

# Directories (2): Entering Initial Organization's Data.

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## Introduction

In this tutorial you will learn how to enter initial data about your organization into 1C: Buhgalteria (by filling directories Organizations, Users, User Privileges, Bank and Cash Accounts, Divisions, Constants, etc.), how to use classifiers, and how to avoid common problems faced while filling directories.

## Learning Objectives

This tutorial will help you to learn:

- The correct sequence of filling directories
- How to enter basic information about your organization
- How to enter and update constants
- How to use classifiers
- How to avoid common problems with insufficient rights or profiles duplication

## Step-by-Step tasks

Data needed for analytical accounting and filling in requisites of documents is stored in directories. Each directory is designed for storing similar items presented as a table. Some elements of directories that can change over time allow storing and retrieving historical values for these elements (so called periodic requisites). Knowing nuances of working with periodic requisites and updating them regularly can prevent you from many mistakes.

As structure of our accounting task assumes working topic-by-topic rather than date-by-date we are going to start by filling initial data about our company and its environment beforehand. Almost all elements that will be later used in our task (initial data about the company, its employees, fixed and intangible assets, inventory, company's contractors, etc.) will be entered into directories in advance. It allows later to save our time concentrating on the task and transactions itself rather than switching again and again to entering new elements in the order of their appearance.

### 1. Scenario.

You are appointed as an accountant for the newly-created LLP "FashionWalk". The main activities of this company are to produce fashionable and comfortable clothes of different kind - ranging from women's dresses and men's suits to raincoats. Other company's activities include purchase and sale of clothes from other fashion houses. Also it provides some services to public: catalog orders, fast delivering etc.

As a KIMEP University's graduate you have studied hard different accounting standards and principles and are not afraid of hard work. You also know that difficult accounting tasks and routine operations can be automated by means of modern software.

You decided to select a well-known 1C: Enterprise 8.3 software package with Kazakhstan's Accounting configuration installed as a basic tool for conducting accounting due to several reasons:

- This software has a 15-year proven record of successful sales in different countries of the NIS;
- It is widespread an a lot of local firms are using it;
- It is quite easy to learn and work with;
- Different configurations can be used simultaneously to conduct accounting according to the different standards;
- Corrections to Kazakhstan's configurations are developed on a regular basis by local franchise firm 1C: Sapa (reflecting changes and updates to Kazakhstan's legislation and accounting practices);
- Configuration can be tuned or completely new configuration can be developed in order to meet needs of a particular company.

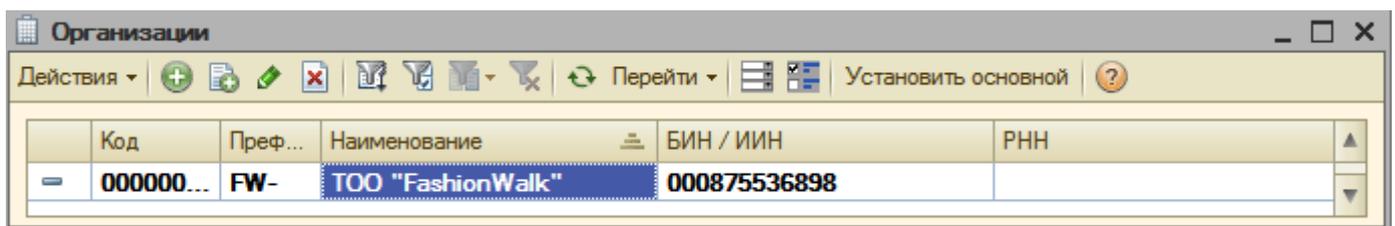
Your task is to enter all the necessary data for the given period accurately, create appropriate transactions reflecting accounting operations that took place in LLP FashionWalk, and prepare reports for the current period. As you qualifications will improve, you are planning to make some changes in existing configuration in order to fit it to the needs of your enterprise.

Your today's task is to enter organization's initial data and get accustomed with correct sequence of filling directories.

## 2. Enter Initial Data About Your Organization.

### 2.1. Filling directory Organizations (dialog Organization's Information) and corresponding directories.

Configuration Accounting for Kazakhstan, release 2.0 allows conducting simultaneous accounting for several organizations. The starting point in you work is to access directory Organizations, and setup a new organization by filling in the dialog Organization's Information. Creation of a new organization is done through entering the new element into directory (the leftmost button on the directory toolbar):



As soon as the button is pressed, Organization's Information dialog appears. This dialog contains six tabs: Requisites, Basic Values, Accounting Policy, Codes, Responsible Persons, and Objects. Let's now consequently fill in each tab of this dialog. First tab Requisites allows entering company's name in short - LLP FashionWalk, full company's name - Limited Liability Partnership FashionWalk, company's juridical and postal address (postal address can be different if company receives its mail on post office - P/O), telephones of organization, its electronic mail, data of registration (08.01.2016), type of organization (legal entity), its Taxpayer's Registration Number (TRN) that can be also automatically checked by the program for correctness (TRN is a 12 digit code starting from 600, next three digits could be 800, 700, etc., and the last six are sequence code).

NOTE: It's a good practice to setup current working date to the same date on which your are working (for example, as our company is registered on 08.01.2016, you have to also change the

current working date to 08.01.2016 - go to menu Service => Settings => Working Date). It will prevent you from saving periodic requisites on inappropriate dates when you're filling in directories or documents.

Date on which periodic requisites from dialog Organization's Information will be saved can be also changed by pressing button at the right bottom corner of the dialog.

Completed tab Requisites is shown on the picture below:

Organization: TOO "FashionWalk"

Действия | Перейти | Основные настройки организации

Наименование: TOO "FashionWalk" Код: 000000001

Юр. / физ. лицо: Юр. лицо Префикс: FW-

Полное наименование: Товарищество с ограниченной ответственностью "FashionWalk"

отделение иностранной организации (зависимый агент)

Основ... | Конта... | Счета | Кассы | Коды | Прочее | Своис... | Катег...

**Реквизиты**

БИН / ИИН: 000875536898 КБе: 17 Дата регистрации: 08.01.2016

РНН: Дата постановки на учет по НДС: 08.01.2016

**Налоговый комитет по месту регистрации организации**

Налоговый комитет: НК по Медеускому району

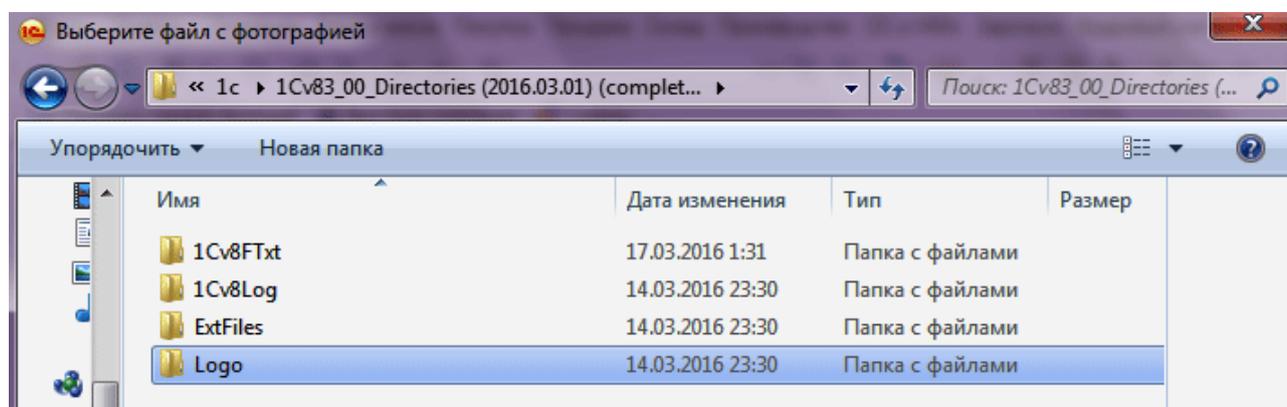
**Свидетельство о постановке на учет по НДС**

Серия: 60305 №: 1234567 Дата выдачи: 08.01.2016

Указывать реквизиты головной организации в счете-фактуре [TOO "FashionWalk"](#)

OK | Записать | Закрыть

Let's also select a logotype for our company (copy it into your class folder from L:\Oleg Vlasov\AIS\KAZ Configuration (Step-by-Step)\Logo\FashionWalk.emf), and then select by pressing button Choose in the tab Requisites:



Full-size example of this logotype is presented below:

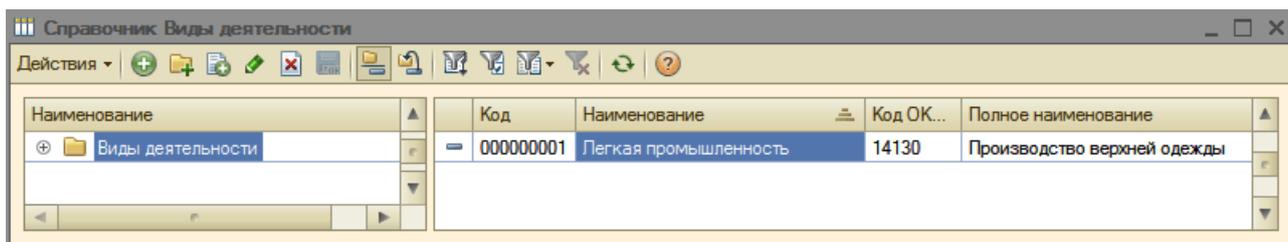


NOTE: When you will be creating a backup copy of your accountant information database through Configuration Utility you have to add an extension of this picture into the list of files which are archived by default. Otherwise, Configuration Utility will skip archiving this file, and upon restoring, this logo will not be available in the dialog Organization's Information.

