BaanERP 5.0c

To set up a company

Table of contents

About this document

This document describes the steps that you must take to create new companies on a Baan system after the installation of BaanERP. The manual is intended for use by persons in charge of creating new companies.

To use this manual, you must be familiar with:

The structure of packages, modules, and sessions in BaanERP .

The way in which the multisite concepts are implemented in BaanERP 5.0c.

How to use this manual

To create the companies on a BaanERP system, you can follow the steps in the order in which they are described in this manual. The manual is divided into the followings chapters:

- Chapter 1, "To set up a company", describes the prerequisites for setting up a company and briefly describes the multicompany structures and related concepts. At the end of this chapter, you can find a complete list of the steps to take.

- Chapter 2, "To create and configure the companies", describes how to create and configure the first company, and how to create more companies in a multicompany environment.

- Chapter 3, "To enter the basic company data", describes how to enter the basic logistic and financial data.

- Chapter 4, "To model the enterprise structure", describes how to use the BaanDEM Modeler to create the enterprise structure model.

- Chapter 5, "To enter the master data", describes how to enter the common master data, the financial master data, and the package-specific master data.

- Chapter 6, "User management", describes how to define the Baan users and give them the required authorizations to use the Baan application.

Related documents:

Baan Enterprise Modeling User Manual (U7169A US).

Multisite Concepts (U7283A US).

Baan Administrator's Guide (U7189A US).

BaanERP Common Data - General Data (COM) (UP099A US).

BaanERP Common Data - System Tables (MCS) (UP103A US).

BaanERP Common Data - Enterprise Modeling Management (EMM) (UP101A US).

BaanERP Common Data - Item Base Data (IBD) (UP102A US).

BaanERP Common Data - Central Calendar Management (CCP) (UP098A US).

BaanERP Finance - General Ledger (GLD) (UP120A US).

BaanERP Central Invoicing - Sales Invoicing (SLI) (UP091A US).

1   To set up a company

This chapter describes:

- The prerequisites for the creation of a company.
- The multicompany structure types.
- The principle of data sharing.
- The creation of archive companies.
- The steps for setting up a company.

The prerequisites for the creation of a company

Before you can create companies, you must:

- Complete the BaanERP installation as described in the BaanERP 5.0c installation guide that applies to the type of server and database that you use.

- Design the company structure. If you create a multicompany structure, you must determine the company numbers and which tables the companies share, and you must design the enterprise structure.

The initial companies

During the software installation, company 000 is created and one or more demo companies are installed.

You create the operational companies in company 000. If you log on as a user that is authorized for Tools, you automatically work in company 000 as soon as you start a Tools session.

NOTE   Demo companies contain company-specific data that is specific for the functionality. To create a new, operational company, do not copy a demo company.

The initial Baan users

During the software installation, a few Baan users are created with system-administration privileges for the Baan database. You can use these Baan users to log on to the demo companies, or to create the operational Baan environment.

To create the operational companies on a Baan system, you must log on as the Baan maintenance user. This is one of the following users:

- **bsp** in a UNIX environment.
- **baan** in a Microsoft Windows NT environment.

The Baan maintenance-user has all the authorizations that are required to create new companies. You specify the **bsp** user's or the **baan** user's password during the software installation.

NOTE Do not log on to Baan as the **root** user. The **root** user has specific permissions on UNIX level that cause problems when you convert the changes to runtime in Baan.

The initial BaanDEM Modeler password

When you model the enterprise structure, you must enter the Modeler password to start some of the BaanDEM Modeler sessions. After the software installation, the default Modeler password is BAAN. You can use the Change Password for Enterprise Modeler Authorizations (tgbrg1160m000) session to change the Modeler password.

The multicompany structure types

A Baan implementation usually consists of multiple companies that form a multisite structure. Depending on your business requirements and the technical possibilities, you can set up the following combinations of logistic and financial companies in a multisite structure:

- A single logistic/single finance company structure.
- A single logistic/multifinance company structure.
- A multilogistic/single finance company structure.
- A multilogistic/multifinance company structure.

For details about multisite structures, refer to *Multisite Concepts* (U7282A US).

To define the enterprise structure model

You must use the BaanDEM Modeler to define the structure of your organization. The result is an enterprise structure model that defines:

- The enterprise units.
- The financial companies to which the enterprise units are linked.
- The default goods-transfer relationships between the enterprise units.

For more information about enterprise units and goods-transfer relationships, refer to the Enterprise Modeling" chapter in *Multisite Concepts* (U7282A US).

To create a multicompany structure

If you create a multicompany structure, you must work in one company to:

- Create the other companies and their databases.
- Define which companies share part of their data by logical table linking.
- Define the enterprise structure model.

In each of the companies in turn, you must:

- Enter the basic company data as described in Chapter 3, "To enter the basic company data".
- Enter the master data, as described in Chapter 5, "To enter the master data".

To create a single-company structure

If you create a single-company structure, you need only carry out every step in this manual once. The company must be of the type Both, which means that the company is a logistic as well as a financial company.

Data sharing

The basic data and the master data must be present in every logistic and financial company. In a multicompany structure, the companies can share much of the data. You need to enter the shared data only once. You can enter the shared data in any of the companies that share the data.

If a company shares specific data with a company for which you have already entered the data, the data is already present when you start the corresponding session.

For information about data-sharing techniques, refer to *Multisite Concepts* (U7282A US).

To create archive companies

BaanERP stores history data in separate companies of the type Archive. You must create at least one archive company for every operational company. If you want to archive the financial transactions per financial period, you can create an archive company for every period (per financial company).

The archive companies in a multicompany structure must share exactly the same tables that the corresponding production companies share.

The Companies (tccom000) table of each archive company must be logically linked to the Companies (tccom000) table of the operational companies.

An archive company must contain the same basic company data and most of the same master data as the corresponding operational company. In most cases, you can copy this data from the operational company if you use the following sessions:

- The Create Sequential Dump of Table (ttaad4226m000) session.
- The Create Table from Sequential Dump (ttaad4227m000) session.

For more information about how to use these sessions, refer to the online session Help.

For more information about how to use an archive company, refer to the "To use an archive company" section in *BaanERP Common Data - General Data (COM)* (UP099A US).

