

To Set up a Company

User's Guide

Copyright © 2008 Infor

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners.

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above.

Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Trademark Acknowledgements

All company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Document code: U9503B US

Release: Infor ERP LN

Publication date: September 08

Table of Contents

| | | |
|------------------|---|------------|
| Chapter 1 | Introduction | 1-1 |
| | Prerequisites for company creation..... | 1-1 |
| | Initial companies | 1-1 |
| | Initial Infor ERP users | 1-2 |
| | Initial DEM Modeler password | 1-2 |
| | Multicompany structure types | 1-3 |
| | To define the enterprise structure model | 1-3 |
| | To create a multicompany structure..... | 1-3 |
| | To create a single-company structure..... | 1-4 |
| | Data sharing..... | 1-4 |
| | To create archive companies | 1-4 |
| | To set up a company..... | 1-5 |
| Chapter 2 | Companies..... | 2-1 |
| | To create the first company..... | 2-1 |
| | To configure the first company..... | 2-4 |
| | To create additional companies | 2-5 |
| | To enter the base company data | 2-7 |
| | To enter the basic financial data | 2-11 |
| Chapter 3 | Enterprise Units | 3-1 |
| | Introduction | 3-1 |
| | To define the enterprise units in the DEM Modeler | 3-2 |
| | Models | 3-2 |
| | To initialize the DEM Modeler | 3-3 |
| | To define the enterprise-structure model | 3-5 |

| | |
|--|------------|
| To import the Enterprise Structure Model in the EMM module..... | 3-7 |
| To define the enterprise units without using the DEM Modeler | 3-8 |
| Chapter 4 Departments | 4-1 |
| To define the departments | 4-1 |
| Chapter 5 To Enter the Master Data..... | 5-1 |
| Master data | 5-1 |
| Default data..... | 5-2 |
| System Tables (MCS) data | 5-2 |
| To enter the system tables data..... | 5-3 |
| To enter the common master data | 5-3 |
| To enter the financial master data..... | 5-5 |
| To enter the package master data | 5-6 |
| Chapter 6 User Management..... | 6-1 |
| To define the user authorizations..... | 6-1 |
| User roles..... | 6-2 |
| User templates..... | 6-2 |
| Remote user accounts | 6-3 |
| To define the Infor ERP users..... | 6-3 |
| Chapter 7 To Connect Existing Companies..... | 7-1 |
| Overview | 7-1 |
| Detailed procedure..... | 7-2 |
| Share company data..... | 7-2 |
| Define the common company data | 7-3 |
| Set up the Enterprise Modeling company data | 7-3 |
| Define the enterprise units. | 7-4 |
| Group company | 7-4 |
| Chapter 8 To Copy a Multicompany Structure..... | 8-1 |
| Procedure | 8-1 |
| Procedure summary..... | 8-2 |
| Procedure details..... | 8-2 |

| | |
|--|------|
| Example – To copy a multicompany structure | 8-8 |
| Procedure summary..... | 8-10 |
| Procedure details | 8-11 |

About this Guide

This document describes the steps that you must take to create new companies after the Infor ERP LN installation. This document is intended for use by individuals who are in charge of creating new companies.

This document is valid for ERP LN version FP4. For earlier versions, *use User's Guide for how to set up a company* (U8422C US).

To use this manual, you must be familiar with:

- The structure of packages, modules, and sessions in Infor ERP LN
- The way in which the multisite concepts are implemented in Infor ERP LN

How to use this manual

To create the companies on an Infor ERP system, you can follow the steps in the order in which they are described in this document. This document 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, "Companies," describes how to create and configure the first company, how to create more companies in a multicompany environment, and how to enter the basic logistic and financial data.
 - Chapter 3, "Enterprise Units," describes how to define enterprise units and their relationships, optionally by using the Infor Dynamic Enterprise Modeler (DEM).
 - Chapter 4, "Departments," describes how to define the enterprise units's departments, such as warehouses and work centers.
 - 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 Infor ERP LN users and give these users the required authorizations to use Infor ERP LN.
- Chapter 7, "Connect Existing Companies," describes how to set up a multicompany structure, based on already existing companies.
- Chapter 8, "To Copy a Multicompany structure," describes how you can easily set up new companies by copying another company.

Related documents:

User's Guide for Multicompany Structures (U9504A US).

User's Guide for Multicompany Table Sharing (U9505A US)

Send us your comments

We continually review and improve our documentation. Any remarks/requests for information concerning this document or topic are appreciated. Please e-mail your comments to documentation@infor.com.

In your e-mail, refer to the document code and title. More specific information will enable us to process feedback efficiently.

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

Prerequisites for company creation

Before you can create companies, you must do the following:

- Complete the Infor ERP installation, as described in the Infor ERP LN 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.

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.

Initial Infor ERP users

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

To create the operational companies on an Infor ERP system, you must log on as the Infor ERP maintenance user, which is one of the following users:

- **bsp**: In a UNIX environment
- **baan**: In a Microsoft Windows environment

The Infor ERP 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 Infor ERP as the **root** user. The **root** user has specific permissions on UNIX level that cause problems when you convert the changes to run time in Infor ERP.

Initial DEM Modeler password

If you use the DEM Modeler to model the enterprise structure, you must enter the Modeler password to start some of the DEM 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.

Multicompany structure types

An Infor ERP LN implementation usually consists of multiple companies that form a multicompany structure. Depending on your business requirements, and on the technical possibilities, you can set up the following combinations of logistic and financial companies in a multicompany structure:

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

For details on multicompany structures, refer to the *User's Guide for Multicompany Structures* (U9504A US).

To define the enterprise structure model

You must define the structure of your organization. The result is an enterprise structure model that defines the following:

- Enterprise units
- Financial companies to which the enterprise units are linked
- 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 the *User's Guide for Multicompany Structures* (U9504A US).

To create a multicompany structure

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

- 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 do the following:

- Enter the basic company data, as described in the "To Enter the Basic Company Data" chapter.
 - Enter the master data, as described in the "To Enter the Master Data" chapter.
-

To create a single-company structure

If you create a single-company structure, you need only carry out each step in this manual once. The company must be of type Both, which means that the company is both 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 must 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 on data-sharing techniques, refer to the *User's Guide for Multicompany Table Sharing* (U9505A US).

To create archive companies

Infor ERP 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 for each financial period, you can create an archive company for each period and for each financial company.

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

The Implemented Software Components (Companies) (tccom000) table of each archive company must be logically linked to the Implemented Software Components (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.

For more information, refer to *User's Guide for ERP LN Archiving* (U9352C US).

To set up a company

To set up a company, take the following steps:

Note

Steps 1 through 7 are described in detail in the “To Create and Configure the Companies” chapter.

- 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.

Note

Steps 8 through 10 are described in detail in the “To Enter the Basic Company Data” chapter.

- 8 Enter the basic data, including the EMM data.
- 9 Enter the basic financial data.
- 10 Repeat Steps 8 and 9 for each company.

Note

Steps 14 through 17 are described in detail in the “To Enter the Master Data” chapter.

- 11 Enter the common master data.
- 12 Enter the financial master data.
- 13 Enter the package master data.
- 14 Repeat Steps 14 through 16 for each company.

Note

The procedure for Step 18 is described in detail in the “User Management” chapter.

- 15 Create the Infor ERP LN users in User Management of Tools.
-

The “Connect Existing Companies” chapter describes an alternative procedure that you can use to connect existing companies in a multicompany structure.

This chapter describes how to do the following:

- Create the first company on the system.
- Configure the first company.
- Create additional companies.
- Enter basic company data, such as address and language.
- Enter basic financial data, such as financial periods.

To create the first company

To create the first company, take the following steps:

- 1 Start ERP LN and log on as user **bsp** or **baan**.
 - 2 Create a new company in the Companies (ttaa1100m000) session. You must define the following:
 - Company number:
This number must contain three digits. The company number uniquely identifies the company and all the company data as 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 multicompany structure that share the Calendar Lines (tccc020) 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 a currency from the currencies stored in the Generic Units (ttaa1106m000) session. If the
-

required currency is not yet defined, you can define a currency 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 the *Infor Enterprise Server 8.4.2 - Administrator's Guide* (U8854F US), or a later edition of that guide.

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 Create the database tables for the company in the Create Tables (ttaad4230m000) session. You must create tables for all the Infor ERP LN 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 Infor ERP generates during table creation. If you do not want a printed report, enter **D** to see the report on your screen.