Let's now switch to the next tab Basic Values. It offers you to select the VAT rate (12%), type of computing VAT in documents (VAT 12% above the price), type of VAT to offset (goods purchased with VAT), type of realization (realization of goods, works, services), type of activity (production of goods of light industry), units of measurement (units), working currency (KZT), depreciation method (you can select from several depreciation methods - Straight-line depreciation, Declining Balance, Sum-of-Year-Digits, etc.) - we select the most commonly used - Straight-line depreciation, as well as assign a prefix for company documents that will appear before each document number (we'll select FW- that results in the following document numbers - FW-000001, FW-000002, FW-000003, etc.; if you're conducting accounting for more than one organization in the same information database these prefixes allow easily distinguish between documents of different organizations):

The screenshot shows a software window titled "Организация: TOO 'FashionWalk'". The window contains several input fields and buttons. At the top, there is a menu bar with "Действия" and "Перейти". Below the menu bar, there are fields for "Наименование:" (TOO "FashionWalk"), "Код:" (000000001), "Юр. / физ. лицо:" (Юр. лицо), and "Префикс:" (FW-). The "Полное наименование:" field contains "Товарищество с ограниченной ответственностью 'FashionWalk'", and there is a small image of the Fashion Walk logo to its right. Below these fields, there is a checkbox labeled "отделение иностранной организации (зависимый агент)". A tabbed interface is visible with tabs for "Основ...", "Конта...", "Счета", "Кассы", "Коды", "Прочее", "Свойс...", and "Катег...". The "Коды" tab is active, showing "Код по ОКПО" (70500) and "Основной вид деятельности по ОКЭД" (Легкая промышленность). Below this, there are fields for "Код ОКЭД:" (14130) and "Наименование:" (Производство верхней одежды). At the bottom of the window, there are buttons for "OK", "Записать", and "Закрыть".

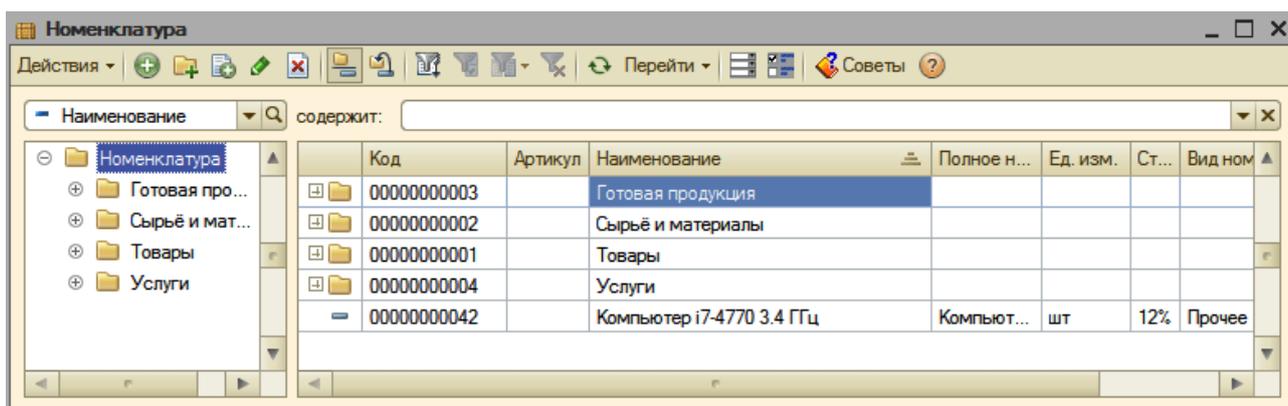
To fill in the field Type of Activity, press button with three dots located on the right side of the field. It will invoke subordinated directory Types of Activity. Create new record in the directory (the leftmost button on the directory's toolbar):



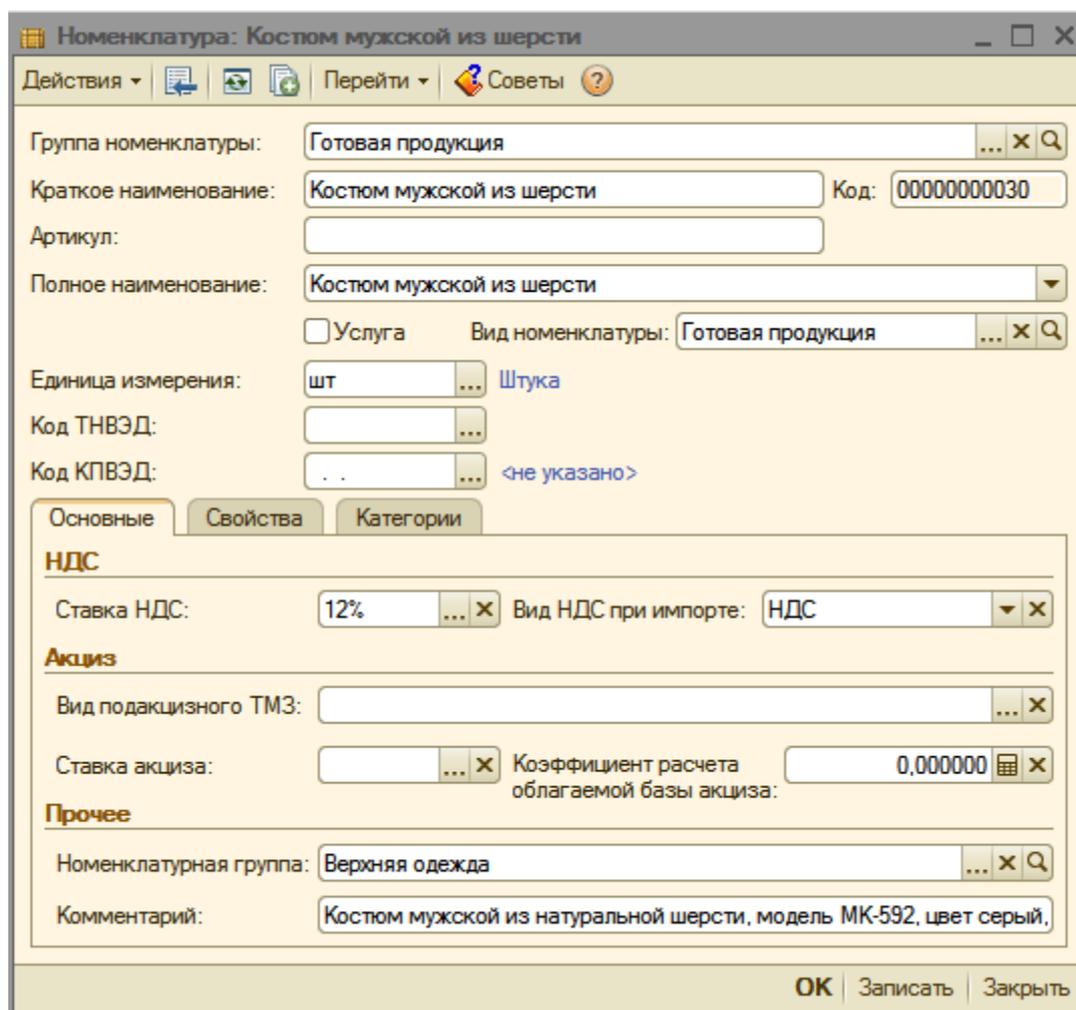
In a new dialog in the field Name type: Production of Goods of Light Industry, and in the field OKED Code type 5-digit number (this code is provided by the City's Statistical Agency when company receives its statistical card). As the main activity of our company is production of clothes, put a tick in the check-box Industrial Type of Activity (located at the bottom of the dialog):

This dialog allows also selecting and entering particular items of finished goods to be produced by the enterprise (from and into subordinated directory Nomenclature). Our company will produce three types of finished goods - women's stretch suits, men's wool suits, and women's silk dresses. Press button New to invoke the next dialog:

Information about planned quantity and cost of finished goods is not yet known, thus keep these fields empty. In the field Finished Goods press button with three dots to open subordinated directory Nomenclature:



Let's create three records in this directory corresponding to our finished goods. Press the leftmost button on the directory's toolbar to invoke new element's dialog. This dialog has two tabs: General and Realization. Tab General allows entering the name of finished goods (for example, Man's Wool Suit), selecting type of nomenclature (finished goods in our case), units of measurement (units), full name of finished goods, as well as short description and main characteristics. Date for saving periodic requisites can be manually changed by pressing the button located at the bottom right corner of the dialog. The correctly filled tab General is shown on the picture below:



Let's now switch to tab Realization. In the field "VAT rate" select the value 12% (to be charged above the price of our finished goods). Assume cost of one man's suit to be 2,800 tenge, and selling price 8,000 tenge.

