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Adminsoft Accounts User Guide

Document Layouts

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Last updated 17th August 2022

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Published by Adminsoft Ltd.   To contact the publisher please email sales@adminsoftware.biz

Introduction – Output Options

When we talk about 'documents' we're referring to things like sales invoices, credit notes, statements, remittance advices, and so on. In Adminsoft Accounts, these documents cannot just be

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printed, but can also be output into a range of different file types and applications.

There are three types of available output options. One type is for documents and reports. This has 18 options for outputting the document or report. The other two types are for printing simple lists (the list to be output is usually already visible on the screen). One has a couple of extra options, these are outputs to Excel or Calc spreadsheets. Most lists have the extra options, but not all.

So, for a report, a typical 'print' button will look something like this:

The output setting is below the actual button that begins the output. In this case the setting is '**View (text)**', which means the output will go to the screen (this is the default, and is widely used). To change the output selection, click on the area below the '**Run Report**' button (where it says '**View (text)**' in the example above). A window will appear close to the button:
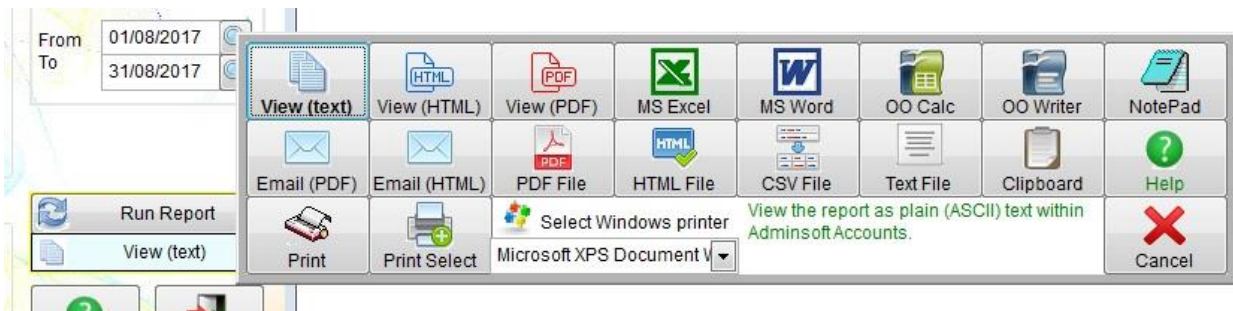
As you can see, there's a wide range of output options. Probably more than any other accounting system available. As you run the cursor over each option, a short description will appear in green, plus if you need a further explanation of any particular option you can click the '**Help**' button.

I won't describe each option here, as they're fairly obvious, and all necessary information is available by clicking '**Help**' in the actual output selection option. When it comes to printing documents such as invoices, credit notes, statements, etc. there are three types of document layout: one is for print/PDF output, one is for HTML output, and the other is for ASCII text output. The first two types can be edited by you, so you can create or modify layouts to suite your business/organization. The ASCII text layout cannot be modified. Which layout type is used depends on which output type is selected.

Print/PDF type layouts are used for '**View (text)**', '**View (PDF)**', '**Email (PDF)**', '**PDF File**', '**Print**', '**Print Select**', and any specific Windows printer than may be selected.

HTML type layouts are used for '**View (HTML)**', '**Email (HTML)**', and '**HTML File**'. Usually, HTML layouts are used with the '**Email (HTML)**' option, so the document appears in the body of the email. Note: HTML layouts can be printed. If you select the output '**View (HTML)**', print options are in there.

All other output options, such as '**MS Word**', '**MS Excel**' etc. use the ASCII text layout. But, as most of these are going into a spreadsheet or word processor/text editor, the layout can be edited after the document has been output.

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Note: the above applies to documents only, not reports. Report layouts are all in ASCII text (regardless of the output selected), and most layouts cannot be modified.

ASCII text, by the way, means basic text characters only. They contain no positioning information, no graphics, no font type, size, or color settings. Because it's so primitive, ASCII text can be output to just about anything, and can be input into just about any application.

Anyway, whatever output option is selected, will then appear below the report/print button. For example, if I select '**View (PDF)**', the report button will now look like this:
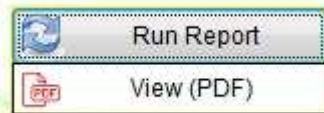
Output options used for lists that are displayed on screen have no connection to document layouts. But I'll mention them here just so you know. When you view a list of transactions or other items on screen, there will often be a '**Print**' button. Unlike the button discussed above, this button has no output select area/indicator below it, it's just a normal button. When you click it, a small selection window will appear, something like this:

It's similar to the report/document output selection option, but there are less output options available. Many lists, if not most, do have output options into either Excel or Calc spreadsheets. The other difference is that as soon as you select an output option, the list will be output to it straight away.

Editing Print/PDF Document Layouts

When Adminsoft Accounts is installed, a set of pre-defined layouts is included with it. A master set is stored in the 'system' folder of the accounts system. Whenever a set of ledgers is created for a business/organization, a set of document layouts is created specifically for that business/organization by copying the master set. In practice, most users will only ever create one business/organization, but some will create several.

