## **Exercise 1: Configure a new legal entity**

A legal entity is an organization that is identified through registration with a legal authority. Legal entities can enter into contracts and are required to prepare statements that report on their performance. Perform the following steps to create a legal entity.

1. Navigate to **Organization administration > Organizations > Legal entities.** Note that most of the navigation in our exercises is under Modules on the left side of the screen.
2. Select **New**
3. In the **Name** field, type 'Contoso Pharmaceuticals'.
4. In the **Company** field, type 'CPHQ'.
5. In the **Country/region** field, type 'USA'.
6. Select **OK**
7. In the **Language** field, type 'en-us'.
8. Select **Save**
9. Close the page using the X on the top right beneath the user ID (typically your initials or AD).
10. Navigate to **Organization administration > Number sequences > Number sequences**.
11. Select **Generate**. It will take a moment to process which number sequences need to be set up.
12. Select **Next**
13. Select **Next**
14. Select **Finish**
15. Select the Settings gear on the top right and choose **User options**.
16. Select the **Preferences** tab.
17. In the **Company** field, type 'CPHQ'.
18. Select **Save**
19. Close all open pages by selecting the X underneath the user ID.
20. Change company to 'CPHQ' by selecting USMF in the top right and typing CPHQ in the edit box presented.
21. Navigate to **Default dashboard** which is the **Home** button on the left.