In the same manner let's now fill information about two other company's finished goods. Next record is Women's Stretch Suit. Correctly filled tab General for this directory item is shown on the picture below:

Номенклатура: Костюм женский из стрейча

Действия

Группа номенклатуры:

Краткое наименование:  Код:

Артикул:

Полное наименование:

Услуга Вид номенклатуры:

Единица измерения:

Код ТНВЭД:

Код КПВЭД:

Основные

**НДС**

Ставка НДС:    Вид НДС при импорте:

**Акциз**

Вид подакцизного ТМЗ:

Ставка акциза:    Коэффициент расчета облагаемой базы акциза:

**Прочее**

Номенклатурная группа:

Комментарий:

The next screenshot demonstrates procedure of changing the date on which periodic requisites are saved. Pressing the button located at the bottom right corner of the dialog invokes the calendar

The last item to be recorded into directory Nomenclature is a Woman's Silk Dress. Correctly filled tab General is shown on the picture below:

Upon producing, we're planning to sell our dresses abroad. In this case VAT rate will be equal 0%. Cost of finished goods is recorded in local currency - 2,700 tenge, while selling price in U.S. dollars - \$100.

Let's now switch to the third tab of the dialog Organization's Information called Accounting Policy. Select a national currency to be used in price computations (KZT), type of attributing the VAT to offset - Separate, period for submitting the declaration on VAT - Quarter, period for applying ZERO rate of Personal Income Tax - Quarter, type of computing ecological payments

Next tab Codes offers to select industry in which company is operating (light industry), specify company's Tax Committee (Medeu District Tax Committee); series, number and date of VAT certificate, number of employees (11), as well as different statistical codes (KBE - comprised of two digits, the first could be either 1 - Resident or 2 - Non-Resident, the second represents sector of economy):

- 1 - Central Government,
- 2 - Regional and local executive bodies,
- 3 - National Bank of the Republic of Kazakhstan or central banks of other countries,
- 4 - Second-tier banks and foreign banks,
- 5 - Non-deposit financial corporations (organizations carrying out separate parts of banks' operations,
- 6 - State-owned non-financial corporations,
- 7 - Non-governmental non-financial corporations,
- 8 - Noncommercial organizations, serving private sector (parties, labor unions, etc.),
- 9 - Households (public, private entrepreneurs without forming the legal entity, etc.),
- A - International organizations.

Thus, code for our company will be 17; OKPO (currently abolished) & OKED - codes provided by city's statistical agency at company's registration and shown on the company's statistical card):

Selection of company's tax committee is done by pressing the button with three dots located on the right side of the field Company's Tax Committee. It invokes subordinated directory Contractors in which you have to create a new subgroup Tax Committees, and then create a new record Medeu District Tax Committee by pressing the leftmost button on the directory's toolbar:

Код	Наименование	БИН / ИИН	РНН	Полное наименование
000000003	Налоговые комитеты			
000000012	НК по Медеускому району	265400340890		Налоговый комитет по Медеускому району

It will invoke a new dialog for filling contractor's information. This dialog has three tabs: General, Settlement Accounts/ Basis, and Other. Tab General allow specifying the type of contractor (legal entity or natural person), its short and full name, contractor's Taxpayer's Registration Number, details of its VAT certificate (tax committee don't have activities subject to Value Added Tax - keep this field blank), KBE - according to classification presented above this code should be 12: 1 - resident, 2 - regional and local executive bodies, juridical address, and country of residence:

Country of residence can be selected from subordinated directory: Country Codes Classifier. At first start this classifier is empty. To fill it press button "Fill" at the bottom of its electronic form. After that select an element representing the Republic of Kazakhstan by double-clicking on it:

Код	Наименование	Полное наименование	ТС	Код Альф...	Код Альф...
398	КАЗАХСТАН	Республика Казахстан		KZ	KAZ
840	СОЕДИНЕННЫЕ ШТАТЫ	Соединенные Штаты Амери...		US	USA

Second tab of contractor's information dialog called Settlement Accounts/ Basis allows selecting contractor's settlement account, and basis for payment. To select contractor's settlement account close the dialog by pressing button OK. After that open it again, and switch to the second tab Settlement Accounts/ Basis - now at the bottom of this tab you will be able to open subordinated directory Settlement Accounts by pressing button with three dots to the right of the field Default Value for Documents => Basic Settlement Account, or by pressing button New in the dialog (as you may noticed these options were not available before you closed the dialog):

Банковский счет (НК по Медеуск...: Расчетный счет в АО Народный Банк Казахстана)

Действия

Наименование:  Код:

Представление счета, с помощью которого удобно отличать его в списке счетов

Основное **Дополнительно**

Организация:

Банк:  БИК:

Для быстрого выбора банка можно ввести в поле "Банк" его БИК

№ счета:  Вид:

Дата открытия:  Дата закрытия:

Валюта счета:  Префикс:

**Печать**

Указывать сумму без 00, если она в целых

Указывать в дате документа месяц прописью

OK | Записать | Закрыть

Subordinated directory Settlement Accounts allows entering a new element that will be selected in the dialog Contractor's Information:

Selecting the field "Bank in Which Account is Opened" invokes a new subordinated directory Banks. You have to fill information about banks before they can be selected from this directory. Let's enter a new record for Narodnyi Bank:

Банки

Действия

Подбор | Обновить БИКи

БИК с ...	БИК до 07...	Наименование	Корр. счет	Контрагент	Город	Адрес	Телефо
CASPKZKA	190501722	АО "KASPI BANK"			г. Алматы		
SITIKZKA	190501832	АО "Ситибанк К...			г. Алматы		
EURIKZKA	190501948	АО "Евразийски...			г. Алматы		
HSBKZKX	190501601	АО "Народный ..."			г. Алматы		
KCJBKZKX	190501856	АО "Банк Центр...			г. Алматы		
KZKOKZKX	190501926	АО "КАЗКОММЕ...			г. Алматы		
NBRKKZKX	190201125	ГУ Национальн...			г. Алматы		

**Сведения**

Телефоны:

Адрес:

Creation of a new element in this directory invokes new electronic form allowing filling details about the bank. Let's fill this information according to the picture presented below:

Банк: АО "Народный Банк Казахстана"

Действия

Группа:

Наименование:  Код:

Контрагент:

БИК:  БИК в платежах до 07.06.2010:

БИН:  Проверить БИН

РНН:  Проверить РНН

Город:  Корр. счет:

**Реквизиты электронного платежного поручения**

Код в платежной системе:  Код в платежах до 07.06.2010:

**Контактная информация**

Адрес:

Телефоны:

OK | Записать | Закрыть

As soon as information is filled, press button OK to save the record, and select the newly created bank in the previous dialog, than also enter name of contractor's settlement account (for example, Settlement Account in Narodnyi Bank), and then close the dialog. Record Settlement Account in Narodnyi Bank is now available for selection in the dialog Contractor's Information. As soon as settlement account of contractor is selected, open a pull-down list and switch from Settlement Accounts to Basis, is shown on the picture below:

Контрагент: НК по Медеускому району

Действия | Перейти | Советы | Отчет

Наименование:  Код:

Общие | Контакты | Счета и договоры | Свойства | Категории

**Банковские счета:**

Действия | Установить основным

Код	Наименование	Банк
000000003	Расчетный счет в АО Народный Банк Казахстана	АО "Народный Банк Каза..."

**Договоры контрагентов:**

Действия | Установить основным

Код	Наименование	Ведение взаимор...	Вид договора	Организация
000...	Аренда земельных участков у госуд...	По договору в цел...	Прочее	ТОО "FashionWalk"
00...	Основной договор	По договору в ...	Прочее	ТОО "FashionW..."

Комментарий:

OK | Записать | Закрыть

Here you have an option to select or enter an agreement according to which settlement with your contractor is done. As we are going to transfer obligatory payments to budget, it is not necessary to specify any agreement for Tax Committee.

The last tab Other allows entering additional information about contractor's contact person (his name, phone, e-mail, and additional details). Fill in this tab according to picture presented below:

Контрагент: НК по Медеускому району

Наименование: НК по Медеускому району Код: 000000012

Общие | **Контакты** | Счета и договоры | Свойства | Категории

**Адреса и телефоны:**

Тип	Вид	Представление
Адрес	Фактический адрес контрагента	050001, Республика Казахстан, Города Республ...
Телефон	Телефон контрагента	+7 (727) 270-75-90
Адрес	Юридический адрес контрагента	

**Контактные лица:**

Наименование	Должность
Сапаргалиев Жанат Берикович	Начальник Налогового Комитета по ...

Комментарий:

OK | Записать | Закрыть

Next tab of the dialog Organization's Information is called Responsible Persons. We're not able to select organization's responsible persons at this stage, as we did not hire any employees. Moreover, hiring new employees is impossible while Organization's Information dialog is not completed, and user rights and privileges are not tuned. Skip this tab on this stage and open the last one called objects.

