

Creating A New Business - Administration

In order to do anything at all you must create a company folder.

NOTE: This function is password controlled. In order to create a new company you must obtain the password for the day from the publishers.

The system must be set in the SAMPLE company to create a new company. And will copy a small amount of sample data to your new business. You can safely delete these entries.

1. In the Add New Company Window enter your company code (this will end up to be *the name of the folder* in Windows folders hierarchy)
2. **IMPORTANT – READ THIS THOROUGHLY** - Set the financial year start date (this will usually be either **1st April in NZ** or 1st July in Australia)
3. **NOTE:** *Letters ONLY will be accepted as a company code (no numbers). Maximum length is eight (8).*
4. Now you may enter your company details (these may be altered at any time later, except for the business or company code which is fixed for all time)
5. **NOTE:** *When you press the Save / Activate New Company you cannot undo it, so think carefully before doing this.*
6. *When you press the Save / Activate button the system will now go through a prolonged process of copying and updating files. Please do not interrupt this process.*

You Should Now Have Your New Business Running And Ready To Configure