

Switch from Käfer-Accounting plan to the KMU-Accounting plan

This document contains detailed instructions about how AdmiCash users can switch their accounting plan.

The beginning of a new financial year is recommendable as the transition date for the change from the Käfer to the KMU accounting plan.

Variants for accounting plans

Archiving all financial years

All data, the current accounting plan included, is moved to the archive, where all entries can be viewed and evaluations can be created. However, the data can neither be recorded nor modified anymore. **This variant is recommend for users of the versions AdmiCash - Credi and AdmiCash - Debi.**

- The disadvantage of this variant is that the archived data can no longer be processed. The functions of data transfer and the creation of evaluations remain available.
- In this variant, the changeover must be performed in one operation. Preparatory work as in the variant „Creation new company” described below is not possible.

Creation of a new company

For this variant a new company has to be created, which enables the user can to enter in both companies. This variant is suitable whenever the accounting with AdmiCash is not up to date and further recording has to be done at a later stage using the Käfer Accounting plan.

- The disadvantage of this variant is, that the current company must be closed, whenever data is recorded in the other company.
- It is advantageous on the other hand side because data can be recorded and modified any time in both companies.
- The company based on the KMU accounting plan can be set up and prepared during the running financial year, which means the user can continue his accounting directly in the new company as soon as the new year has started. In the existing company (Käfer) financial closing and the data transfer to the trustee can be executed at a later stage.
- **This variant is not suitable for AdmiCash - Credi and AdmiCash - Debi.** Creditor payments and documents from the order processing like invoice and reminder charges have to be recorded in both companies in case they apply for both financial years.

Below you will find the corresponding detailed for both variants.

Archiving

This variant assumes that the accounting of the running financial year is complete and that all balances of the account books correspond to the statements of Post and bank accounts. As soon as data is archived, it can neither be modified nor completed. Above all, archiving can **not** be reversed.

Specific indications for Credi and Debi

- **Credi:** Payments, which are executed in the new financial year based on the KMU accounting plan should only be recorded after the switch of accounting plans. Otherwise payment orders are entered automatically according to the old Käfer accounting plan and have to be corrected manually.
- **Debi:** If possible, invoices should only be created after the switch of accounting plans. Otherwise receipts of payments have to be checked manually after entering and revenue accounts have to be adapted, if necessary.

1. Preparation

The following preparations must be made before the accounting plans change:

- Finish entering and make a final check of all account books.
- Enter all payment orders (**Payments – Payments orders**).
- Print a list of all pending payments (**Payments – Edit payments – View – Printing view – View – List selection – All pending payments**).

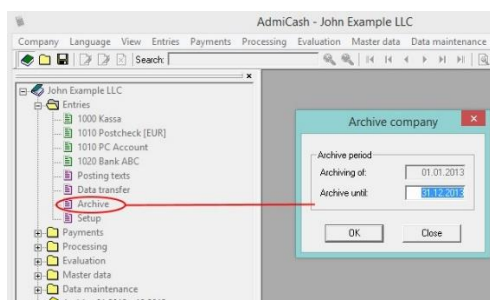
The screenshot shows a 'Print payments' window. On the left, under 'List selection', there are several radio button options: 'All pending payments' (selected), 'All pending payments up to due date', 'All pending payments up to Invoice date', 'All open payments with beneficiary's name', 'All pending payments with currency', and 'Capital requirements for the next 60 days'. On the right, under 'Option', there is an unchecked checkbox for 'Version with entries'. Below these are input fields for 'Due date' and 'Invoice date', both containing '19.08.2014'. There are also fields for 'Beneficiary's name' and 'Currency' (which is empty, with a note '(Empty = CHF)'). At the bottom are 'OK' and 'Close' buttons.

- Process all pending payment orders (**Processing – Edit documents – Edit – Import ESR file...**).
- Make a final check (verify the balances of your Post and bank accounts).
- Create a data transfer file and send it to your trustee.
- Create a data backup (**Data maintenance – Data backup**).

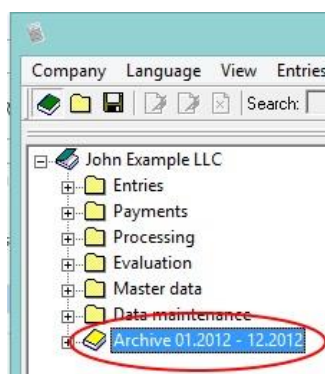
2. Archiving

After having gone through all the steps mentioned above, the company can now be archived.

