Autosoft5
Getting Started Guide

Standard or Premium

Parts Module

Press F1 in Autosoft for further online Help or contact us on;
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Welcome to Autosoft! This Guide has been created to show you the basics of the Autosoft Parts and Workshop Program.

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What happens now?

You and your Staff

Now that you have bought the Autosoft system, you get to go through the exciting process of learning how to use the system and set it all up. As with any change, this can be daunting for some so it is important that all involved know whats involved. Here are a few tips on what we recommend to help you and your staff;

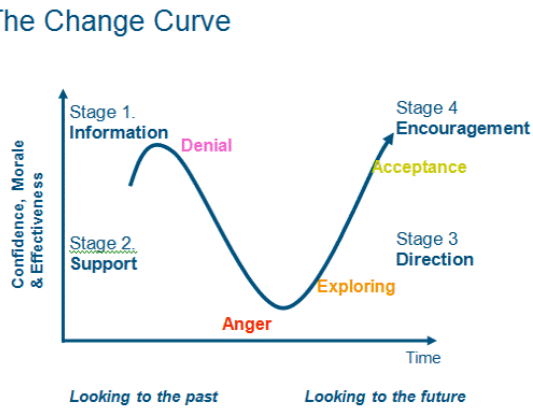
- **Have a meeting** to discuss why you have changed to Autosoft and all the benefits it will have in your business e.g;
  - The ability to Enter all the rego and service info of your customers
  - Send service reminders to get your customers coming back.
  - Make more educated business decisions based on the info you will have like Part Sales and Profits, how long labor is taking vs what is charged
  - Other core reasons you bought this great system!
- **Allocate Time Before, During and After Going Live with Autosoft**;
  - Set time aside to Learn the System, there are many resources to help you learn the system as will be explained further in the next sections but it is up to you and each person who is learning to take responsibility for their learning which means taking the time and using the resources to help them do so.
  - Allocate extra time to do all your normal tasks as when you are doing these tasks in Autosoft for the first time, they will take a little longer.
  - To get the system setup with all the valuable info you can use, this will take all involved in entering the 'Data' to take the time to do it properly. Depending on if you have imported some information to start you off with the system or not, this may also include inputting all your Customers, Suppliers, Parts and other info which may take some time.
- **Be aware of your own and others emotions which come with dealing with the process of change**;

- **Don't be shy to contact us!** We have been through this process with our clients many times before and we are here to help every step of the way!

System Setup

We would have sent you a Client Info Booklet to fill in for us to customize your system which is the first step in your system setup. Through the stages of learning the system you can then setup other areas and features such as;
Before going Live;

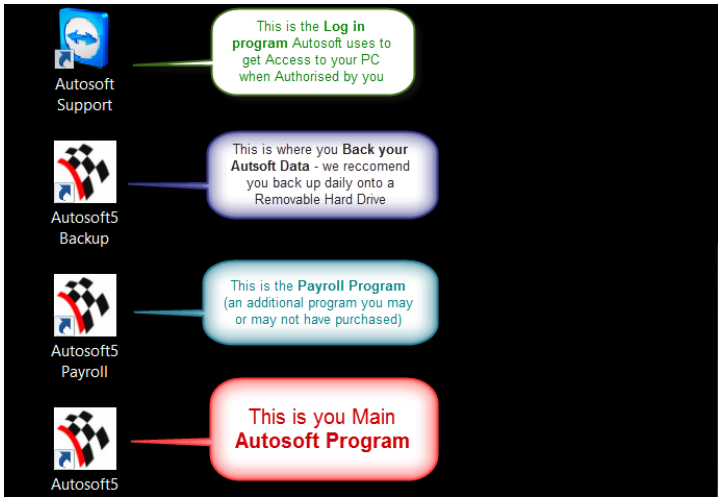
- **Creditors (Suppliers)** – Enter in &/or make sure all the creditors you send and receive orders from as well as all your utility companies and any other companies you regularly invoice in from are in Autosoft.
- **Debtors (Customers) & Their Vehicles** – Enter in &/or Make sure all your Account and Cash customers and their vehicles are in the system ready for when you need to invoice out to them.
- **General Ledgers** – Make sure the chart of GL Accounts we have preset for you cover everything you need.
- **Parts & Labour Codes** – Enter in &/or Make sure all your Parts, Consumables and Labour Job Codes you invoice in and out are in the system.



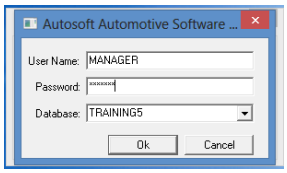
- **SMS Features** -Call SMS Global to setup an account with them, then see this guide to enable it in Autosoft http://service.autosoft.com.au/entries/21174681-Setting-up-SMS-and-or-Fax-features-in-Autosoft-
- **Email Features** - Simply make sure Outlook or another email program is you 'Default Mail Server'. Check with you IT consultant or google to find out more on how to set this up on your PC.
- **Enter in all the Opening Balances of you Debtors, Creditors and GL Accounts upon Go Live**.

Logging in to Autosoft and Your Learning Resources

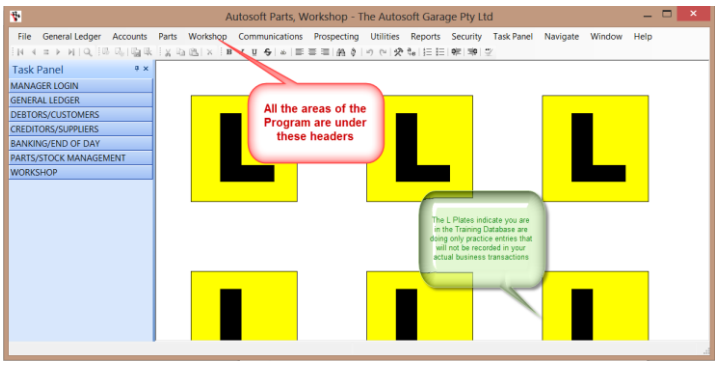
In your package you have access to the following Learning Resources which you can start using straight away!
1. To **Log in to Autosoft** on your PC where Autosoft was installed - Find the following icons
Double Click on the Autosoft5 icon and you will get a pop up
Your LOGIN is;
Username: MANAGER
Password: MANAGER
Database: Training5



Once you have logged in, you now have access to start Practicing in the Autosoft System
Practice using Autosoft in your Training database and this will not affect your actual data.



2. F1 help within Autosoft,
Simply press your F1 key on your keyboard or go to the



website http://www.autosoft.com.au/f1help/index.html

3. Client Portal for all your system updates and Online Training Videos
http://www.autosoft.com.au/clients/videos.html
LOGIN = Username: Your Business Name
Password: Your Autosoft Account Code
NOTE: You can find out what your code is by calling us or find it on an invoice we have sent you.

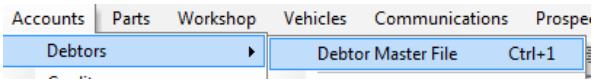
4. For all FAQs, Guides and Articles http://service.autosoft.com.au/forums

Customers & Invoicing

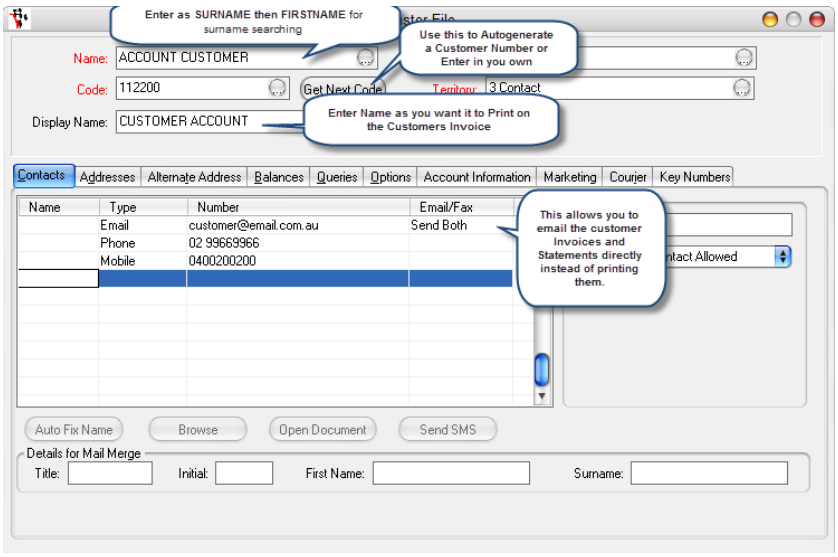
Debtor Customers

Before you invoice a Customer, they have to exist in the system first. To create Debtor;

i. *Go to **Accounts** - **Debtor**- **Debtor Master File***



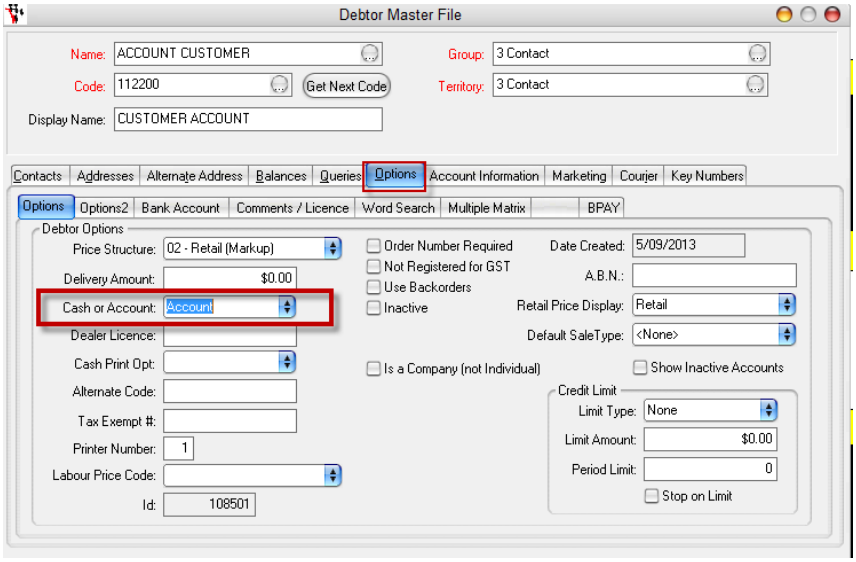
ii. ***If it is a New Customer** - Fill in all the necessary information;*



- **Name** - this can be the **name of a business or individual**. If entering a customer's name, we recommend you enter it with **SURNAME FIRSTNAME**. This field is searchable so if entered this way, you can easily search for the customer by their surname. OR if it is a **business – Enter the Company Name**
- **Code** - this is a unique code that identifies the Debtor. The code can be automatically generated by using the Get Next Code in.
- **Display Name** - This is the Name that will appear on Invoices and Statements. Therefore you would **enter the full business name OR the customers TITLE FIRSTNAME SURNAME.** *For example. Mr John Smith*
- **Group & Territories** - Groups & Territories are setup in Account Groups in the Account menu. When groups are setup you can send bulk emails or mail merge letters to a group in the Account Groups or Territories program. Numerous reports can be printed by group. Select the default '1 Customer'' if you do not need this feature.
- **Contact Details** – The Contact details for the Person or Company.

iii. ***Addresses tab to enter the Customers Address***

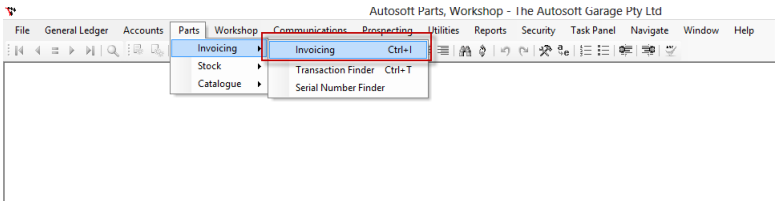
iv. ***Options tab** - Fill in any further info you want to store against the customer and to set the option to make the customer **Cash Or Account***



