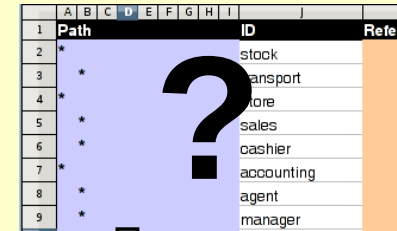


ERP5 Categories Spreadsheet

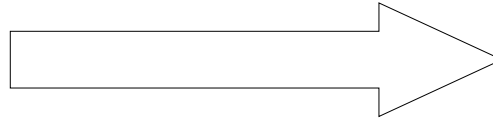
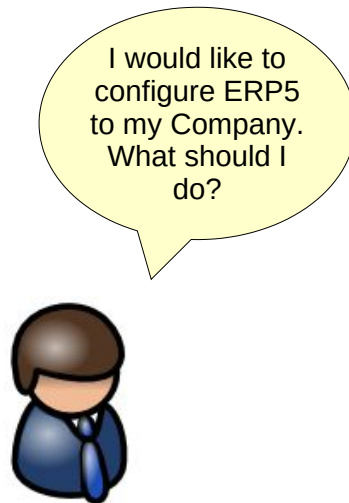
This guide will teach you:

- Why should you read ?
- How to fill categories into Spreadsheets



	A	B	C	D	E	F	G	H	I	
1										
2										
3										
4										
5										
6										
7										
8										
9										

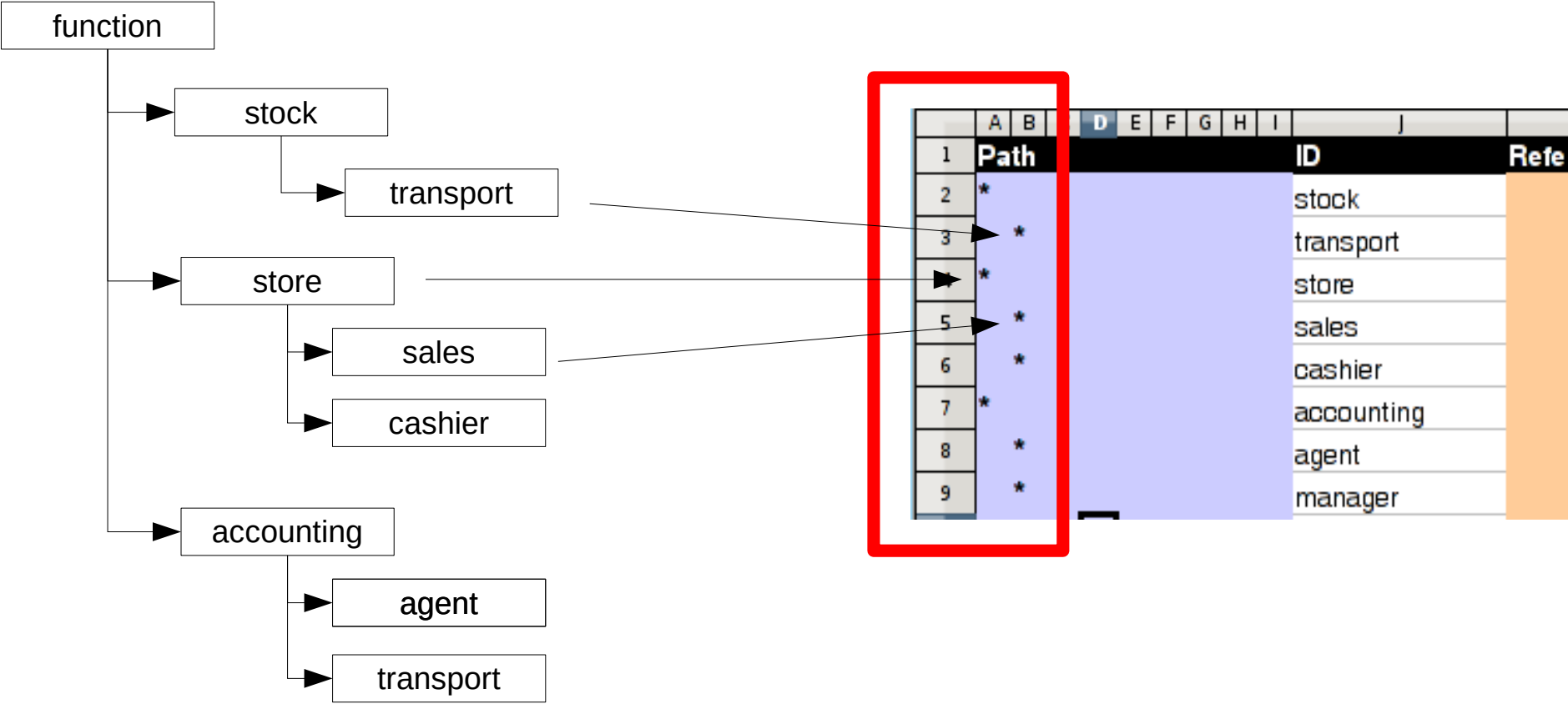
Why should you read?



Questionnaire

[illegible]

Describe Categories Hierarchy



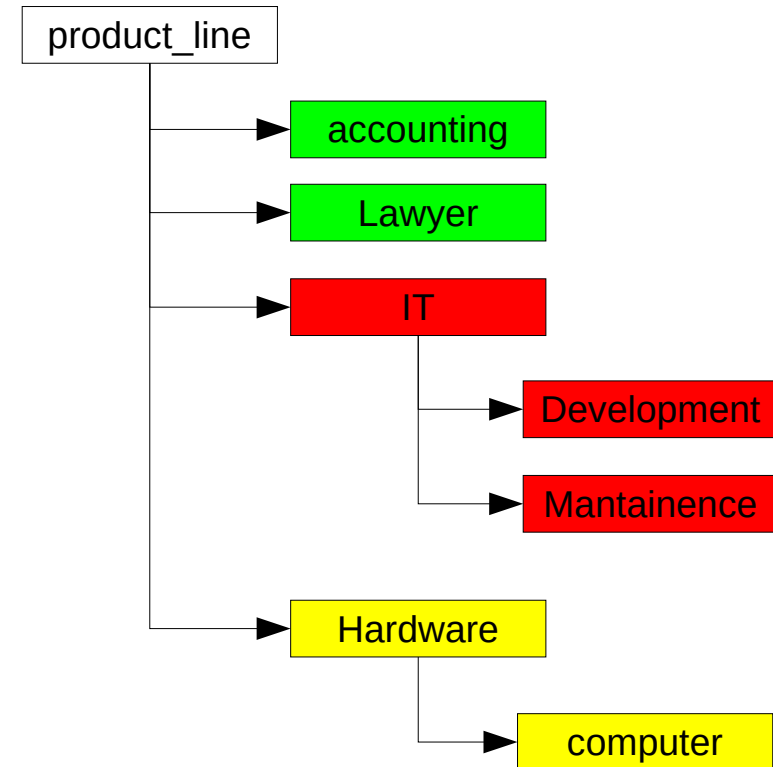
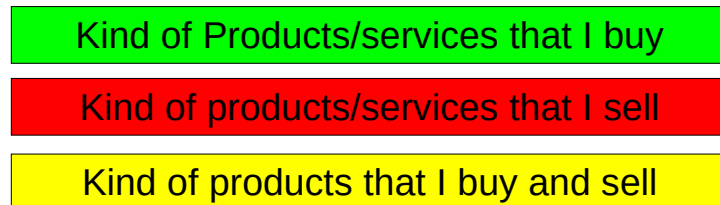
Fill the lines...

My company is called Maxma,
and has no subsidiary...

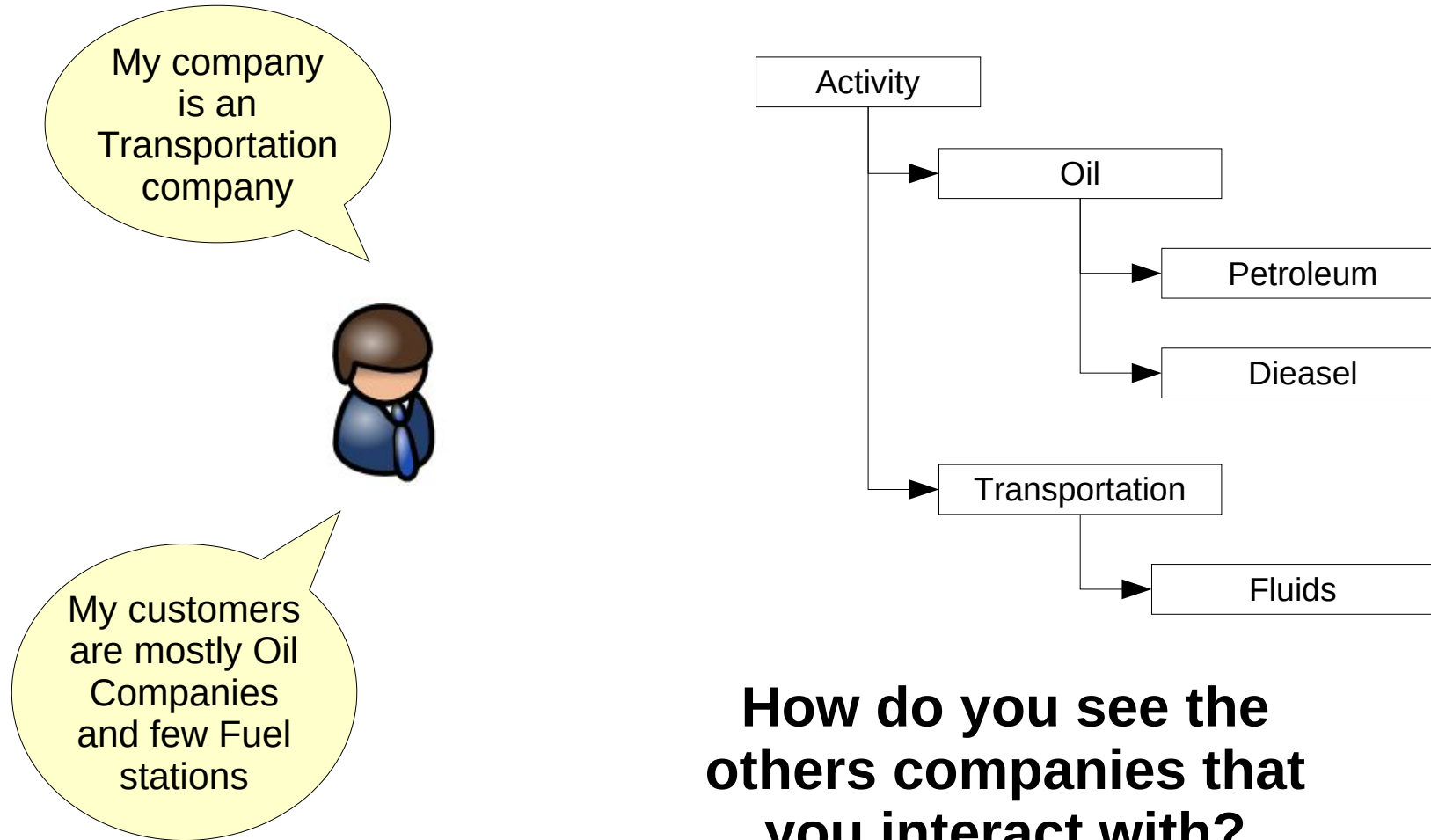
I	J	K	L	M	N	O	
ID	Reference	Codification	Title	Short Title	Description		
maxma			Maxma Group		Maxma Group represents Maxma company.		