When you update Adminsoft Accounts, all document layouts in both the master set and those for each business/organization may get updated, but only those that have NOT been edited. Any layouts you have edited or created (whether in the master set or business/organization specific) will not be touched.

Usually, you would select the document layout via selecting the particular ledger in the setup menu,

and then selecting the layout to edit. However, there is an option that lists all the available document layouts, any of which can be selected for editing. The option is in Setup → System → List/Edit Document Layouts. The form that appears will look like this:

I've dragged the form higher than it would normally appear, in order to make the whole list visible at once. As you can see, there are quite a few layouts. One advantage of this form, is that it verifies a layout actually exists. HTML layouts are all kept in one file. But each print/PDF layout is kept in its own file (well, there's actually two files per layout). If anything is missing, it will be highlighted in this list. Note, in this list it refers to 'print/PDF' layouts as 'print'. A print layout is the same as a PDF layout. The reason I refer to them as print/PDF layouts as that in practice you may create one layout specifically for printing, and a different layout specifically for PDF. Three reasons for this: 1) you may be printing onto letter headed paper, where as a PDF can include its own letter head, 2) printed documents are limited by the size of the paper in your printer, whereas PDF documents can be any size you want, 3) there are sometimes differences in the way Windows print software interprets a layout and the way in which the PDF generation software interprets the layout. This can result in graphics and text appearing in slightly different places. So if this becomes an issue with your layouts, it's easier to have one layout for print and one layout for PDF's (the default layouts can be setup accordingly, more on this later).

This list is also using ledger names as used in the United Kingdom, ie, P/L for Purchase Ledger, S/L for Sales Ledger. In other countries, instead is P/L and S/L, you may see A/P and A/R instead.

All the document layouts in the above list are specific to the selected business/organization. It is possible to edit a document layout in the master set, but not directly. You have to copy the

document from the master set to a business/organization, edit it, and then copy it back. There are options in Setup → System for copying document layouts to/from business/organizations and the master set. However, we don't normally recommend you edit any documents in the mater set, as they are a useful backup if one of the document layouts you edit ends up in a bit of a mess, or even stops working.

As you can see in the '**Description**' column, different layouts have different qualities. There are more layouts for invoices than any other document, some include a Sales Tax/VAT analysis, some include a delivery address, and some include retail prices. All the documents are designed to fit onto a A4 or US Letter sized piece of paper. This is of course vital if the document is being printed. But it does mean that space is often very limited. If you're creating or editing a document layout that is only going to be used for PDF output, then you can use whatever size you like.

To edit any layout in the above list, single left click on it, and then click the '**Edit**' button. At this time, we'll just look at print/PDF documents, I'll discuss HTML documents later on in this guide. So, if you click on the document line '**S/L Invoice/Credit Note Print Letter head 1 (del addr with tax/VAT analysis)**' the layout editor form will appear, looking something like this:

This layout form will automatically size itself to fit the layout. On PC's with a small screen, you may find that not all of the layout is visible on your screen. To help with this issue, as well as being able to drag the form around using the header bar at the top of it (as with most forms), you can also position your cursor over the blue cross (above the '**OK**' button) and drag it that way (this allows you to drag the form higher than your screen would normally allow, as it doesn't matter if the form header goes off the top of your screen). The up/down arrow below the cross allows you to scroll the layout design in the center of the form. Left click on the arrow, and hold the mouse button down,

then by moving the mouse up or down, the document layout will scroll accordingly.

The top section in this form displays some information about it, and also provides a number of data items that can be dragged and dropped onto the form. To drag and drop a data item, you must cursor over it, hold down the left mouse button, then drag the item into position on the form. Do this slowly, and when it's in the right position release the left mouse button. You can use the arrow keys on your keyboard to make fine adjustments to the position of the data item you've just dropped into the layout. But I'm getting ahead of myself here.

The '**Description**' in the top left is of course a short description of the layout. However, it also acts as the name of the layout. So, if you edit the description, when you come to save the layout the system will ask you if it's a new layout. If you click 'No' it will save the layout, but with the edited description. If you click 'Yes', it will save the layout as a completely new layout. This is very useful if you want to create your own layout, but base it on an existing layout.

'**Page size**' allows you to select from a fairly large range of pre-defined page sizes. If this document is to be printed, you may only be interested in 'Letter, 8 ½ x 11 in' or 'A4, 210 x 297 mm'.

'**Orientation**' is usually set to '**Portrait**', so the document is higher than it is wide. But you can set this to '**Landscape**', effectively turning the page on its side. This would give you lots of width, but not much depth.

Each document layout has three sections: '**Header**', '**Line Details**', and '**Footer**'.

'**Header Depth**' is the size of the document header. This is the top section of any document before any invoice/credit note lines or transactions are printed. This is the section you first see when you load up a document layout for editing, as seen in the above image.

'**Footer Depth**' is the size of the document footer. This is the bottom section of any document. It always gets printed at the very bottom. When editing the size of the header and/or footer, always bear in mind that some space is required for the '**Line Details**' in between!

In some countries the depth of the header and footer, and the distance markings around the layout itself are measured in cm (as in the image above), and in some countries they are measured in inches.

