adminsoft

Adminsoft Accounts User Guide

Setting Up (USA)

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Adminsoft Accounts Basic User Guide – Setting Up

The Basics

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

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. 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, there are two payrolls, one is specific to the United Kingdom, you will probably want the other one. The payroll is quite basic, but fairly flexible. But payroll requirements vary a lot from country to country, so there is no guarantee you will be able to configure it to work successfully in your country.

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

Sales Prospecting: allows you to record the details of your sales prospects, record communications with them, produce estimates, and send out email shots. Email shots can come from the stored prospects, or you can load up files containing a list of emails, and email shot those. There is a separate program called an 'Email Engine' that can run in the background sending out emails, allowing you to continue working in the accounts system. This module is only available if Adminsoft Accounts is purchased (you actually purchase a Software Registration Key, which is then used to unlock the software).

Sales Order Processing: allows you to create orders/jobs. From an order/job, you can raise Purchase Orders, Proforma Invoices, Sales Invoices, Delivery Notes, etc. An order/job can be a simple affair with just one item being sold, or it can be multiple items supplied (or 'called off') over a period of time. There's a Product Control window that provides a summary of the current orders/jobs, allowing you to monitor them, and update as necessary. This module is only available if Adminsoft Accounts is purchased (you actually purchase a Software Registration Key, which is then used to unlock the software).

AutoManager: for the retail of auto parts, and for workshop related activities. This module is available when the software is running as Freeware.

Shop/Cafe Manager: for general retail and for use in small cafe/restaurant businesses. This module is available when the software is running as Freeware.

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.

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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 A/c. Receivable, General Ledger and Inventory.

The modules Sales Prospecting, Sales Order Processing, Payroll, AutoManager, and Shop/Cafe Manager are beyond the scope of this brief user guide. If you require further information, specific guides are available for these modules. I've tried to keep this guide as brief as possible.

General Ledger will already have quite a few accounts setup for you, so you will have little or no work to do there. However, A/c Receivable and A/c Payable 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.

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:
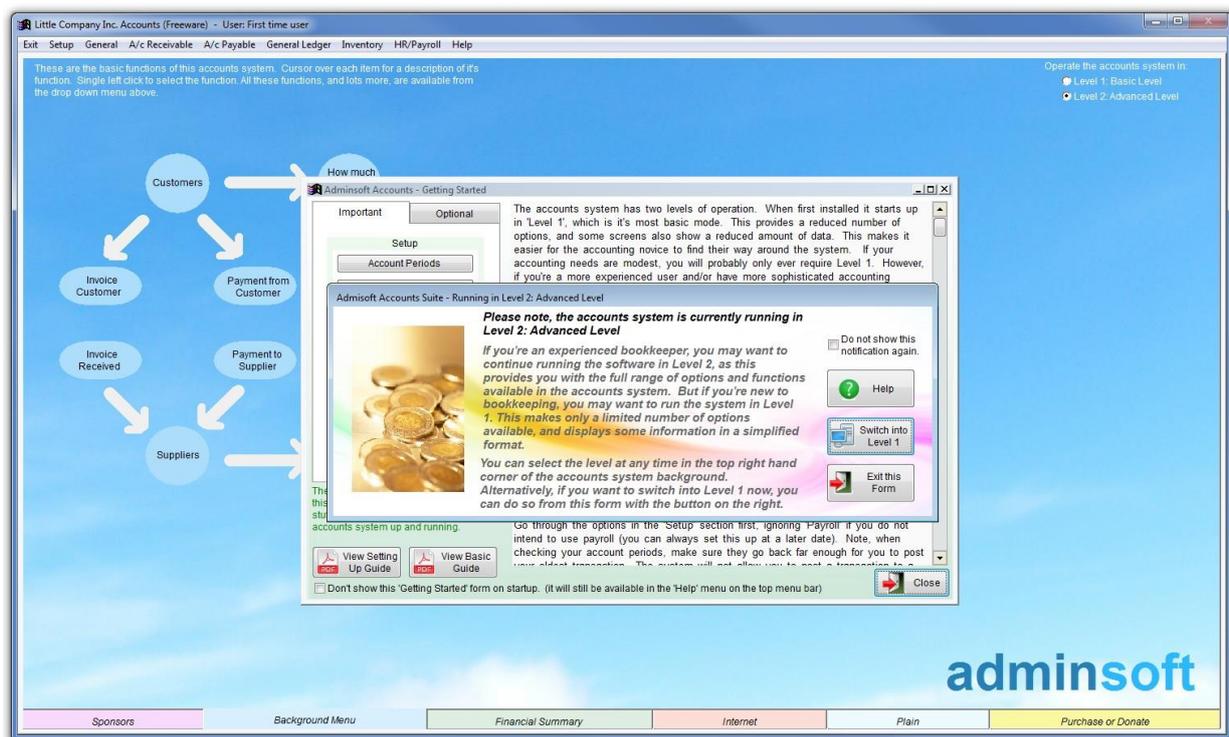
There are two forms that will have automatically appeared in the middle. We'll deal with the smaller of the two first, which is in front of the larger one. Adminsoft Accounts can run in one of two modes: 'Level 1: Basic Level' and 'Level 2: Advanced Level'. It defaults to level 2. In this level you get 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 righthand 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 righthand 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 righthand 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 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 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 Sales Tax/VAT