ID : maxma
Title : Maxma Group
Short Title : Maxma
Description : Maxma Group is used to
represent all Maxma Company.

You vs. External World

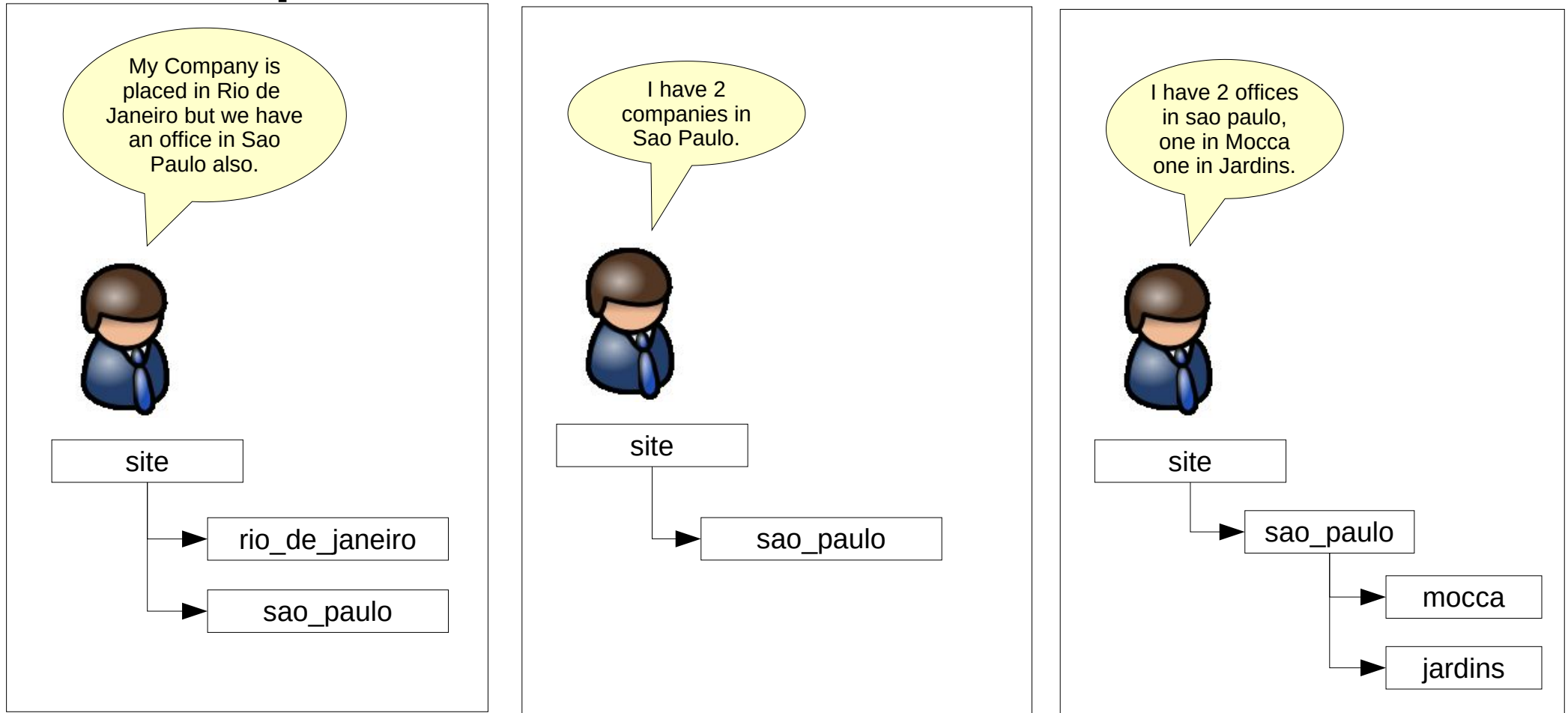


My Point of View



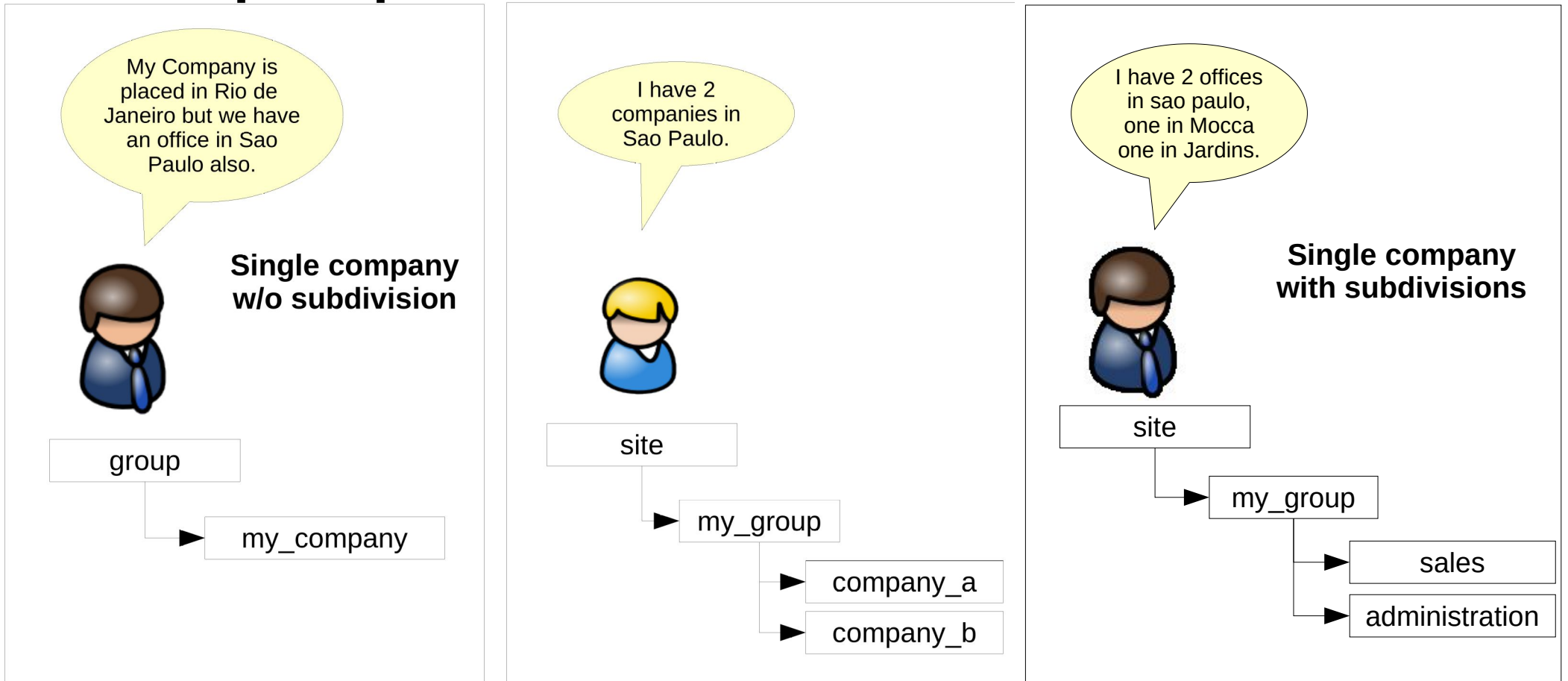
How do you see the others companies that you interact with?

