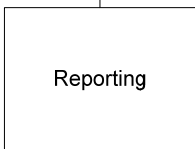
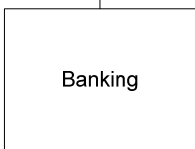
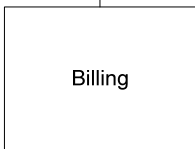
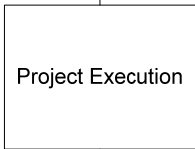
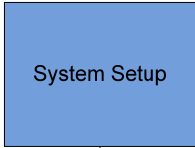


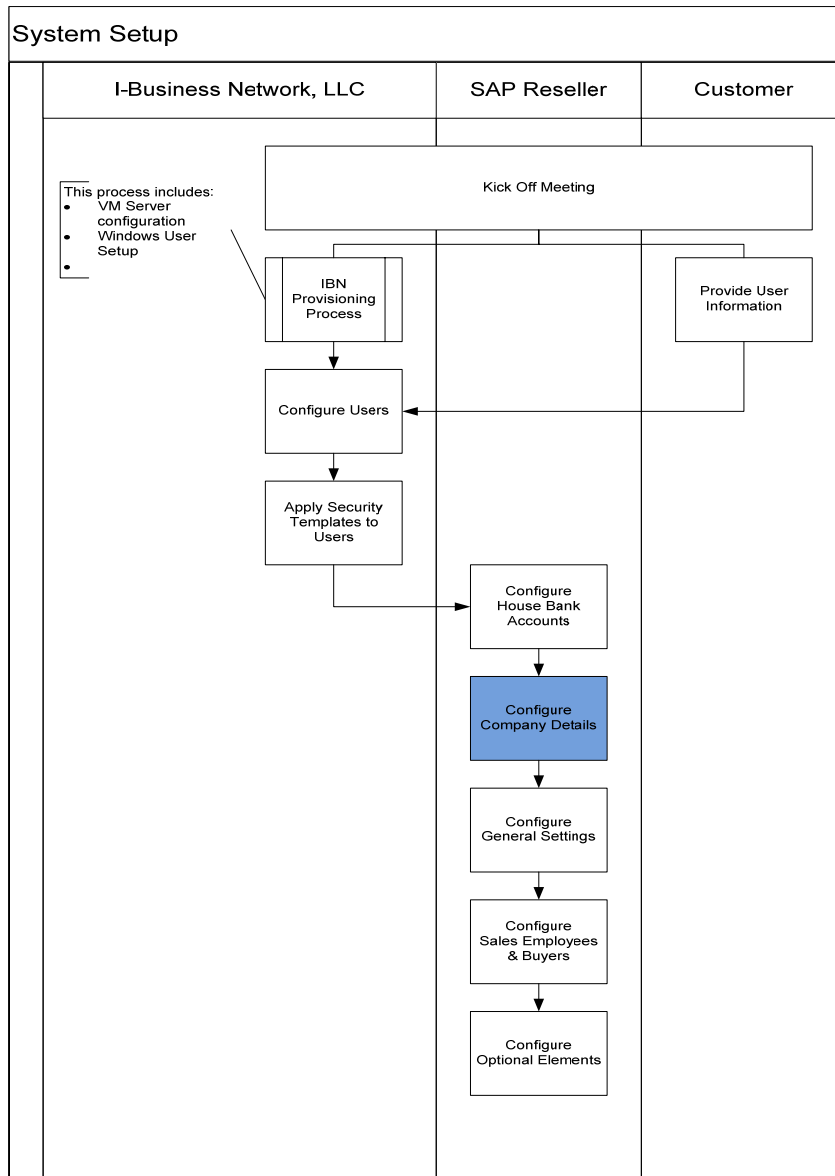
## CONFIGURE COMPANY DETAILS

### CONTENTS

Configure Company Details..... 1  
 Process Flow ..... 1  
 Configure Company Details..... 2