This is probably the most important bit of setting up. If this isn't right, none 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!

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

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. For many countries, there's probably only one tax code setup and that will be using a rate of 0%. So, chances are, you will 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 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. 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. Although you can set just one ledger to cash accounting, most countries that allow sales tax/VAT to be operated on a cash accounting basis expect it to be applied to both ledgers,

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. As in the above screen shot. In some countries however, things aren't so simple, and they have multiple taxes. For example, in New York City, 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 already entered:

At this point, we're telling the system we have three types of tax, and giving them brief descriptions. Note the 'T**ax Calculated on**' column on the righthand 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 types of tax 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 has a code, 0 and 1 in the case above. You can have up to 100 tax rates (codes 0 to 99). 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 (even though there's no tax to post seeing as its 0%, it's always a good idea to set the G/L account anyway). Single left click on the tax code in the list, and 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 selected, 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 G/L 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 as described above, you'll also have to enter the tax rates. Below is what your completed form might look like:

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 think 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 code that does not appear in the tax period end report. When you're done, click the '**Save**' button on the righthand 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 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.

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/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 (Statement of Income) or Balance Sheet (Statement of Financial Position).

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!
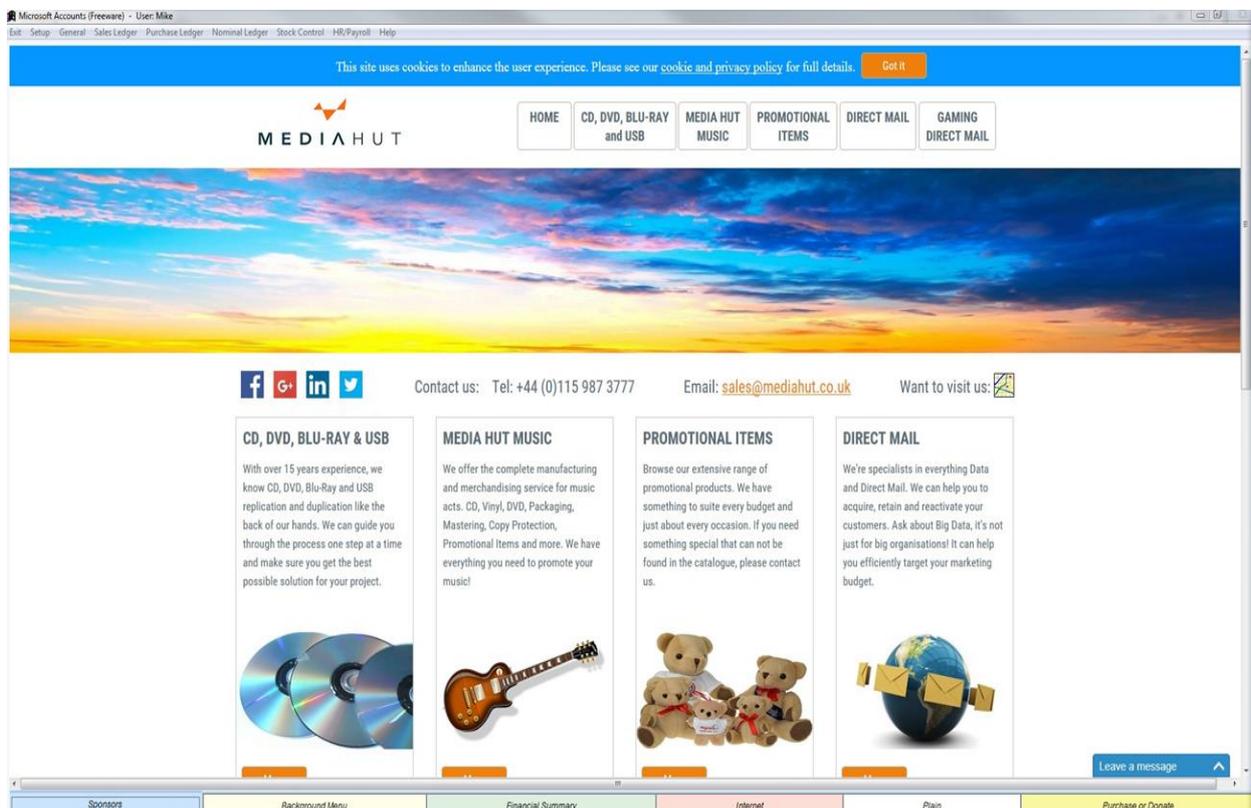
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Setting up Users

