TRAINING MANUAL

Installing Palladium Accounting Software

palladium
Accounting

Contents

The Software 3
Installation 3
Installing Palladium on a Single Computer 3
Installing Palladium on a Workstation 4
Installing Palladium Updates 5
Configuring Palladium Accounting 5
Navigating around Palladium Accounting 8
Moving from One Module to Another 9
Navigation within the Modules 9
Starting a New Company 10
Entering a new Company for The First Time 12
Setting up a Currency for the New Company 15
Choosing a Chart of Accounts 17
Activity 18
Remarks & Notes 18

Thank you for choosing Palladium Accounting. In this manual, you will be guided through the installation process. Please take the time to read through this guide to ensure the best results for your implementation.

The Software

Palladium is made up of three core components:

1. **Palladium Accounting Software** - This is the actual software that will be used on a daily basis. This component must be installed on each computer that will use Palladium.

2. **Microsoft SQL Server** - This is the database engine that Palladium uses to store its data. This must be installed once per installation. For a single user setup, SQL can be installed on the user's computer. For a multi user environment, SQL must be installed on the Server, workstations will then connect to Server to access data.

3. **Palladium Accounting Automated Backup Server** - Also known as **Palladium Server**, this software runs on the computer or appliance where Microsoft SQL Server is installed and provides an automated backup solution. There is a local backup (to the computer) and a remote backup (via FTP to the Palladium server). The remote backup solution is available as an additional subscription service at an additional cost. If you are interested in remote backups, please contact your Palladium dealer for assistance.

Installation

Palladium Accounting has several installation options to choose from depending on:

1. How you plan to use the software, and
2. Where you acquired the installation files.

Installing Palladium on a Single Computer

Single installation assumes that both the database (SQL) and the software (Palladium Accounting) will be running on one single computer and that no other computers will access it over a network. This is best for single user environments.

1. **Install SQL Prerequisites Package** - Download and install your choice of SQL prerequisites package (SQL 2012 or SQL 2016). This package will install Microsoft SQL Server Express Edition on your computer for use with Palladium.

2. **Install Palladium Prerequisites Package** - Download and install the Palladium Accounting prerequisites package. This package installs all the items Palladium Accounting needs to run properly, including Crystal Reports run-time and the .Net framework.

3. **Install Palladium Accounting** - Download and install the Palladium Accounting package of choice, Palladium Individual, Palladium Business or Palladium Enterprise.

4. **[OPTIONAL] Install Palladium Server** – If you would like to use automated backups then you can download and install the Palladium Server. For multi-user environments, the Palladium server is sensational for automated backups. For single user installations, you have the ability to perform manual backups inside Palladium Accounting, this manual option is only available when SQL is running locally and not on a server.

Installing Palladium on a Workstation

A client or workstation setup assumes that multiple computers will be accessing a single Palladium company database (multi-user environment).

Step 1: Server Setup

This process must be performed once on the server.

1. **Install SQL Prerequisites Package** - Download and install your choice of SQL prerequisites package (SQL 2012 or SQL 2016). This package will install Microsoft SQL Server Express Edition on your computer for use with Palladium. Please note that if your company is going to have more than 10 active concurrent workstations connecting to the server, then we recommend that you purchase and install a full version of Microsoft SQL.

2. **Install Palladium Server** - Download and install Palladium Server software. This will enable you to automate your backups (Local & Remote) and also gives you options to administer the SQL Server.

a. While you are installing the server, take note of the server name. This can usually be obtained by right clicking on My Computer (or Computer in Vista and windows 7). You will need the name of the server to setup the client computers' connections to the server.

b. Create a shared folder at this time for your Document forms to be stored in. All Palladium clients will connect to this share to retrieve your customized document forms. This provides a central place for forms storage. If you do not know how to share a folder, please ask your network administrator to help you.

c. The final consideration for server installation is that if you are using Windows firewall, please make sure you either (1) disable the firewall or (2) put in an exception for port 1433. This resolves the problem of Palladium running slowly over a network. The Windows firewall tends to slow the connections to SQL on the computer when an exception is not present.

Step 2: Client Setup

This must be performed on all client computers that will run Palladium connecting to a server.

1. **Install Palladium Prerequisites Package** - Download and install the Palladium Accounting prerequisites package. This package installs all the other software that Palladium Accounting software requires to run properly (Crystal Reports, .Net framework, etc.).

2. **Install Palladium Accounting Software** - Download and install Palladium Accounting package of your choice (Individual, Business or Enterprise).

Installing Palladium Updates

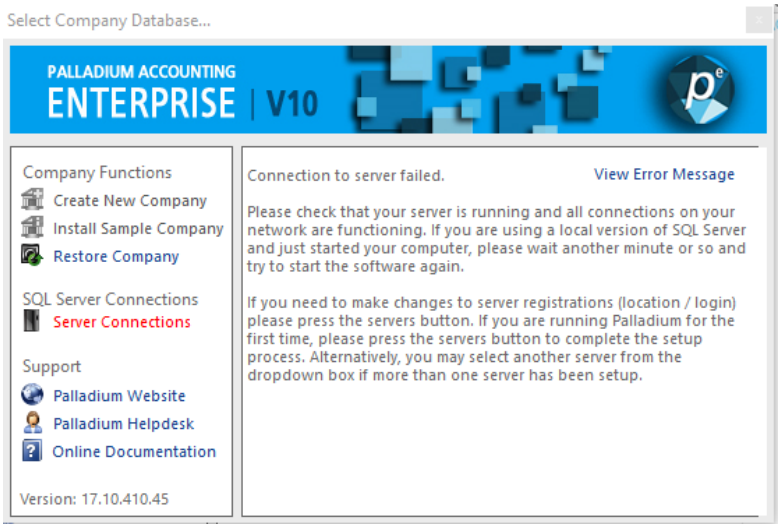
From time to time new updates will be released. Your Palladium software will automatically check for updates and alert you if new ones are available to download and install.

