



Adminsoft Accounts User Guide

## **Setting Up (UK)**

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# Adminsoft Accounts Basic User Guide – Setting Up

## The Basics

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

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

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

**Nominal Ledger:** for handling the expense, sales, asset, liability and capital accounts required to produce Profit & Loss and Balance Sheet reports. If you wish, in Adminsoft Accounts you can completely ignore this ledger. Many users do, often leaving up to their accountant to worry about.

**Stock Control:** for recording and maintaining your stock levels. It also includes Purchase Order Processing, for raising Purchase Orders to your suppliers to requisition goods.

**Human Resources** or if you've selected payroll it'll be **HR/Payroll:** this allows you to record details about each employee, including of course payroll information if that module has been selected. Note, there are actually two payrolls: one specifically for the United Kingdom, and one for other countries – which may or may not work depending on how sophisticated the payroll requirements are of the country.

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

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

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

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

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

Both AutoManager and Shop/Cafe Manager support bar code scanners, receipt printers, and cash drawers. If you didn't select them initially, but think perhaps one of them would be useful after all, you can still select them. In the opening screen of Adminsoft Accounts, click on your

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

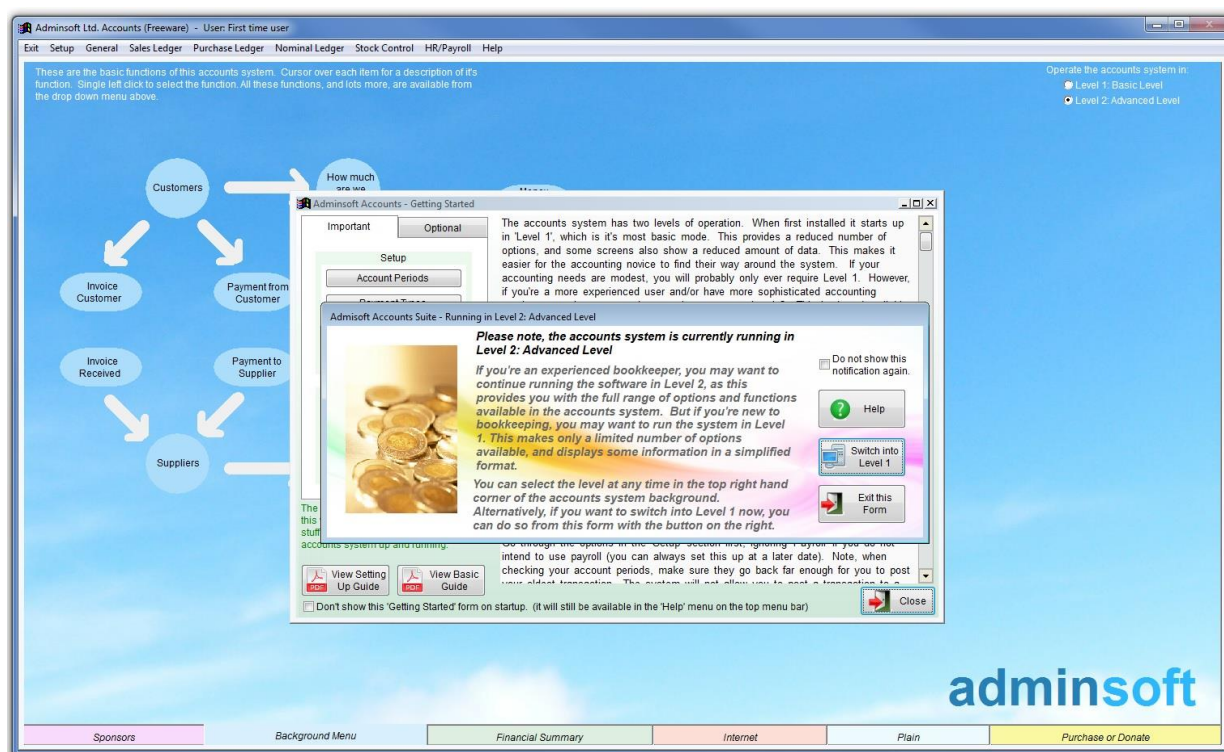
Each module in the accounts system works with all the others, they are fully integrated. So, for example, transactions created in AutoManager can be seen in Sales Ledger, Nominal Ledger and Stock Control.