Click **Continue** in the Select Device (ttstpsplopen) session to start to create the tables.

Note

Infor ERP creates more than 2000 tables. This process can take 15 minutes or longer. After Infor ERP finishes 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 in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.

In the new company, continue with the following steps:

- 5 Run the Initialize Parameters (tcmcs0295m000) session. Infor ERP 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 you install the software, you must run this session. If you create a new, additional company on an operational Infor ERP system, you must decide whether you want to set all the parameters to their default values.

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

6 Enter the basic information about the first company in the Implemented Software Components (tccom0500m000) session.

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 unavailable, you can leave this field empty and run the session again after you define the language as described in the "To configure the company" section later in this chapter.

7 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 Infor ERP packages.

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

For more information about data sharing, refer to *User's Guide for Multicompany Table Sharing* (U9505A US).

To configure the first company

Use the sessions described in this section to enter the company configuration data. You can, for example, do the following:

- 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. All the companies of a multicompany structure use this data.

If you have installed a demo company during the Infor ERP software installation, 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 To use segmented item codes, run the Segmented Domains (ttgfd4122m000) session to define the segments of the Item (item) domain in the Infor ERP packages.

Important

After you create the items and save the item data, you can no longer change the item-code segmentation.

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 the following:

- Clusters for distribution-requirements planning in Infor ERP Enterprise Planning.
- Project-specific items in Infor ERP Manufacturing.

Before you start the Segmented Domains (ttgfd4122m000) session, you must determine how you want to structure the item codes.

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

- 2 Define the paper types for the printers that you use to print reports, documents, and so on in the Paper Types (ttaad3110m000) session.
- 3 Define the fonts that you can use on the paper types that you defined in the Fonts by Paper Types (ttaad3111m000) session. 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. Infor ERP uses these settings to print a variety of documents, such as reports, invoices, and work instructions.
- 4 Define the output devices that are connected to your Infor ERP system, such as the printers, files, screens, and so on, in the Device Data (ttaad3500m000) session. You can also enter information about the drivers that you use to output the data and the queues that store print jobs.

Note

Each device's local character set must be identical to the local character set of the user who creates the print job. To link the character sets to the Infor ERP users, you can use the user-data template. For more information, refer to the "User Management" chapter in the *Infor Enterprise Server 8.4.2 - Administrator's Guide* (U8854F US), or a later edition of that guide.

- 5 Define the languages that the companies will use in the Languages (ttaad1510m000) session. To be able to use a specific language, you must purchase the language from Infor and install the language during the Infor ERP 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.
- 6 To create more companies, continue with the steps in the following section, "To create additional companies."

If you create a single-company structure, continue with the steps described in the "To Model the Enterprise Structure" chapter.

To create additional companies

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

- 1 Create the remaining companies of the multicompany structure in the Companies (ttaad1100m000) session. For each company, you must define:
 - The company number:
This number must be three digits in length. The company number uniquely identifies the company and all the company data 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 multicompany 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 the currency.
- 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 the *Infor Enterprise Server 8.4.2 - Administrator's Guide* (U8854F US), or a later edition of that guide.

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:

- Database Definitions (ttaad4510m000) session
Use this 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 the *User's Guide for Multicompany Structures* (U9504A US).
- Tables by Database (ttaad4111m000):
Use this 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 Infor ERP's audit tool. The audit tool logs all the parameter changes in the mandatory tables.

You can run these sessions for the following:

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

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

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

- 3 Specify logical tables in the Logical Tables (ttaad4120m000) session. The companies of a multicompany structure must share some tables while the companies 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. For details, refer to *User's Guide for Multicompany Table Sharing* (U9505A US).
-

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 Infor ERP and then log on again as user **bsp**. In this way, the virtual machine (the Bshell) reads the new information from the run-time data dictionary. This information includes the information about which tables are logically linked.
- 5 Create each company's database tables in the Create Tables (ttaad4230m000) session. You must create tables for all the Infor ERP packages that the company uses. Infor ERP 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 Infor ERP generates during table creation. If you do not want a printed report, enter **D** to display the report on your screen.

Click **Continue** in the Select Device (ttstpsplopen) session to start to create the tables.

Note

Infor ERP creates more than 2000 tables. This process can take 15 minutes or longer. After Infor ERP finishes creating the tables, a message appears that the process has ended.

To enter 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 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 must enter the shared data only once.

You use the sessions of the Tables (MCS) module of Infor ERP Common Data to enter most of the basic data.

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 in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.
-

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 company's languages in the Languages (tcmcs0146m000) session. The company's languages are used for the work instructions and other documents that you print.
- 3 Define the units used by the company in the Units (tcmcs0101m000) session. 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. However, you must at least define the units that you will select as the company's base units in the next step.
- 4 Select the company's base units in the Base Units (tcmcs0100s000) session, which are the basic units for all quantities. If quantities that are expressed in other units are used in calculations or formulas, Infor ERP first converts the quantities to the base units.

You must specify the company's base units for the following:

- Weight
 - Length
 - Surface area
 - Volume
 - Time
- 5 Enter the units' descriptions in the company's languages in the Unit Description by Language (tcmcs0107m000) session if you must use the basic, and other, unit descriptions in more than one language.
 - 6 Define the number groups for business partners, business partner contacts, and addresses purposes in the following sessions if you want Infor ERP to generate codes for these items:
 - Number groups (tcmcs0151m000)
 - First Free Numbers (tcmcs0150m000)
 - 7 To set the initial default values of the parameters for all the packages, you can use the Initialize Parameters (tcmcs0295m000) session.

If you create an additional company on an operational Infor ERP system, you must determine whether or not you want to set all the parameters to their default values. You can also choose not to use the Initialize Parameters (tcmcs0295m000) session, but to enter the parameters yourself, or copy the parameters from another operational company.

If you have just created the first company after installing the software, you must run this session.

- 8 Take the following steps in the COM Parameters (tccom5000m000) session:
 - Specify whether Infor ERP 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.
- 9 Define the company's country of residence in the Countries (tcmcs0510m000) session. You can run this session again to enter the default address format for the country after you define the default format in Step 11.
- 10 Define the default company's address and the default address format for the company's country. Use the following sessions:
 - Address Formats (tccom4535m000)
 - Addresses (tccom4530m000)

For instructions on how to define address formats and addresses, refer to the Infor ERP online Help.

To link a time zone to the address, you can zoom to the Time Zones (tcezm1100m000) session to define the time zone.

- 11 Enter the default address format for the country after you define the default format in Step 11 in the Countries (tcmcs0510m000) session.
 - 12 Enter the following company data in the implemented Software Components (tccom0500m000) session:
 - The company number:
You must enter the company number that you defined previously in the Companies (ttaad1100m000) session.
 - The company's name or description.
 - The company's default address:
Infor ERP uses this information for tax registration, cash management, electronic bank statements, and so on.
 - The default company's country of residence:
Infor ERP uses this information, for example, during tax registration, cash management, electronic bank statements, in sales contracts, and purchase orders.
 - The default company's language.
Infor ERP 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.
-

- 13 Select the packages and modules that the company uses in the Implemented Software Components (tccom0500m000) session.
- 14 Define the currencies that you want to use as the company's home currencies in the Currencies (tcmcs0102m000) session. Later, you can assign the home currencies to the companies in the Companies (tceem1170m000) 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:

- Generic Units (ttaad1106m000):
In this session, define the currencies as generic units. Infor ERP already contains a number of predefined generic units that represent currencies.
- Formats by Generic Unit (ttaad1107m000):
In this session, define the formats for generic units. You must define formats for various types of amounts, rates, quantities, and so on.
- Default Formats by Format Code (ttaad1508m000):
In this session, define the default settings for the format codes.

Note

In these sessions, you must click **Convert to Runtime** on the **Specific** menu to save the new data in the data dictionary.

- 15 Define the time zones of the financial companies in the Time Zones (tceem1100m000) session. In the Companies (tceem1170m000) 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 following step.
- 16 Define the company's calendars in the sessions of the Calendars and Periods (CCP) module. Infor ERP uses calendars to determine the availability of resources. For example, you can select calendars for enterprise units, departments, employees, warehouses, and business partners. Infor ERP uses the company's calendar in all cases where a calendar is required and you have not specified a more specific calendar for the resource.