- Select the menu **Entries – Archive** to display the according dialogue.



- Enter a date for 'Archive until', whereas the date 'Archive from' can not be modified. If necessary, repeat archiving for every financial year separately up to the current one.
- The archive is now attached to the company.

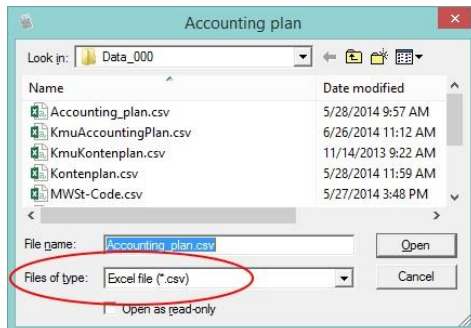


- The account books are now blank again. Master data like accounting plan, posting texts, VAT codes, payments base, customer base, article base and documents remain unchanged in the data base.

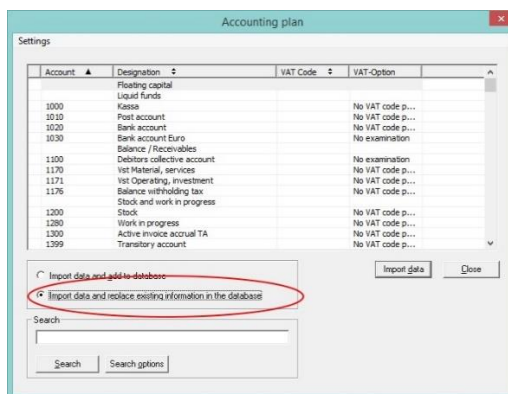
3. Switch to the KMU accounting plan

First of all, import the KMU accounting plan:

- Therefor select the menu **Master data –Accounting plan**.
- Then choose **Extras – Import data**.



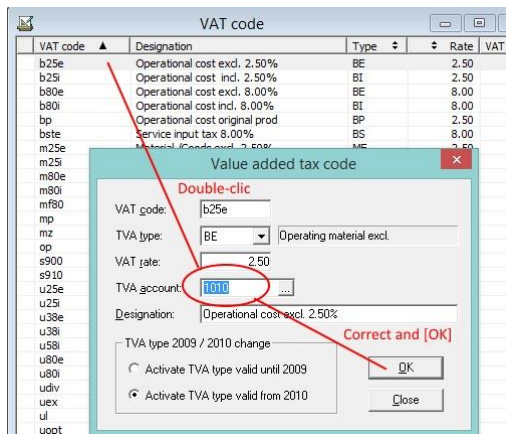
- Select the **File type** that contains the accounting plan.
- Select the accounting plan, and click [**Open**] to display the accounting plan.
- Select the option **Import data and replace existing information in the database**.



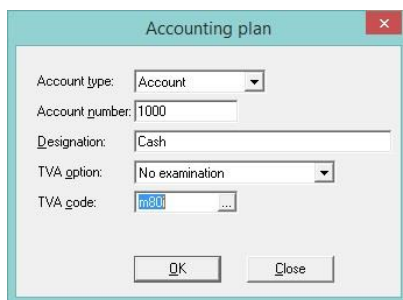
- Click on [**Import data**] in order to import the accounting plan.
- In case no KMU accounting plan is available it has to be entered manually with new account numbers.

The next step is the verification of all master data, as well as the adaption of existing accounts. Ideally follow the order explained below to do so:

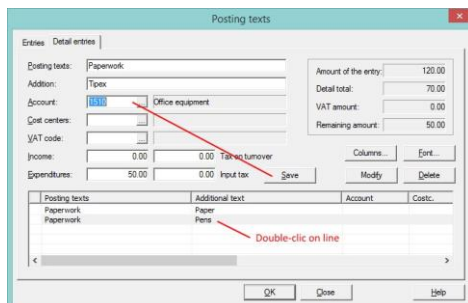
- **VAT code:** Verify and correct entries in the column *VAT code*. Delete tax rates which are no longer needed (e.g. Entries with 2.40% or 7.60%).



- **Accounting plan:** Add the according VAT codes and VAT options to each account.



- **Posting texts:** Verify and correct entries in the column *Account*. For detail entries switch to the index card *Detail entries*. By double-clicking on a detail line it's information is automatically transferred to the input fields of the dialogue. Modify the information if necessary and click *Save* to update it.