The steps for setting up a company

To set up a company, you must take the following steps:

1 Log on as user **bsp** or **baan.**
2 Create the first company.
3 Create the company's database tables.
4 Enter the configuration data.
5 Create the other companies.
6 Link the shared tables.
7 Create the other companies' database tables.
8 Enter the basic data (including the EMM data).
9 Enter the basic financial data.
10 Repeat steps 8 and 9 for every company.
11 Install the Enterprise Model Editor on your PC.
12 Create a modeling version.
13 Create the enterprise structure model.
14 Enter the common master data.
15 Enter the financial master data.
16 Enter the package master data.
17 Repeat steps 13, 14, and 15 for every company.
18 Create the Baan users, in User Management of Baan Tools.

Chapter 2, "To create and configure the companies", describes the steps 1 to 7.

Chapter 3, "To enter the basic company data", describes the steps 8 to 10.

Chapter 4, "To model the enterprise structure", describes the steps 11 to 13.

Chapter 5, "To enter the master data", describes the steps 14 to 16.

Chapter 6, " User management", describes step 18.

2 To create and configure the companies

This chapter describes how to:

- Create the first company on the system.
- Configure the first company.
- Create more companies.

To create the first company

To create the first company, take the following steps:

1 Start **BW** and log on as user **bsp** or **baan.** The Baan Menu Browser starts.

2 In the Companies (ttaad1100m000) session, create a new company. You must define:

- The company number.
  This must consist of three digits. The company number uniquely identifies the company and all the company data as it is stored in the database. You can choose a company number.

- The first day of the week used by the company.
  This has consequences for the company's calendar and capacity planning. All the companies of a multisite structure that share the Calendar Lines (tcccp020) table must use the same day (for example, Sunday, or Monday) as the first day of the week.

- The new company's default currency.
  Select the company's default currency. You can choose from the currencies that in the Generic Units (ttaad1106m000) session. If the required currency is not yet defined, you can define it in the Generic Units (ttaad1106m000)session.

- The company's package combination.
  Enter the package VRC that you have installed. For more information, refer to the "Version and release management" chapter in *Baan Administrator's Guide* (U7189A US).

NOTE On the **Specific** menu, click **Convert to Runtime** to store the data in the run-time data dictionary before you close the session.

3 In the Create Tables (ttaad4230m000) session, create the database tables for the company. You must create tables for all the BaanERP packages that you have installed and that the first company will use.

If you click **Create**, the Select Device (ttstpsplopen) session starts. Select a device for the report that BaanERP generates during table creation. If you do not want a printed report, enter **D** to see the report on your screen.

In the Select Device (ttstpsplopen) session, click **Continue** to start creating the tables.

NOTE BaanERP creates more than 2000 tables. This process can take 15 minutes or longer. When BaanERP has finished creating the tables, a message appears that the process has ended.

4 Change to the company that you have created to fill the new company's database tables. To change company, you can choose **Change Company** from the **Options** menu of the **Menu Browser** window.

In the new company, continue with the following steps:

5 Run the Initialize Parameters (tcmcs0295m000) session. BaanERP checks whether all the tables required by the packages that the company uses, are present, and enters initial records with default values into the tables.

If you create a new company after installing the software, you must use this session. If you create a new, additional company on an operational Baan system, you must decide whether you want to set all the parameters to their default values. You can consider not to use the Initialize Parameters (tcmcs0295m000) session, but to enter the parameters yourself or copy them from another operational company.

6 In the Company Data (tccom0500m000) session, enter the basic information about the first company.

Enter the following data:

- The company number that you previously defined in the Companies (ttaad1100m000) session.

- The descriptive company name. You can enter the same name that you entered previously in the Companies (ttaad1100m000) session.

- The company's default address.
  You can zoom to the Addresses (tccom4530m000) session and click **New** to define the company's address. If any optional address data is not yet available, you can zoom to the corresponding session and click **New** to define the data. Alternatively, you can leave the field empty and run the session again to enter the information at a later stage.

- The company's country of residence.
  You can zoom to the Countries (tcmcs0510m000) session and click **New** to define the company's country.

- The company's default language.
  You can zoom to the Languages (tcmcs0146m000) session and click **New** to define the language. If the required language is not available, you can leave this field empty and run the session again after you have defined the language as described in the "To configure the company"section, later in this chapter.

Select the packages and modules that the company uses.

The company's default address, country of residence, and default language are used in various sessions and on various reports throughout the BaanERP packages.

Each company's data is one record in the Companies (tccom000) table. All the companies of a multicompany structure must share the Companies (tccom000) table so that the company numbers are known in every company.

For more information about data sharing, refer to the "Multisite data sharing" chapter in *Multisite Concepts* (U7282A US).

To configure the first company

Use the sessions described in this section to enter the company configuration data. For example, you can:

- Set up your printers.
- Define the paper types for the printers.
- Define the date format and so on for the installed languages.

NOTE   The data that you enter during the steps described in this section, is stored in company 000, the Tools company. This data is used by all the companies of a multicompany structure.

If you have installed a demo company during the installation of the Baan software, some or all of this data is already present. In this case, you can check the data and add or change data that you require, or skip the corresponding step.

To enter the company configuration data, take the following steps:

1 If you want to use segmented item codes, use the Segmented Domains (ttgfd4122m000) session to define the segments of the Item (item) domain in the BaanERP packages. Each segment represents a certain type of information. The data that you define in this session is copied to the Item Segmentation (tcibd0500m000) session.

You can use segmented item codes to support:

- Clusters for distribution-requirements planning, in Baan Enterprise Planning.
- Projects, in BaanERP Project.
- Bills of materials, in BaanERP Manufacturing.

Before you start the Segmented Domains (ttgfd4122m000) session, you must decide how you want to structure the item codes. After you have created items and saved the item data, you can no longer change the item-code segmentation.

If you want to define segments for other types of domains, you can also use the Segmented Domains (ttgfd4122m000) session to do this.

2 In the Paper Types (ttaad3110m000) session, define the paper types for the printers that you use to print reports, documents, and so on.

3 In the Fonts by Paper Types (ttaad3111m000) session, define the fonts that you can use on the paper types that you defined. For each combination of a font and a paper type you must specify the number of characters on a line and the number of lines on the paper. BaanERP uses these settings to print a variety of document, such as reports, invoices, and work instructions.

4 In the Character Set Locales (tttss0540m000) session, define the relations between Baan's character sets and the character sets that are used on your operating system. Baan uses the TSS character sets. The operating system's character sets are defined in the NLS character sets.