Ответственные лица организации

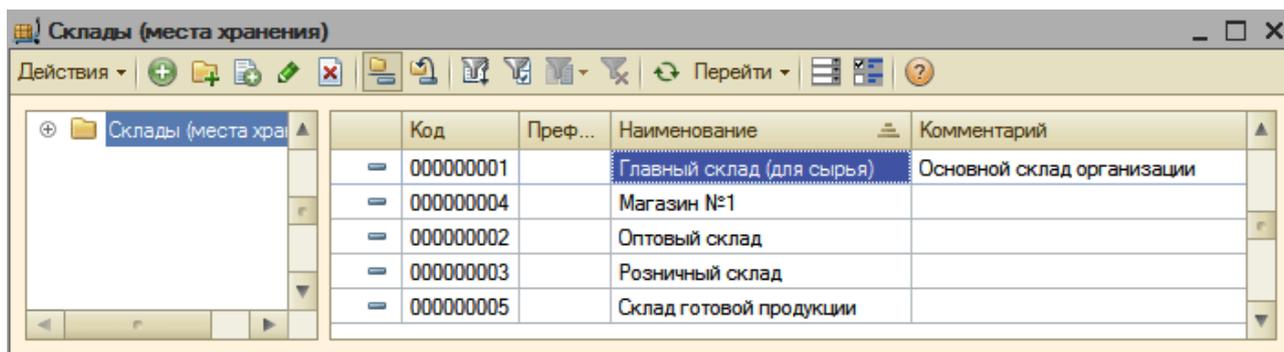
Дата	Структурная ед...	Ответственное лицо	Физическое ли...	Должность
08.01.2016 ...	Административ...	Уполномоченный подписывать счета фактур...	Власов Олег Г...	Директор
08.01.2016 ...	Административ...	Руководитель	Власов Олег Г...	Директор
08.01.2016 ...	Административ...	Уполномоченный представитель	Власов Олег Г...	Директор
08.01.2016 ...	Административ...	Кассир	Лисаковская Н...	Главный бухга...
08.01.2016 ...	Административ...	Руководитель кадровой службы	Лисаковская Н...	Главный бухга...
08.01.2016 ...	Административ...	Главный бухгалтер для подписи банковских ...	Лисаковская Н...	Главный бухга...
08.01.2016 ...	Административ...	Ответственный за налоговые регистры	Лисаковская Н...	Главный бухга...
08.01.2016 ...	Административ...	Главный бухгалтер	Лисаковская Н...	Главный бухга...
08.01.2016 ...	Административ...	Уполномоченный подписывать счета фактур...	Лисаковская Н...	Главный бухга...
16.02.2016 ...	Касса (в тенге)	Кассир	Лисаковская Н...	Главный бухга...
16.02.2016 ...	Валютная касса	Кассир	Лисаковская Н...	Главный бухга...

Tab Objects allows filling information about company's warehouses, bank accounts, cash registers and subdivisions by selecting the appropriate categories in the pull-down list. As in case with filling contractor's settlement account, have to close the dialog Organization's Information by pressing

button OK, open it again, and switch to tab Objects. After this you will be able to enter new elements into subordinated directories, by pressing button New or selecting button with three dots at the bottom of the dialog.

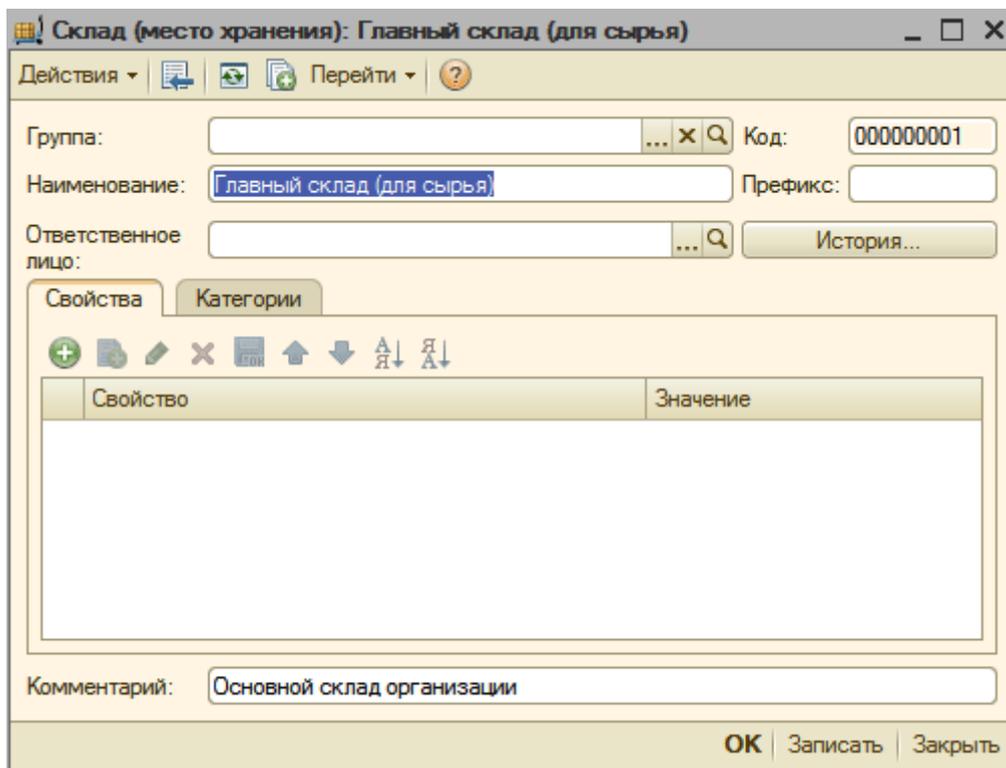
Let's first fill information about company's warehouses.

As you have noticed, subordinated directory Storage Places was opened allowing you to enter company's warehouses and automatically creating their sequence codes:



Код	Преф...	Наименование	Комментарий
000000001		Главный склад (для сырья)	Основной склад организации
000000004		Магазин №1	
000000002		Оптовый склад	
000000003		Розничный склад	
000000005		Склад готовой продукции	

To enter a new element into subordinated directory Storage Places press the leftmost button on the directory's toolbar. Dialog for entering the new element will appear. Organization's name will be automatically indicated at the bottom of this dialog (subordinated directories allow storing related data of multiple entities (for example, companies) and filtering them either by parent entity (e.g., company) or showing them all at once if button Hierarchical List is not pressed). Now type a name of the first storage place - Main Warehouse. You can also select later responsible person for this warehouse (as soon as directory employees will be filled):



Склад (место хранения): Главный склад (для сырья)

Группа:  Код: 000000001

Наименование:  Префикс:

Ответственное лицо:  История...

Свойства Категории

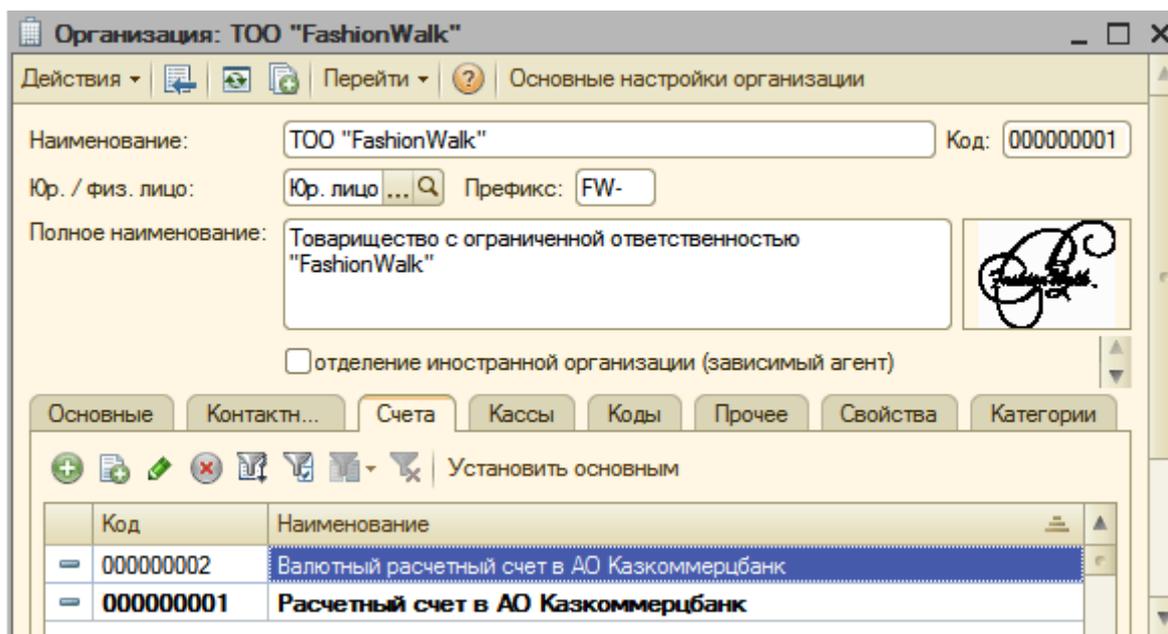
Свойство	Значение
----------	----------

Комментарий:

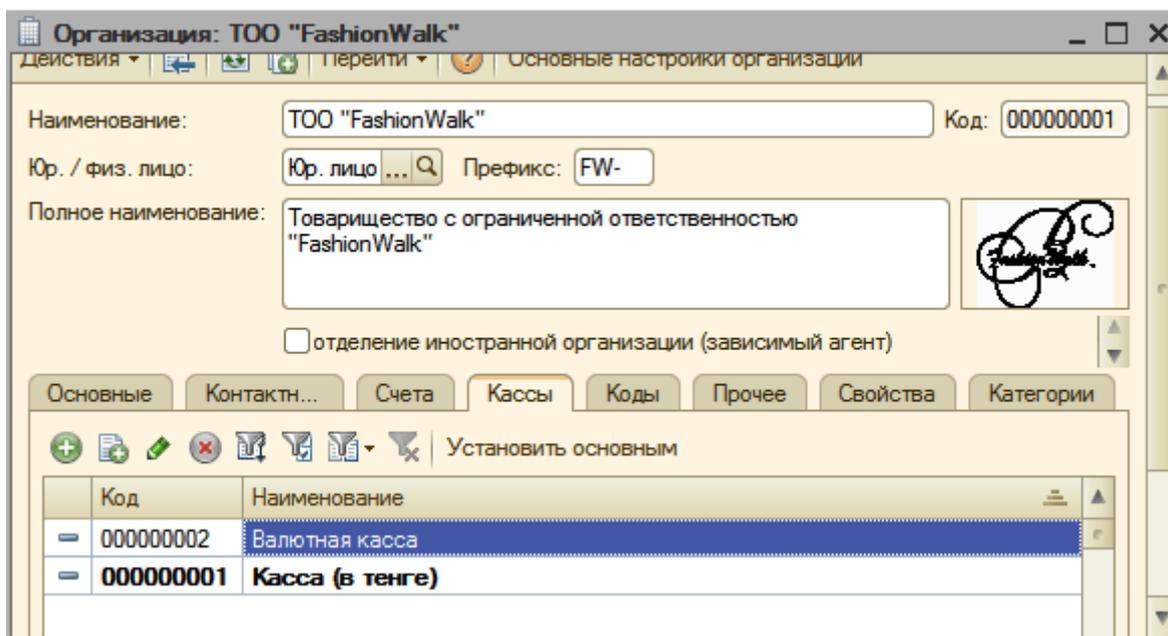
OK | Записать | Закрыть

In the same manner enter information about other company's warehouses.

Now select a new item from the pull-down list: Bank Accounts:



Procedure of entering company's bank accounts is similar to the procedure of entering warehouses described above. Our company will have two bank accounts: Settlement Account (in tenge) and Currency Settlement Account (in US dollars):



Let's create a new directory element representing company's Settlement Account. Electronic form of the dialog has two tabs: Requisites and Additionally. Tab Requisites allow specifying type of company's account (bank account), selecting its name (Settlement Account), selecting corresponding account from the Chart of Accounts (1030 - Settlement Account in tenge), specifying account's number, its type and bank in which account is opened:

Банковский счет (ТОО "FashionWalk"): Расчетный счет в АО Казкоммерцбанк

Действия ▾

Наименование:  Код:

Представление счета, с помощью которого удобно отличать его в списке счетов

Основное **Комиссионное обслуживание** Дополнительно

Организация:

Банк:  БИК: KZKOKZKX

Для быстрого выбора банка можно ввести в поле "Банк" его БИК

№ счета:  Вид:

Дата открытия:  Дата закрытия:

Валюта счета:  Префикс:

**Печать**

Указывать сумму без 00, если она в целых

Указывать в дате документа месяц прописью

OK | Записать | Закрыть

Opening the field In Bank invokes subordinated directory Banks (we have already used this directory while filling contractor's serving bank):

БИК с ...	БИК до 07...	Наименование	Корр. счет	Контрагент	Гор
— CASPKZKA	190501722	АО "КАСПИ BANK"			г. А
— СІТІКZKA	190501832	АО "Ситибанк К...			г. А
— EURIKZKA	190501948	АО "Евразийски...			г. А
— HSBKKZKX	190501601	АО "Народный ...			г. А
— KCJBKZKX	190501856	АО "Банк Центр...			г. А
— KZKOKZKX	190501926	АО "КАЗКОММЕ...			г. А
— NBRKKZKX	190201125	ГУ Национальн...			г. А

In the same manner let's enter a new record about our company's serving bank – KazCom. Completed electronic form of this dialog is shown on the picture below:

Second tab Additionally allows specifying date when bank's account was opened (08.01.2016), as well as additional options such as showing the full name of the month in documents, etc.:

Let's now enter the second record representing company's Currency Settlement Account. In the tab General select the type of account (bank's account), provide its name (Currency Settlement Account), corresponding account from the Chart of Accounts (1030 - Settlement Account in foreign currency), currency for operations (US dollars), account's number, type, and serving bank:

Банковский счет (ТОО "FashionWalk"): Расчетный счет в АО Казкоммерцбанк

Действия ▾ | Перейти ▾

Наименование:  Код:

Представление счета, с помощью которого удобно отличать его в списке счетов

Основное | **Коммиссионное обслуживание** | Дополнительно

Организация:  ... x Q

Банк:  ... Q БИК: KZKOKZKX

Для быстрого выбора банка можно ввести в поле "Банк" его БИК

№ счета:  Вид:

Дата открытия:  Дата закрытия:

Валюта счета:  Префикс:

**Печать**

Указывать сумму без 00, если она в целых

Указывать в дате документа месяц прописью

OK | Записать | Закрыть

In the tab Additionally specify the date of opening the account (08.01.2016), and allow showing the full name of the month in documents:

Банковский счет (ТОО "FashionW...: Валютный расчетный счет в АО Казкоммерцбанк

Действия ▾ | Перейти ▾

Наименование:  Код:

Представление счета, с помощью которого удобно отличать его в списке счетов

Основное | **Коммиссионное обслуживание** | Дополнительно

Организация:  ... x Q

Банк:  ... Q БИК: KZKOKZKX

Для быстрого выбора банка можно ввести в поле "Банк" его БИК

№ счета:  Вид:

Дата открытия:  Дата закрытия:

Валюта счета:  Префикс:

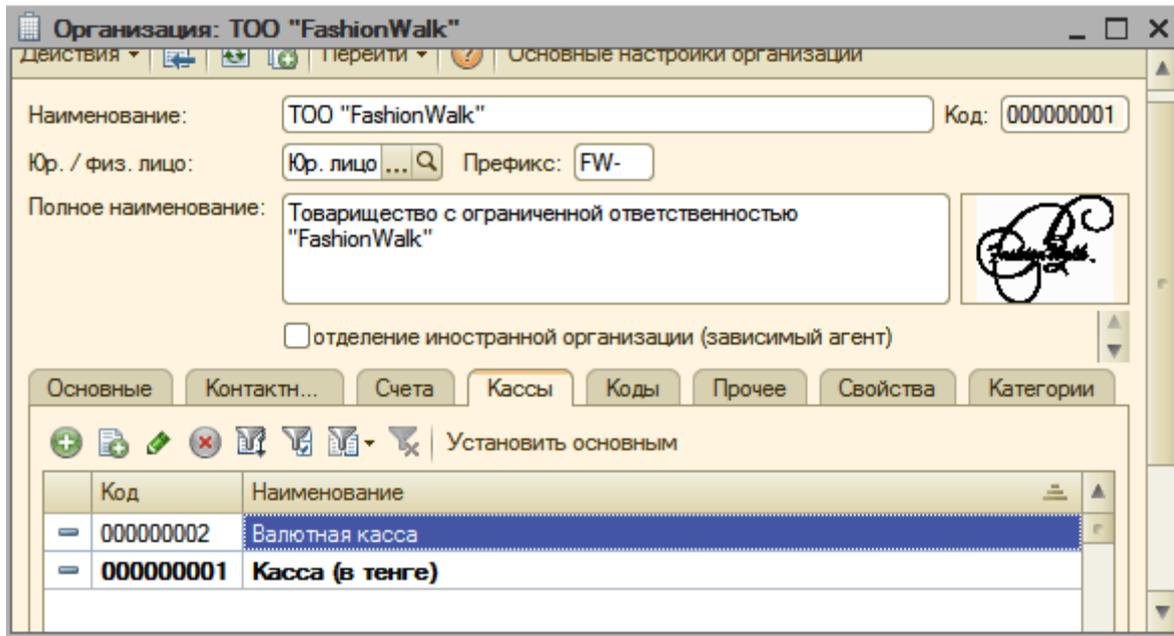
**Печать**

Указывать сумму без 00, если она в целых

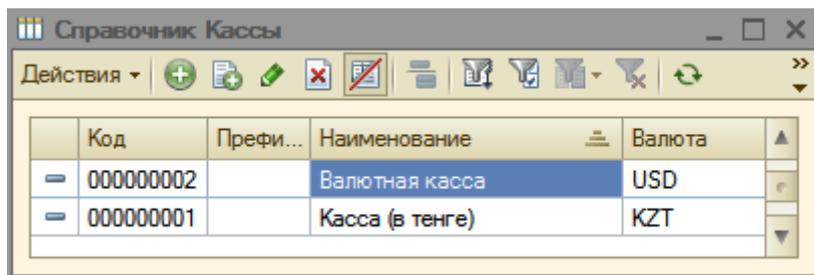
Указывать в дате документа месяц прописью

