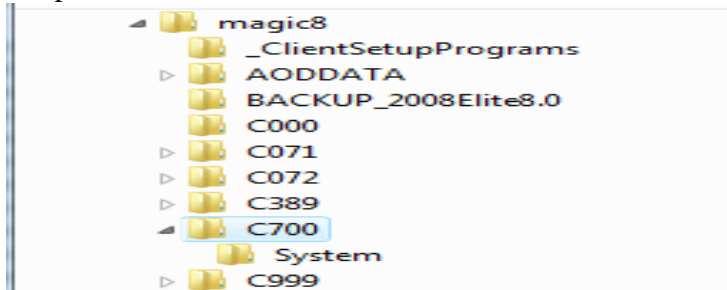


How to Create a New Test Company

***If your facility uses the Rehab module, please contact AOD support prior to creating a new test company.**

***If you have setup the module path to a different companies please contact AOD support for assistance, Support@aodsoftware.com.**

1. Go to the Magic8 directory and created a new company folder. For example, C700. Within the C700 folder create a new folder called "System". Look at screen print below.



2. Open AOD and access any company. On the top right you will notice menu options. Please select "Setup" then "Company Master Maintenance"
3. Get in the Modify mode, and hit the F4 key. The system will create a blank row in the "Company Master". Enter the company number created, for example "700" and then hit the tab key. Enter all appropriate data; please do not change the preset 700 unless you know what you are doing. You will also have to enter a Facility type. Look at screen shot below.

Company Master Maintenance

Company Number

- 071
- 072
- 389
- 700**
- 999

Company Name: AOD New Test Company
 Address 1*: 8100 N University Drive
 Address 2*:
 City/State/Zip: Fort Lauderdale, FL, 33321-
 Phone: (954) 724-9809 County: Broward
 Fax Number: (954) 720-5978

This Is A Test Company [How to Create a Test Company](#)

*When printing the Company Address, use:
 Address Line 1 Address Line 2 Both Lines
 Applies to the AP, PR, and TF check programs, the Direct Deposit Mailer programs, and the PB, RB, and TF statement programs.

GL Division/Fund: 01 North Wing
 Facility Type: HC Health Center
 Resident Default:
 Nursing Default:
 Federal ID: 77-777777
 State ID: 8888888888888888 [IDs On W-2s](#)
 State U/C ID: 999999999999
 Medicare ID (CCN): 1111111111111111
 Medicaid ID: 44444444444444
 1st/3rd Party Billing?: Separate
 Work Site Code: 0000000000000000 For OH U/C Disk
 NPI Number:
 Do Not Round Up Sales Tax To Next Cent If Less Than .005

Forms (Override):
 AP Checks: BC
 PR Checks: BC
 PB Statements: BC
 RB Statements: BC

Sales Tax Rounding: This parameter is used for sales tax calculations in PB, RB, and Meals Processing. Example: With the above parameter unchecked (default behavior): \$7.91 x 6% sales tax = \$0.48 Vs. with it checked: \$0.47 (new optional behavior)

Linked Company Numbers For:

- Electronic W2's: 700 AOD New Test Company
- General Ledger: 700 AOD New Test Company
- Accounts Payable: 700 AOD New Test Company
- Payroll, Human Resources: 700 AOD New Test Company
- Payroll Unified: 700 AOD New Test Company
- HR Applicants: 700 AOD New Test Company
- Resident Admissions: 700 AOD New Test Company
- Resident Profile: 700 AOD New Test Company
- 1st/3rd Party Billing: 700 AOD New Test Company
- Bank Reconciliation: 700 AOD New Test Company
- Donor Development: 700 AOD New Test Company
- ICD9 Codes: 700 AOD New Test Company
- Inventory: 700 AOD New Test Company
- Purchase Orders: 700 AOD New Test Company
- Physician Master: 700 AOD New Test Company
- Rehabilitation Services: 700 AOD New Test Company
- Tuberculosis Screening: 700 AOD New Test Company
- Care Plans: 700 AOD New Test Company
- Assisted Living: 700 AOD New Test Company

4. Hit OK once completed.

5. On the top right you will notice menu options. Please select “Setup” then “Controlling Co Maintenance”.
6. Select the new company. For example, 700. Then make the appropriate settings below. Get in the Modify mode and place check marks on “Use Company” and then place the new company number. Also place a check mark on “keep security files in the\ AODDATA\folder”

Controlling Co. Maintenance

Company Number	Company Name	Address 1	Address 2	City/State/Zip
071				
072				
389				
700	ADD New Test Company	8100 N University Drive		Fort Lauderdale FL 33321
999				

Note: This is a very advanced feature that allows you to select a controlling company for system and code files on a per company basis. Please make sure you fully understand this feature before making any changes.

Use Company 700 ADD New Test Company as the controlling company for system and code files.

Keep security files in the \AODData\ folder. -(Note: this is good for centrally managing security across all companies.)

Note: these security files are: #14 SYGRP.MST, #15 SYGRP.RIT, #16 USER.MST, #18 USER.LNE, #19 USER.RIT, #20 USER.GRP, #1094 SYDIVDEPLOCSEC, #1096 SY USER BATCH SECURITY, #1178 USERDISC #2823 SY APPROVAL TREES, #2824 SY APPROVAL GROUPS

[Copy system and code files](#) from ..\..\AODDATA\ to ..\..\C700\System\

[View list of system and code files](#)

Initial User ID MAGIC Last User MAGIC Date 07/22/2008

7. Hit the “Copy system and code files” button. Once complete hit OK.
8. Copy live company data to the test company. For example, my live company data is stored in company 001. Open the magic8 directory and go to company C001. Copy all data files in company C001 and paste in company folder C700.