

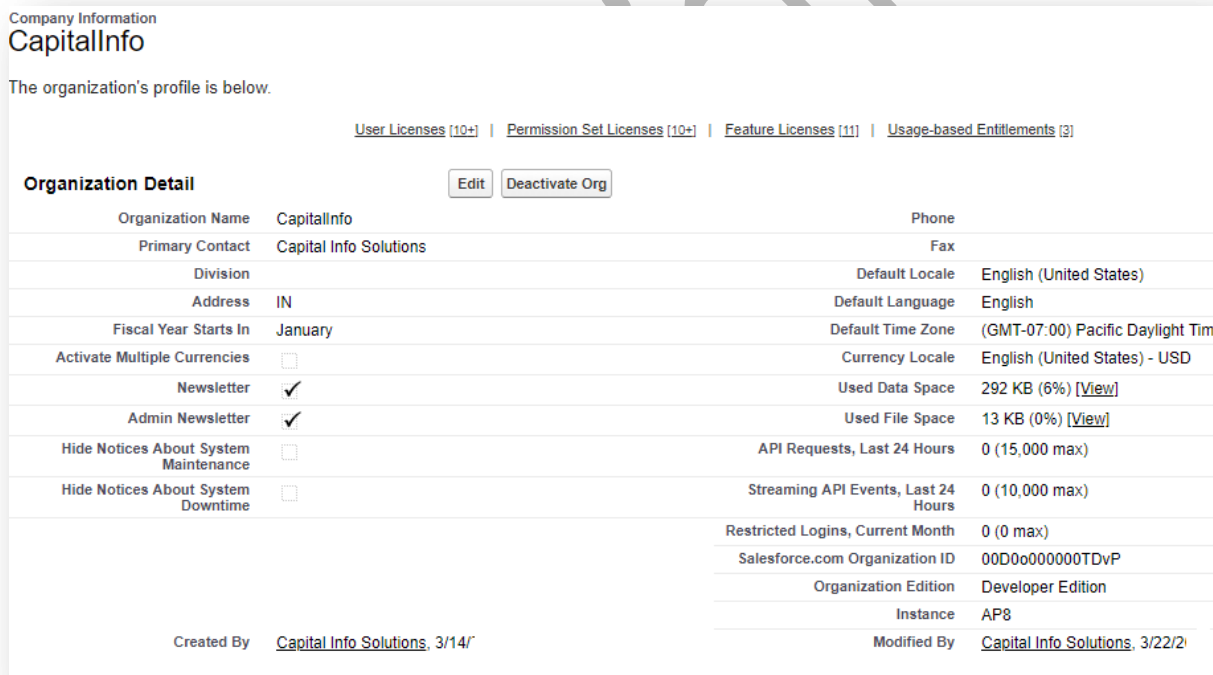
**SESSION 3**

**ABOUT COMPANY INFORMATION IN SALESFORCE**

- Use the Company Information page in Setup to track what’s important about your company’s organization in Salesforce.
- You can manage your licenses (no of licenses assigned and remaining).
- This page contains the information that was provided when your company signed up with Salesforce.

**How to view the company information page?**

**Navigation: In Classic**



**IMPORTANT FIELDS TO BE NOTED UNDER COMPANY PROFILE**

Field Name	Purpose
<b>Default Language</b>	This setting is applicable for all users registered in the particular salesforce org. Users will see the every interfaces and help information’s in this language settings.
<b>Default Locale</b>	This setting determines the <u>format of dates, times, and names</u> in Salesforce.
<b>Default Time Zone</b>	<u>Primary time zone</u> in which the organization is located. A user's individual Time Zone setting overrides the organization's Default Time Zone setting.
<b>Currency Locale</b>	The country or geographic region in which the organization is located. The setting affects the format of currency amounts. For single currency organizations, only.
<b>Salesforce Organization ID</b>	<u>Unique identifier</u> for every Salesforce Organization. Used to interact with Salesforce Support.

**Company Page is where you would select Your Language, Locale, and Currency.**

The Salesforce settings for language, locale, time zone, and currency objects, such as Accounts, Leads, or Opportunities, are displayed.