Site Spreadsheet



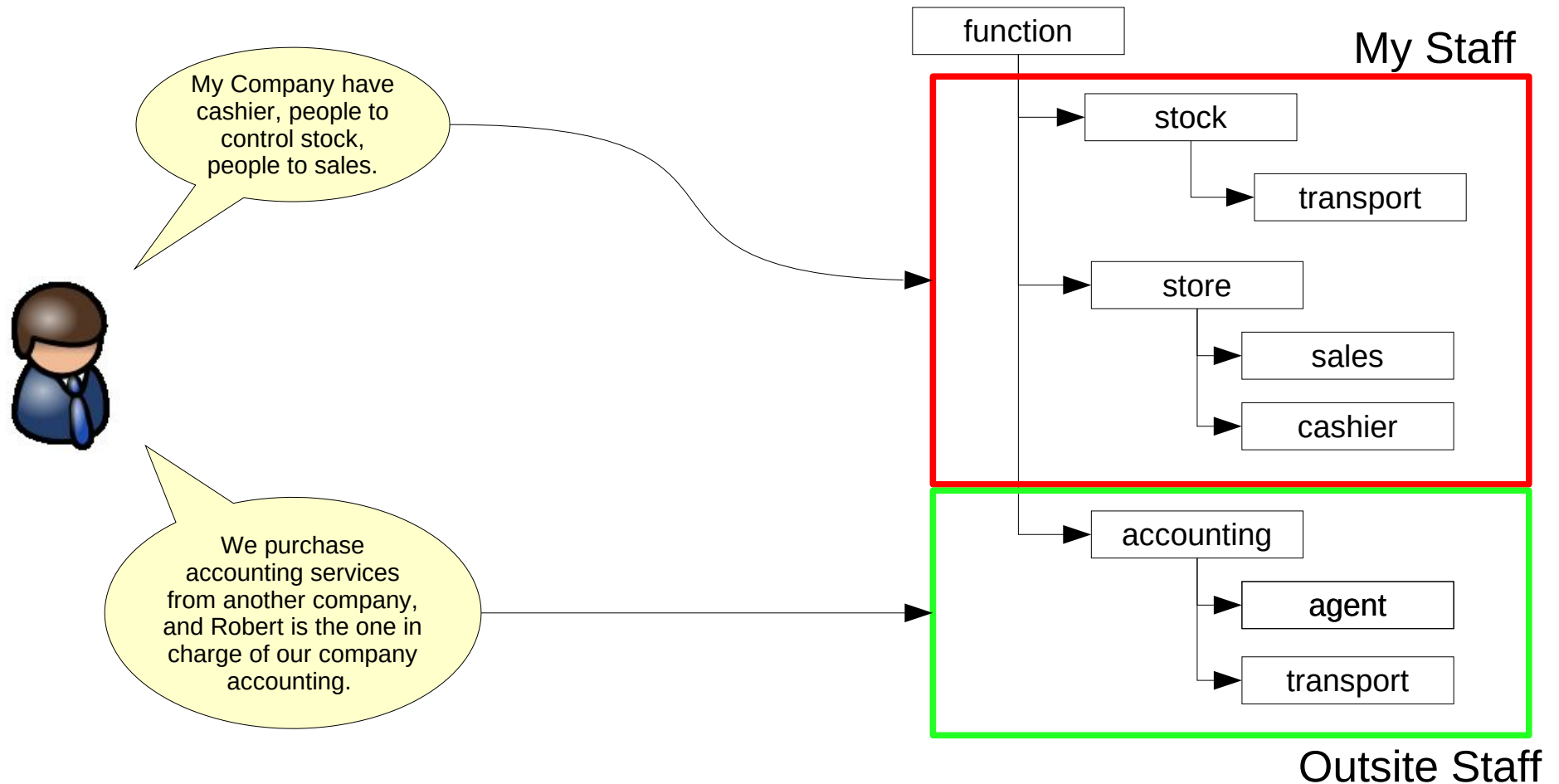
Physical sites of the organisation.

Group Spreadsheet



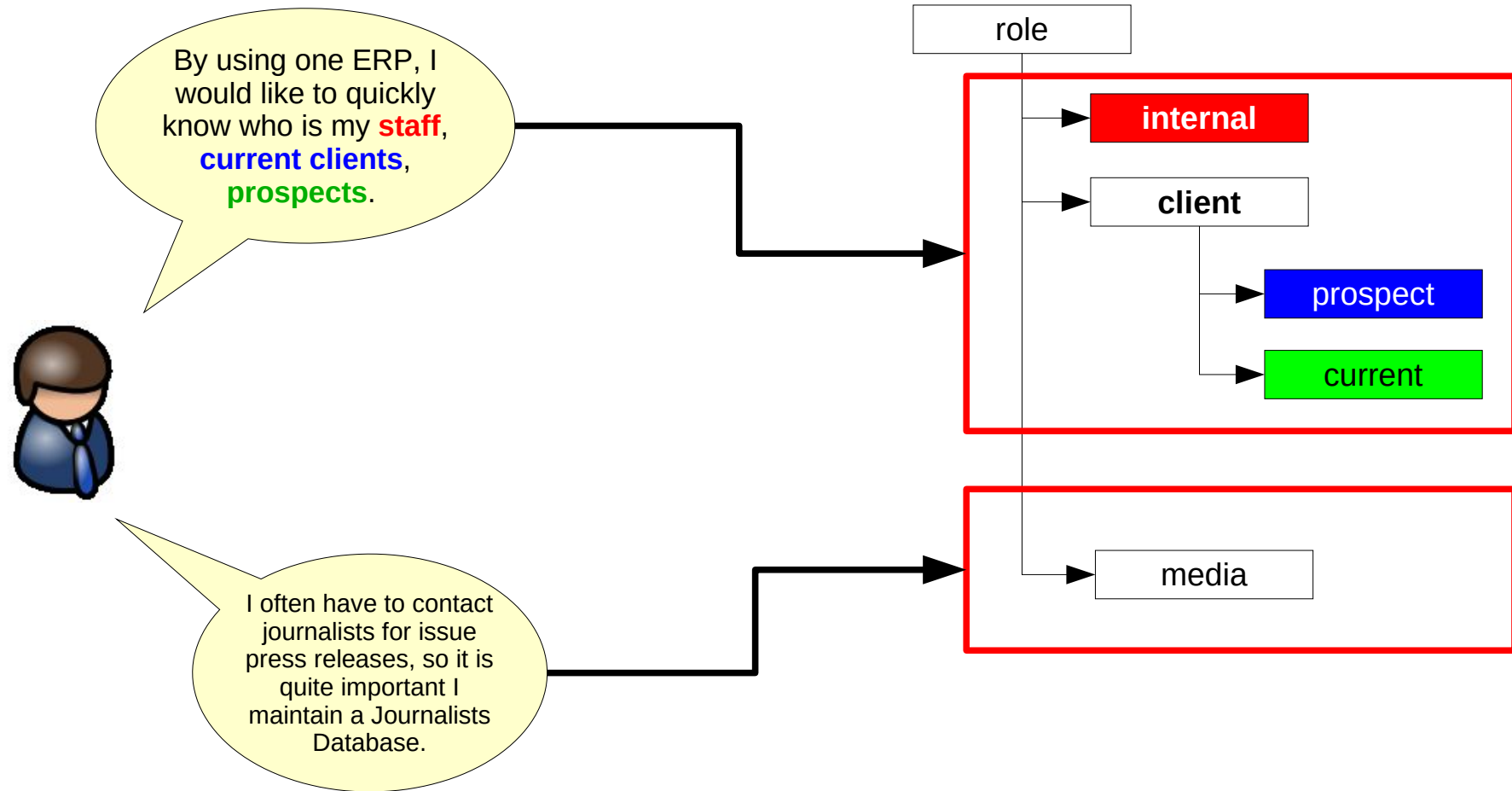
**Juridical structure of your organisation
with its subsidiaries and business units.**

Function Spreadsheet

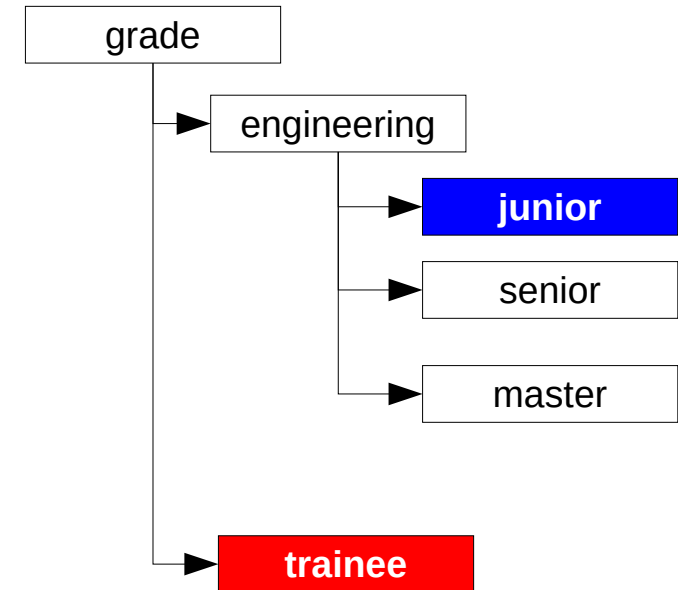
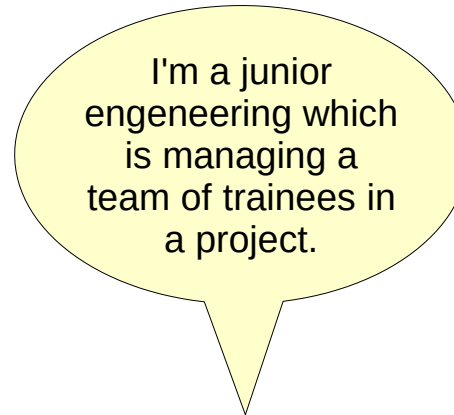
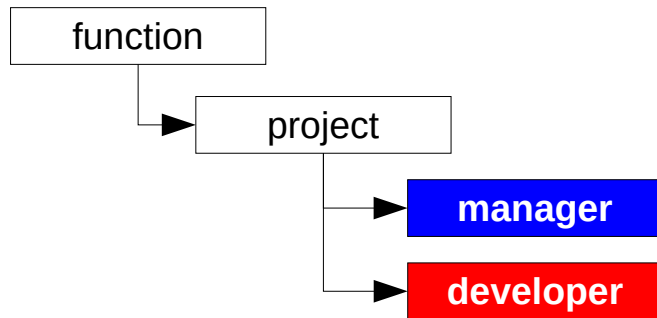


Role Spreadsheet

You should describe the different roles of organisations you are doing business with.



