



Company Settings

This page is where you will manage all of your company's settings within efish, including General information, Account Mapping, Departments, Fiscal Years, Payroll Periods, AP Approval Rules and Inventory settings.

Navigate to [Administration > Company Settings]

- Select the desired Company from the [Company Drop-Down] and click [Go]

General Tab: set up your company's general settings which will be used throughout efish here. The Name, Account Payable, the start day of your week, Payroll frequency, Cash Tip Reporting Threshold %, Over Time Trigger Frequency (for OT alerts), Payroll Tax Rate %, Cash Over/short Notification Threshold Amounts (for over/short alerts) and Cash Vendor. Don't forget to click on the [Save] button on each tab to save your changes.

| Name | GM-AP (Toggle All) | Pay Outs (Toggle All) | Short/Flash P&L (Toggle All) |
|---------------------------------|-------------------------------------|-------------------------------------|---------------------------------|
| 1010 - WNB | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1011 - WNB - AMEX | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1012 - WNB - VISA,MC,DISC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1041 - AMEX | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1050 - Cash in Safe | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1100 - Accounts Receivable | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1150 - Third Party Delivery | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1200 - Undeposited Funds | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1300 - Refundable Deposits | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1500 - Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1510 - Food Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1515 - Liquor Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1520 - Beer Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1525 - Champagne/Wine Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1530 - Merchandise Inventory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Accounts Tab: Allows you to manage which accounts will be available on the GM-AP, Pay Outs, and Short/Flash P&L. Just click the [Checkbox] next to each account you wish to make available for each column (GM-AP, Pay Outs, and Short/Flash P&L) You can select all accounts by clicking on the [Toggle All] option underneath each title. Don't forget to click [Save].

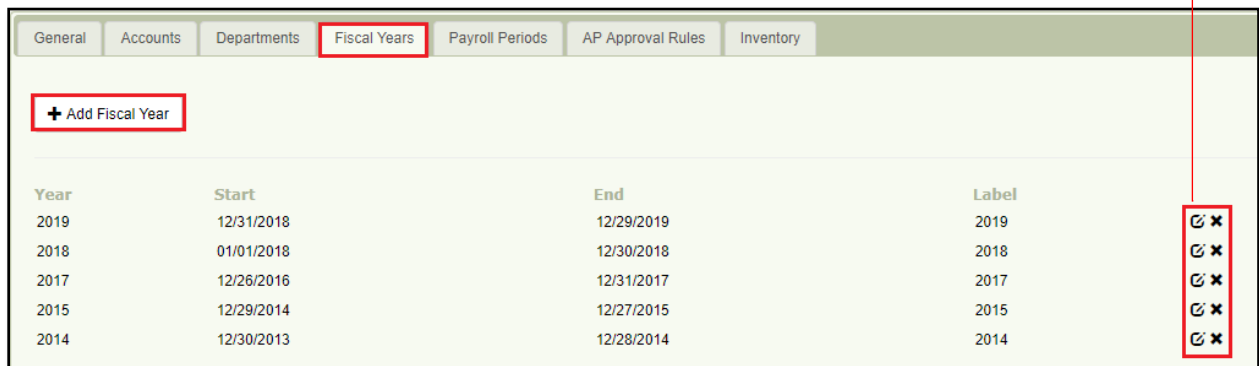
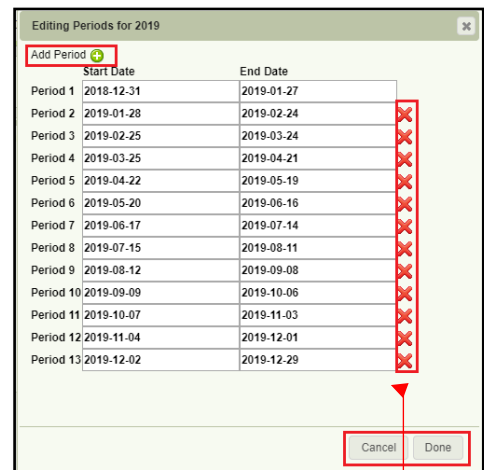


Departments Tab: ***Under Construction***

Fiscal Years Tab: Set the reporting time frame for your P&L, this is traditionally monthly or 13 periods that are 4 weeks each. Add a fiscal year by clicking on the **[+ Add Fiscal Year]** button on the top left. You can delete a fiscal year by clicking on the **[X Icon]** to the left of the desired year.