**Language:** The default language that is selected for new users in the organization. This setting determines the language used for the user interface text and help.

The Salesforce Web user interface has two language settings:

- Personal language—All on-screen text, images, buttons, and online help display in this language. Edit your personal information to change this setting.
- Default organization language—this applies to all new users until they select their personal language. This setting also determines the language in which all customizations—such as custom fields, tabs, and user interface options—are stored

Go to edit page of Company Information page by click on “Edit” button in the page.

## About Locale Settings

The screenshot shows the 'Locale Settings' section in Salesforce. It contains three rows of settings:

- Default Locale:** English (United States)
- Default Language:** English
- Default Time Zone:** (GMT-07:00) Pacific Daylight Time (America/Los\_Angeles)

The format used for dates, times, and names of people in Salesforce is determined by your Locale setting mentioned above (Also the addresses, and commas and periods in numbers).

Individual users can set their personal locale, which overrides the organization setting.

The Locale setting affects the format of date, date/time, and number fields, and the calendar.

**For example:**

If Default Locale	Date	Time	Name
<b>English (United States)</b>	The date in your org would be displayed in MM/DD/CCYY format. <b>For example, 06/30/2000</b>	Then the time would be displayed as twelve-hour clock with AM and PM <b>For example, 2:00 PM.</b>	The First Name appears first and then last Name appears For example if, First Name: Ranjith Last Name: Krishnan For example, <b>Ranjith, Krishnan</b>
<b>English (United Kingdom)</b>	Then the date in your org would be displayed in DD/MM/CCYY format. <b>For example, 30/06/2000</b>	Then the time would be displayed as twenty-four hour clock. <b>For example, 14:00 PM.</b>	For example, <b>Ranjith, Krishnan</b>
<b>Chinese (China)</b>	CCYY-MM-DD For example, 2000-06-30	PM 02:00	For example, <b>Krishnan, Ranjith</b>

**More about the above settings:**

In a single currency organization, Salesforce administrators set the currency locale, default language, default locale, and default time zone for their organizations. Users can set their individual language, locale, and time zone on their personal settings pages.

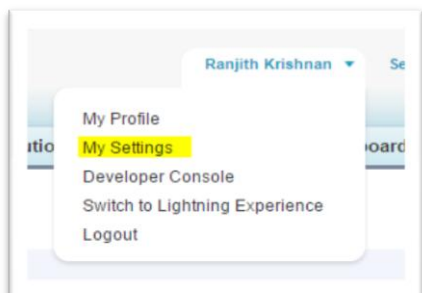
### How to work with personal settings?

Individual users can set their personal locale, which overrides the organization setting.

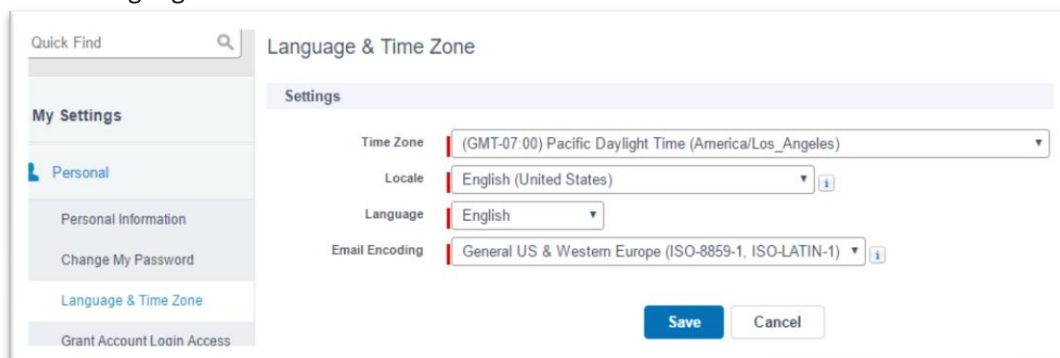
User can override the company locale settings under personal settings

Below your name at top of the Classic Org

- | - My settings
- | - Personal
- | -- Language & Time Zone



Select "Language & Time Zone"