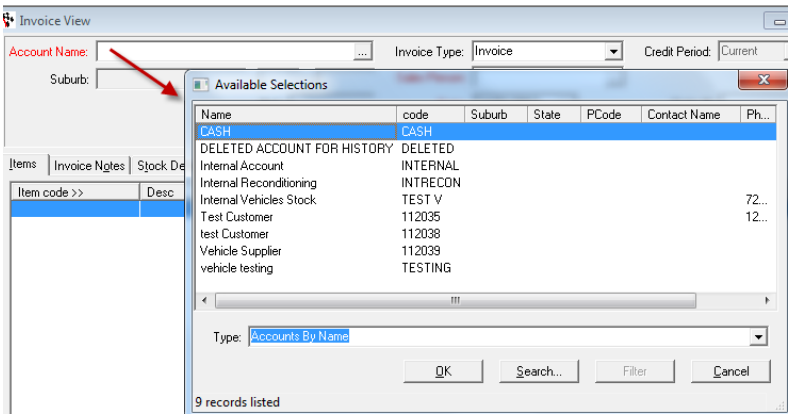
v. ***Click in the first field which is the Name field - F2 to Save***

Parts Invoicing

i. *Go to **Parts – Invoicing – Invoicing***

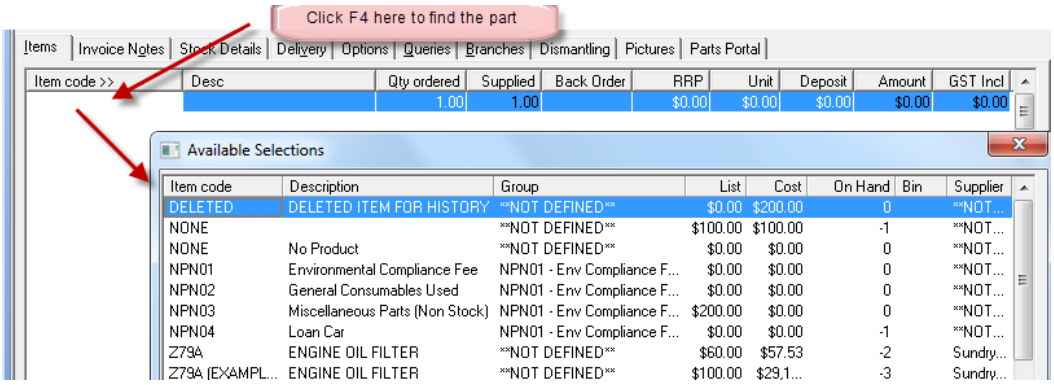


ii. *In the Account Name **find the customer** you need create the invoice for*

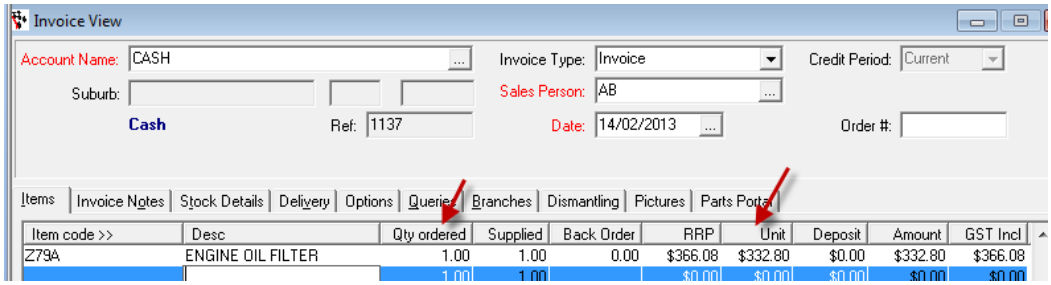


iii. ***TAB** to **Sales Person – Search and Select yourself***

iv. ***TAB OR click in the Item Code line** and if you know the Part Code you can **type in code and TAB OR F4 to search and select the part.***



v. *Once you have the part selected enter in the **Qty the customer is buying – you can also change the unit price if necessary***

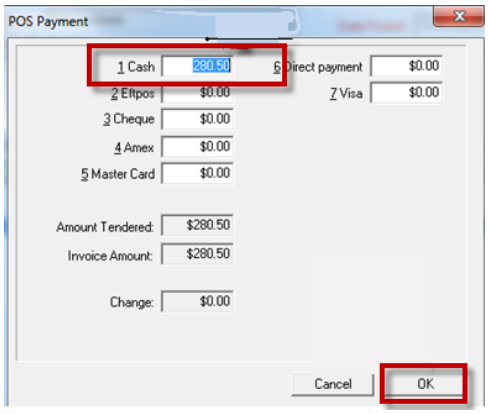


vi. *If it is an **Account Customer**; this will charge the invoice onto their account.*

OR

vii. *If it is a **Cash Customer**; POS will appear in front of you.*

viii. ***Enter in how they paid** and click **OK***

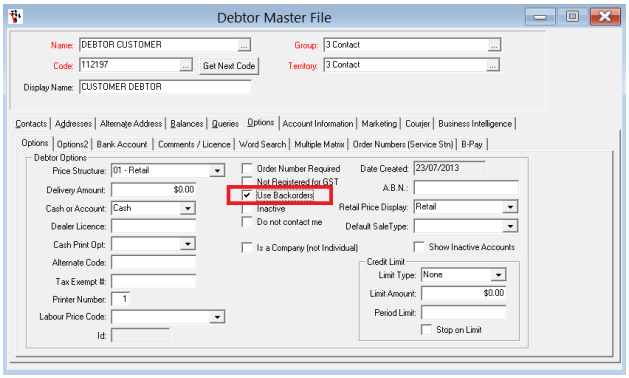


Customer Back Order Function

This process has been broken up into 4 Sections- Enabling Backorders for Debtors, Placing Stock On Backorder, Ordering Stock on Backorder and How to Invoice it Once the Stock Arrives

1. Enabling the Debtor Customer for Back Orders

You can then choose which customers want to be setup for Automatic Backorder so that when a part is on order for a job/invoice, it will alert to backorder



i. *Go to* ***Accounts – Debtors – Debtor Master File***

ii. ***Search and Select Debtor***

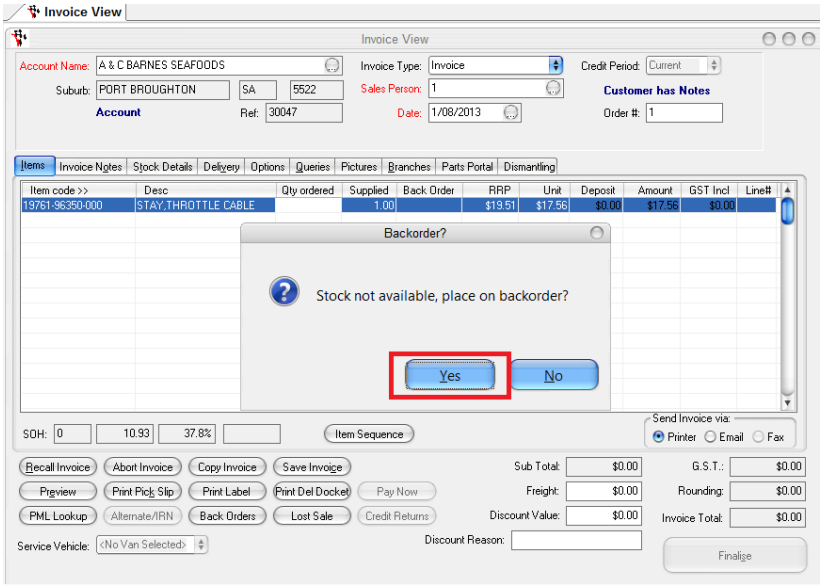
iii. ***Options*** *tab–* ***Tick Box Use Backorders***

iv. ***F2 to Save***

2. Placing the Stock On Backorder

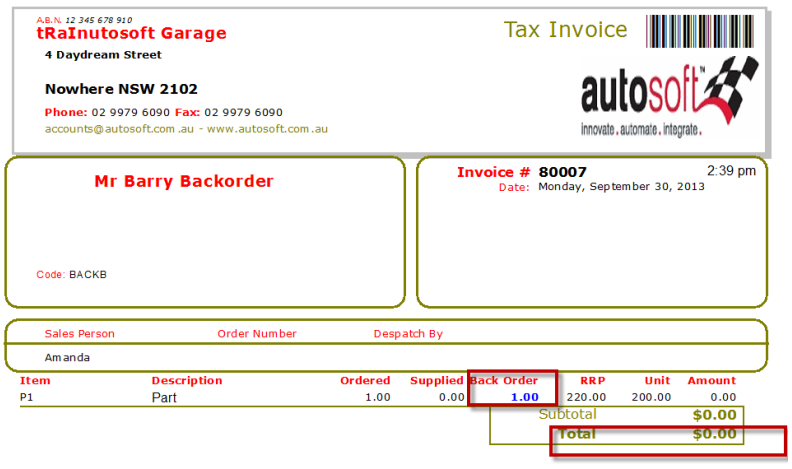
i. *Go to your Customer* ***Parts Invoice*** ***Enter your invoice details as normal***

ii. ***Add the Parts the Customer wishes to buy to the Invoice*** *-If you do not have enough stock of this line to fill the total on the invoice, it will then prompt you to put it on backorder –* ***select Yes***

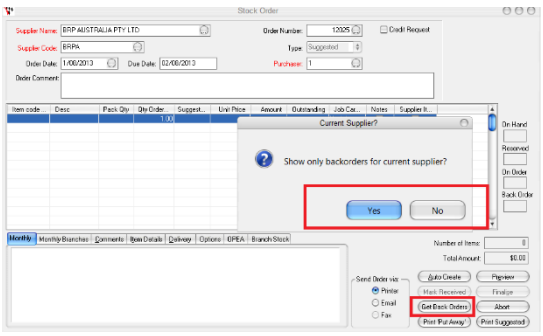


iii. *This will then adjust the Supplied to the amount you can supply to the customer now and the Back Order to the amount remaining to fill the Qty Ordered.* ***You can adjust these figures as necessary***

iv. *Continue with the invoice and add any other charges as necessary* ***–then Finalise*** *(This will only charge the customer for the Parts Supplied)*



3. Creating and sending an Order for the Backorder Stock



i. *Go to **Parts – Stock – Stock Order***

ii. ***Enter your Stock Order Details** as normal*

iii. ***Select Get Back Orders***

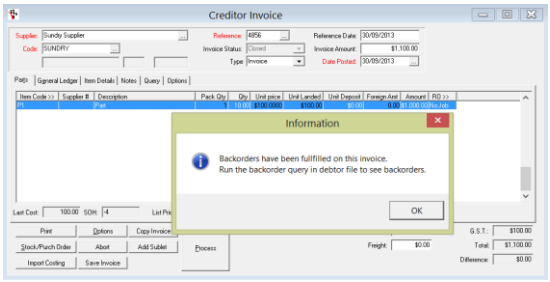
iv. ***Select Yes** to view the parts on backorder with that supplier listed **OR No** to view all parts on backorder*

v. ***Tick in the Order box to select which lines you wish to order***

vi. ***Enter any other lines for order as necessary***

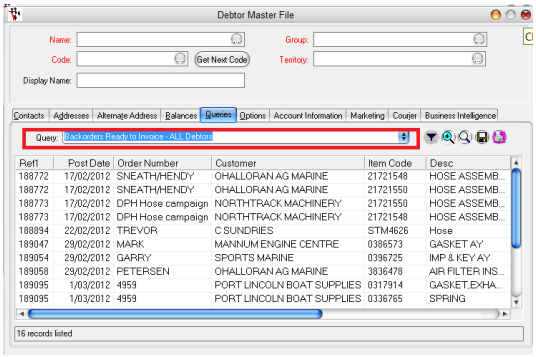
vii. ***Finalise***

4. How to Invoice the Stock once it arrives - Once the stock arrives you will have to first receive in the Creditor Invoice – see guide on Stock Orders for the full procedure.



