priority™

Opening a New Company Script

Clip Link: http://www.priority-software.com/eshbel.com/Movie_Search/Opening_a_New_Company_clip.htm
Note: Yellow highlights indicate action instructions.

*HEADINGS ARE NOT MEANT TO BE READ ALOUD.

BEFORE YOU BEGIN:

MAKE SURE YOU AREUSING AN INTERNATIONAL INSTALLATION AND NOT A U.S. ONE WHEN RECORDING THIS CLIP.

PREPARE A .JPG LOGO FOR THE DEMO COMPANY.

Introduction (00:00-00:32)

In this clip, I'll demonstrate how to open a new company in **Priority** and set up the necessary initial definitions so that you can begin working with this company. These setups should be performed immediately upon beginning to work in **Priority** and, in a multi-company setting, they need to be repeated for each new company you define. The various operations I am about to demonstrate must be performed on the server by the system manager, who signs into **Priority** with the username *tabula*[OPEN **Priority** AND SIGN IN AS tabula, SHOWING LOGIN SCREEN].

Opening a New Company (00:33-03:38)

To open a new company, run the **Add Company** program from the menu path: **System Management > System Maintenance > Companies**. In the program's input, I'll use the **Company** column to define a company code composed of lower-case letters and/or numbers only[RECORD SB123]. In the **Full Company Name** column, record the name of the company[Star Brite]. We strongly recommend that you leave the **Initialize Accounts** option flagged, so that this program will automatically open a number of basic default accounts for the new company, along with the necessary account definitions. [ENSURE THAT **Copy Privs/Designs** IS *NOT* FLAGGED.]

If you work with a dual-currency installation, you'll also need to select the desired **Initialization Type**[OPEN CHOOSE LIST TO SHOW OPTIONS]. This parameter allows international organizations to open one company in Europe and a second company in the US by choosing different installation types when adding each company. Unless the company you are adding is located in the U.S., you should choose the **Dual-Currency** option. Consequently, you will also need to select the local currency[Euro] and a second[US Dollar], foreign currency in which to maintain the company's financial data. Ignore the VAT% column which is not relevant to dual currency users. I'll show how to set up taxes later on in this tutorial.

Finally, click **OK** to continue running the program.

Once the program is finished and you have received a message to that effect on the screen, exit and re-enter *Priority*, and choose the new company you added as your working environment. From the **Companies** menu I navigated to earlier, open the **Companies** form to review the company that was just added. Looking over at the **Color** column[HIGHLIGHT], you can see that the color currently assigned to this company is blue. This color is used to display the title bar when working in this company environment[HIGHLIGHT THE FORM TITLE, DISPLAYED IN THIS COLOR], and functions as a visual aid for users who work with several different companies. If you do plan on working with several different companies, you may also want to flag the **MultiCo Exch Rates** column, indicating that this company shares currency exchange rates with other companies in a multi-company setting. When a new exchange rate is recorded in one flagged company, the other flagged companies will be updated automatically.

If you have purchased one or more foreign language dictionaries, in order to work in *Priority* in a language other than English, you can also choose the company's primary language in the **Lang. Code** column[HIGHLIGHT] of this form.

From the same menu, I'll open the **Company Data** form in order to record basic details[FILL IN **Street Address, City, Zip Code, Phone, Fax** and **E-mail**] such as the company's main address and phone number. This information will appear in the heading of all printouts intended for the company's customers and vendors. You may also want to fill in the company's official registration, tax or VAT ID number[DEFINE **Company Number** AS '511122222'], as it should appear on printed documents such as invoices.

Next, I'll move to the **HTML Logo** column[HIGHLIGHT] in order to upload the company's logo, for display on printouts for this company. Right-click on the paperclip icon, and select **Import**. In the window that opens, locate the desired image file and click **Open** to import this file into the system. After importing, click the icon and a preview of the logo is displayed[DEMONSTRATE].

Setting Up Financials (03:39-04:22)

At this stage, I can close the **Company Data** form and begin setting up basic financial definitions for the company. From the menu path **Financials > General Ledger > Fiscal Periods**, open the **Define Fiscal Years** form. I'll use this form to define the fiscal year from January 1 to December 31[HIGHLIGHT OR RECORD LINE FOR 2016]. After defining the fiscal year, 12 fiscal periods appear automatically in the **Fiscal Periods** sub-level form[ENTER FORM], one for each full month[EXIT FORM].

You can now run the **Open Fiscal Period** program[SAME MENU PATH], in order to begin recording financial transactions for the designated fiscal period[CLICK **Cancel**]. To open fiscal periods, specify in the input screen the last fiscal period you want to open. The system will open all unopened periods up to and including this period.