You can also update your software by going to the help menu inside Palladium and choosing "Check for updates". You can then download and install the new Palladium Accounting package and install over your older version.

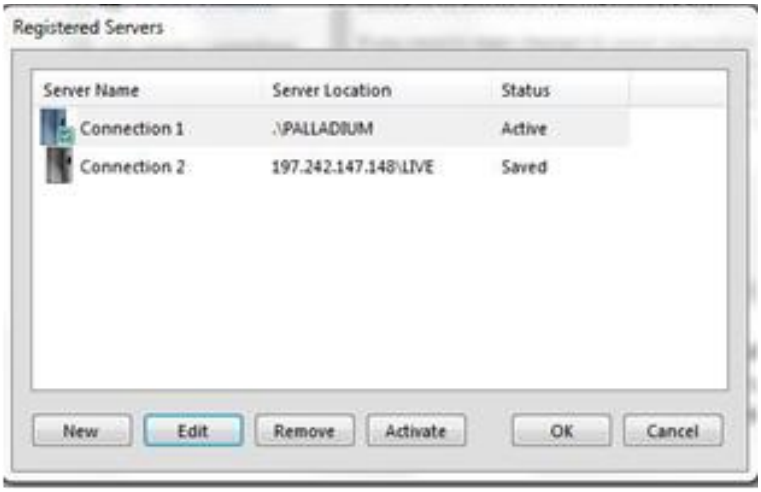
Configuring Palladium Accounting

Once Palladium Accounting Software has been installed, you must specify where the SQL Database that you wish to connect to is located. Please note that in a multi user environment you can have multiple connections to different databases residing on different servers in several locations, and that in single user setups the SQL server will reside locally on your computer. For a client/Server setup you can also connect to a remote server via VPN.

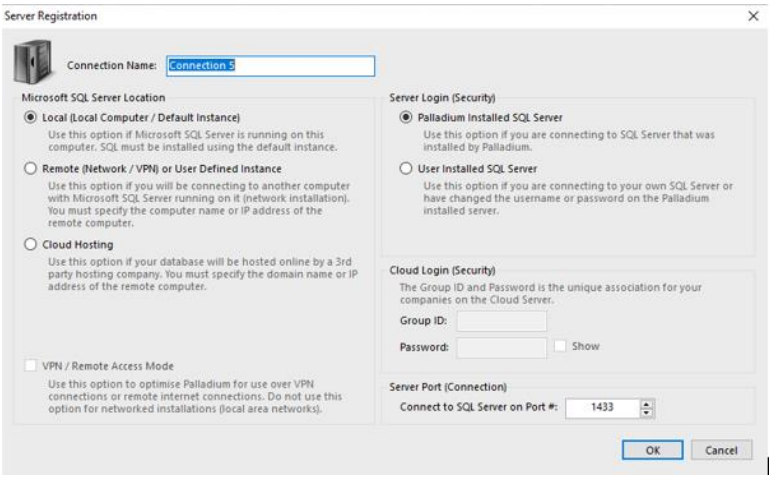
The first time you run Palladium you will receive a connection to server failed warning. The servers Link will turn red as illustrated below.



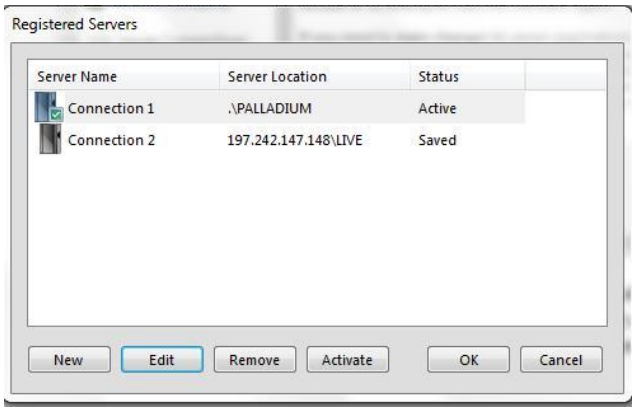
To resolve this, select the server connections tab. For a new installation, the servers' list will be blank and for an existing installation, all of your registered servers will appear. The server with a green tick and the status as “Active” is the server that will be used when you exit this window.



To create the new server connection, click on the new button and the connection setup (Server Registration) screen below will appear:



Here you can give the server a name (connection name) of your choice. **The Microsoft SQL Server Location section** tells Palladium where the SQL server is located. If it is on your local computer using a default instance of SQL, select Local (Local Computer/Default Instance) and if you are connecting to a server over a network, VPN, or a named SQL instance, select Remote (Network / VPN) and enter the name of the Server.