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

- 17 Define the exchange-rate types in the Exchange Rate Types (tcmcs0140m000) session. 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 (tcomm1170m000) session.

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

- 18 Enter the following company modeling data in the Companies (tcomm1170m000) session of the Enterprise Modeling Management (EMM) module:

- The company type, which can be Logistic, Financial, or Both
- The currency system
- The 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. If you transfer transactions from a logistic company to Infor ERP Financials, Infor ERP 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.

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

To enter the basic financial data

In each company of type **Financial** or **Both**, 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.

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 (tfgld0501m000) 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 the *User's Guide for Multicompany Structures* (U9504A US).

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

- 1 Change the company to the company in which you want to enter the data. To change company in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.

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 current fiscal year in the Periods (tfgld0105m000) session. Take the following steps:
 - Click **New Group**.
 - Enter **Financial** in the **Period Type** field.
 - Enter the year, for example, **2000**.
 - Click **End Dates by Fiscal Year** on the **Specific** menu.
 - 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 Specify, in each financial company, the group company and the history company in the Company Parameters (tfgld0503m000) session. You must link a history company (archive company) to each financial 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 Specify the dimensions and the number of financial periods that you want to use in the Group Company Parameters (tfgld0501m000) session.

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.

All the financial companies of the group use the dimensions that you define for the group company. You can use up to five dimensions to analyze your costs from various perspectives.

Infor ERP uses the financial periods to group the financial transactions. In the Group Company Parameters (tfgld0501m000) 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 four (quarterly) tax periods. All the financial companies of the group use the financial periods that you define for the group company.

- 5 Define the end dates of specific periods in a fiscal year in the Periods (tfgld0105m000) session. Enter the end dates for as many periods as you specified in the Group Company Parameters (tfgld0501m000) session.
- 6 Define to which periods you can post transactions in the Period Status (tfgld0107m000) session in each financial company. You can specify the status of each period separately for the various Infor ERP Financials modules, such as Accounts Payable and Accounts Receivable.

Note

In the Period Status (tfgld0107m000) session, you can insert the periods automatically as follows:

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

This chapter describes how to define enterprise units and the default goods-transfer relationships between the enterprise units.

Two methods to define the enterprise units are described:

- By creating an Enterprise Structure Model (ESM) in the Dynamic Enterprise Modeler (DEM) and importing the ESM into the Enterprise Modeling Management (EMM) module in the Common package.
- Directly in the Enterprise Modeling Management (EMM) module

Introduction

An enterprise unit is a financially independent part of your organization that consists of entities such as departments, work centers, warehouses, and projects. The enterprise unit's entities must all belong to the same logistic company, but a logistic company can contain multiple enterprise units. An enterprise unit is linked to a single financial company.

When you carry out logistic transactions between enterprise units, these are posted in the financial companies to which each enterprise unit is linked. The enterprise structure models define the relationships between the enterprise units, and thus the goods transfer that can take place between the enterprise units. To use invoicing and pricing between enterprise units, you must link the enterprise units to internal business partners.

You can use enterprise units to do separate financial accounting for parts of your business. For example, you can define enterprise units for separate parts of your organization that belong to one logistic company, but that are located in different countries. The accounting of each enterprise unit is performed in each country's national currency, and in the financial company linked to the enterprise unit.

Important

Before you create the enterprise units, you must carefully design the enterprise structure. After you perform transactions based on the structure, changing this data is extremely difficult.

Two methods to define the enterprise units are available:

- You can model an enterprise structure model (ESM) in the DEM Modeler and import the model into the Enterprise Modeling Management module. For details, refer to the *Define the enterprise units in the DEM Modeler* section, next in this Chapter.
- You can define the enterprise units entirely in the Enterprise Modeling Management module without using the DEM Modeler. For details, refer to the *Define the enterprise units without using the DEM Modeler* section, later in this chapter.

Defining the ESM entirely in Enterprise Modeling Management is the simplest method. The DEM Modeler, however, is a graphical modeler that can help you to create complex structures and compare alternative structures. Moreover, the DEM Modeler provides version control that allows you to maintain multiple versions of the ESM.

To define the enterprise units in the DEM Modeler

You must use the DEM 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

Models

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 the *Infor ERP Reference Guide for Dynamic Enterprise Modeler*.

Central modeling company

The enterprise-structure model of the multicompany 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, which 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.

Tip

If you create a multicompany structure, you can most easily use the first company that you create as the central modeling company.

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, as well as the relationships between the enterprise units in a multicompany structure.

If you create an enterprise structure with a single enterprise unit, for example, a single company of 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 Infor ERP generates. Carry out the procedure described in "To model a simple enterprise structure," later in this chapter.

To initialize the DEM Modeler

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

If you create a single company structure with one enterprise unit, you do not need to initialize the DEM Modeler. Continue with the steps described in "To model a simple enterprise structure," later in this chapter.

To initialize the DEM Modeler tool, take the following steps:

- 1 Install the Enterprise Model Editor on your computer in the Install Editor on the Client (tgbrg9299m000) session. 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.
- 2 If you use the current company as the central modeling company, and you have run the Initialize Parameters (tcmcs0295m000) session, Infor ERP uses the current company as the central company to store the enterprise modeling data.
- 3 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 if you want to use a company other than the current company as the central modeling company.

Note

You must enter the Modeler password. After you install Infor ERP, the default Modeler password is **baan**.

- 4 Perform the following actions if you want to protect the enterprise structure model from unauthorized modification:
 - Define the statuses and link these to the enterprise structure model in the Statuses by Model Item (tgbrg5107m000) session.
 - Authorize Infor ERP users, or Infor ERP users with a specific role, for a specific status in the Users by Status by Model Item (tgbrg5108m000) session.

If you start the Users by Status by Model Item (tgbrg5108m000) session, you must enter the Modeler password. After you install Infor ERP, the default Modeler password is **baan**.

For more information about statuses, refer to the "Master Data" chapter of the *Infor ERP Reference Guide for Dynamic Enterprise Modeler*.

- 5 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, Infor ERP identifies the enterprise structure model that you create by the version in which you create the model. For more information about versions, refer to the "Master Data" chapter of the *Infor ERP Reference Guide for Dynamic Enterprise Modeler*.

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, Infor ERP asks whether you want to use the version authorization mechanism. By default, all Infor ERP users are authorized to use a version, until you specifically authorize one or more Infor ERP users for that version.

If you click **Yes**, Infor ERP automatically authorizes you to use the version. You must explicitly authorize other Infor ERP users before the users can use the version.

If you click **No**, you and all other Infor ERP users can use the version.

To define the enterprise-structure model

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

- 1 Select the modeling version in which you create the enterprise-structure model in the Current Modeling Version by User (tgbrg1110m000) session.
- 2 Define the enterprise unit categories in the Enterprise Unit Categories (tgbrg0132m000) session. For each category, you can specify the following:
 - An icon that represents the enterprise units in the enterprise-structure diagram.
 - The enterprise unit type, which can be:
 - Customer
 - Supplier
 - Site

You must define at least three categories, one category for each type.

- 3 Define enterprise-unit relationship categories in the Enterprise Unit Relationship Categories (tgbrg0145s000) session. You can use these categories to distinguish between various types of flows between the enterprise units. Infor ERP LN only supports the goods transfer relationship.
- 4 Enter the enterprise structure model data in the Enterprise Structure Models (tgbrg0512m000) session. 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 Click **Edit Diagram** in the Enterprise Structure Models (tgbrg0512m000) session to start the Enterprise Model Editor (EME).

With the Enterprise Model Editor, create an enterprise structure diagram that reflects the structure of the enterprise units and their relationships. For detailed information on how to create an enterprise structure model, refer to the "Enterprise Structure Models" chapter of the *Infor ERP Reference Guide for Dynamic Enterprise Modeler* or refer to the Infor ERP 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

Infor ERP LN only supports the goods transfer relationship. For more information about goods transfer relationships, refer to the "Enterprise Modeling" chapter of the *User's Guide for Multicompany Structures* (U9504A US).