### PROCESS FLOW



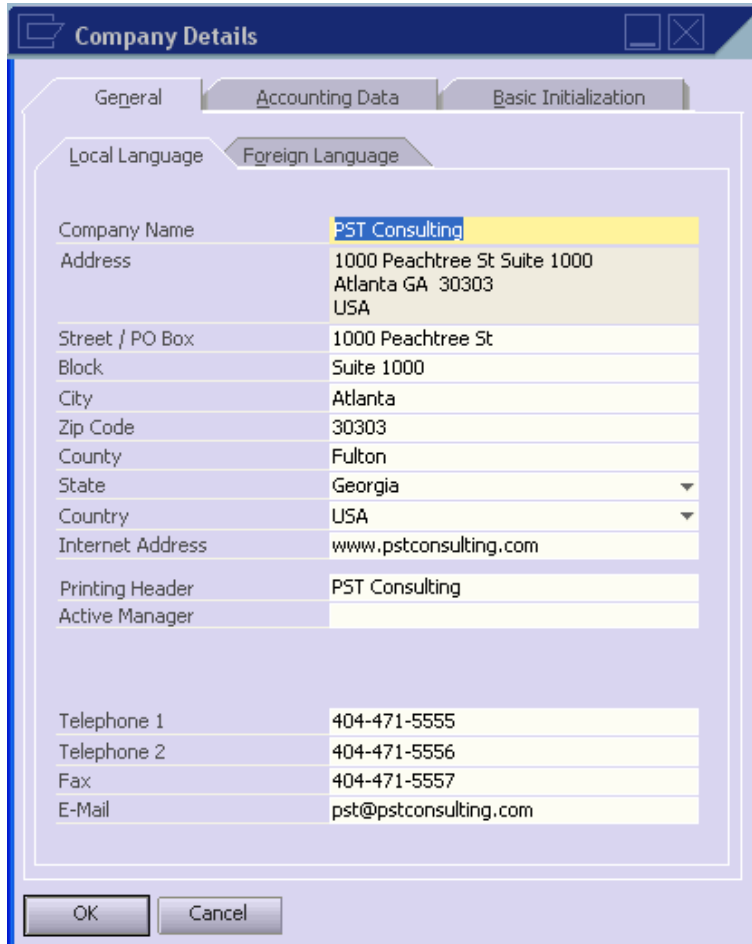
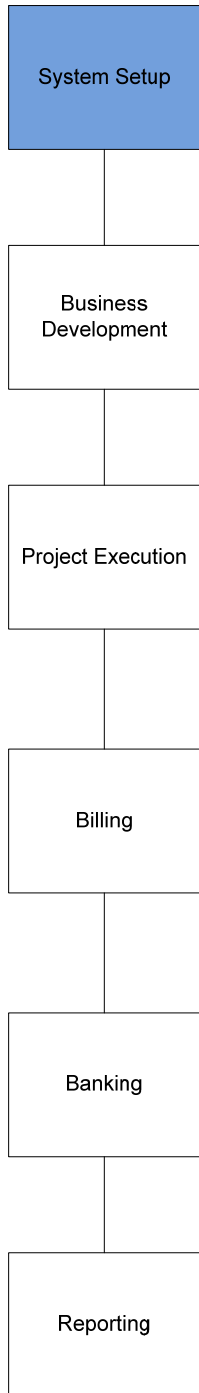
System setup comprises of the steps required to make a new customer operational on the Business 1 Online platform.

The process commences with a kick off meeting with the customer, reseller and I-BN to review to schedule, timeline and ensure each participant understands its responsibilities.

The professional services template has most elements configured in advance. There are four configurations we recommend are completed prior to VAR personalization.