The Server Login (Security) section tells Palladium which user account and password to use to connect to the SQL database. If you have not changed this information from the default Palladium settings, then chose Palladium installed SQL Server. If you have installed your own SQL Server or have changed the login information, then choose user installed and enter the username and password to use.

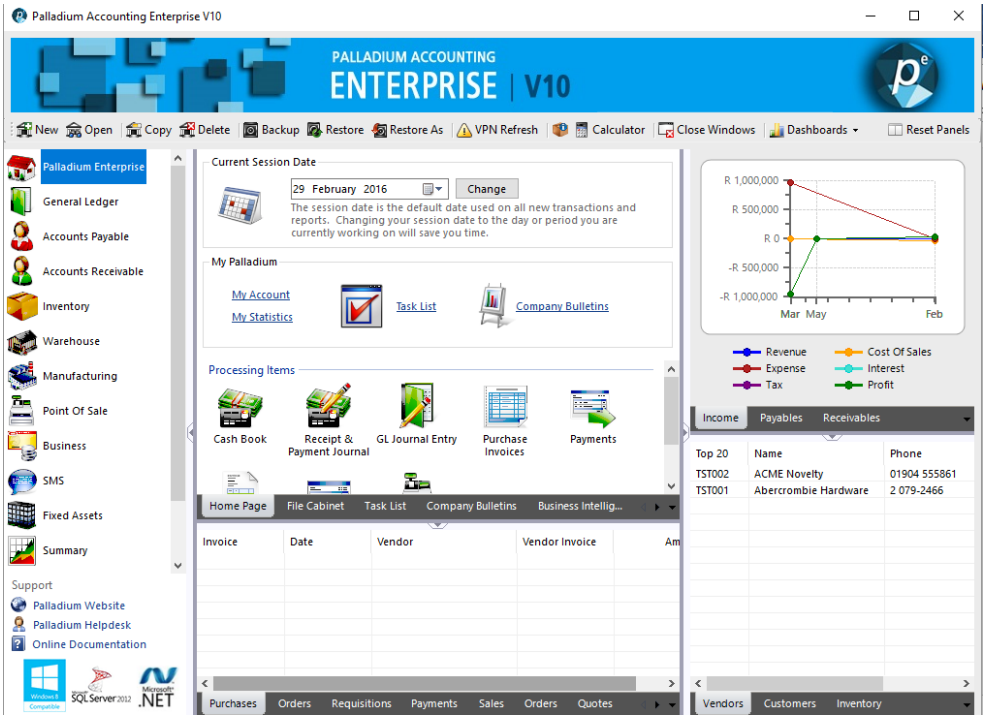
VPN Mode: If the server you are connecting to is in a remote location (including over a VPN) you can choose to allow Palladium to run this connection in VPN mode. This mode will stop all open forms from refreshing when posting transactions. This will decrease the time necessary to post transactions and make Palladium more responsive. However, you must manually refresh your open windows by clicking on the VPN refresh button on the home window (in VPN mode the normal refresh button is replaced with a VPN refresh button to allow you to know that you're running in this mode).

The port setting can also be changed if your administrator requires it. This provides better security over a VPN or public SQL installation. Most of the time, you will leave this as the default 1433.

Once all the settings are configured to your needs, press the OK button to continue.

Navigating around Palladium Accounting

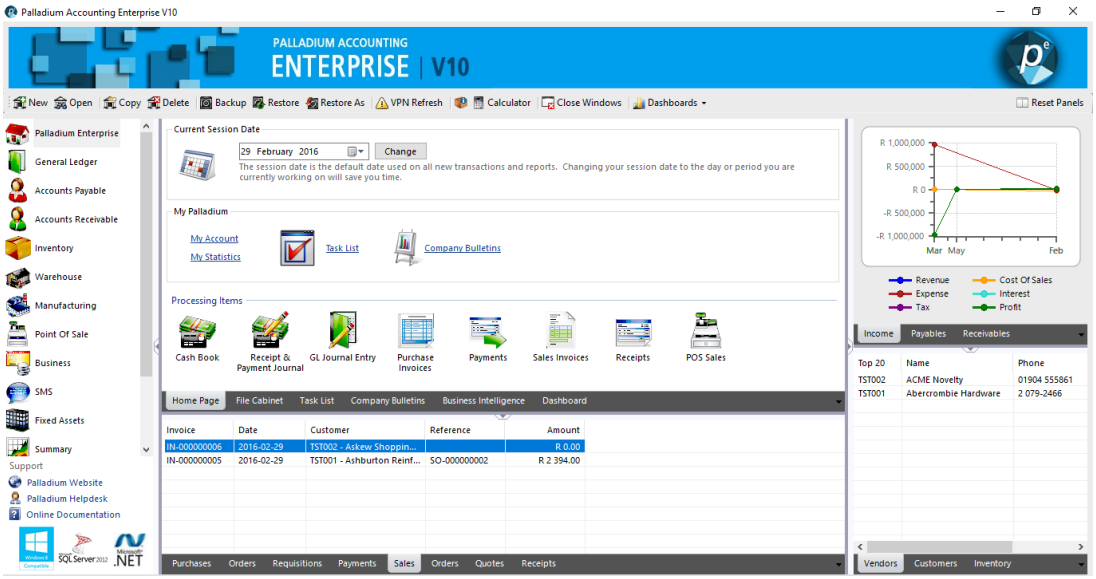
Understanding the basic navigation techniques is very important to your overall use of the software and satisfaction with it. When you open a Palladium company, you will see the main screen as follows:



The main screen shows:

1. All the modules that are active in Palladium on the left
2. Access to Tasks List
3. Company Bulletins
4. Statistics
5. Dashboard
6. File Cabinet
7. Current Session Date, and
8. A graphical summary of the company's performance provided that access rights have been assigned to the user. More information on this is covered under company administration in control panel.
9. Home page

The last 50 transactions will appear on the homepage tab, with the ability to drill down to the source document by double clicking on the transaction. On the bottom right, the Top 20 Transactions for the selected category are displayed.