Setting Up Taxes (04:23-05:05)

Taxes in *Priority* are maintained by tax codes and tax groups[OPEN MENU PATH: **Financials > Maintenance of Financials > Basic Data > Financial Attributes**]. When a sales document (such as a price quotation, sales order, customer shipment or service call) is prepared for a given customer, *Priority* automatically calculates the correct amount of tax and adds it to the document. [OPEN SALES ORDER SO16000022]Each document "inherits" the tax from the previous document (sales order from a price quotation, for example). You can manually change the tax rate at any point.

For dual-currency users, the same is true for purchasing documents (whereas in the U.S. package, tax is included in the unit price). That is, tax is calculated automatically and copied from one document to the next. Again, it can be changed manually.

Setting Up Financial Document Definitions (05:06-07:09)

In *Priority*, each new financial document is assigned a number automatically, according to a predefined format. At the beginning of every year (and when you first start to work with *Priority*), you need to create new numeration templates for these documents, by running the **Open Numeration Templates** program[MENU PATH: **Financials > Maintenance of Financials > Auxiliary Programs**] and specifying the current **Year**[**Year** = 2016. ALSO ENSURE THAT THE **Base Prefix on Prev** OPTION IS *NOT* FLAGGED]. You can then review the templates created for each type of document in the **Document Numeration Templates** form[OPEN FORM, SAME MENU PATH]. [FROM THE **Year** COLUMN, RETRIEVE ALL RECORDS FOR 2016]In order to avoid confusion, make sure that the prefixes assigned to similar types of documents, such as price quotes for customers and price quotes from vendors[HIGHLIGHT EACH IN THE **Description** COLUMN], don't resemble each other too closely. You can revise the prefix assigned to any type of document directly in this form[HIGHLIGHT **Prefix** COLUMN], so long as you have not yet opened a document of that type.

Move to the **Financial Documents** form[GO BACK ONE MENU AND OPEN FROM THE **Basic Data > Financial Attributes** MENUS]. This form is used to define various attributes for each type of financial document. [MOVE TO LINE FOR SALES INVOICES]The form opens in multi-record display mode, and you can press **F4** to revert to single-record mode, which displays the names of columns in full. For example, it's a good idea to flag the **Post Journ. Entries** column for sales invoices, so that journal entries are posted automatically to the ledger when such invoices are finalized. Similarly, you may want to flag the **Negative Sum Counter** column, to ensure that sales invoices whose total amount is negative will have a separate numeration sequence. Use the **Set Text for Document** sub-level form to record set text[RECORD FOR SALES INVOICE: 5 year warranty.'] that you want to appear on printouts of each type of financial document.

Returning for a moment to the menu from which I opened this form, you can right-click on the form title and select **Online Help** in order to access a variety of Help tools related to the form. In this case, several relevant FAQs[HIGHLIGHT SECTION] are provided for the **Financial Documents** form. You can access a list of Online Help options in the same fashion for any entity appearing in the Main Menu, including the various sub-menus[DEMONSTRATE BY RIGHT-CLICKING THE **Financial Attributes** MENU AND HIGHLIGHTING THE **Online Help** OPTION]. Let's click one of the provided FAQs to see the answer to the question: "Where can I define set text for the various system documents?".[CLOSE WINDOW TO SHOW PRIORITY]

Adding System Users (07:10-07:40)

Next, I'll demonstrate how to define the system's users. From the menu path: **System Management > System Maintenance > Users**, I'll run the **Add New User** program and fill in the relevant details. The assigned **User Name** may be shorter than the user's **Full Name**, and will serve to identify this user throughout the system. The next step is to assign the user a **Privilege Group Leader**[SELECT ONE FROM LIST]. The user will automatically inherit all the privileges defined for that leader. Note that the number of *Priority* users that can be opened is limited to the number of licenses you have purchased.

Backup (07:41-08:24)

It is very important to back up your data regularly, by means of the **Run Daily Backup** program[HIGHLIGHT IN MENU; MENU PATH: **System Management > System Maintenance > Periodic Maintenance**]. The resulting backup file will be saved in the *backup* sub-folder of the *priority* directory. It is recommended that you maintain a copy of all backup files on an external media device, such as an external hard drive or a USB flash drive. You can set the daily backup to take place automatically via the Tabula Task Scheduler; a detailed review of the backup process is provided in a special video tutorial and in a SOP that can be found in the documentation section of our website.

This concludes our review of setting up a new company in *Priority*. For more information, see the **Companies Wizard**[HIGHLIGHT IN MENU; MENU PATH: **System Management > System Maintenance > Companies**].

Related Documentation

- Getting Started Main Wizard
- Companies Wizard
- Taxes Wizard
- User Interface Guide
- Learning Aids clip
- Backup & Recovery documents

- Backup & Recovery clip