Grade Spreadsheet



Trainees working in a Project as developers

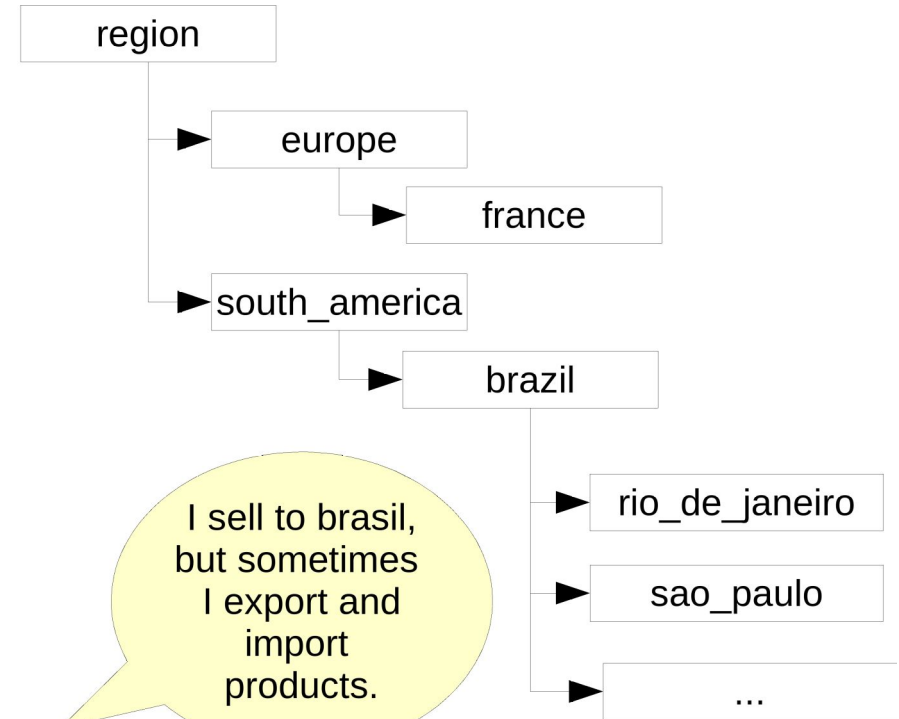
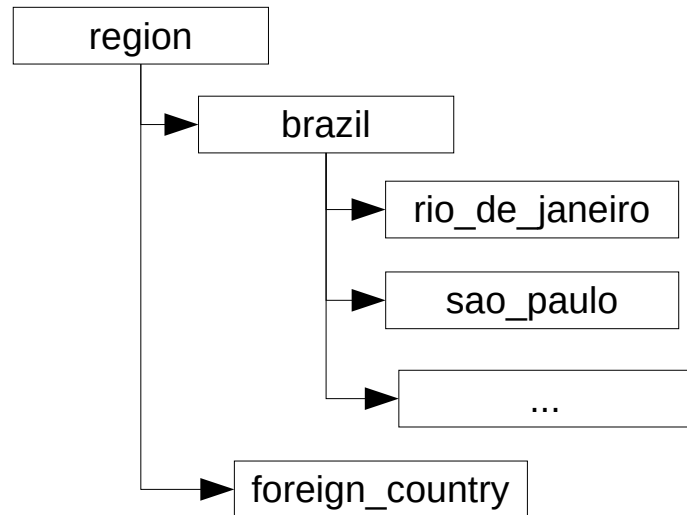
Jr. engineering working in a Project as Manager

Region Spreadsheet

Describe how your company need to see the world, or just use United Nations ones

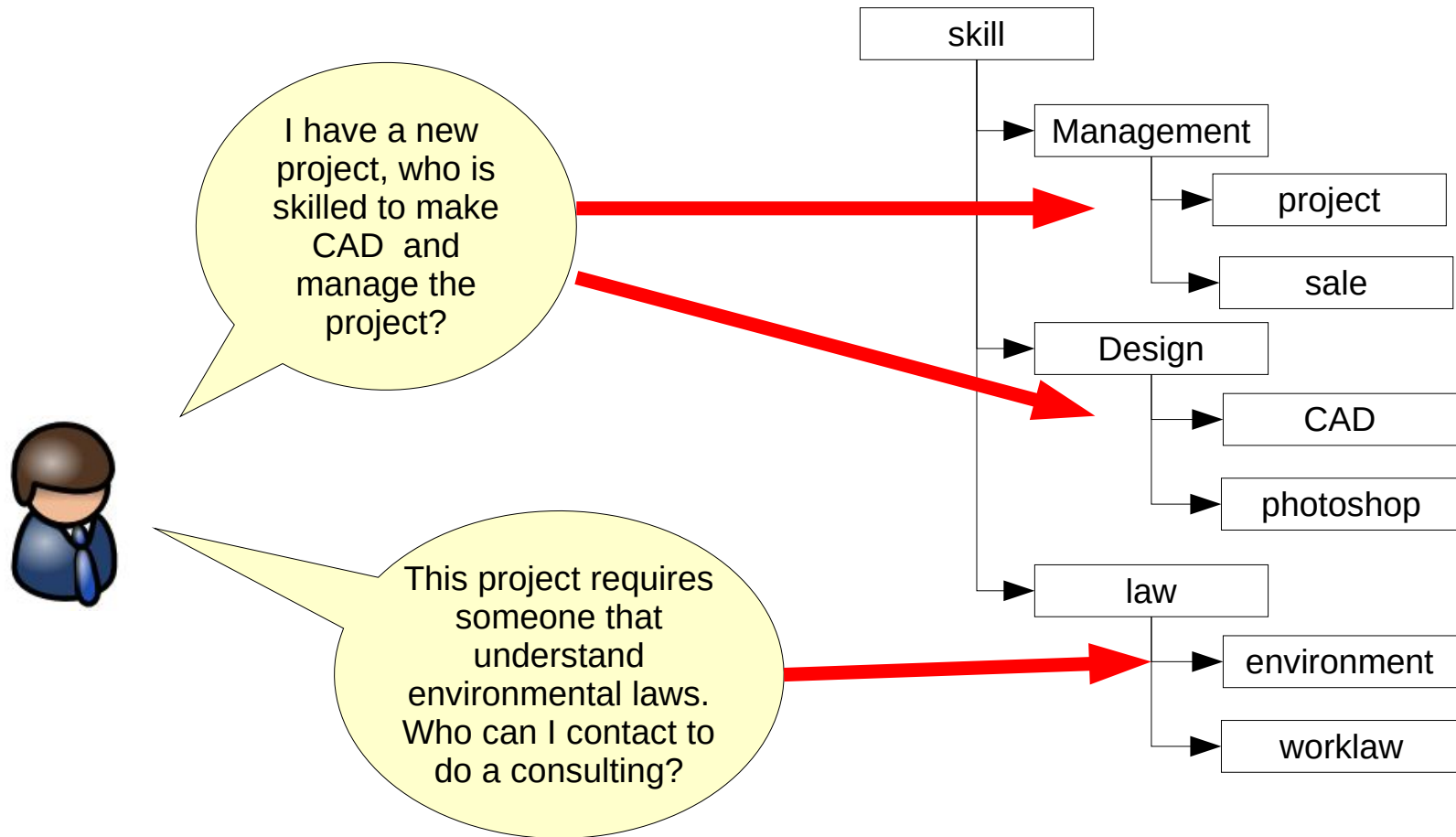


I my business are local in brasil.



I sell to brasil, but sometimes I export and import products.

Skill Spreadsheet



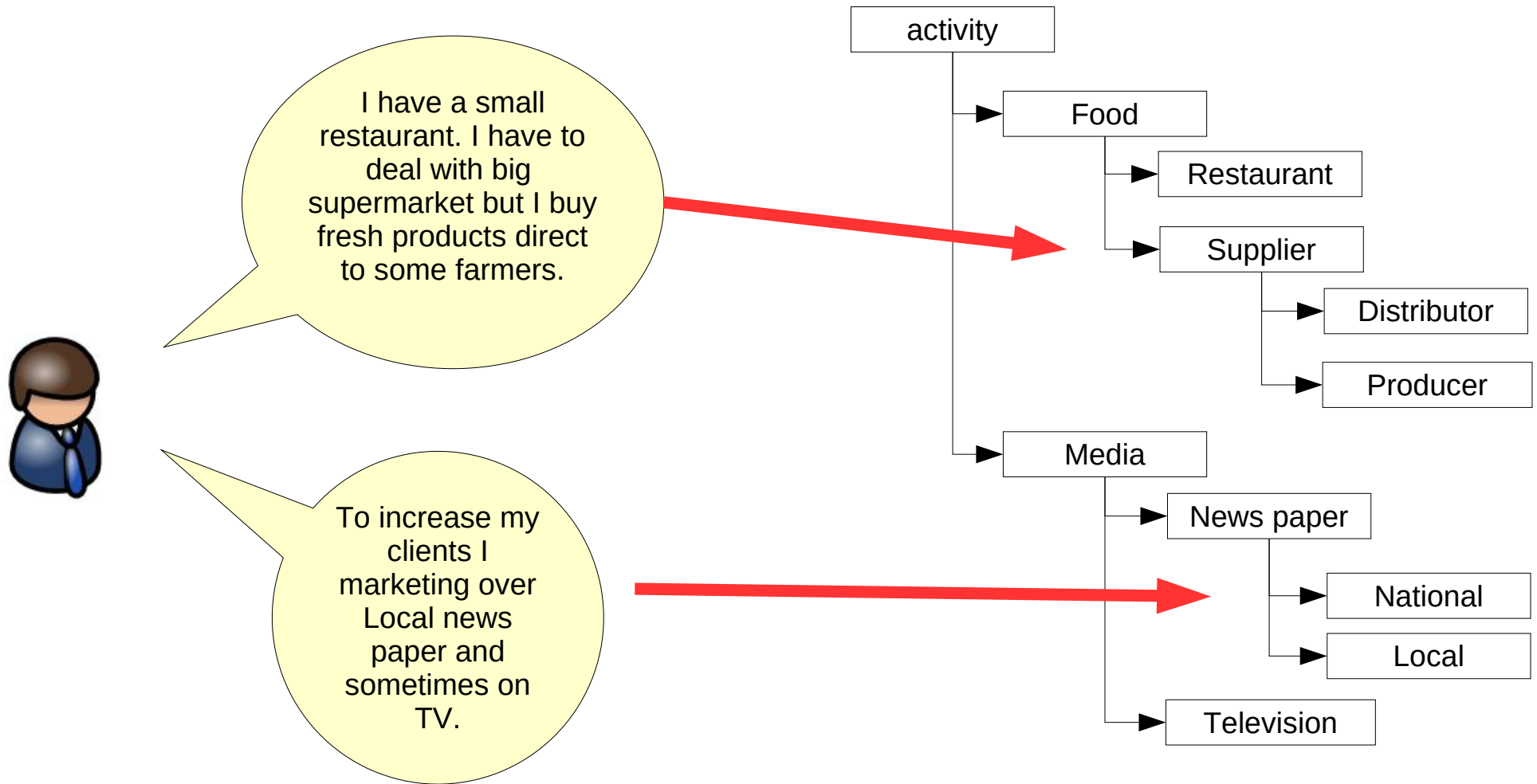
What the persons in my ERP5 are able to do?