i. ***Upon Processing the Invoice - it will prompt you that Backorders have been filled.***

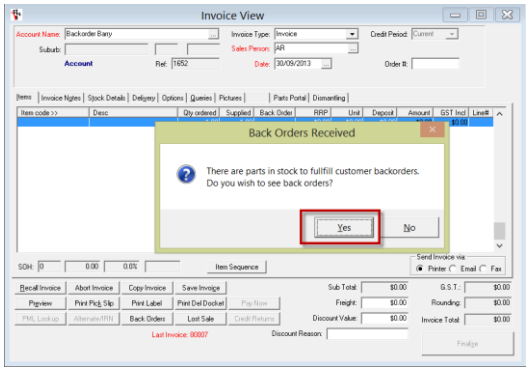
To see who's back orders have been filled;



ii. *Go to **Accounts - Debtors – Debtor Master File – Query** tab*

iii. *Select the drop down for the query **'Backorders Ready to Invoice –ALL DEBTORS'***

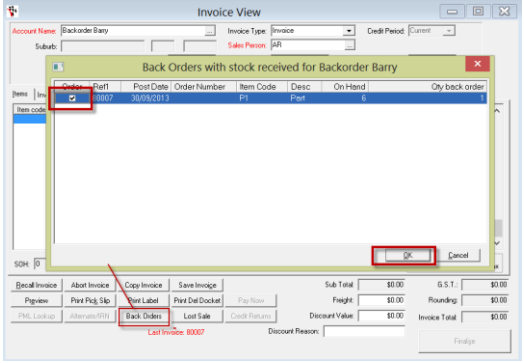
This will show you a list of all the Customer Invoices of which the Backorders have now been filled so can now be invoiced to the Customer, you can then contact the customer to let them know you have the stock. If they no longer want the stock see this guide http://service.autosoft.com.au/entries/22318730-How-to-Clear-Stock-or-Override-Qtys-on-Backorder, if they do want the stock- to prepare their invoice;



iv. *Go to **Parts – Invoicing – Invoicing – Search and Select the Customer***

v. ***Tab through** and this will Automatically Prompt you about the Customers Backorders – **select Yes** (OR Click on the Back Orders button at the bottom)*

vi. ***Tick to select all the Parts you wish to fulfill the backorders for – click OK***



vii. ***Continue with the invoice and add any other charges as necessary – Save Invoice OR Finalise as applicable.***

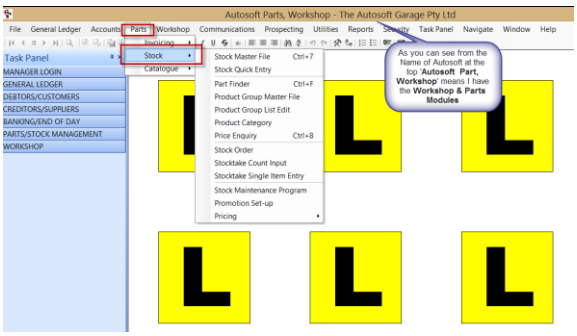
Parts/Stock and Labour Management

Parts

There a few different options, this guide has been broken up into 4 sections which you can use as applicable for what type and how you would like to create your part. Depending on the modules you have purchased in Autosoft, your **Stock section can either be found under;**

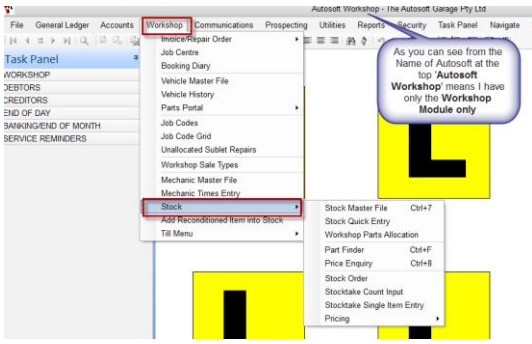
- **Parts – Stock** (For customers who only have the Both Parts & Workshop modules or Only the Parts Module they sell a lot of parts so need a full Parts management system. If you would like this option added to your package, please contact us)

OR



- **Workshop - Stock**

(For customers who only have the Workshop module as their workshop primarily does Labour& buy-in parts so don't need a full Parts management system)



Once you are in the Stock Section, you then have 2 options of how you would like to add your Part

1. Stock Master File

This gives you all the available options to set up your part. It is best to use this option if you need to setup Parts that come in Litres, Metres, and Packs or are consumables or need any Stock Options set.

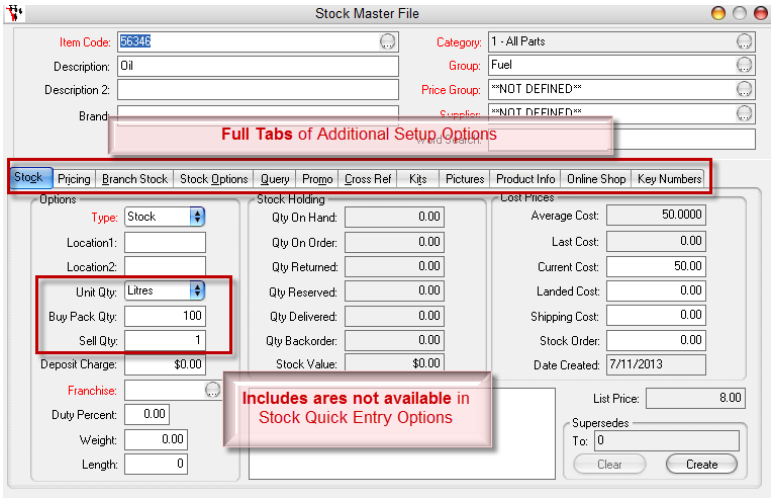
i. ***Simply add all the details of your Part as necessary***

ii. ***Main Tabs to put in your info***

- **Stock** –All main Details
- **Pricing** –Customer Pricing
- **Cross Ref** – Alternate Codes
- **Stock Options** – Ordering and other details

(see your F1 Help on what all the available options are in these tabs)

iii. ***F2 to Save***



2. Stock Quick Entry

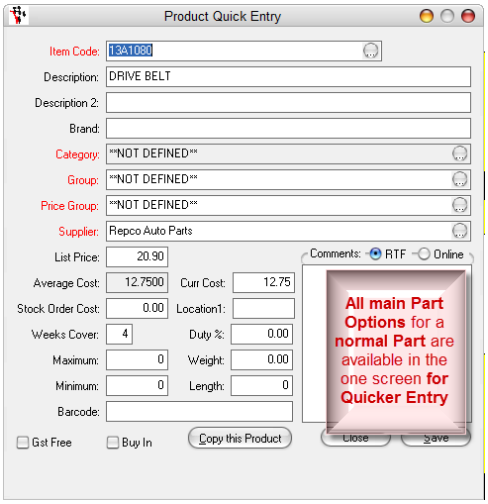
This option gives you all the main options you need for a normal Part in the one screen. This is often handy when adding a range of new parts in as it is fast and you have the **Copy this Product** option so can easily add similar parts using this feature

i. ***Simply add all the details of your Part as necessary***

This give you only 1 main page of information

ii. ***Click Save***

iii. *You can also use the **Copy this Product** option when making Parts that are similar to your existing Parts*

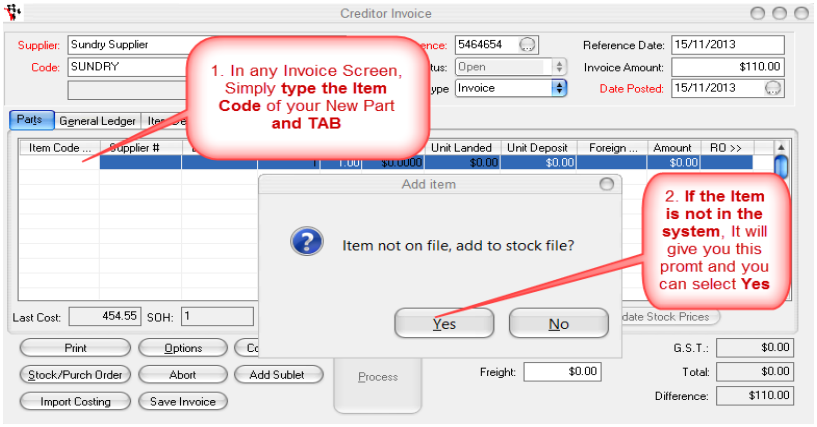


3. Within Invoicing

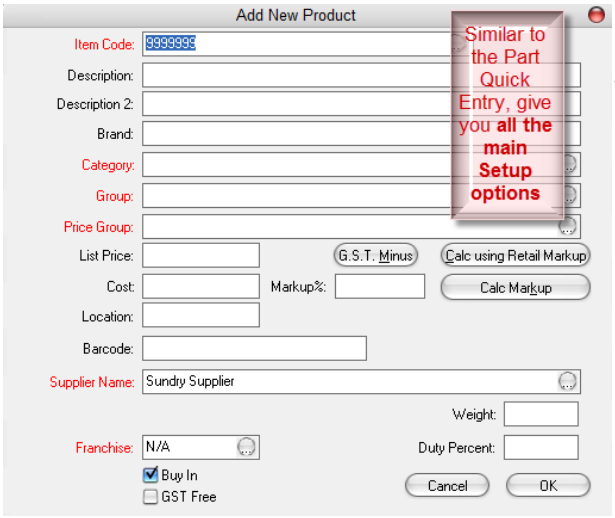
You can create a new part when you are in a Customer or Creditor Invoice

i. *In the any Invoice Item Code Field - **type in the Item Code** of your new Part*

ii. ***TAB** and this will look for the existing Part in the system, and if it cannot find this item code on an existing Part, it will auto prompt you; **'Item not on file, add to stock file?***



iii. ***Select Yes** and you will get a similar screen to the Stock Quick Entry*



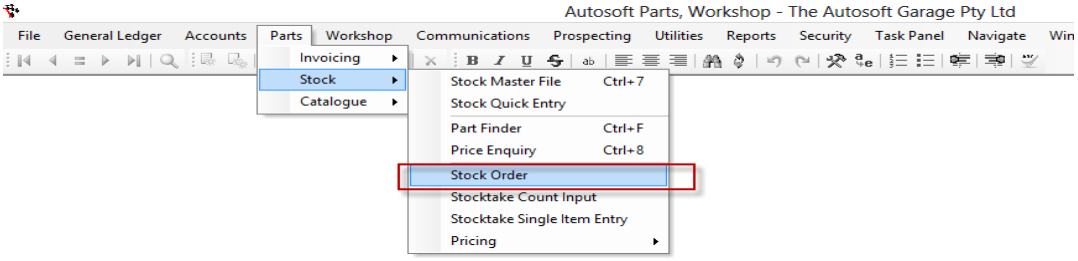
v. ***Enter in all the details of the Part***

v. ***OK to Save** and this will also add the Part onto the Invoice.*

Stock Orders

This guide has been broken up into 2 parts- Creating a general Stock Order and Creating a Stock Order for Parts needed on a Job