Everything you can see on the layout itself we refer to as an 'object'. An object can be a line, free text (which means you can type in what you like), a message (pre-defined content, but can be edited), image (you have to enter the location of the image), logo (as setup in Setup → Miscellaneous → Settings), it can also be a data item. Data items are available by clicking one of the tabs at the top of the form: '**Our Details**', '**Customer Details**', '**Transaction Details**', and '**Transaction Line Details**'. Not all of these are available at any one time, it depends on which of the three sections of the layout you are working on. In the above image, you'll see that '**Transaction Line Details**' is greyed out. This is because the layout '**Header**' is being displayed, and we can't drag data items intended for transaction lines into the header. The titles on the tabs will change depending on what document layout is being edited.

If you single left click on an object in the layout, and hold the mouse button down, you can drag the object into a different position. If you single left click and release, or after you have dragged an object, you can use the arrow keys on your keyboard to finely position the object. If you single *right* click on an object, a small window will appear allowing you to edit the objects properties, or delete it.

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Below is an example of an object's properties window:
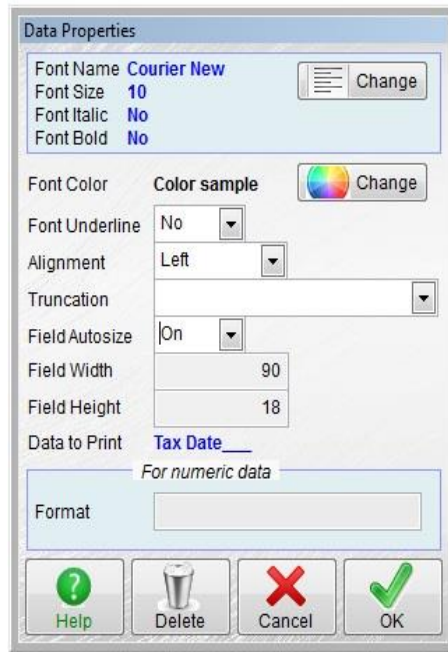
As you can see, you can change the font, including the size and color. By default, most documents use '**Courier New**' for most of the objects. The reason is, it's a proportional font, so each character is exactly the same width, regardless of what the character is. This makes it easier to line things up. But it doesn't look great. So, if you want to improve the look of any of your documents, changing the font is probably a good start. But if you do, there are two things to consider: you might want to change the '**Alignment**' property from '**Left**' (the default) to '**Right**'. This will help to line up printed data such as columns of figures when not using a proportional font. Also, if you increase the font size, you will need to increase the width of the object (see below), otherwise you could get ******.** printed where your numbers should be.

'**Truncation**' is mainly only used for the '**Message**' object where it covers multiple lines. Though it also handles cases where the object isn't wide enough to print all the text it contains. It allows you to specify how the text is wrapped, and what to do if there is too much text to print in the available space. In the image above I selected the '**Tax Date___**' object, which doesn't have any text to wrap, and so the input selection field is empty.

'**Field Autosize**' is usually set to '**On**'. This allows the software to size the object depending on the text that requires printing. Sometimes though, this does not always work well. Especially if you're not using a proportional font such as Courier. For example, if you see *******.** in a printed document where a number should be, it means the object isn't width enough. So you may need to set '**Field Autosize**' to '**Off**', and then manually enter a width for it into the '**Field Width**' input field. Forcing it to be wider. Note: the number used for width is for display pixels, which is the size as it appears on screen.

Where numbers are concerned, always make sure there are enough digits in the '**Format**' property to handle the number of digits you expect to print out.

If you view the properties of a '**Free text**' object, you can enter/edit the text. Note though, it cannot print over multiple lines. Free text is really meant for printing titles, column headers, and short notes.

If you bring up the properties of an '**Image**' object, you can enter the location and name of the image file. You can also specify the size of the image. The image file used should always be available whenever the document is printed, because it's not loaded into the document, it's only loaded when actually printing. So be careful if you're on a network, as a file that is available to you may not be available to other users, or may appear in a different location. Just before it prints, Adminsoft Accounts will make sure the image file is available, and if it isn't, it will remove the reference to it from the document layout so that it doesn't cause an error. So, if you have an image go missing from a layout, that could be the reason why.

At the bottom of the header section, you can see the document column titles. In the case of the sales invoice we've edited, they are '**Quantity**', '**Description**', '**Price each**', '**Amount**', and '**Tax**'. The last one refers to the *tax code*, not the tax amount. In this invoice layout, there is a summary (called a '**Tax Analysis**') printed in the footer section that lists each tax code used and the goods and tax amount for each.