Nationality Spreadsheet

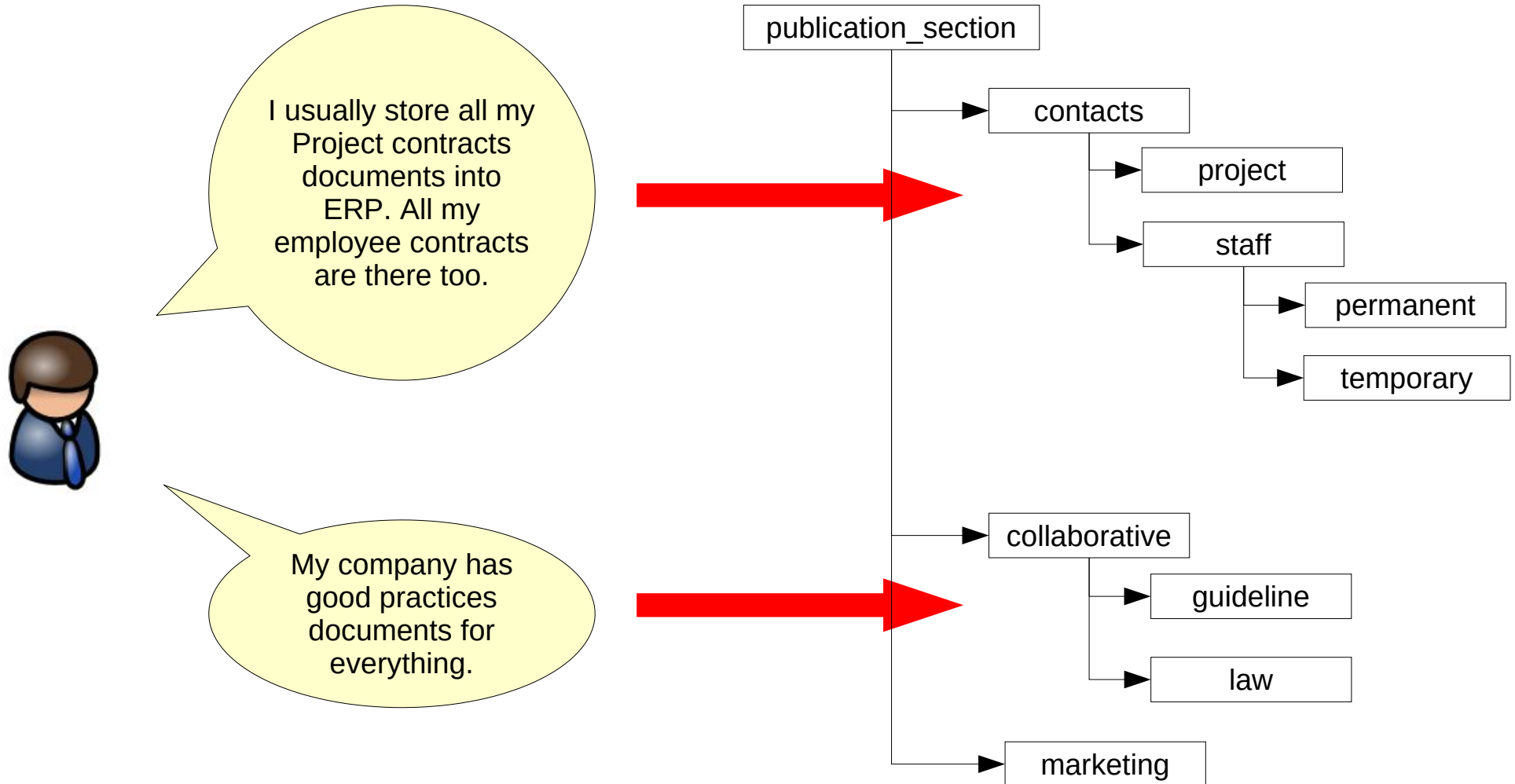


**United Nations one should
be enough most part of time.**

Activity Spreadsheet



Publication Section

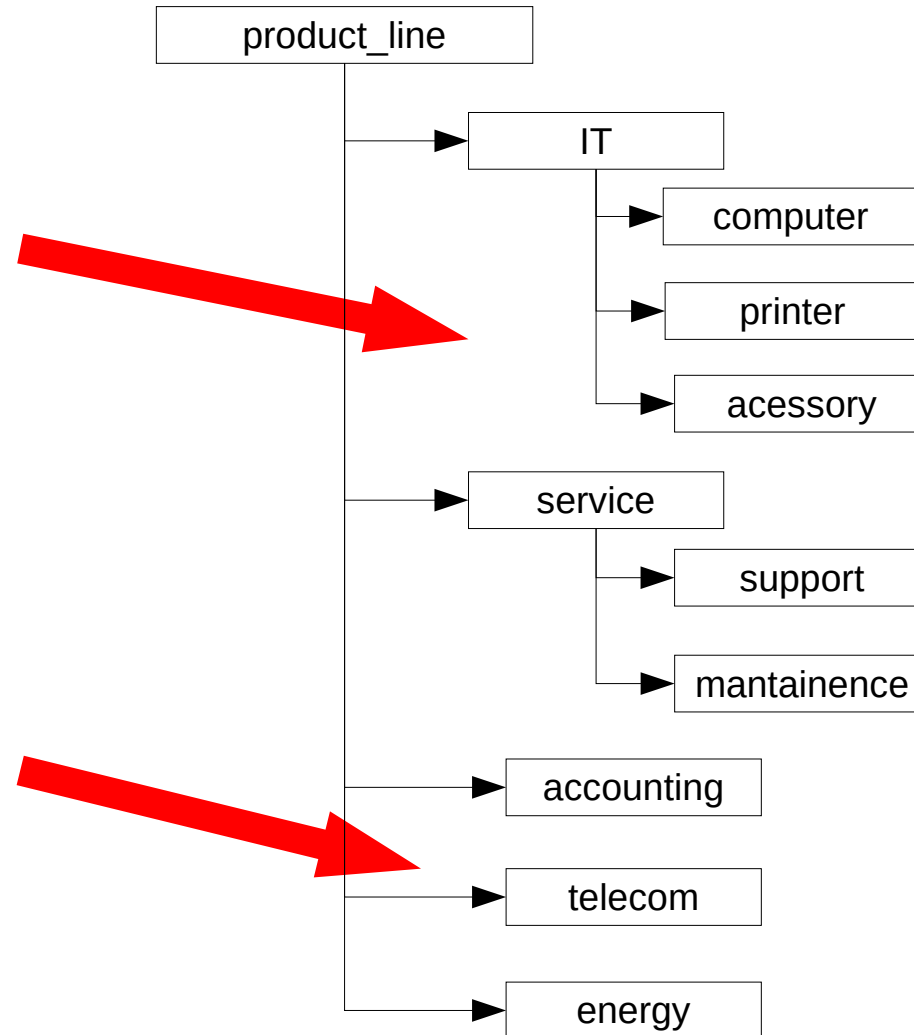


Product Line

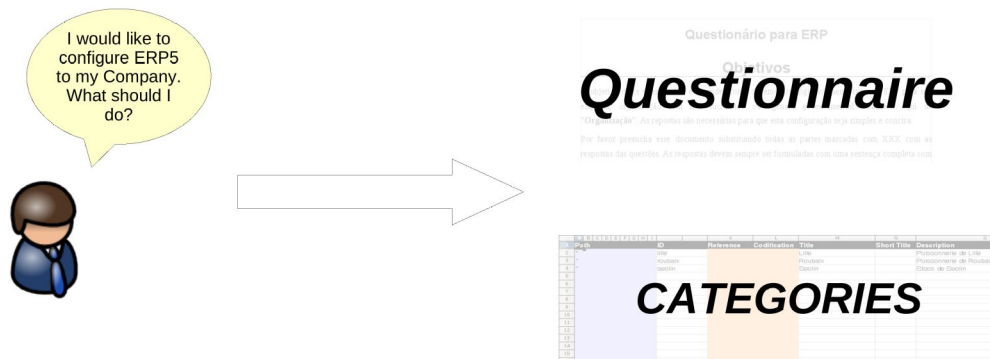


My company sells computers and printers to small businesses. We setup everything and give them support.

I contract one accounting company to provide me all accounting that I need and I have to pay for energy and internet.



Why should you read?



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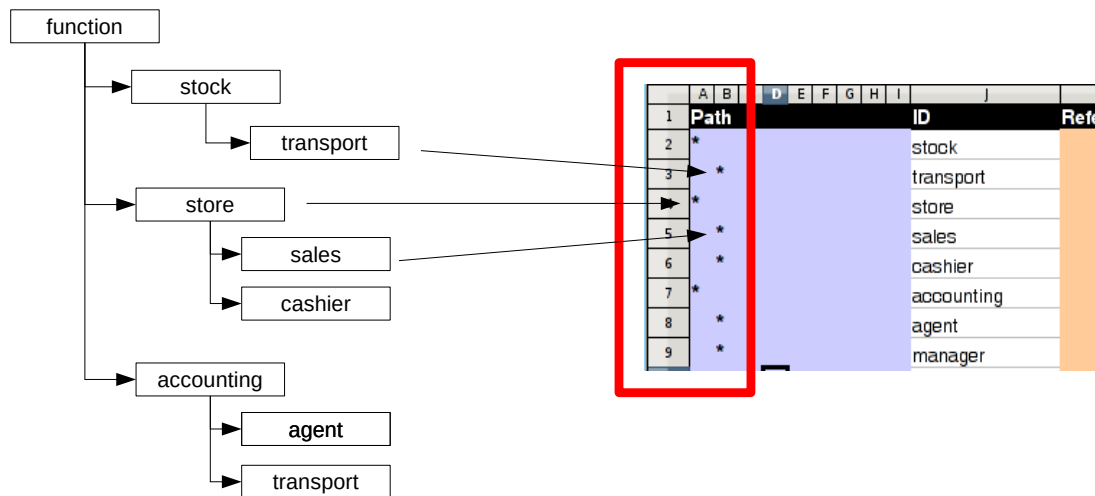


The best way to start an ERP5 implementation is quite simple, first you should reply the Questionnaire provided to you that contains few questions and then filling the categories spreadsheet following this tutorial.

The Questionnaire aims to identify why your organisation needs an ERP and also what are the most important management issues to solve into your organisation to be well managed. This also helps identify the scope of the implementation, the activity of the company and how it is organized. In this way the ERP will fits to your company instead your company fits to the ERP.

The categories spreadsheet aims to describe particular information related to your organisation and also describe how your organisation see the external world. The categories introduces a particular Taxonomy relevant to your company, make your ERP5 fits your needs and management goals.