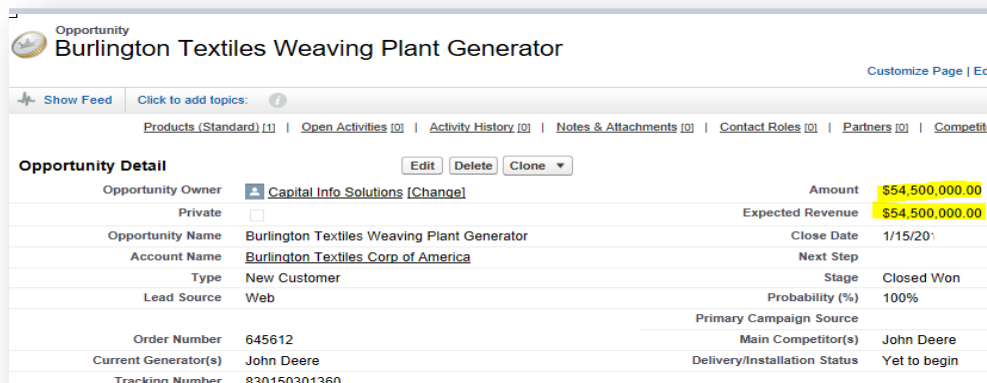


**Time Zone** - Primary time zone in which the organization is located. A user's individual Time Zone setting overrides the organization's Default Time Zone setting.

### ABOUT CURRENCY SET UP

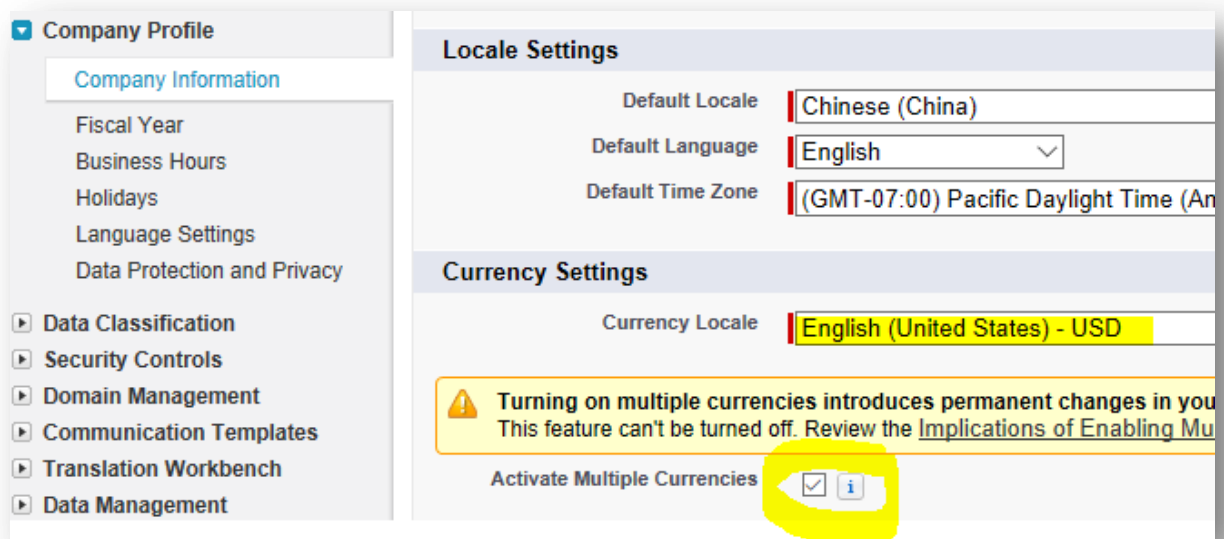
By default, Salesforce organizations use a single currency. Once you set the required currency locale in your company profile, all currency values on records will display in that currency.

This means you do business only for one country example United States so transactions were reported solely in \$ (US Dollar). Every record has a Currency field that specifies the currency type for amounts in that record.



International organizations can use **multiple currencies** in opportunities, forecasts, reports, quotes, and other currency fields.