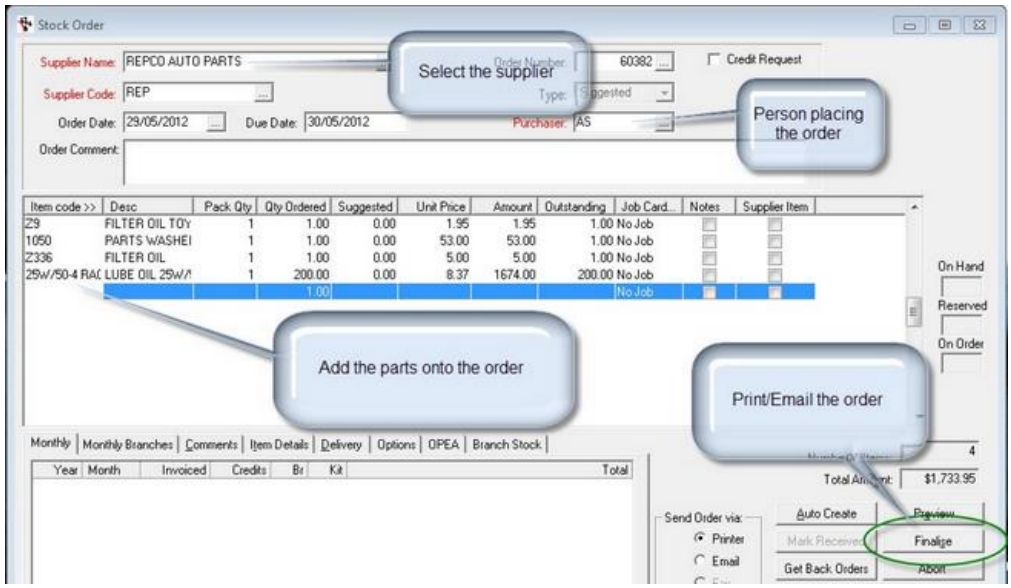
i. ***Go to Workshop – Stock – Stock Order***



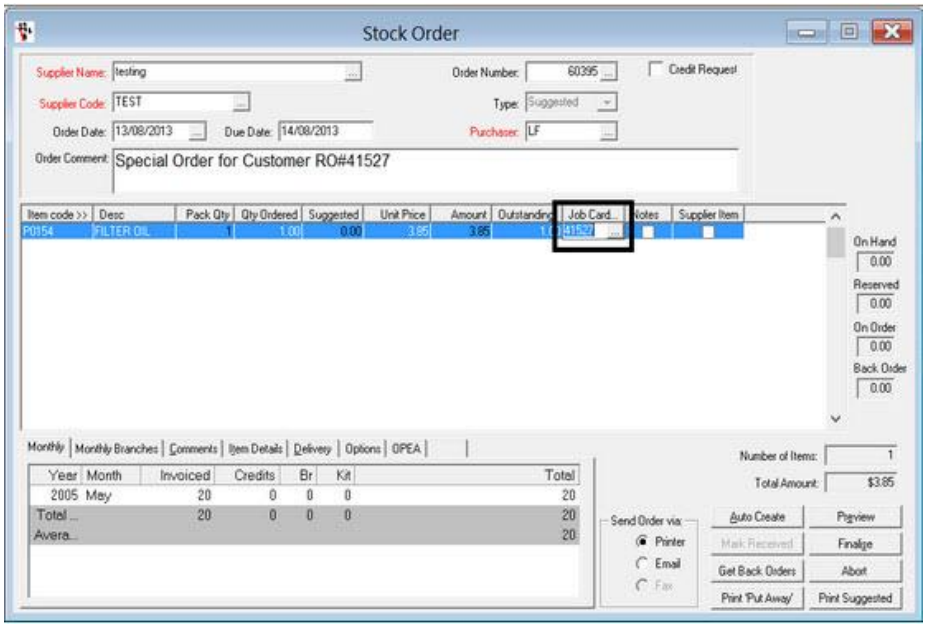
ii. ***Fill in the necessary details such as the Supplier Name and Code, Order Date, Due Date, Purchaser and Order Comment***

iii. *In the Item Code Field =* ***search and select the Part you wish to order***

iv. ***Enter the Qty Order*** *= specify the number of items you need to order*



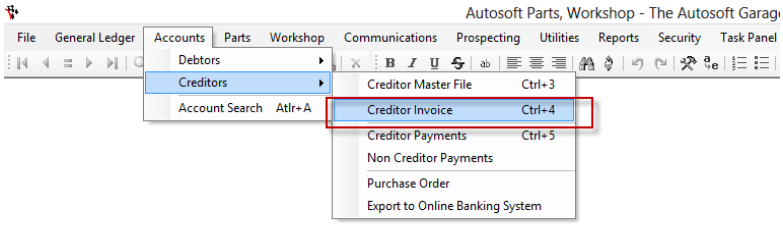
If the Part is for a particular Job – *in the Job Card Field –* ***Search and select the Job***



v. ***Finalise to send/Print the order***

Creditor Invoicing – Receiving in Parts

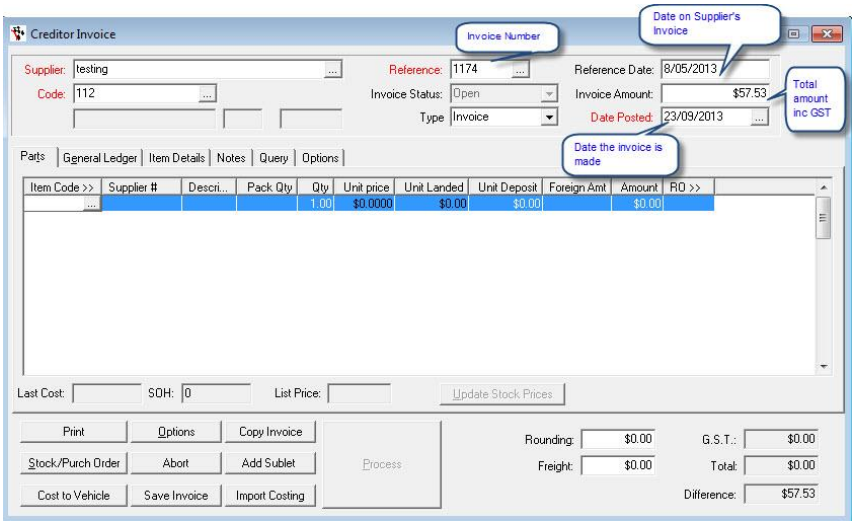
i. *Go to **Creditor – Creditor Invoice***



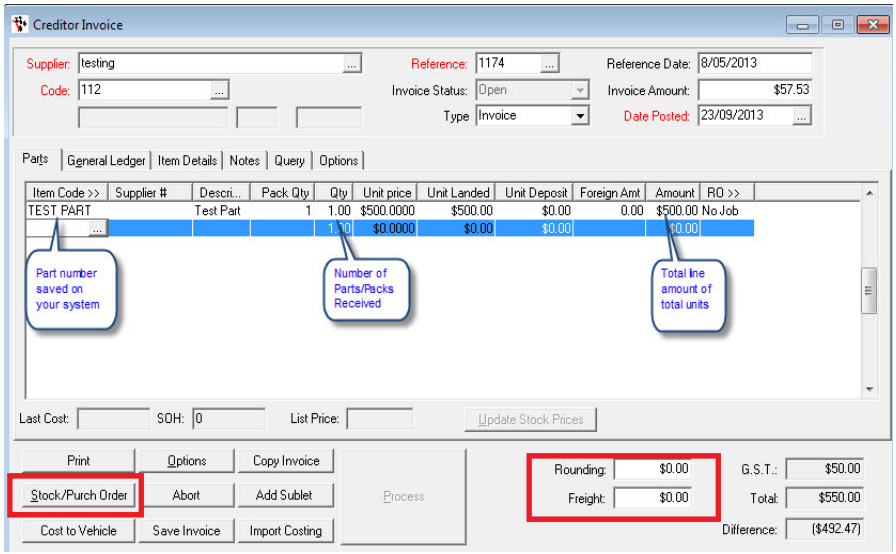
ii. ***Select the Supplier** from which your invoice is from*

iii. ***You now need enter the following information;***

- **Reference**: Invoice Number
- **Invoice Amount**: Total Amount inc GST
- **Reference Date**: The date on the Supplier Invoice
- **Date Posted**: The Date you are doing the Invoice.



iv. ***Start adding on the lines you received onto the invoice under the Parts tab* - If you sent a Parts Stock** Order and want to add the Parts/Purchase Order details onto the invoice **Click on Stock/Purch Ord - Find the stock** order that you are tying into the creditor invoice, highlight it and then double click on it - click **OK**



OR

***If your invoice is not for Parts** – Go to the **General Ledger Tab and Select the GL** the Cost of the Invoice is to be received against*

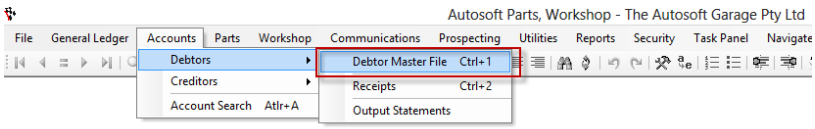
v. ***Edit any other Invoice details** For example; Freight or Rounding amounts to match the total of your invoice.*

vi. ***Process** (this will only be available if all your line totals match your total invoice amount as entered at the top)*

General Administration/Book keeping Operations

Entering Debtor Customer Accounts

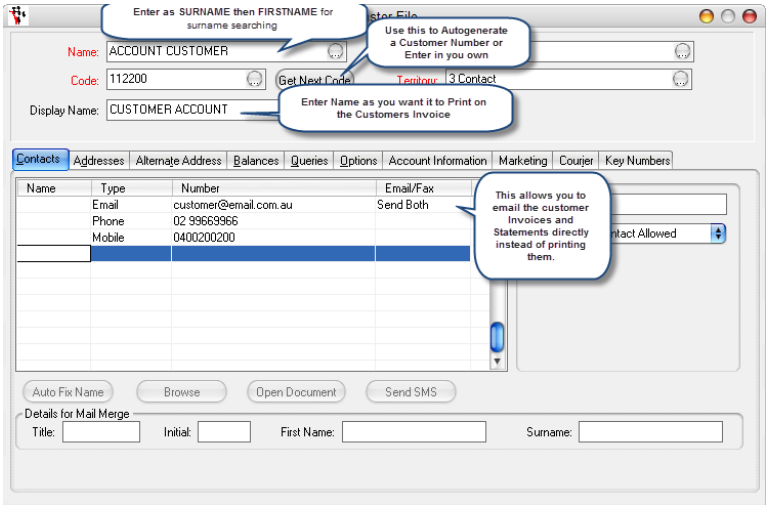
To view, *create or make an exi*sting customer a Debtor Account,



i. ***Go to Accounts- Debtor- Debtor Master File***

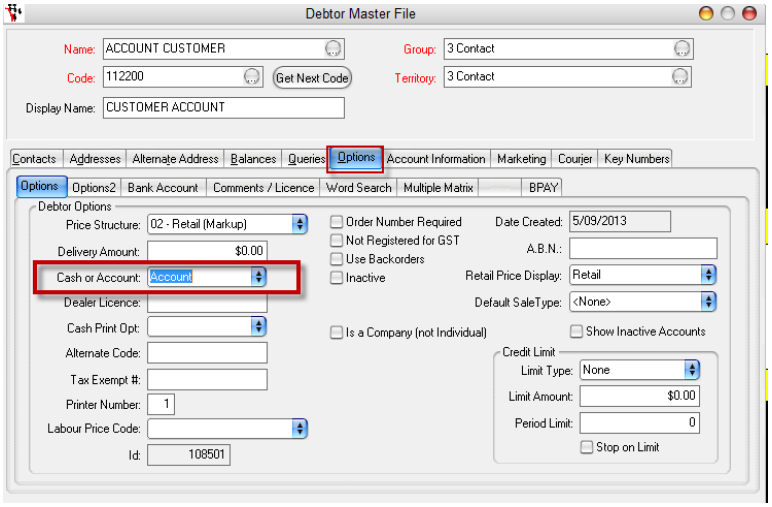
ii. ***Existing Customer - F4 to search and Select the existing Customer OR If it is a New Customer – Fill in all the necessary information such as;***