Describe Categories Hierarchy



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Into the spreadsheet, the initial columns 'Path', describe the hierarchy of the elements listed, like a tree. Use “*” to represent where what are the line position (root, sub item, sub sub item).

The hierarchy is an important part of the Categories and you will be able to see into next slides good examples how hierarchy helps to describe the structure of your organisation.

Fill the lines...

My company is called Maxma,
and has no subsidiary...

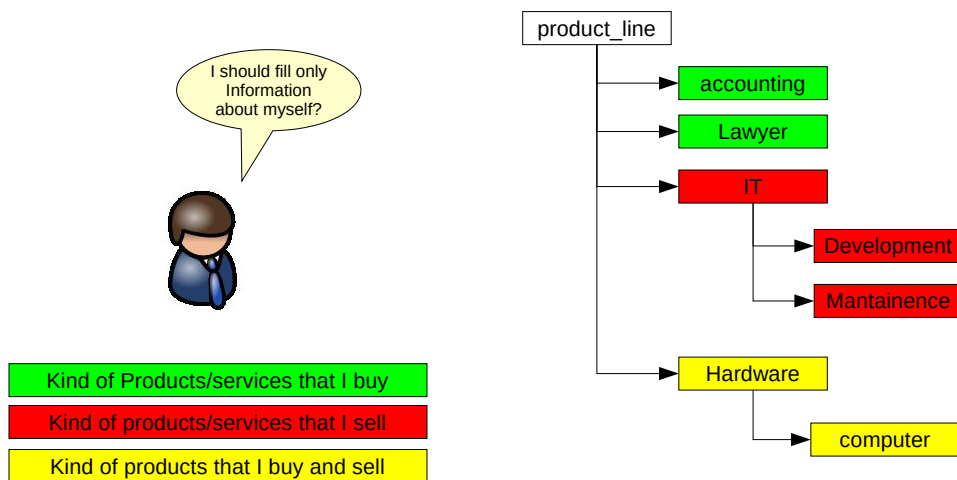
I	J	K	L	M	N	O
ID	Reference	Codification	Title	Short Title	Description	
maxma			Maxma Group		Maxma Group represents Maxma company.	

ID : maxma
 Title : Maxma Group
 Short Title : Maxma
 Description : Maxma Group is used to
 represent all Maxma Company.

Each column represents an property of one document. You should describe everything in English language (in future it should be translated).

- ID describes some meaningful name for the document, usually based on short title.
- Title describes the “Name” of the category. The clear and objective, the best.
- Short Title describe a Short version of “Name”.
- Description, is preferred but optional, I recommend you describe the Category as often as you can.

You vs. External World

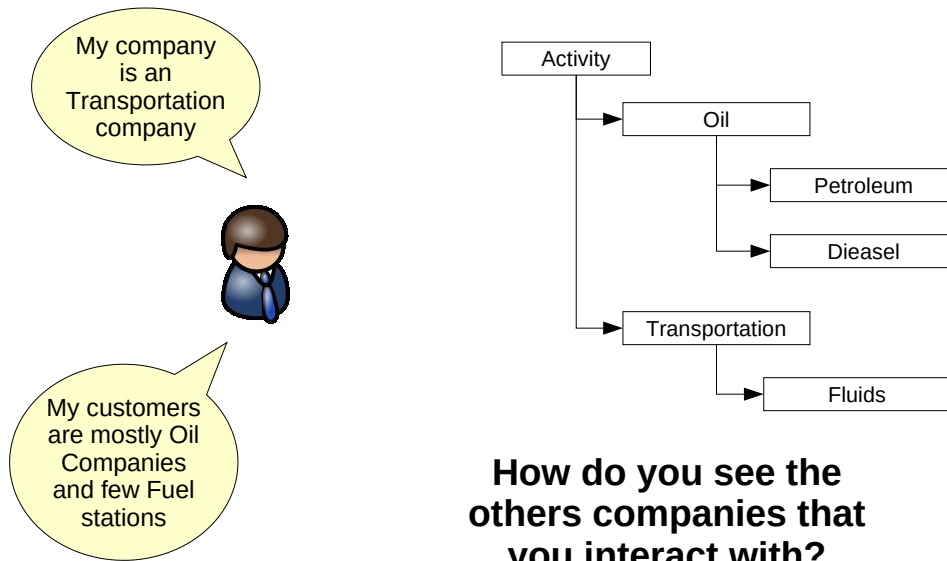


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The spreadsheets should not contain information about you, but also information about your customers too. The region and activity of your customers are also important as region and activity of your suppliers. Sometimes you need to describe the position of one person that works for your supplier, so in this way is required input categories in relation to your suppliers for example.

My Point of View



How do you see the others companies that you interact with?

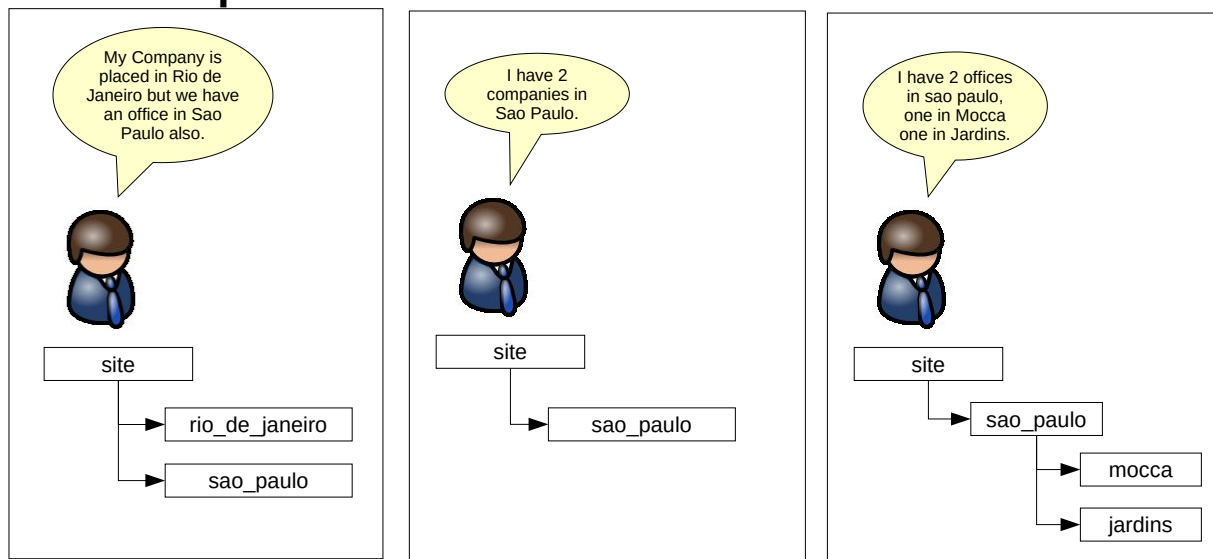
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In some cases, 2 CEO from 2 diferent companies can describe same supplier organisation in 2 diferent ways, and both can be right. The ERP5 respects your opinion very much, and the ERP should reflects how your organisation see the external world, we respect your point of view.

Activities, regions, function can be quite often diferent from ERP to ERP when classify a certain company. So while fill categories you can describe in the exactly same way as you are telling to a friend if you want.

Site Spreadsheet



Physical sites of the organisation.

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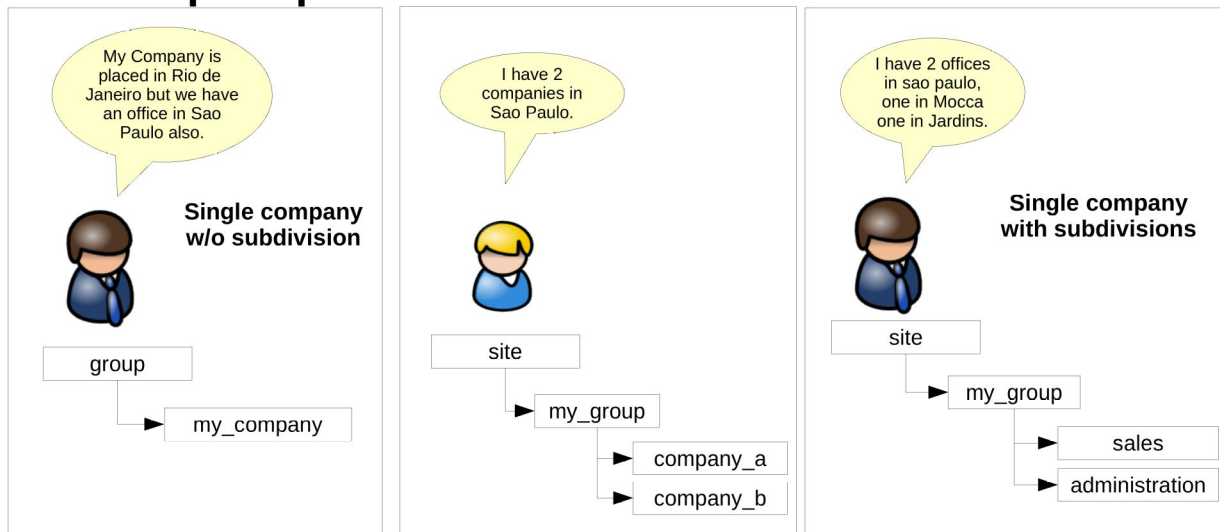
In this sheet, define the physical sites of the organisation. Sites are structured as a tree of sites with children sites. The level of detail may be different from one site to another. For example, a small retail site may be known only by its city or region name. A factory may on the contrary describe 6 levels of hierarchy, from the regional name to the identifier of a storage cell in one of multiple warehouses of the factory.

If reporting is needed on groups of sites, then it can be useful to group sites per regions based on the reporting requirements.

It is preferable to use region than cities. This will eliminate the need for changes in case an office moves from one city to another.

Security codes must be defined for a selection of sites, at an appropriate grain level. It would be for example useless to define different securities based on the storage cell of a warehouse. However, it can be useful to differentiate security permissions for each warehouse of the same factory. A warehouse clerk of warehouse A may be prevented from entering inventories for warehouse B.