At the very bottom you will notice some small red and green dotted vertical lines. These are not part of the document layout, and are actually below the layouts lower boundary. They are automatically created by the objects in the '**Line Details**' section, and are used to help you line up the column headers with the data objects in '**Line Details**'. The green line represents the starting position of a data object, and the red line is the end position. In the layout image above, you won't see a start position for the quantity data object because it's actually starting off the left hand side edge of the layout. Also, be aware that data objects often overlap. So, you may see the green line for one data object start before the red line representing the end of another, this typically happens with '**Price each**' and '**Amount**'. If you move, delete, or add data objects into the '**Line Details**' section, so these green and red lines will automatically change position accordingly. You can then go back to the '**Header**' and adjust the position of the column headers if necessary. Let's click the '**Line Details**' tab, the form will now look something like this:

There's an awful lot of empty space! This section describes what each line of detail (invoice or credit note lines in this case) should look like. So, the layout is only one line high. There is an input field '**Detail Line Depth**' that allows you to set the hight of each line. This is normally set to 0.48cm, but you can edit it to any value you wish.

When you clicked on the '**Line Details**' tab, you'll notice the top section of the layout editor changed. The only tab available now in that section is '**Transaction Line Details**'. This contains all the data items that you could want to include in the invoice/credit note line details. If you are working on a layout that you expect to actually print, space, in terms of width, is often an issue. For that reason, you'll see there are two data objects that can be used for printing the description and stock code, they are both called '**Description/Stock code_____**' but one is 45 characters wide, and one is 65 characters. It indicates this in green text to the right hand side of each data object. By default, the layout will probably be using the 45 character version (the stock code is printed in full, but 20 characters are cut off the end of the description). If you intend to use it for printing, you may want to keep that version. If you intend to use it just for producing PDF's, then you could use the full size 65 character version. You'll also need to use a larger page size, or at least wider than A4 or US Letter size, or put the layout into landscape mode. You have a lot more flexibility when using PDF's (though not as much as when using HTML).

Finally, click on the '**Footer**' tab. The form will now look like this:

The tabs at the top of the layout editor go back to how they were, allowing lots of different objects to be dragged onto the layout. The layout now occupies about half the available space. This is because the footer is around half the depth of the header.

'**Tax Analysis Table – Medium____**' is the Sales Tax/VAT tax analysis that shows each tax code used, a description of the code, along with the goods and tax amount. In some countries this information is a legal requirement. There are three sizes of tax analysis. Click on the '**Transaction Details**' tab at the top of the layout editor to see the options. They're in the top righthand corner. Even though they only take up one line in this selection of data items, if you drag and drop one into your layout it will expand to occupy several lines.

If you have a box in the layout that just contains 'X's (there is one in the above image in the bottom right hand corner), this is the '**Message**' data object. The contents of the message are setup in the relevant '**Settings**' option. In the case of documents for customers, the content is accessed via the '**Layout Setup and Defaults**' option in the Sales Ledger (A/c. Receivable) setup menu.

Finally, you may find an object in green called '**Accounts software from www.adminsoftware.biz**' in the bottom right hand corner of the layout.   If you're running Adminsoft Accounts as Freeware, you will not be able to delete this object or change the position of it. It is, let's be honest, an advert for our software. If you have purchased a Software Registration Key, then you will be able to move the object, or delete it.

Whether you intend to print or output the layout as PDF, you will find it'll take some trial and error to get the layout to look right. I'm afraid Adminsoft Accounts has no control over how the Windows print engine or the third party PDF software interprets the layout instructions. Objects and graphics may appear in slightly different places to where they appear in the layout editor, and so you may need to move things around a little to compensate for this.

NOTE: You can't print out a document while the layout editor is running, you have to exit the layout editor first. In fact, you can't do anything while the layout editor is running.

It may take a little getting used to. But once you've got the hang of it, it should allow you to produce some very good, very professional looking documents.

Most likely you'll be more interested in PDF documents rather than print, as most documents are sent via email these days. Fewer and fewer are sent via the post. This means you're likely to be emailing the document with the PDF as an attachment. Adminsoft Accounts has an output option '**Email (PDF)**' specifically to do just that. However, you can send out your document in HTML format, and by their very nature, they are VERY flexible. If you're familiar with HTML.

Editing HTML Document Layouts

You can select an HTML document to edit using the same option we used above to select a print/PDF document to edit: Setup → System → List/Edit Documents

You can also select the HTML document in the respective setup menu for each ledger/module. Note, at this time (Aug. 2022, v4.247) the layout for payslips for the payroll cannot be edited, as either print/PDF or HTML (although several pre-existing layouts are available). The same applies to receipts in AutoManager and Shop/Cafe Manager.

As with print/PDF document layouts, there is at least one example of an HTML layout for each type of document. For the purpose of this guide we'll look at the sales invoice/credit note. There is only one HTML layout for a sales invoice/credit note, called '**Basic Invoice 1**'. When we select that and

click the '**Edit**' button, the following form is displayed:

As you can see, it looks totally different to the print/PDF layout editor! Whereas the print/PDF layout editor is what we call WYSIWYG (What You See Is What You Get), as far as we've been able, the HTML editor is not. A good working knowledge of HMTL is a MUST. You can click the '**View HTML Page**' tab to get an idea of what all the HTML code will look like. But it's a very rough approximation, because the actual data to be displayed in a document will be a different size to the data fields. The next image shows what would be displayed for the invoice/credit note layout '**Basic Invoice 1**':

All the text elements you can see that start with an ampersand (a '&'), are all place holders for data fields. More of that later. You can get a better idea of what it'll look like by populating the layout with real data. Click on the **'Find'** button and a list of sales invoices will appear, something like this:

If you select one, the HTML invoice/credit note display changes to something like this:

It looks a lot more sensible. The **'Print Test'** button will do exactly that, it'll print whatever is on the screen. The **'View Code'** button will display the HTML code that is used to produce the display. Note, this is different to the HTML layout code, because it will contain real data instead of the data field place holders.