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**':
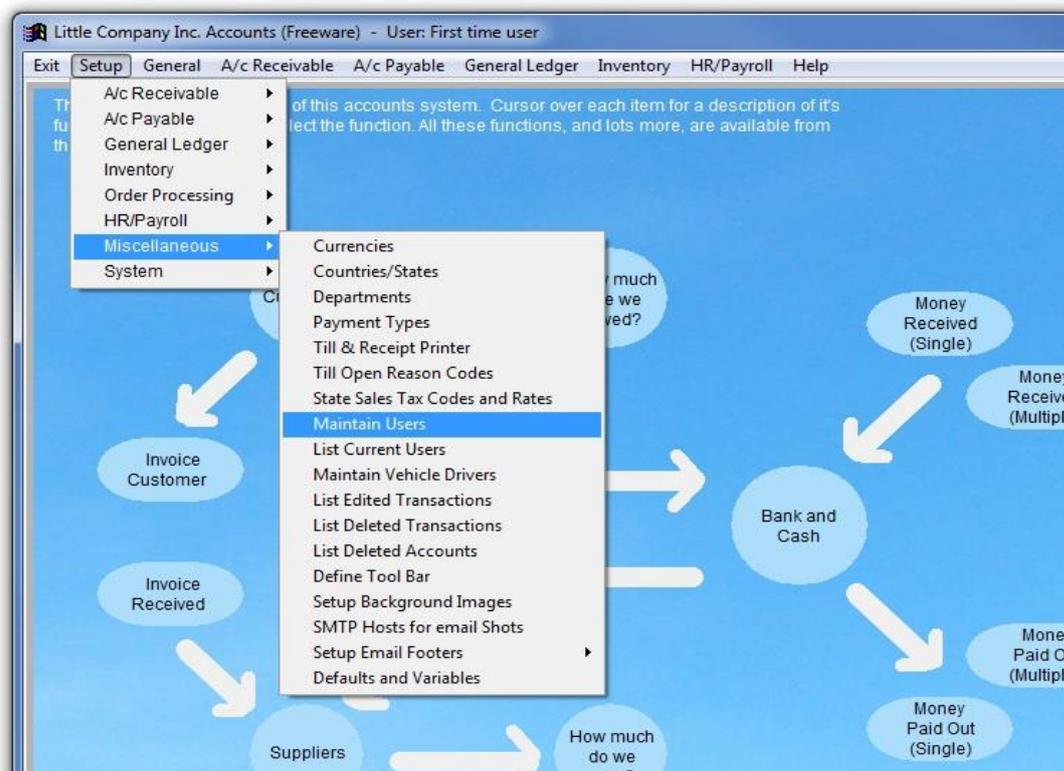
The '**Maintain Users**' form will look something like this:
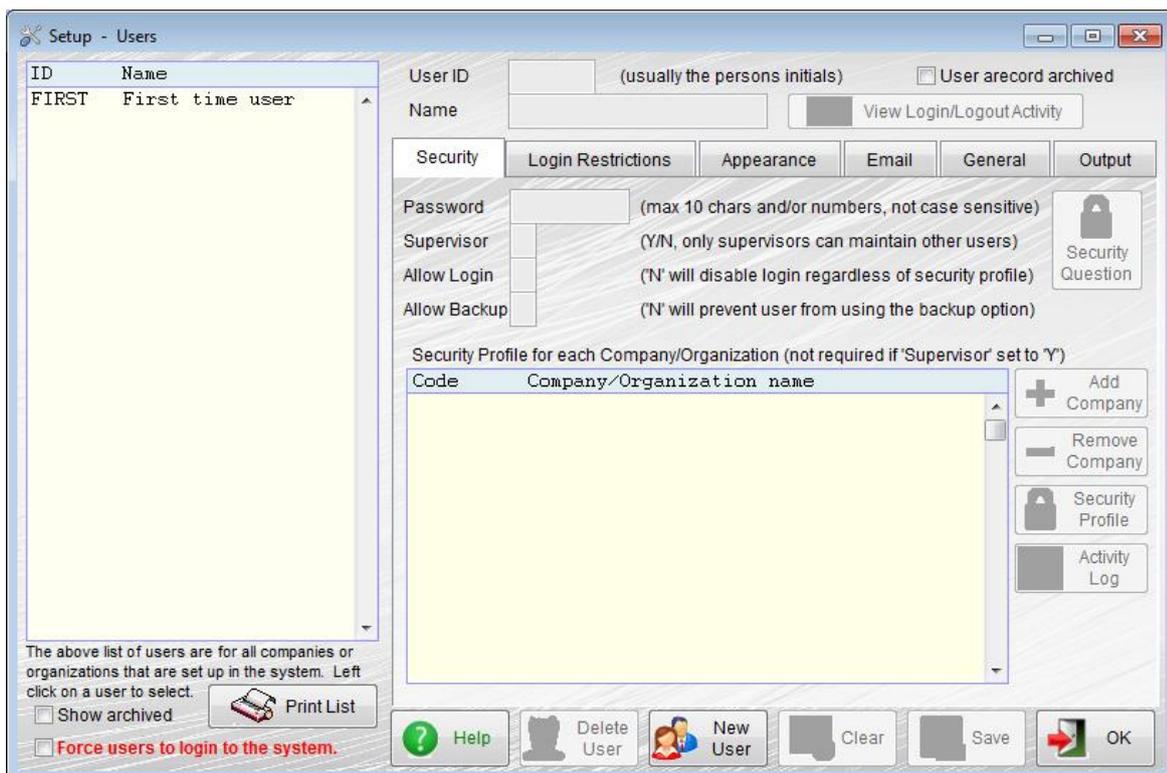
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You need to delete the user FIRST, but you cannot do it while logged into Adminsoft Accounts under that user name. So, you first need to create a new user. Click the '**New User**' button at the bottom of the form. Then in the '**User ID**' input field 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.   Note the '**Security Question**' button to the righthand side. In there you can set up a question, so if you forget your password, you may still be able to get back into your accounts by correctly answering your security question. We strongly recommend you do this, as we get a lot of support emails from users who have forgotten their password…

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.

