



Unit: Implementation Tools

Topic: Express Configuration Wizard



In this exercise, you will create a new company called **Light & Music**. In the new company, make the configuration settings necessary for your localization. You do not have to configure every setting, since there are defaults provided in the localization. However, you should view each setting to gain experience in configuration.

1-1 Create and Configure a Company using the Express Wizard

From the Main Menu, choose *Administration* → *Choose Company*.

In the Choose Company window, select **New**, open the dropdown list, and choose *New Using Wizard*.

Enter the site user password.

1.1.1. Company Details

Enter the following information for the new company:

Field	Information
<i>Company name</i>	The name of the company (Light & Music)
<i>Database name</i>	The name of the database (Light_Music) Note: Do not include spaces or special characters in the database name.
<i>License</i>	If a license has been installed, it will appear here. If no license is installed and this is a new installation, check the Trial Version checkbox.
<i>Local Settings</i>	Select the localization
<i>Chart of Accounts</i>	Select a chart of accounts template for the localization
<i>Base Language</i>	Select the display language
<i>Posting Periods</i>	Enter the Period Code and Period Name for the current fiscal year. Select the sub-period from the list. Choose Continue . Note: Make sure you enter the posting periods for the <i>earliest</i> fiscal year required.

Note: If you leave the *Copy User-Defined Fields and Tables* and *Copy User-Defined Objects* checkboxes as selected, these objects will be copied from the current database.

The system will create the new company. This may take a few minutes.

Enter a password for the **manager** account in the new company.

Enter information for the EULA and accept the EULA.

Enter the company name, address and other details, as required.

1.1.2. Accounting

Review the accounting setup for the localization.

Make the following changes:

1. Add a new G/L account to the chart of accounts. The account is an active, cash account in the Assets drawer, called **National Bank**.
2. Enable the Fixed Assets functionality. You will be prompted to set the initial settings, such as depreciation types and asset classes.
3. Enable Intrastrat (if used in your localization).
4. Enable segmentation accounts (if used in your localization).

Note: Depending on the localization, other settings may appear in this window.

Field	Information
<i>Local Currency</i>	The local currency.
<i>System Currency</i>	Select a parallel currency, if desired, for financial reporting.
<i>Default Account Currency</i>	The default account currency for new G/L accounts.
<i>Currencies</i>	Define additional currencies, if needed.
<i>Exchange Rate Posting</i>	Select an option to display exchange rates.
<i>Display Credit Balance with Negative Sign</i>	Select to display credit balances with a negative sign.
<i>Allow Negative Amounts for Reversal Transaction Posting</i>	Select to have journal entries for reversals posted with negative amounts.
<i>Use Segmentation Accounts</i>	Account segmentation (localization specific).
<i>Enable Advanced G/L Account Determination</i>	Advanced G/L account determination rules.
<i>Chart of Accounts</i>	Add or remove accounts in the template chart of accounts.
<i>G/L Account Determination</i>	Change the default accounts, and define rules if advanced determination is enabled.
<i>Posting Periods</i>	Define posting periods for future fiscal years.
<i>Tax</i>	Define additional tax information, such as

	tax groups, withholding tax codes, sales tax codes, etc.
<i>Enable Fixed Assets</i>	Enable Fixed Assets functionality.
<i>Enable Intrastat</i>	Enable Intrastat functionality (localization specific).

Note: Settings marked with a red exclamation mark (!) can only be changed before the first transaction is posted.

1.1.3. Banking

Review the banking setup for the localization.

Make the following changes:

1. Add the National Bank to the Banks table.
2. Define a House Bank for the National Bank.
3. Set the National Bank as the default house bank.

Field	Information
<i>Banks</i>	Bank codes.
<i>House Bank Accounts</i>	House bank branch accounts.
<i>House Banks</i>	Default bank for the new company.

1.1.4. Business Partners

Review the business partner setup for the localization.

Make the following changes:

1. Define a new payment term for customers – Net 30 days.
2. Define a new customer group – Hotels.

Field	Information
<i>Payment Terms</i>	Payment terms for customers and vendors. Note: The default payment terms for new business partner master data is set in the General Settings.
<i>Payment Methods</i>	Payment methods for the Payment Wizard.
<i>Dunning Terms</i>	Dunning terms for customers.
<i>Customer Groups</i>	Customer groups.
<i>Vendor Groups</i>	Vendor groups.

1.1.5. Inventory

Review the inventory setup for the localization.

Make the following changes:

1. Define a new item group – Screens.

Field	Information
<i>Units of Measure</i>	Units of measure.
<i>Units of Measure Groups</i>	Unit of measure groups.
<i>Item Groups</i>	Item groups.
<i>Inventory Cycles</i>	Cycles for inventory counting.
<i>Price Lists</i>	Add new price lists, and enter item prices in a price list.
<i>Warehouses</i>	Warehouses and bin locations.

1.1.6. Sales and Purchasing

Review the sales and purchasing setup for the localization.

Make the following changes:

1. Set the default gross profit for service documents to 30%.

Field	Information
<i>Document Settings</i>	General document settings and settings per document type.
<i>Permit More than One Document Type per Series</i>	Certain country regulations permit document numbering series that contain more than one document type. Select this checkbox if these regulations are relevant for the company.
<i>Manage Freight</i>	Include a <i>Freight</i> field in sales and purchasing documents.
<i>Decimal Places</i>	The number of decimal places displayed for amounts, prices, exchange rates, quantities, percentages, units, and calculated values in queries.
<i>Document Numbering</i>	Document numbering and additional numbering series.
<i>Calculate Gross Profit</i>	Activate gross profit calculation in sales documents. Select whether to calculate the gross profit percentage as the base price or the sales price.
<i>Landed Costs</i>	Landed costs for importing goods.

<i>Sales Stages</i>	Stages for sales opportunities.
<i>Reference Field Links</i>	Select which fields from documents will be used as reference fields in journal entries posted from the document (reference1, reference2, reference3).

1.1.7. Users

Note: The setup screens in this step will be covered in a later exercise, therefore you can skip this step.

Choose **Finish**.

1.1.8. Configuration Report

Select the link to open the configuration report.

A Crystal Report will open, showing the configuration settings.

Close the wizard.

1.1.9. Compare Configuration Reports

When you make a change to the configuration using the Express Wizard, a new configuration report is generated.

Open the Express Configuration Wizard again by choosing *Administration* → *System Initialization* → *Implementation Center* → *Implementation Tasks* → *Configure Company Settings*.

Make a change to one of the fields on the Company Details screen.

Choose **Finish** to close the wizard.

Choose *Administration* → *System Initialization* → *Implementation Center* → *Configuration Management*.

You should see an additional report listed.

Choose *Ctrl + Click* to select both reports and choose **Compare Configurations**.

A Crystal report will open showing the changes.