If you click the '**Notes**' tab, you can enter as much text as you like describing your HTML layout and providing any technical notes you may want to record. These notes do not appear anywhere, they're simply to help you remember why you made certain edits to the HMTL layout.

Anyway, let's get back to the actual editing. Click back onto the '**Edit HTML**' tab.

The list on the left hand side are the data items that can be added to the HTML. You can place them anywhere. For example, if you want the customer's account code to be displayed, type &CustomerAccount& into the HTML. Alternatively, you can click on &CustomerAccount&, and this will place the text into the clipboard, which you can then paste into the HTML.

The width of the data fields in the list does not represent the space they'll take up when the HTML document is displayed. For example, &CustomerAccount& could end up as ABC001 in the HTML document, and the browser will display accordingly. Of course, if you know HTML, you know you can use the 'width' tag or style to fix the size of the display if you wish.

The list of data fields is kind of in the order in which you might want them to appear in your HTML page. The header type of data fields, such as your name & address and your customers name & address and to days date are at the top. The data fields begin with names like &Company... and &Customer... Then we have data fields that describe the transaction header, things like the transaction data, reference number, payment due date, and so on. These fields all begin with &TranHdr....   Then we get the actual line details of the transaction. The invoice/credit note body (what would be in the '**Line Details**' section in a print/PDF layout). These are things like quantity, description, stock code, price each, tax code, and so on. They all begin with &TranDet....

These data fields however differ from all the others above. They will repeat, depending on how many lines there are in the invoice/credit note.   So, you only need to enter the data fields once. If you look at the example HTML, you'll see these fields have been put into an HTML table, which initially has just one row. But the hight of the table's data cell will increase each time the data fields are repeated. We're having to use the style 'white-space:nowarap;' to prevent the data in one cell that's too wide for the cell to wrap around beneath itself, as the other data items would then not line up with it. The width of each cell has been fixed.

Some document layouts, such as an Order Confirmation produced by the Sales Prospecting and Sales Order Processing modules can have description fields that expect to be multi-line. So, each line of the description is written out one line at a time, not all in one go. This would throw out the other columns, which would no longer line up with the description. So, the HTML code that contains the instructions for displaying/printing a line start with the code `<!--#startdetails-->` and end with the code `<!--#enddetails-->` For example:

```
<!--#startdetails-->
<tr>
<td width="75px"  valign="top" align="right" style="white-space:nowrap;">&EstDetQuantity&</td>
<td width="20px"></td>
<td width="300px" valign="top" style="white-space:nowrap;">&EstDetDescription&</td>
<td width="100px" valign="top" style="white-space:nowrap;" align="right">&EstDetPriceEach&</td>
<td width="100px" valign="top" style="white-space:nowrap;" align="right">&EstDetPriceTotal&</td>
</tr>
<!--#enddetails-->
```

Other layouts have other nuances you should be aware of. Estimates from Sales Prospecting that handle multiple products have to start each product header with `<!--#StartProductHeader-->` and end that section with `<!--#EndProductHeader-->` The product header displays the column headers (for quantity, as there will be multiple quantities), description, and images of the product. The item descriptions and prices are displayed in a section marked by `<!--#StartProductDetail-`

-> and `<!--#EndProductDetail-->` tags. The third and final section is the footer, which displays the totals, and can also display product images. This section is marked by the tags `<!--#StartProductFooter-->` and `<!--#EndProductFooter-->` The example layouts provided include these tags, so you can see how they're used in actual HTML code.

It is possible to control the format of numeric data to be printed for fields that form the detail lines in a document. For example, in an invoice, this would be the quantity, description, price each, etc. fields. The field names often start off `&TranDet`, `&OrdDet`, `&EstDet`, etc. You can set the number of decimal places, the grouping of digits, and whether a number should appear at all if its value is zero. The control to do this is a statement (or tag) that needs to appear in a comment in the HTML code. For example, if in an invoice we want the unit price of an item to appear in the format 999,999,999.99 (the default is four decimal places), you would need to enter `<!--TranDetPriceEach.Format="999,999,999.99" -->` somewhere in the HTML code, anywhere would do, it doesn't even have to be before the actual data field appears in the HTML. The name of the data field is the same as that used in the **'Data Field'** list, except without the ampersand characters (&). If you don't want a number to appear if the value is zero, perhaps a quantity field for example, you could enter something like: `<!-- TranDetQuantity.Format="@z 999,999,999" -->` Note, in this example, when the quantity is displayed, it won't display any decimal places, as I haven't allowed for any, but you can add decimal places if you wish, by default there are usually two. You can add as many decimal places to a data field as you like, but in most parts of the accounts system, numbers are only stored to 2 decimal places, sometimes 4 decimal places for things like individual stock prices. So, just increasing the number of decimal places in the format, does not mean those extra decimal places will be used. When printed/displayed, they may remain as 0s. If you display a number with fewer decimal places that are stored in the database, it will round the number up or down in order to fit the format specified. Note: some numeric fields in sales Invoices, and Purchase Orders can be set in their respective settings options. These settings will be overridden by any statements setting the numeric format in the HTML code.