- **Payment base:** Call all entries (Double-click) and switch to the page *Detail entries* in order to verify and modify entries.

ISR payment

General | Beneficiary | Detail entries

Posting texts: Poste CH SA
 Addition: Rest
 Account: 1010 PC Account
 Cost centers: ...
 VAT code: ...
 Income: 0.00 0.00 Tax on turnover
 Expenditures: 100.00 0.00 Input tax

Amount of the entry: 120.00
 Detail total: 20.00
 VAT amount: 0.00
 Remaining amount: 100.00

Columns... Font... Save Modify Delete

Posting texts	Additional text	Account	Expenditure	UTax	VTax
Poste CH SA	Service	1600	20.00		

Double-click on line

OK Close Help

- Close **absolutely** the dialog by pressing **[OK]** to accept the changes.
- **Standing orders:** Call each standing order by double-clicking on it and switch to the index card *Payments*. Correct and verify each payment as it is described for the **Payment base** above.

Standing order

General | Payments

TT	Currency	Amount	Amount CHF	Nb
ISR		162.00	162.00	1

Double-click or [Modify payment]

Columns... Add payment
 Font... Modify payment
 Delete payment

Amount of payments: 1
 Total of order: 162.00

OK Close Help

- Close **absolutely** the dialogue with **[OK]** in order to save the changes made.
- **Article base:** Call each article by double-clicking on it and adapt the revenue account in the dialogue shown, if necessary.

Article base

Article | Article discount

Article number: SA-1P
 Position:
 Designation: Sample Article Pink
 Description: This article is available in multiple colours (Blue, red, green, yellow, pink)
 Unit: Piece
 Price per unit: 2.60 Price incl. 8.00% VAT
 VAT: u80 Turnover incl. 8.00%

Specifications for the posting

VAT code: u80
 Income account: 8200
 Discount account:

OK Close Help

- **Conditions and reminder charges:** Verify and correct the accounts for conditions and reminder charges in the same way as it is explained above.

Conditions and charges

Payment conditions | Reminder charges

Abb.	Language	Text	Account
P1	English	P...	3200
P2	English	P...	1290
P3	English	P...	1171
D1	Deutsch	Z...	3200

Double-click on line

New Modify Delete

Payment conditions

Language: English Abbreviation: C1

Text: Payable within 20 days net

Account: 1010

Correct and save

Save Cancel

OK Close Help

Conditions and charges

Payment conditions | Reminder charges

Abb.	Language	Text	Account	VAT code
R1	English	Reminder charges	1530	u80i
R2	English	Reminder charges	1020	u80e

Double-click on line

New Modify Delete

Reminder charges

Abbreviation: R1 Language: English

Text: Reminder

Income account: 1010

VAT: b80e

VAT entry: b80e

Amount: 0.00

Correct and save

Save Cancel

OK Close Help

- Close **absolutely** the dialogue with **[OK]** in order to save the changes made.

After having executed the steps above, the switch to the KMU accounting plan is complete and you can continue entering as usual.

It is possible that some payments and invoices have erroneously been entered with the Käfer accounting plan. Therefore, always verify the account assignment for the concerned entries in the account books whenever you enter pending payment orders. The same applies for receipts of payments.

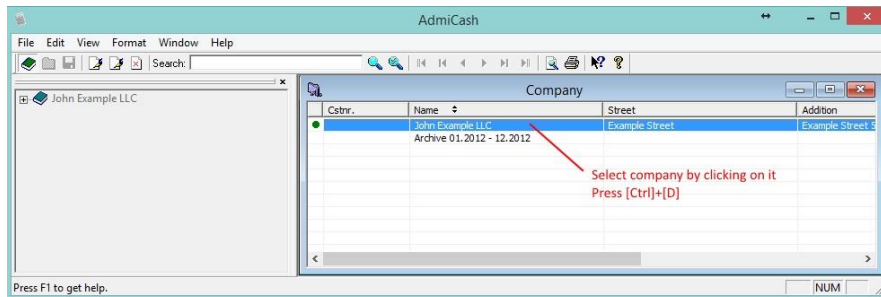
New company

This variant should only be chosen for the **AdmiCash - Basic version**. Neither pending payments and payment orders nor documents (delivery note, invoice and reminder) in the versions Credi and Debi can be transferred to the new company.

