



Adminsoft Accounts User Guide

## Getting Started (UK)

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### **Introduction**

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

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

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

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

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

There is SO much you can do with this accounting system, these basic guides barely touch the surface. At the time of writing (Aug.'22) 21 guides are available, with some more on the way. There is also a book called '*Free Accounting with Free Software*' written by Yogesh Patel that is an introduction to bookkeeping based on Adminsoft Accounts. And, a book called '*Using Adminsoft Accounts*', written by me, Michael Towle. This goes into rather more detail, but even this is far from complete. In addition are '**Help**' buttons on most forms within the software. These can provide some valuable information. Each of these help screens has a section on the left in which you can type in your own notes.

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

## **Creating Customer Accounts**

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

On the top menu bar, click on '**Sales Ledger**', and then '**Customer Details**'. The customer details form will open up, and if running in **Basic** level will look like this:

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**Sales Ledger - Customer Account Details (Basic)**

A/c Code: [Find] [Prev] [Next] [Change]    Status: [ ]     Archive Account   

Customer: [ ]    Tel.: [ ]    Created On: [ ]    Updated On: [ ]

Invoice Address: [ ]    Fax: [ ]    By: [ ]    By: [ ]

Clipboard    Web: [ ]    View: [ ]

Print Label    Email: [ ]    Email: [ ]

Map    (their accounts department)

Post Code: [ ]    Country: [ ]

**Financial & Credit Terms**    Transactions: Current    Transactions: History    Notes

Credit Terms: [ ]    **Graphs & Reports**

Credit Period: 0 (days)    Payments    Sales/Profit    A/C Details    Statement

Credit Limit: 0    Print

**Balances**    **OverDue**    **Sales (excl. VAT)**    The figures for 'Year to Date', 'One Year Ago', etc. are based on your financial year. NOT the calendar year.

Current    Year to Date

Over 30 Days    One Year Ago

Over 60 Days    Two Years Ago

Over 90 Days    Three Years Ago

**Total Outstanding**    Four Years Ago

VAT Outstanding    Five Years Ago

Customer account details.    Help    New    Delete    Clear    Save    OK

If running in **Advanced** level (which is the default), far more detail will be available. An example is shown later on.

If you were looking for an existing customer, you could type in their account code, if you knew it, and hit the Enter key on your keyboard. If you don't know it, click on the '**Find**' button. Anyway, we want to enter a new customer, so first thing is to click on the '**New**' button at the bottom of the form. The form will change to the following image:

**Sales Ledger - Customer Account Details (Basic)**

A/c Code: [ ]    Find    Prev    Next    Change    Status: Account OK     Archive Account   

Customer: [ ]    Tel.: [ ]    Created On: 04/05/2016    Updated On: [ ]

Invoice Address: [ ]    Fax: [ ]    By: MT    By: [ ]

Clipboard    Web: [ ]    View: [ ]

Print Label    Email: [ ]    Email: [ ]

Map    (their accounts department)

Post Code: [ ]    Country: GBR    **United Kingdom**

**Financial & Credit Terms**    Transactions: Current    Transactions: History    Notes

Credit Terms: No credit    **Graphs & Reports**

Credit Period: 0 (days)    Payments    Sales/Profit    A/C Details    Statement

Credit Limit: 0    Print

**Balances**    **OverDue**    **Total Sales**    The figures for 'Year to Date', 'One Year Ago', etc. are based on your financial year. NOT the calendar year.

Current    Year to Date

Over 30 Days    One Year Ago

Over 60 Days    Two Years Ago

Over 90 Days    Three Years Ago

**Total Outstanding**    Four Years Ago

VAT Outstanding    Five Years Ago

Customer account details.    Help    New    Delete    Clear    Save    OK

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

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

After entering the account code, type in the customer's name, and postal address if known. The telephone and fax input fields will accept letters as well as numbers, so for example, you can use a letter such as 'x' to indicate part of a number is an extension. By the way, hardly anyone uses faxes these days, and so this input field can be changed for something else in Setup → Sales Ledger → Customer Defaults/Mandatory Input.

The '**Country**' input field will already be filled in with your country. If the customer is foreign, you can enter the country code, or click on the find button to the right of the input field if you do not know it. The country codes used are based on the ISO3166-3 standard, so they are always three letters.

You can type in other information if you wish. Some things, like web URL's, email addresses are validated as you type them in. This doesn't mean they are real, genuine addresses, it just means the format entered is valid, and so they *could* be genuine.