- **Name** - this can be the **name of a business or individual**. If entering a customer's name, we recommend you enter it with **SURNAME FIRSTNAME**.
- **Code** - this is a unique code that identifies the Debtor. The Debtor code will show once a name is chosen. Searches for debtors can also be made by debtor code. The code can be automatically generated by using the Get Next Code in.
- **Display Name** - This is the Name that will appear on Invoices and Statements. Therefore you would **enter the full business name OR the customers TITLE FIRSTNAME SURNAME.** *For example. Mr John Smith*
- **Group & Territory** - Groups & Territory's can be are and are good for reporting. If you do not have any set select the default '1-Customer'

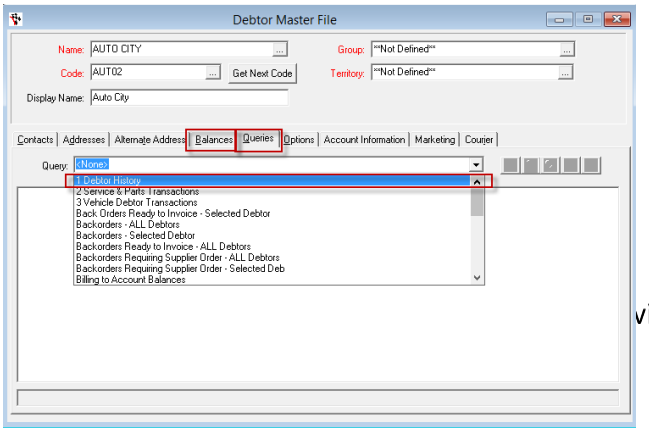


iii. ***Addresses tab to enter the Customers Address***

iv. ***Options tab - Fill in any further info you want to store against the customer - set the option to make the customer an Account***



v. ***To see the Current Balance or any History on the Customer Go to the Balances or Query Tab***



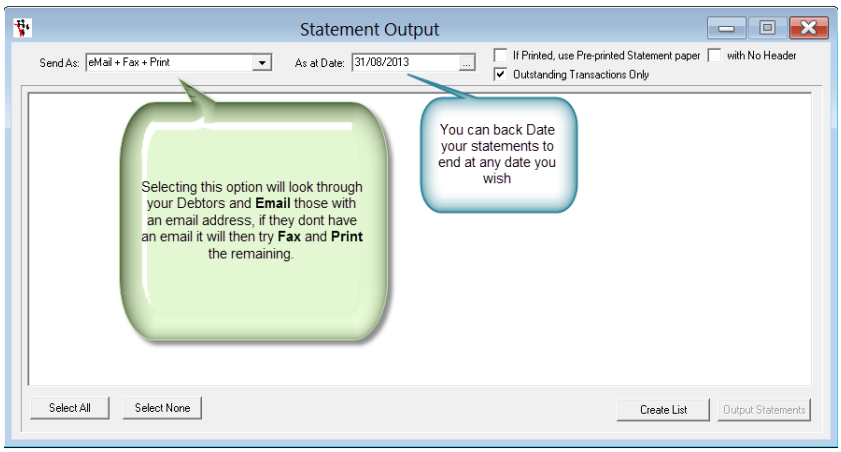
vi. ***Click in the first field which is the Name field - F2 to Save***

Send Out Account Customer Statements

i. ***Go to Accounts - Debtors - Output Statements***

ii. ***Select the Send As option as applicable to you.***

- **Print** = will generate and Print all Statements to your Default Printer
- **Fax + Print** = will generate and select the Fax option for Debtors with a Fax number listed (in their Debtor Master File) then print the remaining who do not have a Fax number listed.
- **Email + Fax + Print** = this will generate and select the Email option for Debtors with an email address listed, then Fax for those with a Fax, then Print the remaining with neither listed.

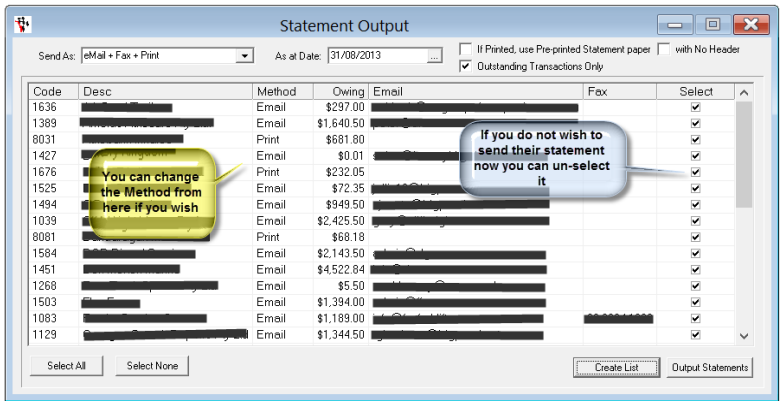


NOTE: You must have Fax setup to use the Fax option http://service.autosoft.com.au/entries/21174681-Setting-up-SMS-and-or-Fax-features-in-Autosoft-. To use the Email option you must have a Default Mail Server setup on your PC - usually this would be Microsoft Outlook or similar. Check with your IT or google how to set this up.

iii. ***Choose the As at Date for the End Date of your statements.***

iv. ***Select Create List***

This will give you your list of Debtor Account Customer Statements and you can Check and Change the Output Method as you wish or un-check the Debtor in the list if you do not wish to send it.



v. ***Select Output Statements and this will Output the statements as per your options selected.***

Receiving Debtor Account Payments

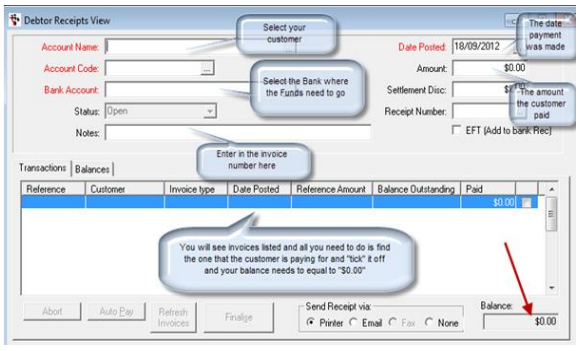
i. *Go to **Accounts – Debtors – Debtor Receipts***

ii. ***F4 to Search and Select the Customer***

iii. ***Select the bank account the Payment is going in to*** *(we recommend Undeposited funds for all CASH, EFT/CRD and Cheque Payments)*

iv. ***Enter the Date of payment & Enter the Amount paid by the customer***

v. ***Click on Autopay*** *to auto allocate the amount being paid to the oldest outstanding invoices or manually select which you would like to pay off.*



vi. ***Click on FINALISE and enter the Method of Payment and click on OK***

Accounts Payable - Company Payments

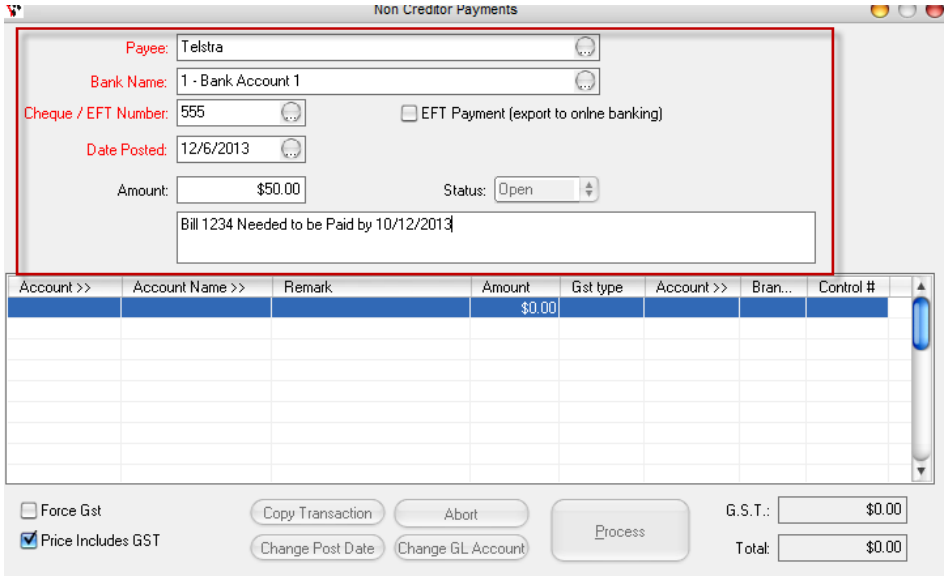
1. Non-Creditor Payments

Non creditor payments are payments that have been made to creditors that are one off or creditors you don't always use on a regular basis and you are tying a general ledger code to them. See the processes below how you can do a non-creditor payment in your system.

i. *Go to **Accounts – Creditors – Non Creditor Payment***

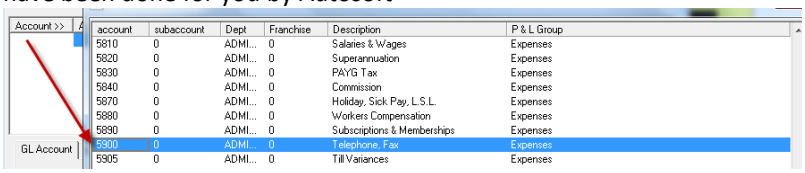
ii. ***Enter in the Payment Details;***

- **Payee** - If this supplier has been used previously it will be in the file, search for the name OR simply type in the name of who/what you are paying. Maintenance program.
- **Bank Name** - Use the default bank account set in the System File or select another bank account.
- **Cheque/EFT Number** – If you have already processed the payment in your online banking, enter the BPAY or Ref No. OR if you are writing a cheq put in the Cheq No. OR Leave the number as the autogenerated No.
- **EFT Payment** - If payment is made by *Direct Online Banking* for this creditor this box should be **ticked**. See Export To Online Banking System.
- **Date Posted** - The default is today's date. Change if the payment is to be posted to another date or period.
- **Amount** - Enter the payment amount.
- **Status** - This will always be *Open* or *Closed*. This field cannot be manually edited and will be *Open* before a payment is processed, and *Closed* after it is processed.
- **Notes Field** - The Notes field at the top right can be used for any payment-related notes. These will appear in the non-creditor payment screen only.



iii. ***Select GL Account***

This is the general ledger you are going to allocate this to. Example you might be paying for a one off phone bill so the general ledger code would be 5900 telephone, Fax. However this may vary depending on if you have a different chart of accounts that have been done for you by Autosoft

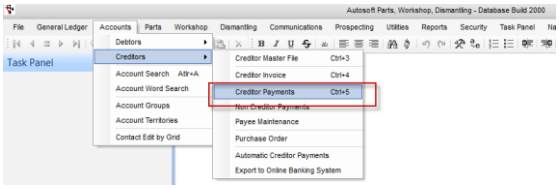


iv. ***Process*** *- Once its processed it will than appear in your bank rec accordingly*

NOTE*: If you are being paid for something, you can put the amounts in negative. e.g I have been paid a check back from a Payee therefore I would enter the amount as -330.00. Alternatively if the Payment effects multiple GL Accounts (for example I have an amount in Expense GL and it can now be moved to another Expense or Liability) you can do a Journal Entry http://service.autosoft.com.au/entries/21692749-How-to-Do-a-Journal-*

