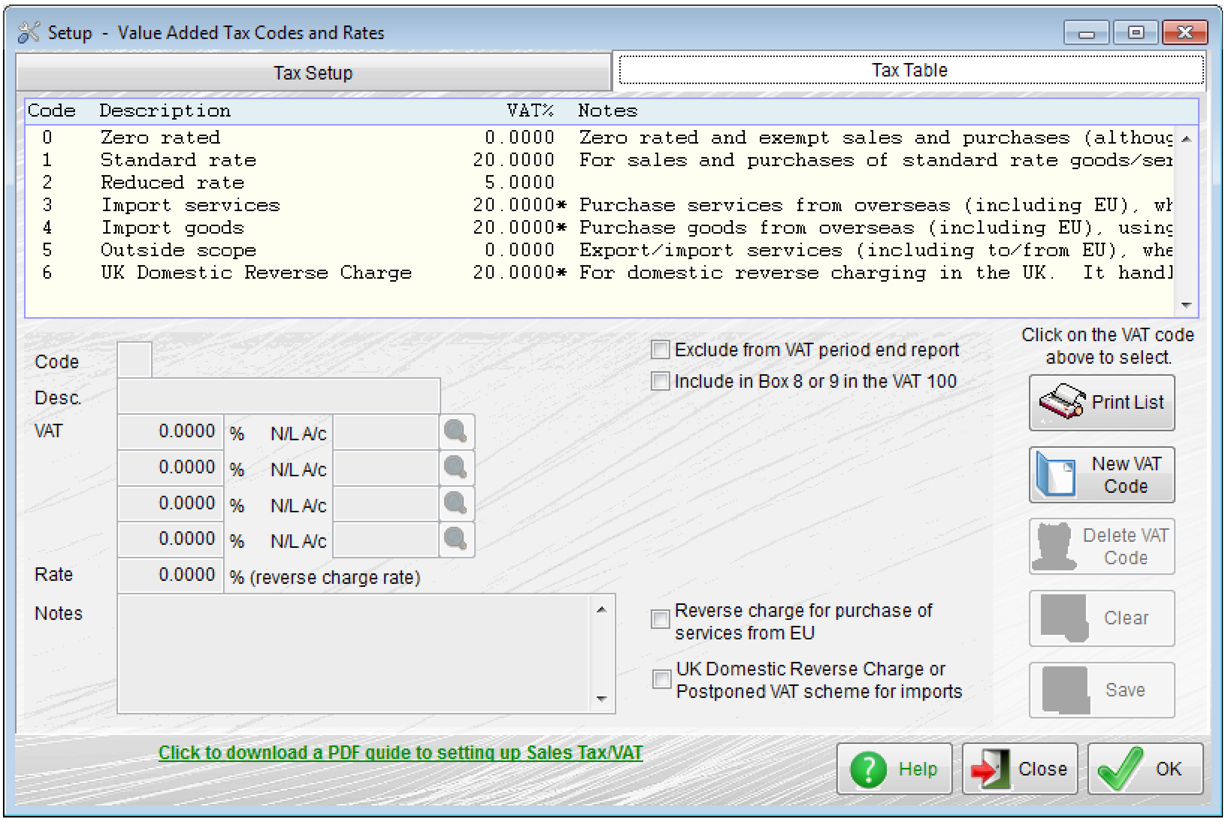
You can select the option to setup tax rates from the '**Getting Started**' form in the middle of your screen. If that form isn't there, click on '**Setup**' on the top menu bar, go down to '**Miscellaneous**', and select the option '**Value Added Tax Code and Rates**'. The form will appear something like this:



You can enter your VAT registration number in the top left hand corner. If you've already entered you VAT registration number elsewhere, it'll appear here. Once entered, you can edit it an any time.

The two input fields in the top left below the **VAT Registration Number** are just describing the terminology to use for your VAT, one is a short description (maximum size 6 characters), the second a longer one (maximum size 30 characters). The two input fields below (**S/L Acnt Method** and P/**L Acnt Method**) allow you to select the method by which your 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 (oftne called an 'accrual basis'). The '**Cash Accounting**' method means the tax is not due until the invoice has been paid. HMRC allow either method (you have to apply if you want to operate VAT on a cash accounting basis). In the UK, if you use cash accounting, then it has to be applied to both ledgers. The method you select makes a big difference to the VAT period end report, which tells you how much tax is due (and produces your VAT return). Setting the method for calculating when tax is due to '**Cash Accounting**' does not turn Adminsoft Accounts into a cash accounting system, it operates on an accrual basis only. It just means tax due is calculated on a cash basis.