- 8 Press CTRL+B In the **Relationship Detail Data** field of the Enterprise Unit Relationship (tgbrg0134s000) session or click the zoom icon to start the Goods Transfer (tceem2150m000) session. You can only do this for the relationships between enterprise units of type Site.
- 9 Click **New** in the Goods Transfer (tceem2150m000) session to define the goods-transfer parameters. You can specify the following:
 - The type of invoicing, which can be Triangular, Bilateral, or No Invoicing.
 - The type of pricing, which can be Commercial Price or Valuation Price.
 - A surcharge percentage for the transfer.
 - Which currency 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 Infor ERP Common Data to define specific goods-transfer relationship parameters for specific entities.

- 10 Save the enterprise structure diagram and quit the Enterprise Model Editor. In the next step, you will make this enterprise structure model the operational enterprise structure model.
 - 11 Start the DEM Parameters (tgbrg0135s0000) session and set up the parameters as follows.
-

Note

When you start this session, you must enter a password. If you have not changed the DEM Modeler password in the Change Password for Enterprise Modeler Authorizations (tgbrg1160m000) session, the default password, **baan**, is valid.

In the DEM Parameters (tgbrg0135s0000) session:

- Clear the **Use Employee-Project Model Link** check box
- Clear the **Evaluate Static Conditions** check box
- Select the model that you created in Steps 5 through 10 in the **Operational Enterprise Structure Model** field.
- Specify the modeling version that you want to use.
- Leave the **Component** field empty.
- Leave the **Component Release** field empty.
- Enter the path name of an existing directory on the server in the **Directory for DEM Version Dumps** field. If you make an export file of the enterprise structure model, the file is stored 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.
- Select **No** in the **Workflow Enabled** field.

To import the Enterprise Structure Model in the EMM module

To transfer the completed the Enterprise Structure Model to the Enterprise Modeling Management (EMM) module, complete the following steps:

- 1 Use the Export Enterprise Structure Modeler Data (tgbrg1239m000) session to export the Enterprise Structure Model.
- 2 Use the Import Company Setup (tceemm0230m100) session to import the model.

After you imported the ESM, skip the remainder of this chapter and proceed with the instructions in the “Departments” chapter.

To define the enterprise units without using the DEM Modeler

To define the enterprise units, take the following steps:

- 1 Run the Initialize Parameters (tcmcs0295m000) session if you have not already done so.
- 2 Start the Enterprise Units (tcemm0130m000) session of the Enterprise Modeling management (EMM) module and define an enterprise unit. You must define at least one enterprise unit because you must link the departments and warehouses that you create to an enterprise unit. To specify the enterprise unit's enterprise unit category, zoom from the **Enterprise Unit Category** field to start the Enterprise Unit Categories (tcemm0132m000) session. Select an existing enterprise unit category or define a new enterprise unit category.
- 3 In the Enterprise Units (tcemm0130m000) session, in the **Specific** menu, click **Internal Business Partners** to create the enterprise unit's internal business partner.

The use of internal business partners allows you to model the goods flow between enterprise units and the corresponding financial relations, such as invoicing and pricing agreements. You must define all business partner roles for an internal business partner.

To view the internal business partners, use the Internal Business Partners (tcemm1122m000) session.

- 4 Start the Enterprise Unit – Enterprise Unit Relationships (tcemm0134m000) session and define the default enterprise unit relationships between the enterprise units.

Note

Infor ERP LN only supports the goods transfer relationship. For more information about goods transfer relationships, refer to the "Enterprise Modeling" chapter of the *User's Guide for Multicompany Structures* (U9504A US).

- 5 To define the enterprise unit relationship's category, in the Enterprise Unit – Enterprise Unit Relationships (tcemm0134m000) session, zoom from the **Enterprise Unit Relationship Category** field to start the Enterprise Unit Relationship Categories (tcemm0136m000) session. Select an existing category or define a new one.
-

Note

You can link goods transfers on three levels:

- A global default goods transfer (one for bilateral invoicing and one for triangular invoicing)
 - A goods transfer defined for pairs of enterprise units
 - A goods transfer defined for pairs of entities
- 6 To define the goods transfer code that you will link later to enterprise unit-enterprise unit relationships, click **New** in the Goods Transfer (tcecm2150m000) session. You can specify the following fields:
- The type of invoicing, which can be **Triangular**, **Bilateral**, or **No Invoicing**.
 - The type of pricing.
 - A surcharge percentage for the transfer.
 - Which currency must be used for the transaction.
- 7 To a goods transfer for bilateral invoicing to a pair of enterprise units, in the Enterprise Unit – Enterprise Unit Relationships (tcecm0134m000) session, zoom from the **Bilateral Relationship Detail** field to start the Goods Transfer (tcecm2150m000) session. Select an existing goods transfer with invoicing type **Bilateral** or define a new one. If you leave this field empty, ERP LN applies the default goods transfer.
- 8 To a goods transfer for triangular invoicing to a pair of enterprise units, in the Enterprise Unit – Enterprise Unit Relationships (tcecm0134m000) session, zoom from the **Triangular Relationship Detail** field to start the Goods Transfer (tcecm2150m000) session. Select an existing goods transfer with invoicing type **Triangular** or define a new one. If you leave this field empty, ERP LN applies the default goods transfer.

Note

The goods transfer between two enterprise units is used as the default for the entities of the enterprise units. The “Departments” chapter describes how to define specific goods-transfer relationship parameters for specific pairs of entities.

This chapter describes how to define Entities such as departments, warehouses, and work centers for which costs, revenues or inventory values can be reported.

To define the departments

For each enterprise unit, you must define a number of entities, such as departments, warehouses, and work centers. If logistical transactions are performed in these entities, the costs and revenues are posted to Financials.

An entity's enterprise unit determines to which financial company that entity's financial transactions are posted.

You can define all entities from within the Enterprise Units (tceem0630m000) session.

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.

- 1 Start the Enterprise Units (tceem0130m000) overview session and double-click an enterprise unit to start the details session.
 - 2 To define the enterprise unit's departments, in the Enterprise Units (tceem0630m000) details session, click the **Departments** tab, click **Lines**, and then click **New Departments**. The departments can be sales offices, purchase offices, service offices, work centers, accounting offices, and shipping offices. Select a type of department and click **Ok**. The Departments
-

(tcmcs0165s000) session starts. ERP LN automatically switches to the correct company number. Enter the department's details.

If you define a new department of type work center, ERP LN starts the Work Centers (tirou0101m000) session, where you must enter the work center details.

The accounting office is a special type of department, which you only use to link a financial company to specific business partner data. For more information on how to use an accounting office, refer to the "The accounting office" section in the "Business Partners" chapter in the *User's Guide for Multicompany Structures* (U9504A US).

- 3 To define the enterprise unit's warehouses, in the Enterprise Units (tcemm0630m000) details session, click the **Warehouses** tab, click **Lines**, and then click **New Warehouse**. The Warehouses (whwmd2500m000) session starts. ERP LN automatically switches to the correct company number. Enter the warehouse's details.

Note

To define sales offices and purchase offices, you can also use the Sales Offices (tdsls0512m000) and Purchase Offices (tdpur0112m000) sessions.

Chapter 5

To Enter the Master Data

5

This chapter describes how to do the following:

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

Master data

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

- Common master data:
Most of the Infor ERP packages commonly use this data. 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 Infor ERP Financials and the Infor ERP 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.
 - Package master data:
This data determines how each Infor ERP 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, Infor ERP usually searches for transaction data in the following order:

- 1 Transaction-specific data
- 2 Entity-specific data
- 3 Enterprise unit data
- 4 Company data

Example

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

System Tables (MCS) data

Much of the master data includes data that you must define in the sessions of the Tables (MCS) module of Infor ERP 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
 - For every sales office, purchase office, and service office, you must select the number groups for various types of orders and contracts.
-

To enter the system tables data

To enter the system tables data, take the following steps:

- 1 Press CTRL+B or click the zoom icon in the field in which you can enter system tables data to start the corresponding System Tables (MCS) session.
- 2 Click **New** to define new data if the data that you want to use is not present. Subsequently, 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.

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 in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.

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 employees of your enterprise in the Employees (General) (tccom0101m000) session of Infor ERP Common Data.

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

- The employees whose hours must be accounted for in the Hours and Expenses module of Infor ERP People
-

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

Note

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

Later, you can use the Infor ERP People sessions to organize the employees into teams and to define the employees' skills, labor rates, and labor types.

- 3 Define your business partners and their contacts in the Business Partners (tccom4500m000) session, as described in *Infor ERP Common Data - General Data (COM)*.