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

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

When customer details have been entered, and the account saved, the form should look something like the following image:

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The screenshot shows the 'Sales Ledger - Customer Account Details (Basic)' window. The 'A/c Code' is ADM001. The 'Customer' is Adminsoft Ltd. The 'Invoice Address' is 100 Some Street, Some Place, Some City. The 'Post Code' is UNKNOWN and the 'Country' is GBR (Great Britain). The 'Status' is Account OK. The 'Tel.' is unknown. The 'Web' is www.adminsoftware.biz and the 'Email' is accounts@adminsoftware.biz. The 'Financial & Credit Terms' section shows 'Credit Terms' set to 'No credit', 'Credit Period' set to 0 (days), and 'Credit Limit' set to 0. The 'Balances' section shows 'Current', 'Over 30 Days', 'Over 60 Days', 'Over 90 Days', 'Total Outstanding', and 'VAT Outstanding'. The 'Sales (excl. VAT)' section shows 'Year to Date', 'One Year Ago', 'Two Years Ago', 'Three Years Ago', 'Four Years Ago', and 'Five Years Ago'. The 'Graphs & Reports' section includes 'Payments', 'Sales/Profit', 'A/C Details', and 'Statement Print' buttons. The footer bar contains 'Help', 'New', 'Delete', 'Clear', 'Save', and 'OK' buttons.

I typed 'unknown' into the 'Post Code' and 'Tel.' input fields. One important thing on this form that I have left alone is the credit terms. I have left it set to 'No credit'. That means it's a cash account. Whenever you enter a sales invoice into this account, it will then ask if you want to enter the payment details for it, as it assumes the goods/service were paid for on receipt/delivery (it will still allow you to enter the invoice even if no payment was made). Of course, many accounts are 'credit' accounts, and invoices are paid for at a later date. If you have set up credit terms, when you enter a sales invoice, the payment due date will be automatically calculated based on those credit terms.

The options for 'Credit Terms' are this:

## No credit

Means this is a cash account, as discussed above.

## Days from invoice date

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

## Days from end of month

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

## Months from end of month

This will allow you to set the number of *months*, and enter a 'Credit Limit'. This option is usually used when you require payment on or before the end of a calendar month. So, if you entered 1 into the 'Credit Period', then an invoice with a tax date of say 15<sup>th</sup> February for example, would be due

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on 31<sup>st</sup> March. If you'd entered a 2, it would be due 30<sup>th</sup> April. This option can also be used where very long periods of credit are offered. The maximum credit period is 999 months, which is over 80 years!

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

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

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

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

## **Entering Sales Invoices**

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

If you select the invoice option from the background button, or the option in the Sales Ledger menu, you'll have to locate the customer account from the invoice itself. Simply enter the account code, or click on the '**Find**' button. If you select the invoice option from customer details, then the customer's account will already be selected. As in the next screen image:

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| Line | Quantity | Stock Code or Description of Item/Service | S/A | VAT | Each | Amount | Line    |
|------|----------|---|-----|-----|------|--------|---------|
| 1    | 0.00     | F   |     |     |      |        | Ins Del |
| 2    |          | F   |     |     |      |        | Ins Del |
| 3    |          | F   |     |     |      |        | Ins Del |
| 4    |          | F   |     |     |      |        | Ins Del |
| 5    |          | F   |     |     |      |        | Ins Del |
| 6    |          | F   |     |     |      |        | Ins Del |
| 7    |          | F   |     |     |      |        | Ins Del |
| 8    |          | F   |     |     |      |        | Ins Del |
| 9    |          | F   |     |     |      |        | Ins Del |
| 10   |          | F   |     |     |      |        | Ins Del |
| 11   |          | F   |     |     |      |        | Ins Del |
| 12   |          | F   |     |     |      |        | Ins Del |

|                    |             |          |
|--------------------|-------------|----------|
| Disc 0.00%         | 0.00        | Disc     |
| Sub Total          | 0.00        | Tax Calc |
| Total VAT          | 0.00        | Analysis |
| <b>Total Value</b> | <b>0.00</b> |          |

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

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

If it's a stock item, most, if not all, of the rest of the line will be filled in for you. If it's not a stock item, just type in the description of what it is. The next column is '**S/A**', this is short for Sales Analysis. You need to enter the Sales Analysis code for this item/service in here, if you don't know, leave the column blank, and a list of available Sales Analysis codes will appear, allowing you to select one. When entering supplier invoices, there's a similar column titled '**P/A**', which is 'Purchase Analysis'. In Adminsoft Accounts, these analysis codes are associated with Nominal Ledger accounts. So, if you want a particular type of goods to be posted to a particular sales account in the N/L, you'll need to setup a Sales Analysis code for it.

