



QAD Enterprise Applications  
Enterprise Edition

# Training Guide QAD Initial Setup

70-3215-2017EE  
QAD 2017 Enterprise Edition  
10USA > 10USACO  
April 2017

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# QAD Initial Setup Change Summary

The following table summarizes significant differences between this document and the last published version.

<b>Date/Version</b>	<b>Description</b>	<b>Reference</b>
April 2017/v2017 EE	Rebranded for QAD 2017 EE	--
April 2016/v2016 EE	Rebranded for QAD 2016 EE, added links to Preface and book	--
April 2015/v2015 EE	Rebranded for QAD 2015 EE	--
March 2014/v2014 SE_EE	Rebranded for QAD 2014 SE_EE	--
September 2013/v2013.1 SE_EE	Rebranded for QAD 2013.1 SE_EE	--
March 2013/v2013 SE_EE	Rebranded for QAD 2013 SE_EE	--
September 2012/v2012.1 SE_EE	Rebranded for QAD 2012.1 SE_EE; Consistency edit	--
March 2012/v2012 SE_EE	Rebranded for QAD 2012 SE_EE	--
September 2011/v2011.1 SE_EE	Rebranded for QAD 2011.1 SE_EE	--



# **About This Course**

## Course Description

The Initial Setup: Core Application course provides an overview of the process and decisions that must be made to set up the fundamental data elements of the QAD ERP system. The course demonstrates the contingencies between core data elements, and provides implementation guidelines for such essential values as product lines, sites and locations, and items. Hands-on activities ensure your familiarity and proficiency with the system.

Other initial setup topics such as finance, currencies, tax structures, system security and other system administrative functions are covered in separate training materials. It is imperative that the financial structure of the company be set up before the site-specific operational data discussed in this course is set up.

## Course Objectives

- Be able to set up your company's initial base data
- Be able to implement and adjust critical control data, such as the Domain/Account Control
- Be able to understand the impact of your data choices on your business

## Audience

- Implementation consultants
- Members of implementation teams
- Key users

## Prerequisites

An understanding of basic manufacturing principles is beneficial.

## Course Credit and Scheduling

- This course provides 6 credit hours.
- This course is typically taught in one day.

## Virtual Environment Information

This guide applies to both the Standard Edition and the Enterprise Edition of QAD Enterprise Applications.

- For Enterprise Edition, use the hands-on exercises in this book with the latest Enterprise Edition learning environment in the 10USA > 10USACO workspace.
- For Standard Edition, use the hands-on exercises with the latest Standard Edition learning environment in the Training workspace.

When prompted to log in for either environment, specify *demo* for user ID and *qad* for password.

## Additional Resources

If you encounter questions on QAD software that are not addressed in this book, several resources are available. The QAD corporate Web site provides product and company overviews. From the main site, you can access the QAD Learning or Support site and the QAD Document Library. Access to some portions of these sites depends on having a registered account.

<http://www.qad.com/>

### QAD Learning Center

To view available training courses, locations, and materials, use the QAD Learning Center. Choose Education under the Services tab to access this resource. In the Learning Center, you can reserve a learning environment if you want to perform self-study and follow a training guide on your own.

### QAD Document Library

To access release notes, user guides, training guides, and installation and conversion guides by product and release, visit the QAD Document Library. Choose Document Library under the Support tab. In the QAD Document Library, you can view HTML pages online, print specific pages, or download a PDF of an entire book.

For more information, see *QAD Progress Database Installation Guide*.

To find a resource, you can use the navigation tree on the left or use a powerful cross-document search, which finds all documents with your search terms and lets you refine the search by book type, product suite or module, and date published.

### QAD Support

Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and QAD Forums, where you can post questions and search for topics of interest. To access these, choose Visit Online Support Center under the Support tab.

## 4 Training Guide — Initial Setup: Core Application

Chapter 1

# **Introduction**

## Course Overview

### Course Overview

- Introduction to Initial QAD Enterprise Applications Enterprise and Standard Edition Setup
- Business Considerations
- Set up Initial QAD Standard Data

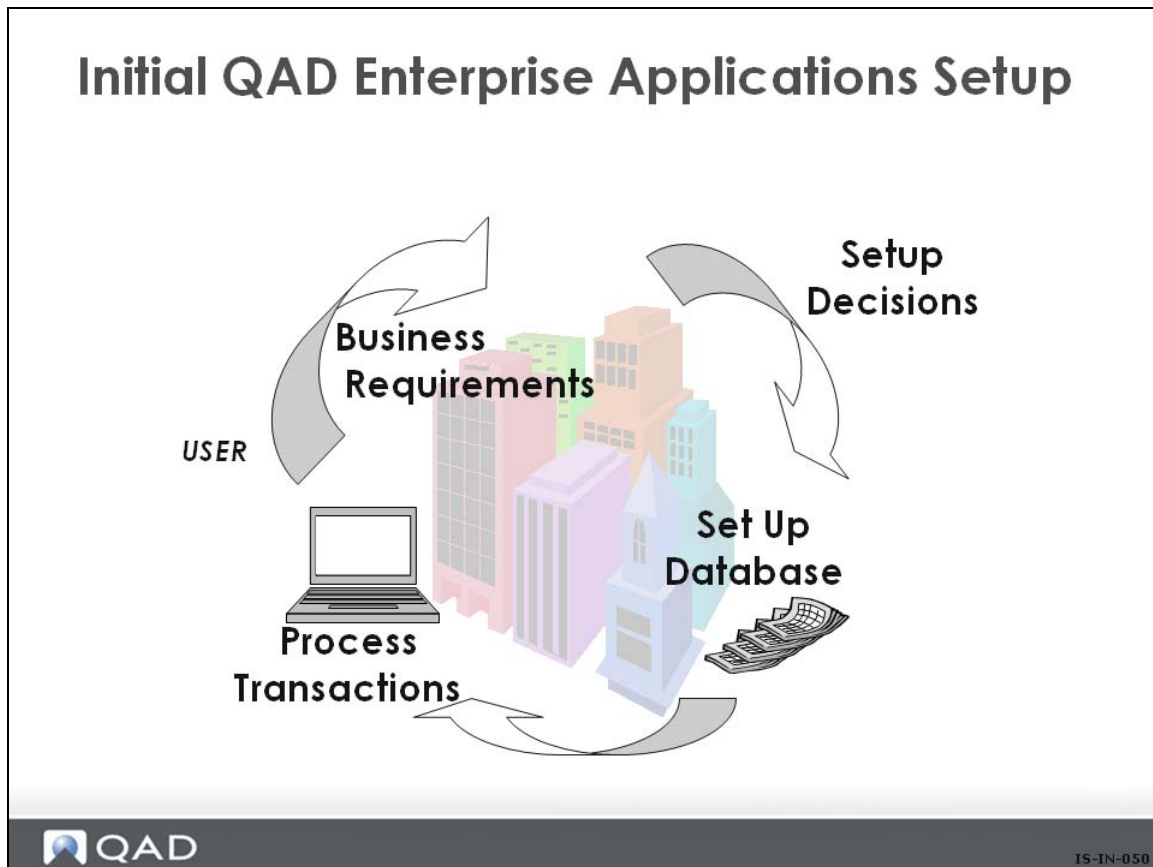


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In this course we will cover the following:

- Introduction to Initial QAD Enterprise Applications Setup
- Pre-setup Business Issues
- Setting up Initial QAD Enterprise Applications information
  - Product Lines
  - Inventory Status
  - Domains
  - Sites
  - Locations
  - Item Status
  - Items
  - Unit of Measure Conversion
  - Generalized Codes
  - Master Comments

## Initial Setup

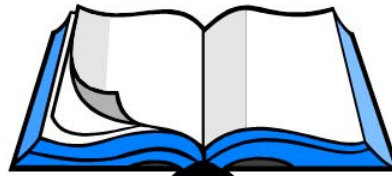


- Business decisions need to be made about how you are going to set up your system
- Certain parameters and control information must be set up before you can begin processing

## Terminology

### Terminology

- Domain
- Base Currency
- Entity
- Site
- Location
- Control Program
- Master Data
- Product Line
- Item Data
- Unit of Measure (UM)
- Generalized Code
- Dependent Demand
- Independent Demand



IS-IN-060

The following are definitions for terms you will encounter throughout this course.

**Domain.** A domain serves as a template for entities and comprises business operations with a single currency and shared data sets. A domain can have one or more entities. You can have multiple domains per database and can change to another domain from within the application, provided you are an authorized user for that domain.

**Base Currency (BC).** The currency in which all entities within a domain conduct business. Exchange rates must exist between the base currency and any non-base currencies specified on transactions. The system also maintains these transaction currencies for every transactions.

In Enterprise Edition, a third Management currency can also be maintained. So for example a US based subsidiary of a European company doing business in Canada and Mexico would have a base currency of USD, transaction currencies of USD, CND, and MXN and a management currency of EUR.

**Entity.** An independent unit for financial reporting purposes. An entity generates a separate balance sheet and income statement, plans budgets, and is assessed for taxes. All GL transactions are posted by entity. The primary entity is the default entity for GL transactions. There is no limit to the number of entities in a database.

**Site.** An inventory and planning concept correlating to a physical location. All inventory is stored by site and all planning is done by site. Each site belongs to one and only one entity, but an entity can have multiple sites. Most functions work within one site— manufacturing orders

expect to find all their components at the same site; MRP and DRP calculate requirements one site at a time. A few functions deal with multiple sites, such as multi-site purchase or sales orders, distribution orders, distributed inventory inquiries, and EMT.

*Location.* Areas of a site where inventory is stored, used, or shipped. Location parameters identify what can be stored and how it can be used. Every inventory transaction must have a site and location. The same locations can exist at more than one site. This is recommended for multisite processing.

*Control Program.* Control programs let you update database records and are used to setup and configure various functions of QAD applications. Typically control records are defined during the implementation process and control settings are determined by analysis of the business processes that are required at the time of application installation.

*Master Data.* Master data is typically static data that does not change frequently. Entering data in a maintenance program creates a record in one or more tables controlled by the maintenance program. For example, item records are stored in the Item Master table controlled by Item Master Maintenance. Master data is contrasted with transaction data, which is associated with business events that use master data such as a sales order shipment.

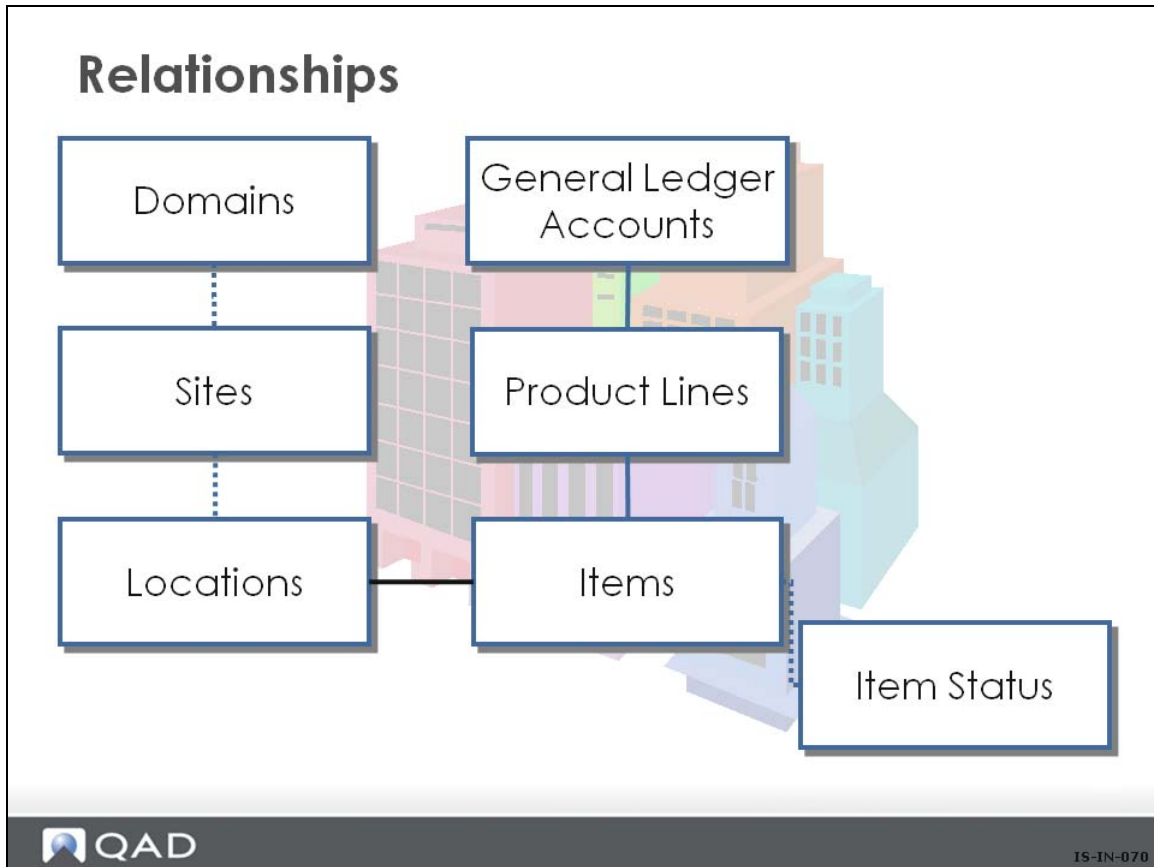
*Unit of Measure (UM).* Specifies the quantities in which an item is stocked and planned.

*Generalized Code.* A method of defining acceptable values for fields and having the system validate user entry. Codes can display in a look-up browse for selection.

*Dependent Demand.* Calculated demand, not forecast, for component items and raw materials that are directly related to production of higher level assemblies or end products.

*Independent Demand.* Demand unrelated to demand for other products.