The **Description of Tax Types** section is aimed at countries other than the UK. In the UK there is just one tax type, VAT. Which, for this section at least, keeps things simple. Next you need to check the actual VAT codes and rates. So, if you click the tab **Tax Table** at the top of the form, the display will change to something like this:



This is how it should look if when you installed the software and setup a company/organization, you specified United Kingdom, and then either England, Scotland or Wales as your country. The above table will look a little different if you selected Northern Ireland, as it's in the EU single market, and so VAT works in much the same way there as it did when the UK was a member of the EU. However, England, Scotland and Wales ceased to be in the single market as from 1st January 2021,and so things have changed. The biggest change is that selling and purchasing goods and services from the EU is now much the same as it is from a country outside of the EU. But, this being VAT there are all sorts of caveats to that! The VAT codes setup automatically are general purpose and will suite many businesses, but they do not cover every potential scenario, or meet the requirements of every business. So please check them carefully, down load the free user guide for Sales Tax/VAT which goes into much greater detail, and cross reference with information on HMRC's web site.

If you don't tend to import/export, but just buy and sell in the UK, life is a LOT simpler. You can probably just use VAT code 1, and not worry about anything else!

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 2. This provides all the menu options, and displays full account details. This has already been discussed, so I won't go into any further detail here.

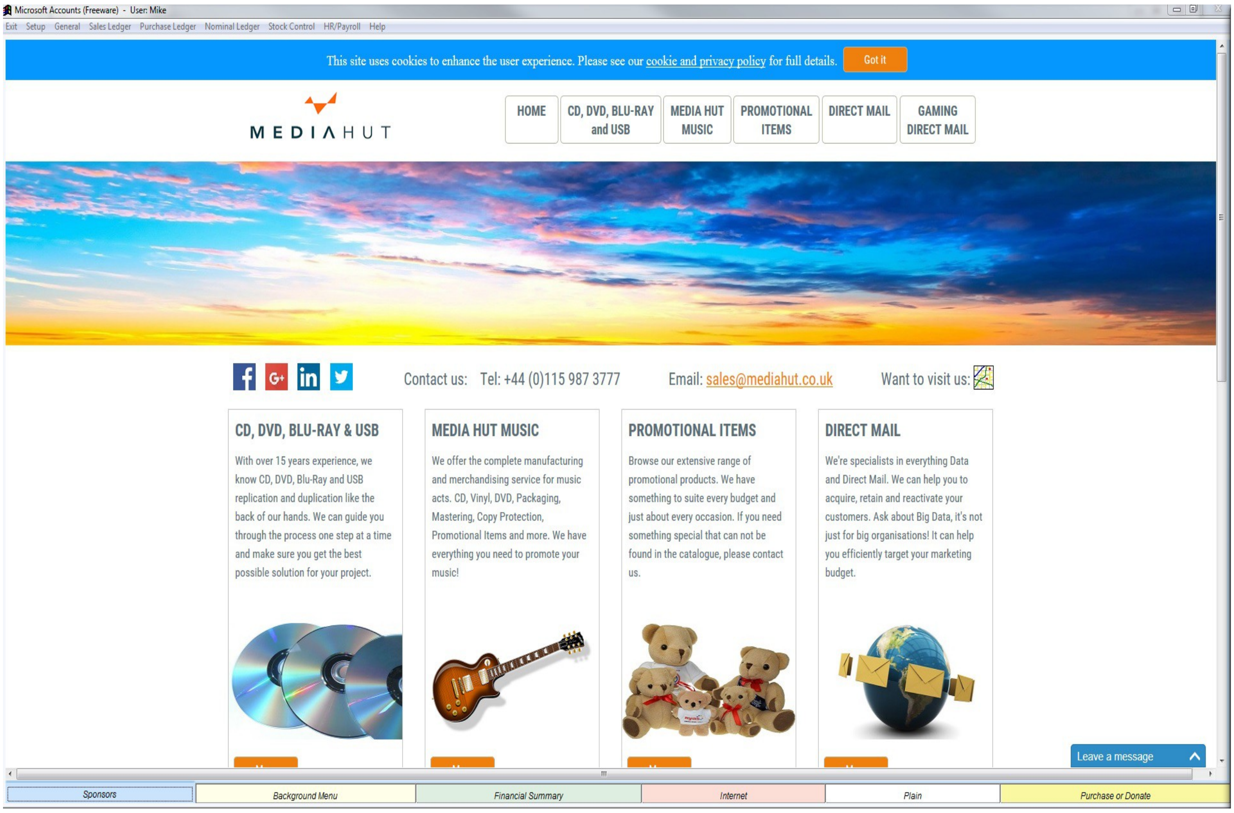
Adminsoft Accounts Basic User Guide – Setting Up