- **Important note:** be careful as if you already have a budget set within efish, **deleting the fiscal year will delete the budget.** you may adjust the beginning and ending dates of any fiscal year with no issues but deleting them will delete the budget as well.

You can see/edit the fiscal periods within a certain fiscal year by clicking on the **[Edit Icon]** to the right of the desired year. To delete a fiscal period, click on the **red [X icon]** to the right of the desired period. You can add a fiscal period by clicking on the **green [Add Period + Icon]** in the upper right of the pop up. Don't Forget to click **[Done]** in the lower right-hand corner of the popup before you exit to save your changes.





Payroll Periods Tab: Allows you to add/manage payroll years/periods. You can Add a payroll year by clicking on the **[+ Add Payroll Year]** button in the upper right. This prompt a pop up where you can enter the year, label (nick name) and start date (the start date = the first day in which hours will count toward the first payroll, not the date on which the actual check is cut). Don't forget to click on the **blue**

[Save] Button in the lower right. To edit payroll periods click on the **[Edit Icon]** next to the desired payroll year, this will pop up a screen which breaks down the periods within that year, you can edit the start date of any period by clicking on the respective field and clicking the desired date from the calendar. Add a period from the same location by clicking on the **green [Add Period + Icon]** in the upper left on the pop-up, enter your start and click **[Save]**.

- **Note:** End dates are calculated automatically based on the Payroll Frequency set in the General Tab.

| Year | Start | End | Label | |
|------|------------|------------|-------|--|
| 2019 | 12/31/2018 | 12/29/2019 | 2019 | |
| 2018 | 01/01/2018 | 12/30/2018 | 2018 | |

AP Approval Rules Tab: Allows you to set rules for AP approval based on Location, Vendor, Account and Amount, as well as set the users who will be notified and are required to Approve.

To Add a Rule: Click on the **[Add Rule +]** button in the upper right. Select your location or choose "Any Location" in the **[Location field.]** Chose your vendor(s) or "Any Vendor" from the **[Vendor field.]** Select your Account(s) or "Any Account" from the **[Accounts field.]** Select the Approval User(s) from the **[Approval Users field.]** Enter the min amount (when you want the rule to apply. Based on your preference you can check of the **[Notification Only Checkbox]** as opposed to requiring approval during the invoice process. Don't forget to click **[Save Rules]** to the lower left.

| Location | Vendor | Account | Approval Users | Amount | Notification Only |
|--|--|---|---|--------|--------------------------|
| Any Location Wired Wine Bar Central | Any Vendor CenturyLink Derek's Store | Any Account 1010 - WNB 1011 - WNB - AMEX 1012 - WNB - VISA,MC,DISC | AIM IT Services annie slo Jim Fassett Mark Slovensky | \$ | <input type="checkbox"/> |



- You can select multiple Locations/Vendors/Accounts/Approval Users at a time by holding down the **{Ctrl key}** while clicking on the options you want.
- Clicking the **[Notification Only Checkbox]** sends an email only, as opposed to requiring approval.
- Approval Users' field will only show users with permission based on role in the organization set by management.
- **Note:** rules with higher amounts take precedent if multiple rules are triggered, all must be approved

To Delete a Rule: Click on the **[Trash bin Icon]** to the right of the desired rule.

Inventory Tab: is where you configure the accounting software to track inventory.

Default = Do Not Report.

The screenshot shows a software interface with a navigation bar at the top containing tabs: General, Accounts, Departments, Fiscal Years, Payroll Periods, AP Approval Rules, and Inventory. The 'Inventory' tab is highlighted with a red box. Below the navigation bar, the 'Inventory Settings' section is displayed. Under the heading 'GL Inventory Reporting', there are two radio buttons: 'Do Not Report' (which is selected) and 'Report Manually'. A 'Save Changes' button is located at the bottom of the settings area. Red boxes highlight the 'Inventory' tab, the 'GL Inventory Reporting' section, and the 'Save Changes' button.