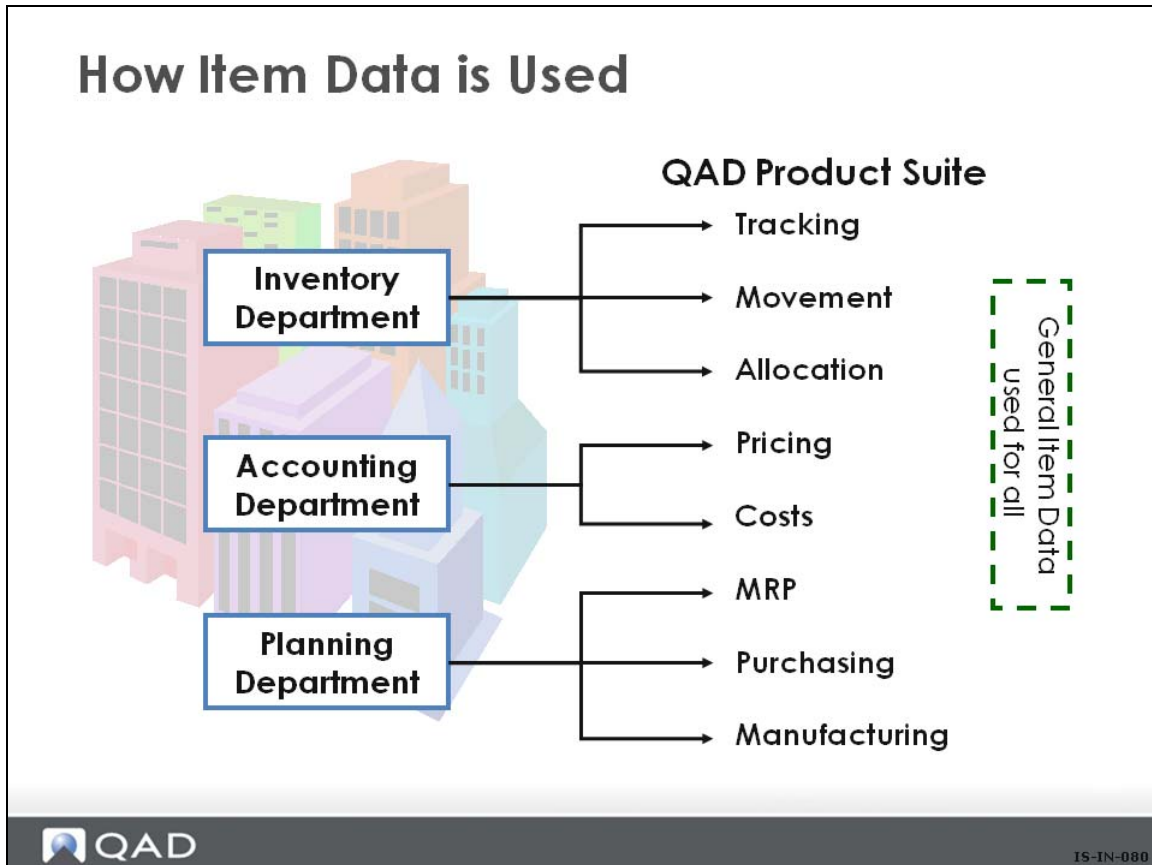
## How Item Data is Used



Item data consists of six types of data:

- General
- Inventory
- Shipping
- Planning
- Pricing
- Cost

## Item Data Flow



Item data is used throughout the system. Different modules use different sections of the item data. Only the general item data remains the same for all sites.

QAD Enterprise Applications is a fully integrated system based on item numbers.

- Requires documented processes and procedures

It is critical to have good item data.

- Accurate inventory
- Accurate dates (for planning input)
- Accurate BOMs/Routings

**Note** The system is not being utilized well if the accuracy rate is not at least 98%.



Chapter 2

# **Business Considerations**

## Learning Objectives

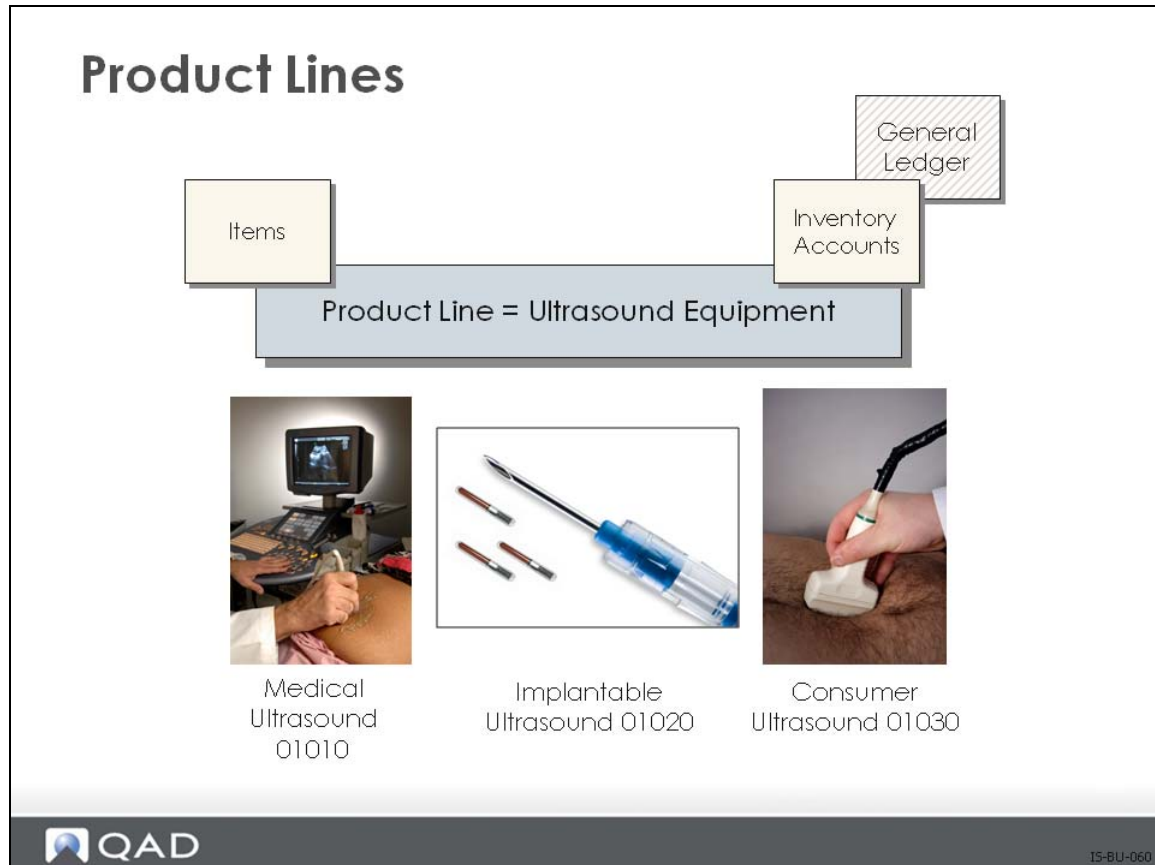
In this section you learn how to identify the key business issues to consider before performing initial QAD Enterprise Applications setup.

After completing this chapter you should be able to describe the business expectations for your type of company for the following areas:

- Product Lines
- Sites
- Locations
- Item Data

This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

## Product Lines



### Product Lines Allow You To:

- Group items for planning, reporting, and accounting
- Identify which General Ledger (GL) accounts will be used for:
  - Sales
  - Inventory
  - Purchasing
  - Work Orders
  - Service Transactions
- Group items for planning, reporting, and accounting

### Why Consider Product Lines?

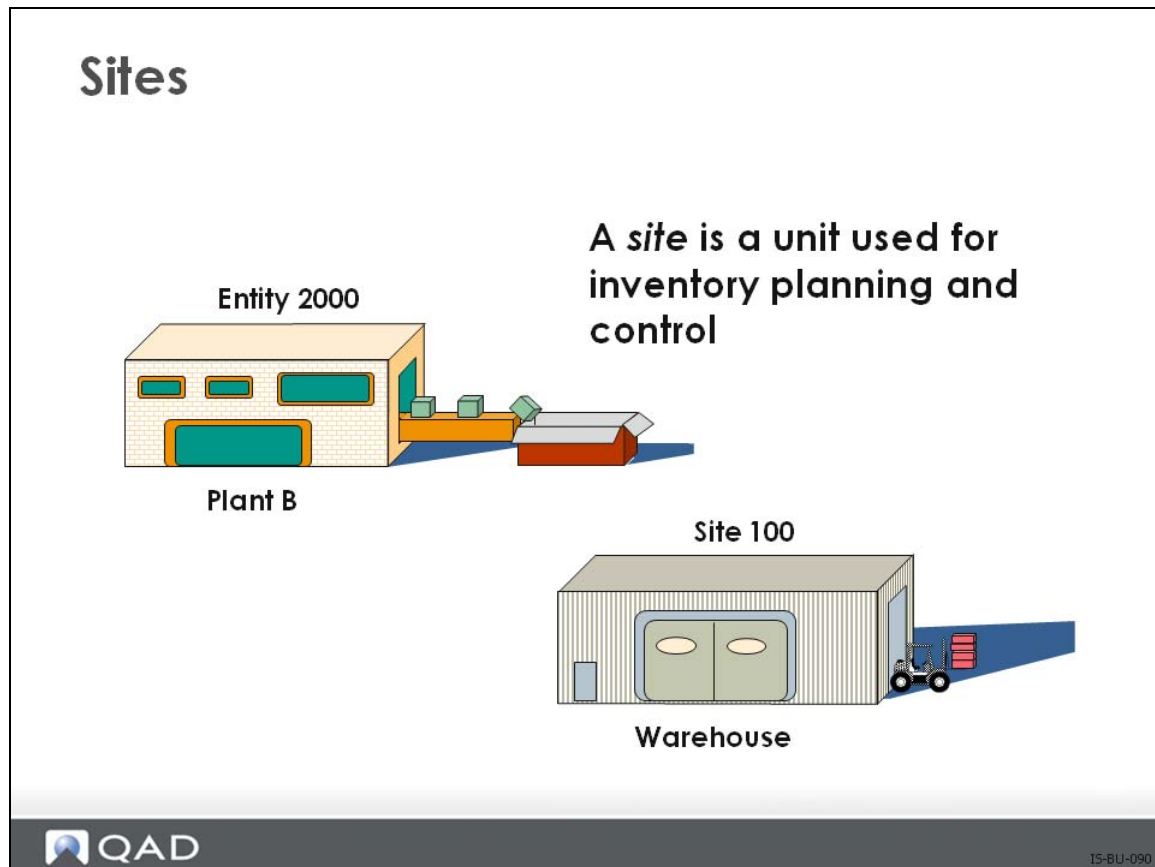
- All items must belong to a product line

### Setup Implications

- Default GL accounts must be set up in Domain/Account Control (36.9.24)

For more detailed information on product lines, see “Product Lines” on page 23.

## Sites



### Sites Allow You To:

- Manage inventory and production

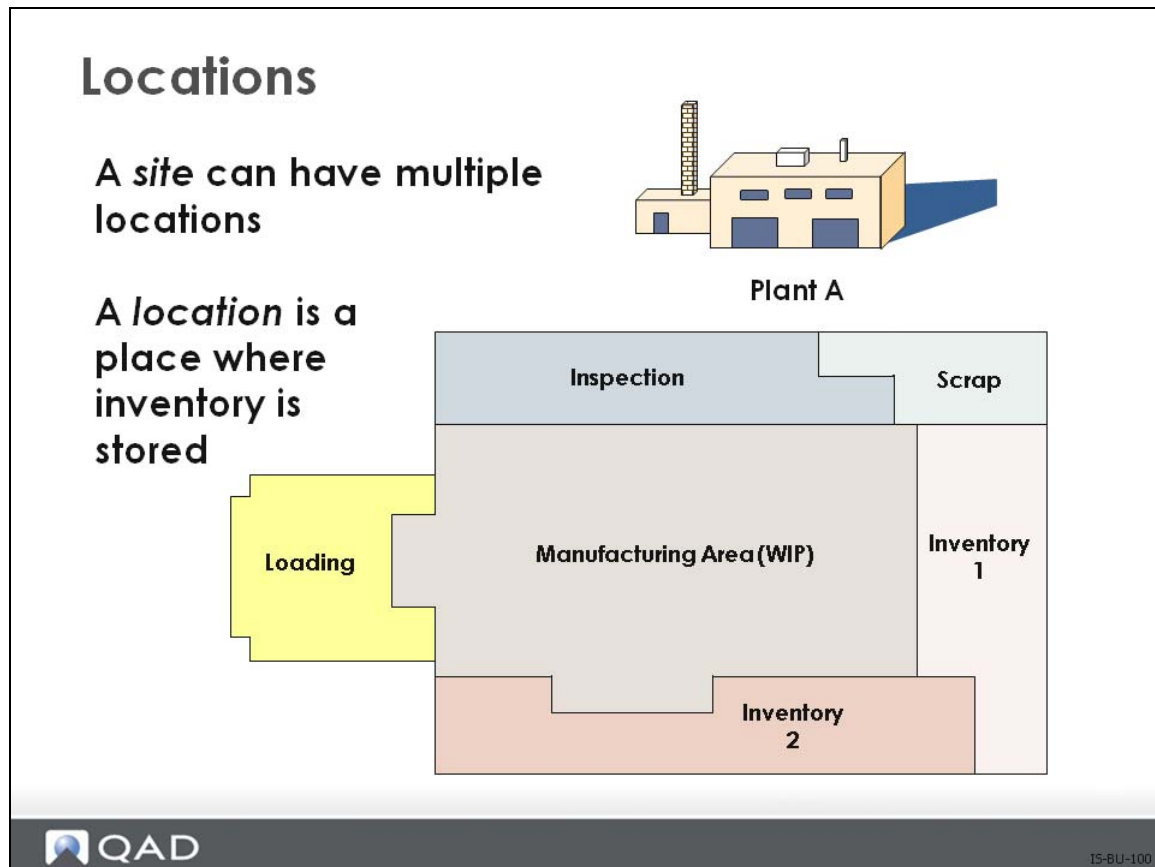
### Why Consider Sites?

- All inventory is stored by site
- All planning is done by site
- Many reports produced in the system are selected and sorted by site

### Setup Implications

For more information on the structure of databases and the relationship to shared data sets, domains, entities, and sites, see [QAD Financials User Guide](#).

## Locations



### Locations Allow You To:

- Physically identify and control individual items in stock
- Control which transactions are permitted for inventory
- Control the type of inventory stored in a particular location
- Control how inventory is allocated

### Why Consider Locations?

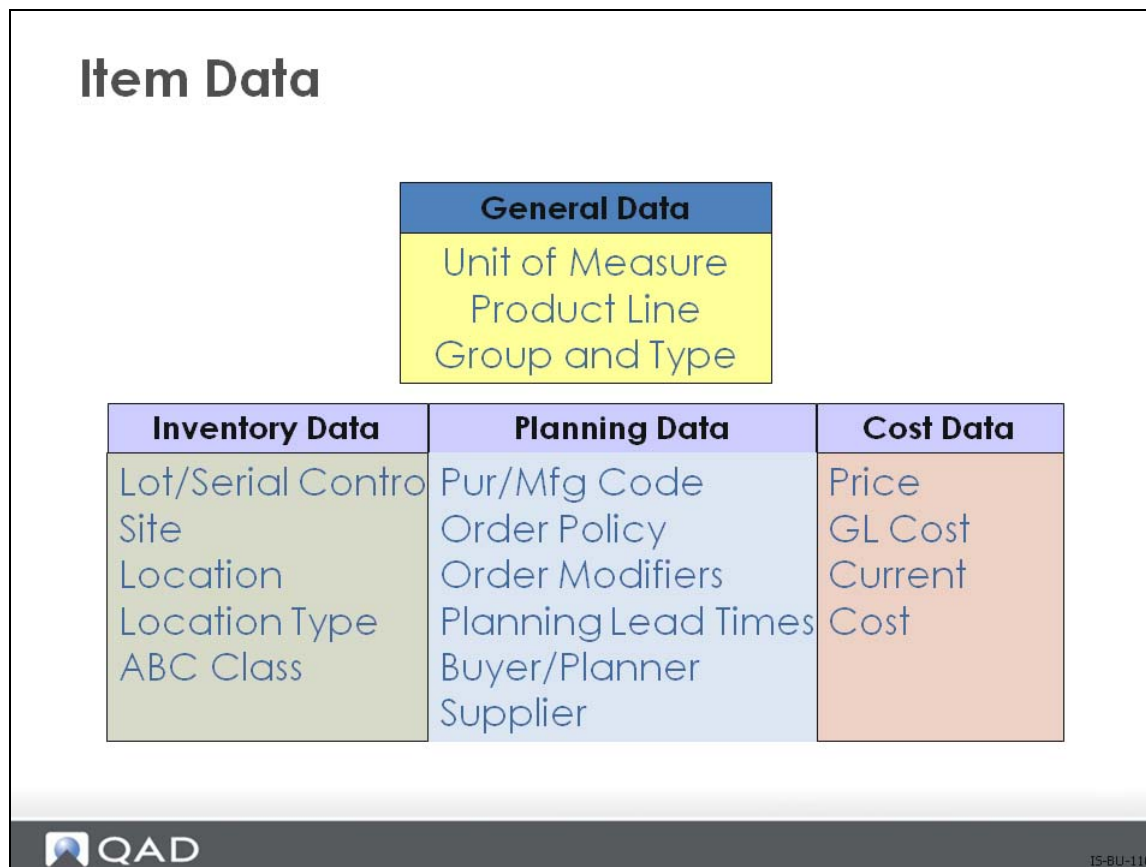
- Gives you more control over how inventory is processed within a site
- Inventory reports normally are selected and sorted by location
- You have items that must be assigned to a particular type of storage such as sterile or freezer
- Can restrict item availability

### Setup Implications

- Can be set up automatically in Site Maintenance (1.1.13) or manually in Location Maintenance (1.1.18)

For more detailed information on location, see “Location Maintenance” on page 36.

## Item Data



### Item Data Allows You To:

- Create general item data that is static and valid for all sites
- Control how the item is handled in inventory, planning, and costing
- Identify information for a particular site. Inventory, planning and cost data can be stored separately for each site

### Why Consider Item Information?

- Item information is used throughout the system

### Setup Implications

For single site use:

- Item Master Maintenance (1.4.1)
- Item Data Maintenance (1.4.3)
- Item Inventory Data Maintenance (1.4.5)
- Item Planning Maintenance (1.4.7)
- Item Cost Maintenance (1.4.9)

For site-specific information use:

- Item-Site Inventory Data Maintenance (1.4.16)
- Item-Site Planning Maintenance (1.4.17)
- Item-Site Cost Maintenance (1.4.18)

## Review: Business Considerations

- Processes and Procedures
- Reporting Requirements
- Customer Expectations
- Product Configuration

### Focusing Review

Examine your company (or a client's company) against the business considerations discussed in this chapter. Consider the following:

- 1 The business expectations given this type of company
- 2 Additional information you may need to elicit to successfully implement QAD Enterprise Applications in this company

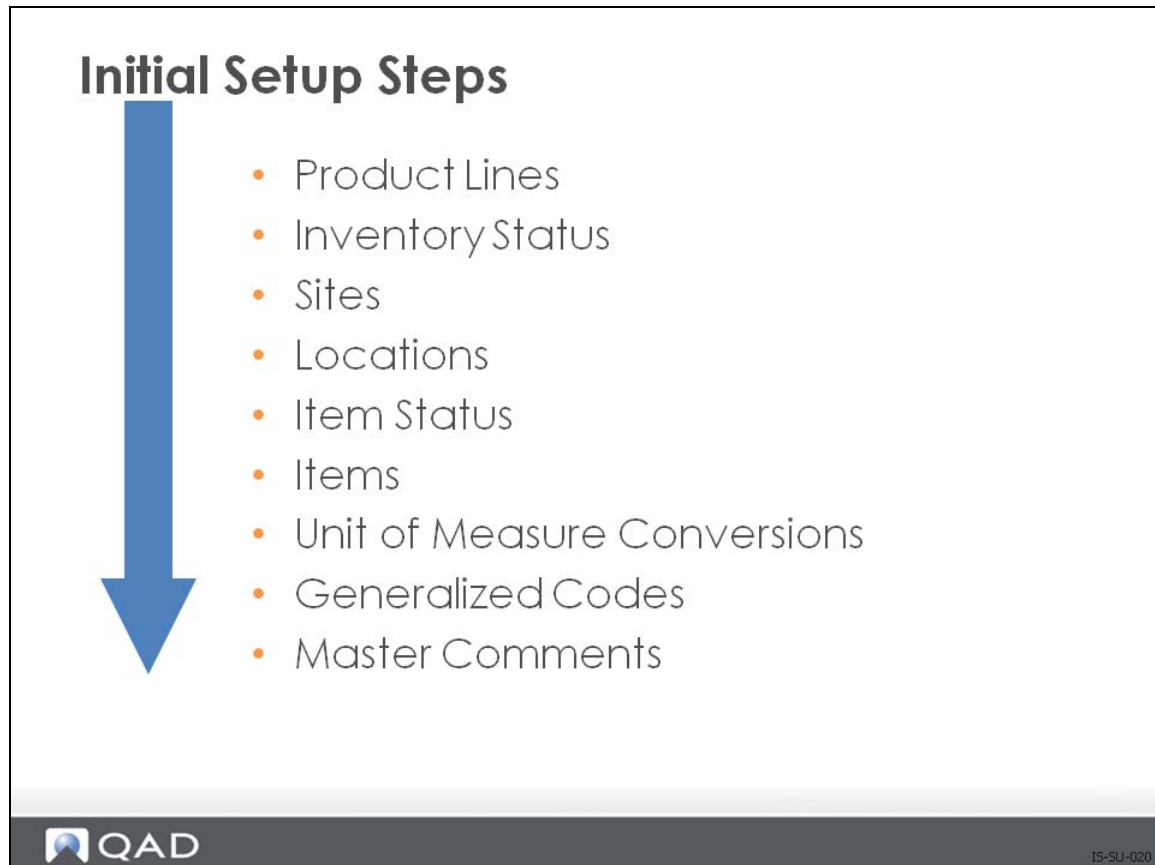
Do not look ahead in this course or at the QAD Enterprise Applications software. The purpose of this exercise is to help you focus on what is important to this company.

**Hint:** There are no right or wrong answers.

Chapter 3

# **Set Up QAD Enterprise Applications EE**

## Set Up Initial QAD Enterprise Applications Data




In this section you learn how to set up initial QAD Enterprise Applications Data. This illustration is a suggested sequence of master data for the initial QAD Enterprise Applications setup. It is based on information that flows from one type of data to another and prerequisites that need to be accomplished before setting up a table.


**Note** Two data fields required in early setup steps are country code and currency code. Therefore, these two sets of codes should be set up first. QAD strongly encourage the use of country codes per ISO standard 3166 and currency codes per ISO Standard 4217.

## Product Lines

### Initial Setup Steps



- **Product Lines**
- Inventory Status
- Sites
- Locations
- Item Status
- Items
- Unit of Measure Conversions
- Generalized Codes
- Master Comments


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Product lines are used to group/classify items or products with similar characteristics.

- Usually the grouping is by similarities of manufacture, use, application, cost analysis, or revenue analysis
- QAD Enterprise Applications uses product lines for accounting, planning and reporting purposes
- You must define at least one product line
- Each item is assigned to a product line

**Important** Before you define your product lines, you need to determine the criteria your company wants to use for grouping the items.

For example, you could group items by production process. Then, in the plastics industry, you could have a product line for blow molded items and another product line for injection molded items.

### Product lines

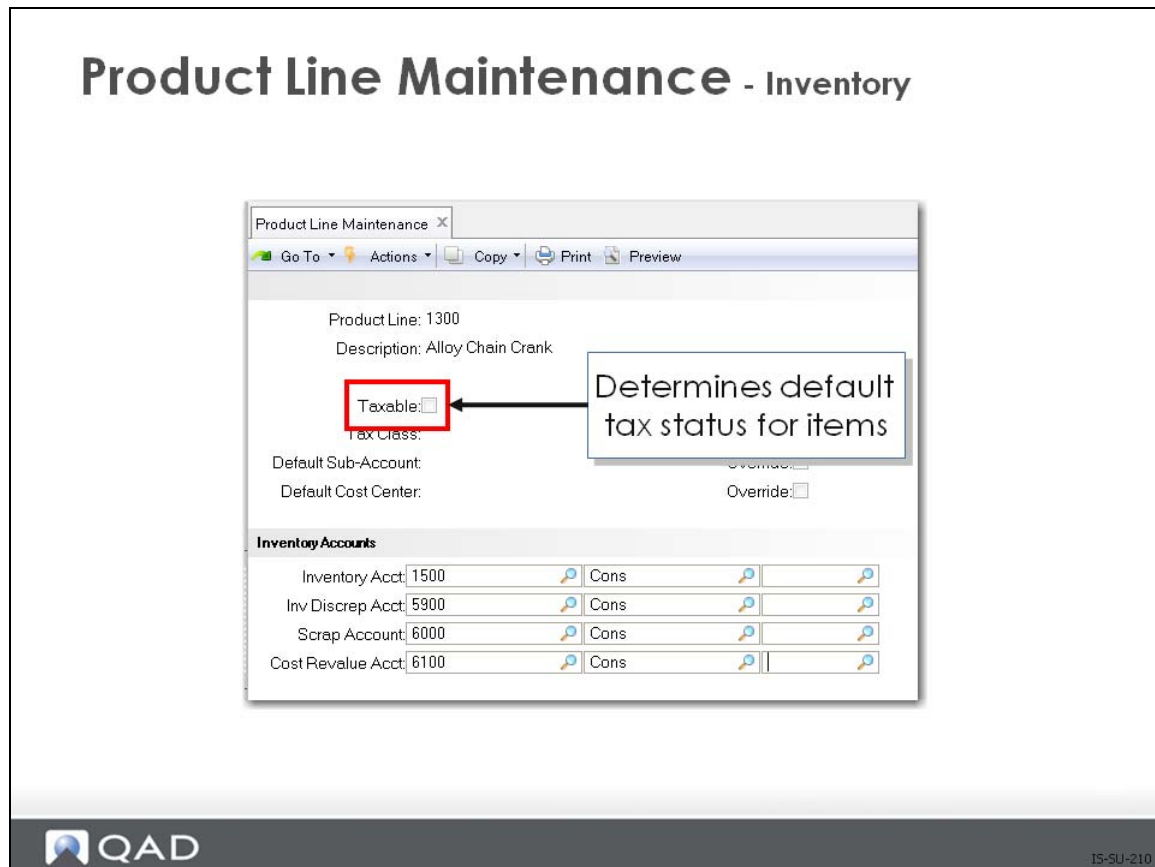
- Are associated with specific GL accounts for inventory, sales, and purchasing
  - Can also link items to sub-accounts and cost centers
- Identify families of products that can be planned in aggregate using Product Line Planning

- All of the planning programs (product line planning, resource planning, MRP, MPS) can be run by product line
- Are used for selecting and reporting inventory, planning, and sales history reports

When planning product lines, you need to consider:

- Common components that go into subassemblies
- All items required for a finished product
- Level of detail required in general ledger

## Product Line Maintenance



Used to add and maintain product line information.

- When adding an item, the item's taxable status defaults from the product line (which you can change)
  - You can set the tax status on the product line along with the appropriate tax class
  - You can change product tax status at the item level if appropriate
- Product lines use the default GL accounts from Domain/Account Control (36.1) Inventory Accounts

Used in:

- Backflush
- GL Cost Change
- Inventory transactions
- Inventory counts
- Repetitive
- Shop Floor Control
- WO
- WO Receipt

## Sales Accounts

### Product Line Maintenance - Sales

Product Line Maintenance
Go To Actions Copy Print Preview

Product Line: 1300  
Description: Alloy Chain Crank

Taxable:


Tax Class:

Default Sub-Account: Override:

Default Cost Center: Override:

**Sales Accounts**

Sales Account:	4000	Cons	
Sales Disc Acct:	4200	Cons	
COGS Material Acct:	5000	Cons	
COGS Labor Acct:	5100	Cons	
COGS Burden Acct:	5200	Cons	
COGS Overhead Acct:	5300	Cons	
COGS Subcontract Acct:	5400	Cons	


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Used for:

- Invoice Post
- SO Shipment

## Purchasing Accounts

### Product Line Maintenance - Purchasing Accounts

Product Line Maintenance
Go To Actions Copy Print Preview

Product Line: 1300  
Description: Alloy Chain Crank

Taxable:   
 Tax Class:

Default Sub-Account: Override:   
 Default Cost Center: Override:

**Purchasing Accounts**

Purchases Acct:	6600		Cons		
PO Receipts Acct:	2520		Cons		
Overhead Appl Acct:	5330		Cons		
PO Price Var Acct:	6700		Cons		
AP Usage Var Acct:	6720		Cons		
AP Rate Var Acct:	6740		Cons		

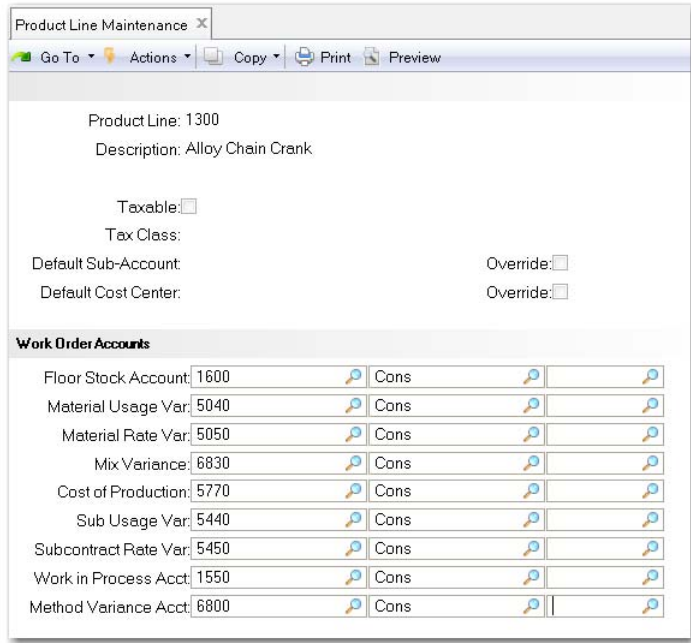
IS-SU-230

Used for:

- PO Receipt (non-inventory)
- PO Receipt
- Voucher and Receiver Matching
- Variances

## Work Order Accounts

**Product Line Maintenance - Work Order Accounts**




Product Line: 1300  
Description: Alloy Chain Crank

Taxable:   
Tax Class:  
Default Sub-Account:  Override:  
Default Cost Center:  Override:

**Work Order Accounts**

Floor Stock Account:	1600		Cons		
Material Usage Var:	5040		Cons		
Material Rate Var:	5050		Cons		
Mix Variance:	6830		Cons		
Cost of Production:	5770		Cons		
Sub Usage Var:	5440		Cons		
Subcontract Rate Var:	5450		Cons		
Work in Process Acct:	1550		Cons		
Method Variance Acct:	6800		Cons		

 IS-SU-240

Used for:

- WO Close
- WO Issue
- Non-Productive Labor
- Variances

## Service Accounts

### Product Line Maintenance - Service Accounts

Product Line Maintenance
Go To Actions Copy Print Preview

Product Line: 1300  
Description: Alloy Chain Crank

Taxable:

Tax Class:

Default Sub-Account: Override:

Default Cost Center: Override:

**Service Accounts**

Service Labor:	6900		Cons		
Service Overhead:	6905		Cons		
Service Expense:	6910		Cons		
Expense Due:	6915		Cons		
Service Returns:	6920		Cons		
Deferred Revenue:	2450		Cons		
Accrued Revenue:	1450		Cons		

IS-SU-250

Used in Service/Support Management transactions.

For more information on setting up product lines, see [QAD Master Data User Guide](#).

## Preliminary Exercise Setup (Standard Edition Only)

**Important** Standard Edition Only!

- 1 Verify Domain: From the workspace menu select Training.
  - a Note the domain name appears in the top window frame.

### GL Calendar Browse

- 2 Verify GL Calendar Period
  - a Use GL Calendar Browse (25.3.5)
  - b Start search at current year
  - c You should see a list of months for the current year
  - d If you find “No Records” continue to step three.

### GL Calendar Maintenance

- 3 Use GL Calendar Maintenance (25.3.4)  
Enter the 12 monthly periods for the current year.

## Exercise 1: Product Lines

Instructions: Add a new product line for a prototype drop forged alloy chain crank. This product line is non-taxable.

### Enter the new product line

- 1 Use Product Line Maintenance (1.2.1) to enter a new product line.

Field	Data
Prod Line	1300
Description	Alloy Chain Crank
Taxable	No
Tax Class	<blank>
Default Sub-Account	<blank>
Default Cost Center	<blank>

Accept the account codes that default in from Domain/Account Control.

### Review the product line you just set up.

- 2 Use Product Line Inquiry (1.2.2) to review your new product line.

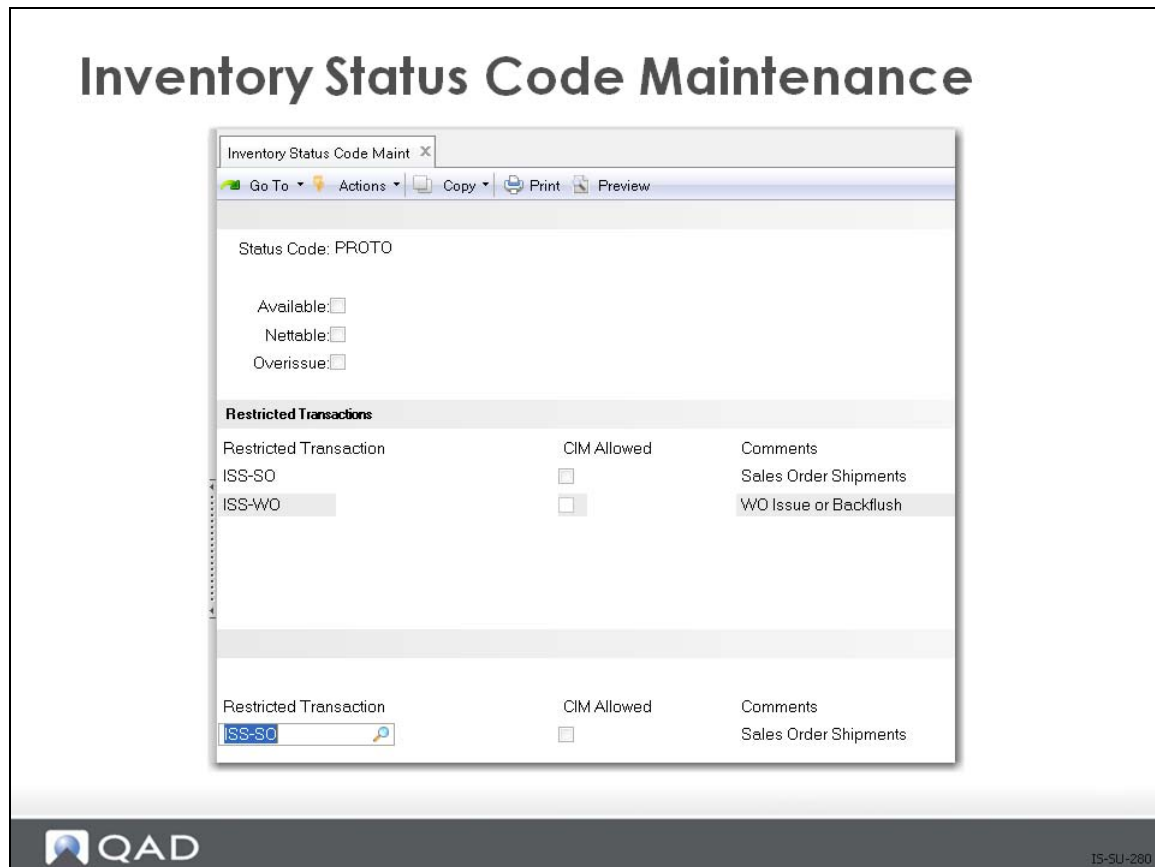
## Inventory Status

### Initial Setup Steps



- Product Lines
- **Inventory Status**
- Sites
- Locations
- Item Status
- Items
- Unit of Measure Conversions
- Generalized Codes
- Master Comments

## Inventory Status Code Maintenance



Use to enter Inventory Status Codes, required for sites and locations. Inventory status codes determine whether specific inventory balances on hand are:

- Available for allocation to sales orders or work orders
- Considered available by MRP
- Allowed to go negative

Inventory status codes also restrict particular transactions at specific locations.

**Example** An inventory status code can restrict issues from an inspection location.

At least one inventory status code must be defined before you can enter site/item combinations.

- At least one Inventory Status Code is required. A suggested first code might be “Good” or “OK” with attributes of Available = Yes, Nettable = Yes, and Over Issue = No.
- It is recommended to NEVER use blank codes for any coded field.
- Set up other inventory status codes as needed

For more information on setting up inventory status codes, see [QAD Master Data User Guide](#).

## Sites

### Initial Setup Steps



- Product Lines
- Inventory Status
- **Sites**
- Locations
- Item Status
- Items
- Unit of Measure Conversions
- Generalized Codes
- Master Comments


IS-SU-310

In QAD Enterprise Applications a site identifies an area where inventory is manufactured and/or stored. Each site manages its own inventory and production independently of other sites, even if those sites are in the same physical building. However, sites do not need to:

- Produce separate financial statements
- Handle their accounts receivable or accounts payable separate from other sites

**Example** A site can be an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

**Important** You must set up at least one site. Blank is NOT allowed. Each site is assigned to an entity for financial reporting purposes and to a domain. Sites can have multiple locations; however, each site can belong to one and only one entity and domain.

QAD Enterprise Applications maintains all inventory control and planning information by sites, including:

- Inventory availability
- Manufacturing methods and costs
- Sales quotations and orders
- Purchases
- Manufacturing plans and orders
- Forecasts

## Site Maintenance

The screenshot shows the 'Site Maintenance' application window. The title bar reads 'Site Maintenance x'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main content area is titled 'Attachments' and contains a search field for 'Site: 900'. Below this are several fields: 'Description: Test Site', 'Domain: Train', 'Entity: Training', 'Declarant:', 'Default Inventory Status: PROTO', 'Automatic Locations: ', 'Inspection Location: inspect', 'EMT Supplier:', 'External Supplier: ', 'Transfer Variance Acct: 6820', 'Transfer Ownership: ', and 'PO Transit Location:'. A callout box with a blue arrow points to the 'Default Inventory Status: PROTO' field, containing the text 'Code must already be defined'. The QAD logo is in the bottom left corner, and 'IS-SU-320' is in the bottom right corner.

Use Site Maintenance (1.1.13) to create and maintain sites.

### Field Definitions

*Entity.* Specify the entity where the site's inventory transactions will be recorded

*Default Inventory Status .* This will be the default inventory status for each location created within this site

*Automatic Locations.* You can automatically create location codes if you set Automatic Locations to Yes. When you do this, the system automatically creates a new location code whenever you enter an undefined location code

**Note** The system automatically creates the new location code. You are not given the option of creating the code or verifying your entry. Therefore, if you mis-type the location code, it is possible to create an incorrect code. For example, typing STWCK instead of STOCK.

*Domain.* For more detailed information on the relationship between domains and sites see the "associating domains with sites" section of *User Guide: Master Data*.

*EMT Processing.* If you are using the Enterprise Material Transfer (EMT) module, you use Site Maintenance to define sites and their default suppliers

For EMT, in addition to completing the fields previously discussed, you need to complete:

*EMT Supplier.* Defines the default supplier for the site. This is the supplier the system automatically references during sales order entry when ordering an item residing at this site, if no EMT supplier is defined for that item

*External Supplier.* If Yes, this site represents an external supplier, and must be a supplier code already set up in your system. If No, this site is an internal supplying site

**Note** You can only enter a supplier already set up in the system.

*Transfer Variance Account.* The general ledger account code that is normally used to track cost variances on inventory transfers between two sites

*Transfer Ownership.* When the Supplier Consignment Inventory module is active, you can indicate how consigned inventory should be managed when it is transferred to a specific site. The value determines the default value for new locations created in the site. When the Supplier Consignment Inventory module is not active, the Transfer Ownership field is disabled.

## Exercise 2: Sites

Instructions: Set up a new site.

**Important** The data used in this exercise may not be the same as the data shown in the screens in this lesson.

### Add a new site, 900

- 1 Use Site Maintenance (1.1.13) to add a new site.

Field	Data
Site	900
Description	Test Site
Default Inventory Status	Y-Y-Y

Accept all remaining defaults. Leave multi-domain processing unchecked.

### Review the new site


- 2 Use Site Browse (1.1.14) to review your new site.

## Locations

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- **Locations**
- Item Status
- Items
- Unit of Measure Conversions
- Generalized Codes
- Master Comments

 IS-SU-350

Locations define an area such as a shelf, bin, or tank within a site where inventory is stored. A site can have an unlimited number of locations. You can also use the same location code for different sites. Location codes do not need to be predefined.

QAD Enterprise Applications offers you two ways to create location codes:

- Site Maintenance (1.1.13)
  - Set the Automatic Locations field to Yes
- Location Maintenance (1.1.18)

## Location Maintenance

The screenshot shows the 'Location Maintenance' application window. The form contains the following fields and values:

- Site: 900
- Location: 900
- Description: Test Site Stock Room
- Inventory Status: PROTO
- Project: (empty)
- Date Created: 10/1/2008
- Permanent:
- Type: (empty)
- Single Item:
- Single Lot/Reference:
- Capacity: 0.000000000
- UM: (empty)
- Reserved Locations:
- Transfer Ownership:
- Physical Address: (empty)

Use Location Maintenance (1.1.18) to create and maintain locations.

### Field Definitions

**Site.** The site where this storage location can be found

**Location.** Name of the location. Keep in mind when selecting a name for the location that when the system prints work order and sales order picklists, it looks through locations for available inventory and makes detail allocations. The system looks through location codes in ascending or descending order according to the setting in Inventory Control (3.24)

**Inventory Status.** Code representing the status of inventory in this location. Based on the inventory status code you enter, you can control

- The availability of material for use (for example, damaged, reserved)
- Restrict transactions (for example, issues from an inspection location)

**Permanent.** If Yes, system maintains all location detail records even if the balance on-hand is zero. If No, the system automatically deletes inventory detail records when the location's balance falls to zero

**Note** Note, the system does not delete the location code, only the inventory detail records

**Type.** The Type field identifies the type of location. Locations are categorized by type, and items can be assigned to a specific type of location.

Type codes can be used to define specific types of locations such as tanks, silos, freezers, barrel racks. Items can also have an Inventory Type code and the system will match the two to help control where items are put away. That is the system will prevent an item with Inventory Type code tank, from being put into a location that does not have the same type code.

*Single Item.* If Yes, identifies this location as a single item location. This is useful in situations where you store different types of items (olive oil, ammonia) of the same kind of material (liquid). In that case, setting this field to Yes, prevents the different types of items from being stored in this location at the same time. If No, then it is not a single item location

*Single Lot/Ref.* If Yes, this location can only have an on-hand balance for a single lot (and lot reference if used) of one item at one time

*Capacity.* The capacity of this inventory storage location, in terms of the capacity unit of measure. This field is for reference only and may appear on some selected reports and inquiries.

*Reserved Locations.* Enter Yes to assign one or more customer or ship-to addresses to this location. If Yes, another frame displays so you can specify the addresses associated with this location. Otherwise, enter No.

*Transfer Ownership.* When the Supplier Consignment Inventory module is activated, you can indicate how consigned inventory should be managed when it is transferred to a specific location. When the Supplier Consignment Inventory module is not active, this field is disabled.

If you are using EMT, use Location Maintenance to set up a direct delivery location.

If you are using DRP, use Location Maintenance to set up a Goods In Transit location code equal to the transportation network code.

For more information on setting up locations, see [QAD Master Data User Guide](#).

## Item Status

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- Locations
- **Item Status**
- Items
- Unit of Measure Conversions
- Generalized Codes
- Master Comments

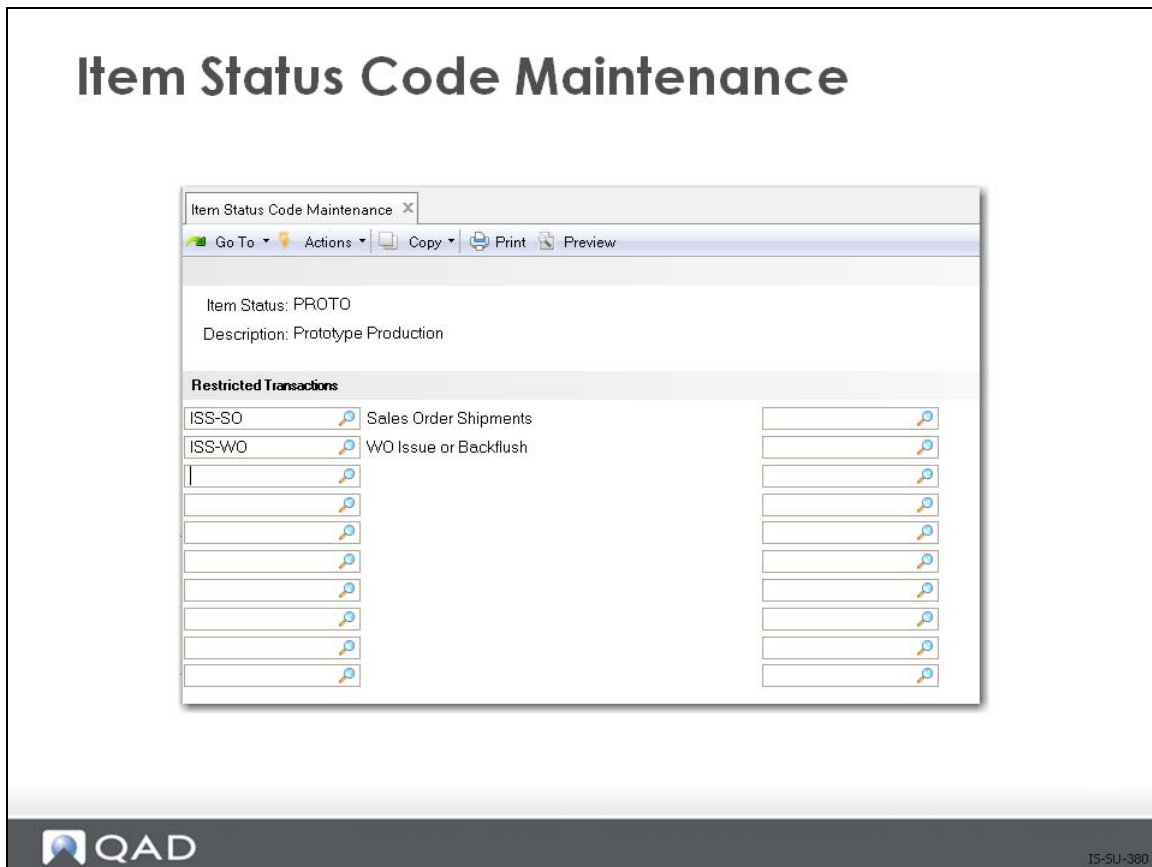

IS-SU-370

By defining item status codes you can control what transactions users are allowed to process for a particular item.

- When the system processes a transaction for an item, it verifies this is not a restricted transaction for this item
- Can be used to identify an item's life cycle

Item Status Code	Definition
01_PT	Prototype
02_EN	Engineering
03_PL	Planning
04_CO	Costing
05_AC	Active
06_IA	Inactive
07-PO	Phase Out
08_OB	Obsolete

## Item Status Code Maintenance



Use to define item status codes and selectively restrict activities for items assigned to that code.

- You can set up a blank item status code for active items; however, setting up blank codes makes sorting reports impossible; blank criteria for reports selects all items, not just blank
- Each status code lists the restricted transaction
- Transactions not listed are not restricted


You can validate item status codes in Item Master Maintenance (1.4.1) and Item Data Maintenance (1.4.3).

- Attach a list of valid item status codes to the `pt_status` field

## System-Required Transactions

### System-Required Transactions

CST-ADJ	ISS-CHL	RCT-CHL
TAG-CNT	WO-CLOSE	ORD-PO
ORD-SO	CUM-SADJ	CUM-RADJ
ISS-GIT	RCT-GIT	ISS-FAS
RCT-FAS		


IS-SU-390

Some transactions are required by the system and you cannot restrict them. To restrict these transactions, add menu security for the functions that create them.

### Exercise 3: Item Status

**Important** The data in this exercise may not be the same as the data shown on the screens in this lesson.

Instructions: Add a new item status code.

**1** Use Item Status Code Maintenance (1.1.5) to add a new item status code, SOHold, call it No Sales Order Issues


**2** Advance to the next frame.

Use the look-up browse and review the transaction values.


This item status code is going to be used to restrict items from being issued to a sales order. Select the appropriate value.

## Items

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- Locations
- Item Status
- **Items**
- Unit of Measure Conversions
- Generalized Codes
- Master Comments


IS-SU-410

You create item records for items and products stored in inventory and/or planned by MRP or DRP. The item master table contains records for all items, regardless of site. Item records contain data used throughout QAD Enterprise Applications.

You must create an item record/number for every inventory item. There are two ways you can do this using:

- Item Master Maintenance (1.4.1)
- Item Data Maintenance (1.4.3)

Item records contain six categories of item data:

- General
- Inventory
- Shipping
- Planning
- Price
- Cost

You can add item data using:

- Item Master Maintenance(1.4.1)
  - All categories

- Item Data Maintenance (1.4.3)
  - General data
- Item Inventory Data Maintenance (1.4.5)
  - Inventory data
  - Shipping data
- Item Planning Maintenance (1.4.7)
  - Planning data
- Item Cost Maintenance (1.4.9)
  - Price data
  - Cost data
- Item Master Copy (1.4.12)
  - Copies all the item master data for one item to a new item number then allows changes


**Note** These screens enable flexibility in setting security for different types of information.

**Note** Items cannot be deleted using Item Master Maintenance (1.4.1) if there are any active transactions on the system, or inventory balances.

## Item Master Maintenance

### Item Master Maintenance: General Item Data

If APM is set to “no” in Sales Order Control File, field is validated against Generalized Codes and is available for reference only


IS-SU-420

Use to add and maintain item numbers at the default or primary site. You must set up item numbers for every inventory item.

The same item can be linked to different sites. You can control, plan, and cost items separately at each site by using:

- Item-Site Inventory Data Maintenance (1.4.16)
- Item-Site Planning Maintenance (1.4.17)
- Item-Site Cost Maintenance (1.4.18)

If the item’s general data is different between sites, you need to create a new item for each site. Once you create an item-site record for an item, future modifications to that item must be done using the item-site programs listed above. This applies even if you are modifying the default or primary site.

### Field Definitions: General Item Data

General item data is basically static information identifying the item and providing descriptive data. It appears on reports (item number, description) and groups items for planning and reporting (product line, group, and item type). General data must be valid for all sites. If an item’s general data varies by site, you must set up each item using a different item number at each site.

*Item Number.* The system places no constraints on the item number, except for its length, which can be a maximum of 18 characters

*UM.* Indicates the unit of measure in which this item is stocked and planned. The default is EA (each). Define the units of measure you require then validate the field using Generalized Codes.

*Description.* When completing the description, keep in mind that QAD Enterprise Applications allows you to select items by description. There are two lines in the description:

- First line appears on reports, inquiries, and printed documents
- Second line provides additional information about the item and can appear on reports, inquiries, and printed documents if space permits

*Prod Line.* Items are assigned to product lines

*Added.* The date this item/product was first entered into the system. The default is the system date

*Design Group.* Identifies the group of users responsible for the design of this item

*Promo Group.* The Promo Group field is significant only if you are using the Trade Management (TrM) module.

*Item Type.* An optional code you can use to categorize similar items. Items can be selected for cycle count based on item type

*Status.* An optional code identifying the status of an item/product

*Group.* An optional code you can use to categorize similar items

*Drawing.* An optional engineering drawing number for this item/product; for reference only and may appear on some selected reports and inquiries

*Revision.* An optional code identifying the engineering revision of this item

*Drawing Loc.* User defined code representing the storage location of the engineering drawing

*Size.* User-defined code representing the size of the engineering drawing

*Price Break Cat.* Categorizes or groups items that need to be accumulated together to get a better quantity break; used by Best Pricing module

## Item Inventory Data

### Item Master Maintenance: Item Inventory Data

The screenshot displays the 'Item Master Maintenance' window for 'Item Inventory Data'. The 'Item' section shows Item Number: 1100-00 and Description: Alloy Chain Crank. The 'Item Data' section includes Prod Line: 1300, Item Type, Drawing, Added: 10/1/2008, Status: PROTO, Revision, Design Group, Group, Drawing Loc, Size, Promo Group, and Price Break Category. The 'Item Inventory Data' section contains fields for ABC Class, Lot/Serial Control, Site (900), Location (900), Location Type, Auto Lot Numbers, Lot Group, Article Number, PO Receipt Status, WO Receipt Status, Memo Order Type, Shelf Life, and Interval. A red box highlights the Site and Location fields, and a blue arrow points to them with the text 'Primary site for this item'.

Item inventory data is control data that controls QAD Enterprise Applications inventory functions). It is responsible for the security, movement, accuracy, and (in some cases) the allocation of inventory. These fields are used in:

- Inventory control ABC classification
- Inventory transactions
- Allocations and picking
- Cycle counting

### Field Definitions

**ABC Class.** A code classifying and ranking this item/product. ABC classification codes determine the cycle count frequency and the error tolerance allowed for each item

**Lot/Serial Control.** All inventory functions look to this field first to see if a lot or serial number is required to issue the item

**Site.** The site where the item is normally produced or stored. This site code will default into all inventory transaction screens for this item to save effort. This should be the site that will generate the most transactions.

*Location.* An optional location code indicating the physical location where this item is normally stored. This location code will default into all inventory transactions screens for this item to save effort. This should be the location that will generate the most transactions.

*Location Type.* A code identifying the type of location this item should be stored in Useful for items with special storage requirements, such as temperature or humidity

*Auto Lot Numbers and Lot Group.* Settings determine if lot numbers are automatically assigned and if so, the format the system uses

*Article Number.* The article number associated with this item. This field is for reference only and may appear on some selected reports and inquiries

*Avg Interval.* The number of calendar days used as an averaging interval for this item. The default is 90 days

*Shelf Life.* The number of days from the receipt of an item until it should not be used. Items that are beyond their shelf life cannot be used.

*Allocate Single Lot.* The item issue quantity must be from a single lot number

*Key Item.* A work order that is short a Key Item cannot be released

*PO Rcpt Status (PO Receipt Status), WO Rcpt Status (WO Receipt Status), and Active.* Set default Inventory Status Codes for these transactions

*ABC Class and Cyc Cnt Int.* Control cycle counting. These are set by the system using Item ABC Status Report/Update (3.6.3 or 1.5.9)

## Item Shipping Data

### Item Master Maintenance: Item Shipping Data

Item Master Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Item | Planning | Price

Item ▶ Item Data ▶ Inventory ▶ **Item Shipping Data**

**Item**  
 Item Number: 1100-00      Description: Alloy Chain Crank  
 Unit of Measure: EA

**Item Data**  
 Prod Line: 1300      Item Type:      Drawing:  
 Added: 10/1/2008      Status: PROTO      Revision:  
 Design Group:      Group:      Drawing Loc:      Size:  
 Promo Group:      Price Break Category:


**Item Shipping Data**  
 Corp Comm Code:   

Ship Weight:

Net Weight:

Freight Class:

Volume:


IS-SU-440

Contains the item data used to determine the item's freight costs.

- System uses this data to calculate freight charges when shipping the item
- Sales orders use the ship weight and freight class for inventory items
- Freight Class, Net Weight, Size, and Ship Weight are used by distribution functions in shipping

## Item Planning Data

**Item Master Maintenance: Item Planning Data**

Item Master Maintenance x

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

► Planning

**Item**

Item Number: 1100-00 Description: Alloy Chain Crank  
Unit of Measure: EA

**Item Planning Data**

Mstr Sched:  Buyer/Planner:  Phantom:   
 Plan Orders:  Supplier:  Minimum Order:  0  
 Time Fence:  0 PO Site: 900 Maximum Order:  0  
 MRP Required:  Purchase/Manufacture: M Order Multiple:  0  
 Order Policy: POQ Configuration Type:  Op Based Yield:   
 Order Qty:  0 Inspect:  Yield Percent: 100.00%  
 Batch Qty: 1.0 Ins LT:  0 Cum LT: 0 Run Time:  0.000  
 Order Period: 7 Mfg LT:  1 Pur LT:  0 Setup Time:  0.000  
 Safety Stock:  0 ATP Enforcement: NONE EMT Type: NON-EMT  
 Safety Time:  0 Family ATP:  Auto EMT Processing:   
 Reorder Point:  0 ATP Horizon: 0 Network Code:   
 Revision:  Run Seq 1:  Routing Code:   
 Issue Policy:  2:  BOM/Formula:  Use with EMT

QAD IS-SU-450

Item planning data is control data that controls planning and manufacturing functions. The data you enter in this section determines how and when to replenish/plan inventory. This data affects:

- MRP
- Purchasing
- Manufacturing (work orders, repetitive schedules, and master scheduling)
- Configured Products
- Costing

You can add or modify item planning information using: (continued on next page)

- Item Master Maintenance (1.4.1)
- Item Planning Maintenance (1.4.7)
- Item-Site Planning Maintenance (1.4.17)

If your planning data differs between sites, you can use Item-Site Planning Maintenance to create item planning information that is specific for a given site. The item's general information remains the same between sites. The MRP course covers this in detail.

## Field Definitions

*Mstr Sched.* Check yes if the item is forecast or master scheduled

*Plan Orders.* Check yes if MRP should create planned orders for the item. If planned orders is no, and Order Policy is a valid code MRP plans requirements and generates action messages

*Order Policy.* How MRP should plan the item; there are five valid options

POQ - Period Order Quantity

FOQ - Fixed Order Quantity

LFL - Lot for Lot

OTO - One Time Only

Blank - When blank MRP ignores the item

If the field contains a non-valid value, and planned orders is yes, MRP will default to LFL

*Pur/Mfg.* The Pur/Mfg (Purchased/Manufactured) field is where all planning functions look first. Determines how items are planned, how costs are calculated, and how cumulative lead times are calculated. You have nine options to choose from:

[P]urchased

[D]RP

[M]anufactured

[R]outable

[C]onfigured

[L]ine Manufactured

[W]Flow Scheduled

[F]amily

[Blank] - Optional use with co and by-products

*EMT Type and Auto EMT Processing.* EMT Type and Auto EMT Processing are significant only if you are using the EMT module. EMT Type determines the type of EMT processing to be followed. Your options are:

- TRANSHIP
- DIR-SHIP
- NON-EMT

If you are not using EMT, select NON-EMT.

Set the Auto EMT Processing field to Yes if you are using multi-level EMT processing and want to have the system automatically create an EMT purchase order

*Network Code.* Used with DRP to define source network for this item

*Routing Code.* An alternate route (route code not equal to item code) to be used in planning this item

*BOM/Formula Code.* An alternate product structure or formula (code not equal to item code) to be used in planning this item

**Note** For more details on item planning parameters refer to the following training materials:

- [QAD MRP-CRP Training Guide](#)
- [QAD Master Scheduling & RCCP Training Guide](#)

- [QAD Work Centers Routing & WO Subcontracting Training Guide](#)
- [QAD Product Structures & Formulas Training Guide](#)

## Item Cost Data

## Item Master Maintenance: Item Cost Data

Item Master Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Price Cost

Item

Item Number: 1100-00 Description: Alloy Chain Crank  
Unit of Measure: EA

**Totals**

Totals:	0.00	0.00	0.00	<input type="checkbox"/>	10/01/08	<input type="checkbox"/>
---------	------	------	------	--------------------------	----------	--------------------------

**GL Cost Data (GL Cost Source Site: 900 / Set: Standard)**

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>

**Totals**

Totals:	0.00	0.00	0.00	<input type="checkbox"/>	10/01/08	<input type="checkbox"/>
---------	------	------	------	--------------------------	----------	--------------------------

**Current Cost Data (GL Cost Source Site: 900 / Set: Current)**

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	0.00000	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>

QAD 15-SU-460

Item cost data is divided into three sections:

- Price
- GL cost
- Current cost

## Item Price Data

### Item Master Maintenance: Item Price Data

Item Master Maintenance
Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Price Cost

**Item**

Item Number: 1100-00      Description: Alloy Chain Crank

Unit of Measure: EA

**Item Price Data**

Price:       Tax:       Tax Class:

**GL Cost Data**

Element	This Level	Lower Level	Total	Pri	Category	A/O
				<input type="checkbox"/>		<input type="checkbox"/>

IS-SU-475

- Is entered in the system base currency
- Becomes the default list price in sales transactions
- Controls the price of the item at this site (specified in the Inventory Data section)
- Controls the item's tax status
- Is the same for the item at all sites

## Cost Data

- Every item has at least two costs, GL and Current
  - GL cost is the cost the system uses on all GL transactions
  - Current cost is today's cost, which the system can maintain as the Last or Average cost (purchase, labor, burden, and subcontract)
- The cost information can be different for each site
  - In a multi-site environment the cost must be specified for each site
  - Default cost applies only to the default site
  - Cost at other sites is zero until it is set up either in Cost Maintenance or by copying or assigning a cost set to each site
- Most reports print either GL or current cost

There are this-level (Level 0) and lower-level costs. Each has five standard categories:

- Material
  - Total cost for an item
- Labor
  - Cost of direct labor used in producing an item
- Burden
  - Also referred to as variable burden or variable overhead
  - Cost of operating a business that cannot be directly related to an item
- Overhead
  - Also referred to as fixed burden or fixed overhead
  - This is a cost category that permits costs to be maintained outside of burden
- Subcontract
  - Outside processing or assembly cost added to a product by outside vendors

**Note** An unlimited number of additional categories can be set up if you are using the Cost Management module.

You can add or modify item cost information using:

- Item Master Maintenance
- Item Cost Maintenance
- Item-Site Cost Maintenance
- Item-Element Cost Maintenance

If your cost data differs between sites, you can use Item-Site Cost Maintenance or Item-Element Cost Maintenance to create individual item site cost information. The item's general information, price, and tax status remain the same between sites.

Use Cost Set Copy to Cost Set and Cost Set to Site Assignment to allocate costs to sites in a multi-site environment.

**Warning** Costs are copied for items with cost, planning or inventory data already set up in the target site.

For more information, see [QAD Product Costing Training Guide](#).

For more information, see [QAD Cost Management Training Guide](#).

## GL Cost Data

### Item Master Maintenance: GL Cost Data

Item Master Maintenance x

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Price Cost

**Item**  
 Item Number: 1100-00 Description: Alloy Chain Crank  
 Unit of Measure: EA

**Totals**  
 Totals: 0.00 0.00 0.00 10/01/08

**GL Cost Data [GL Cost Source Site: 900 / Set: Standard]**

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	<input type="text" value="0.00"/>	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>


IS-SU-470

- Functions that create GL transactions use the item's GL cost
- Standard cost is the default, but you can change it to average cost using Cost Set Maintenance (30.1)
  - You can change standard costs manually
  - The system maintains average costs as it processes inventory transactions
- Costs used for valuing inventory and for determining cost of goods sold

## Current Cost Data

### Item Master Maintenance: Current Cost Data

Totals						
Totals:	0.00	0.00	0.00	<input type="checkbox"/>	10/01/08	<input type="checkbox"/>
Current Cost Data (GL Cost Source Site: 900 / Set: Current)						
Element	This Level	Lower Level	Total	Pri	Category	A/YO
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	<input style="width: 50px;" type="text" value="0.00000"/>	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>


IS-SU-480

- Normally based upon recent production and/or purchases
- You can use current costs for comparison in combination with standard or average costing
- The system keeps current costs by average or last purchase or manufacturing cost

## Item Data Maintenance

The screenshot shows the 'Item Data Maintenance' web application interface. At the top, there is a title bar with the text 'Item Data Maintenance' and a close button. Below the title bar is a navigation menu with options: 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Underneath the menu is an 'Attachments' section. The main content area displays the following information:

- Item Number: 1100-00
- Description: Alloy Chain Crank
- Unit of Measure: EA

Below this information is a section titled 'Item Data' containing several input fields:

- Prod Line: 1300
- Added: 10/1/2008
- Design Group:
- Promo Group:
- Item Type:
- Status: PROTO
- Group:
- Drawing:
- Item Rev:
- Drawing Loc:
- Size:
- Price Break Category:

At the bottom of the interface, there is a QAD logo on the left and the text 'IS-SU-490' on the right.

Use to add a new item number. You can also enter or modify general item data.

Adding an item number using Item Data Maintenance does not link the item to a site, and does not create the item's control data. You must add the control data at each site where the item is going to be located. To do this you can use:

- Item Inventory Data Maintenance (1.4.5)
- Item-Site Inventory Data Maintenance (1.4.16)
- Item-Site Planning Maintenance (1.4.17)
- Item-Site Cost Maintenance (1.4.18)

## Item Inventory Data Maintenance

Item Inventory Data Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Item Number: 1100-00 Description: Alloy Chain Crank  
Unit of Measure: EA

**Item Inventory Data**

ABC Class: [ ] Average Interval: 90  
Lot/Serial Control: [ ] Cycle Count Interval: 120  
Site: 900 Shelf Life: [ ]  
Location: 900 Allocate Single Lot: [ ]  
Location Type: [ ] Key Item: [ ]  
Auto Lot Numbers: [ ] PO Receipt Status: [ ] Active: [ ]  
Lot Group: [ ] WO Receipt Status: [ ] Active: [ ]  
Article Number: [ ] Memo Order Type: [ ]

**Item Shipping Data**

Corp Comm Code: [ ]  
Ship Weight: 1.50 kg Net Weight: 0.00  
Freight Class: [ ] Volume: 0.00

QAD IS-SU-500

Item inventory data consists almost entirely of data that controls QAD Enterprise Applications functions.

- Most data applies to the item at all sites
- Some data can be defined differently for each site
  - ABC Class
  - Cycle Count Interval
  - Status
- Item inventory data is accessed by:
  - All inventory transactions
  - Receipts
  - Returns
  - Issues
  - Shipments
  - Transfers
  - Sales and work order allocations
  - Work order release functions
- All inventory functions look at the item Lot/Serial Control field first  
[L] or [S] = the inventory is not issued without a number

- Shelf Life, Allocate Single Lot, and Key Item further limit issues or transfers
- PO Rcpt Status, WO Rcpt Status, and the Active fields set default inventory Status Code codes
- ABC Class and Cycle Count Interval control cycle counting

## Item Planning Maintenance

### Item Planning Maintenance


Item Planning Maintenance x
Go To Actions Copy Print Preview Attach

Attachments

Item Number: 1100-00      Description: Alloy Chain Crank  
 Unit of Measure: EA

**Item Planning Data**

Mstr Sched: <input checked="" type="checkbox"/>	Buyer/Planner: <input type="text"/>	Phantom: <input type="checkbox"/>
Plan Orders: <input checked="" type="checkbox"/>	Supplier: <input type="text"/>	Minimum Order: <input type="text" value="0"/>
Time Fence: <input type="text" value="0"/>	PO Site: <input type="text" value="900"/>	Maximum Order: <input type="text" value="0"/>
MRP Required: <input checked="" type="checkbox"/>	Purchase/Manufacture: <input type="text" value="M"/>	Order Multiple: <input type="text" value="0"/>
Order Policy: <input type="text" value="POQ"/>	Configuration Type: <input type="text"/>	Op Based Yield: <input type="checkbox"/>
Order Qty: <input type="text" value="0"/>	Inspect: <input type="checkbox"/>	Yield Percent: <input type="text" value="100.00%"/>
Batch Qty: <input type="text"/>	1.0 Ins LT: <input type="text" value="0"/> Cum LT: <input type="text" value="0"/>	Run Time: <input type="text" value="0.000"/>
Order Period: <input type="text" value="7"/>	Mfg LT: <input type="text" value="1"/> Pur LT: <input type="text" value="0"/>	Setup Time: <input type="text" value="0.000"/>
Safety Stock: <input type="text" value="0"/>	ATP Enforcement: <input type="text" value="NONE"/>	EMT Type: <input type="text" value="NON-EMT"/>
Safety Time: <input type="text" value="0"/>	Family ATP: <input type="checkbox"/>	Auto EMT Processing: <input type="checkbox"/>
Reorder Point: <input type="text" value="0"/>	ATP Horizon: <input type="text" value="0"/>	Network Code: <input type="text"/>
Item Rev: <input type="text"/>	Run Seq 1: <input type="text"/>	Routing Code: <input type="text"/>
Issue Policy: <input checked="" type="checkbox"/>	2: <input type="text"/>	BOM/Formula: <input type="text"/>


IS-SU-510

Use to enter an item's planning data.

- You cannot create a new item number
- You can only access the item's planning data

Item planning data is control data—it controls planning and manufacturing functions.

- All planning and manufacturing functions use item-site planning data

If an item is used at multiple sites, planning data can be set up differently for each site using Item-Site Planning Maintenance (1.4.17).

## Item Cost Maintenance

### Item Cost Maintenance

Item Cost Maintenance
Go To Actions Copy Print Preview Attach

Item Number: 1100-00      Description: Alloy Chain Crank  
 Unit of Measure: EA

**Totals**

Totals:	0.00	0.00	0.00	<input type="checkbox"/>	10/01/08	<input type="checkbox"/>
---------	------	------	------	--------------------------	----------	--------------------------

**GL Cost Data (GL Cost Source Site: 900 / Set: Standard)**

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>
				<input type="checkbox"/>		<input type="checkbox"/>

IS-SU-520

Use to enter an item's costing information.

- You cannot create a new item number
- You can only access the item's cost data

If an item is used at multiple sites, cost data can be set up differently for each site using Item-Site Cost Maintenance (1.4.18).

## Exercise 4: Item Data

Instructions: Using the new product line that you created earlier, add the item data for the new ink cartridge.

- 1 Use Item Data Maintenance (1.4.3) to enter the following information, leaving the remaining fields blanks:

Field	Data
Item Number	05-0579
UM	EA
Description	Prototype Ink Cartridge High Quality
Prod Line	1300
Promo Group	PG1 (If not available, choose Edit and add PG1)
Item Type	FINGOOD
Item Status	Active
Rev	A

Accept the remaining defaults.

### Check Item Planning

- 1 Use Item Planning Maintenance (1.4.7) to check item planning by selecting item number 05-0579.

Make sure that the Pur/Mfg code is set to M (manufactured).

Also check that the Mfg LT and the Pur LT are set to 0.

### Review your items

- 2 Use Item Browse/Inquiry (1.6) to review the items set up on your database.  
Your new item should display.

## Exercise 5: Item-Site Data

Instructions: This new item is stocked at two sites, the default site and the site you just created.

The planning data is different at each site. Add the item to the newly created site.


- 1 Use Item–Site Planning Maintenance (1.4.17) to select item number 05-0579.  
Move your cursor to the Site field and enter 900.  
Advance to the next screen.  
Change the Mfg/LT to 3.

### Review Planning Info


- 2 Use Item–Site Master Inquiry (1.4.11) to review the planning information for item 05-0579.

## Unit of Measure Conversion

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- Locations
- Item Status
- Items
- **Unit of Measure Conversions**
- Generalized Codes
- Master Comments

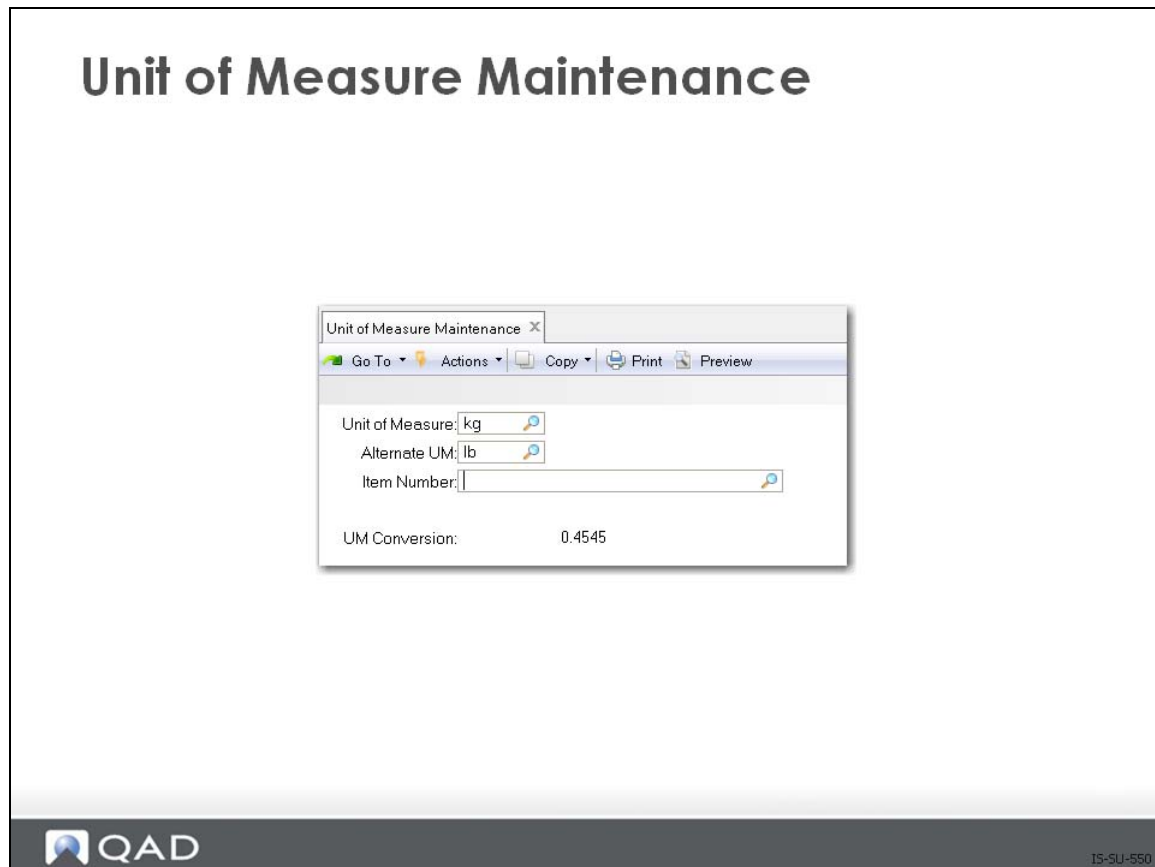

IS-SU-540

Every item has a unit of measure (UM). The UM is a code identifying how the item is stocked in inventory (e.g., DZ), planned, and costed. The system default UM is EA (each). Some UM uses:

- Inventory balances
- Product structures
- Manufacturing orders
- Planning
- Reporting

If an item is handled differently (for example, in quantities of each versus a dozen), you can set up an alternate unit of measurement for purchasing, sales, or inventory transactions.

## Unit of Measure Maintenance



Use to set up a permanent alternate unit of measure. Alternate units of measure can be global or item-specific. You can use one unit of measure for one item and a different one for another item. If you want, you can say that for all items, DZ = 12 EA, but for doughnuts, DZ = 13 EA.

All inventory and planning reports use this unit of measure.

Leaving the Item Number field blank allows you to specify the conversion to the alternate UM for any item number

- When you specify an item number, the conversion to the alternate UM is only for the specified item number

A conversion factor identifies how many stockkeeping units equal one unit of an alternate unit of measure.

The conversion factor/formula for an alternate unit of measure is:

$$\text{STANDARD UM} \times \text{CONVERSION} = \text{ALTERNATE UM}$$

**Example** GM x 1000 = KG

When an inventory transaction uses an alternate unit of measure, the system looks for a match in the unit of measure conversion table as follows:

- 1 Item number, item unit of measure, transaction unit of measure
- 2 Item unit of measure, transaction unit of measure, (item number <blank>)

If the system does not find a conversion factor, it uses a default of 1. You can override this manually.

**Note** Purchase Order UM should be the same as the supplier's invoice UM to avoid accounts payable variances caused by different Units of Measure.

## Exercise 6: Unit of Measure Conversion

Instructions: For inventory purposes, some items may be stocked and used in kilograms (kg). However, these items are occasionally purchased by the pound (lb).

**Note** The data used in this exercise may not be the same as the data shown in the screens in this lesson.

### Create a global unit of measure conversion to convert pounds to kilograms

- 1 Use Unit of Measure Maintenance (1.13).

Field	Data
Unit of Measure	kg
Alternate UM	lb.
Item Number	<blank>
UM Conversion	0.4545

### Create a global unit of measure conversion to convert kilograms to pounds

- 2 Use Unit of Measure Maintenance (1.13).


Field	Data
Unit of Measure	lb.
Alternate UM	kg
Item Number	<blank>
UM Conversion	2.2

### Review the existing unit of measure codes on your database

- 3 Use Unit of Measure Browse (1.14).  
The code you just created should display.

## Generalized Codes

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- Locations
- Item Status
- Items
- Unit of Measure Conversions
- **Generalized Codes**
- Master Comments


IS-SU-570

QAD Enterprise Applications gives you the ability to restrict entries in certain fields by specifying what values are acceptable for a field. You do this by using generalized codes. Generalized codes are basically a list of acceptable values for a particular field. You determine what values are acceptable for a user to enter in a field. Then, if a user enters a value not on the list of acceptable values, the system does not accept the entry and displays an error message.

When using generalized codes, you can control three different conditions:

- What values are acceptable for a field. This list is maintained in Generalized Codes Maintenance (36.2.13)
- If a list of acceptable values displays. This is maintained in Drill Down/Lookup Maintenance Standard Edition (36.20.1) and in Drill Down/Lookup Maintenance Enterprise Edition (36.4.8.1)
- If the codes you have created are the only acceptable codes, that is, whether the list is validated. This may require that a validation expression be added to the data dictionary

To check whether a field draws on a list of codes for its values, put the cursor on the field and press Ctrl+F.

- If the message Generalized Codes Validation displays, then you can only enter the codes created and set up for this field in Generalized Codes Maintenance (36.2.13)
- If generalized codes have not been set up for this field, you can enter any value

**Note** Not every field in an QAD Enterprise Applications database is available for validation.

## Generalized Codes Display

### Item Data Maintenance - Generalized Codes Display

The screenshot displays the 'Item Master Maintenance' window for Item 1100-00, 'Alloy Chain Crank'. The 'Item Data' section shows the 'Status' field set to 'PROTO'. A dialog box titled 'Item Status Codes' is open, showing a list of status codes:

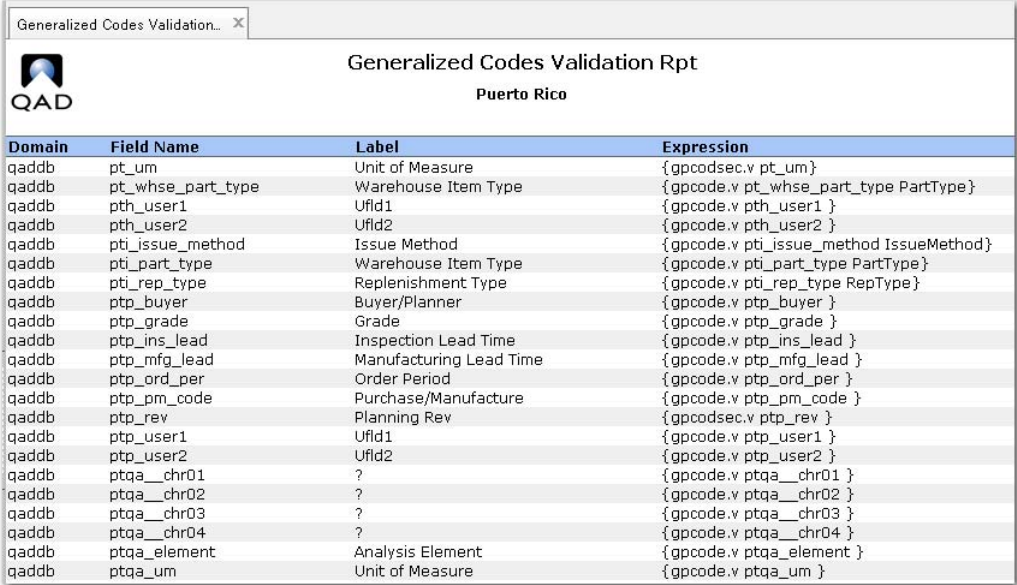
Status	Description
ACT	Active Item
OBS	Obsolete Item
PROTO	Prototype Production
SOHold	Sales Order Hold

The 'Item Status Codes' dialog also includes a search field with 'Status' selected and 'starts at' as the operator. The 'Records per page' is set to 100.

**QAD** IS-SU-575

## Generalized Codes Validation

**Item Master Maintenance : Generalized Codes Validation**



Domain	Field Name	Label	Expression
qaddb	pt_um	Unit of Measure	{gpcodsec.v pt_um }
qaddb	pt_whse_part_type	Warehouse Item Type	{gpcode.v pt_whse_part_type PartType }
qaddb	pth_user1	Ufid1	{gpcode.v pth_user1 }
qaddb	pth_user2	Ufid2	{gpcode.v pth_user2 }
qaddb	pti_issue_method	Issue Method	{gpcode.v pti_issue_method IssueMethod }
qaddb	pti_part_type	Warehouse Item Type	{gpcode.v pti_part_type PartType }
qaddb	pti_rep_type	Replenishment Type	{gpcode.v pti_rep_type RepType }
qaddb	ptp_buyer	Buyer/Planner	{gpcode.v ptp_buyer }
qaddb	ptp_grade	Grade	{gpcode.v ptp_grade }
qaddb	ptp_ins_lead	Inspection Lead Time	{gpcode.v ptp_ins_lead }
qaddb	ptp_mfg_lead	Manufacturing Lead Time	{gpcode.v ptp_mfg_lead }
qaddb	ptp_ord_per	Order Period	{gpcode.v ptp_ord_per }
qaddb	ptp_pm_code	Purchase/Manufacture	{gpcode.v ptp_pm_code }
qaddb	ptp_rev	Planning Rev	{gpcodsec.v ptp_rev }
qaddb	ptp_user1	Ufid1	{gpcode.v ptp_user1 }
qaddb	ptp_user2	Ufid2	{gpcode.v ptp_user2 }
qaddb	ptqa_chr01	?	{gpcode.v ptqa_chr01 }
qaddb	ptqa_chr02	?	{gpcode.v ptqa_chr02 }
qaddb	ptqa_chr03	?	{gpcode.v ptqa_chr03 }
qaddb	ptqa_chr04	?	{gpcode.v ptqa_chr04 }
qaddb	ptqa_element	Analysis Element	{gpcode.v ptqa_element }
qaddb	ptqa_um	Unit of Measure	{gpcode.v ptqa_um }

Generalized code validation requires a special validation expression in the database dictionary.

To see if this validation exists against a field, run the Generalized Codes Validation Report (36.2.15). If the field is listed on this report, the value of the field is validated against set values. You will also see a validation program listed under the column “Expression.” See the sample report above.

**Note** There are many ways to validate the value of a field. If the field you want to put validation on does not appear on this list, it can still be validated at the program level.

## Generalized Codes Maintenance

Inventory Status Code Maint

Go To Actions Copy Print Preview

Status Code: PROTO

Available:

Nettable:

Overissue:

**Restricted Transactions**

Restricted Transaction	CIM Allowed	Comments
ISS-SO	<input type="checkbox"/>	Sales Order Shipments
ISS-WO	<input type="checkbox"/>	WO Issue or Backflush

Restricted Transaction CIM Allowed Comments

ISS-SO  Sales Order Shipments

QAD IS-SU-600

Use to establish the acceptable values for a particular field.

**Note** While blank codes can be set up as a valid code, it is not recommended. Coded fields are designed to convey information, a blank field creates a nebulous situation. This does not create the lookup browse. You do that using Drill Down/Lookup Maintenance Standard Edition (36.20.1) or Drill Down/Lookup Maintenance Enterprise Edition (36.4.8.1).

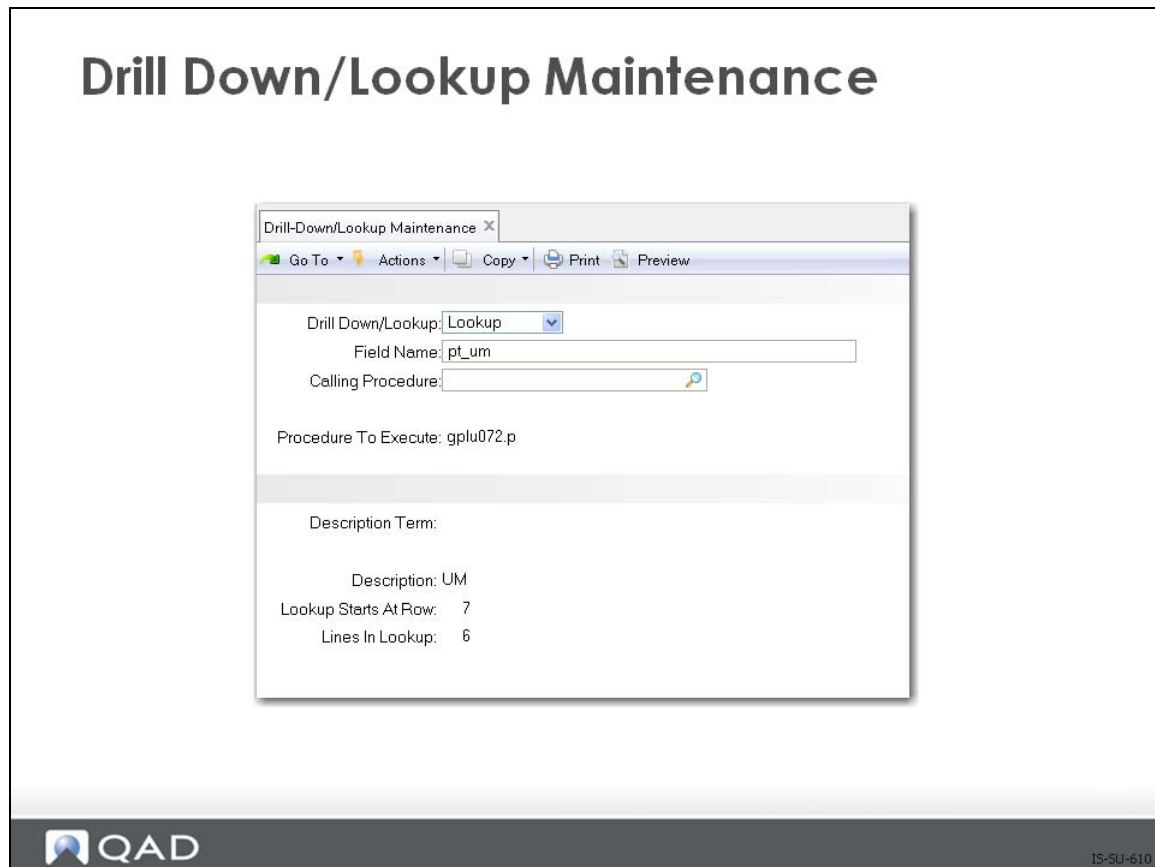
Before creating a list of generalized codes for a field, you must know:

- Field name
- Maximum number of characters accepted for the field

To find out the field name, press Control-F if you are using the Character or Windows interface. The field name displays in the lower left corner. If the message *Generalized Codes Validation* also appears, the system automatically verifies data entered in this field against the list of generalized codes.

**Note** PROGRESS is not case sensitive.

## Drill Down/Lookup Maintenance



- The lookup browse lists all the values set up in Generalized Codes Maintenance (36.2.13) as acceptable values for a field
- You set up a lookup browse by stipulating a procedure generating the display (gplu072.p) and indicating:
  - The name of the field displaying the lookup browse
  - You can also indicate the calling procedure (program)
- Use the following information when completing the fields:

### Field Definitions

*Field Name.* Name of the field you want to display the lookup browse

*Calling Procedure.* Optional: The name of the calling procedure (program) you must be in for the lookup browse to display

By completing both the Field and Calling Procedure fields, you are stipulating that the procedure generating the display only runs for that field (Field) when it is called from within a certain program (Calling Procedure)

**Example** You want to display a lookup browse for the field Unit of Measure (UM) in Item Master Maintenance (1.4.1). Unit of Measure is a critical value and should be controlled using Generalized Codes and Look Up. The field UM (pt\_um) is used in several programs. By stipulating the calling procedure (program) for Item Master Maintenance (ppptmt.p), you stipulate the lookup browse only appears for the UM field when the user is in Item Master Maintenance. It does not appear for the UM field in a different procedure.

**Note** You can create several different lookup browses for the same field by stipulating different calling procedures.

*Procedure To Execute.* gplu072.p

*Description.* Description you want to use as the header of the lookup browse

- Defaults from the data dictionary and can be changed
- If no description exists, the field name is a local variable

*Lookup Starts At Row.* The starting row number where the lookup browse displays, default is 7.

*Lines In Lookup.* Number of lines of information to display in the lookup browse, default is 6.

**Note** gplu072.p is a basic program that gives you a general lookup. There are other lookup programs that can be substituted for certain fields on certain programs if necessary. A list of programs can be found at Lookup Browse. This can be sorted by “Procedure to Execute” to get a list of existing lookup browses.

## Exercise 7: Generalized Codes

Instructions: Set up new, global, generalized codes validation for Unit of Measure.

- 1 Use Item Master Maintenance (1.4.1) to select item number 05-0579.

Position your cursor on the UM field.

If you are using .NetUI or Character User Interface press Ctrl+F. The field name will display in a pop up window in .NetUI or the lower left corner of the window. In some earlier versions of .NetUI the field name will appear as you hover the cursor over the field.

Make a note of the field name, pt\_um.

- 2 Use Generalized Codes Maintenance (36.2.13) to enter the following:

Field	Data
Field Name	pt_um
Value	EA
Comments	Each

Click Next until you return to the Value field, enter KG, comments kilograms. Cycle through again and enter lb, pounds. Click Next and exit.

## Exercise 8: Set Up a Look-Up Browse

Instructions: Set up a look-up browse for unit of measure in Item Master Maintenance.

- 1 Use Drill Down/Look Up Maintenance (36.4.8.1) in the Enterprise Edition, or use Drill Down/Look Up Maintenance (36.20.1) in the Standard Edition.

Accept the default Lookup.

Move your cursor to the Field Name field; enter pt\_um.

Field	Data
Calling Procedure	<blank>
Procedure to Execute	gplu072.p
Description	UM

Accept the remaining defaults.

Note "gplu072.p" is a standard executable program for creating a look-up browse to display the generalized codes for any field.

- 2 Use Item Master Maintenance (1.4.1) Bring up item number 05-0579.

Move your cursor to the UM field and enter pc for piece.

The system rejects the entry with an error message.

From the list, select EA.

## Master Comments

### Initial Setup Steps



- Product Lines
- Inventory Status
- Sites
- Locations
- Item Status
- Items
- Unit of Measure Conversions
- Generalized Codes
- **Master Comments**


IS-SU-710

Using master comments gives you the ability to provide more information than can be given by using a code or description.

**Example** In Purchasing you can record specific supplier requirements, or in Product Engineering you can record information concerning the implementation of engineering change orders for an item. Each master comment can have up to 99 pages of text. Master comments remain in the system until deleted.

Master comments differ from transaction comments in that they can be used globally, not only by the associated transaction.

Master comments are not only for storing and organizing text, you can use them with specific transactions for printing on reports or documents.

- In Sales Quotations, Sales Orders/Invoices, Service/Support Management, and Purchasing, you can enter comments on:
  - Headers; for example, shipping instructions
  - Line items, for example, item descriptions, specifications
- Work Orders (customer specifications) or work order routings (processing instructions)
- Accounts Receivable Dunning Letters Content
- Accounts Receivable uses master comments on dunning letters or aging reports
- General Ledger prints master comments at the top of income statements

- Service/Support Management field notifications

**Note** Master comments do not have to appear on any transactions. You can use them to store general information such as additional customer contact names and telephone numbers.

Before you set up your master comments you need to consider two points:

- 1 There is no security on comments
  - If a user has access to Master Comment Maintenance (2.1.12), they can look at, change, or delete any comment
  - Master comments are not owned by a particular user
- 2 What type of coding scheme you are going to use
  - It is a good idea to develop a consistent coding scheme, otherwise it is difficult to find comments when you need them

**Example** You could code comments for sales order or purchase order headers with the Reference equal to the customer/supplier address code and Language equal to the customer/supplier language. For line items, you could code comments with the Reference equal to Item Number and the Language equal to the customer/supplier language. Since these are the default values on the sales order or purchase order screens, this will speed up order entry.

**Note** Master Comment Maintenance is found in many places in QAD Enterprise Applications including: (2.1.12), (2.3.12), (2.5.12), (2.7.12) Standard Edition only, (1.12), (14.12), and (25.12) Standard Edition only.

## Master Comment Maintenance

Use to create and modify master comments. QAD Enterprise Applications identifies master comments by Reference, Type, Language, and Page.

### Field Definitions

**Reference.** Identifies a master comment. You can link a master comment to an entity by setting this code equal to an item number, customer code, or supplier code. If the master comment is for an item, use the item number as the reference code

**Type.** Use to group similar comments or identify the source or use of the comments; for example, PO for Purchasing, PE for Product Engineering. You can leave this field blank

**Note** You have the option of validating this field against predefined Generalized Codes.

**Language.** Identifies the comment text language. If you are using multiple languages, you can leave this field blank; however, consider storing customer, supplier, and item comments in each language. During order entry, transaction comment language code defaults to the language code of the customer or supplier. This simplifies and speeds up data entry

**Page.** You can store up to 99 pages of text. The system identifies and accesses each page by using the page number. When a transaction accesses a multiple page master comment, it accesses each page one by one. This lets you select only a subset of pages such as 1, 4, and 7



# Product Information Resources

QAD offers a number of online resources to help you get more information about using QAD products.

[QAD Forums \(community.qad.com\)](http://community.qad.com)

Ask questions and share information with other members of the user community, including QAD experts.

[QAD Knowledgebase \(knowledgebase.qad.com\)\\*](http://knowledgebase.qad.com)

Search for answers, tips, or solutions related to any QAD product or topic.

[QAD Document Library \(www.qad.com/documentlibrary\)](http://www.qad.com/documentlibrary)

Get browser-based access to user guides, release notes, training guides, and so on; use powerful search features to find the document you want, then read online, or download and print PDF.

[QAD Learning Center \(learning.qad.com\)\\*](http://learning.qad.com)

Visit QAD's one-stop destination for all courses and training materials.

\*Log-in required