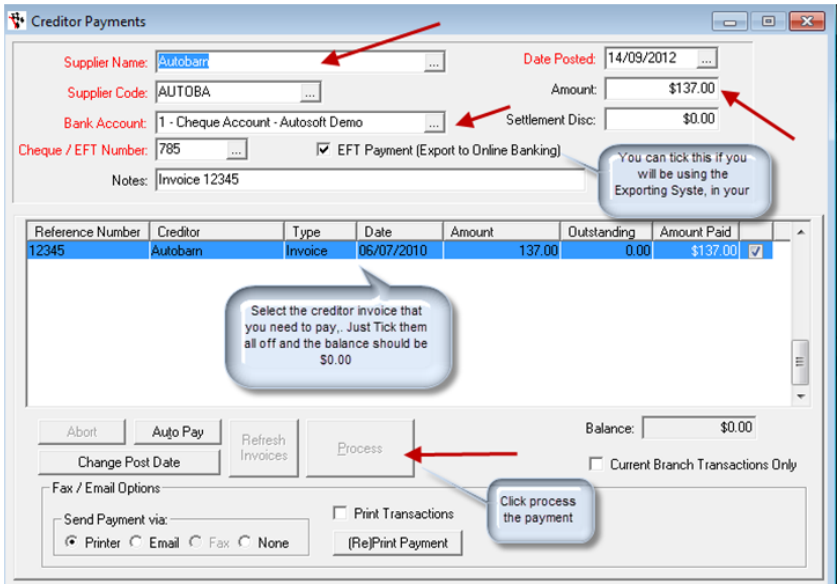
2. Creditor Payments

i. *Go to **Accounts - Creditor – Creditor Payments***



ii. ***Search and Select the Supplier***

iii. ***Enter the Payment Details;***

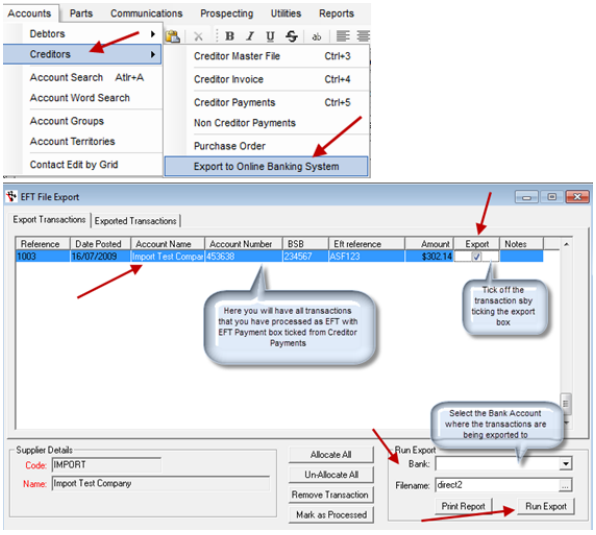


- **Bank Account** - Use the default account or click on the ellipsis ... for another account to make this creditor payment from.
- **Cheque / EFT Number** - The next cheque number or EFT number (online banking payment) is chosen, depending on the EFT box in the Creditor Master File, Bank Account tab being ticked or not. **Note:** If you are not using online banking the cheque number only is used.
- **EFT Payment (Export to Online Banking)** - If payment is made by Direct Online Banking for this creditor this box should be ticked. See Export To Online Banking System for further details.
- **Date Posted** - The default is today's date. Change if the payment is to be posted to another date or period.
- **Amount** - This is the amount of the payment, less settlement discount (if any).
- **Settlement Disc** - Enter the amount (if any) for settlement discount.i.e. You owe your creditor $100 and receive a 2% discount for paying in 14 days, you pay $98.
- **Notes** - This is a free text field you can put any note you want to display on the invoice.

iv. ***Process** - If you are going to be using the Exporting System in Autosoft, you will have the EFT Payments Details Screen appear, Make sure all the details are correct or enter them. Also enter a Reference – we recommend your own company name.*

3. Export to Online Banking

- Go to **Accounts - Creditors - Export to Online Banking System**



You will see all your EFT payments listed in the list and you simply go through and tick off the once you are paying. These should match with the payments you did through the creditor payment screen. You now need to select your bank that these are going to go to and select your file name. Once you have this selected click on RUN EXPORT. It will ask if you want to print a report. For further info see this guide *http://service.autosoft.com.au/entries/21652760-How-to-use-the-Autosoft-Export-Online-Banking-System*

End of Day Tasks

1. Till Reconciliation

A till reconciliation is so that you can reconcile what you have received in takings for the day, regardless if you have a till or not and is great for businesses with Cash type customers and many staff so that all takings can be kept track of. This is an optional feature to use in conjunction with the Processing the Undeposited funds.

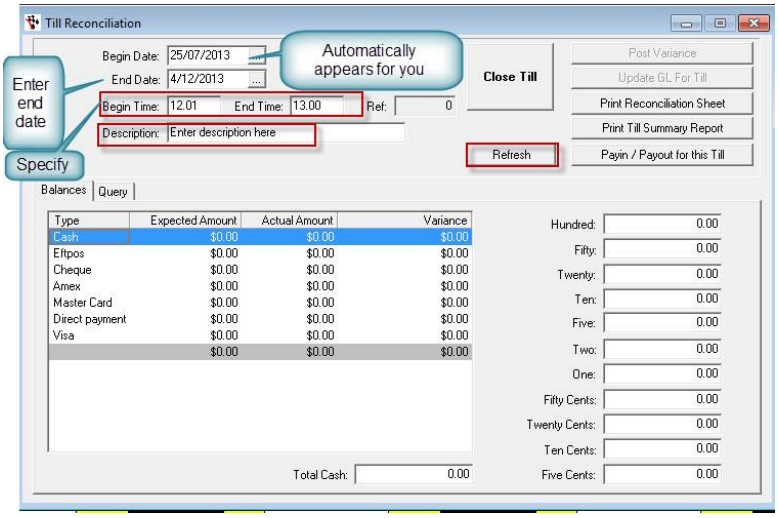
i. ***Go to General Ledger – Banking – Till Menu – Till Reconciliation***

ii. ***The Begin Date will already appear for you, you need to enter in the End date***

iii. ***You can choose to put in a Begin Time, End Time and also a Description***

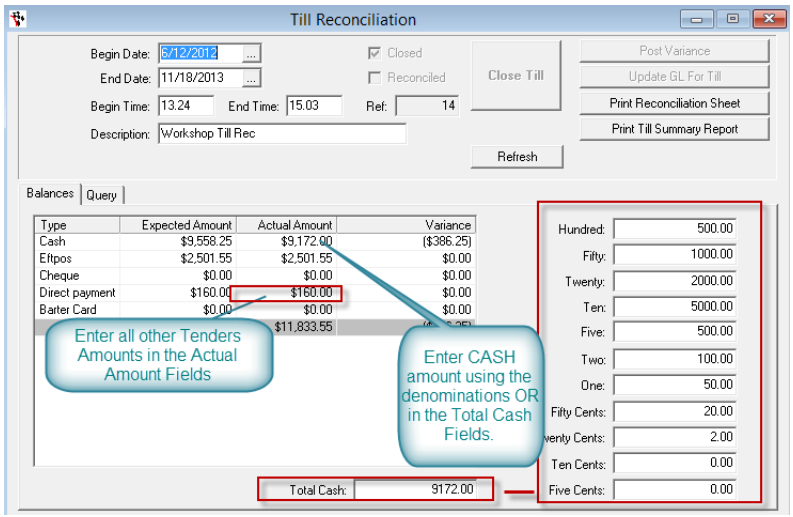
iv. ***You now need to click on Refresh***

v. ***Once you click on Refresh you will see in the Balance tab what has come in, from cash, to eftpos to cheques and so on***



vi. ***Enter the Amounts you have actually counted***

- For Cash – Enter the amount in the Denominations fields OR in the Total Cash at the bottom
- For all other Payment Methods (Eftpos or cheque or credit cards) - Click into the Actual Amount field and Type in the amounts.



vii. ***Once you are happy with your final totals - click on Close Till***

viii. *The system will ask if you want to close the till -say **Yes** if you are sure all the totals you have entered are correct. This is the last stage before closing the till and you cannot reopen a till period.*

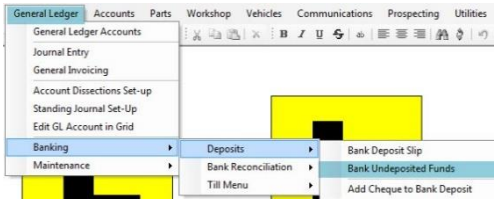
ix. *If your actual takings (the totals you entered) are different to the system totals and there are variances, it will ask if you want to Post the Variances - Click **Yes if the amount is worth keeping track of** (see this guide for more details http://service.autosoft.com.au/entries/21604315-What-to-Do-With-Your-Till-Reconciliation-Variances)*

The system will give it a reference number and create a NEW SHIFT for you, ready for the next till rec to be done

2. Processing Undeposited Funds

Undeposited funds works like a holding account; it keeps all your transactions that have gone through in the one place up until you see the funds in your bank account. The transactions will appear in your Undeposited funds once you have completed a till reconciliation, these are your cash sales and some of your account customer debtor receipts, depending on what bank was selected when a debtor receipt was done. Once you have ticked all the transactions off through undeposited funds they will carry over to your Bank Reconciliation as credits, ready for you tick them off when you do your Bank Reconciliation.

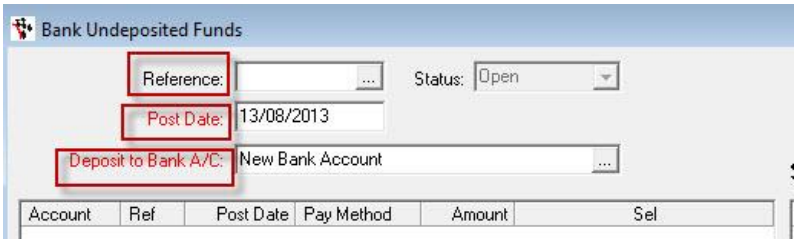
i. ***Go to General Ledger – Banking – Deposits – Bank Undeposited Funds***



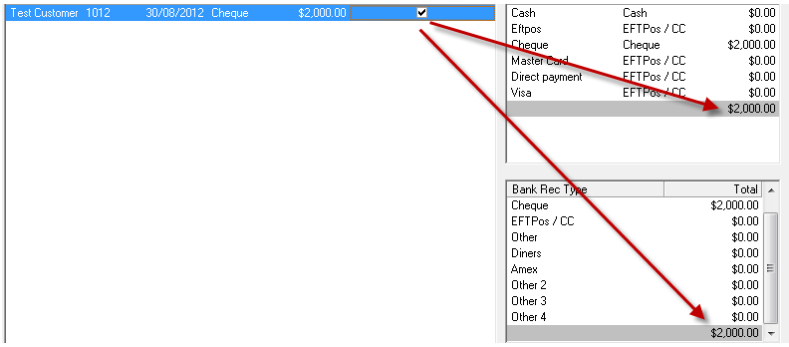
ii. ***Enter the Post Date = you must enter in that date the funds hit your bank account***

iii. ***Choose the Deposit to Bank A/C = you need to select the bank that funds belong to***

iv. ***Click Refresh to make sure all the transactions are up to date***

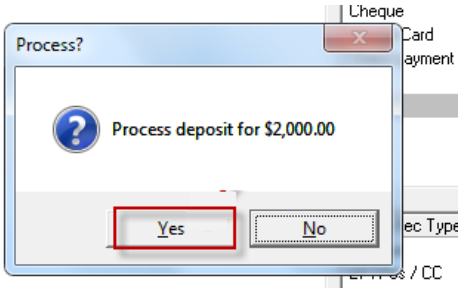


v. ***Find and tick the amounts to be deposited to the bank. The totals of these will add up on the right*** *(For example if you had $2000 hit your bank account for cheque payments you would look for all transactions for Cheque payments that add up to that amount)*



vi. *Once you are happy what you have ticked and it all matches-* ***click on Process***

vii. *You will get a message pop up in front of you "Process deposits of $$$$" you now need to* ***click Yes if its correct***