Group Spreadsheet



**Juridical structure of your organisation
with its subsidiaries and business units.**

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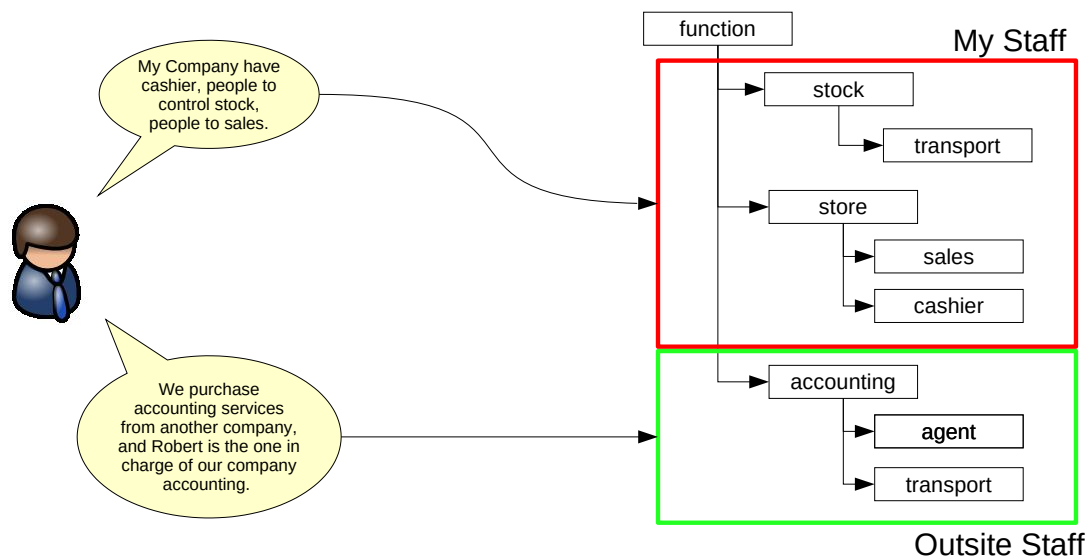


In this sheet, define the juridical structure of your organisation with its subsidiaries and business units. This juridical structure will be used of analytical accounting. If the organisation is simple, a single group is enough.

Also define in this sheet your own vision on the structure of third party business entities (clients, suppliers, partners) with your own view on how they are structured. For example, if you have some business with a group of companies named "*partner_group*", you may want to differentiate its 2 entities (infoservice and ffcleaning), especially if only infoservice employee are your partners and if they are allowed to access your own ERP5 system within a specific partnership contract which grants them access to some documents.

Just as for site, security codes must be defined at reasonable granularity level. It is useful to differentiate entities with different security. It is useless to define different codes for entities which share the same security policies.

Function Spreadsheet



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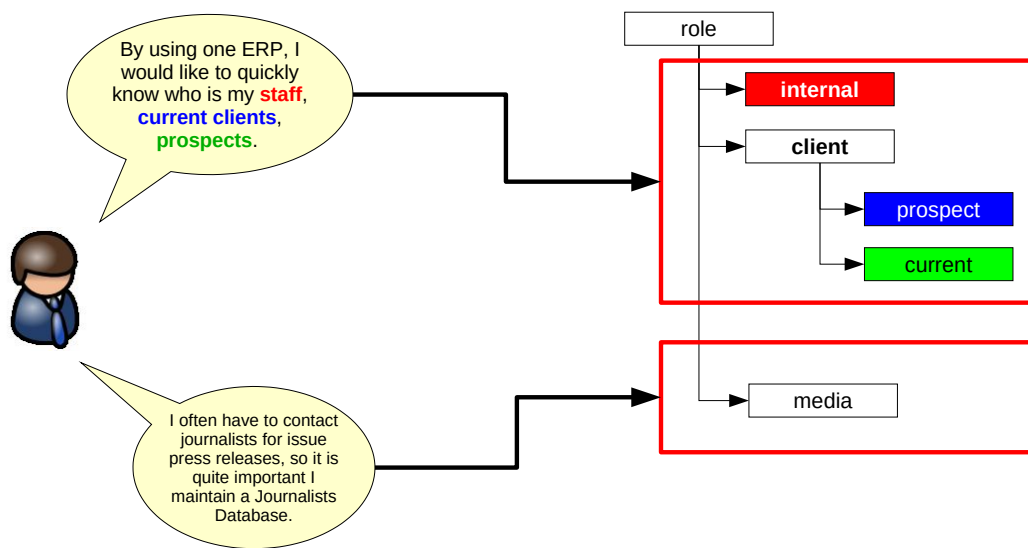
In this sheet, describe the functional structure of your organisation and of organisations you are in business with.

Organisation functions are implemented by nodes (ex. factory, warehouse, factory/warehouse) of the function tree. Person functions are implemented by leaves (ex. factory/manager, lab/director).

Please make sure you understand the difference between grade and function. For example, a person whose grade is *director of research* may be assigned a function of *factory manager*. Think of grades as in an army (ex. general, commander) and of functions as assigned missions (ex. researcher, spy).

Role Spreadsheet

You should describe the different roles of organisations you are doing business with.



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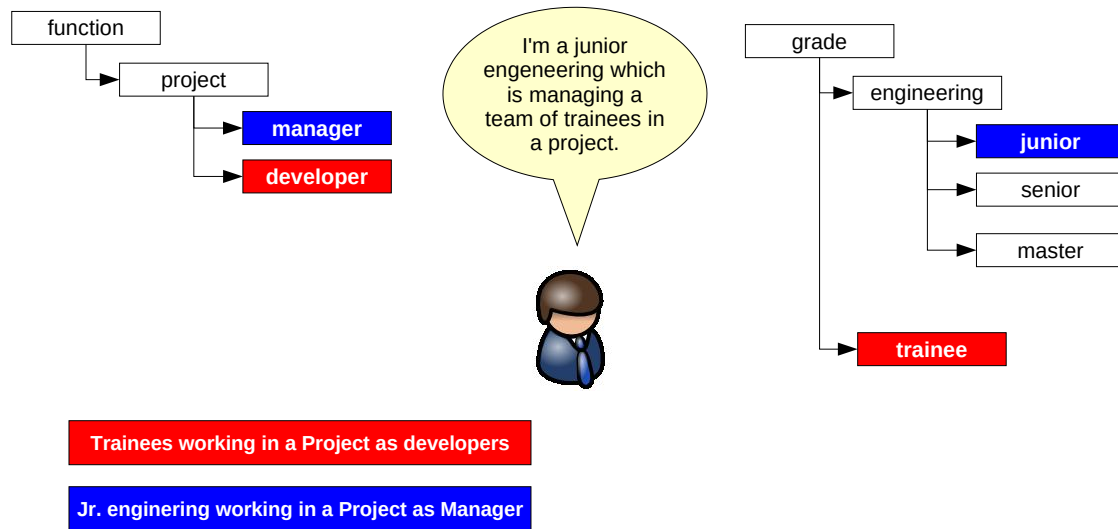


Person and Organisations is the central directory of people and entities. All Person and Organisations are treated equally because some organisations may actually have multiple roles: client, supplier and media (ex. our press agency is in the media, is our supplier and bought from us some computers).

Please fill here the different roles of organisations you are doing business with.

You may consider different roles for clients: direct clients, distributors, etc. Associations or communities may have a notion of membership. Medias have subscribers.

Grade Spreadsheet



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Grade describes the position in an organisation from a *honorific* point of view. Salary is also usually based on grade, rather than on function.

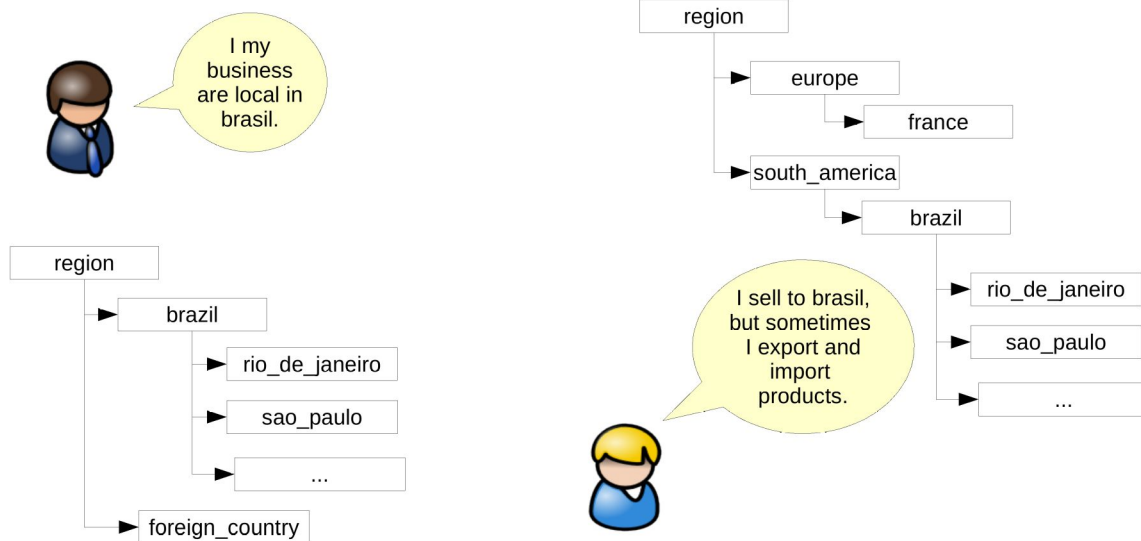
Typical example of grade are *General*, *Commander* in the army. Some army Generals are sometimes assigned to research management functions. Their grade is still general but their function is Director of R&D Center.

There is no direct relation between grade and function.

Grades differ from function in the sense that function describes actual operational position while grade describes a honorific position.

Region Spreadsheet

Describe how your company need to see the world, or just use United Nations ones



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Please fill here the list of regions and counties in the world according to your point of view.

UNO standards exist for this. However, they do not cover business concepts such as EMEA (Europe, Middle East, Asia). Moreover, the choice of a list of regions includes both commercial and political consequences.

For example, it is usual when sending a letter to Barcelona to locate Barcelona in Catalunya, Espagne (French is the standard for international mail). This would not be the case in France where few people consider writing to someone in Lyon, Rhone-Alpes, France but would write to someone in Lyon, France.