OK | Записать | Закрыть

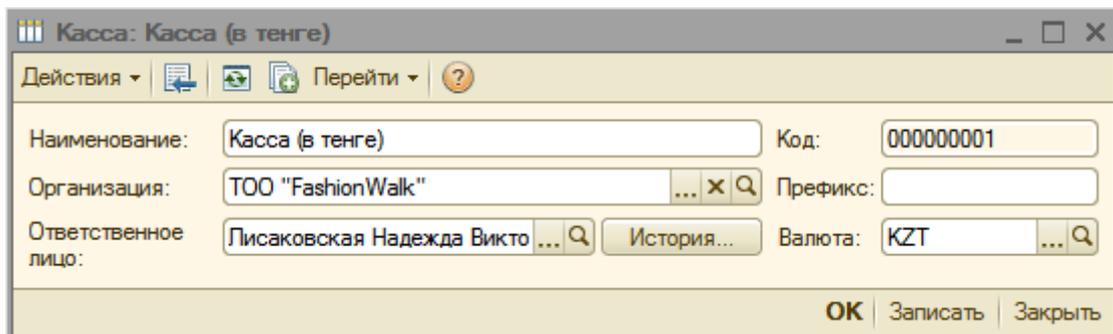
Upon completion select the next item in a pull-down list - Cash Registers:



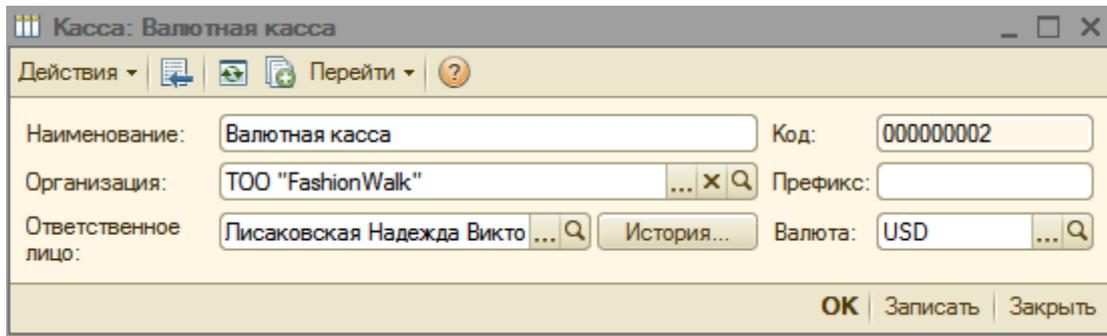
Our company will have two cash registers - Cash Register in tenge and Cash Register in foreign currency. Pressing button new in the dialog opens subordinated directory Money Resources:



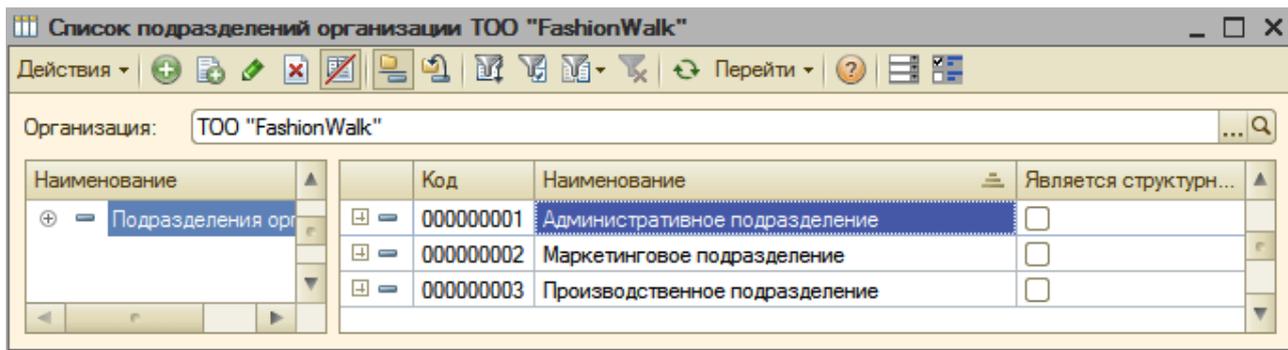
Let's enter two new elements representing our cash registers. In the new dialog Cash Register select object type: Cash Register, in the field name type the same, select account 1010 - Money in Cash Register in local currency. Later, when our employees will be hired, you should select Lisakovskaya Nadezhda Viktorovna as a company's cashier:



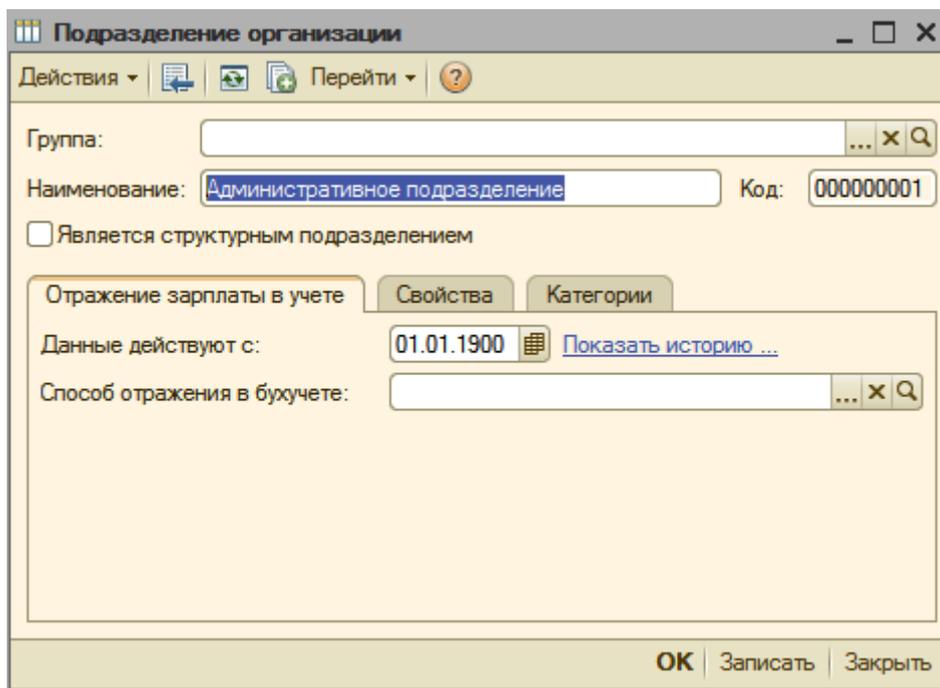
In the same manner create a new record representing company's Currency Cash Register, and fill in its dialog. Select account 1010 - Money in Cash Register in foreign currency, appropriate currency (US dollars), and cashier (as soon as related information will be entered into directory Employees):



Our company will have three divisions: Administrative, Marketing and Production:



Enter consequently names of these divisions by pressing the leftmost button on the directory's toolbar:



Now we've finished filling the dialog Organization's Information.

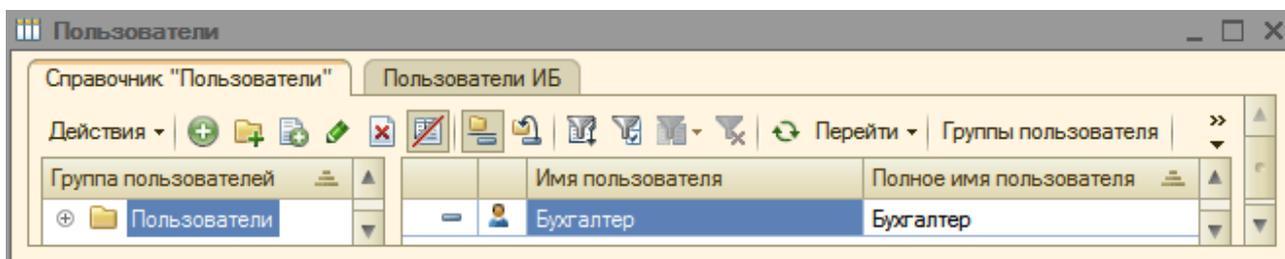
## 2.2. Adjusting user rights (directories User Privileges and Users + Configuration Utility).

The next step is to setup the user rights. Our accountant will have the full control over organization's documents, but you'll be able to edit documents of only one organization (LLP FashionWalk). To adjust its privileges, open directory Users' Privileges, and double-click in the column organization.

By default, accountant has rights to edit all documents of the selected organization (which were entered not only by him or her), to edit documents using past dates, to modify tables (printable forms), and to edit documents before the editing prohibition date.