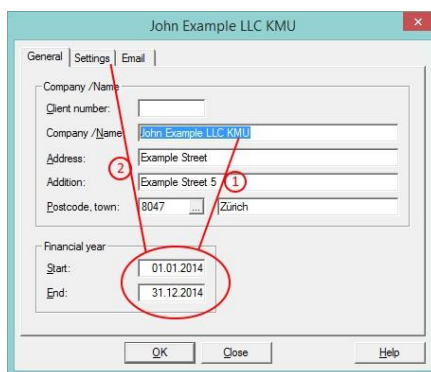
1. Préparation

Before you begin the actual accounting plan, the following preparations are to be made:

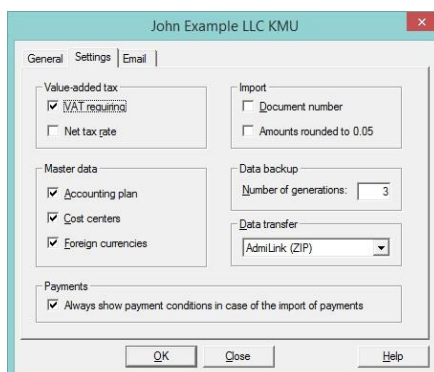
- Start **AdmiCash** and select the menu **Company – Company setup – Edit company**.
- Choose the company by clicking on it and press the key combination **[Ctrl] + [D]**.



- The company is now duplicated and the input dialog is displayed.



- Enter a clear company designation, which differs from the original one. Define a clear beginning and end date for the financial year. Then switch to the index card **Settings**.



- Verify the given information and correct it, if necessary. Then open the index card **Email**.

- Verify and complete the information and finally click **[OK]** to create the company.

- The company is now created. Close the data view and continue with the setup.
- Choose the menu **Company – Company setup – Copy Master data**.

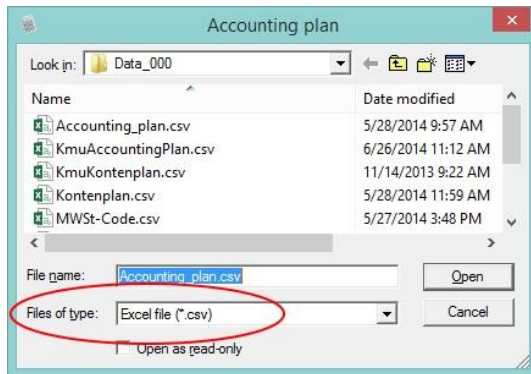
- The according selection dialogue is now displayed.

- Choose a source and destination for the master data you would like to copy.
- Select all master data to be copied with the exception of the accounting plan.
- Click **[Copy]** in order to start the process.

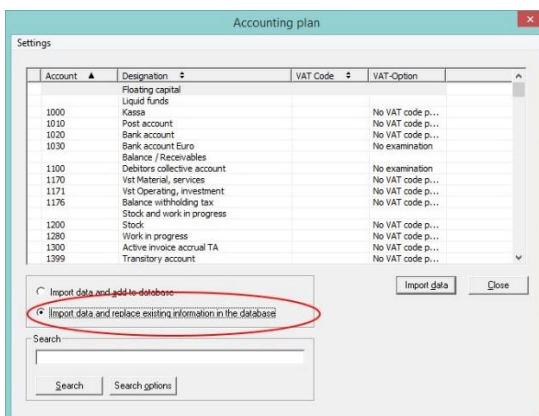
2. Company setup

Open the company and start with the import of the new accounting plan.

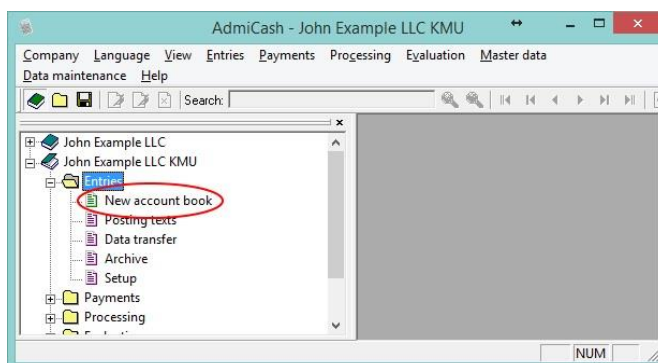
- Choose the menu **Master data – Accounting plan**.
- Select the menu **Extras – Import data**.