In this session you can also enable Baan's bidirectional language support function. This option is necessary to display the information on the screen in two directions. For example, if the company language is Arabic or Hebrew, but English text must also be displayed on the screen. In this case, you must also specify that the language (Arabic, or Hebrew) is bidirectional, in the Languages (ttaad1510m000) session.

5 In the Device Data (ttaad3500m000) session, define the output devices that are connected to your Baan system, such as the printers, files, screens, and so on. You can also enter information about the drivers that you use to output the data and the queues that store print jobs.

Each device's local character set must be identical to the local character set of the user who creates the print job. You link the character sets to the Baan users by means of the user-data template. For more information, refer to the "User Management" chapter in *Baan Administrator's Guide* (U7189A US).

6 In the Languages (ttaad1510m000) session, define the languages that the companies will use. To be able to use a specific language, you must purchase the language from Baan Company, and install the language during the BaanERP installation. For each installed language, you must specify the date format and the characters that you use for the decimal point and the thousands separator, whether the language is bidirectional, and other details. If the language is bidirectional, the character set that is used must also be bidirectional.

7 If you want to create more companies, continue with the steps in the "To create more companies" section.

If you create a single-company structure, continue with the steps described in Chapter 4, "To model the enterprise structure".

To create more companies

To create more companies and their database tables, take the following steps:

1 In the Companies (ttaad1100m000) session, create the remaining companies of the multicompany structure. For each company, you must define:

- The company number.
  This must consist of three digits. The company number uniquely identifies the company and all the company data as it is stored in the database. You can choose the company numbers.

- The first day of the week used by the company.
  All the companies of a multisite structure must use the same day as the first weekday. For example, Sunday, or Monday.

- The new company's default currency.
  You can choose from the currencies in the Generic Units (ttaad1106m000) session. If the required currency is not yet defined, you can define it.

- The company's package combination.
  Enter the package VRC that you have installed. For more information, refer to the "Version and release management" chapter in *Baan Administrator's Guide* (U7189A US).

On the **Specific** menu, click **Convert to Runtime** to store the data in the run-time data dictionary before you close the session.

2   If you set up a system with multiple database servers, you must use the following sessions:

- The Database Definitions (ttaad4510m000) session, to define the databases for all the locations that contain data. For more information about multidatabase server systems, refer to the "Server configurations" section in the "Multisite technical issues" chapter of *Multisite Concepts* (U7282A US).

- The Tables by Database (ttaad4111m000) session, to determine which mandatory tables are stored in which databases. In this session, you can also define for which mandatory tables you want to activate BaanERP's audit tool. The audit tool logs all the parameter changes in the mandatory tables.

You can run these sessions:

- For each company.
- For each database type (for all the companies that use the same database type).

If you set up companies with different package combinations, you must run the sessions for each package combination/company/database type.

In both sessions, you must **Convert to Runtime** on the **Specific** menu to store the data in the run-time data dictionary before you close the session.

3   In the Logical Tables (ttaad4120m000) session, specify logical tables. The companies of a multisite structure must share some tables while they can optionally share other tables. You can use this session to share tables between the companies by mapping the tables of one company onto the physical tables of another company.

On the **Specific** menu, click **Convert to Runtime** to store the data in the run-time data dictionary before you close the session.

4   Log off from BaanERP. Then log on again as user **bsp**. If you do this, the virtual machine (the Bshell) reads the new information from the Runtime Data Dictionary. This information includes the information about which tables are logically linked.

5   In the Create Tables (ttaad4230m000) session, create each company's database tables. You must create tables for all the BaanERP packages that the company uses. Baan does not create the tables that you have logically linked to the tables of another company in the previous step.

If you click **Create**, the Select Device (ttstpsplopen) session starts. Select a device for the report that BaanERP generates during table creation. If you do not want a printed report, enter **D** to display the report on your screen.

In the Select Device (ttstpsplopen) session, click **Continue** to start creating the tables.

NOTE   BaanERP creates more than 2000 tables. This process can take 15 minutes or longer. When BaanERP has finished creating the tables, a message appears that the process has ended.

To set up a company

2-8

3   To enter the basic company data

This chapter describes how to:

- Enter the base company data.
- Enter the basic financial data.

The basic company data consist of:

- The base company data.
  You must enter the base company data before you can define the logistic or financial master data. For example, the base company data includes the central company to store the modeling data, the company language, the company's base units, and the company's home currencies.

- The basic financial data.
  In each financial company, you must enter the basic financial data before you can define the financial master data. For example, the basic financial data includes the fiscal year and the number of financial periods in the fiscal year.

To enter the base company data

The base company data must be present in every logistic and financial company. In a multicompany structure, the companies must share much of the base company data. You need to enter the shared data only once.

You use the sessions of the Tables (MCS) module of BaanERP Common Data to enter most of the basic data. For a description of the Tables (MCS) module, refer to *BaanERP Common Data - System Tables (MCS)* (UP103A US).

To enter the base company data, take the following steps.

1   Change to the company in which you want to enter the data. To change company, you can choose **Change Company** from the **Options** menu of the Menu Browser.

NOTE   If the company shares the data with a company for which you have already entered the data, the data is already present. In this case, you can skip the corresponding steps.

2   Start the Central Company to Store Enterprise Modeler Data (tgbrg0100s000) session and enter the correct company number in the **Central Company to Store Enterprise Modeler Data** field.

NOTE   You must enter the enterprise modeling password. After installing Baan, the default password is BAAN. If you have not changed the BaanDEM Modeler password in the Change Password for Enterprise Modeler Authorizations (tgbrg1160m000) session, the default password is still valid.

3   In the Languages (tcmcs0146m000) session, define the company's languages. The company's languages are used for the work instructions and other documents that you print.

4   In the Units (tcmcs0101m000) session, define the units used by the company. You do not need to define all the units that you will use in the company, because you can start this session whenever you need to define additional units. But you must at least define the units that you will select as the company's base units in the next step.

5   In the Base Units (tcmcs0100s000) session, select the company's base units, which are the basic units for all quantities. If quantities that are expressed in other units are used in calculations or formulas, BaanERP first converts the quantities to the base units.

You must specify the company's base units for:

- Weight.
- Length.
- Surface area.
- Volume.
- Time.

6   If you need to use the basic (and other) unit descriptions in more than one language, you can enter the units' descriptions in the company's languages in the Unit Description by Language (tcmcs0107m000) session.

7   If you want BaanERP to generate the codes for business partners, business partner contacts, and addresses, define the number groups for each of these purposes in the following sessions:

- The Number groups (tcmcs0151m000) session.
- The First Free Numbers (tcmcs0150m000) session.