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

Nominal Ledger will already have quite a few accounts setup for you, so you will have little or no work to do there. However, Sales and Purchase Ledgers will only have one account in each, with the account code of 'MISC' for 'Miscellaneous'. This is a cash account, and if you wish you could use them for all cash sales and purchases. But you will no doubt wish to set up many more accounts specific to your customers and suppliers.

Before you create any new accounts, you need to look at codes. The accounts system uses all sorts of codes in order to help you keep track of, and analyse, data. These are things like Sales Analysis codes, Purchase Analysis codes, Payment Type codes, Sales Tax/VAT rate codes, and so on. Lots of codes are automatically created when the ledgers for your company/organisation are created, but you need to check through them to make sure you have what you need to get started. You can always add/delete codes at any time, and probably will during your use of the accounts system.

When you go into a new set of ledgers, you'll see an opening screen something like this:



There are two forms that will have automatically appeared in the middle. We'll deal with the smaller of the two first, which is in front of the larger one. Adminsoft Accounts can run in one of two modes: 'Level 1: Basic Level' and 'Level 2: Advanced Level'. It defaults to level 2. In this level you get to see all the available menu options, and forms, such as account details, are displayed with full information and all options available. However, if you're new to bookkeeping, you might find

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all these options and the wealth of available information a bit overwhelming. So, you could switch the accounts system to run in level 1. In this level many of the lessor used options do not appear in the menus, and forms such as those showing account details will display less information and offer fewer options. It basically simplifies the accounts system. And that's what the small form in the middle is all about. If you start off in one level, you can always change to a different level at any time. When the **'Background Menu'** is selected (which is the default background you can see above), there is an option in the top righthand corner for selecting level 1 or level 2. Note, if you are using the software as Freeware, the default background is different and contains adverts. You will need to click the tab **'Background Menu'** at the bottom of the application window to select the background shown above.

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

The remaining larger form titled **'Getting Started'** is there to help you check through all the codes I talked about above. Please read the instructions on the righthand side of it, and in the **'Setup'** section click each button in turn. They're the most important. You could also enter opening balances if you wish, by going through the **'Opening Balances'** section, but you do not have to. Opening Balances can be entered at any time. Of course, if your business is new, you can ignore them altogether.

If you click on the 'Optional' tab, you'll see two columns of buttons, one for codes related to Sales Ledger, and the other related to codes for the Purchase Ledger. You may find it useful to go through these, but it's not strictly necessary.

You'll notice that on most forms, there's a **'Help'** button. If you're unsure of anything, it's always worth clicking this. It'll provide helpful information that is specific to the form you're using. What may be unique to Adminsoft Accounts, is that as well as reading help text that has already been written, on the left hand side of the help form you can enter your own notes. Click the **'OK'** button to save these notes.

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

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

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

## **Setting up VAT**

This is probably the most important bit of setting up. If this isn't right, none of your sales or purchase invoices will be right. Assuming you're registered for VAT, if you're not, then you can skip this bit!

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

When installed, as you're in the United Kingdom the VAT codes and rates are already set up and should not require editing. But we always recommend you check them anyway. Tax rates can change, as can the process to use for certain sales and purchases. Plus, VAT is SO complicated,

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you may do something that is not catered for in the standard setup. Either way, you need to acquaint yourself with the available VAT codes.

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

Setup - Value Added Tax Codes and Rates

**Tax Setup** | **Tax Table**

VAT Registration Number:

**General Tax Description & Accounting Method**

Short (6 chars): VAT

Long (30 chars): Value Added Tax

S/L Acnt. Method: Standard

P/L Acnt. Method: Standard

Set up your basic Sales Tax/VAT details here. The 'Short' and 'Long' descriptions to the left are for general use. When ever Sales Tax or VAT is mentioned, it will use one of those descriptions (which one depends on available space).

You can also specify the accounting method used for calculating tax due to the tax authorities.

**Description of Tax Types**

	6 Chars	30 Characters	Tax Calculated on (always calculated on subtotal)
Tax 1	VAT	Value Added Tax	Subtotal
Tax 2			Subtotal
Tax 3			Subtotal
Tax 4			Subtotal

The actual tax rates are set up in the tax table. Up to 100 tax codes can be created in the tax table, each one can have up to four tax rates, corresponding to the tax types defined above.