Other '@' codes are available:

@C Adds a ' CR' onto the end of a positive number. There will be a space between the end of the number and the 'CR'.

@X Adds a ' DR' onto the end of a negative number. There will be a space between the end of the number and the 'DR', also, the negative sign will not be printed. So, for example the number -1234.56 output with the format "@X 999,999.99" would appear as 1,234.56 DR

@(Encloses negative numbers in brackets. For example the number -1,234.56 output with the format "@(999,999.99" would appear as (1,234.56) Note, there will always be a space between the opening bracket and the start of the number. That space may actually be large, depending on the format and the size of the number being displayed, but of course HTML closes up any spaces to just one space.

@L Will add leading zeros to the front of a number. For example, the number 1,234.56 output with the format "@L 999,999.99" would appear as 001,234.56

@0 As in the number 0, will display the number as a hexadecimal number. Of limited use in an accounts system I suspect! But the option is available so I've listed it. Some things to note: When using this option, anything else in the format will be ignored, so for example in "@0 999,999.99" the "999,999.99" will be ignored. It will always display 10 characters regardless of the size of the number, as it uses leading zeros. The number 1234.56 would be output as 0x000004D2 It works with integers only, so any fractions are ignored. In our example, it just used the number 1234 (it

will always round down).   Finally, it can only handle positive numbers, and the maximum size number is 4,294,967,296

You can use a combination of the above (but not @0). So for example, if you wanted to output a 'CR' or 'DR' after a number but don't know beforehand whether the number will be positive or negative, you can combine the two, such as "@C@X 999,999.99"   If using one of the '@' codes, always leave a space between the end of the '@' code and the start of any 9s.

The web and email address data fields only provide the raw web and email addresses. If you want these to be clickable (ie. hot linked), you will have to surround the email data field with the necessary HTML href tag.

USING IMAGES

If you use images that are on your hard drive, they will be loaded up into the email when it's sent. The advantage is the recipient will view the image even if their email system is not set to download images. The disadvantage is you need to keep the image sizes to a minimum. A recipient may not appreciate having to download an email that is several megabytes in size. Over 10mb, and there's a good chance your email won't be received. Either way, images in emails should always be kept small.

Some documents, such as estimates in the Sales Prospecting system can include images. In the data field list, you'll see them as &EstHdrImage1&, &EstHdrImageDesc1&, &EstHdrImage2&, &EstHdrImageDesc2&, and so on. Up to 8 images per document (or per estimate) can be handled. The field &EstHdrImage1& contains the path and filename of the image. So, you'd type in your HTML image code as usual, but use that data field where the image path and filename would normally be. For example: `<img src="&EstDetImage1&" style="vertical-align:top; margin-right:20px;" width="200">`   If no image is available, a file called blank.png is used, which is a tiny file consisting of just one transparent pixel (this file is included within Adminsoft Accounts in the 'system' folder). So, the HTML is likely to display nothing. Depending on how you're coding your email, this may not be enough. You may have other code (such as Javascript) that depends on an image being there. If so, you can mark out the section of code with `<!--StartImage1-->` and `<!--EndImage1-->` etc. If the relevant image does not exist, the code between those markers will be removed. Use of these StartImage and EndImage markers is optional, but may be useful in some circumstances.

The data fields starting &EstHdrImageDesc refer to any description that may have been entered for the image. The field will contain all of the description, so anticipate the text may need to wrap in order to fit it all in. It depends on how much description users are entering when they add an image.

The images inserted into an email using these data fields will be off your hard disk. Adminsoft Accounts does not store any images on a web server. So, the actual image files are packed into the email when you send it. If the images are large, and/or there are a number of them, so then the email can end up large. So, we always recommend keeping images within an email to a minimum, and supplement them with images on the internet somewhere (perhaps on your own web site).

Bear in mind, the HTML examples we're looking at here are probably about as basic as they can get and still be useful.

The bottom section of the data field list contains information relating to Sales Tax/VAT. Unlike print/PDF layouts, where one data object could be used to create the Sales Tax/VAT summary for

you, in the HTML layout if you want a summary, you have to create it. Each element, such as the tax code, description, rate, etc. are all there. You can use some of them or all of them as you wish. Again, like the &TranDet... data fields, they will automatically repeat. So, you only need to enter them into your HTML code once. We recommend you use a table layout similar to the table we use in our example layout for the body of the invoice/credit note. But it's up to you. You may have something more creative in mind?

The actual editor window is a simple ASCII text window, you can copy and paste to and from this window. You might even want to use a different editor to create your HTML, and then paste your work into this one when completed or for testing.

The main disadvantage with HTML document layouts is that you need a good working knowledge of HTML/CSS to edit them. The BIG advantage is that if you do know HTML/CSS, then they can be very flexible indeed. You can do almost anything with them.