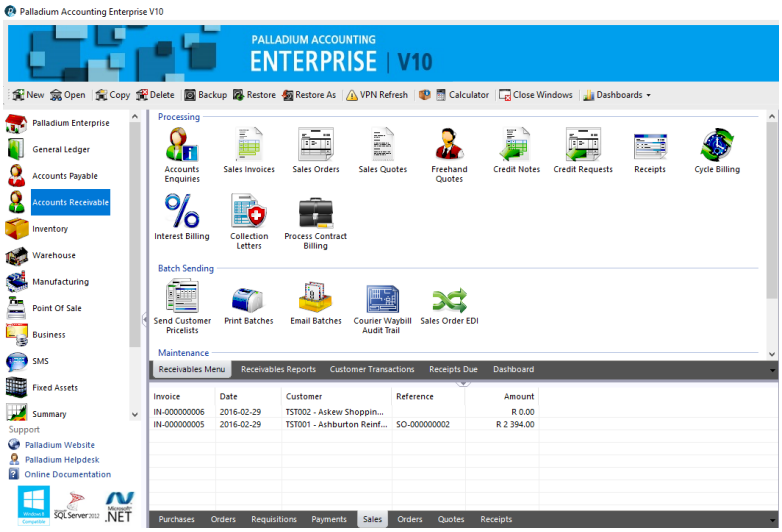


Moving from One Module to Another

All modules can be accessed from the vertical menu on the left-hand side of the home window. Please note that not all modules are available to all users, only modules where the administrator has granted access will be available.

Navigation within the Modules

Select a module by clicking on it on the home window. In the example below, we have selected Accounts Receivable; in the central window, all the processing options available for that selected module will be displayed. In the lower portion of the middle the window, a tab menu allows you to toggle between submenu items such as Reports, Customer Transactions, Receipts Due and the Dashboard. These will differ from module to module.

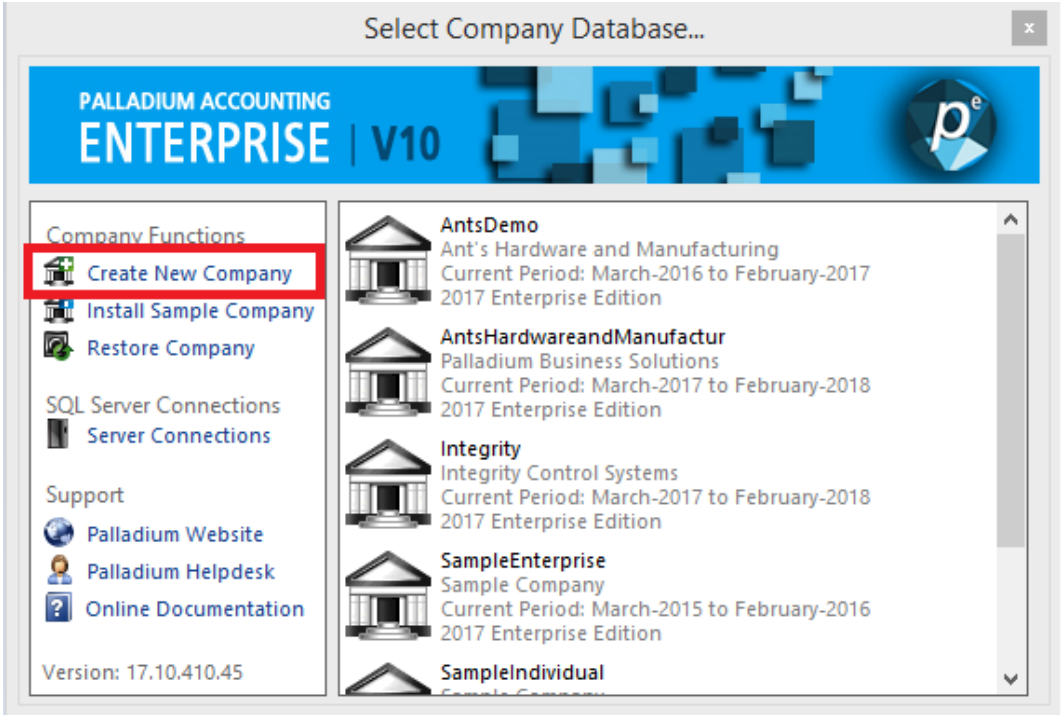


On the bottom left corner of all the home screens, there is a link to the online documentation, the Palladium Software website and the Palladium Help Desk.