Use this section to define what types of taxes you need to charge on sales. Many people will require just one, particularly those using VAT. But some countries will require several, perhaps a federal tax, county tax, and city tax, for example.

Here you just give each tax type a description, and indicate how it is calculated. When there are multiple tax types, some are on the subtotal, but sometimes tax is calculated on subtotal plus tax.

[Click to download a PDF guide to setting up Sales Tax/VAT](#)

Help Close OK

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

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

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



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Code	Description	VAT%	Notes
0	Zero rated	0.0000	Zero rated and exempt sales and purchases (althoug
1	Standard rate	20.0000	For sales and purchases of standard rate goods/ser
2	Reduced rate	5.0000	
3	Import services	20.0000*	Purchase services from overseas (including EU), wh
4	Import goods	20.0000*	Purchase goods from overseas (including EU), using
5	Outside scope	0.0000	Export/import services (including to/from EU), whe
6	UK Domestic Reverse Charge	20.0000*	For domestic reverse charging in the UK. It handl

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

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

There is a separate guide available on VAT in the UK, which provides fairly comprehensive information, including how to submit MTD VAT returns.

## The Background Screen

In the top righthand corner, there is a title '**Operate the accounts system in:**' and below it are two options: "**Level 1: Basic Level**", and "**Level 2: Advanced Level**". It defaults to Level 2. This provides all the menu options, and displays full account details. This has already been discussed, so I won't go into any further detail here.

In the middle of the screen (though this depends on the size of your screen) there is what can be best

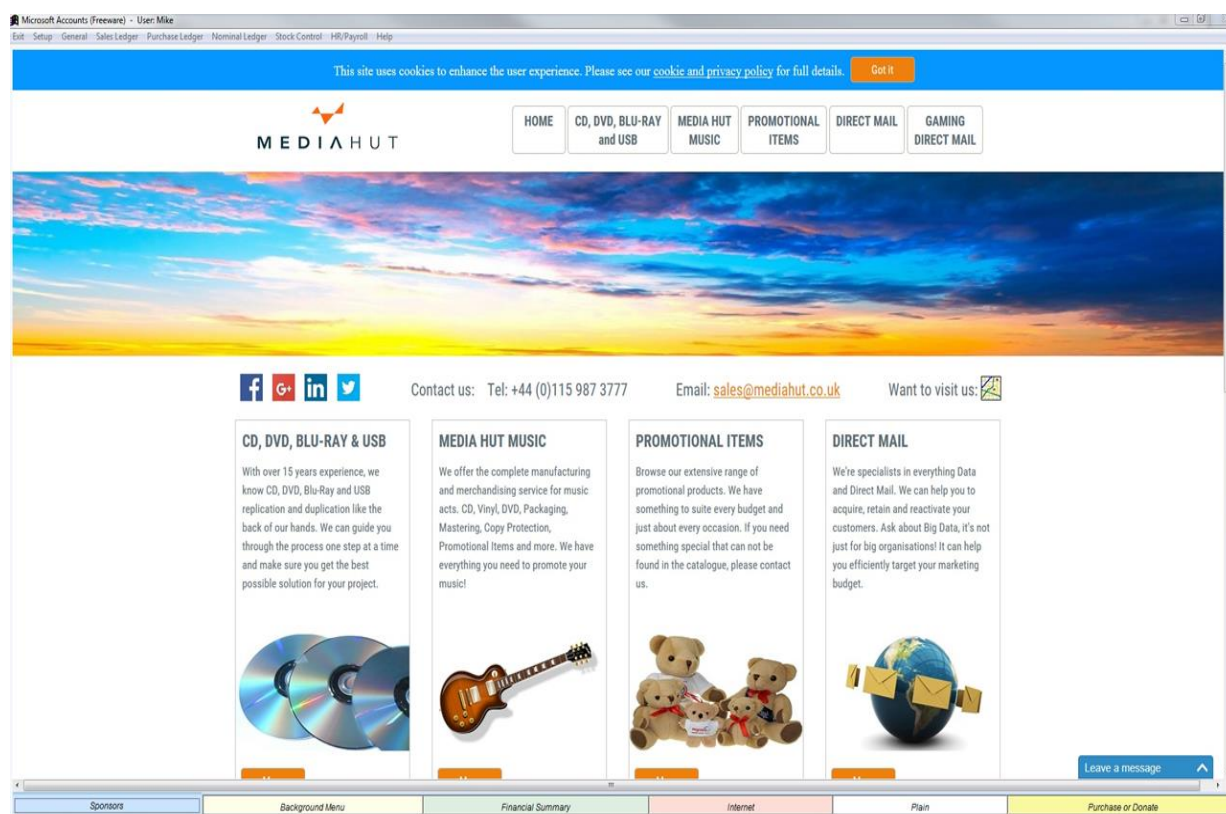
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described as a flow diagram. Each item or node in this diagram when clicked will bring up the associated option. All these options are available in the drop down menus along the top, but this is a quick way of getting to some of the most common options used. You can also create your own shortcut menu. Select **'Setup'** on the top menu bar, go down to **'Miscellaneous'** and select **'Define Tool Bar'**.