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 along the top, but this is a quick way of getting to some of the most common options used. You can also create your own shortcut menu. Select '**Setup**' on the top menu bar, go down to '**Miscellaneous**' and select '**Define Tool Bar**'.

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

Clicking 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 it, 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.

If you're using the software as Freeware, the default background will display adverts. Many of these are Google ads and generate a little income each time they're clicked. So, if you see anything of interest, please do click it!

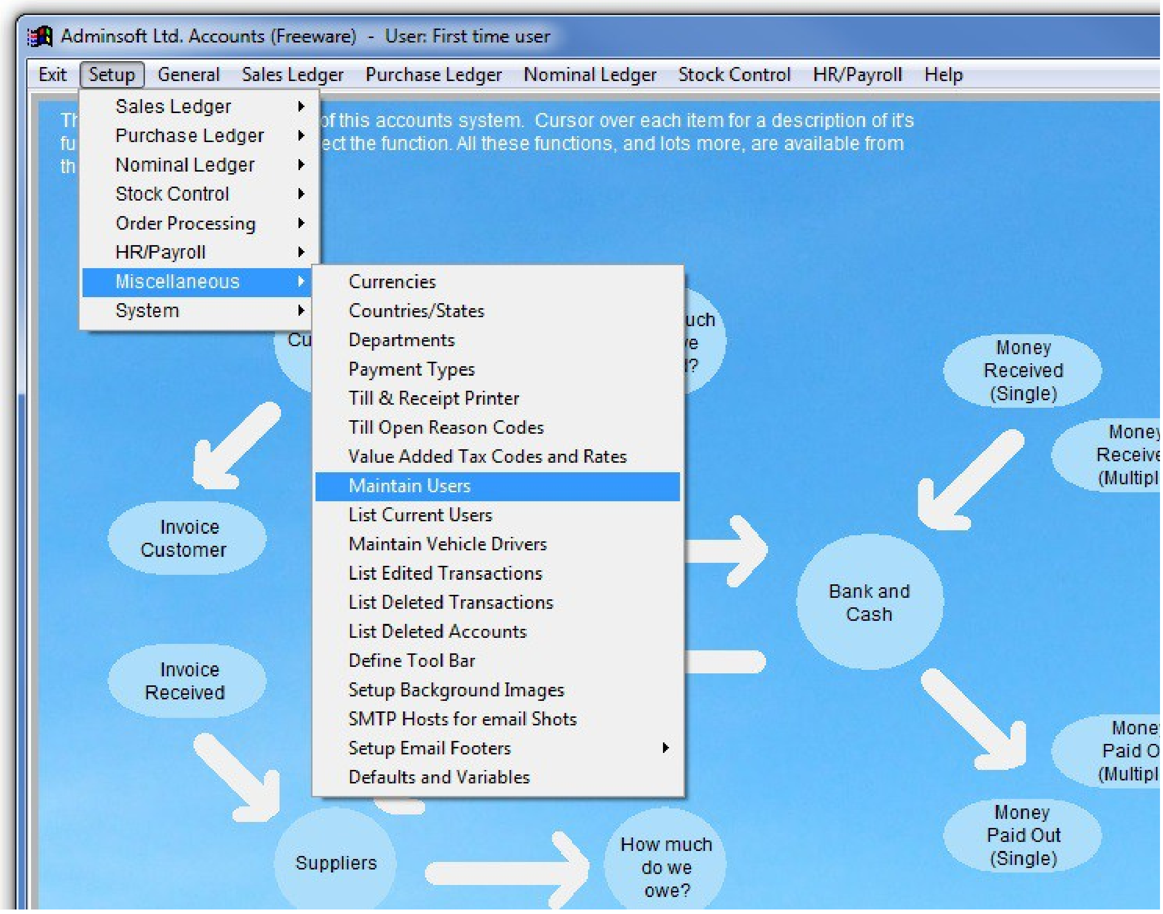


The above screen is downloaded from the internet, and is likely to change.