The button '**Copy Data Field to Clipboard**' just copies the list of data field names to your Windows clipboard, should you want to save them somewhere to make notes, or perhaps if you want to use a different editor.

As per the print/PDF layouts, if you edit the description of the layout (the '**Desc.**' input field in the bottom left corner), when you save it, the software will ask if you want to rename the layout, or whether it's a new layout.

Setting Up Defaults

As you can have as many document layouts as you wish for any one document, the software needs to know which layout you want it to use. Each ledger/module has an option to do this, although in different places.

The **Sales Ledger / A/c. Receivable** has the most sophisticated setup. In the setup menu for this ledger, there is an option '**Layout Setup & Defaults**' in the '**Print/PDF Document Layouts**' section. This option looks something like the next screen image:

The form is split into two sections. The section at the top deals with layouts that are to be actually printed, and the section at the bottom deals with those that are to be output to PDF files (or viewed on screen as a PDF). As you can see, the top section goes further than just allowing you to select a default layout, it also allows you to select the physical printer to use, and the number of copies to print. In fact, for invoices, credit notes, statements, and delivery notes, you can send output to TWO printers. The reason for this is that it's not uncommon that when one of these documents is printed, one goes to the customer, and other stays in the office and gets filed.

One very important thing to note, is who these defaults will affect. The default layouts will affect everyone using the particular company/organization. But changes to the printers and number of copies will ONLY affect your workstation, not your Adminsoft Accounts login, but the actual PC /Windows user. This is because the setup is for physical print devices, which may not be available on other PCs on a network.

If you click on the '**Messages to appear on Documents**' tab, you can enter messages that will appear on invoices & credit notes, statements, and delivery notes. The maximum size of a message is 255 characters. Assuming you have the '**Messages**' data object in the layout being used.

The option to set up HTML default layouts is **'Layout Defaults'** in the **'HTML Document Layouts'** section. When you select this option, the form on the left will appear:

As you can see, it's a good deal simpler than the print/PDF layout defaults. The defaults you select in this option will affect everyone using the selected company/organization.

The **Purchase Ledger / A/c. Payable** has its layout defaults in the **'Settings'** option. The option will look something like this:

You need to click the '**Documents**' tab along the top to see the default documents:

You can set up a message to appear in Debit Notes (albeit a rarely used document). All layout type defaults: that's print, PDF and HTML, all appear in there.

All changes made here will affect all users of this company/organization.

Stock Control / Inventory also uses its Settings option to specify the default layouts for delivery notes (the only layout in this module).

Purchase Order Processing also uses its Settings option to specify the default layouts for purchase orders (the only layout in this module).

AutoManager only produces one document, a Job Card, that is specific to this module. Unfortunately, the layout of this document cannot be edited. There are three pre-defined layouts available, and they are selectable in the Settings option (in the 'Service Counter' section) in the setup menu for this module.

Handling, Moving, Uploading and Downloading Document Layouts

You can move document layouts from one company/organization directly to another. Click on '**Setup**' on the top menu bar, go down to '**System**' and select '**Copy a Layout to Another Comp./Org.**'. Something like the following form will appear:
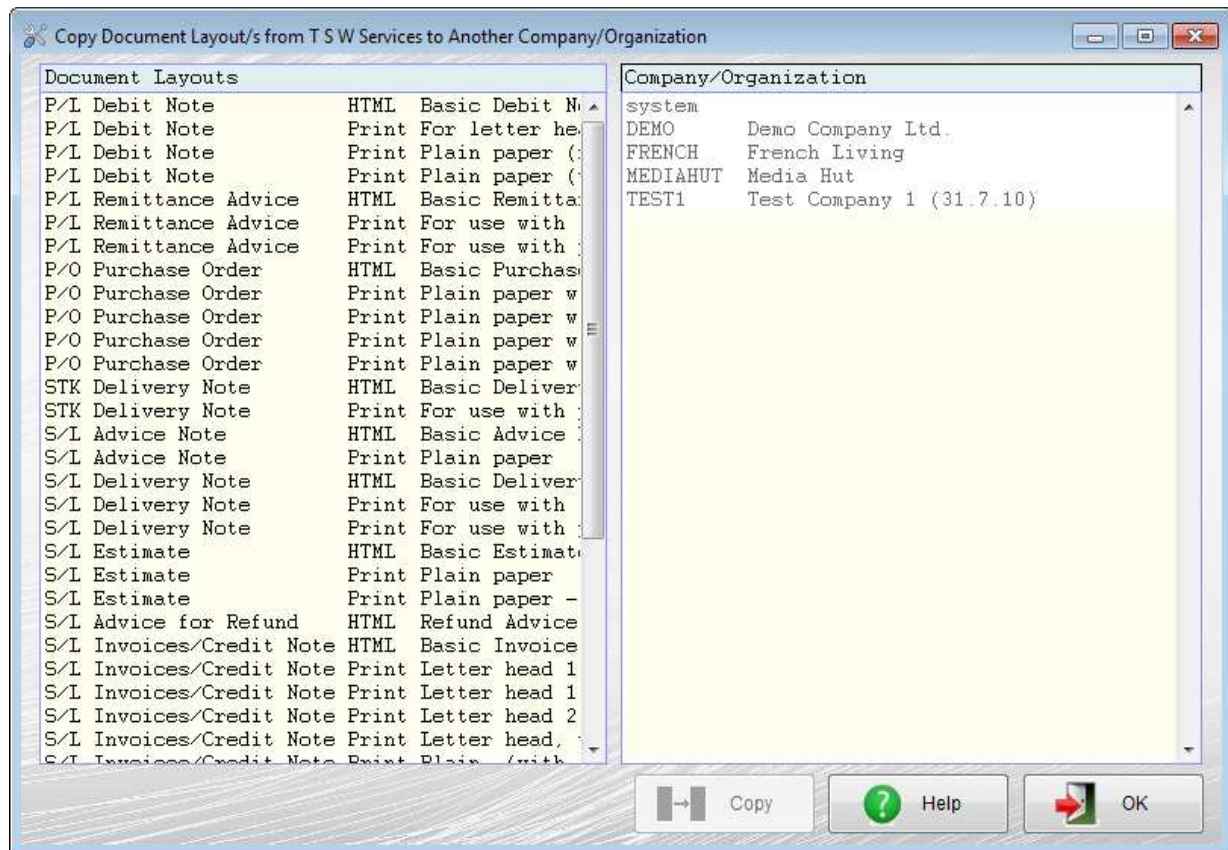
First, you select the document layout you wish to copy from the list on the left hand side, then you select the company/organization from the list on the right hand side. Note '**system**' refers to the Adminsoft Accounts master copy of all the default layouts, used whenever a company/organization is created. We recommend you do not copy document layouts to '**system**' unless you know exactly what you're doing. Because if you edit a layout, and for some reason it stops working, you may appreciate being able to load the original backup from the '**system**'.