In a multicompany structure, companies can share the main Business Partners (tccom100) table.

- 4 Define the base item data, as described in *Infor ERP Common Data – Item Base Data (IBD)*.

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

- 5 Define the required addresses in the Addresses (tccom4530m000) session. When you enter the common master data, you must define the addresses for various entities, such as business partners, warehouses, and employees.
-

- 6 Define the required calendars in the Central Calendar Management (CCP) sessions. 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.

To enter the financial master data

In companies of type Financial or 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 following:

- The Infor ERP Financials 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 Infor ERP Financials modules that you use
- The Infor ERP Central Invoicing 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 in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.

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 following:
 - 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 Financials
- 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 the *Infor ERP Reference Guide for General Ledger*.

- 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 business unit accounting and for a logistic analysis of the financial data, you must also map the financial transactions to the various dimensions.

For instructions on how to set up the integration-mapping schemes and dimensions, refer to the "The Integration Mapping Setup Procedure" chapter in the *Infor ERP Reference Guide for General Ledger*.

- 4 Set up the tax data.
- 5 Set up the tax provider interface as described in the *Infor ERP Tax User Guide* if you use a tax provider to compute the U.S. and Canadian taxes.
- 6 If you report tax in European Union (EU) countries, set up the EU tax data, as described in the online Help
- 7 Set up the master data for the other Infor ERP Financials 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.

To enter the package master data

Each Infor ERP package requires unique master data. For example, for Order Management, you must define sales offices, purchase offices, and pricing data, but for Infor ERP 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 following:

- 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 in the WebTop, on the **Options** menu, point to **Infor ERP Options**, and then click **Change Company**. To change company in the Worktop, on the **Tools** menu of the **Worktop** window, click **Change Company**.

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 Infor ERP package, you can use the related Implementation of Master Data (IMD) business process models or refer to the online Help.
-

This chapter describes the following:

- How to define the Infor ERP user authorizations
- How to define the Infor ERP users

To be able to work with Infor ERP, a user must have the following:

- A logon name for the operating system on which Infor ERP is installed, such as UNIX, or Windows. For information about user accounts on your operating system, refer to the appropriate Installation Manual.
- A Infor ERP user logon name and password, and the required authorizations. You must use the User Management sessions of Infor ERP Tools to define the user authorizations and preferences, and to define each Infor ERP user.

For detailed instructions on how to do this, refer to the "User Management" chapter in the *Infor Enterprise Server 8.4.2 - Administrator's Guide* (U8854F US), or a later edition of that guide.

To define the user authorizations

You must log on as a super user, for example, user **bsp** or **baan**, to create the Infor ERP 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 Infor ERP 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 authorizations define which sessions the users can start and whether the sessions can create, change, and delete the data, or only display the data.
- **Database authorizations:**
These authorizations define the actions that the users can perform on the specified database tables.
- **Library authorizations:**
These authorizations 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 Infor ERP 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 Infor ERP software components.

The user templates are divided into the following categories:

- **User data and development-related templates:**
In these templates, you can define the default settings and parameters for a group of Infor ERP users and for users who develop software components in Infor ERP.
 - **Text-related templates:**
In these templates, you can define the basic authorizations that Infor ERP users need to create, change, or read the texts that can be attached to various Infor ERP entities, such as orders, contracts, items, business partners, and so on.
 - **Device-related templates:**
In these templates, you can define an order of preference for the devices in Infor ERP, for example, for physical printers, logical printers, append-to files, and rewrite files. The workstations from which users can start Infor ERP are defined in a special template.
-

Remote user accounts

If the Infor ERP database driver runs on a remote database server, Infor ERP 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 Infor ERP user must have a remote user account to access the software components in the data dictionary.

To define the Infor ERP users

After you define the user roles and the user-data templates, you must use the User Data (ttaad2500m000) details session to define each Infor ERP user.

You must enter the following user data:

- The user's Infor ERP 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 logs on to Infor ERP, Infor ERP 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 Infor ERP sessions, date formats, the preferred language for the user's work instructions, and so on.

The way Infor ERP WebTop and Worktop start when the user logs on:
For example, the Worktop displays the Infor ERP Menu Browser, the Infor ERP Process Browser, or both.

Chapter 7

To Connect Existing Companies

7

You can create a multicompany structure in the following two ways:

- Start with one company and create new companies that you connect into a multicompany structure.
- Start with several existing single companies that already contain data, and connect these companies in a multicompany structure.

The first method is described in the following chapters of this document: “Companies”, “Enterprise Units”, “Departments”, “To Enter the Master Data”, and “User Management”.

This chapter describes the set-up procedure to connect several Infor ERP companies in a multicompany structure (which is the second method).

Overview

The following list shows the actions you perform in sequence. Session codes are shown in parenthesis:

- 1 Share Company Data (ttaad4120m000)
 - 2 Insert new Company Data (Common) (tccom0500m000)
 - 3 Insert new Company Data (EMM) (tcemm1570m000)
 - 4 Define Enterprise Units (tcemm0130m000)
 - 5 Define Financial Group Company (tfglD0103s000)
 - 6 Define Financial Base Company (tfglD0101s000)
 - 7 Define Finance Companies by Group Company (tfglD0104m000)
-

- 3 On the **Specific** menu, click **Convert to Runtime**.
- 4 Close and restart Infor ERP.

Define the common company data

Because the company data of all the connected companies must exist in one table, a new record must be entered for the shared companies in the Implemented Software Components (tccom0500m000) session.

- 1 Start the Implemented Software Components (tccom0500m000) session:
On the **Common Data** menu, click **General Data → Company Data**.
- 2 Insert a new record for each of the shared companies.

After you set up the table sharing, the existing data in the original tables is no longer used. The companies that share the table now refer to one physical table.

To enter the company data of a company, you must work in that company. For example, to enter data for company 100 in the Implemented Software Components (tccom0500m000) session, you must work in company 100. For this reason, for each connected company, you must change to that company before you can enter the company data.

For each company, take the following steps:

- 1 Run **Change Company** and enter the company number to switch to that company.
- 2 Start the Implemented Software Components (tccom0500m000) session and enter the company data for that company.

Note

Because you shared the company tables, the physical company no longer recognizes the company's address codes table, and other tables. As a result, you can skip the **Address** field in the Implemented Software Components (tccom0500m000) session. Later, after you complete Step 10, you can enter the address code for the company data. If you also share the Addresses (tccom130) table, this problem does not occur.

Set up the Enterprise Modeling company data

- 1 Start the Companies (tccomm1170m000) session:
On the Common Data menu, click **Enterprise Modeling Management → Entities**.
-

2 Enter the following in the Companies (tcecm1170m000) session:

- Currency system
- Home currencies
- Type of company:
 - Financial
 - Logistic
 - Both

Note

After you save the company data in this step, you can enter the address code in the Company Data (tccom0500m000) session.

Define the enterprise units.

- 1 Start the Enterprise Units (tcecm0130m000) session and define the enterprise units.
- 2 On the Common Data menu, click **Enterprise Modeling Management → Enterprise Structure**.

At least one enterprise unit must exist in the operational model. If you created a new Enterprise Structure Model, you must take special care to ensure that all enterprise units that were used in the previous model are again created in the new Enterprise Structure Model.

Group company

- 1 Start the Company Parameters (tfgld0503m000) session.
On the Financials menu, click General Ledger → Master Data → General.
- 2 Enter the correct group company for each financial company.

If you cannot change this field because the field is unavailable, you must use the Table Maintenance (ttaad4100) session to change this data in the Financial Companies (tfgld004) table.

Note

The Financial Companies (tfgld004) table must not be shared because of the **History Company** field and the **Accounting Office** field. These fields will have a different value in each financial company.

- 3 Run **Change Company** to change the current company to the group company.
-

- 4 Start the Group Company Parameters (tfgld0101s000) sessions.

On the Financials menu, click **General Ledger → Master Data → General**.

- 5 Define the periods of your financial multicompany set up, and the base company of this group company.

You only must run this session in the group company, because in a multicompany setup, this table is automatically linked through the program scripts.

- 6 Start the Financial Companies by Group Company (tfgld0104m000) session.

On the Financials menu, click **General Ledger → Finance Master Data → Financial Companies**.

Specify which financial companies belong to the group company.