Starting a New Company

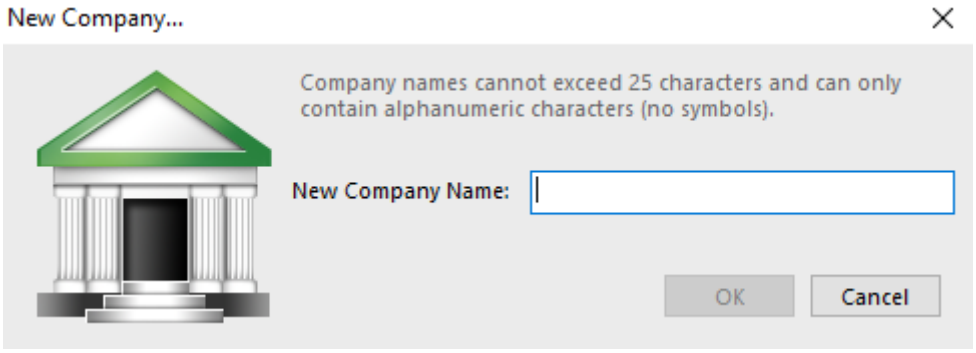
Once the software is installed and setup, the next step is to create a new company database in Palladium. This can be done in one of two ways:

1. From the main company selection screen, press the Create New Company tab.



2. From inside Palladium, go to the file menu (at the top of the screen) and click on New as illustrated below.

After selecting a New Company creation method, you will see the following dialogue box.

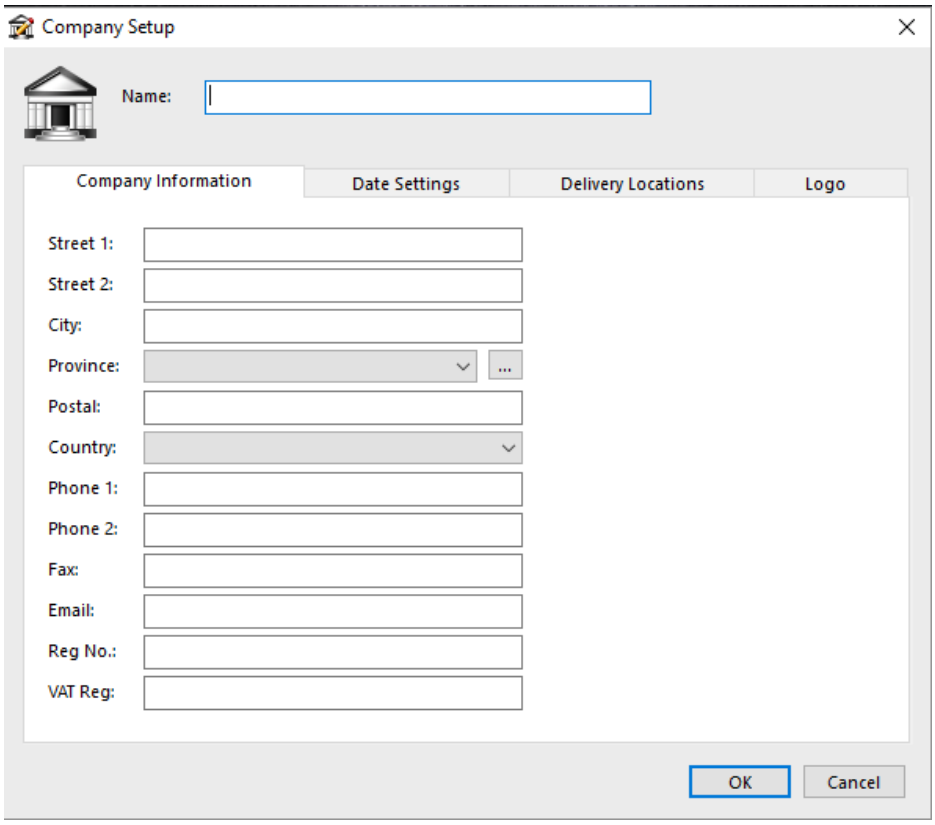


Enter the company name here and click OK. Please note that at this point, the company name cannot contain spaces, symbols, and must be at the most, 25 characters or less. This name is used for recognizing the company inside Palladium. There will be an option to enter the full legal company name during the setup process.

Once the new company has been setup you must either switch companies, or just select it depending on how you created it. Palladium does not automatically switch to the new company. Logout of the current company to get to the company selection window (the same window seen at start-up).

Entering a new Company for The First Time

Once the new company has been created, the following screen will appear



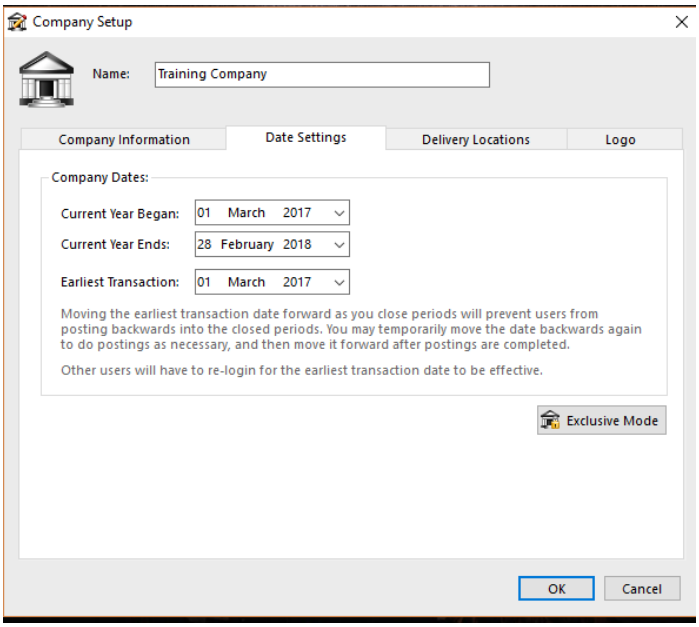
Company Information Tab

Enter the company's legal name, address details, phone numbers, and registration numbers. Please note that the information entered here will appear on all documents created in Palladium. This information can be changed by going to the company menus inside Palladium and choosing setup.