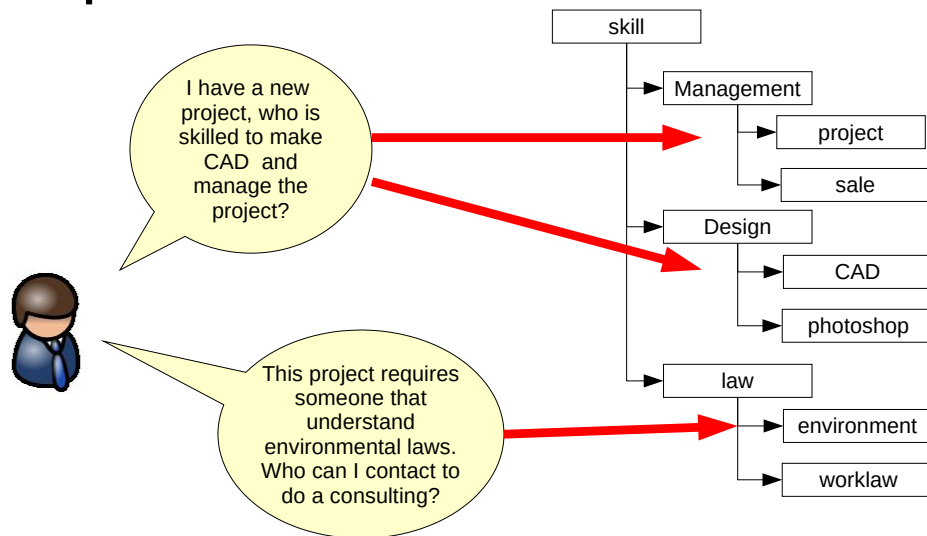
Consider also the case of Corsica which is more sensitive, or of any region in which part of its inhabitants consider that they belong to a country which aims at becoming independent from what they view as an occupation force. There numerous examples of this kind, including Taiwan which is a major industrial country and which is not considered as such by UNO.

Another example is Japan, which most inhabitants consider that they are not part of Asia (China is part of Asia for them). Doing business in Asia often requires a special treatment for Japan, which is considered as a continent on its own, whereas China influenced countries are put in a single group.

We advice you making your own classification of regions in the world and making it as independent as possible of future changes (will Taiwan be part of China in 10 years ? will New Caledonia become independent in 5 years ?). Geopolitics may evolve, but business remains.

Regions need also sometimes a higher level of precision, but not uniformly. A European business does not care about states in the USA. However, a USA business needs to keep track of its clients based on the state information. USA states should therefore appear in the region category for a USA business. The

Skill Spreadsheet



What the persons in my ERP5 are able to do?

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Please fill here the list of skills which you want to associate to Person in order to qualify them.

Consider first people inside your organisation and their skills.

Consider then people outside your organisation and the skills they provide to your organisation.

Nationality Spreadsheet



**United Nations one should
be enough most part of time.**

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It's time to fill the list of nationalities in the world according to your point of view.

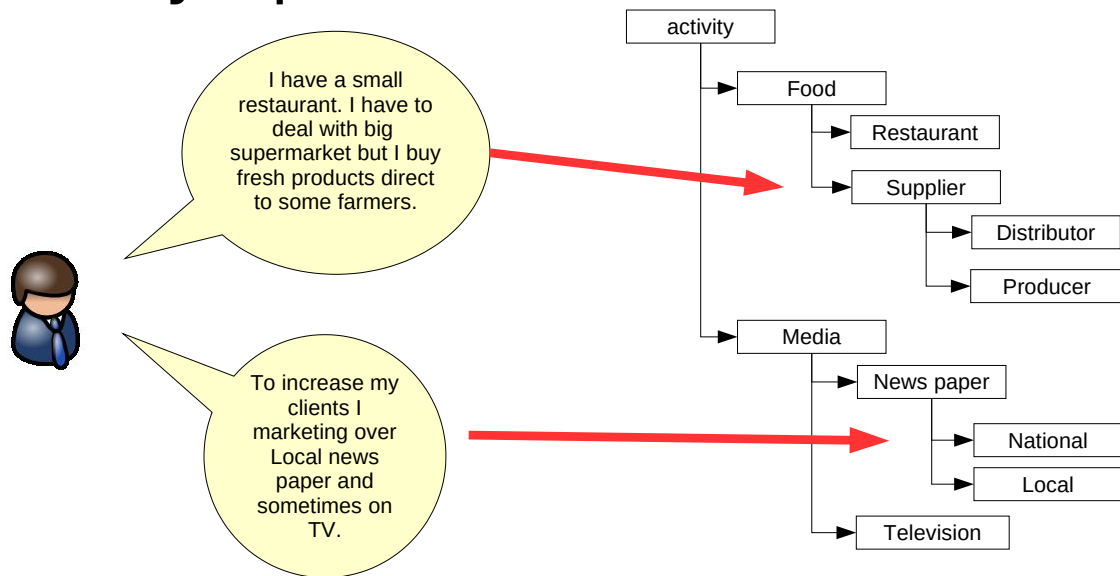
UNO standards exist for this. However, they do not cover all nationalities. For example, the nationality of a Chinese from mainland and a Chinese from HK is treated quite differently by immigration services in Western Europe.

A person from Taiwan is considered as Taiwanese by some people and as Chinese by others. His or her passport mentions *republic of china*. Addressing to a Taiwan inhabitant as he or she was Chinese can sometimes create a lot of frustration.

Another interesting case is the case of group of counties (EU, CEDEAO, etc.) which inhabitants carry a passport with a dual mention: the group of countries and the country itself.

We advice you to define your own view on nationalities so that it serves best your business needs.

Activity Spreadsheet



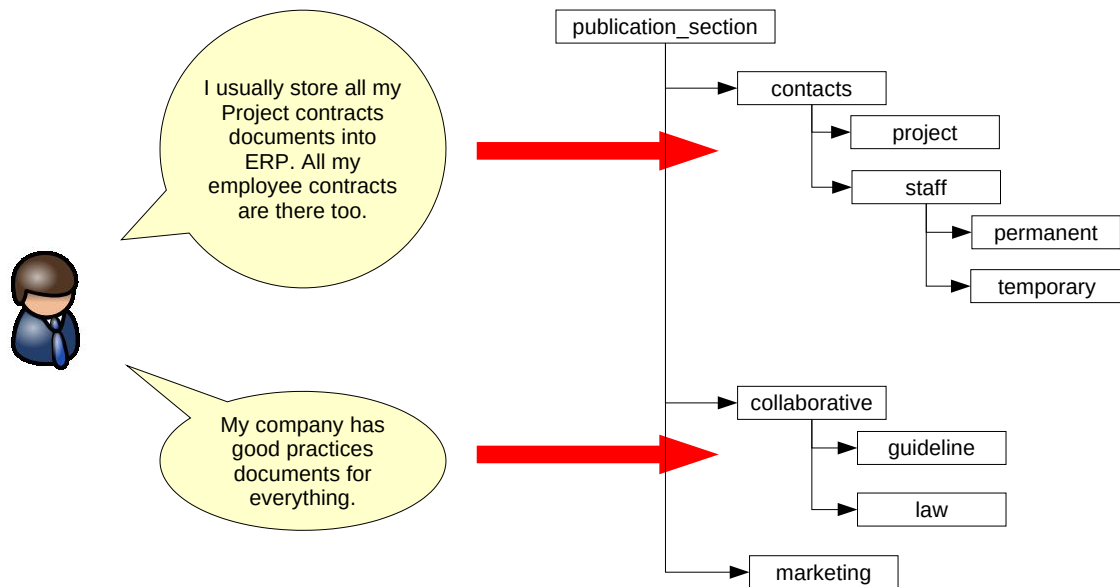
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Activities describe your view on all possible economic activities in the world. There are UNO, European standards for activities. However, it is better to define your own classification based on specific business requirements

Activities are different from function. Activities usually relate to a classification of third parties based on the nature of their industry (ex. banking, IT, automotive) whereas function is independent of the activity (ie. both an IT and an automotive company can have entity which has the function of a warehouse).

Publication Section



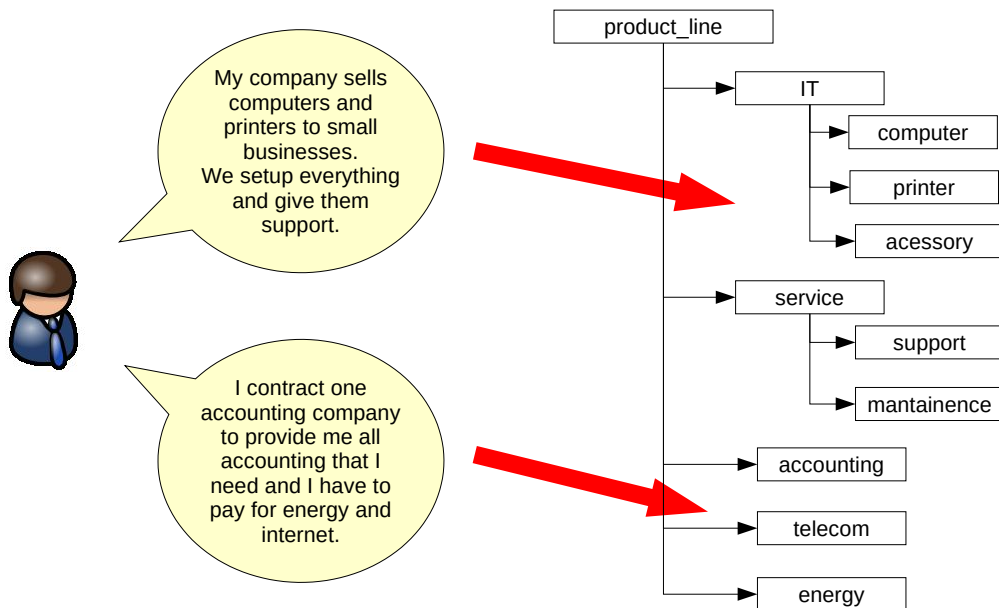
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Please fill here the list document types in your company.

A document type is for example: a contract, a status report, a letter, etc. The different document types which are involved in your daily business can be stored in the ERP, either autonomously (ex. Letter) or in relation with a business document (ex. a specification document can be used to support a Sale Order).

Product Line



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Please fill here the list of product lines sold or purchased by your company.

Product lines are used for both purchase and sales. They are useful to create a catalog of products (sold or purchased) and to structure a large database of products and services by families.