Note 1

If this session is not available in the menu and you are working in the WebTop user interface, on the **Tools** menu, click **Run Program**. In the **Run Program** dialog, enter the session code in the **Open** field and select **Infor ERP**. Then, click **Ok**.

If this session is not available in the menu and you are working in the Worktop user interface, enter the session code in the **Session** field in the Worktop and start this session.

Note 2

Depending on the type of multicompany solution, other tables, particularly in the finance area must be shared. Those shared table have influence on the number of times that you must repeat the described steps for each separate company.

Chapter 8

To Copy a Multicompany Structure

8

This chapter describes how you can copy a multicompany structure, including the central DEM company, to a new multicompany structure. The target structure has its own central DEM company.

The following is an example of this scenario:

A multicompany structure, consisting of companies 500 (central DEM company), 501, 502 and 503, is copied to a new multicompany structure, consisting of companies 600 (central DEM company), 601, 602 and 603.

This is useful if you need, for example, for testing purposes, two or more company structures, that have the same company data.

Procedure

The procedure to copy a multicompany structure consists of various steps.

Points of attention:

- For an overview of the procedure steps, refer to “Procedure summary”, later in this chapter.
 - For details on each step, refer to “Procedure details”, later in this chapter.
 - For detailed information on the sessions that are used in the procedure, refer to the Infor Web Help.
-

Procedure summary

To copy a multicompany structure, take the following steps:

- 1 Create the target companies
- 2 Define logical tables for the target companies
- 3 Export data from the source companies
- 4 Correct company numbers and enterprise units
- 5 Import data into the target companies
- 6 Create missing tables for the target companies
- 7 Define the central DEM company for each target company
- 8 Export version and model data from the source central DEM company
- 9 Import version and model data into the target central DEM company
- 10 Correct the financial company number for enterprise units
- 11 Specify the operational enterprise structure model
- 12 Reorganize tables and repair reference counters for the target companies

See the “Procedure details” section for details.

Note

- If you do not use the DEM Modeler, you can skip step 7 through 11.
- Step 7 through 11 are used to load and update Enterprise Modeler (DEM) data into the target multicompany structure. The sequence in which you perform these steps is very important:
- In step 8 and 9 the Enterprise Structure Model (ESM) is copied from the source central DEM company to the target central DEM company.
- You must make this new ESM operational in the target multicompany structure (step 11). However, you must first perform step 10 to correct the financial company number for enterprise units in the target multicompany structure, so that they are linked to the target financial companies rather than to the source financial companies.

Warning: if you first make the new ESM operational, you cannot change the financial companies for the enterprise units anymore.

Procedure details

- 1 Create target companies
Create the target companies through the Companies (ttaad1100m000) session.
-

On the **Specific** menu, click **Convert to Runtime** to make the changes active at runtime. Restart your bshell to load the new settings.

2 Define logical tables for target companies.

Take this step only if logical tables are defined for one or more source companies.

To define logical tables for a target company you must run the Logical Tables (ttaad4120m000) session.

Points of attention:

- Specify the target company number in the **Logical Company** field.
- Specify the logical tables for the target company. The set of logical tables must be identical to the set that is defined for the corresponding source company; only the Physical Company may differ.
- For each logical table, specify the Physical Company (one of the company numbers in the target multicompany structure) where the data of the table is stored. A special rule applies to the tccom000 and tcomm170 tables. See the note below.

After you have defined the logical tables for the target companies, you must convert the changes to the runtime data dictionary and restart your bshell to load the new settings.

Note on tccom000 and tcomm170:

The tccom000 (Implemented Software Components) table and its reference tables such as tcmcs010 (Countries) and tccom130 (Addresses), contain data that must be shared by **all** companies, including the central DEM company, in the new multicompany structure. These tables must be stored physically in **only one** company in the new structure. The corresponding logical tables in the remaining companies in the new structure must therefore all be linked to the **same** physical company.

For example: the new multicompany structure consists of companies 600, 601, 602 and 603. tccom000 and its reference tables are physically stored in company 600. The corresponding logical tables in companies 601, 602 and 603 must therefore all be linked to physical company 600.

3 Export data from source companies

Run the Create Sequential Dump of Table (ttaad4226m000) session to export the data of the source companies to sequential files.

For each source company, the sequential files must be stored in a separate directory, e.g. directory /tmp/500 for company 500, directory /tmp/501 for company 501. Therefore you must export data from only one source company at a time and store the sequential files in the corresponding directory.

You must export the data of all packages, except the Enterprise Modeling (tg) package. Therefore you must run the session *twice for each source company*: the first time to export data for packages in the range aa-tf; the second time to export data for the packages th-zz.

To export data for a source company:

- Run the Create Sequential Dump of Table (ttaad4226m000) session.
Points of attention:
 - Select the source company (only 1 company) from which data must be exported.
 - Select the range of packages for which data must be exported: aa-tf
 - Select the full range of tables: <empty> - zzz999.
 - Clear the **Drop Table after Dump** check box.
 - Specify a field separator. This can be a pipe (|), or a caret followed by a single uppercase alphabetical character: ^A, ^B, and so on.
 - Enter the directory where the sequential files must be stored. It is recommended to enter the company number as (part of) the directory name. For example: use directory /tmp/500 to store the sequential files of company 500. Note: if the specified directory does not exist, you must create it first.
 - Specify the name of the error file to which all error messages and statistics information must be written.
- Run the Create Sequential Dump of Table (ttaad4226m000) session again.
Use exactly the same settings as were used during the first export, except:
 - Range of packages: th-zz
 - Enter a different name for the error file. If you use the same name, the first error file is overwritten by the second one.

Repeat these 2 steps for each source company that must be copied.

4 Correct company numbers

The exported company data contains various references to the source company numbers. For example: the records that are exported from the Implemented Software Components (tccom000) table contain a reference to the company number of the source company.

Run the Copy Company Data (tccom0214m000) session to correct these references in the sequential files, so that they refer to the target companies into which the data will be imported.

Points of attention:

- You must run this session from each source company.
For example: you copy data from source companies 500 and 501 to target companies 600 and 601 respectively. After exporting data from the source companies you must:
 - switch to company 500 and run this session to correct the references in the files that were exported from company 500: all references to company 500 and 501 must be replaced by references to company 600 and 601 respectively.
 - switch to company 501 and run this session to correct the references in the files that were exported from company 501: all references to company 500 and 501 must be replaced by references to company 600 and 601 respectively.
- Specify the field separator that is used in the sequential files: this is the same separator as the one that was specified during the export in the Create Sequential Dump of Table (ttaad4226m000) session.
- Enter the source company numbers, and the corresponding target company numbers by which they must be replaced, in the **Companies to Copy** field. Refer to the online help of this field for details.
- Leave the **Enterprise Units to Copy** field blank, because you copy an existing multicompany structure, including the central DEM company. In this case, the target companies use the new, target central DEM company. The enterprise units used in the target companies will have the same codes as the enterprise units used in the source companies. You do not need to change the enterprise unit codes because they are unique in the new target central DEM company.

5 Import data into target companies

Run the Create Table from Sequential Dump (ttaad4227m000) session to import the contents of the sequential files into the target companies.

You can only load data into a single company at a time; therefore you must repeat this session for each target company.

Points of attention:

- Select the **Create Tables for Different Company** check box and specify the target company number.
 - The target company is a new company without any tables. Therefore you must clear the **Append if Table Exists** and **Delete Existing Tables** check boxes.
 - Select the **Create Rows before Index** and **Ignore Referential Integrity Constraints** check boxes.
-

- Specify the field separator that is used in the sequential files: this is the same separator as the one that was specified during the export in the Create Sequential Dump of Table (ttaad4226m000) session.
- Specify the directory where the sequential files are stored. This is the same directory as the one that was specified during the export in the Create Sequential Dump of Table (ttaad4226m000) session.
- Enter * in the **Pattern to Match Table Names** field, to load all sequential files.
- Specify the name of the error file to which all error messages and statistics information must be written.

After each import the Reorganize Tables (ttaad4225m000) session is started automatically. Do not reorganize the tables at this stage. Click **Close** to quit this session. The tables will be reorganized in the last step of this procedure.

Check the error file when the import process is completed.

6 Create missing tables for target companies

Run the Create Tables (ttaad4230m000) session to create missing tables for the target companies.

Note

If you do not use the DEM Modeler, you can skip steps 7 through 11 and go directly to step 12, “Reorganize tables and repair reference counters for target companies.”