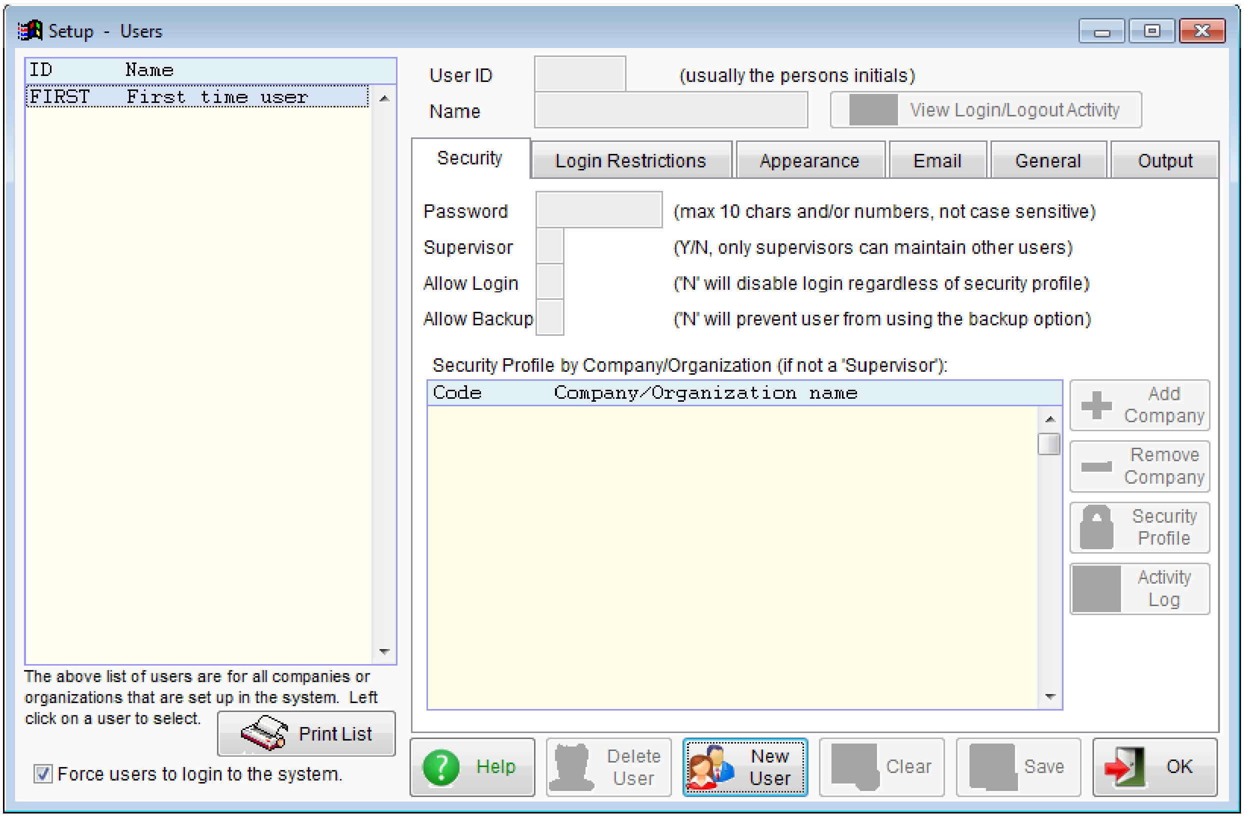
Adminsoft Accounts Basic User Guide – Setting Up

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/organisation, click on '**Setup**' on the top menu bar, go down to '**Miscellaneous**' and select '**Maintain Users**':



The '**Maintain Users**' form will look something like this:



You need to delete the user FIRST, but you can not do it while logged into Adminsoft Accounts under that user name. So you first 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. IMPORTANT: make sure you have a note of the user name and password you have just set up. 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.

End of document