Opening Balances

Unless you're starting a new business, then you're almost certainly going to have some information from your previous accounting system that needs moving to this one. How you do that depends on whether the transactions need to be detailed, or whether a summary will do, whether you're registered for VAT, and whether you're at the start of a financial year, or part way through.

Generally, it's always better to get your transactions and/or opening balances into the A/c Receivable Ledger and A/c Payable Ledger before worrying about the General Ledger. This is, of course, because any transactions entered into those ledgers will generate postings into the General Ledger. It just makes it easier if you know exactly what those balances are before you start posting opening balances.

If it's the start of your financial year

Any A/c Receivable Ledger and A/c Payable Ledger transactions that have no balance outstanding don't need to be brought over. Unless you specifically want a record of them. It could be a lot of work, so unless you only have a handful of transactions, or a good reason for bringing them over (perhaps warranty purposes, insurance, etc.), I wouldn't bother! As far as the accounts are concerned, you only need to bring over the outstanding balances. Two options here, you can just input the outstanding balances, which is much faster, or you can enter the individual transactions. Basically re-creating the original invoices. If you opt to just enter the balances, each ledger has an option that allows you to enter them fairly quickly in batches. From the drop down menu of either ledger, in the 'Transactions' section, select the option 'Batched Input'. In there, you'll see a button marked 'New Batch of O/Bals', click that, and the window allowing you to enter opening balances will appear. Click the 'Help' button in this window for information on how to use the option. It's quite straight forward, and flexible. It allows you to enter opening balances, edit them, and save

them to work on later, before posting them.

When entering opening balances, you can elect to either just enter the total balance outstanding on each account, which will minimise the amount of work you have to do. But if you do this in the A/c Receivable Ledger, it means you won't be able to produce any meaningful statements for a while. Alternatively, you can enter the balance of each outstanding transaction. Then at least you'll have a date, reference and outstanding amount for each transaction. Always enter the actual date of the transaction. If you're entering opening balances, use the last day of the previous financial year. It makes more sense when looking at the accounts, it also prevents any postings being made into this financial year, which we want to avoid. Only new transactions only should be posted into your new financial year.

There's no reason why you can't mix n match different approaches. You may want to handle the A/c Receivable Ledger differently to the A/c Payable Ledger, or even handle different accounts in a different way. That's all fine.

The most long winded way of entering the opening balances, is to enter each individual transaction. Basically, you're recreating the original transactions. You can do this from the drop down menu of each ledger, or from within the customer or supplier account details. If you're starting the accounts system at the start of your financial year, it really isn't necessary, unless you have a particular reason to do so.

When you have entered all the opening balances into the A/c Receivable and A/c Payable Ledgers, you can then look at the General Ledger. How much you do here depends on your bookkeeping expertise. If you're not really familiar with using a General Ledger, then you can ignore this bit (many business owners/managers leave that ledger to their accountants). At the start of each financial year, Adminsoft Accounts automatically starts the balance of sales and expense accounts at zero. So, you don't need to worry about those. Other balances for asset, liability and equity accounts will need to be entered. You can do this in the 'Enter Transaction/Journals' option of the 'New Transactions' section of the drop down menu. You may want to use the date of the last day of your previous financial year for all of these transactions. You can probably enter the amounts directly off your Trial Balance report from your old accounting system.

If it's not the start of your financial year

First of all, read the above section, as it's all relevant, but you have some more decisions to make. With respect to the A/c Receivable and A/c Payable Ledgers, the best approach is to recreate all the transactions for the current year so far. Depending on your business, that may not be practical. If you can't do that, you could enter the balances as opening balances as discussed above. The issue though is the General Ledger will not correctly reflect the extent of your sales and purchases since the start of your financial year. As an opening balance will only post to one sales account or one expense account. These cannot even be changed transaction to transaction, they are setup in the 'Settings' option of each ledger. However, what you can do, instead of using the 'New Batch of O/Bals' option in the batch input, use 'New Batch of Invoices'. This allows you to enter a balance for the account, or a balance for an outstanding invoice, complete with a Sales Analysis or Purchase Analysis code (these codes are used to determine which General Ledger account is posted). The code operates on the whole value of the invoice. So, if you have a range of items you sell, and like to post the sales of different items to different General Ledger accounts, this won't work either, The only way in that case, is to re-enter each individual invoice.