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

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

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

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

Down the righthand side of the invoice, you'll have noticed lots of little buttons marked '**Ins**' and '**Del**'. These are short for 'Insert' and 'Delete' respectively. They allow you to insert blank lines, or delete lines (blank or otherwise).

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

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

'**Tax Date**' is the same as the invoice date, as far as this system is concerned. That's also true in most countries, although not all.

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



| Sales Ledger - Enter Discount Required |        |
|--|--------|
| Discount Rate                          | 0.0000 |
| Discount Amount                        | 0.00   |
| Invoice Sub Total                      | 500.00 |

Buttons: Cancel, OK

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



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Customer Account: ADM001 Find Adminsoft Ltd. INVOICE New

| Line | Quantity | Stock Code or Description of Item/Service | S/A  | VAT | Each     | Amount | Line    |
|------|----------|---|------|-----|----------|--------|---------|
| 1    | 5.00     | F Some test items                         | MISC | 1   | 100.0000 | 500.00 | Ins Del |
| 2    |          | F   |      |     |          |        | Ins Del |
| 3    |          | F   |      |     |          |        | Ins Del |
| 4    |          | F   |      |     |          |        | Ins Del |
| 5    |          | F   |      |     |          |        | Ins Del |
| 6    |          | F   |      |     |          |        | Ins Del |
| 7    |          | F   |      |     |          |        | Ins Del |
| 8    |          | F   |      |     |          |        | Ins Del |
| 9    |          | F   |      |     |          |        | Ins Del |
| 10   |          | F   |      |     |          |        | Ins Del |
| 11   |          | F   |      |     |          |        | Ins Del |
| 12   |          | F   |      |     |          |        | Ins Del |

Description / Job: Test items  
Tax Date: 04/05/2016

Print Delivery Note | Print & Post Invoice  
Print | Print

|                    |               |          |
|--------------------|---------------|----------|
| Disc 15.00%        | 75.00         | Disc     |
| Sub Total          | 425.00        | Tax Calc |
| Total VAT          | 85.00         | Analysis |
| <b>Total Value</b> | <b>510.00</b> |          |

A number is not provided until the invoice has been posted to the customers account.

Buttons: Help, New, Edit, Delete, Cancel, OK

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

Value Added Tax Calculator

Amount: 0.00 (excluding tax)  
VAT Code: [Search]  
VAT Amount: 0.00 %  
Total: 0.00 (including tax)

Enter the tax code and either the amount excluding tax, or the total amount including tax, and then press the Tab or Enter key on your keyboard.

OK

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

The 'Analysis' button displays a breakdown of the VAT that's been applied to the invoice (this button is not in Level 2, as the analysis is provided in a 'Details' tab). An

example of the analysis is shown below:

Value Added Tax Analysis

| Code    | Description   | Goods  | VAT   | Rate%   |
|---------|---------------|--------|-------|---------|
| 1       | Standard rate | 425.00 | 85.00 | 20.0000 |
| Totals: |               | 425.00 | 85.00 |         |

Close

If your organisation is not registered for VAT, this option will not appear.

When the invoice or credit note is posted, a reference number will be automatically generated for it. However, since v4.220 you can type in your own reference into the top righthand corner. If you enter nothing, a reference number will still be automatically generated.

When you have finished entering the invoice details, you can click on the 'Print Delivery Note' button, if a delivery note is required (this can always be printed later if necessary). Click on the 'Print & Post Invoice' button to print the invoice, and post it to the customer's account. If you

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want to post the invoice to the customer's account, but you do not want to print it, click the 'OK' button.

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

----- CUSTOMER PAYMENT -----

A/c Code **ADM001**  
Account **Adminsoft Ltd.**

Payment required: **510.00**  
Change required: **0.00**

| Payment type | Amount tendered |
|--------------|-----------------|
| Credit Card  | 0.00            |
| Credit Card  | 0.00            |
| Credit Card  | 0.00            |

Total: **0.00**

Notes: Cheque number, account name, card number, etc.

Help Cancel Pay

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

If you do not want to enter a payment at this time (you can enter payments at any time), click on the '**Cancel**' button. This will cancel the request for payment information, not the invoice itself. The invoice will sit in the customer's account as outstanding. So, it will also appear in the customers list of current transactions, and the debtors report.