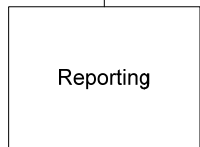
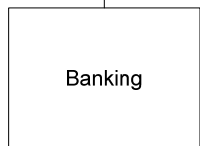
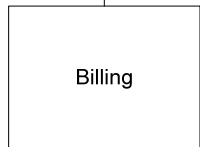
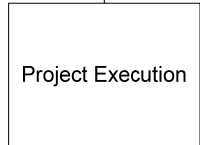
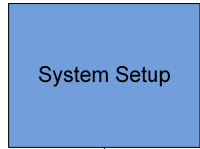
## CONFIGURE COMPANY DETAILS

1. Review the Professional Services Configuration Excel template and this procedure with the customer in advance of configuring the system.
2. Choose -> Administration -> System Initialization -> Company Details



Company Details	
Company Name	PST Consulting
Address	1000 Peachtree St Suite 1000 Atlanta GA 30303 USA
Street / PO Box	1000 Peachtree St
Block	Suite 1000
City	Atlanta
Zip Code	30303
County	Fulton
State	Georgia
Country	USA
Internet Address	www.pstconsulting.com
Printing Header	PST Consulting
Active Manager	
Telephone 1	404-471-5555
Telephone 2	404-471-5556
Fax	404-471-5557
E-Mail	pst@pstconsulting.com

- On the Local Language Tab, replace the default values with the client company specific values:

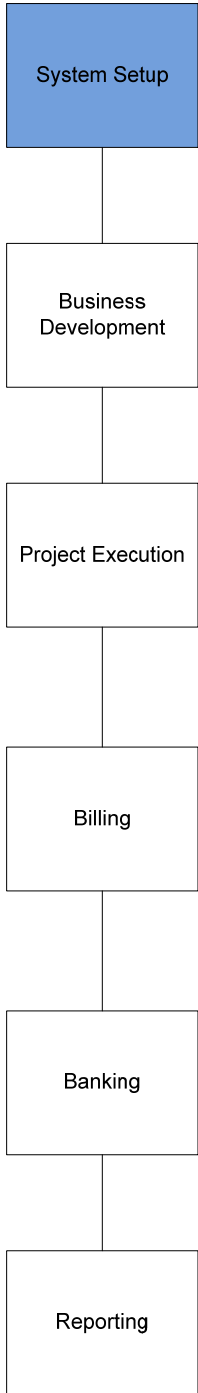
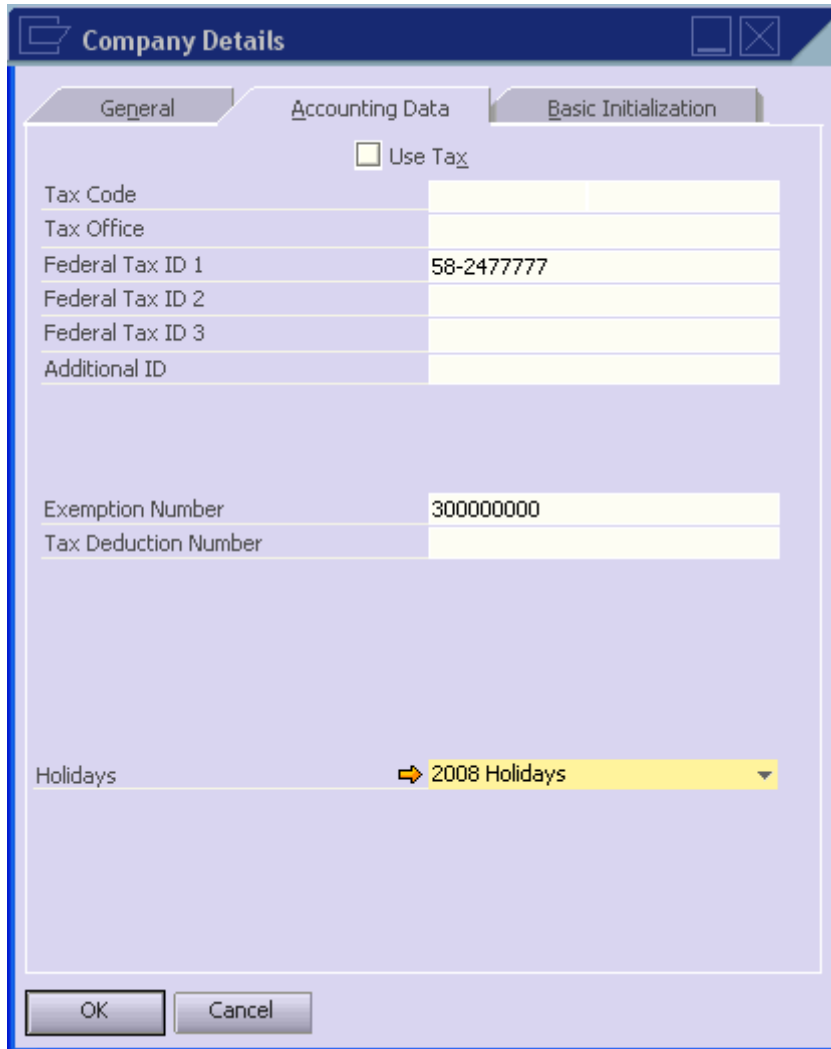