NB: Please note that upon changing these details at a later date, it will only affect financial documents (invoice, quotes, etc.) being processed going forward and not those processed prior to the changes.

Date Settings Tab

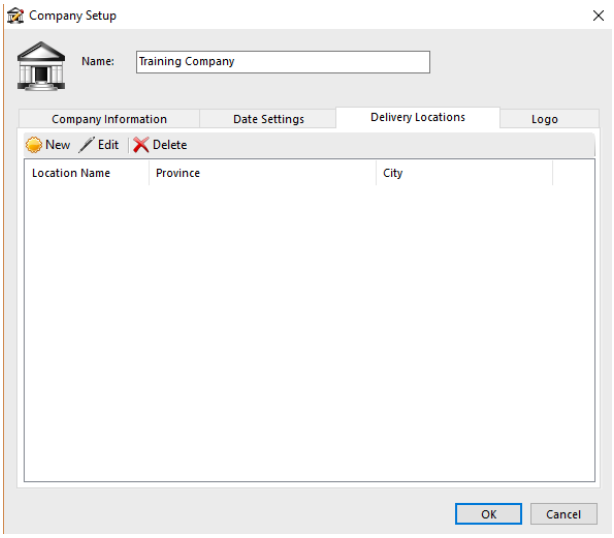
This is where you will enter the company date information, like the end date of the fiscal year for the current year. Please take note that the previous year is not created at setup. You will only have access to the current year until after you do a year end. Only then will you be able to move the current year into the previous year slot.



Delivery Locations Tab

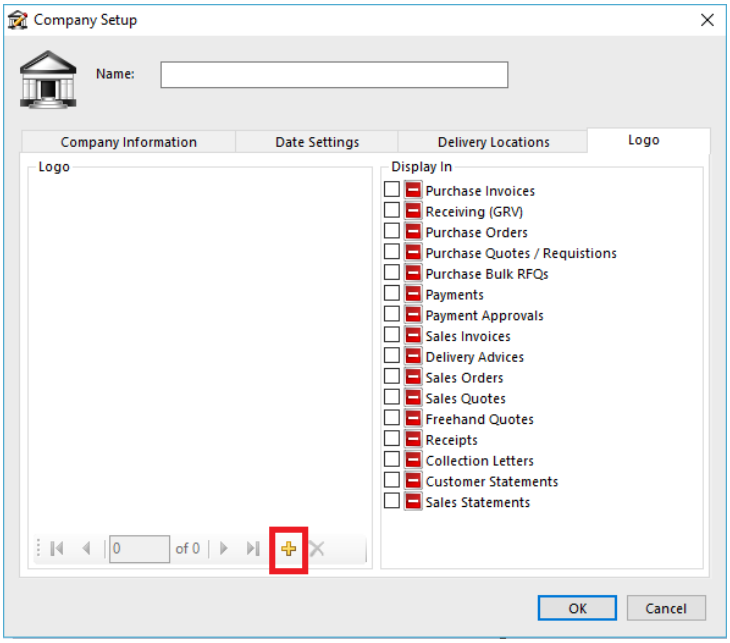
Delivery address details can be added here, this section also allows for multiple delivery addresses. This is useful for businesses with multiple offices, branches or offsite warehouses. These addresses will be available as delivery location options when processing purchasing transactions.

This function is mostly used if a company receives stock at a different address than where they actually conduct business from.

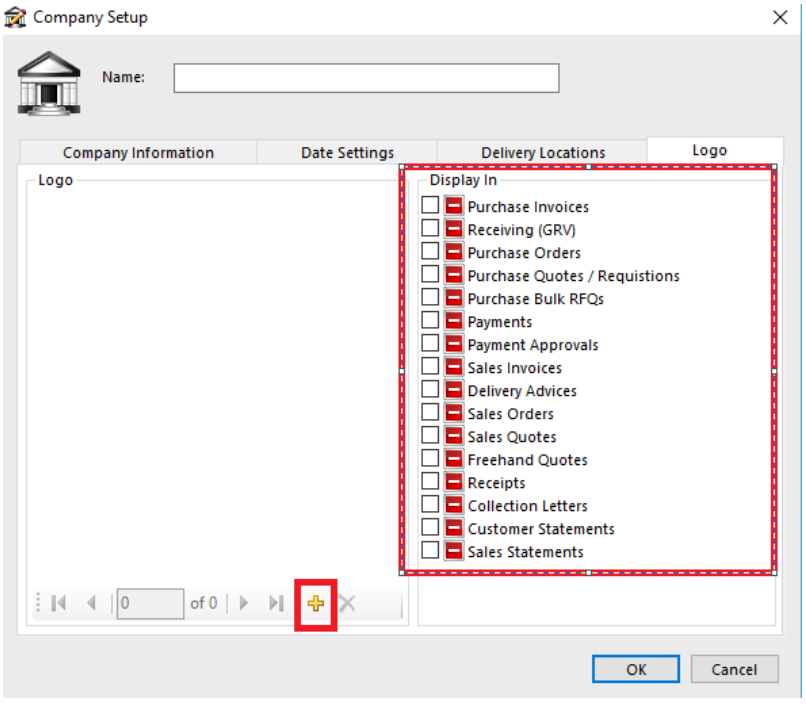


Logo Tab

This is where you insert the business logo that will appear on all your processing documents