## Entering Payments Received

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

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

Sales Ledger - Payment Received

A/c Code **ADM001** Find  
Customer **Adminsoft Ltd.**

Date Received **05/05/2016** Thursday  
Payment Type **Required**  
Currency **GBP** Pound  
Cheque No or Ref.   
Amount Received **0.00** GBP

Notes (if any):

Posted by **MT** Posting Ref **n/a**  
Posted on **05/05/2016**

Help Print Receipt Print Edit Delete Cancel OK

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Above is the '**Payment Received**' form. The '**Date Received**' is of course the date you actually received the payment. The '**Payment Type**' refers to the type of payment. It might be cash, bank transfer, credit card, etc. Each payment type is coded, and you can either type in the code if you know it, if not, click on the find button (to the right hand side of the input field) and select the payment type from the list (you can add/remove payment types in this list by clicking on the '**Setup**' button at the bottom of the list). The '**Currency**' always defaults to the ledger currency (automatically selected from the country you selected when you setup this company/organisation during installation). The currency code is based on the ISO4217 standard, which is the internationally recognised three letter code. However, when the software is installed, only one currency is setup by default, and that's the ledger currency. So, if you need to work with other currencies, you'll need to set them up first. The input field '**Cheque No or Ref**' can contain anything you like. When transactions are listed, this will appear on the payment line, to help you identify the payment. Then of course is '**Amount Received**', which is exactly that. Well, kind of...

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

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

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

When done, click the '**OK**' button, and the payment will be posted to the customer's account. If the '**OK**' button is greyed out, and you cannot click it, it means there is an issue with your input. An input field that requires some input may be blank, or may contain something invalid.

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

## **Allocating Payments**

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

In the image below, we have an invoice for 510.00 and a payment received of 200.00. Note the payment is shown as a negative number. This is because if you add up all the outstanding balances of each transaction, the result is the total amount outstanding on the account. This image also has '**WARNING: Credit terms exceeded!**' displayed. This can happen if an invoice is outstanding beyond the payment due date, or the account is over credit limit. In this case, it's a cash account, and so to have any invoices outstanding means it's exceeded its credit terms.

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**WARNING: Credit terms exceeded!**

| Date       | Type         | Ref  | Description/Job | Value   | Ostdg   |
|------------|--------------|------|-----------------|---------|---------|
| 05/05/2016 | Payment Rcvd | CARD | Test payment    | -200.00 | -200.00 |
| 04/05/2016 | Invoice      | 5    | Test items      | 510.00  | 510.00  |

In the example above, we don't really need the payment sat in there as a current transaction. So, we need to allocate it to the invoice. To do this, single right click on the payment, the '**Allocation**' button on the righthand side should no longer be greyed out, click it. The following form will appear:

The 'Automatically Allocate' button will allocate the maximum possible to each transaction, starting with the oldest. It will not save until you click on the 'Post Allocation/s' button.  
Left click on a transaction to allocate the maximum amount possible to it, or to zeroise a previously allocated amount. Right click to manually enter an amount.

| Date     | Type    | Ref | Description or Job | Value  | Ostdg  | Allocation |
|----------|---------|-----|--------------------|--------|--------|------------|
| 04/05/16 | Invoice | 5   | Test items         | 510.00 | 510.00 |            |

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

Now there are three ways to allocate the payment to the invoice/s. One is to click the '**Automatically Allocate**' button. That will allocate the payment to the outstanding invoices,

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



The dialog box titled "Specify Amount to Allocate" contains the following fields and buttons:

|                    |              |
|--------------------|--------------|
| Date               | 04/05/20     |
| Type               | Invoice      |
| Ref/Description    | 5 Test items |
| Original Value     | 510.00       |
| Outstanding        | 510.00       |
| Current Allocation | 0.00         |
| New Allocation     | 0.00         |

Buttons: Help (green), Cancel (red X), OK (green checkmark).