Field	Template Value	Custom Value
Company Name	Professional Services Template	
Street	1000 Peachtree St	
Block	Suite 1000	
City	Atlanta	
Zip Code	30303	
County	Fulton	
State	Georgia	
Country	USA	
Internet Address	www.pstconsulting.com	
Printing Header	PST Consulting	
Active Manager		
Telephone 1	404-471-5555	
Telephone 2	404-471-5555	
Fax	404-471-5556	
E-Mail	pst@pstconsulting.com	

- On the Foreign Language Tab there are also default values that need to be replaced:

Field	Template Value	Custom Value
Company Name	Professional Services Template	
Street		
Block		
City		
Zip Code		
County		
State	Georgia	
Country	USA	
Internet Address	www.pstconsulting.com	
Printing Header Active Manager		
Telephone 1		
Telephone 2		
Fax		
E-Mail	pst@pstconsulting.com	

5. On the Accounting Tab you should replace the Federal Tax ID and Exemption numbers.

**Company Details**

General    Accounting Data    Basic Initialization

Use Tax

Tax Code

Tax Office

Federal Tax ID 1    58-2477777

Federal Tax ID 2

Federal Tax ID 3

Additional ID

Exemption Number    300000000

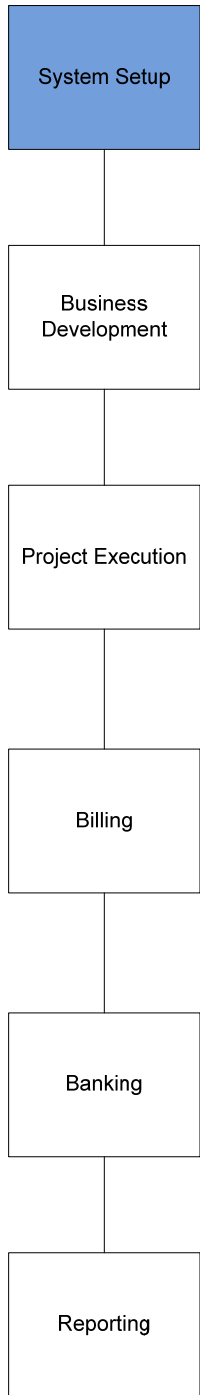
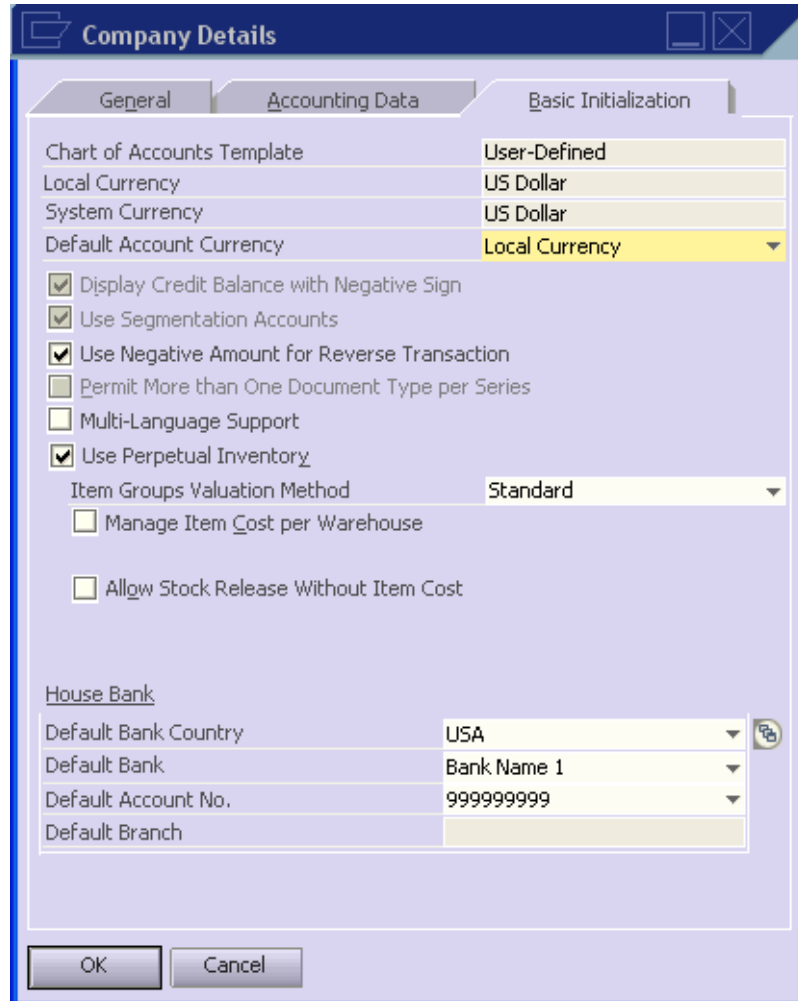
Tax Deduction Number