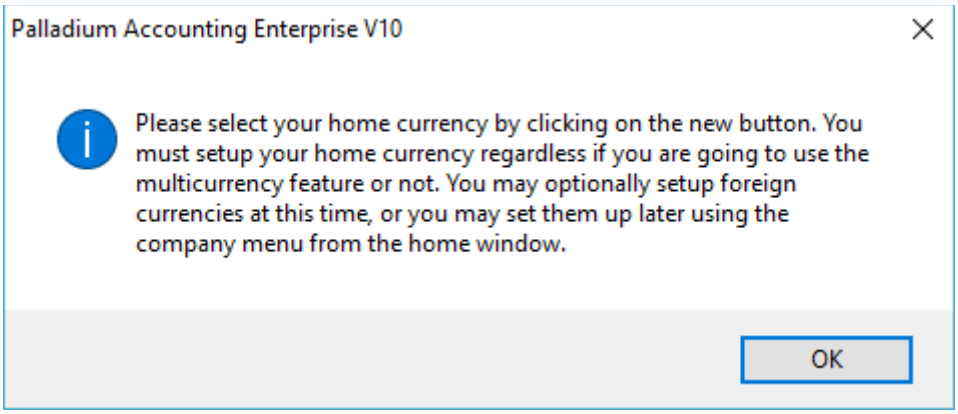


Choose which documents in that you want the logo to appear on, this can be done by ticking the boxes.



Setting up a Currency for the New Company

Once you have set up your company details, click OK. This will open up the following pop-up:

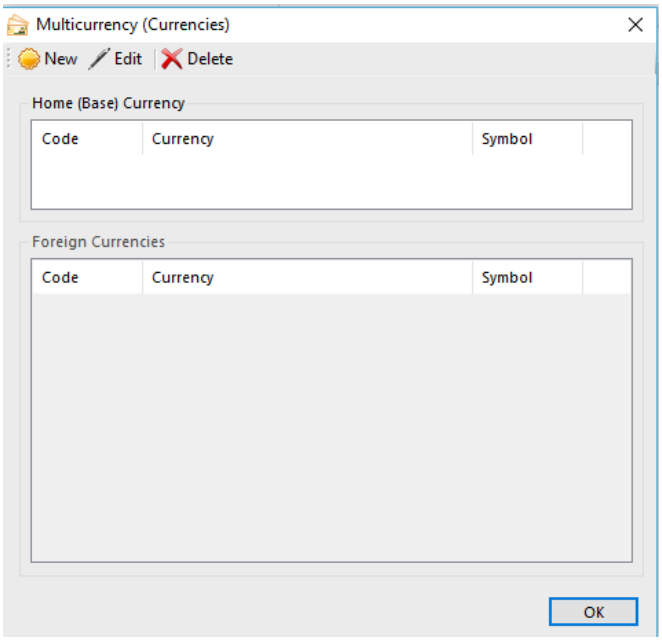


Click OK, this opens up the Multi-Currency dialogue box. In here:

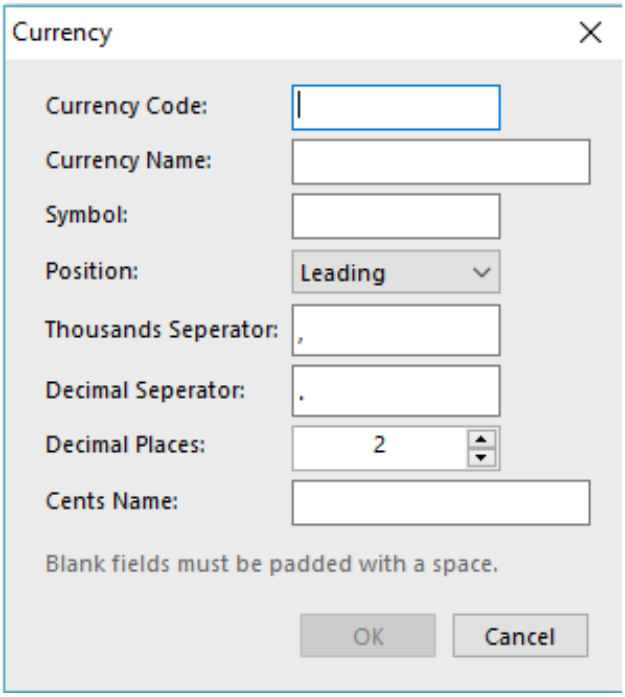
1. Define a default home currency (your base currency that you will be trading in). Setup the currency regularly used, regardless if multicurrency is used or not. See screen below:

On the multicurrency window, press the new button and select the home currency from the list.

Currencies that are not available on the list may be added.