8   In the Initialize Parameters (tcmcs0295m000) session, set the initial default values of the parameters for all the packages. If you have just created a new company after installing the software, you must use this session.

If you create a new company after installing the software, you must use this session. If you create a new, additional company on an operational Baan system, you must decide whether you want to set all the parameters to their default values.

You can consider not to use the Initialize Parameters (tcmcs0295m000) session, but to enter the parameters yourself or copy them from another operational company.

9   In the COM Parameters (tccom0000m000) session:

- Specify whether BaanERP must use number groups for business partners, addresses, and contacts, and select the number groups.
- Specify the type of check for bank account numbers.
- Specify whether destination sales-tax is applicable.

10   In the Countries (tcmcs0510m000) session, define the company's country of residence. You can run this session again to enter the default address format for the country after you have defined the default format in step 10.

11   Define the default company's address and the default address format for the company's country. Use the following sessions:

- The Address Formats (tccom4535m000) session.
- The Addresses (tccom4530m000) session.

For instructions on how to define address formats and addresses, refer to the "Defining addresses" chapter in *BaanERP Common - General Data (COM)* (UP099A US) or refer to the BaanERP online Help.

If you want to link a time zone to the address, you can zoom to the Time Zones (tcemm1100m000) session to define the time zone.

12   In the Countries (tcmcs0510m000) session, enter the default address format for the country, after you have defined the default format in step 10.

13   In the Company Data (tccom0500m000) session, enter the following company data:

- The company number. You must enter the company number that you have previously defined in the Companies (ttaad1100m000) session.

- The company's name or description.

- The company's default address.
  BaanERP uses this information for tax registration, cash management, electronic bank statements, and so on.

- The default company's country of residence.
  For example, BaanERP uses this information during tax registration, cash management, electronic bank statements, in sales contracts, and purchase orders.

- The default company's language.
  BaanERP uses this language for all documents for which no language is otherwise specified, such as EDI purchase invoices, VAT analysis, item production data, item E-BOMs, generated warehouse orders, and so on.

14 In the Company Data (tccom0500m000) session, select the packages and modules that the company uses.

15 In the Currencies (tcmcs0102m000) session, define the currencies that you want to use as the company's home currencies. Later, you can assign the home currencies to the companies in the Companies (tcemm1570m000) session of the Enterprise Modeling Management (EMM) module.

You must select each of the company's currencies from the generic units that are already present in the Generic Units (ttaad1106m000) session, in company 000. After the software installation, the Generic Units session already contains many currencies and some basic units such as hour and kilogram.

If you need currencies and other units that are not already present in the Generic Units (ttaad1106m000) session, you can define the currencies in the following sessions:

- The Generic Units (ttaad1106m000) session.
  In this session, define the currencies as generic units. BaanERP already contains a number of predefined generic units that represent currencies.

- The Formats by Generic Unit (ttaad1107m000) session.
  In this session, define the formats for generic units. You must define formats for different types of amounts, rates, quantities, and so on.

- The Default Formats by Format Code (ttaad1508m000) session.
  In this session, define the default settings for the format codes.

NOTE In the se sessions, you must choose **Convert to Runtime** on the **Specific** menu to save the new data in the data dictionary.

For details about how to define currencies, refer to *BaanERP Common Data - System Tables (MCS)* (UP103A US).

16 In the Time Zones (tcemm1100m000) session, define the time zones of the financial companies. In the Companies (tcemm1570m000) session of the Enterprise Modeling Management module, you must assign a time zone to each financial company. You can also assign time zones to the calendars that you define in the next step.

17 Define the company's calendars in the sessions of the Calendars and Periods (CCP) module. BaanERP uses calendars to determine the availability of resources. For example, you can select calendars for enterprise units, departments, employees, warehouses, and business partners. BaanERP uses the company's calendar in all cases where a calendar is needed and you have not specified a more specific calendar for the resource.

All the companies of a multicompany structure use the same standard calendar template. In the CCP Parameters (tcccp0100s000) session, you must enter the company number of the company in which you stored the standard calendar template.

The companies of a multicompany structure usually share the calendar data.

For instructions on how to define calendars, refer to *BaanERP Common Data - Central Calendar Management, (CCP),* (UP098A US).

18 In the Exchange Rate Types (tcmcs0140m000) session, define the exchange-rate types. You must define at least one exchange-rate type for each of the following purposes:

- Purchase.
- Sales.
- Internal transactions.

You must select the exchange-rate types for the company in the next step, in the Companies (tcemm1570m000) session.

Later you can define the actual currency exchange rates of each exchange rate type in the Currency Rates (tcmcs0108m000) session.

19 In the Companies (tcemm1570m000) session of the Enterprise Modeling Management (EMM) module, enter the following company modeling data:

- The company type (logistic company or financial company, or both).
- The currency system (single currency or multicurrency).
- The home currency or home currencies.
- The exchange-rate types to be used for sales transactions, purchase transactions, and internally.
- The time zone and the company's calendar.

You must enter a time zone for each financial company. When transactions are transferred from a logistic company to BaanERP Finance, BaanERP converts the transaction date and time from universal time coordinated (UTC) time to the financial company's local date and time. In this way the amounts are posted in the correct financial periods in each financial company.

20 In the Currency Rates (tcmcs0108m000) session, maintain the currency exchange rates between other currencies and the company's home currencies. You can define an exchange rate between the currencies for each exchange-rate type.

To enter the basic financial data

In companies of type Financial or type Both, you must define the company's basic financial data. The companies of a multicompany structure must share much of the basic financial data. Therefore, you do not need to enter this data in every company.

Companies of type Logistic that are integrated with a financial company, must share the basic financial data with the financial company.

Group company

In a multifinancial company structure, one financial company must be the financial group company. You must enter some basic financial data in the Group Company Parameters (tfgld0101s000) session. The financial companies of a group share the financial group company data. For more information about a group company, refer to the "Financial group company" section in the "Multicompany structures" chapter in *Multisite Concepts* (U7282A US).

To enter the basic financial data, take the following steps:

1 Change company to the company in which you want to enter the data. To change company, you can choose **Change Company** from the **Options** menu of the Menu Browser.

NOTE If the company shares the data with a company for which you have already entered the data, the data is already present. In this case, you can skip the corresponding steps.