7 Define the central DEM company for each target company

Repeat the following steps for each target company:

- Switch to the new target company.
- Run the Central Company to store Enterprise Modeler Data (tgbrg0100s000) session. In this session you must enter the company number of the central DEM company of the target multicompany structure.

Example:

A multicompany structure, consisting of companies 500 (central DEM company), 501, 502 and 503, is copied to a new multicompany structure, consisting of companies 600, 601, 602 and 603. You must run the above mentioned session from each of the target companies, including company 600 itself, to define company 600 as the central DEM company.

8 Export version and model data from the source central DEM company

Take the following steps:

- Switch to any of the companies in the **source** multicompany structure.
-

- Run the Export Version Dump (tgbrg1235m000) session to export the version and model data.
Points of attention:
 - Select the version to export
 - Specify the name and path of the dump file
 - Click **Yes on All Tabs**
 - Click **Yes** in any questions that are displayed during the export process
 - 9 Import version and model data into the target central DEM company
Take the following steps:
 - Switch to any of the companies in the **target** multicompany structure.
 - Run the Import Version Dump (tgbrg1245m000) session to import the version and model data.
Points of attention:
 - Specify the name and path of the dump file that was created by the export process.
 - Click **Yes on All Tabs**
 - Click **Yes** in any questions that are displayed during the import process
 - 10 Correct the financial company number for enterprise units.
The enterprise units in the enterprise structure model of the target multicompany structure must be linked to the target financial companies.
 - Switch to the central DEM company of the target multicompany structure.
 - Run the Enterprise Structure Models (tgbrg0512m000) session.
 - Specify the current version (the version that was imported in step 9). The imported Enterprise Structure Model is displayed.
 - Select the model and subsequently, on the **Specific** menu, click **Enterprise Structure Model Browser**. The enterprise units are displayed in a graphical browser.
 - Repeat the following steps for each enterprise unit:
 - Select the enterprise unit.
 - On the **Specific** menu, click **Details**. A dialog is started.
 - Replace the original financial source company by the corresponding financial target company, e.g. replace company 501 by company 601.
 - 11 Specify the operational enterprise structure model
Specify the operational enterprise structure model and version for the target multicompany structure.
 - Switch to the central DEM company of the target multicompany structure.
-

- Run the DEM Parameters (tgbrg0135s000) session
 - Specify the operational enterprise structure model and the version (the model and the version that were imported in step 9).
- 12 Reorganize tables and repair reference counters for target companies

Run the Reorganize Tables (ttaad4225m000) session to reorganize the tables and to repair the reference counters for all target companies.

Select the following check boxes:

- **Data and Indices**
- **Reference Integrity**
- **Repair Reference Counter**

Example – To copy a multicompany structure

This example describes how you can copy an entire multicompany structure, including the central DEM company, to a new multicompany structure having its own central DEM company.

Consider the following multi site setup.

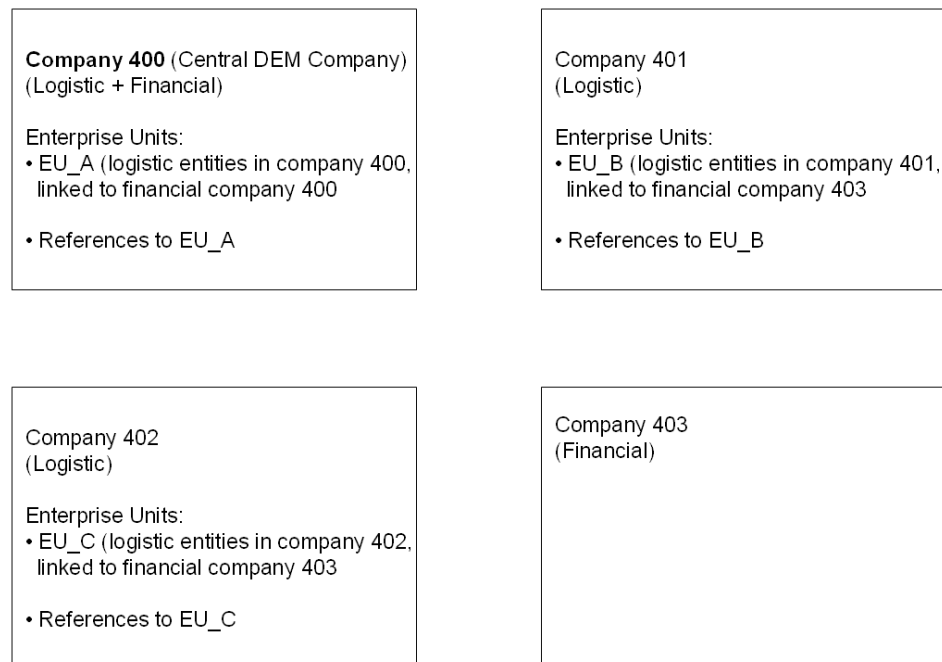


Figure: Sample multi site setup

Points of attention:

- Company 400 is the central DEM company that contains the Enterprise Modeler data, which is shared by all companies in the structure.
- Each enterprise unit contains entities of one company in the structure. For example: EU_B contains logistic entities in company 401. Therefore, the logistic entities (e.g. warehouses, departments) in company 401 contain a reference to this enterprise unit.

Note: The codes of the enterprise units are unique within the multicompany structure. Therefore, when you copy the entire multicompany structure, including the central DEM company 400, you do not have to change the codes of the enterprise units, since in this example these codes will be unique within the new target structure as well.

- Companies 401, 402 and 403 contain logical tables that are all linked to physical tables in company 400.
- Company 400 does not contain logical tables.

You want to copy this setup as follows:

- Copy company 400 to company 600
- Copy company 401 to company 601
- Copy company 402 to company 602
- Copy company 403 to company 603

Company 600 is the central DEM company in the new structure.

The following figure shows the resulting structure.

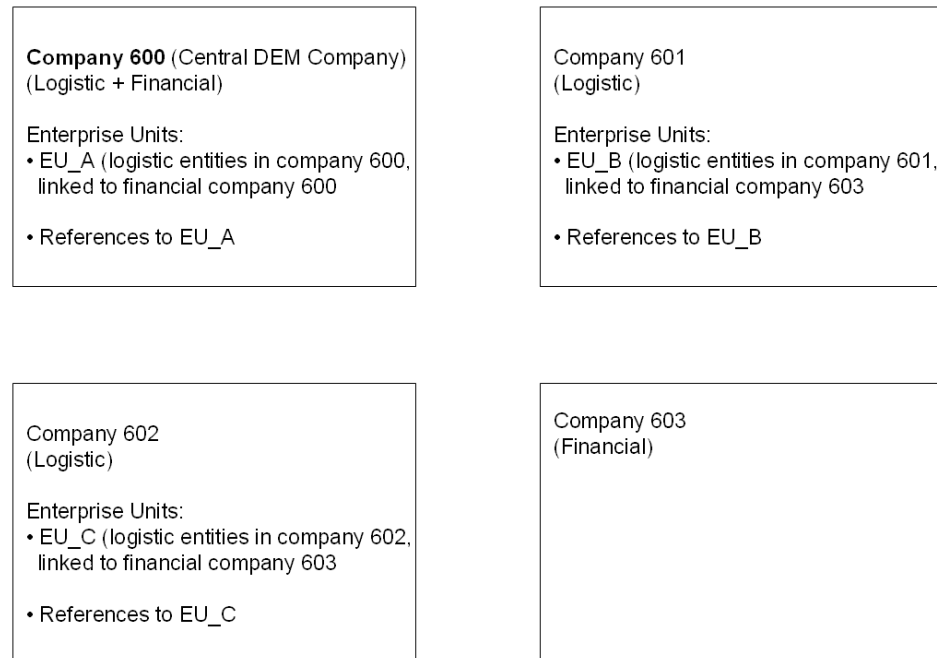


Figure: New multicompany structure

Company 600 is the central DEM company that contains the Enterprise Modeler data, which is shared by all companies in the new structure. Each enterprise unit contains entities of one company in the structure. For example: EU_B contains logistic entities in company 601. Therefore, the logistic entities (e.g. warehouses, departments) in company 601 contain a reference to this enterprise unit.

Note: The codes of the enterprise units are unique within the new multicompany structure. They do not conflict with the (identical!) codes of the enterprise units in the source multicompany structure.