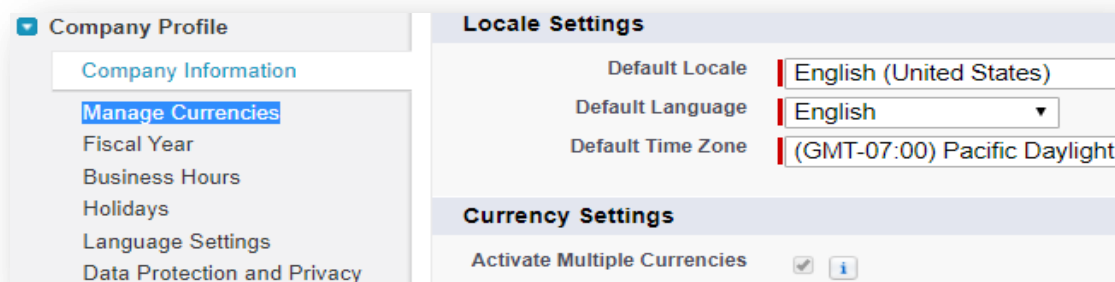
This case, admin can enable the option “Activate Multiple Currencies” in company information page as below



**Note:** Once enabled, this feature cannot be disabled back to single currency org again.

The currency locale which is selected currently will become the corporate currency for this Org

Once this multiple currency feature is enabled, then the option called “Manage Currencies” will be enabled under company information as shown below



The administrator sets the “**corporate currency**,” which reflects the currency of the corporate headquarters. The administrator also maintains the list of active currencies and their conversion rates relative to the corporate currency. The active currencies represent the countries in which the organization does business. Only active currencies can be used in currency amount fields.

### HOW TO ADD CURRENCY TYPES?

Once the multiple currency feature is enabled as shown above, we can add the different currencies and make it active / inactive to enable users to use in real time

1. From Setup, enter **Manage Currencies** in the Quick Find box, then select **Manage Currencies**. The Active Currencies and Inactive Currencies will be listed out.

Active Currencies						
Action	Currency Code	Currency Name	Corporate	Conversion Rate	Decimal Places	
<a href="#">Edit</a>   <a href="#">Deactivate</a>	USD	U.S. Dollar	<input checked="" type="checkbox"/>	1.000000	2	

Choose INR  
Currency Edit  
**New Currency**

Enter information for the new currency. Note that you cannot delete a currency once you activate it.

**Currency Type Edit**

**New Currency**  
Pick a new currency from the available list.  
Currency Type

**Conversion Rate**  
Enter the conversion rate from your corporate currency to this new currency.  
Conversion Rate

**Decimal Places**  
Enter decimal places (number of digits to the right of decimal point) allowed when displaying data in this new currency.  
Decimal Places

**Adding Australian Currency**

Currency Edit  
**New Currency**

Enter information for the new currency. Note that you cannot delete a currency once you activate it.

**Currency Type Edit**

**New Currency**  
Pick a new currency from the available list.  
Currency Type

**Conversion Rate**  
Enter the conversion rate from your corporate currency to this new currency.  
Conversion Rate

**Decimal Places**  
Enter decimal places (number of digits to the right of decimal point) allowed when displaying data in this new currency.  
Decimal Places

Now got the active currencies as below

Active Currencies						
Action	Currency Code	Currency Name	Corporate	Conversion Rate	Decimal Places	
<a href="#">Edit</a>   <a href="#">Deactivate</a>	AUD	Australian Dollar	<input type="checkbox"/>	1.390000		
<a href="#">Edit</a>   <a href="#">Deactivate</a>	INR	Indian Rupee	<input type="checkbox"/>	69.340000		
<a href="#">Edit</a>   <a href="#">Deactivate</a>	USD	U.S. Dollar	<input checked="" type="checkbox"/>	1.000000		

Deactivating a currency does not alter amounts in items that use that currency, but your users are no longer able to enter new amounts using the inactive currency. And deactivating a currency that's set as a user's personal currency automatically resets the user's currency to the corporate currency.

You can opt for a new corporate currency as soon as it's configured if you need to relocate.

1. From Setup, enter **Manage Currencies** in the Quick Find box, then select **Manage Currencies**.
2. In the Active Currencies list, click **Change Corporate**.