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

Clicking the **'Internet'** tab will bring up our web site initially. But a new option will appear on the menu bar called **'Navigate Web'**. If you click on that, you have various options for web navigation. This option uses Microsoft Internet Explorer to display web sites within the application. If you do not have IE installed on your PC, or have it disabled it, then the integrated web display options in Adminsoft Accounts will not work. Some web display options will still work, as they will use your default browser.

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



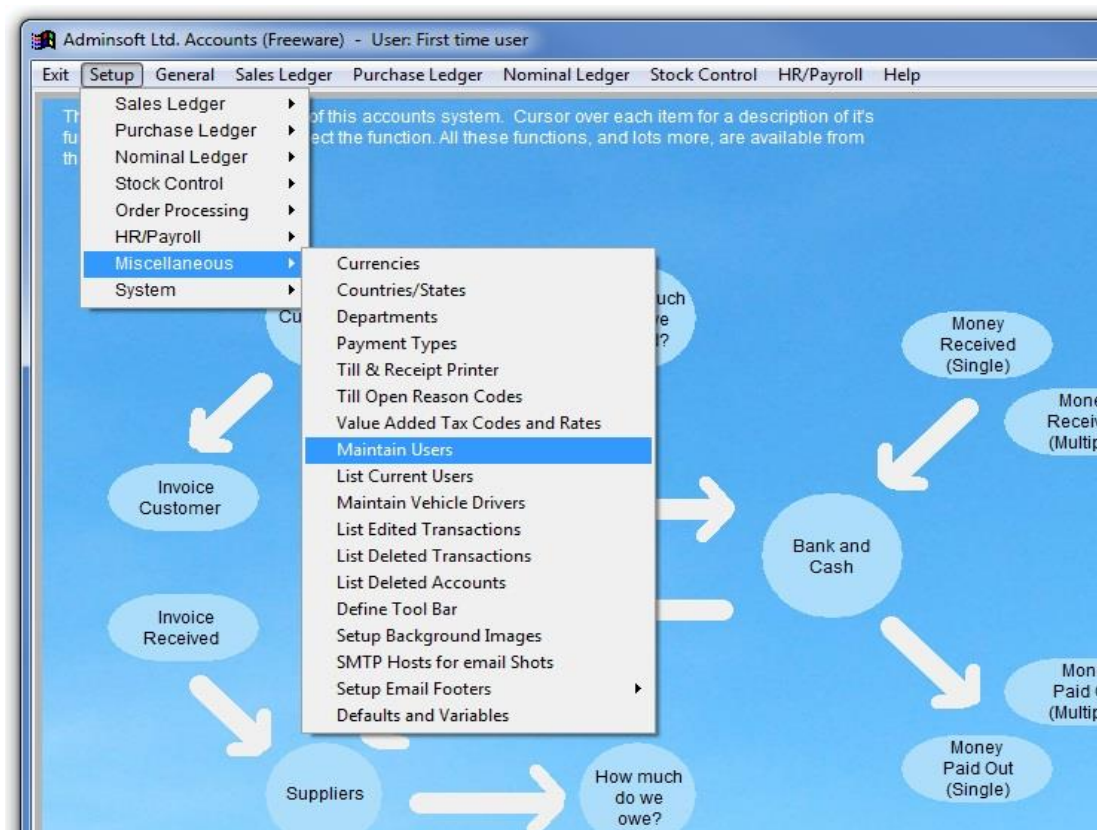
The above screen is downloaded from the internet, and is likely to change.

## Setting up Users

One of the first things you need to do is to remove the default user FIRST and set up your own.