Once you've selected a company/organization, just click the '**Copy**' button. It's takes less than a second to complete the copy.

You can do this operation in reverse. In Setup → System there is an option '**Copy a Layout from Other Comp./Org.**' that allows you to copy layouts from another company/organization (including the master copies in '**system**') into the currently selected company/organization.

Note, in either option, if you copy a layout into a company/organization that already has a layout of the same name, the copied layout will be automatically given a slightly different name. You will not end up with duplicate names.

On our web site, we have a section that contains document layouts that have been designed by users that they wish to share with other users who can download them. If you have a design you'd like to share, the option to upload is in: Setup → System → Upload Document Layouts to Web site. In this option you have the choice of uploading a print document layout or an HTML document layout. When you have selected which, you can then select the document layout itself, enter your name and email address (both optional), and a short description if you wish. Then click on the '**Upload Layout File**' button. The document layout should then be uploaded to our web site. If the upload fails it may have been prevented form uploading by your anti-virus software or firewall.

If you download a document layout, or have received document layout files from a friend/colleague, you need to use the following option: Setup → System → Import/Export Document Layouts This option looks like this:

This option ONLY deals with print/PDF document layouts. As HTML layouts are just ASCII text, you can use copy and paste (Ctrl-C and Ctrl-V) straight out of another editor and into the HTML layout editor.

The top section deals with importing document layouts. There will be one file with the extension .LYT To import it, enter the location and file name in the 'Import File' input field, or click on the find button. The 'Type' and 'Description' fields will be filled in automatically. If you're happy you have the correct layout, click the 'Import Layout File' button. If there's an existing layout with the same name/description, the imported layout will automatically have its name/description changed slightly, to avoid duplicates.

To export a document layout to give to someone, in the 'Export Document Layout' section, select the document type, you can then select which document it is you wish to export, then enter a path and file name for it. Then click 'Export Layout File', and this will create a file with a .LYT extension.

One Last Thing About Document Layouts

The layout that's used depends on what the document is being output to (ie. for Print, PDF, or HTML) , and so depend on the defaults as set up a few pages back in this guide.

However, at the point of printing a document, you can select an alternative by *right* clicking on the 'Print' button. A small form will appear looking something like this:
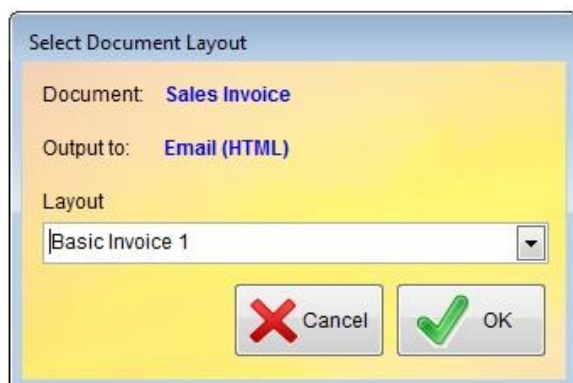
Under 'Layout' you can select all available document layouts for the given type of document and output type. 'Sales Invoice' and 'Email (HTML)' in this case, which means the layouts available to me are HTML layouts for sales invoices. When I make my selection, I just need to click the 'OK' button. Then when I left click the print button as usual, it'll use the layout I've just selected.

You should be aware, this option does not change any of the defaults. So, when I output another Sales Invoice, the normal default layouts will be used.