3. Backing Up your Autosoft

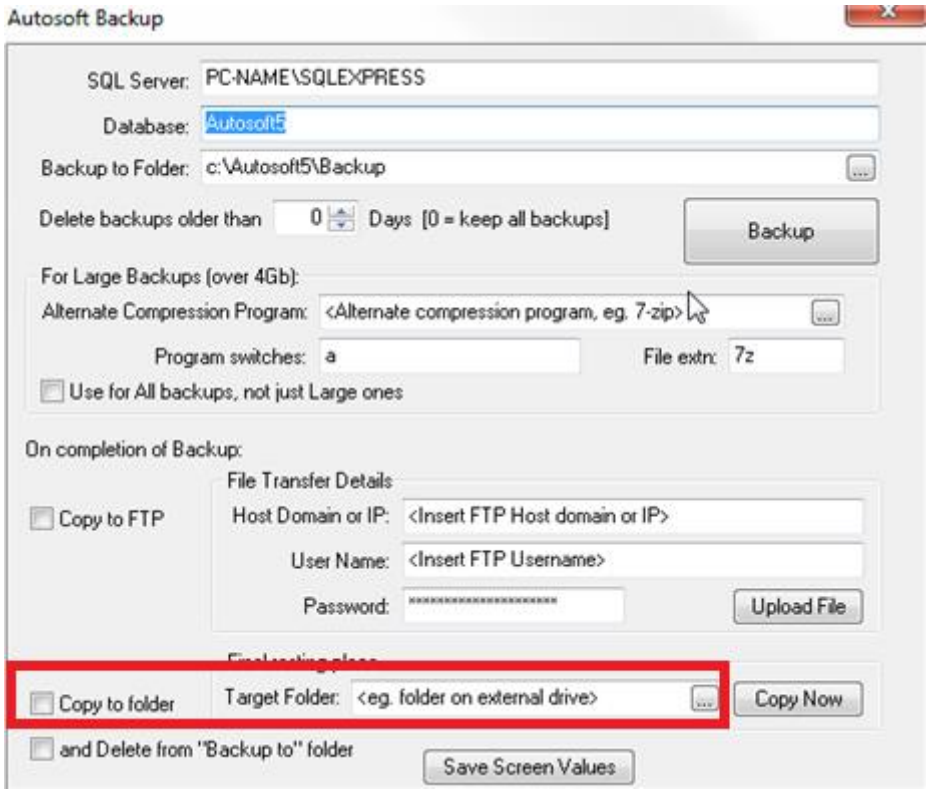
Autosoft offers multiple options for you to back up your system. This is a very important process and below shows you the most basic minimum recommended backup option. For more options including an Autosoft Automated Backup Service and if you have any trouble with backing up your Autosoft, contact us.

i. ***Plug in a USB Removable Hard Drive to your main Autosoft Server/PC***

ii. ***Exit out of Autosoft on all PCs***

iii. ***Double click to open the Autosoft Backup Icon.***

iv. *All the SQL, Database and Backup to Folder info should be preset for you, similar to this screen**. Simply tick the box to 'Copy to folder' and search and select your Hard Drive Location***



v. *Click **Backup***

Banking/End of Month Reporting and BAS

There are various procedures involved in you end of moth and things you should do for lodging your BAS. Use the Below as a checklist for what needs to be done. Most of what needs to be done has been covered in this guide but if not there are links to where to find further guides;

1. Make sure Accounts Payable, Receivable and other book keeping tasks are up to date i.e;

- **Debtor Invoices**- Go through all outstanding Jobs/Invoices in the Job Control Center to see if you can Finalise any outstanding Debtor Customer Invoices. *For the guide on how to do this click here* - http://service.autosoft.com.au/entries/21647560-How-to-use-the-Job-Control-Centre
- **Debtors Payments** - have been Finalised (where possible) **Debtor Account Statements** - send out all your customer account statements
- **Creditor Invoices** - All Outstanding invoices to be received in have been Finalised
- **Creditor Payments** have been processed (where possible) http://service.autosoft.com.au/entries/21372544-How-to-Do-a-Creditors-Run-
- **Non Creditor Payments/Journals**- Any other company payments have been processed. Non-Creditor Payments http://service.autosoft.com.au/entries/21433295-How-to-do-a-Non-Creditor-Payment-in-Autosoft Journals http://service.autosoft.com.au/entries/21692749-How-to-Do-a-Journal- General Invoicing
- **Undeposited funds** – all funds that have been banked have been processed to the Bank Account http://service.autosoft.com.au/entries/21440774-How-to-Process-Undeposited-Funds
- **All Opening Balances have been entered** -
- **Bank Reconciliation** – all Bank Reconciliations are up to date and have been Processed http://service.autosoft.com.au/entries/21372654-How-to-Do-a-Bank-Reconciliation-Run-

2. Additional Recommended Procedures

- Close the **GL Calendar** - for the previous periods / open next period - http://service.autosoft.com.au/entries/21475589-How-to-turn-certain-months-on-and-off-in-the-Calendar
- Run a **Backup** - Backups are recommended DAILY but definitely make sure you do another one at EOFY and have it copied to a hard drive or other devise which is/can be taken OFFSITE. http://service.autosoft.com.au/entries/21106542-How-to-Backup-your-Autosoft-Database

3. Reports

These are the reports generally needed by your accountant/book keeper at the end of financial year. Please check with them for further information or reports they may need.

Reports Console – Stock -

- **Stock Value** – this report must be run on the date and time it is needed. i.e Run it at the end of trade on the 30th June

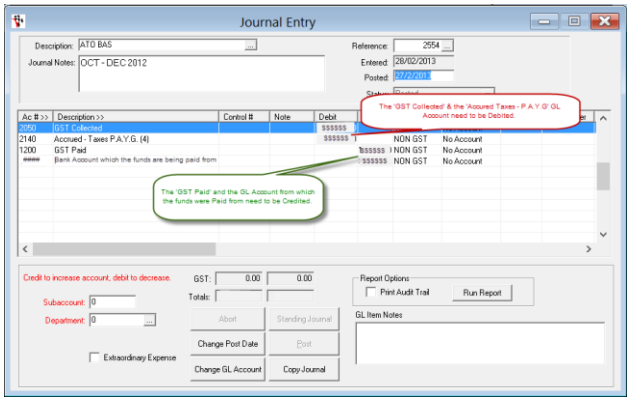
Reports Console - General Ledger -

- **GL Balance Sheet**
- **GST BAS Amounts**
- **Profit & Loss**
- **Payroll Transactions By Employee - Summary** (if you have the Payroll program)

For a guide on how to Cross Check the totals on the above reports - see this guide http://service.autosoft.com.au/entries/22674980-How-to-Cross-Check-Totals-on-BAS-and-Other-Reports

4. Entering your Processed ATO BAS Payment as a Journal

This is an example of a journal you may post to record your processed BAS Payment.

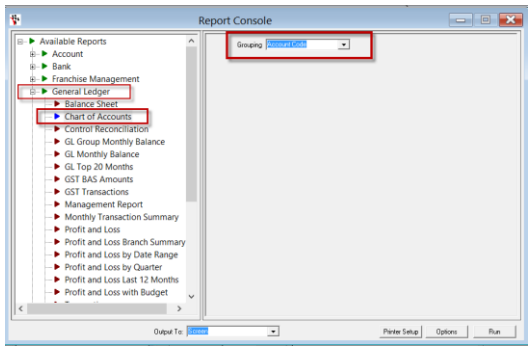


General Ledger Accounts and Opening Balances

Autosoft comes with a full list of preset and pre mapped GL Accounts. Before you have to do your first Bank Rec and BAS tasks, we recommend give your accountant the new GL Chart of accounts;

- Is there any Edits or New GLs that they would like you to create?
- As of the changeover to the new system, which GLs need their current balances entered?

1. To get a full list of your New GL Chart of Accounts

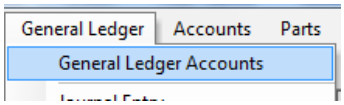


i. *Go to **Reports Console** - **General Ledger** - **Chart of Accounts***

ii. *Choose your Grouping **(Account Code or GL Type are suitable)***

iii. ***Run***

2. To Change an existing GL



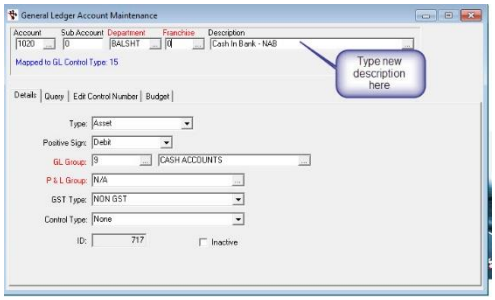
i. *Go to **General Ledger** - **General Ledger Accounts***

ii. *Click into the Account field and **F4 to search***

iii. ***Find & select the GL you want to change***

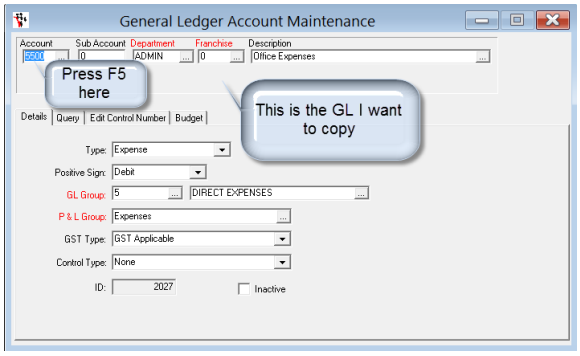
iv. ***Change any of the Fields as Necessary***

v. *Click back in the first Account field **and F2 save***



3. To Create a New General Ledger (by copying an existing one)

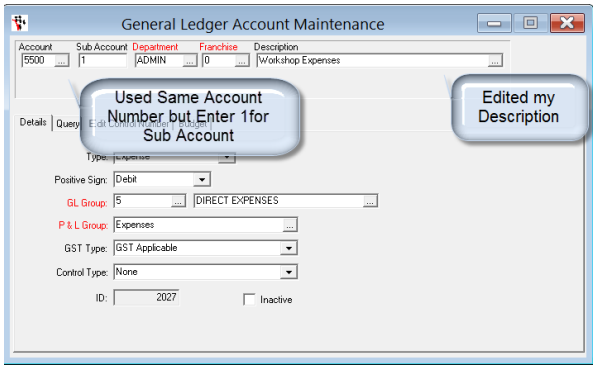
To create a NEW General Ledger account code is just as simple, what you can do is find a general ledger code that is similar to what you want the new one to be (as in the details are what you want it to be from Type, Positive Sign, GL Group, P & L Group, GST Type and Control Type)



i. ***F4 to search and select** the similar GL account you wish to copy*

ii. *Once selected- Click into the Account field - **Press F5** = this will clear the general ledger code and keep all the information, all you need to do is simply type in the new code into account field.*

iii. ***Edit the Fields as necessary** = you can change any field you wish inc Account Number. You can even use totally different Number. If you are using the same number then you can enter a Sub Account Number*



iv. ***TAB** through to next fields and update it as necessary*

v. *Click back in the first Account field and **F2 to Save***

Opening Balances – Debtors & Creditors

Upon changing over to Autosoft, you have to enter the opening balances of your GL accounts. This has to be done for ALL system changeovers., the only time it doesn't have to be done is when you are a brand new business, you may only have to enter your opening Bank Balance and any other pre system company purchase Expenses.