2 In the Periods (tfgld0105m000) session, define the current fiscal year. Take the following steps:

1 Click **New Group**.
2 In the **Period Type** field, select Financial.
3 Enter the year, for example, 2000.
4 On the **Specific** menu, click **End Dates by Fiscal Year**.
5 Enter the end date of the fiscal year and the related tax year.

NOTE Later, you will use this session again to define the financial periods for fiscal transactions, reporting transactions, and tax-related transactions.

3 In each financial company, specify the group company and the history company in the Company Parameters (tfgld0103s000) session. You must link a history company (archive company) to each financial company.

In each financial company, specify the group company and the history company
If you use only one financial company, the group company is the same company as the current company.

At this point, you can only specify the group company and the history company. Later, you must run this session again to enter the company's accounting office and the ledger accounts for the various purposes.

4 In the Group Company Parameters (tfgld0103s000) session, specify the dimensions and the number of financial periods that you want to use.

In a single financial-company structure, the financial company is its own group company. You must still enter the data in the Group Company Parameters (tfgld0101s000) session.

The dimensions that you define for the group company are used by all the financial companies of the group. You can use up to five dimensions to analyze your costs from different perspectives.

BaanERP uses the financial periods to group the financial transactions. In the Group Company Parameters (tfgld0103s000) session you must define the number of periods in a year. For example, you can have 52 (weekly) reporting periods, 12 (monthly) financial periods, and 4 (quarterly) tax periods. The financial periods that you define for the group company are used by all the financial companies of the group.

5 In the Periods (tfgld0105m000) session, define the end dates of specific periods in a fiscal year. Enter the end dates for as many periods as you specified in the Group Company Parameters (tfgld0101s000) session.

6 In each financial company, define to which periods you can post transactions in the Period Status (tfgld0105m000) session. You can specify the status of each period separately for the different BaanERP Finance modules, such as Accounts Payable and Accounts Receivable.

NOTE   In the Period Status (tfgld0105m000) session, you can insert the periods automatically as follows:

1   Select the period type and year.
2   Click **Insert**. BaanERP asks whether you want to insert all periods automatically.
3   Click **Yes**.

4   To model the enterprise structure

This chapter describes how to:

- Model the enterprise structure.
- Initialize the BaanDEM Modeler.
- Define the enterprise structure model.

The enterprise structure model

You must use the BaanDEM Modeler to define the structure of the organization. The result is an enterprise structure model that defines:

- The enterprise units.
- The financial companies to which the enterprise units are linked.
- The default goods-transfer relationships between the enterprise units.

The operational enterprise structure model

You can define more than one enterprise structure model. One of the enterprise structure models is the operational enterprise structure model.

For details, refer to the "Enterprise structure models" chapter in *Baan Enterprise Modeling User Manual* (U7169A US).

The central modeling company

The enterprise-structure model of the multisite structure is stored in the so-called central modeling company. You must use one of the companies of the multicompany structure as the central modeling company. This can be a dedicated company or one of the operational companies.

All the companies of a multicompany structure must refer to the same central modeling company for the enterprise-structure model information. If you start a Modeler session in any of the companies of a multicompany structure, the company number in which you work automatically changes to the company number of the central modeling company.

All the companies that refer to the same central modeling company automatically use the same operational enterprise-structure model.

If you create a multicompany structure, it is easiest to use the first company that you create as the central modeling company.

The enterprise-structure diagram

If you create an enterprise structure with more than one enterprise unit and you want to define goods transfer relationships between the enterprise units, you must create an enterprise-structure diagram. The enterprise-structure diagram shows the (geographic) locations of the enterprise units, and the relationships between the enterprise units in a multisite structure.

If you create an enterprise structure with a single enterprise unit, for example, a single company of the type Both, you do not need to create an enterprise-structure diagram. In this case, you can use the default modeling version and default operational enterprise-structure model that BaanERP generates. Take the steps that are described in the "To model a simple structure" section.

To initialize the BaanDEM Modeler

Before you can define an enterprise-structure diagram, you must first initialize the Dynamic Enterprise Modeling (BaanDEM Modeler) tool.

If you create a single company structure with one enterprise unit, you do not need to intialize the BaanDEM Modeler. Continue with the steps described in the "To model a simple enterprise structure" section.

To initialize the BaanDEM Modeler tool, take the following steps.

1 In the Install Editor on the Client (tgbrg9299m000) session, install the Enterprise Model Editor on your PC. If you start this session, the install program starts. The editor install program is a standard Windows installation program that guides you through the installation.

If you use the current company as the central modeling company, and you have run the Initialize Parameters (tcmcs0295m000) session, Baan uses the current company as the central company to store the enterprise modeling data.

2 If you want to use a different company than the current company as the central modeling company, start the Central Company to store Enterprise Modeler Data (tgbrg0100s000) session and enter the required company number in the **Central Company to Store Enterprise Modeler Data** field.

NOTE You must enter the Modeler password. After installing Baan, the default Modeler password is BAAN.

3 If you want to protect the enterprise structure model from unauthorized modification, carry out the following actions:

- In the Statuses by Model Item (tgbrg5107m000) session, define the statuses and link these to the enterprise structure model.

- In the Users by Status by Model Item (tgbrg5108m000) session, authorize Baan users, or Baan users with a specific role, for a specific status.

When you start the Users by Status by Model Item (tgbrg5108m000) session, you must enter the Modeler password. After installing Baan, the default Modeler password is BAAN.

For more information about statuses, refer to the "Master Data" chapter of *Baan Enterprise Modeling User Manual* (U7169A US).

4 Define a modeling version for the enterprise structure model.

To create a modeling version for the enterprise structure model, use the Versions (tgbrg1500m000) session. Among other data, Baan identifies the enterprise structure model that you create by the version in which you create it. For more information about versions, refer to the "Master Data" chapter of *Baan Enterprise Modeling User Manual* (U7169A US).

If you want to design more than one enterprise structure model and if you want to design process models, you can define a number of modeling versions.

When you save the data in the Versions (tgbrg1500m000) session, Baan asks whether you want to use the version authorization mechanism. By default, all Baan users are authorized to use a version, until you specifically authorize one or more Baan users for that version.

If you answer **Yes**, Baan automatically authorizes you to use the version. You must explicitly authorize other Baan users before they can use the version.

If you answer **No**, you and all other Baan users can use the version.

To define the enterprise-structure model

NOTE   Before you create the enterprise-structure model, you must carefully design its structure. After you have performed transactions based on the structure, it is very difficult to change this data.