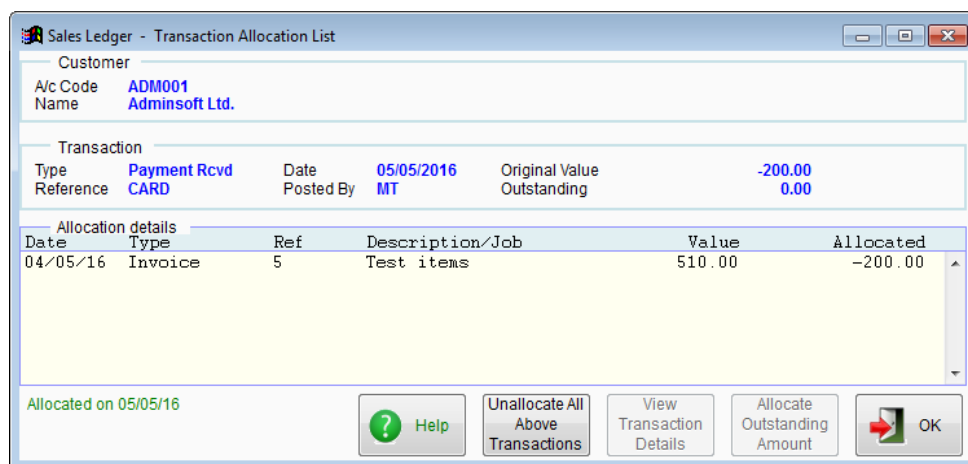
Enter the amount of the payment you wish to allocate to this invoice in the '**New Allocation**' input field, then click the '**OK**' button.

When you have done allocating, click the '**Post Allocations**' button at the bottom of the form. This will allocate the payment to the one (in our case) invoice. The payment transaction will then go into the customers '**Transactions: History**' list, but the invoice will remain in current, but now it will only have 310.00

outstanding, instead of 510.00 as before. Should another payment be received later, that can be allocated to the invoice in exactly the same way. There is no limit to the number of allocations you can make.

Note, Credit Notes are treated the same way as payments, and can be allocated to invoices in exactly the same way.

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



The window shows the following details:

Customer: ADM001 Adminsoft Ltd.

Transaction: Payment Rcvd, Date 05/05/2016, Original Value -200.00, Reference CARD, Posted By MT, Outstanding 0.00.

| Allocation details |         |     |                 |        |           |
|--------------------|---------|-----|-----------------|--------|-----------|
| Date               | Type    | Ref | Description/Job | Value  | Allocated |
| 04/05/16           | Invoice | 5   | Test items      | 510.00 | -200.00   |

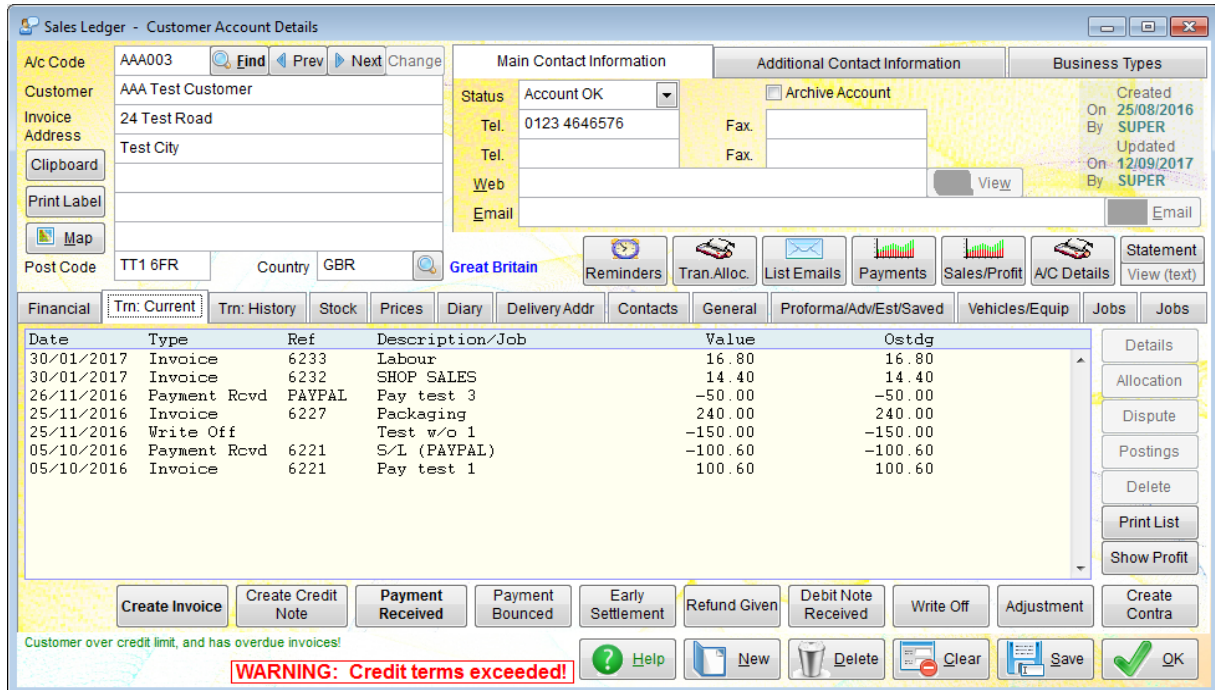
Buttons: Help (green), Unallocate All Above Transactions, View Transaction Details, Allocate Outstanding Amount, OK (green checkmark).