If you do use one of the batch input options, you can make postings directly into the General Ledger to correct any balances. But you won't, of course, have a full history of transactions in your A/c

Receivable and A/c Payable Ledgers, but without all transactions are entered, there's little that can be done about that (although see Importing Data below). But it may be the more practical option. Depending on how many transactions you have to input.

Sales Tax/VAT

If you're registered for Sales Tax/VAT, when entering all your old transactions, enter the tax amounts too. Once the accounts system is up to date, you can then run a Sales Tax/VAT Period End (in the General Ledger drop down menu) to the date of your last tax period end. In the Sales Tax/VAT Period End option, click the 'Run Report' button to see a detailed report showing a summary of the tax figures, and all the transactions that went into generating the summary. If they look fine, click the 'Run Sales Tax/VAT Period End' button to process the tax period end. This will make the accounts system ready for your next Sales Tax/VAT period end. Beware, that sometimes not all transactions that should be reported in a Sales Tax/VAT period, make it into the accounts system on time. If any transactions were backdated, and so still need to be reported, you will either need to hold them back and not enter them into the system until you've run your Sales Tax/VAT period end for your last tax period end, or edit them to change the date temporarily, perhaps to today's date, so they won't appear in the Sales Tax/VAT period end for the previous quarter, and then edit them again to correct the dates after the period end has been run.

Importing Data

Instead to typing in a load of transactions, you may be able to import them directly into Adminsoft Accounts. Adminsoft Accounts can import customer and supplier account details, transaction headers (as in the main information such as date, amount, tax, and so on), invoices with the line details, General Ledger transactions, and stock items To do this, it requires text files, it can accept a wide range of formats (provided each field and record/line is delimited with something).

To find the option to import customer and supplier account details, transaction headers, select 'Setup' on the top menu bar, go down to 'System', and select the option 'Import Customers, Suppliers and Transactions' (about half way down). In there, you'll see a number of options along the top of the window for importing various information. For most options you will need to tell it what each data field is in the file you intend to import. Except for the Sage Line 50 option, which will accept the standard file layout as output by Sage Line 50. Click the 'Help' button for detailed guidance on how to use this import option.

To import sales invoices, select 'A/c Receivable' on the top menu bar, in the 'New Transactions' section, select 'Import Transactions' This was designed for importing transactions from POS (Point of Sale) systems, but it will accept invoice information from just about any system that can output suitable text files. Each record in the file needs to be for a line in an invoice. Each line will need to reference a customer account, which must exist, otherwise the batch will be rejected. It's different from the import option discussed above, in that you can set up any number of file definitions, and re-use them. Click the 'Help' button for more information.

To find the import option for the General Ledger, select 'General Ledger' on the top menu bar, and in the 'New Transactions' section, select 'Import General Transactions'. Like the option discussed above, this allows you to set up and save the definitions for an import file, so they can be re-used. This requires a text file to contain a debit or credit amount, and a valid General Ledger account code to post the amount to.

To find the option for importing stock items, select 'Stock Control' on the top menu bar, then select 'Import Data from Supplier. Despite the name of the option, it can actually import data for stock

items that have a range of suppliers. Like the above two options, this one also allows you to set up and save an import file definition. This is particularly useful in this option, because suppliers often make available a text based data file containing the prices on the items they sell, which you can then easily upload. Importing stock is probably be most complex of all the imports though, due to the number of data fields available to use. Selecting the correct field to use is probably a little harder than with the other import options.

Importing data usually follows the same procedure: map the data fields to the data field in the imported file. The fields must be selected in the right order, that is the order in which they appear in each record in the imported file. Next import the data file into a temporary file. Then select the option to check the data. If the data checks out OK, then update the live accounts files. **ALWAYS backup your data before attempting to import a file.** In the options in which you can save the import file definition, do that, then backup, then go back in and actually import the file.

End of document