

# **CASN5010 Company Maintenance**

Aptean Ltd  
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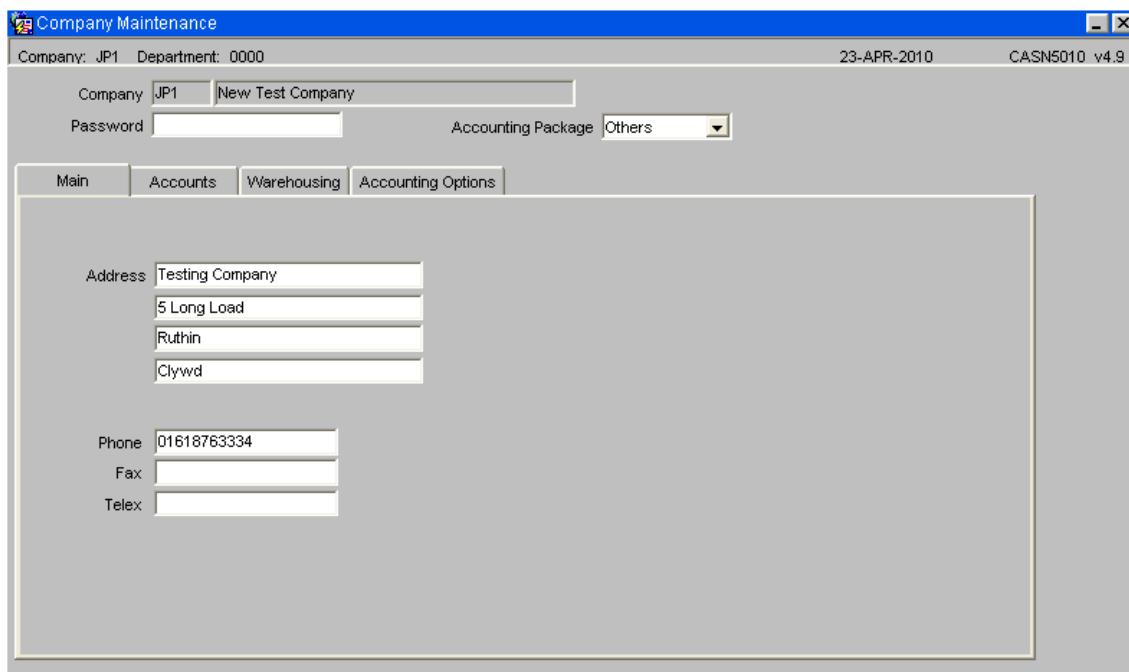
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# 1 CASN5010 Company Maintenance

## Main Tab

 **Note:** Ensure the three character Company Code does not start with a number



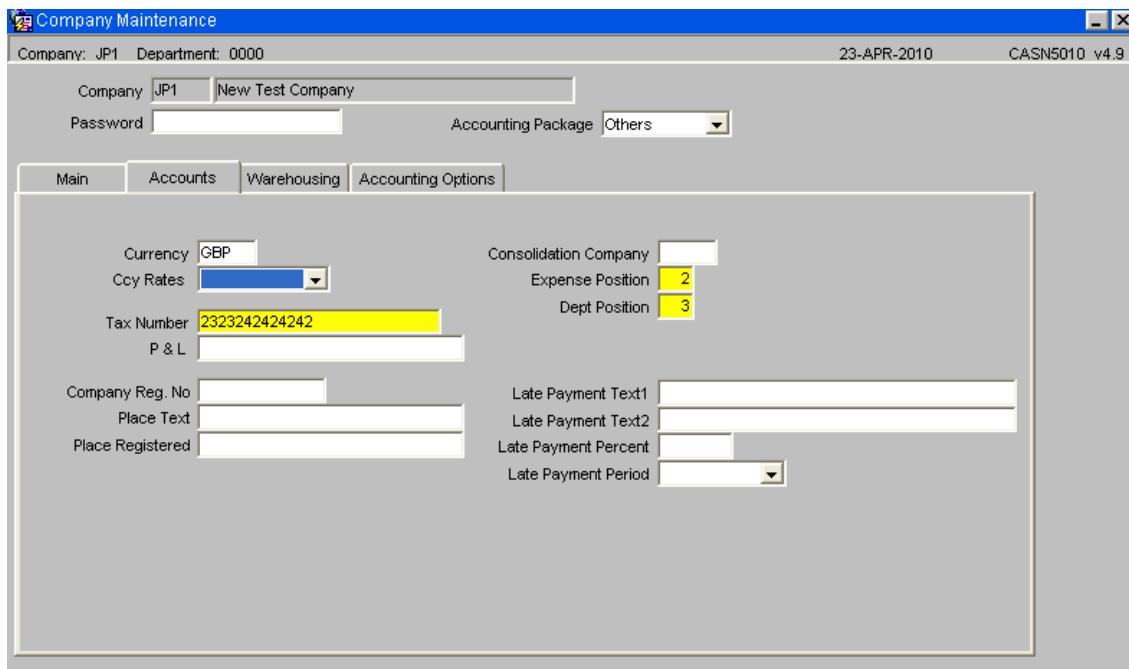
Ensure that the company code and name are entered, the company address is entered and the tel/fax/telex numbers if required are entered with no spaces in between the numbers.

If a password is entered then this must be also entered if ever enquiring on or updating the company before the execute enquiry is selected.