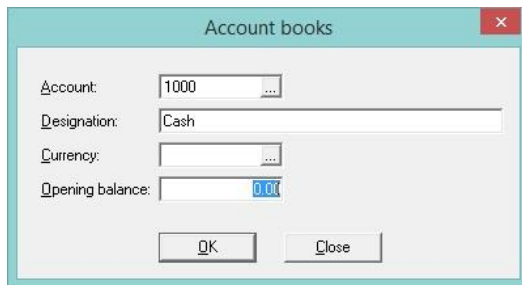
- Select the file type and click **Open** in order to display the accounting plan.
- The accounting plan is now displayed in a new window.
- Select the option **Import data and replace existing information in the data base**.



- Click [**Import data**] to take the according action.
- In case there is no KMU accounting plan file available, it has to be recorded manually with new account numbers.
- Choose now **Entries – Setup – Edit - Record**.



- The input dialogue for the record of account books is now displayed.

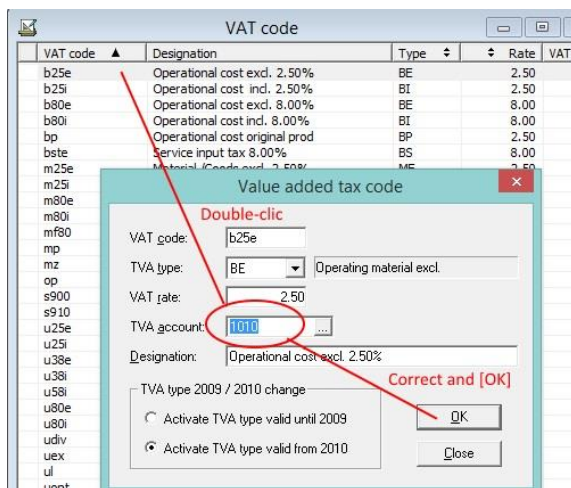


Account books dialog box. Fields: Account: 1000, Designation: Cash, Currency: (empty), Opening balance: 0.00. Buttons: OK, Close.

- Record now the necessary account books. You don't have to enter an opening balance, if it is unknown. It can be updated at a later stage as soon as the „**Company Käfer**“ is fully entered and the final balances are available.

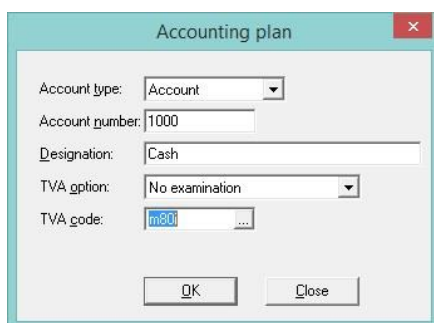
The next step is verifying the master data and adapting the attached accounts. It is best to follow the order below:

- **VAT code:** Verify and correct entries in the column *VAT code*. Delete tax rates which are no longer needed (e.g. Entries with 2.40% or 7.60%).



VAT code dialog box. Table with columns: VAT code, Designation, Type, Rate, VAT. Rows include b25e, b25i, b80e, b80i, bp, bste, m25e, m25i, m80e, m80i, mp, mz, op, s900, s910, u25e, u25i, u38e, u38i, u58i, u80e, u80i, udiv, uex, ul, uoot. A sub-dialog box 'Value added tax code' is open, showing VAT code: b25e, TVA type: BE, VAT rate: 2.50, TVA account: 1010, Designation: Operational cost excl. 2.50%. Buttons: OK, Close. Red arrows point from the VAT code table to the sub-dialog box.

- **Accounting plan:** Add the according *VAT codes* and *VAT options* to each account.



Accounting plan dialog box. Fields: Account type: Account, Account number: 1000, Designation: Cash, TVA option: No examination, TVA code: m80i. Buttons: OK, Close.

- **Posting texts:** Verify and correct entries in the column *Account*. For detail entries, switch to the index card *Detail entries*. By double-clicking on a detail line it's information is automatically transferred to the input fields of the dialogue. Modify the information, if necessary and click *Save* to update.

After having gone through the steps above, the switch to the KMU accounting plan is completed. You can now continue entering in the Käfer company and transfer it's data to the trustee.

In the new company (KMU) you can either add the opening balance to the account books now via the menu *Entries – Setup*, or adapt it at a later stage. The daily balance as well as the carryforward balance of previously recorded entries is automatically re-calculated.