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

## Extra Options Available in Advanced Level 2

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



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

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

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

**Credit Notes** are issued to offset an invoice in part or in whole. For example, if you supply goods to your customer, and your customer has a complaint, you may agree to reduce their bill. In which case you'd raise a Credit Note for whatever amount you agreed to reduce their bill by. You would then allocate this Credit Note against the invoice. If the customer had already paid, you could leave the Credit Note in their account as unallocated. However, your customer may not want the balance to remain on their account, but may want it refunding. So you'd issue a **Refund**, and allocate the Refund to the Credit Note, clearing the balance on the customer's account.

**Debit Note Received** is similar to a Credit Note above. The difference is, a Debit Note is issued by

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

**Payment Received** is pretty obvious.

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

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

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

**Adjustment** is for correcting an account balance. For example, there may be an invoice outstanding on a customer's account for £1,253.76 and when your customer pays, they only pay you £1,253.70 Leaving you 6p short. You're not going to want to chase your customer for 6p. So, it's easier just to enter an adjustment of 6p to clear the account. Adjustments are used frequently when handling multiple currencies. In between entering an invoice in a foreign currency, and receiving payment for it, the exchange rate will have change. And so the payment you receive may not exactly equal the value of the invoice. This difference can be entered as an Adjustment, with the amount being posted to a Currency Losses/Gain expense account. There is a guide available specifically for handling multiple currencies. Adjustment is the only option for customers or suppliers that allows you to directly select the Nominal Ledger account to post to.

**Create Contra** allows you to offset transactions in a customer's account with those in a suppliers account, or vice versa. For example, if one of your customers also supplies you with goods or service, they will have two accounts, one in each ledger. If there is a balance in both ledgers, ie.

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You owe them money and they owe you money, you can use a Contra to offset the balance in one account against the balance in another. This will require the agreement of your customer/supplier. Not all accounting systems have the option to do this. In accounting systems that don't, the trick is to create a cash/bank account specifically to handle contra transactions, and then 'payments' can be made to/from this account to reduce or clear the balances in the customer & supplier accounts.

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

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

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

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

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

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

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

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

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

**Proforma Invoice** is like a normal invoice, but it's issued where you require payment in advance, before supplying the goods or service. Unlike an invoice, it does not get posted to the customer's account. So, if your customer changes their mind and never pays the Proforma Invoice, you can just ignore it, or delete it. If your customer does pay, you will need to raise a proper Invoice. The quickest way is usually to bring up the Proforma Invoice details, and then click the 'Convert to Invoice' button.

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

**Estimates** look very much like invoices. They are created to give to your customer, so they have an idea of how much something will cost. If your customer decides to go ahead and order, you can convert the Estimate into an Invoice or a Proforma Invoice. Note, in many



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countries there is a legal difference between an Estimate and a Quote. A Quote is considered to be a fixed price, and if accepted by your customer, you have to supply for exactly the price quoted. An Estimate on the other hand is more flexible. The prices in an Estimate are generally considered to be a guide only, and are not fixed.

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

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

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

**Jobs** displays a list of current and past jobs (such as services, repairs, tests, etc.) that are to be, or have been carried out on a vehicle/equipment associated with the customer. Again, this option only appears to you are using the AutoManager module

**Orders/Jobs** lists any orders/jobs the customer may have in Sales Order Processing. Note: the Sales Prospecting and Sales Order Processing modules are not available when the software is running as Freeware.

The 'tabs' below are not in the above image of the customer account details because they only appear in supplier accounts (which operate in a similar way to customer accounts):

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

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

**Purchased** lists all stock items purchased from this supplier.

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

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automatically selected when you enter an invoice (although it can be edited in the invoice). This is important, because when you create a Remittance Advice, the default factor will be used, and only invoices and credit notes that relate to that factor will appear for selection on the Remittance Advice.

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

\*\*\* end of document \*\*\*