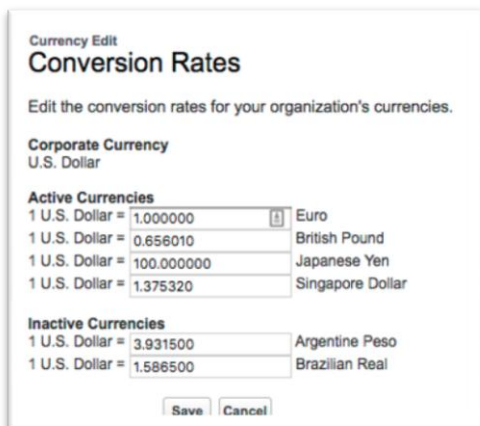
1. Select your new corporate currency from the dropdown. Only currencies that have been added and are active are available.
2. Click **Save**.

### UPDATE CONVERSION RATES

Ensure all the secret agents in your global organization use up-to-date currency values for deals by editing conversion rates. This lets you manage the static exchange rates between your active and inactive currencies and the corporate currency.

These exchange rates apply to all currency fields used in your org. Here are the steps for editing rates:

1. From Setup, enter **Manage Currencies** in the Quick Find box, then select **Manage Currencies**.
2. In the Active Currencies or Inactive Currencies list, click **Edit Rates**.
3. Enter the conversion rate between each currency and your corporate currency.
4. Click **Save**.



Your currency amounts update using the new rates.

### SETTING YOUR PERSONAL CURRENCY

All currency amounts display in the record's currency and are also converted to the personal currency of the record owner, based on the conversion rates entered by your administrator.

Amounts in the user's personal currency are displayed in parentheses.

#### How to do?

1. Click your name at the top of the page and click **My Settings**.
2. Enter **Language** in the Quick Find, then select **Language & Time Zone**.
3. Update the Currency field, and click **Save**.

For example, if you do business with Acme, Inc., a German company, you can set the Currency field in the Acme, Inc. account to "EUR - Euro." Amounts such as Annual Revenue will display in euros as well as in your personal currency. You can set the Currency field for a record to any of your

organization's active currencies. If a currency is deactivated and it is already in use as a record currency, those records remain untouched. You cannot enter any new amounts using an inactive currency.

**In Standard pagelayout, the currency code will be chosen while capturing the currency as below**



**Administrators can change this setting by editing the company information.**

In a single currency organization, Salesforce administrators set the currency locale, default language, default locale, and default time zone for their organizations. Users can set their individual language, locale, and time zone on their personal settings pages.

In a multiple currency organization, Salesforce administrators set the corporate currency, default language, default locale, and default time zone for their organizations. Users can set their individual currency, language, locale, and time zone on their personal settings pages.

### Differences between Corporate Currency, Conversion Rates, Personal Currency, Active Currency, Inactive Currency and Record Currency

- **Corporate Currency**  
Corporate Currency The currency in which your organization's corporate headquarters reports revenue. Serves as the basis for all currency conversion rates.
- **Active Currency**  
A currency in which your organization does business. Only active currencies can be entered in opportunities, forecasts, and other items.
- **Inactive Currency**  
A currency that your organization no longer uses. You may have existing records that use inactive currencies, but you can't enter new amounts using inactive currencies.
- **Record Currency**  
The default currency for a record. Every record has a Currency field that specifies the currency type for amounts in that record.

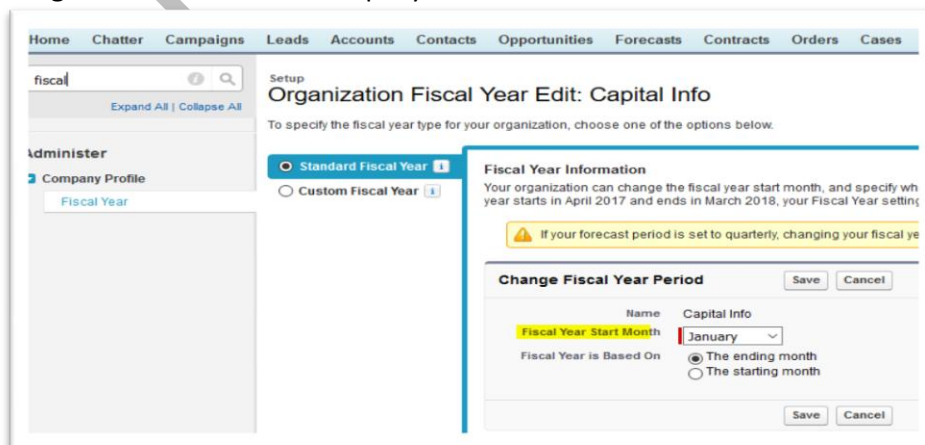
### Set Your Personal or Organization-Wide Currency

