

Company Information - Salesforce

Login to the org as System Admin to update below configuration details in the org.

1. Update Company Information (UI)

- a. In Salesforce, click Setup (gear icon) Setup.
- b. In **Quick Find**, search **Company Information** open **Company Information**.
- c. Click **Edit** and update:
 - **Organization Name:** *Syensqo*
 - **Primary Contact:** *Hugo Rosario*
(If this field requires selecting a User/Contact and "Hugo Rosario" isn't selectable, pick the correct existing record or create /update the appropriate record per your org's policy.)
 - **Address:**
 - Street: *Rue de la fusée 98*
 - City: *Bruxelles*
 - State/Province: *(leave blank if not applicable)*
 - Zip/Postal Code: *1130*
 - Country: *Belgium*
- d. Click **Save**.
- e. Verify **Activate Multiple Currencies** is enabled.
 - If not enabled: click **Edit** check **Activate Multiple Currencies** **Save**.
- f. **Newsletter Preferences**
 - i. Setup Quick Find: **Company Information**.
 - ii. Click **Edit** and set:
 - **Newsletter:** **False**
 - **Admin Newsletter:** **True**
 - iii. **Save**.
- g. **Hide Notices About System Maintenance:** **False**
- h. **Hide Notices About System Downtime:** **False**
- i. **Default Locale:** **French (Belgium)**
- j. **Default Language:** **English**
- k. **Default Time Zone:** **GMT+01:00 Central European Standard Time (Europe/Paris)**

2. Fiscal Year (Standard fiscal year, Jan–Dec)

- a. **Setup Quick Find:** **Fiscal Year (or Fiscal Years)**.
- b. Open Fiscal Year.
- c. Confirm it is Standard Fiscal Year and the start month is January (year ends in December).
- d. **Save/confirm**.

3. Corporate Currency = EUR

- a. Setup Quick Find: **Manage Currencies**
- b. Ensure **EUR** is the **Corporate Currency** (and active), then save any changes.
- c. **Business Hours & Holidays (Europe/Paris)**

4. Business Hours & Holidays (Europe/Paris)

- a. Setup Quick Find: **Business Hours** open **Business Hours**.
- b. Create or edit the default business hours:
 - Set **Time Zone** to **Europe/Paris**.
 - Leave the Business Hours under Step-3 as is.

5. Local Formats = ICU

- a. Setup Quick Find: **User Interface** (or **Internationalization**, depending on org).
- b. Find the setting for **Locale Formats** and set to **ICU**.
- c. **Save**.