Field Name	Description	Options	Generic Value
<i>Company Code</i> **	This is the 3ch code used to define the company all warehouses and owners will be under	Any 3 character code, that does not start with a number	Defined by the client
<i>Password</i>	Used to restrict users from accessing the company maintenance screen	30 character field or left blank	Blank
<i>Accounting Package</i> **	Used to defined ledger and accountancy information	Agresso, Coda, SCE, Other	Other
<i>Address</i> **	The address of the company	4 x 30 character free text fields or left blank	Defined by the client
<i>Phone</i>	Phone number of the company	15 character free text field or left blank	Defined by the client
<i>Fax</i>	Fax number of the company	14 character free text field or left blank	Defined by the client
<i>Telex</i>	Telex number of the company	14 character free text field or left blank	Defined by the client

## Accounts Tab





The screenshot shows the 'Company Maintenance' window with the 'Main' tab selected. The window title is 'Company Maintenance' and the sub-title is 'Company: JP1 Department: 0000'. The top menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Help', and 'Exit'. The main area contains the following fields:

- Currency:** GBP
- Ccy Rates:** A dropdown menu showing 'JP1' and 'New Test Company'.
- Tax Number:** 2323242424242 (highlighted with a yellow box)
- P & L:** A dropdown menu showing 'JP1' and 'New Test Company'.
- Company Reg. No:** A text box.
- Place Text:** A text box.
- Place Registered:** A text box.
- Consolidation Company:** A dropdown menu showing 'JP1' and 'New Test Company'.
- Expense Position:** 2 (highlighted with a yellow box)
- Dept Position:** 3 (highlighted with a yellow box)
- Late Payment Text1:** A text box.
- Late Payment Text2:** A text box.
- Late Payment Percent:** A dropdown menu showing 'JP1' and 'New Test Company'.
- Late Payment Period:** A dropdown menu showing 'JP1' and 'New Test Company'.

Ensure that the currency is entered, even though no currencies exist for this new company yet, then enter a tax number for the company.

The expense position must be before the debt position although without financial integration these numbers do nothing.

An information message will be generated by the system 'FWL-04534' "Enter the year and period, N/L processing is to begin." Click OK.

The Nominal Ledger start period will automatically be put to the current year followed by 01. (A)

Field Name	Description	Options	Generic Value
<i>Currency</i> **	Base currency of the company	Pre defined in currency maintenance normally ISO standard - LOV available	EUR
<i>Ccy Rates</i> **	Determines the method of updating currency codes - will default to 'Stand Alone'	Master, Update, Stand Alone	Stand Alone
<i>Tax Number</i> **	Unique Tax reference number for the company	20 character free text field	Defined
<i>P&amp;L</i>	Purchase and Ledger reference number	30 character free text field or left blank	Blank
<i>Consolidation Company</i>	If the client has multiple company codes, the consolidated or master company code is entered here	Must have been created in company codes maintenance or left blank	Blank
<i>Expense Position</i> **	The expense code's numerical position within the nominal ledger code - used for accounts	01-Oct	1
<i>Dept Position</i> **	The dept code's numerical position within the nominal ledger code - used for accounts	01-Oct	3
<i>NL Start Position</i> **	The year and month the company's accounts will start from	YYYYMM	Defined by the client
<i>Late Payment Text 1</i>	A text box to dictate what should appear on the invoice	40 character free text field or left blank	Blank
<i>Late Payment Text 2</i>	An additional text box to dictate what should appear on the invoice	40 character free text field or left blank	Blank
<i>Late Payment Percent</i>	The percentage at which the company can accept late payment	0 - 100.00	Blank
<i>Late Payment Period</i>	The period in which late payment is allowed	Per month, Per year	Blank

For Owner Invoicing, the following summarises the details that are required:



- Company Registration number
- VAT number
- Name and Address details for Head Office (HQ)
- ?Registered in city/town? fixed text details for invoice
- Late Payment rule - percentage and associated fixed text etc

This information relates to the ?Head Office? details for the Company. The code and details used for the Company Accounts and the details that will be printed on each invoice that will be sent to Stock Owners.

The ?Late payment? text etc. These lines and figures will be printed at the top of the invoice. See invoice details and example below.

### Warehousing Tab

If the owner defined keys are set to 'Y' then all customers/suppliers will only be available for the owner that they are set up with. If set to 'N' then the customers/suppliers will have '+' placed in their owner fields and will be seen and available by all owners.

**Note: Ensure the warehouse code length is set to 3.**

Ensure Multiple Warehouses , Multiple Branches are set to Yes.

Ensure FulfillmentSystemSCE installed is set to yes.

Ensure that the top 3 modules installed are set to yes.

Field Name	Description	Options	Generic Value
<i>Held Over VAT code</i>	Zero rated vat rate of the company	Predefined in Vat Rates maintenance or left blank	Blank
<i>Sender Ean</i>	The European EAN number of the edi owner	Defined by the client or left blank	Blank
<i>Owner Defined Keys **</i>	Used to specify if the owners within the company are allowed to see/use each others' suppliers and customers	Y or N	N
<i>Warehouse Code Length **</i>	The length of the warehouse code to be set up	Numerical value between 1 and 9 - but if using RDT, has to be no longer than 3	3
<i>Costing by Location **</i>	Used for accounting if charging by location	Y or N	N



Field Name	Description	Options	Generic Value
<i>Multiple Warehouses **</i>	Defines whether there will be more than one warehouse under the company	Y or N	N
<i>Multiple Branches **</i>	Defines whether there will be more than one warehouse under the company	Y or N	Y
<i>Shipping Company Functionality **</i>	Determines whether the company will use shipping functionality as well as WMS	Y or N	N
<i>Fulfillment SCE system installed? **</i>	Determines whether the company will be using the freight functionality	Y or N	N
<i>Modules Installed (all) **</i>	Defines which parts of the WMS functionality the company will be utilising	Y or N for all options	Y for all

### Accounting Options Tab

Not relevant for the implementation of WMS