Holidays    2008 Holidays

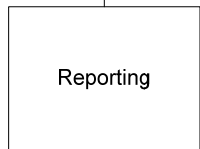
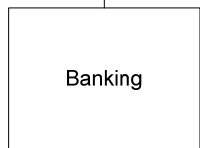
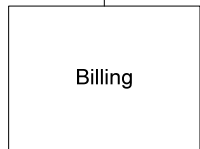
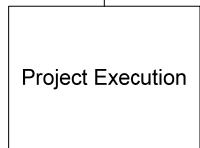
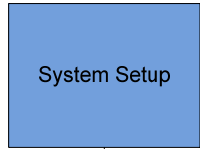
OK    Cancel

Field	Template Value	Custom Value
Use Tax		
Tax Code		
Tax Office		
Federal Tax iD 1	58-2477173	
Federal Tax iD 2		
Federal Tax iD 3		
Additional ID		
Exemption Number	300738140	
Tax Deduction Number		
Holidays	2008	

- On the Basic Initialization tab the House Bank information should be updated with default account from the information created in the Configure Bank Accounts procedure.

Company Details	
Basic Initialization	
Chart of Accounts Template	User-Defined
Local Currency	US Dollar
System Currency	US Dollar
Default Account Currency	Local Currency
<input checked="" type="checkbox"/> Display Credit Balance with Negative Sign	
<input checked="" type="checkbox"/> Use Segmentation Accounts	
<input checked="" type="checkbox"/> Use Negative Amount for Reverse Transaction	
<input type="checkbox"/> Permit More than One Document Type per Series	
<input type="checkbox"/> Multi-Language Support	
<input checked="" type="checkbox"/> Use Perpetual Inventory	
Item Groups Valuation Method	Standard
<input type="checkbox"/> Manage Item Cost per Warehouse	
<input type="checkbox"/> Allow Stock Release Without Item Cost	
<u>House Bank</u>	
Default Bank Country	USA
Default Bank	Bank Name 1
Default Account No.	999999999
Default Branch	



Field	Template Value	Custom Value
Chart of Accounts	User-Defined	
Local Currency	US Dollar	
System Currency	US Dollar	
Default Account Currency	Local Currency	
Display Credit Balance with N	Yes	
Use Segmentation Accounts	Yes	
Use Negative Amount for Rev	Yes	
Permit More than One Docum	No	
Multi-Language Support	No	
Item Groups Valuation Metho	Standard	
Manage Item Cost Per Wareh	No	
Use Purchase Accounts Postin	No	
Allow Stock Release Without I	No	
Default Bank Country	USA	
Default Bank	Bank	
Default Account No.	123456789	
Default Branch		