Companies

Entering a new company

A new company is entered by an administrator of an accounting company, and only while the accounting company itself is selected as the current company (upper left) — see limitations. For example, if the accounting company *Bookkeeping Ltd* has the clients *ABC Ltd* and *DEF Ltd* and wants to add a new client *GHI Ltd*, *Bookkeeping Ltd* must be selected as the current company.

Entry procedure

1. Start the entry of a new company with the button in the lower right corner of the company list.
2. Enter the company's ***{oib}***. On leaving the field, Brix retrieves the company data from external sources and shows it in the ***~ BASIC ~*** tab.
   - If Brix does not find the company data, first enter the company in the ***[Partners]*** form of the accounting company, and then repeat the entry in Companies.
3. Check and, if necessary, correct all data shown. Enter at least one activity in ***{Activities (NACE 2025)}***.
4. Save the company data with the SAVE button. After saving, the remaining tabs are shown.

Mandatory data by tab

After saving, the following data must be entered:

- ***~ OTHER DATA ~***
  - ***{Authorized}***
  - ***{Chart Of Accounts}***
  - ***{Company CURR}***
  - ***{Exchange Rates}*** — select the Croatian National Bank.
  - ***{Currencies}***
  - ***{Current VAT Period Start Date}***
  - ***{Current Fiscal Year Start Date}***
  - Other data is not mandatory, but we recommend entering it.
- ***memorandum***
  - ***{Footer text}*** — the sample footer of MICRO PROCESS d.o.o. can be used as a basis.
- ***iban***
  Enter all IBANs the company uses.
- ***email***
  Enter the email address lists.
- ***~ MODULES ~***
  Enable the modules required for keeping the books.
- ***~ COMPANY SETTINGS ~***
  Check the company settings.

After entering the company

1. In the upper left corner, select the new company as the current company. The following steps are carried out in the new company.
2. When a new company is entered, one department with the code and name *0* is opened automatically. In the ***[Departments]*** form, first correct the data of that department; its code can also be changed if necessary.
3. If necessary, add new departments and set all their data.
4. In the ***[Employees]*** form, enter the company's employees — at least all of the company's authorised persons and all persons who will access Brix.
5. In the ***[Units of Measurement]*** form, enter the units of measurement the company uses for raw materials, finished products, assemblies, fixed assets, small inventory, food and beverages, and services.

Limitations



If ***{Current VAT Period Start Date}*** and ***{Current Fiscal Year Start Date}*** are not entered in the ***~ OTHER DATA ~*** tab, posting lines cannot be entered in the ***[Bills]***, ***[Bank Statements]*** and ***[journal_entries]*** forms.

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