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There are two ways of getting to the option to do this, if you're in the opening screen for Adminsoft Accounts, click on the button '**Setup Users & Profiles**'. If you're in a company/organisation, click on '**Setup**' on the top menu bar, go down to '**Miscellaneous**' and select '**Maintain Users**':



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

A screenshot of the 'Setup - Users' form. The window title is 'Setup - Users'. On the left, there is a list of users with columns 'ID' and 'Name'. The first entry is 'FIRST' with the name 'First time user'. Below this list, there is a note: 'The above list of users are for all companies or organizations that are set up in the system. Left click on a user to select.' and two checkboxes: 'Show archived' and 'Force users to login to the system.' with a 'Print List' button. The main area of the form contains fields for 'User ID' (with a hint '(usually the persons initials)'), 'Name', and a 'View Login/Logout Activity' button. There are tabs for 'Security', 'Login Restrictions', 'Appearance', 'Email', 'General', and 'Output'. The 'Security' tab is active, showing fields for 'Password' (with a hint '(max 10 chars and/or numbers, not case sensitive)'), 'Supervisor' (with a hint '(Y/N, only supervisors can maintain other users)'), 'Allow Login' (with a hint '(N will disable login regardless of security profile)'), and 'Allow Backup' (with a hint '(N will prevent user from using the backup option)'). Below these fields is a section for 'Security Profile for each Company/Organization (not required if 'Supervisor' set to 'Y')' with a table with columns 'Code' and 'Company/Organization name'. To the right of this table are buttons for 'Add Company', 'Remove Company', 'Security Profile', and 'Activity Log'. At the bottom of the form are several buttons: 'Help', 'Delete User', 'New User', 'Clear', 'Save', and 'OK'.



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You need to delete the user FIRST, but you cannot do it while logged into Adminsoft Accounts under that user name. So, you first need to create a new user. Click the '**New User**' button at the bottom of the form. Then in the '**User ID**' input field at the top, enter an ID for your new user, this is often the persons initials (it has to be unique though, so if two or more people have the same initials, you'll have to use a number after their initials, eg. MT1, MT2 and so on), then enter their name, next you can enter a password. The password is optional, but is recommended, as accounts data can often be sensitive, especially if you intend to store data about your employees. Note the '**Security Question**' button to the righthand side. In there you can set up a question, so if you forget your password, you may still be able to get back into your accounts by correctly answering your security question. We strongly recommend you do this, as we get a lot of support emails from users who have forgotten their password...

For now, leave the input field '**Supervisor**' set to 'Y'. This does not relate to their employment/management status, but relates to what they can do within the accounts system. Having 'supervisor' status allows the user to do pretty much what they want. At least one user has to be set up with 'supervisor' status. You can revoke this at any time. If a user does not have 'supervisor' status, you have to setup a security profile, which defines what they can do, and where they can do it. There is a lot more information you can set up for a user, it can get quite detailed. For more information on security profiles and the other options, please click the '**Help**' button. Click the '**Save**' button to save the new user. IMPORTANT: make sure you have a note of the user name and password you have just set up. If you exit the accounts system, when you go back in, login using the details of the new user you have just created. You can then go back into the '**User Maintenance**' option and delete the user FIRST.

## **Opening Balances**

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

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

### **If it's the start of your financial year**

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

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later, before posting them.

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

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

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

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

## **If it's not the start of your financial year**

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

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

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

## **VAT**

If you're registered for VAT, then when entering all your old transactions, enter the VAT amounts too. Once the account system is up to date, you can then run a VAT Period End (in the Nominal Ledger drop down menu) to the date of your last VAT period end. In the VAT Period End option, click the 'Run Report' button to see a detailed report showing the VAT 100 figures, and all the transactions that went into them. If they look fine, click the 'Run VAT Period End' button to process the VAT period end (ignore the 'Send VAT100 to HMRC' button). This will make the accounts system ready for your next VAT period end. Beware, that sometimes not all transactions that should be reported in a VAT quarter, make it into the accounts system on time. If any transactions were backdated, and so still need to be reported, you will either need to hold them back and not enter them until you've run your VAT period end for your last VAT period end, or edit them to change the date temporarily, perhaps to today's date, so they won't appear in the VAT period end for the previous quarter, and then edit them again after the period end has been run.

## **Importing Data**

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

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

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

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

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

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

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

*End of document*