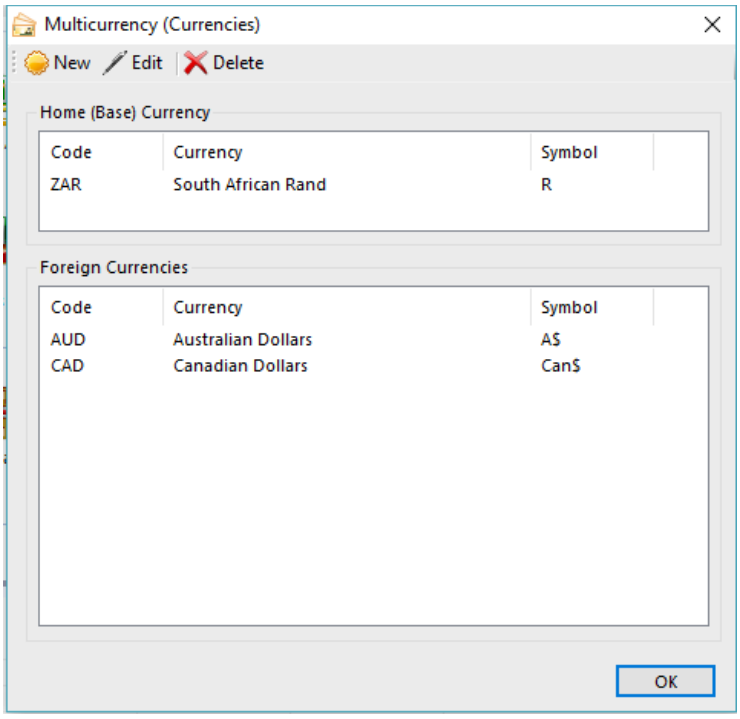


Should the currency not be on the list, click on the “New” tab and create it manually. The below screen will come up and you will then configure it to your specifications



2. Setup additional currencies, by simply clicking the new button again (after selecting the home currency) and add the currencies of your choice.

Note, more currencies can be added later by selecting the Currencies option under the Control Panel. Close the window when finished.



Choosing a Chart of Accounts

The system lists four different options illustrated on the screen below:

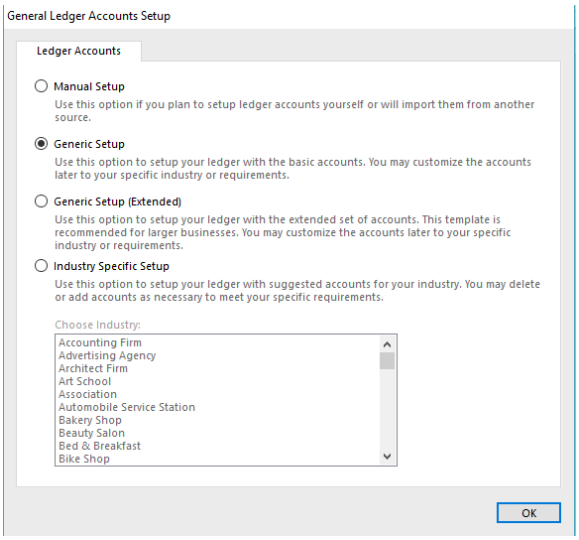
1. Manual Setup - No accounts are created. Use this setting for creating your chart of accounts manually or if you plan to import them from another application.

2. Generic Setup - A typical chart of accounts is used with the basic account sets, suitable for relatively smaller businesses.

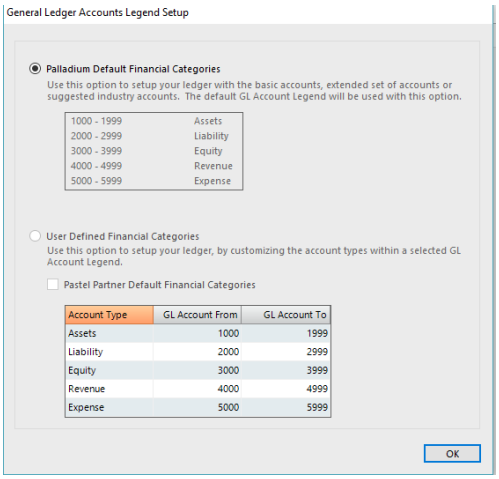
3. Generic Setup Extended - This chart of accounts includes extended accounts for fixed assets, payroll options, etc., suitable for relatively larger businesses.

4. Industry Specific - This option uses the generic set of accounts and adds in revenue and expense accounts that are suggested for your selected industry.

Please note, you can rename or delete these accounts until they have been used for the first time. It is better to choose a template to setup accounts and then modify them to suit your needs versus setting them up from scratch (manual option).



The next window that opens will require specifying whether you will be using Palladiums Default financial categories or define your own categories as illustrated below.



If you have selected the option to define own categories, then enter preferred ranges for the GL account numbers. With this option, the company is created with a blank chart of accounts and you will have to create all your GL accounts manually.

Should you be importing data through the Pastel Conversion tool within Palladium, you will select the tick-box “Pastel Partner Default Categories”. This will default to the Pastel defined categories.

Once the above company requirements have been set up, the next step, before you can start processing transactions within Palladium, would be configuring the Control Panel.

Activity

1. Install Palladium Enterprise
2. Create a new Company - Training Company (Pty) Ltd
3. Choose the Generic set-up for the General Ledger accounts
4. Insert a Logo for your company
5. Choose your home currency to be ZAR

Remarks & Notes