If you have a single-currency organization, you can set the default currency for your organization.

### FISCAL YEAR

This is used to define the financial period of a company. Based on which various reports, forecasting (predicting the trend based on past and present data) and quotas.

**Navigation:** Administer -> Company Profile -> Fiscal Year





**TWO TYPES OF FISCAL YEAR SETTING:**

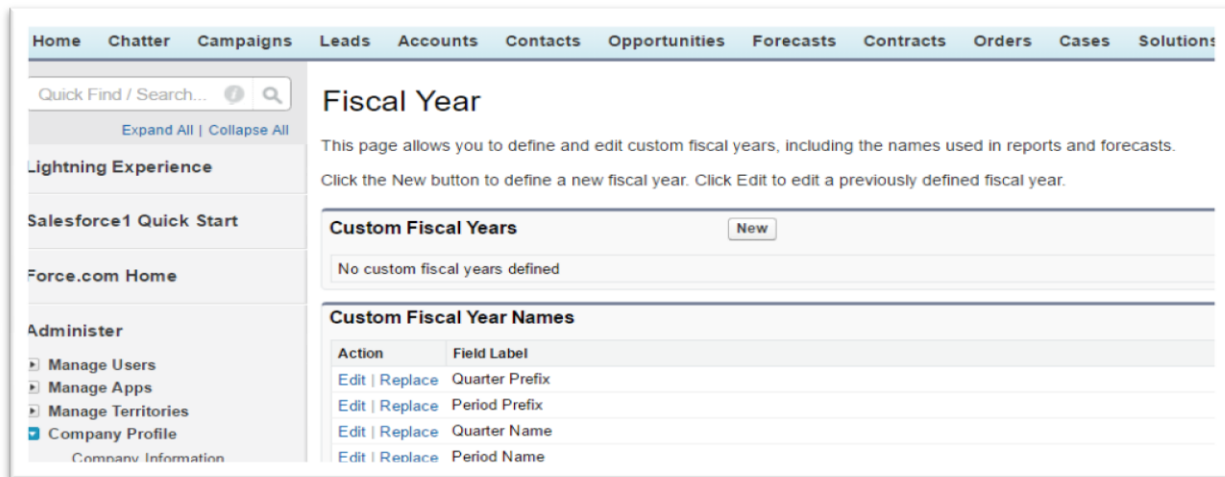
**1. Standard Fiscal Year** (based on Gregorian (12 months period) calendar. We can also change the fiscal year start month, for example, for the fiscal year starting in April, the standard fiscal year is used. Standard fiscal years can start on the first day of any month.

- i. Navigate to Setup | Administer | Company Profile | Fiscal Year.
- ii. Select the option of Standard Fiscal Year.
- iii. Select the start month for the fiscal year.

**2. Custom Fiscal Year**

If your fiscal year follows a different structure from the Gregorian calendar, you can define a custom fiscal year that meets your needs. Complex fiscal year structures can be achieved using the custom fiscal year option.

**Note:** Enabling custom fiscal years is not reversible.



Whether you use a standard fiscal year or a custom fiscal year, you define individual fiscal years one time. These fiscal year definitions allow you to use these fiscal periods throughout Salesforce including in reporting, opportunities, and forecasting.

For example, if you use three fiscal quarters per year (a trimester) rather than four, delete or modify quarters and periods to meet your needs.

Fiscal years can be modified any time that you need to change their definition. If you use forecasting, Salesforce recalculates your forecasts when you save changes to a fiscal year.

Enabling or defining custom fiscal years impacts your forecasts, reports, and quotas.