This Process has been broken up into 4 Parts in the Order we recommend you Enter them into Autosoft (as shown in this guide);

To Start

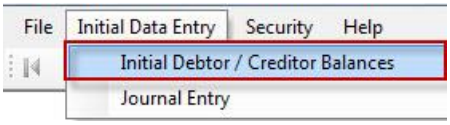
i. ***Open the Initial Entry Program*** *= This program is specifically for the task of entering your Opening Balances and once you are done it should not need to be accessed again.*

ii. *Go to your **Main PC - My Computer - C Drive – Autosoft 5 Folder- Programs***

iii. *Click on "**InitialEntry**"*

iv. ***Login as you "Setup-pro" access user***

1. Debtor Opening Balances – Debtors should be done first as after Go live, if account customers come in-you need to have their balance in AS in order to make their Payments.



i. *Go to **Initial Data Entry – Initial Debtors/Creditor Trial Balances***

ii. *Make sure the selection is on **Debtor***

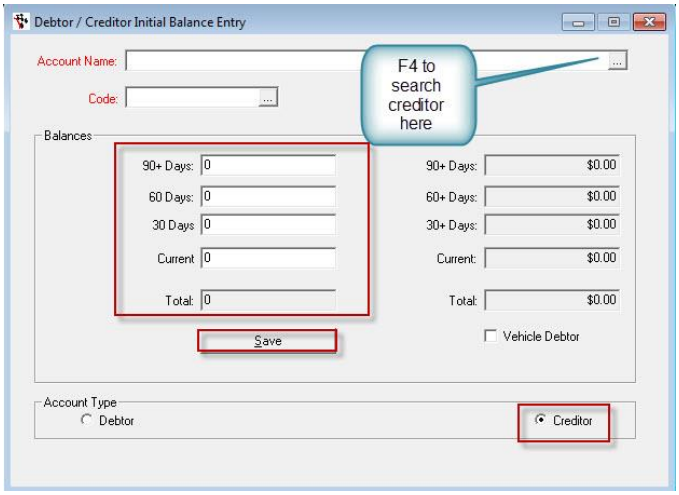
iii. ***F4 to Search and Select the Account Name***

iv. ***Enter in their current, 30, 60, 90 opening balances***

v. *Click **Save***

*Note: If you make an error and need to go back to adjust any of the balances you can. Take note though Autosoft does not allow you to make the amount $0.00. The lowest you can go is $0.01. Once you have done this you need to do a debtor receipt in Autosoft to balance this off and then go in do the correct opening balance and **Save**.*

2. Creditors - Try and pay as many as you can before change over so there are less balances to enter. They can be done as you go e.g When you get a Creditor Invoice, go to initial Entry and add your current owing balance to that supplier.



i. *Follow the same steps as above except make sure the **selection is on Creditor***

ii. ***F4 to Search and Select the Account Name***

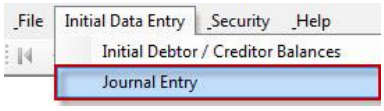
iii. ***Enter in your current, 30, 60, 90 opening balances***

iv. *Click **Save***

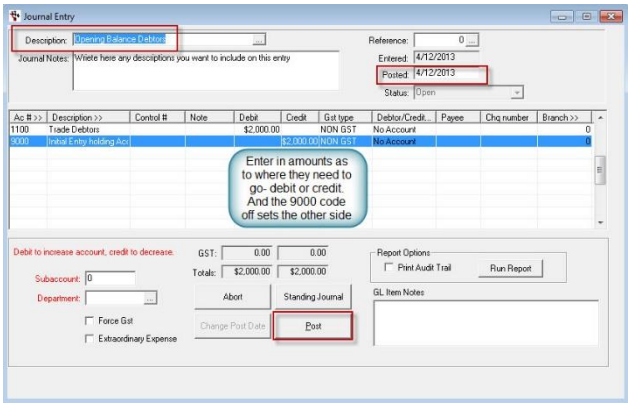
Journal Entries for All GL Accounts Opening Balances

Journal entry is where you enter your opening General Ledger Journals to populate your GL with balances for each relevant account. This needs to be completed after you have done your opening and closing balances for your Debtors and Creditors. Opening general balances are so that General Ledger Entries Balance from your previous system are carried over so they will appear on the Autosoft Balance Sheet. Here is the example process on how to do opening and closing balances for General Ledger of Trade Debtors, Creditors and Stock.

a) Journal for Trade Debtors - As the Balances of all your Debtor Account Customers were entered as a Opening Balance and not processed as transactions, the total Balance of the Trade Debtors GL will also have to be entered.



i. ***Go to Initial Data Entry – Journal Entry***

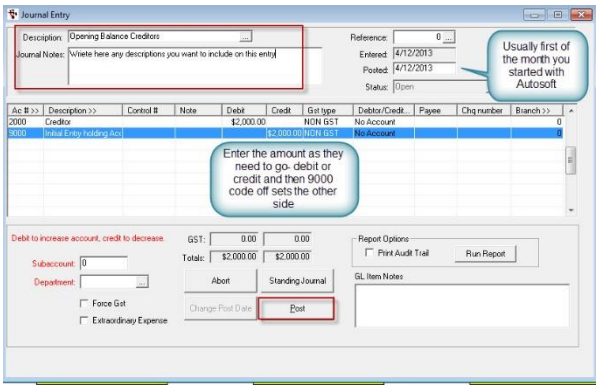


- **Description**: Enter Something like **'Opening Balance Debtors'**
- **Journal Notes -** Any extra notes or description you want against this entry.
- **Posted-** The Date this Entry needs to be Posted -This will most likely be the First of the Month you started with Autosoft.
- **Ac ##-** The General Ledger codes that you need to use to process the entry for Debtors is as follows
- **1100** = **Trade Debtors -** put it as either Debit or Credit
- **9000** = **Initial Entry Holding Account** -Off sets the other side of your trade debtor entry; you always need to end the journal with 9000 code, on whatever you are entering in

ii. ***Post.***

b) Journal for Creditors - You now need to do an Opening Journal Entry for **Creditors**.

i. ***Go to Initial Data Entry – Journal Entry***



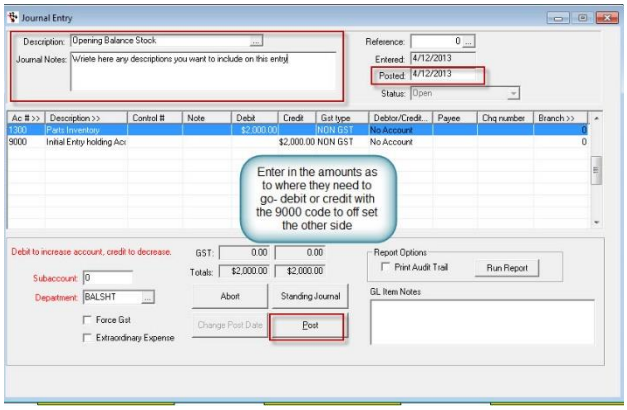
ii. ***Enter the Journal Details;***

- **Description -** Enter Something like '**Opening Balance Creditors**'
- **Journal Notes -** Any extra notes or description you want against this entry.
- **Posted -** The Date this Entry needs to be Posted -This will most likely be the First of the Month you started with Autosoft.
- **Ac ##: 2000** = **Creditors** - put it as either Debit or Credit
- **9000** = **Initial Entry Holding Account** - off sets the other side of your creditor entry

iii. ***Post***

c) Journal for Stock/Parts Inventory - *You now need to do an Opening Journal Entry for Stock.*

i. ***Go to Initial Data Entry – Journal Entry***



ii. ***Enter the Journal Details;***

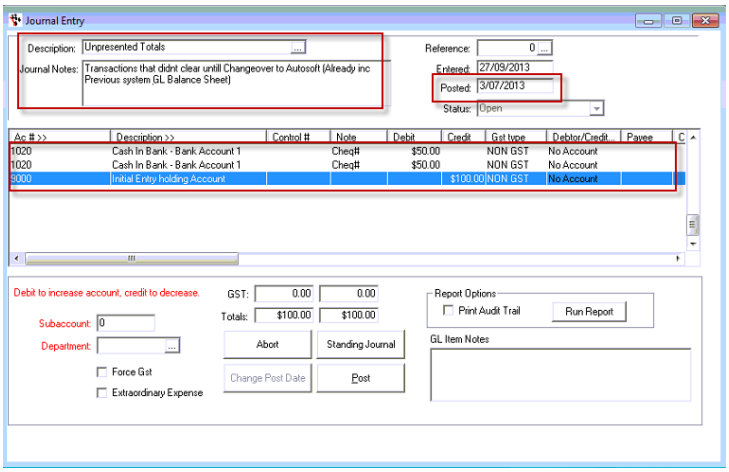
- **Description-** Enter Something like '**Opening Balance Stock**'
- **Journal Notes -** Any extra notes or description you want against this entry
- **Posted -** The Date this Entry needs to be Posted -This will most likely be the First of the Month you started with Autosoft.
- **Ac ##: 1300** = **Parts Inventory** - put it as either Debit or Credit
- **9000** = **Initial Entry Holding Account** - off sets the other side of your stock entry

iii. ***Post.***

d) Bank Account GL and Other Balances on your Bank Rec- These are also an initial Entry Journal for your Bank Account total Opening Balance and the other funds which although the transaction was processed in your previous system, the funds did not clear into your bank account until after the changeover. You need to do a journal for them so you can Balance your first Bank Rec.

i. ***Go to Initial Data Entry – Journal Entry***

ii. ***Enter the Journal Details;***



- **Description**: Enter Something like '**Opening Balance Bank Account**' then do another Entry for the **'Unpresented Totals**'
- **Journal Notes -** Any extra notes or description you want against this entry.
- **Posted -** The Date this Entry needs to be Posted -this is the date the transaction appears on your Bank Statement
- **Ac ##:1020** OR Any other Bank Account GL you have in the system & Enter Each Entry **-** Enter a line per Statement Entry and put a **Note** of the Cheque or any other Reference number so that it will appear on your Bank Rec.
- **9000** = **Initial Entry Holding Account** -to off sets the other side of your entries total balance

iii. ***Post***

e) All Other GL Expense Accounts - Do another In ital. Entry Journal for any other Expense GLs you were advised by your accountant to enter.

A video guide is also available here; http://www.youtube.com/watch?feature=player_embedded&v=JYB5ZWlU05s

Shortcut Keys & Navigation

Function Keys:

- F1 = Help
- F2 = Save
- Shift + F2 = Delete
- F3 = Close Current Screen
- F4 = Available Selections
- F5 = Clear Screen (Can also be used to clear a row in a grid) F7 = Move back one record
- F8 = Move forward one record
- F9 = Find Closest record

Getting to Screens:

- Ctrl + 1 = Debtor Master File
- Ctrl + 2 = Debtor Receipts
- Ctrl + 3 = Creditor Master File
- Ctrl + 4 = Creditor Invoice Ctrl + 5 = Creditor Payments Ctrl + 7 = Stock Master File Ctrl + 8 = Price Enquiry
- Ctrl + 9 = Workshop Invoice/Job Card
- Ctrl + I (Letter I) = Parts Invoice
- Alt + D = Item Discount popup in Parts & Workshop Invoices

Moving through Field in screens:

- Tab - Go To Next Field
- Shift + Tab - Go To Previous Field
- Enter - Can be used instead of mouse clicking OK

On screen Keyboard navigation:

- Where a letter or number is underlined, for example - Autosoft
- Hold the ALT key + the Underlined letter. 'ALT + A'
- On Screen Tools:
- Ctrl + D = Calendar / Date picker
- Ctrl + L = Calculator

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