To define the enterprise-structure model, take the following steps.

1 In the Current Modeling Version by User (tgbrg1110m000) session, select the modeling version in which you create the enterprise-structure model.

2 In the Enterprise Unit Categories (tgbrg0132m000) session, define the enterprise unit categories. For each category, you can specify:

- An icon that represents the enterprise units in the enterprise-structure diagram.

- The enterprise unit type, which can be Customer, Supplier, or Site. You must define at least three categories, one category for each type.

3   In the Enterprise Unit Relationship Categories (tgbrg0145m000) session, define enterprise-unit relationship categories. You can use these categories to distinguish between different types of flows between the enterprise units. BaanERP 5.0c only supports the goods transfer relationship.

4   In the Enterprise Structure Models (tgbrg0512m000) session, enter the enterprise structure model data. You must enter the enterprise structure model code and description, and you can select a map for the background for the enterprise-structure diagram.

5   In the Enterprise Structure Models (tgbrg0512m000) session, click **Edit Diagram** to start the Enterprise Model Editor (EME).

    With the Enterprise Model Editor, create an enterprise structure diagram which reflects the structure of the enterprise units and their relationships. For detailed information about creating an enterprise structure model, refer to the "Enterprise structure models" chapter of *Baan Enterprise Modeling User Manual* (U7169A US) or refer to the BaanERP online Help.

6   Create the enterprise units in the enterprise structure diagram. Double-click each enterprise unit icon to start the Enterprise Units (tgbrg0130s000) session.

    In the Enterprise Units (tgbrg0130s000) session, select the enterprise unit category and the financial company to which the enterprise unit is linked. In addition, you can select a default calendar for each enterprise unit.

7   Create the enterprise unit relationships. Double-click each relationship arrow of the enterprise structure diagram to start the Enterprise Unit Relationships (tgbrg0134s000) session and enter the relationship data.

NOTE   BaanERP 5.0c only supports the goods transfer relationship. For more information about goods transfer relationships, refer to the "Enterprise modeling" chapter of *Multisite Concepts* (U7282A US).

8   In the **Relationship Detail Data** field of the Enterprise Unit Relationship(tgbrg0134s000) session, press CTRL+B or click the zoom icon to start the Goods Transfer (tcemm2550m000) session. You can only do this for the relationships between enterprise units of the Site type.

9 In the Goods Transfer (tcemm2550m000) session, click **New** to define the goods-transfer parameters. You can specify:

- The type of pricing, which can be Commercial Price or Valuation Price.
- A surcharge percentage for the transfer.
- The type of invoicing, which can be Triangular, Bilateral, or No Invoicing.
- Whether the local currency of the issuing enterprise unit or the receiving enterprise unit must be used for the transaction.

NOTE The goods-transfer relationship between two enterprise units is the default relationship between the entities of the enterprise units. You can use the Relationships sessions of the Enterprise Modeling Management module in BaanERP Common Data to define specific goods-transfer relationship parameters for specific entities.

10 Save the enterprise structure diagram and quit the Enterprise Model Editor.

11 In the BaanDEM Modeler Parameters (tgbrg0135s0000) session, select the operational enterprise structure model. Select the enterprise structure model that you have created.

NOTE When you start this session, you must enter a password. If you have not changed the BaanDEM Modeler password in the Change Password for Enterprise Modeler Authorizations (tgbrg1160m000) session, the default password (BAAN) is valid. Take the following steps:

- Clear the **Use Employee-Project Model Link** check box.

- Clear the **Evaluate Static Conditions** check box.

- In the **Operational Enterprise Structure Model** field, select the model that you created in the previous step.

- In the **Operational Enterprise Structure Version** field, select the modeling version that you want to use.

- Leave the **Component** field empty.

- Leave the **Component Release** field empty.

- In the **Directory for BaanDEM Modeler Version Dumps** field, you can enter the pathname of an existing directory on the Baan server. If you make an export file of the enterprise structure model, Baan stores the file in this directory. In a multiserver environment, you must make an export file and import the file on the other server to make the enterprise structure model available to the companies on the other servers.

- In the **Workflow Enabled** field, select **No**.

If you have completed these steps, you have defined the enterprise structure. Continue with the steps to enter the master data, which are described in Chapter 5, "To enter the master data".

To model a simple enterprise structure

To model a simple enterprise structure, take the following steps:

1   Run the Initialize Parameters (tcmcs0295m000) session if you have not already done so. Baan sets the central modeling company number to the current company number. If you do not want to run the Initialize Parameters (tcmcs0295m000) session, you can start the Central Company to store Enterprise Modeler Data (tgbrg0100s000) session and enter the current company number in the **Central Company to store Enterprise Modeler Data** field.

2   Start the Enterprise Units (tgbrgf0530m000) session of the Enterprise Modeling management (EMM) Module in BaanERP Common Data, to create an enterprise unit. You must create at least one enterprise unit because you must link the departments and warehouses that you create, to the enterprise unit.

Baan checks whether an enterprise structure model is present. If no enterprise structure model is found, Baan can generate a default enterprise structure model and version.

3   Answer **Yes** to the question whether you want to generate a default enterprise structure model. Baan generates an enterprise structure model with the code OP_ESM in the default BaanDEM Modeler version ESM. The generated enterprise structure model automatically becomes the operational enterprise structure model.

4   Enter the enterprise unit's details in the Enterprise Units (tgbrgf0530m000) session. For details, refer to the "How to use the EMM module" chapter in *BaanERP Common Data - Enterprise Modeling Management (EMM)* (UP101A US).

5   In the **Enterprise Unit Category** field, press CTRL+B or click the zoom icon to start the Enterprise Unit Categories (tgbrg0132m000) session.

6   In the Enterprise Unit Categories (tgbrg0132m000) session, define a category for the enterprise unit. In the **Enterprise Unit Type** field, select Site.

If you have completed these steps, you have defined the enterprise structure. Continue with the steps to enter the master data, which are described in Chapter 5, "To enter the master data".

5   To enter the master data

This chapter describes how to:

- Enter the common master data.
- Enter the financial master data.
- Enter the package master data.

The master data

A company's master data consists of the following data:

- The common master data.
  This data is commonly used by some or all of the BaanERP packages. For example, the common master data includes the company's business partners, the item data, the addresses, the calendars, and so on.

The common master data must be present in all types of companies: Logistic, Financial, and Both.

- The financial master data.
  This data determines how the BaanERP Finance and the BaanERP Central Invoicing packages work. The financial master data includes the integration data between the logistic company and the financial company.

The financial master data must be present in the companies of type Financial and Both.

- The package master data.
  This data determines how each BaanERP package works. The package master data includes the parameters for each module.

Default data

Much of the common data is default data which you can replace with more specific data when you enter orders and carry out transactions. Depending on the type of data, BaanERP usually searches for transaction data in the following order:

1 The transaction-specific data.
2 The entity-specific data.
3 The enterprise-unit data.
4 The company data.

For example:

If calendar data is required, BaanERP uses the calendar that you have selected for the departments, employees, warehouses, and business partners. If no specific calendar is found, BaanERP uses the enterprise-unit calendar. If you did not select a calendar for the enterprise unit, BaanERP uses the company calendar.

Most of the business partner data is default data, such as the default warehouse, the price list, and the invoicing method. You can enter other data when you enter the actual orders. If you ship goods to a ship-to business partner, you can enter a warehouse. The warehouse that you entered in the definition of the ship-to business partner is the default warehouse.

The System Tables (MCS) data

Much of the master data includes data that you must define in the sessions of the Tables (MCS) module of BaanERP Common Data. For example:

- For every item that you define you must select a unit set, and you can optionally select a product class, a manufacturer, and other item grouping data.

- For every address that you define, you must select a country.

- For every business partner that you define, you must select a bank an invoicing method, and the following optional data: a price list, a signal, a channel, and so on.

- For every sales office, purchase office, and service office, you must select the number groups for different types of orders and contracts.

To enter the System Tables data

To enter the System Tables data, take the following steps:

1 In the field where you can enter System Tables data, press CTRL+Bor click the zoom icon to start the corresponding System Tables (MCS) session.

2 If the data that you want to use is not present, click **New** to define new data. Then, you must enter and save the new data.

3 Select the data and click **OK** to return to the session from which you started the MCS session.

The companies of a multicompany structure can share much of the System Tables data. Therefore, in many cases the required data is already present.

For an overview of the System Tables data and a description of the Tables (MCS) module, refer to *BaanERP Common Data - System Tables (MCS)* (UP103A US).

To enter the common master data

The common master data must be present in every logistic and financial company. The companies of a multicompany structure can share much of the common master data. You only need to enter the shared common master data once. You can enter the shared data in any of the companies that share the data.

To enter the common master data, take the following steps:

1 Change to the company in which you want to enter the data. To change company, you can choose **Change Company** from the **Options** menu of the Menu Browser.

NOTE If the company shares the data with a company for which you have already entered the data, the data is already present. In this case, you can skip the corresponding steps.

2 In the Warehouses (tcmcs0503m000) session, define your warehouses. For every warehouse, you must select the enterprise unit to which it belongs. When you define your business partners, the general item data, and other master data, you can select the warehouses for various purposes.

After you define the warehouses in System Tables, you must enter more specific warehouse data when you enter the BaanERP Warehouse Management master data.

You must define the warehouses in all logistic companies, because logistic companies cannot share the Warehouses (tcmcs003) table.

3 In the Departments (tcmcs0650m000) session, define your departments. For every department, you must select the enterprise unit to which it belongs. The departments can be sales offices, purchase offices, service offices, work centers, and accounting offices. When you enter the master data for the corresponding packages, you must select the number groups to be used by each department for the different types of orders and contracts that the department issues.

Alternatively, you can define the required departments when you enter the package master data.

The accounting office is a special type of department, which is only used to link a financial company to specific business partner data. For more information about how to use an accounting office, refer to the "The accounting office" section in the "Business partners" chapter in *Multisite Concepts* (U7282A US).

You must define the departments in all logistic companies, because logistic companies cannot share the Departments table.

4 In the Employees (tccom0501m000) session of Common Data, define the employees of your enterprise.

You do not need to register all your employees in BaanERP. However, you must define the employees that have specific functions in any of the BaanERP packages. For example, you must define the following employees:

- The employees whose hours must be accounted for in the Hours Accounting modules of BaanERP Manufacturing and BaanERP Service, and the Cost Accounting module of BaanERP Finance.

- The employees that you assign to the business partners. For example, you must assign:
  - Credit analysts to invoice-to business partners.
  - Purchase contacts to buy-from business partners.
  - Sales contacts to sold-to business partners.

- The employees with a specific function, for example, planner, buyer, and sales representative.

- The project employees that are part of the project's resources and that contribute to the project labor costs.

In every BaanERP package, you can assign the employees to departments such as service centers and work centers. BaanERP uses this information for production planning and capacity calculation. You define the service centers and work centers when you enter the master data for BaanERP Service and BaanERP Manufacturing.

NOTE   If the logistic companies of a multicompany structure share the Employees (tccom001) table, you must not select departments for the employees. This is because the companies cannot share the Departments (tcmcs065) table.

5   Define your business partners and their contacts, as described in *BaanERP Common Data - General Data (COM)* (UP099A US).

In a multicompany structure, the companies can share the main Business Partners (tccom100) table. However, the following business partner role data cannot be shared:

- The Invoice-to business partners (tccom112) table.
- The Pay-by business partners (tccom114s000) table.
- The Invoice-from business partners (tccom122s000) table.
- The Pay-to business partners (tccom124s000) table.

You must enter these business partner roles separately in every logistic and financial company in which they are used.

6   Define the base item data as described in *BaanERP Common Data – Item Base Data (IBD)* (UP102A US).

The base item data is the general item data that is valid for every BaanERP package. You can define the package-specific item data when you enter the master data for each BaanERP package that uses the items. For example, you enter the item sales-data when you enter the BaanERP Order Management master data, and you enter the item service-data when you enter the BaanERP Service master data.

7   In the Addresses (tccom4530m000) sesion to define the required addresses. When you enter the common master data, you must define the addresses for many entities, such as business partners, warehouses, and employees. For instructions on how to define addresses and address formats, refer to the "Defining addresses" chapter in *BaanERP Common Data - General Data (COM)* (UP099A US).

8   In the Central Calendar Management (CCP) sesions to define the required calendars. When you enter the common master data and the package master data, you can enter a calendar for many entities such as business partners, departments, and employees. For instructions on how to define calendars, refer to *BaanERP Common Data - Central Calendar Management (CCP)* (UP098A US).

To enter the financial master data

In companies of type Financial or type Both, you must enter the company's financial master data. The financial master data must be present in every financial company. In a multicompany structure, the financial companies can share much of the financial master data. You only need to enter the shared data once. You can enter the shared data in any of the companies that share the data.

The financial master data consists of:

- The BaanERP Finance master data that you define in the General Ledger (GLD) module, such as the chart of accounts, the integration between the financial company and the logistic company, and the tax registration data.

- The master data of the other BaanERP Finance modules that you use.

- The BaanERP Central Invoicing (CI) master data. This consists of the invoice headers and footers, and the billing request templates.

To enter the financial master data, take the following steps:

1 Change to the company in which you want to enter the data. To change company, you can choose **Change Company** from the **Options** menu of the Menu Browser.

NOTE If the company shares the data with a company for which you have already entered the data, the data is already present. In this case, you can skip the corresponding steps.

2 Define the general-ledger master data. This data includes:

- The dimensions and financial periods used by the financial company or the financial companies of the multicompany structure.

- The chart of accounts.

- The structure of ledger accounts

- The dimensions that are linked to the accounts.

- The transaction types of the transactions that will be processed in Baan Finance.

- The financial periods to which the transactions will be posted.

- The ledger accounts and transaction types that will be used as interim accounts to record profit and loss, and so on.

For instructions on how to enter the financial master data, refer to *BaanERP Finance Data – General Ledger (GLD)* (UP120A US).

3   Define the integration mapping schemes. An integration mapping scheme is a scheme that defines to which ledger account each integration transaction is posted. Integration transactions are the financial transactions that result from the logistic transactions, such as the issue and receipt of goods.

In each financial company of a multicompany structure, you must define the integration-mapping scheme for the integration between the financial company and the related logistic company or companies. You can define an integration mapping scheme that applies to a specific logistic company or to all the logistic companies to which the financial company is connected through the enterprise units.

For instructions on how to set up the integration-mapping schemes, refer to the "The integration mapping setup procedure" chapter in *BaanERP Finance – General Ledger (GLD)* (UP120A US).

4   Set up the tax data, as described in the "Setting up tax registration" chapter in *BaanERP Common Data - System Tables (MCS)* (UP103A US).

5   If you use a tax provider to compute the U.S. and Canadian taxes, set up the tax provider interface as described in the "Setting up the tax provider interface" chapter in *BaanERP Common Data - System Tables (MCS)* (UP103A US).

6   If you report tax in European Union (EU) countries, set up the EU tax data as described in the "EU tax handling" chapter in *BaanERP Common Data - General Data (COM)* (UP099A US).

7   Set up the master data for the other BaanERP Finance modules as described in the corresponding module descriptions. The module parameters are part of the module's master data.

8   Set up the Central Invoicing data as described in *BaanERP Central Invoicing – Sales Invoicing (SLI)* (UP091A US).

To enter the package master data

Each BaanERP package requires its own master data. For example, for Order Management you must define sales offices, purchase offices, and pricing data, but for BaanERP Warehouse Management you must define item warehousing data, packaging data, and the zones and locations in the warehouses.

In every company of a multicompany structure, you must enter the package master data of the packages that the company uses.

The package master data consists of:

- The master data for each module.
- The parameters of each package or module.

To enter the package master data, take the following steps.

1   Change to the company in which you want to enter the data. To change company, you can choose **Change Company** from the **Options** menu of the Menu Browser.

NOTE   If the company shares the data with a company for which you have already entered the data, the data is already present.

2   Enter the package master data of the packages that the company uses. For instructions on how to enter the master data for each BaanERP package, refer to the related module descriptions.

6　User management

This chapter describes:

- How to define the Baan user authorizations
- How to define the Baan users

To be able to work with Baan, a user must have:

- A logon name for the operating system on which Baan is installed, such as UNIX, or Windows NT. For information about user accounts on your operating system, refer to the appropriate installation manual.

- A Baan user logon name and password, and the required authorizations. You must use the User Management sessions of BaanERP Tools to define the user authorizations and preferences, and to define each Baan user.

For detailed instructions on how to do this, refer to the "User management" chapter in *Baan Administrator's Guide* (U7189A US).

To define the user authorizations

You must log on as a super user, for example, user **bsp** or **baan**, to create the Baan users. First, you must define the user authorizations and preferred settings by means of:

- The role or roles that you assign to the users.
- The user templates that you can link to the users.

User roles

The authorizations of Baan users are linked to roles. All the users with a specific role have the authorizations that you link to the role. You can assign more than one role to a user.

You can use roles to assign the following types of authorizations to the users:

- Session authorizations
  These define which sessions the users can start and whether they can create, change, and delete the data, or only display the data.

- Database authorizations
  These define the actions that the users can perform on the specified database tables.

- Library authorizations
  These define whether the users can access the functions that are defined in dynamic link libraries (DLLs), which are used in the interface with other programs that are integrated in the Baan environment.

User templates

You use templates to define the users authorizations and preferences that are not connected to the user's role. The templates can also contain parameters that are required to authorize developers to customize the Baan software components.

The user templates are divided into the following categories:

- User data and development-related templates
  In the se templates you can define the default settings and parameters for a group of Baan users and for users who develop software components in Baan.

- Text-related templates
  In the se templates you can define the basic authorizations that Baan users need in order to create, change, or read the texts that can be attached to various Baan entities such as orders, contracts, items, business partners, and so on.

- Device-related templates
  In the se templates you can define an order of preference for the devices in Baan: for example, for physical printers, logical printers, append-to files, and rewrite files. The workstations from which users can start Baan are defined in a special template.

Remote user accounts

If the Baan database driver runs on a remote database server, Baan users can only access the database through a remote user account. In a client/server environment, the runtime data dictionary can reside on a remote server. In that case, the Baan user must have a remote user account to access the software components in the data dictionary.

To define the Baan users

After you have defined the user roles and the user-data templates, you must use the User Data (ttams1100s000) session to define each Baan user.

You must enter the following user data:

- The user's Baan logon name.

- The user's name.

- The user type (normal user or super user).

- The package combination in which the user is permitted to work.

- The company in which the user works by default.
  When the user log on to Baan, Baan starts with the default company number.
  If the user is authorized to work in multiple companies, the user can change to the other company numbers.

- The user's default language.
  This determines the language of the Baan sessions, date formats, the preferred language for the user's work instructions, and so on.

- The way Baan starts when the user logs on.
  For example, this can be the user's Baan Worktop, the Baan Menu Browser, the Dynamic Menu Browser, or the Worklist Handler.