Procedure summary

To copy data from the source structure to the target structure take the following steps:

- 1 Create target companies 600, 601, 602 and 603
 - 2 Define logical tables for companies 601, 602 and 603
 - 3 Export data from source companies 400, 401, 402 and 403
 - 4 Correct company numbers
 - 5 Import data into companies 600, 601, 602 and 603
-

- 6 Create missing tables for companies 600, 601, 602 and 603
- 7 Define company 600 as the central DEM company for all target companies.
- 8 Export version and model data from company 400 (the source central DEM company).
- 9 Import version and model data into company 600 (the target central DEM company).
- 10 Correct the financial company number for enterprise units in the target multicompany structure.
- 11 Specify the operational enterprise structure model and version for the target multicompany structure.
- 12 Reorganize tables and repair reference counters for companies 600, 601, 602 and 603

See the following section for details.

Procedure details

- 1 Create target companies 600, 601, 602 and 603

Create the target companies 600, 601, 602 and 603 through the Companies (ttaad1100m000) session. Convert the changes to runtime and restart your bshell.

- 2 Define logical tables for companies 601, 602 and 603

Note: In the source environment, companies 401, 402 and 403 contain logical tables that are all linked to physical tables in company 400. Company 400 does not contain logical tables.

Run the Logical Tables (ttaad4120m000) session to define the logical tables for the new companies 601, 602, and 603.

Points of attention:

- The set of logical tables for each target company must be identical to the set of the corresponding source company. For example: the set of logical tables for company 601 must be identical to the set for company 401, only the physical company must differ.
- You must link all logical tables to physical company 600.
- Convert the changes to the runtime data dictionary and restart your bshell to load the new settings.

Note: The companies in the new multicompany structure must at least share the tccom000 (Implemented Software Components) and tcemm170 (Companies) tables, and their reference tables.

3 Export data from source companies 400, 401, 402 and 403

Extract data from the source companies 400, 401, 402 and 403 to sequential files. Do not export data from the Enterprise Modeling (tg) package.

Company 400

To extract data for company 400, you must run the Create Sequential Dump of Table (ttaad4226m000) session twice.

Use the following settings for the first export:

| Create Sequential Dump of Table (ttaad4226m000) | |
|--|------------------|
| Field | Value |
| Company | 400-400 |
| Package | aa-tf |
| Table | <empty> - zzz999 |
| Suppress Error Messages | No |
| Drop Table after Dump | No |
| Create Fixed Length Records | No |
| Specify Field Separator | Yes (pipe) |
| Directory for Table Files | /tmp/400 |
| Basic Name for Dump File(s) | <Empty> |
| Name of the Error File | /tmp/err400-1 |

For the second export, use exactly the same settings, except:

- Range of packages: th-zz
- Enter a different name for the error file, e.g. /tmp/err400-2

Remaining companies

Use the same procedure to extract data from the companies 401, 402 and 403. Points of attention:

- Specify a different directory for each company: /tmp/401, /tmp/402 and /tmp/403 for companies 401, 402 and 403 respectively.
- Enter a different name for the error file for each export.

4 Correct company numbers

Run the Copy Company Data (tccom0214m000) session to correct references to company numbers in the sequential files. References to the

source companies 400, 401, 402 and 403 must be changed into references to the target companies 600, 601, 602 and 603 respectively.

Company 400

To correct the company number references in the sequential files of company 400:

- switch to company 400
- run the session with the following settings:

Copy Company Data (tccom0214m000)

| Field | Value |
|---------------------------|---------------------------------|
| Specify Field Separator | (pipe) |
| Directory for Table Files | /tmp/400 |
| Companies to Copy | Yes |
| | 400>600;401>601;402>602;403>603 |
| Enterprise Units to Copy | No |

Remaining companies

Run the session another 3 times to correct the sequential files of companies 401, 402 and 403. Points of attention:

- Before you run the session you must switch to the appropriate source company number, e.g. switch to company 401 before you run the session to correct the files that were extracted from company 401.
- The **Directory for Table Files** differs per company number: /tmp/401, /tmp/402 and /tmp/403 for the files of companies 401, 402 and 403 respectively.
- The remaining settings must be exactly identical to the settings in the example above.

5 Import data into companies 600, 601, 602 and 603

Run the Create Table from Sequential Dump (ttaad4227m000) session to import the contents of the sequential files into the target companies.

Company 600

The following table shows the settings that you must use to load data into company 600:

| Create Table from Sequential Dump (ttaad4227m000) | |
|--|-----------------|
| Field | Value |
| Create Tables for Different Company | Yes |
| | 600 |
| Append if Table Exists | No |
| Delete Existing Tables | No |
| Create Rows before Index | Yes |
| Disable Domain Constraints | No |
| Ignore Referential Integrity Constraints | Yes |
| Specify Field Separators of Seq File | Yes |
| | (pipe) |
| Directory for Searching Table Files | /tmp/400 |
| Pattern to Match Table Names | * |
| File to Store Table Names not Created | No |
| Name of the Error File | /tmp/err_imp600 |

Remaining companies

Use the same procedure to import data for the companies 601, 602 and 603. Points of attention:

- The **Directory for Searching Table Files** is different for each company:
 - /tmp/401 contains the files that must be loaded into company 601
 - /tmp/402 contains the files that must be loaded into company 602
 - /tmp/403 contains the files that must be loaded into company 603
- Enter a different name for the error file for each import.

- 6 Create missing tables for companies 600, 601, 602 and 603
-

Run the Create Tables (ttaad4230m000) session to create missing tables for the companies 600, 601, 602 and 603. Specify the following settings:

| Create Tables (ttaad4230m000) | |
|--------------------------------------|-------------------|
| Field | Value |
| Company | 600 - 603 |
| Package | < Empty> - zz |
| Table | < Empty> - zzz999 |

- 7 Define company 600 as the central DEM company for all target companies. Repeat the following steps for each target company (600, 601, 602, and 603):

- Switch to the new target company.
- Run the Central Company to store Enterprise Modeler Data (tgbrg0100s000) session. Specify company 600 as the central DEM company.

- 8 Export version and model data from company 400 (the source central DEM company).

Take the following steps:

- Switch to company 400.
- Run the Export Version Dump (tgbrg1235m000) session to export the version and model data.
Points of attention:
 - Select the version to export
 - Specify the name and path of the dump file
 - Click **Yes on All Tabs**
 - Click **Yes** in any questions that are displayed during the export process

- 9 Import version and model data into company 600 (the target central DEM company).

Take the following steps:

- Switch to company 600.
- Run the Import Version Dump (tgbrg1245m000) session to import the version and model data.
Points of attention:
 - Specify the name and path of the dump file that was created by the export process.
 - Click **Yes on All Tabs**

- Click **Yes** in any questions that are displayed during the import process
- 10 Correct the financial company number for enterprise units in the target multicompany structure.
- Switch to one of the target companies.
 - Run the Enterprise Structure Models (tgbrg0512m000) session.
 - Specify the current version (the version that was imported in step 9). The imported Enterprise Structure Model is displayed.
 - Select the model and subsequently, on the **Specific** menu, click **Enterprise Structure Model Browser**. The enterprise units are displayed in a graphical browser.
 - Repeat the following steps for each enterprise unit:
 - Select the enterprise unit.
 - On the **Specific** menu, click **Details**. A dialog is started.
 - Replace 403 (the original financial source company) by 603 (the financial target company).
- 11 Specify the operational enterprise structure model and version for the target multicompany structure.
- Switch to company 600.
 - Run the DEM Parameters (tgbrg0135s000) session
 - Specify the operational enterprise structure model and the version (the model and the version that were imported in step 9).
- 12 Reorganize tables and repair reference counters for companies 600, 601, 602 and 603

Run the Reorganize Tables (ttaad4225m000) session to reorganize the tables and to repair the reference counters for the companies 600, 601, 602 and 603. Specify the following settings:

| Reorganize Tables (ttaad4225m000) | |
|-----------------------------------|-------------------|
| Field | Value |
| Company | 600 - 603 |
| Package | < Empty> - zz |
| Table | < Empty> - zzz999 |
| Data and Indices | Yes |
| Reference Integrity | Yes |
| Check Validity of Reference | No |

| | |
|--------------------------|-----|
| Repair Reference Counter | Yes |
| All other check boxes | No |