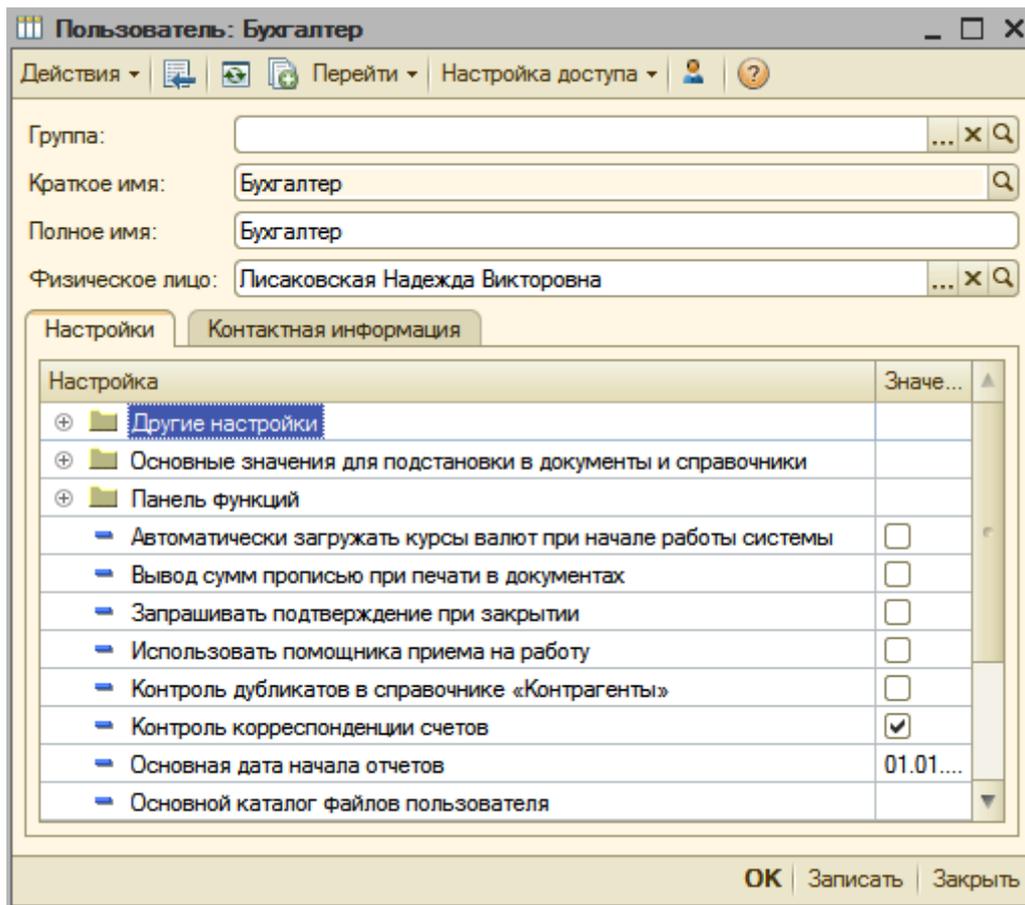
Let's now switch on one more option: put a tick in the checkbox Edit Documents of the Selected Organization.

Next step is to give our accountant the full control over organization's documents by applying his/her user rights (privileges). To accomplish this, open directory users and double-click on the item Accountant:

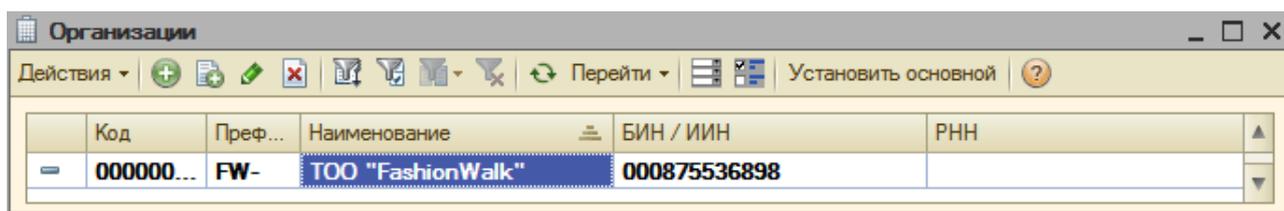


It will invoke the electronic form with two tabs: User and Default Values. **Now, please be very careful! In the first tab User in the field User's Name in the System you should type exactly the same name which was entered at the configuration stage (for example, in Configuration Utility you selected the name Buhgalter (in Russian), but in this dialog you will type Accountant (in English) - it will cause your system to malfunction - later you will not be able to save new documents as no company's name will be automatically selected in the documents electronic forms!!!).**

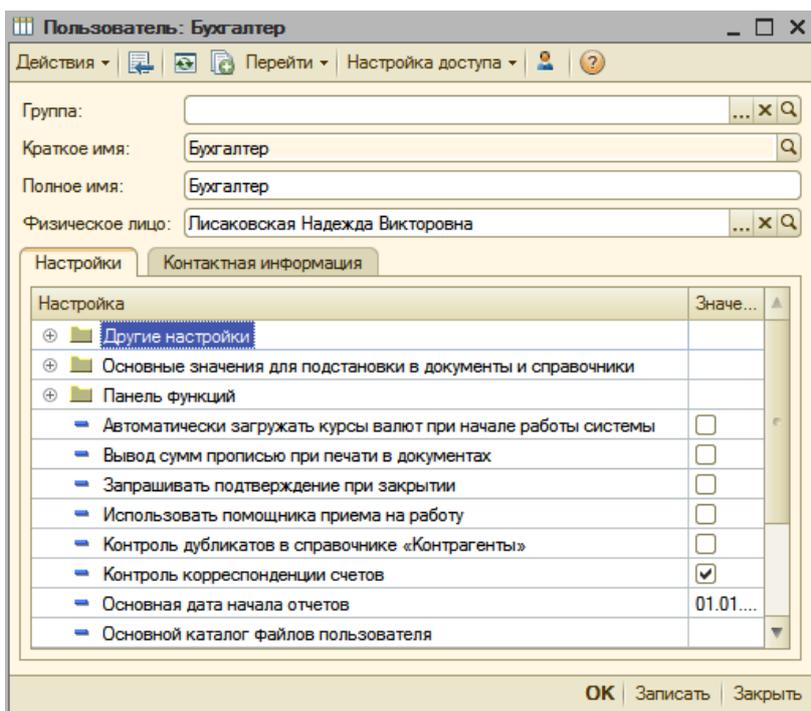
Next field Last Name and initials can be cleared out by pressing the button with "x" inside. After that type our accountant's name - Lisakovskaya Nadezhda Viktorovna:



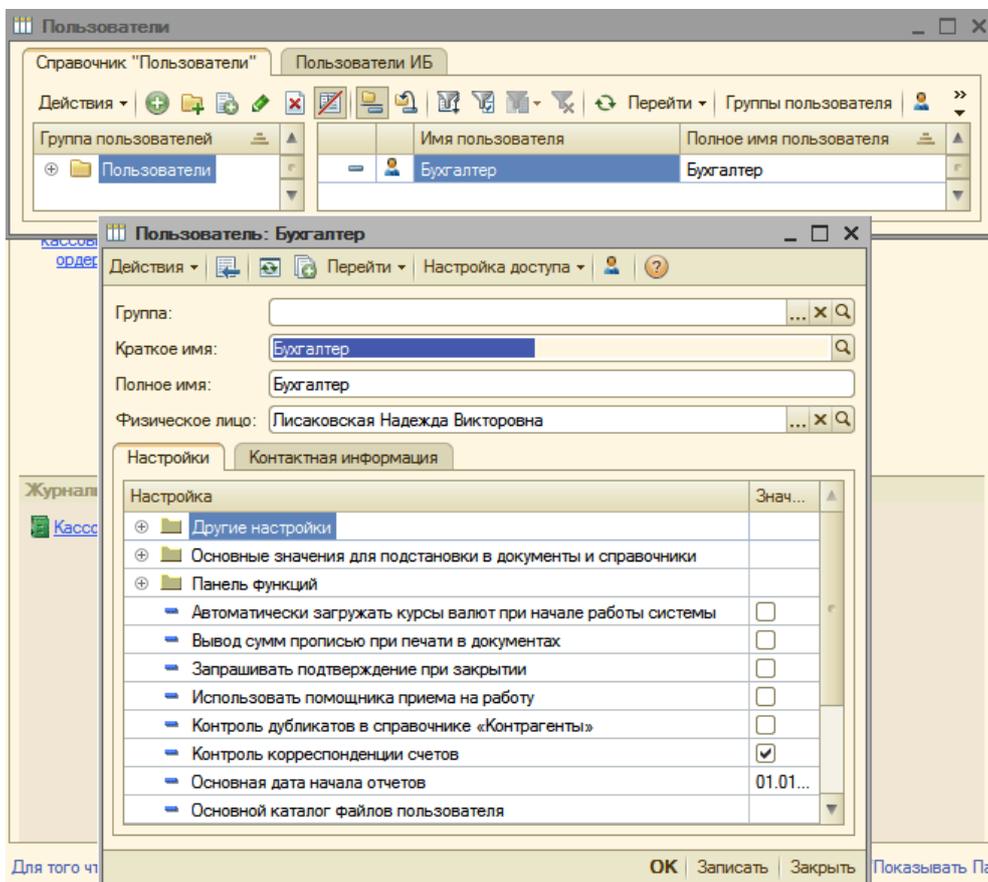
Then selected an organization for which accountant has rights (LLP FashionWalk from subordinated directory):



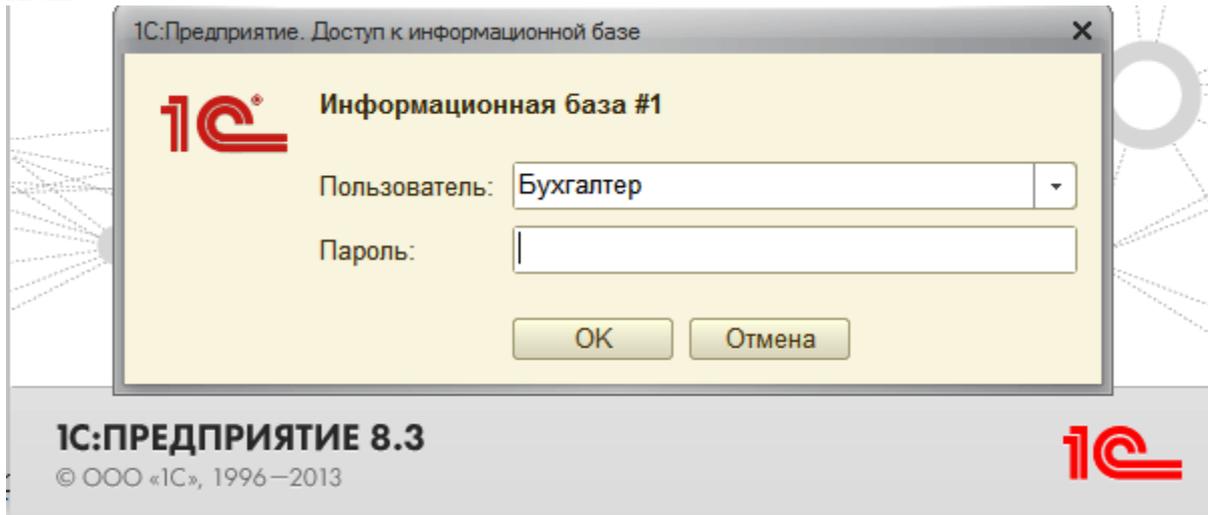
Finally, switch to tab Default values and fill it in the same manner as presented in the picture below:



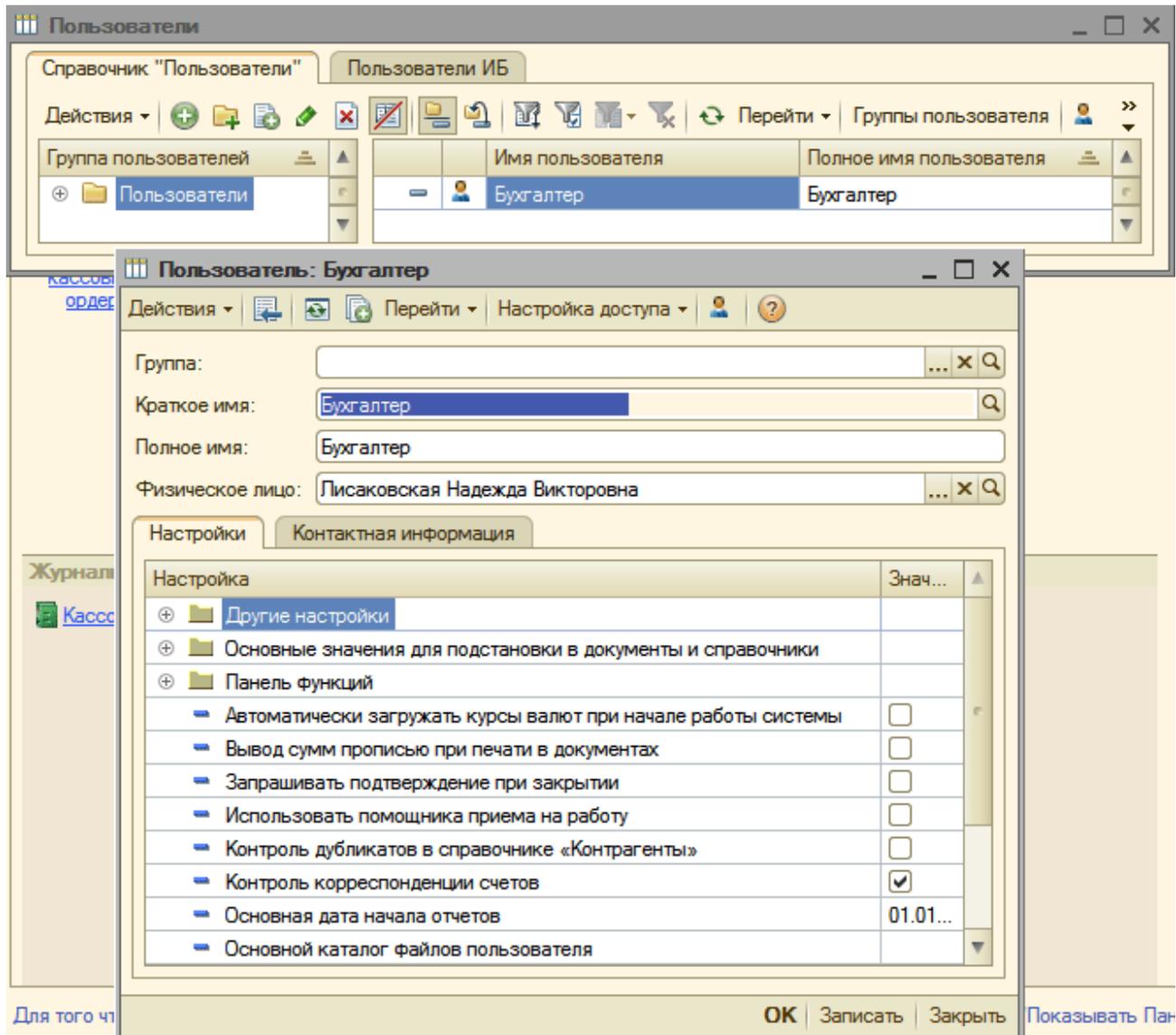
**NOTE:** If you mistakenly forgot to assign the same names to your accountant both in Configuration Mode and in the dialog Users, you can fix this by opening the Configuration Utility, selecting menu Administration => Users and changing the default user name to the name which appears in your dialog Users in normal mode (you should have both names similar, e.g. Buhgalter - Buhgalter, or Accountant - Accountant):



When you will next start the program, Access Authorization dialog will show the changed username:

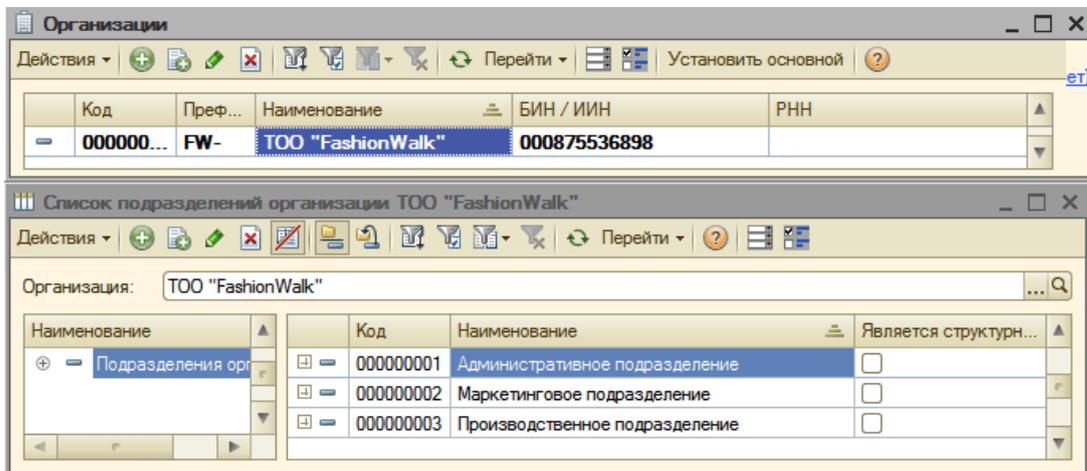


Start the program in standard mode, open directory Users, and check one more time that both names coincide:

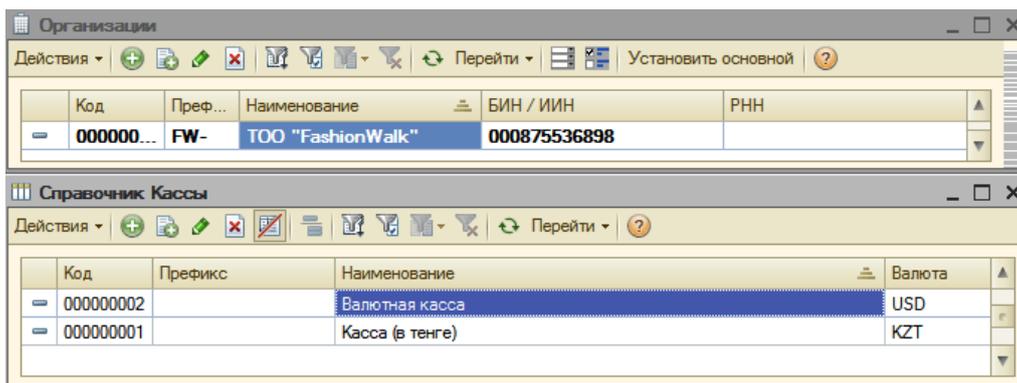


### 2.3. Alternative ways of filling some directories.

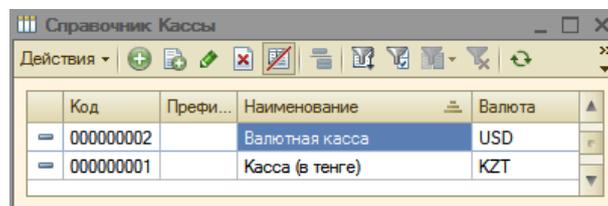
There are alternative ways of filling subordinated directories Divisions and Money Resources. Open directory Organizations, and look at the bottom of its electronic form. Button Divisions open subordinated directory Divisions in the same manner as it was done through Organization's Information dialog:



Next button Money Resources invokes similarly named directory that has two tabs: Bank Accounts and Cash Registers. To fill information about company's bank's accounts select the appropriate tab, enter a new element and fill in its requisites:



Switching to the tab Cash Registers allows entering or modifying information about company's cash registers:



All text for this handout was entered with help of the following speech recognition software:

