



QAD Enterprise Applications  
Enterprise Edition

# Training Guide **QAD Purchase Costing**

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# QAD Purchase Costing 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>
January 2018/v2017 EE Rev 1	Updated some screenshots and exercises	--
April 2017/v2017 EE	Rebranded for QAD 2017 EE	--
April 2016/v2016 EE	Rebranded for QAD 2016 EE, added link to Preface	--
April 2015/v2015 EE	Rebranded for QAD 2015 EE	--
March 2014/v2014 EE	Rebranded for QAD 2014 EE	--
September 2013/v2013.1 EE	Rebranded for QAD 2013.1 EE	--
March 2013/v2013 EE	Rebranded for QAD 2013 EE	--
September 2012/v2012.1 EE	Rebranded for QAD 2012.1 EE; Consistency edit	--
March 2012/v2012 EE	Rebranded for QAD 2012 EE	--
September 2011/v2011.1 EE	Rebranded for QAD 2011.1 EE	--



# **About this Course**

### Course Description

This QAD Purchase Costing training guide offers detailed instruction on how purchase orders are costed and how purchase variances are generated and reported.

This guide can be taught individually or as a part of the Product Costing and Cost Management course set, which consists of an introductory class, a class covering general setup topics, and a set of classes on specialized costing topics. Most students will benefit from taking the first two classes and then selecting the additional courses that apply to their business implementation. The complete list of classes is:

- Introduction to Product Costing
- Product Costing
- Advanced Repetitive Costing
- Average Costing
- Co/By-Product Costing
- Cost Management, including Simulation and Planning
- Purchase Costing
- Work Order Costing

### Course Objectives

Provides the structural framework and knowledge necessary to track purchase costs and explain purchase variances.

### Course Benefits

Provides the opportunity for personnel responsible for purchase costs and variances to understand how the system works.

### Audience

Finance and operations personnel who track and explain purchase order costs.

### Prerequisites

- Training Guide: Introduction to Costing
- Training Guide: Product Costing
- Familiarity with the .NET UI

### Course Credit and Scheduling

This course is valid for 6 credit hours. This course is typically taught in 1 day.

## Virtual Environment Information

The hands-on exercises in this book should be used with the latest Enterprise Edition learning environment in the 10USA > 10USACO workspace. When prompted to log in, 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 Costing User 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

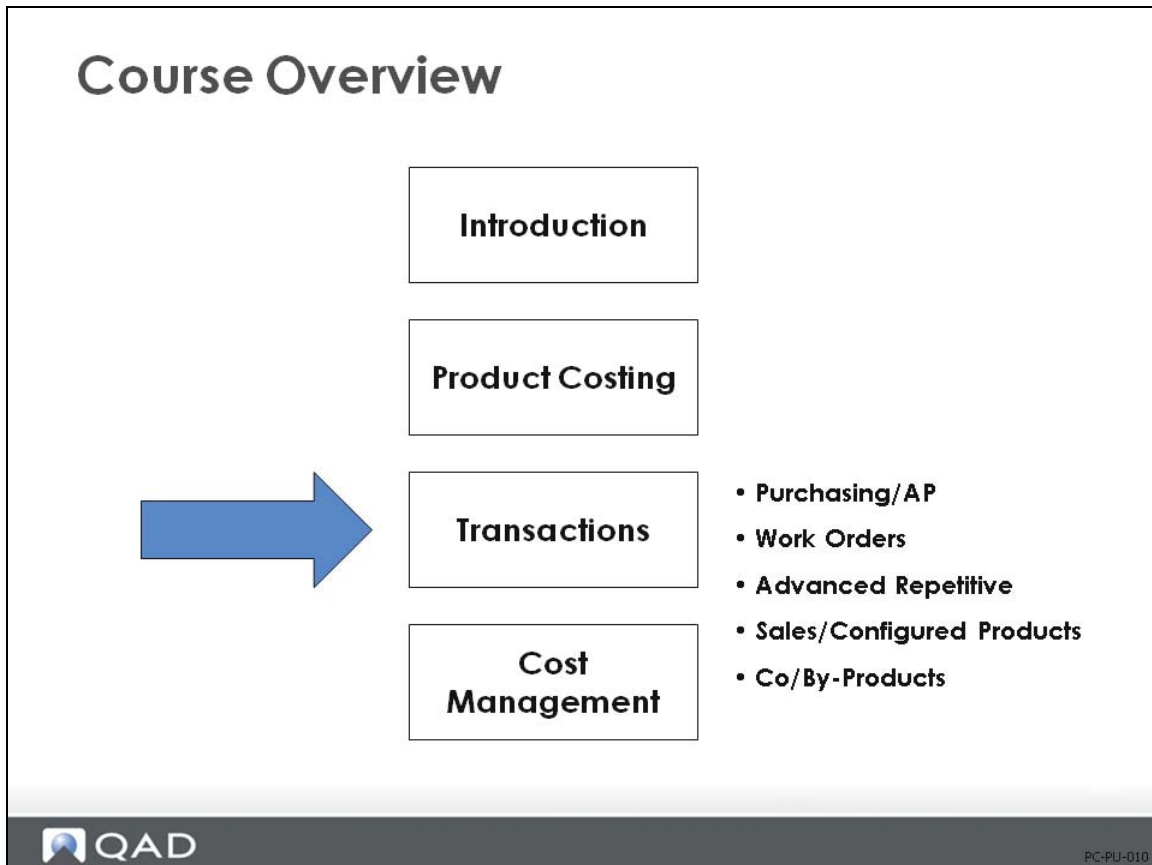
Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and QAD Forums, where you can post questions and search for topics of interest. To access these, choose Visit Online Support Center under the Support tab.

## 4 Training Guide — Purchase Costing

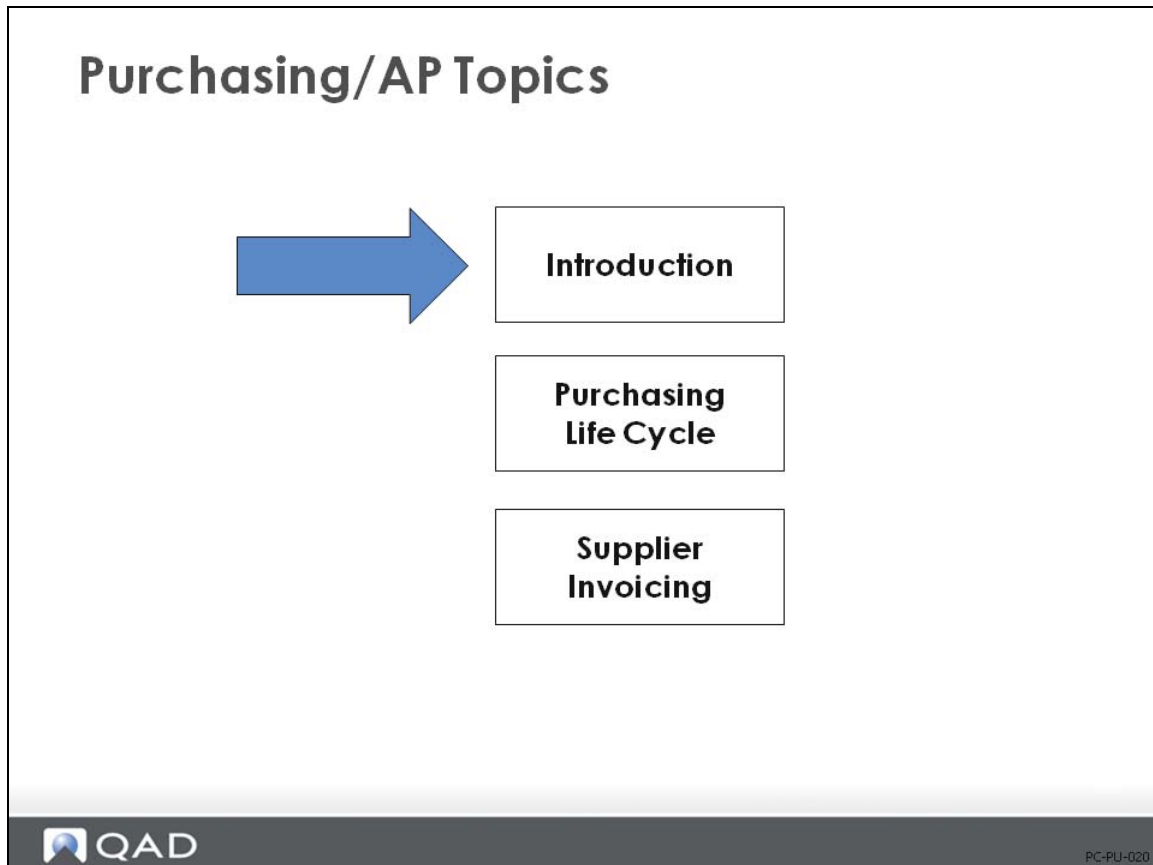
Chapter 1

# **Purchase Costing**

## Course Overview

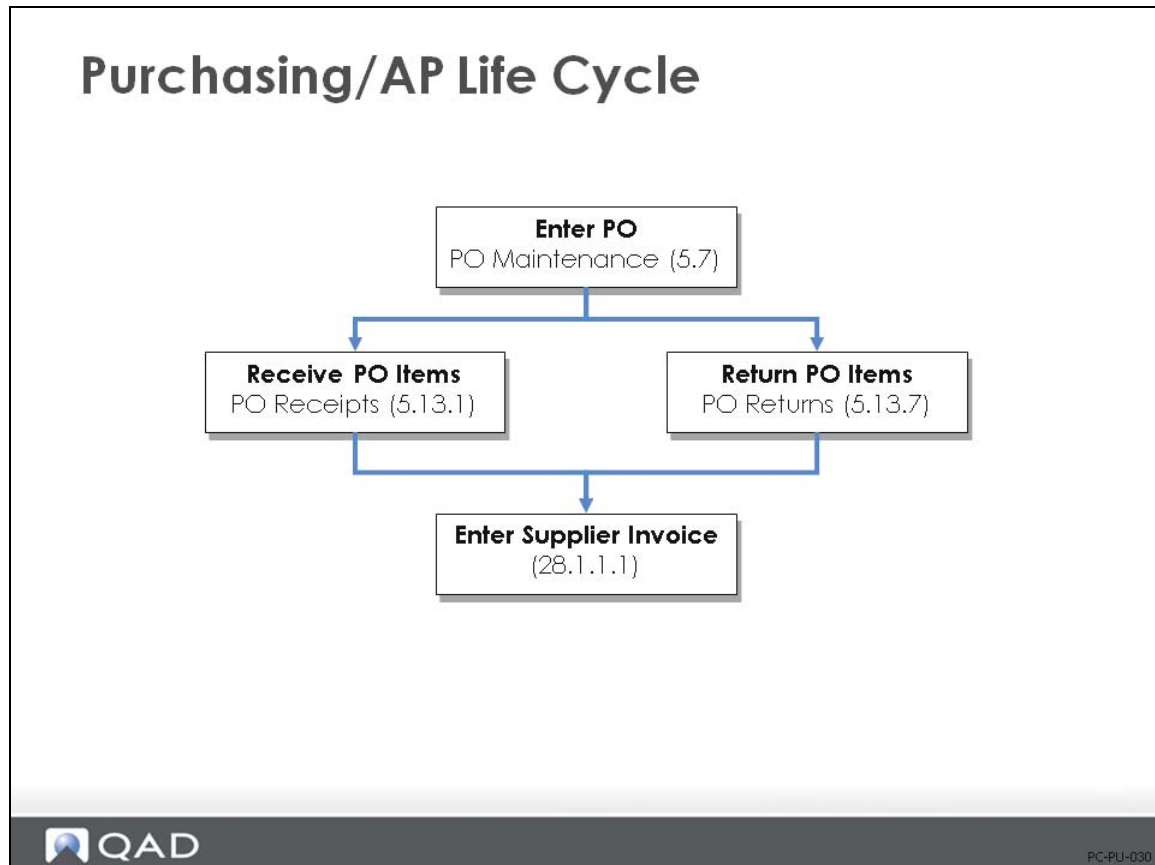


## Purchasing/AP Topics



This chapter on purchasing/accounts payable transactions and costing covers the purchasing life cycle, including PO returns and subcontract purchase orders, followed by a section on receiver matching and accounts payable.

## Introduction



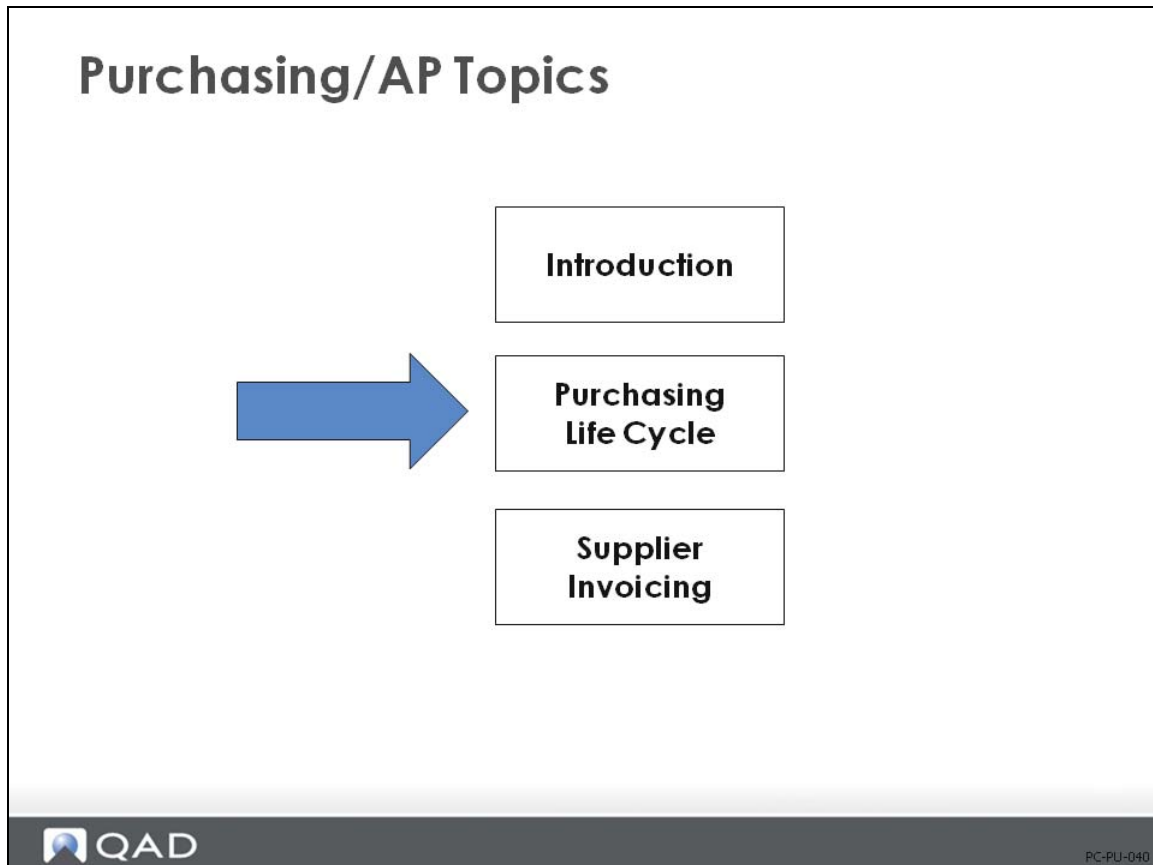
Functions in both Purchasing and Accounts Payable modules affect costs and generate variances.

On the purchasing side, costs are not affected and general ledger transactions are not created until you actually record a purchase receipt or return. At this point, Inventory (or Expense) is updated and the purchase amount accrued.

In a standard cost system, a PO receipt is booked at standard cost and the accrual is booked at actual. Any difference is a variance. On non-base currency POs, some of this variance can be a result of exchange rate fluctuations. The rest is booked as a Purchase Price Variance. Returns do the reverse.

**Note** Return to Supplier (RTS) functions in the Service/Support Management module can have the same effect as purchasing receipt and return functions if they update inventory. These functions are not covered separately here.

## Purchase Order Entry



## Purchase Order Entry

# Purchase Order Entry

**Key field:**  
Site (from which PO was issued)

PC-PU-050

**Site.** Each purchase order is associated with a site for inventory reporting. In turn each site is assigned to an entity for financial and tax reporting. GL transactions for sites are posted to the entity for the site.

- During AP Supplier Invoice Create (28.1.1.1), GL transactions for AP are created for the site (entity) identified on the PO
- If you do not enter a site in the header (the first frame), you must manually enter a site for each line item. The site in the header frame is the site from which the PO was issued. The site in the next frame, the line item frame, is the site to which the line item quantity will be delivered.
- Also AP will be posted to the default entity specified in the Domain/Account Control (36.9.24).
- Whenever line items are shipped to sites assigned to different entities, QAD Enterprise Applications creates intercompany transactions. If a PO header site is specified, intercompany transactions are created during PO receipt for the inventory intercompany accounts setup in the financial system. If a PO header site is not specified, intercompany transactions are created during AP supplier invoicing for the AP intercompany account. (Intercompany transactions are discussed in the financial documentation.)

## Purchase Order Entry

**Key fields:**  
Pur Acct, Project, Type, Update Avg/Last Cost

**Type**  
Can be [blank], [M]emo, or [S]ubcontract

**Update Avg/Last Cost**  
Applies to Current cost only

Ln	Site	Req	Item Number	Qty Ordered	UM	Unit Cost	Disc%
4	10-100		60012	150.0	EA	0.13	0.00

Line Details:

Qty Received: 0.0 Due Date: 1/5/2011 CRT Int: 0.00  
 Qty to Rel: 0.0 Pur Acct: 6610 Mech ADM  
 Single Lot: Performance Date: 1/5/2011 Project: Type:  
 Location: 020 Need Date: 1/5/2011 Taxable:   
 Item Revision: Sales/Job: Inspect Req:  Cmnts:   
 Status: Fixed Price:  UM Conversion: 1.0000  
 Supplier Item: Stock UM Quantity: 150.0 EA  
 Manufacturer: Description: Electrodes Update Avg/Last Cost:   
 Extended Net Cost: 19.50

**Type.** The line item type controls the accounting processes. The type can be [blank], [M]emo, or [S]ubcontract. If the type is [blank], this is considered a normal inventory purchase subject to variances if using the standard costing method or averaging if using the average costing method. Type is discussed in more detail on page 13.

**Update Avg/Last Cost.** The Update Avg/Last Cost field applies to Current costs only. It can be used to change the current cost at receipt time or to not let the change go through to current cost for this PO line item receipt.

**Pur Acct.** Purchase orders do not create GL entries until Purchase Order Receipt (5.13.1), but the receipt and subsequent supplier invoicing use accounts maintained in the purchase order for memo items or the product line for most inventory items.

The usage and origin of the Purchases account varies depending on the kind of PO line item.

- Non-inventory (memo) items: Used as debit account in Purchase Order Receipts (5.13.1). (PO receipts debit the Purchase account and credits Expensed Item Receipts.) The account defaults from the requisition, Purchase Requisition Maintenance (5.1.4) or (5.2.6), if one exists, or the account associated with the supplier record, Supplier Data Maintenance (2.3.1), if it does not.
- Inventory items (PO type = blank): Not used. In Purchase Order Receipts (5.13.1), the debit account is the Inventory account for the item's product line, Product Line Maintenance (1.2.1) or Inventory Account Maintenance (1.2.13).

- Inventory items (PO type = memo): Used as debit account in Purchase Order Receipts. If an inventory item is purchased as a memo item, the Purchase account defaults from the product line Purchases account, Product Line Maintenance (1.2.1)

*Project.* You can use an optional project to track orders or individual line items purchased to support specific company activities. The project in the order header displays as the default for line items but can be changed for individual lines.

If a PO is associated with a project, any GL transactions created for the order also reference the project code. Project codes are set up in Project Maintenance (25.3.11.1).

## Purchase Order Line Types

Line Item	Type	Inventory Effect	GL Entries at Receipt	GL Type
Inventory	blank	Yes	DR Inventory CR PO Receipts	IC
Subcontract (No Work Order)	S	No	DR Cost of Production CR PO Receipts	IC
(With Work Order)	S	No	DR Cost of Production CR PO Receipts  DR WIP CR Cost of Production	IC  WO
Expensed (memo)	M	No	DR Purchase Expense CR Expensed Item Receipts	IC

clearing

Purchase order line items are categorized by type, set by the system when you enter the item. Type determines whether the receipt affects inventory and which GL transactions are created.

**Blank.** The normal type of purchase order is an inventory purchase. On these, Type is left blank. When the items are received, they are put into inventory, valued at standard or average cost, and a purchase accrual is created. Both the purchase accrual (PO receipts) and inventory accounts come from the product line of the purchased item: either Product Line Maintenance (1.2.1) or Inventory Account Maintenance (1.2.13).

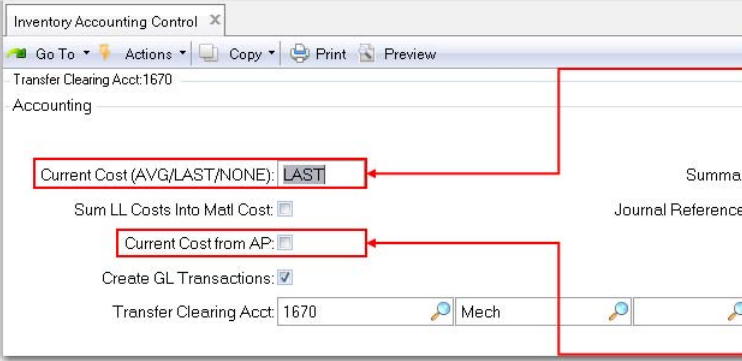
**Note** The item number specified on the line must be valid.

**Memo.** When you enter PO lines for non-inventory items (for example, purchases of office supplies or services), the system automatically flags these as type M (memo). These items are set up in Item Master Maintenance (1.4.1) with the Memo Order Type set to a code other than blank. Memo lines do not affect inventory. The expensed Purchases account (from the supplier record) on the PO line item is the default debit account, but you can change it to another expense or asset account. If you purchase parts that have valid item numbers for non-production use (for example, for experimental or prototype purposes), then you must manually set the PO line type to M; the Purchases account defaults from the product line record.

*Subcontract.* Another type of purchase is a purchase of subcontract manufacturing operations. Like inventory items, subcontract services are set up in the item master; however, they are received to work orders rather than to inventory. During order entry, the system prompts you to enter the work order number, work order ID, and operation for the subcontract item. See “Subcontract POs” on page 30 for further discussion of subcontract purchases.

## Automatically Updating Current Costs

### Automatically Updating Current Costs



**Current Cost = Last**

- If there are 100 units of item A on hand with a current cost of \$10 and a PO for 100 is received with a PO price of 9.50, then the current cost for all 200 units would now be \$9.50/unit

**Current Cost from AP = Yes**

- If update from AP is set to Yes and the supplier invoice is vouchered for 100 at \$9.45, then the current cost for all 200 units would now be \$9.45/unit

QAD PC-PU-060

**Note** Current cost is used for comparative analysis only. Current cost and the extended value of inventory at GL cost can be reviewed in the Inventory Valuation Report (3.6.13)

Purchase order receipts update the current cost information if you have set the current method to Average or Last in the Inventory Accounting Control (36.9.2).

### Current Cost Set to Last

When you set your current cost method to Last, the update is very simple. Upon each PO receipt, the purchase order cost for that receipt is set as the new current cost for the item.

Optionally, you can also update the current cost upon each receiver matching transaction for the item, which will use the supplier invoice amount to update the current cost.

### Update Avg/Last Set to No

When you set your current cost method to None, no automatic updating occurs. This is total manual control of current costs.

## PO Update Avg/Last Set to No

The screenshot shows the 'Purchase Order Maintenance' window for PO011102. The 'Update Avg/Last Cost' checkbox is highlighted with a red box and set to 'No'. A callout box provides instructions and a warning regarding this setting.

**Update Avg/Last Cost = No**

- If you do not want costs to be updated based on a specific PO transaction, you can set this flag to No.

**Warning**

- If you also have the Update from AP flag set to Yes in the Inventory Control File (3.24), then the AP voucher will update current costs, even though the PO receipt does not update costs.

Ln	Site	Req	Item Number	Qty Ordered	UM
4	10-100		60012	150.0	EA

Line Details:

Qty Received: 0.0      Due Date: 1/5/2011      CRT Int

Qty to Rel: 0.0      Pur Acct: 6610

Single Lot:       Performance Date: 1/5/2011      Project

Location: 020      Need Date: 1/5/2011      Type

Item Revision:      Sales/Job:      Taxable

Status:      Fixed Price:       Inspect Req

Supplier Item:      UM Conversion: 1.0000

Manufacturer:      Stock UM Quantity: 150.0      EA

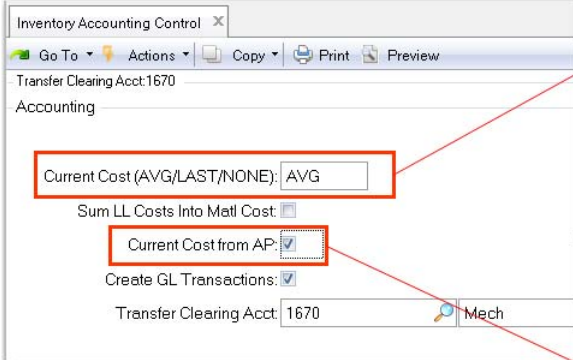
Description: Electrodes      Update Avg/Last Cost:       Extended Net Cost: 19.50

There can be times when you do not want to update the current cost based on a specific PO transaction. This might be due to having to pay an unusual price for the item because of a short-term change in business conditions. In this case, in PO Maintenance (5.7), you can set the PO line so that it does not update based on the Avg/Last cost.

**Warning** If you also have the Current Cost from AP field set to Yes in the Inventory Accounting Control (36.9.2), then, even though the PO receipt does not update the current cost, the AP Supplier Invoice transaction will update the current cost.

## Updating Current Costs: Avg

### Updating Current Costs: Avg



Inventory Accounting Control

Go To Actions Copy Print Preview

Transfer Clearing Acct: 1670

Accounting

Current Cost (AVG/LAST/NONE): **AVG**

Sum LL Costs Into Matl Cost:

Current Cost from AP:

Create GL Transactions:

Transfer Clearing Acct: 1670 Mech

**Current Cost = Average**


- If there are 100 units of item A with a current cost of \$10 and a PO for 100 is received with a PO price of \$9.50, then the Current cost would now be \$9.75:

$$\frac{(100 \times \$10) + (100 \times \$9.50)}{200} = \$9.75$$

**Current Cost from AP = Yes**

- If the supplier invoice is vouchered for 100 at \$9.45, then the current cost would now be \$9.725:

$$\$9.75 - \frac{[100 \times (\$9.50 - 9.45)]}{200} = \$9.725$$


PC-PU-100

For the average current cost update, the current quantity on-hand is multiplied by the current cost, and the receipt quantity is multiplied by the PO cost. This total is divided by the new total quantity on-hand to obtain the new average cost.

As in the previous example, you can elect not to update your current cost during purchase order entry, but the AP Supplier Invoice will update the costs here if the Current Cost from AP field has been set to Yes in Inventory Accounting Control (36.9.2).

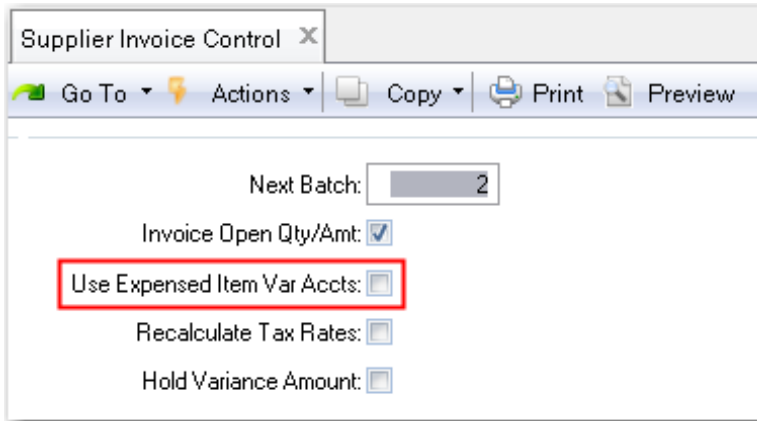
## Exercise 1: Review Accounting Records

- 1 Review the Domain/Account Control (36.9.24). You should be in Entity 10USACO. If not check the workspace you are in; it should be 10USA USA Division [USD]. The currency code in brackets is the currency for this entity. Use the Next button to cycle through all the screens to ensure that all account fields have a value in them. Not all sub-account or cost center fields will have values. You can uncheck the Verify GL Accounts selection.
- 2 Review Inventory Accounting Control (36.9.2). (In QAD SE this is in Inventory Control (3.24)) Set the Current Cost field to LAST. This allows the system to update current costs automatically based on the last purchase cost or work order cost and ensures the system will generate variances when these costs differ from the GL or Standard cost. The use of average costing is covered in another course.

The Supplies Kit (01011) has two purchased components: 01012 Sterile Probe covers and 01013 Sterile Wipes. A kit requires one box of the 01012, and two boxes of the 01013. Both of these items are purchased from Heron Surgical Supply, vendor number 10S103.

- 3 Use Item Planning Maintenance (1.4.7) to review the Purchase/Manufacture code to ensure it is P for both items 01012 and 01013.
- 4 Use Item Cost Maintenance (1.4.9) to review the material cost. The This Level Material cost for item 01012 should be 2.50 in both the GL and the Current cost sets. If not, make it so. This Level Material cost for item 01013 should be 1.00 in both the GL and the Current cost sets. If not, make it so. Both of these items are lot controlled.

- 5 Review Supplier Invoice Control (28.24); uncheck the Use Expense Item Var Accts: This indicates you are not calculating variances for Memo items but expensing their entire cost.



The screenshot shows the 'Supplier Invoice Control' window. The title bar reads 'Supplier Invoice Control' with a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area contains several options:

- Next Batch:
- Invoice Open Qty/Amt:
- Use Expensed Item Var Accts:  (This checkbox is highlighted with a red rectangle)
- Recalculate Tax Rates:
- Hold Variance Amount:

## Purchase Transactions

The screenshot displays the QAD software interface for Purchase Transactions. It features three main windows:

- Totals:** Shows a total of 0.15371, which is the sum of material (0.13973) and overhead (0.01397) costs.
- Purchase Order Maintenance:** Shows a purchase order for item 60012 (Electrodes) with a quantity of 150.0 EA and a unit cost of 0.13.
- Purchase Order Receipts:** Shows a receipt for item 60012 with a quantity of 150.0 EA.

The QAD logo is visible in the bottom left corner, and the text 'PC-PU-110' is in the bottom right corner.

The following example illustrates the sequence of functions used and the accounts affected when purchasing and receiving items.

**Example** A purchase order is issued for 150 electrodes (item 60012) at 0.13 each using Purchase Order Maintenance (5.7).

- The total standard cost for this item is material 0.13973 + overhead 0.01397 = 0.15371 as shown in Item Cost Maintenance (1.4.9).
- Because the PO unit cost is different than the standard GL cost, it will generate a favorable Purchase Price Variance upon PO receipt.
- If the invoice price is different from the PO price, an AP Rate variance will be generated.

## Purchasing: Transactions Detail

## Purchasing--Transaction Detail

**Transactions Detail Inquiry** 09/24/10

Transaction: 28080    Display E-Signature Details: Yes    Output: PAGE  
 Category: InvTran    E-Signature Details  
 This data is currently unsigned  
 -----  
 End of e-signature details

Tran Nbr: 28080    Order: P0011102    R1010068  
 Trans Type: RCT-PO    Revision: 0  
 Date: 09/24/10    Item Number: 60012  
 Time: 15:24    Description: Electrodes

Effective Date: 09/24/10  
 Remarks:  
 User ID: qm  
 Program: pcpopc.p  
 Currency: USD  
 Qty Change: 150.0  
 Shipper Number:  
 Shp Date: 09/24/10

Site: 10-100  
 Location: 020  
 Lot/Serial: 123  
 Inv Status: Y-Y-Y  
 Supplier Lot:  
 Grade/Assay:  
 Reference:

Material: 0.13973    Overhead: 0.01397  
 Labor: 0.00    Subcontract: 0.00  
 Burden: 0.00    Cost Total: 0.15371

Debit Acct: 1500    Mech    RCT-PO  
 Cr Account: 2520    Mech  
 Amount: 20.96  
 GL Reference: 2010/RCT-P0000000016    Reference ID: IC100924000001

Debit Acct: 1500    Mech    RCT-PO  
 Cr Account: 5330    Mech  
 Amount: 2.10  
 GL Reference: 2010/RCT-P0000000017    Reference ID: IC100924000002

**Receipt Transactions Report** 09/24/10 15:4

10USA

Tran Nbr	T	Eff Date	Order	Sales/Job	Address	Name	Loc	Qty	Ch	R	C	Unit Price	Extended Cost	PO-Std	Variance
Item: 60012						Electrodes						UM: EA			
28080		09/24/10	P0011102			10S1002 Bridgeville Indus		150.0				0.13	19.50		-1.46
Item Total:													150.0		-1.46
Report Total:													19.50		-1.46

PC-PU-120

You can review the transactions by using Transaction Detail Inquiry (3.21.1). The resulting account debits and credits are shown for each transaction. In this example, upon purchase order receipt (RCT-PO), the system:

- Receives the item into inventory at standard cost less overhead

$$\text{Qty rec'd} * (\text{standard GL cost} - \text{overhead})$$

$$150 * (0.15371 - 0.01397) = 20.96$$

- Applies the overhead amount

$$\text{Qty rec'd} * \text{Overhead}$$

$$150 * 0.01397 = 2.10$$

- Calculates the Purchase Price Variance (PPV)

$$[\text{PO Cost} - (\text{GL Cost} - \text{Overhead})] * \text{PO Qty Received}$$

$$[0.13 - (0.15371 - 0.01397)] * 150 = -1.4595$$

The Purchase Price Variance (PPV) for any given transaction or range of transaction can be viewed using the Receipt Transaction Report (5.9.14).

- Negative result is a favorable variance because it is a reduction of an expense.
- Positive result is an unfavorable variance.

All of the resulting GL transactions are type IC (Inventory Control). When you review them in Transaction Detail Inquiry (3.21.1), you will see that the journal reference begins with IC, followed by the effective date of the transaction and a sequential number.

## Exercise 2: Issue Purchase Order

- 1 Use Purchase Order Maintenance (5.7) to create a purchase order for these two items, 01012 and 01013, from supplier 10S1003. Let the system assign the next PO number. Use the lookup icon on the Supplier field to find Heron Surgical Supplies. Advance to the line item screen accepting the default values for all other fields.

Line 1; enter Site 10-100, use tab or enter to by-pass the requisition field, in the item number field enter 01012, in the quantity field enter 100.

Cycle through the screens until you return to line items screen, then, enter the 01013 for a quantity of 200. Note that the system has brought up the GL standard cost for both items. However for the 01013 you have a recent e-mail from the supplier saying the price has gone up to 1.50 per box. Change the unit cost to 1.50. Your PO line 2 should look like this: note that the Update Avg/Last Cost field is checked.

The screenshot displays the 'Line Details' screen for a purchase order. The header information includes Purchase Order: P1010002, Supplier: 10S1003, and Site: 10-100. The line item is identified as Line 2, Site 10-100, Item Number 01013, with a quantity of 200.0 and a unit cost of 1.50. The 'Update Avg/Last Cost' checkbox is checked. The description for the item is 'Sterile Wipes, Box of 50'. Other fields include Due Date (9/27/2010), Performance Date (9/27/2010), Need Date (9/27/2010), and Stock UM Quantity (200.0 BX).

Ln	Site	Req	Item Number	Qty Ordered	UM	Unit Cost	Disc%
2	10-100		01013	200.0	BX	1.50	0.00

Line Details:

Qty Received: 0.0 Due Date: 9/27/2010 CRT Int: 0.00

Qty to Rel: 0.0 Pur Acct: 6610 Mech ADM

Single Lot:  Performance Date: 9/27/2010 Project:

Location: 010 Need Date: 9/27/2010 Type:

Item Revision:  Sales/Job:  Taxable:

Status:  Fixed Price:  Inspect Req:  Cmnts:

Supplier Item:  UM Conversion: 1.0000

Manufacturer:  Stock UM Quantity: 200.0 BX

Description: Sterile Wipes, Box of 50 Update Avg/Last Cost:  Extended Net Cost: 300.00

If you thought the new cost of 1.50 for item 01013 was a one time event or aberration, you could uncheck the line item Update Avg/Last Cost field and the system would not update the current cost based on the PO and line item.

The Quality Assurance Lab has called and asked to buy 50 boxes of the sterile wipes as they use them for testing and cleaning purposes. Add a third line item for 50 of the 01013 at the cost of 1.50 but in the Type field make these Type M, memo items. This will charge them to an expense account not inventory.

Complete the PO through the trailer and note the total PO cost of 625.00.

- 2 Use Purchase Order Receipts (5.13.1) to receive one half the order quantity of each of line one and two and all of line three. As these are lot controlled items you will need to add a lot number to the receiving inventory transaction. The example uses Lot 123 for line one and 456 for line two. Your Purchase Receipts screen should look like this.

Purchase Order Receipts x						
Go To		Actions		Copy	Print	Preview
Order: P1010002		Supplier: 10S1003		Status:	Packing Slip:	
Ln	Item Number	Site	Location Ref	Lot/Serial Supplier Lot	Quantity	
1	01012	10-100	010	123	100.0	
2	01013	10-100	010	456	200.0	
3	01013	10-100	010		50.0	


Click Is All Information correct Yes to complete the transaction.

- Use Transaction Detail Inquiry (3.21.1) to review the last three transactions. The display comes up on the last transaction processed. Use the scroll arrows to move to the previous transactions. The last transaction is the receipt of the 50, 01013 memo items.

The top frame of the transaction detail displays all relevant data about the transaction. Its type, RCT-PO, receipt - purchase order; the PO number. It shows the date, time and user ID of the person making the transaction and the effective date of the transaction. It shows the item number and description of the subject of the transaction, the address code and name of the supplier of the goods, and the PO price of the item and the currency code the transaction has been made in.

The second frame displays all relevant inventory data; the site and location where the goods were received; the lot/serial number assigned, and the location quantity change. Had the information been available and needing to be recorded the inventory record can also maintain, the inventory status code of the material in this location, the supplier lot number, grade or assay codes, expiration date, batch number and a general purpose reference field.

The GL Standard cost data is displayed in the five cost elements and a total. The bottom set of data show the specific GL accounts that have been debited and credited what amounts to record this transaction, and the GL reference in case the transaction needs to be found in the general ledger.



## Transactions Detail Inquiry

09/27/10

Transaction: 27977    Display E-Signature Details: Yes    Output: PAGE

===== E-Signature Details =====

Category: InvTran  
This data is currently unsigned  
===== End of e-signature details =====

Tran Nbr: 27977	Order: P1010001	R1010068
Trans Type: RCT-PO	Revision: 0	
Date: 09/27/10	Item Number: 01013	
Time: 15:18	Description: Sterile Wipes, Box of 50	
Effective Date: 09/27/10	Unit of Measure: BX	
Remarks:	Address: 10S1003	
User ID: qmi	Name: Heron Surgical Suppl	
Program: poporc.p	SO/Job:	
Currency: USD	Ship Type: M	
Qty Change: 0.0	Price: 1.50	
Shipper Number:	IMC:	
Ship Date: 09/27/10		

Site: 10-100	Inventory Data
Location: 010	Begin Balance: 0.0
Lot/Serial: 789	Quantity Change: 0.0
Inv Status:	Qty Short: 0.0
Supplier Lot:	Begin Loc Bal: 0.0
Grade/Assay:	Loc Qty Change: 50.0
Reference:	Expire Date:
	Batch:

Material: 1.00	Cost Data
Labor: 0.00	Overhead: 0.00
Burden: 0.00	Subcontract: 0.00
	Cost Total: 1.00

Debit Acct: 6610	Mech	ADM
Cr Account: 2550	Mech	
Amount: 75.00		

GL Reference: 2010/RCT-PO0000000019

RCT-PO

Reference ID: IC100927000004

In this case the system has debited the Purchases account (6610) and credited the Expense Item Receipts account (2550), 75.00 the total cost of 50 units at 1.50 each. You have selected not to report variances for memo items.

The first previous transaction is the partial receipt of 100 of the 01013, looking only at the account data:

		Cost Data		
	Material: 1.00			Overhead: 0.00
	Labor: 0.00			Subcontract: 0.00
	Burden: 0.00			Cost Total: 1.00
			RCT-PO	
Debit Acct:	1500	Mech		
Cr Account:	2520	Mech		
Amount:	100.00			Reference ID: IC100927000002
GL Reference:	2010/RCT-P0000000017			
			RCT-PO	
Debit Acct:	6710	Mech	ADM	
Cr Account:	2520	Mech		
Amount:	50.00			Reference ID: IC100927000003
GL Reference:	2010/RCT-P0000000018			

Here the system has debited Inventory (1500) and credited PO Receipts (2520) the 100.00 GL Standard cost. And has debited PO variance (6710) and credited PO Receipts (2550) 50.00 the difference between the PO cost and the GL cost. The two credits to PO Receipts total the amount to be invoice by the supplier, 150.00.

The second previous transaction is the receipt of the 50 each 01012. As this transaction is at standard there is just the debit to inventory and the credit to PO Receipts.

		Cost Data		
	Material: 2.50			Overhead: 0.00
	Labor: 0.00			Subcontract: 0.00
	Burden: 0.00			Cost Total: 2.50
			RCT-PO	
Debit Acct:	1500	Mech		
Cr Account:	2520	Mech		
Amount:	125.00			Reference ID: IC100927000001
GL Reference:	2010/RCT-P0000000016			

Review the Item Master Cost (1.4.9) to see that the Current Cost has been updated to 1.50.

Item Cost Maintenance

Go To Actions Copy Print Preview Attach

Item: 01013 Item Number: 01013 Tax Class:

Item Number: 01013 Description: Sterile Wipes, Box of 50  
 Unit of Measure: BX

Totals						
Totals:	1.50	0.00	1.50	<input type="checkbox"/>	09/27/10	<input type="checkbox"/>

Current Cost Data (GL Cost Source Site: 10-100 / Set: Current)

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	1.50	0.00	1.50	<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"/>

## PO Returns


### PO Returns

Purchase Order Returns
Go To Actions Copy Print Preview Attach

Purchase Order: PO011102
Ship From: 10-100
UM:
Site:

Purchase Order: PO011102
Supplier: 10S1002
Status:
RTV Nbr: R1010069

Purchase Order Line Items	Ln	Item Number	UM	Net Received UM	Return Qty UM	Project	Due Date	T
	4	60012	EA	150.0 EA	50.0 EA		1/5/2011	


PC-PU-130


Returns to suppliers are processed in Purchase Order Returns (5.13.7). The purchase order does not have to be open but must exist in the database for a return to be processed. The return transaction reverses the inventory and GL effects of the receipt, if any, and can optionally reopen the PO or PO line.

If the purchase return transaction is checked Return to Replace, a line item for the replacement quantity is opened. If the return to replace box is left unchecked the system reverses the receipt transactions.

In Purchase Receipt Inquiry (5.13.3), returns are indicated with an “R” and a negative quantity

PO Returns: Transactions Detail

## PO Returns – Transactions Detail


Transactions Detail Inquiry
09/24/10

---

Transaction: 28081    Display E-Signature Details: Yes    Output: PAGE  
 Category: InvTran    E-Signature Details  
 This data is currently unsigned  
 End of e-signature details

---

Tran Nbr: 28081	Order: P0011102	R1010069
Trans Type: ISS-PRV	Revision: 0	
Date: 09/24/10	Item Number: 60012	Description: Electrodes
Time: 16:32	Unit of Measure: EA	
Effective Date: 09/24/10	Address: 1051002	Name: Bridgeville Industri
Remarks:	SO/Job:	Ship Type:
User ID: qmi	Price: 0.13	IMC:
Program: porvis.p		
Currency: USD		
Qty Change: -50.0		
Shipper Number:		
Ship Date: 09/24/10		


Site: 10-100 Location: 020 Lot/Serial: 123 Inv Status: Y-Y-Y Supplier Lot: Grade/Assay: Reference:	Inventory Data Begin Balance: 228.0 Quantity Change: -50.0 Qty Short: 0.0 Begin Loc Bal: 150.0 Loc Qty Change: -50.0 Expire Date: Batch:
--	---

Material: 0.13973 Labor: 0.00 Burden: 0.00	Cost Data Overhead: 0.01397 Subcontract: 0.00 Cost Total: 0.15371
--	--

Debit Acct: 1500    Mech Cr Account: 2520    Mech Amount: -6.99 GL Reference: 2010/ISS-PRV000000001	ISS-PRV Reference ID: IC100924000003
Debit Acct: 1500    Mech Cr Account: 5330    Mech Amount: -0.70 GL Reference: 2010/ISS-PRV000000002	ISS-PRV Reference ID: IC100924000004


PC-PU-140

The calculations and GL entries for PO returns are listed below.

- ISS-PRV (PO Return to Vendor)
  - DR Inventory with a negative
  - CR PO Receipts with a positive

$$Qty\ Ret'd * [(Std\ Cost - Overhead) * -1]$$

$$50 * (0.15371 - 0.01397) * -1 = - 6.99$$

- DR Inventory
- CR Overhead Applied

$$Qty\ Ret'd * (Overhead * -1)$$

$$50 * (0.101397x -1) = - 0.70$$

## Exercise 3: PO Returns

After receiving their 50 boxes of 50 each sterile wipes the QA Lab has decided that is more than a lifetime supply and want to return 25 boxes. The vendor agrees to accept the return for credit.

- 1 Use Purchase Order Returns (5.13.7) to return 25 boxes of the 01013. Enter the original PO number. On the header note the check boxes for Return All and Return to Replace; leave these both unchecked. In the case where you are returning an entire order, checking return all will prefill the return transaction with all the line items on the original PO.

When prompted to Reopen PO line click Yes. Advance to the line items, enter line 3 for 25 and add your lot number. If the notes window appears click Back. When prompted for supplier performance data enter Category 03 and Event ISO Cert. (The system has been set up with restrictions in the area of supplier performance, use these codes to ensure your transaction processes). Your transaction should look like this. Complete the transaction.

Ln	Item Number	Site	Location	Lot/Serial	Quantity	UM
3	01013	10-100	010	789	25.0	BX

Is all information correct

Material: 1.00		Overhead: 0.00	
Labor: 0.00		Subcontract: 0.00	
Burden: 0.00		Cost Total: 1.00	
ISS-PRV			
Debit Acct: 6610	Mech	ADM	
Cr Account: 2550	Mech		
Amount: -37.50			Reference ID: IC100927000005
GL Reference: 2010/ISS-PRV000000001			

## Subcontract POs

**Subcontract POs**

Header  
Purchase Order: P1010001    Supplier: 10FLATSP    Ln Format S/M: Single

Lines

Ln	Site	Req	Item Number	Qty Ordered	UOM	Unit Cost	Disc%
1	10-100		02001	100.0	EA	0.20	0.00

Line Details  
Qty Received: 0.0    Due Date: 9/27/2010    CRT Int: 0.00  
Qty to Rel: 0.0    Pur Acct: 6610    Mech: ADM  
Single Lot:     Performance Date:  
Location: 010    Project: Type: S  
Item Revision:    Taxable:   
Status:    Inspect Req:     Cmmts:   
Manufacturer:    UOM Conversion: 1.0000  
Description: Auto    Stock UOM Quantity: 100.0    EA  
Update Avg/Last Cost:   
Extended Net Cost: 20.00

**PO Subcontract Cost = 0.20**

Rolled up from Routing Maintenance (14.13.1)

**Type = [S]ubcontract**

**Work order and subcontract operation are identified on PO**

QAD PC-PU-150

Subcontract POs reference a valid item number, but rather than receiving the item into inventory, they are received into manufacturing as a cost of production. If no work order number is specified, the process stops there. The entire PO cost is reported as a cost of production and accrued. However, if the PO references a valid work order and operation, additional transactions are generated to issue the cost to WIP and to calculate variances, if any.


In this example, the 02001 connector has an outside operation for plating at a quoted price of 0.20 per unit. A purchase order is released for 100 pieces at 0.20 each (extended cost 20.00). The purchase order is linked to work order 1003 at operation 20.

On this PO the trailer has added a tax of 1.50, this could be a mistake as it's likely that this operation is not taxable.

**Note** Set up Supplier Item Maintenance (1.19) to automate the pricing of subcontract purchasing and avoid mistakes in pricing.

## Subcontract (PO Receipt): Transactions Detail

## Subcontract (PO Receipt) – Transactions Detail


Transactions Detail Inquiry
09/27/10

```

Transaction: 28083   Display E-Signature Details: Yes   Output: PAGE
===== E-Signature Details =====
Category: InvTran
This data is currently unsigned
===== End of e-signature details =====

  Tran Nbr: 28083           Order: P1010001           R1010070
  Trans Type: RCT-PO       Revision: 0
  Date: 09/27/10          Item Number: 02001
  Time: 11:22             Description: Automotive Connector
  Effective Date: 09/27/10  Unit of Measure: EA
  Remarks:                 Address: 10PLATSP
  User ID: qmi             Name: Plating Subcontracto
  Program: poporc.p        SO/Job:
  Currency: USD            Ship Type: S
  Qty Change: 0.0         Price: 0.20
  Shipper Number:         IMC:
  Ship Date: 09/27/10


  Inventory Data
  Site: 10-100            Begin Balance: 0.0
  Location: 010           Quantity Change: 0.0
  Lot/Serial:             Qty Short: 0.0
  Inv Status:             Begin Loc Bal: 0.0
  Supplier Lot:           Loc Qty Change: 100.0
  Grade/Assay:            Expire Date:
  Reference:              Batch:

  Cost Data
  Material: 0.00          Overhead: 0.00
  Labor: 0.01             Subcontract: 0.40
  Burden: 0.00016        Cost Total: 0.41016

  Debit Acct: 5770      Mech      RCT-PO
  Cr Account: 2520      Mech
  Amount: 20.00
  GL Reference: 2010/RCT-P000000018      Reference ID: IC100927000001

  Debit Acct: 6710      Mech      RCT-PO
  Cr Account: 2520      Mech      ADM
  Amount: 1.50
  GL Reference: 2010/RCT-P000000019      Reference ID: IC100927000002

```


PC-PU-160

The PO Receipts transaction uses the PO unit cost as the GL amount.

In this example, 20.00 has been debited to cost of production (5770), credited to PO receipts (2520) and 1.50 has been debited to PO variance (6710) and credited to PO receipts (2520). In this case the taxable amount (if the transaction is taxable) should have been allocated to the line item to prevent the variance.

A subcontract rate variance accounts for any difference between the PO unit cost and the standard unit cost for this operation as recorded on the Work Order Routing (16.13.13).



## Exercise 4: Subcontract PO

To demonstrate the Subcontract PO you will create a work order for item 50010, Acoustic Transducer. This item has three operations; operation 15 is a subcontract operation with a standard cost of 0.20 per piece as entered in Routing Maintenance.

Item Routing Cost Report											09/27/10 16:3
10USA											Pa
Work Ctr	Setup Time	Unit Setup	Setup Rate	Labor	Lbr Bdn %	Lbr Bdn Rate	Lbr Burden	Total			
Machine	Order Qty	Unit Run	Labor Rate	Cost	Mch per Op	Mch Bdn Rate	Mch Burden	Burden	Subcontract		
Item: 50010 Acoustic Transducer											Routing: 50010
Op: 10 ASSEMBLE ULTRASOUND											
1000	0.5	0.5	5.00	2.95	0.01%	0.02	0.012295	0.042295	0.00		
	0.0	0.1	4.50		1	0.05	0.03				
Op: 15 Subc Attach Elec/Plate											
2270	0.0	0.0	0.00	0.00	0.00%	0.00	0.00	0.00	0.20		
	0.0	0.0	0.00		1	0.00	0.00				
Op: 20 TEST ACOUSTIC TRANSDUCER											
1040	0.5	0.5	5.00	2.725	0.01%	0.02	0.0112725	0.0387725	0.00		
	0.0	0.05	4.50		1	0.05	0.0275				
				5.675					0.0810675	0.20	

- 1 However, if you review Item Cost (1.4.9) there is no GL or Current cost for this operation in the Item Master Cost Maintenance. This indicates a routing cost roll up had not been done. Use Routing Cost Roll Up (14.13.13) for item 50010. Note the roll up defaults to the Current Cost set. Look at Item Cost (1.4.9) and you should now have a current cost of 0.20.
- 2 As all transactions are costed at GL Standard you need the cost in that data set as well. You could do the roll up again for the GL set, or you could use Current Cost Move to GL (1.4.22), or you could add the 0.20 manually to the GL Cost set as Subcontract cost. Pick one.

Item Number: 50010		Description: Acoustic Transducer				
Unit of Measure: EA						
Totals						
Totals:	5.95607	61.61006	67.56612			
GL Cost Data (GL Cost Source Site: 10-100 / Set: Standard)						
Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	55.27516	55.27516	<input checked="" type="checkbox"/>	Material	<input type="checkbox"/>
Labor	5.675	6.24676	11.92176	<input checked="" type="checkbox"/>	Labor	<input type="checkbox"/>
Burden	0.08107	0.08814	0.1692	<input checked="" type="checkbox"/>	Burden	<input type="checkbox"/>
Overhead	0.00	0.00	0.00	<input checked="" type="checkbox"/>	Overhead	<input type="checkbox"/>
Subcontr	0.20	0.00	0.20	<input checked="" type="checkbox"/>	Subcontr	<input type="checkbox"/>

- 3 Use Work Order Maintenance (16.1) to create a work order for 100 of the 50010. Let the system assign the work order number and ID, just click enter, enter the item number and Site 10-100. Enter the quantity of 100 and change the Status code to R for released. Complete the order release accepting all other values at default. Note the order number.
- 4 Use Purchase Order Maintenance (5.7) to create a PO for the subcontract operation. Let the system assign the PO number. The supplier for plating is 10PLATSP, Plating Subcontractor-USA. Use the lookup icon to find it. Advance to the line items, for line one change the site to 10-100, enter the item number and the quantity of 100, and make the Unit Cost 0.25. This will create a subcontract price variance.

In the lower frame be sure to set the line item Type to S for subcontract. This tells the system how to handle the costs for this line item.

Header  
 Purchase Order: P1010003      Supplier: 10PLATSP      Ln Format S/M: Single

Lines

Ln	Site	Req	Item Number	Qty Ordered	UM	Unit Cost	Disc%
1	10-100		50010	100.0	EA	0.25	0.00

Line Details

Qty Received: 0.0      Due Date: 9/27/2010      CRT Int: 0.00  
 Qty to Rel: 0.0      Pur Acct: 6610      Mech      ADM  
 Single Lot:       Performance Date:      Project:      Type: S  
 Location: 020      Need Date:      Taxable:       Inspect Req:       Cmnts:   
 Item Revision:      Sales/Job:      UM Conversion: 1.0000  
 Status:      Fixed Price:       Stock UM Quantity: 100.0      EA  
 Supplier Item:      Description: Acoustic Transducer      Update Avg/Last Cost:   
 Manufacturer:      Extended Net Cost: 25.00

When the pop-up appears, enter the work order and operation numbers. The work order ID is required when using Advanced Repetitive. Details are covered in that cost course. Full details on the use of subcontract operations is in the Work Center and Routings course, and in the Advanced Repetitive course.

Lines

Ln	Site	Req	Item Number	Qty Ordered	UM	Unit Cost	Disc%
1	10-100		50010	100.0	EA	0.25	0.00

Line Details

Qty Received: 0.0      0.00  
 Qty to Rel: 0.0      Mech      ADM  
 Single Lot:       Subcontract Type: S  
 Location: 020      Lot/Serial:      Cmnts:   
 Item Revision:      Status:

Work Order: 1000  
 ID:      Operation: 15

Complete the Purchase Order.

- 5 Receive the subcontract operation from the vendor. Use PO Receipts (5.13.1) to receive all 100 units.

Order: P1010003		Supplier: 10PLATSP	Status:	Packing Slip:
Ln	Item Number	Site	Location Ref	Lot/Serial Supplier Lot
1	50010	10-100	020	

- 6 Use Transaction Detail Inquiry (3.21.1) to review the inventory transaction.

Site: 10-100	Inventory Data	Begin Balance: 0.0
Location: 020		Quantity Change: 0.0
Lot/Serial:		Qty Short: 0.0
Inv Status:		Begin Loc Bal: 0.0
Supplier Lot:		Loc Qty Change: 100.0
Grade/Assay:		Expire Date:
Reference:		Batch:
	Cost Data	Overhead: 0.00
Material: 55.27516		Subcontract: 0.20
Labor: 11.92176		Cost Total: 67.56612
Burden: 0.1692		
	RCT-PO	
Debit Acct: 5770	Mech	
Cr Account: 2520	Mech	
Amount: 25.00		
GL Reference: 2010/RCT-PO000000020		Reference ID: IC100927000010

In the RCT-PO you see a debit to cost of production (5770) and a credit to PO receipts of the entire 25.00.

- 7 Review Operation Transaction Detail Inquiry (16.20.13.9), to see the work order transactions. Two transactions have been created by the system. The first transaction as displayed in the inquiry is the move from operation 20 (now complete) to operation 30. This transaction has no cost impact.

The first previous transaction is the WO issue of the subcontract line item.

GL Reference	Reference ID	Amount	G/L Transactions		
			DR Acct	Sub-Acct	CC Project
2010/SYS-DB000000190	WO100927000001	25.00	1550	Mech	Project
			5770	Mech	
2010/SYS-DB000000191	WO100927000002	5.00	5450	Mech	
			1550	Mech	

Here you see a debit to WIP (1550) and a credit to cost of production (5770) for 25.00 then a debit to subcontract rate variance (5450) and a credit to WIP (1550) of the 5.00 purchase price variance. The work order transactions remove the total amount from cost of production and moves it to WIP, then moves the variance amount from cost of production to Subcontract Variance. This is automatic because the PO had a link to a specific WO and Operation.

## Exercise 5: Subcontract PO

- To familiarize yourself with some of the information sources review these reports.

### Purchase Receipt Report (5.13.5)

Purchase Receipt Report										
10USA										
09/29/10 11:5										
Page										
Order Supplier		Project								
P1010001	10S1003	Heron Surgical Supply								
Receiver	Item Number	Receipt	Recd Qty	GL Cost	Ext PO Cost					
PS Nbr	Ln ERS Option	Ship Dt	Ps Qty R	PO Cost C	Ext GL Cost	Ext PO Tax	PO-GL Var			
R1010068	1 01012	09/27/10	50.0	2.50	125.00	125.00	0.00			
	1	09/27/10	50.0	2.50		0.00				
R1010068	2 01013	09/27/10	100.0	1.00	100.00	150.00	50.00			
	1	09/27/10	100.0	1.50		0.00				
Base PO Total:					225.00	275.00	50.00			
						0.00				
Order Supplier		Project								
P1010003	10PLATSP	Plating Subcontractor - USA								
Receiver	Item Number	Receipt	Recd Qty	GL Cost	Ext PO Cost					
PS Nbr	Ln ERS Option	Ship Dt	Ps Qty R	PO Cost C	Ext GL Cost	Ext PO Tax	PO-GL Var			
R1010072	1 50010	09/27/10	100.0	0.20	20.00	25.00	5.00			
	1	09/27/10	100.0	0.25		0.00				
Base PO Total:					20.00	25.00	5.00			
						0.00				

### Transactions Accounting Report (3.21.16)

Transactions Accounting Report										
10USA										
09/29/10 11:53:43										
Page: 1										
Eff Date	Tran Nbr	Type	Order Item	Entity	GL Reference Document	Reference ID	Description	DR Acct	Sub-Acct	CC
								CR Acct	Sub-Acct	CC
09/27/10	27975	RCT-PO	P1010001 01012	10USACO	2010/RCT-P0000000016	IC100927000001	50.00 @ 2.50 Sterile Probe Covers, 20	1500 2520	Mech	
09/27/10	27976	RCT-PO	P1010001 01013	10USACO	2010/RCT-P0000000017	IC100927000002	100.00 @ 1.00 Sterile Wipes, Box of 50	1500 2520	Mech	
				10USACO	2010/RCT-P0000000018	IC100927000003	100.00 @ 0.50	6710 2520	Mech	ADM
09/27/10	27977	RCT-PO	P1010001 01013	10USACO	2010/RCT-P0000000019	IC100927000004	50.00 @ 1.50 Sterile Wipes, Box of 50	6610 2550	Mech	ADM
09/27/10	27978	ISS-PRV	P1010001 01013	10USACO	2010/ISS-PRV0000000001	IC100927000005	-25.00 @ 1.50 Sterile Wipes, Box of 50	6610 2550	Mech	ADM
09/27/10	27979	ISS-PRV	P1010001 01013	10USACO	2010/ISS-PRV0000000002	IC100927000006	-1.00 @ 1.50 Sterile Wipes, Box of 50	6610 2550	Mech	ADM
09/27/10	27980	CST-ADJ	50010	10USACO	2010/SYS-DB0000000187	IC100927000007	Acoustic Transducer	1500 6100	Mech	
09/27/10	27981	CST-ADJ	50010	10USACO	2010/SYS-DB0000000188	IC100927000008	Acoustic Transducer	1500 6100	Mech	
09/27/10	27982	CST-ADJ	50010	10USACO	2010/SYS-DB0000000189	IC100927000009	Acoustic Transducer	1500 6100	Mech	
09/27/10	27984	RCT-PO	P1010003 50010	10USACO	2010/RCT-P0000000020	IC100927000010	100.00 @ 0.25 Acoustic Transducer	5770 2520	Mech	

## Purchase-Related Variance

Purchase-Related Variance		
<u>Variance</u>	<u>When</u>	<u>Cause</u>
Purchase Price	<b>Calculated</b> PO Receipts (5.13.1)	Difference between an item's PO cost and its GL cost excluding GL this-level overhead
<i>Formula</i>	<i>[PO Unit Cost - (GL Unit Cost - OH)] x PO Qty Received</i> <i>Negative result = favorable variance;</i> <i>Positive result = unfavorable variance</i>	
<i>View in Report</i>	<i>Purchase Receipt Report (5.9.14)</i>	

### Purchase Price Variance

Upon PO receipt, a variance is calculated that is later reflected in AP reporting. Purchase price variance (PPV) is calculated when the item's PO unit cost does not match its standard cost (GL unit cost).

The formula for PPV is:

$$[PO \text{ Unit Cost} - (GL \text{ Unit Cost} - \text{Overhead})] * PO \text{ Quantity Received}$$

*Negative result = favorable variance; positive result = unfavorable variance*

#### GL Effects

At PO Receipt (5.13.1), the system debits Inventory for the item's standard GL cost minus overhead and credits PO Receipts for the item's PO cost. Because the two costs are different, QAD Enterprise Applications creates a balancing entry for the PPV account.

## Purchasing: GL Effect

<b>Purchasing – GL Effect</b>	
<u>PO Receipt (Inventory Item)</u>	<u>GL Trans Type</u>
DR Inventory	IC
CR PO Receipts	
DR Inventory	IC
CR Applied Overhead	
*DR PPV (Material category only)	IC
CR PO Receipts	
*Positive Amount = Unfavorable Variance; Negative Amount = Favorable Variance	



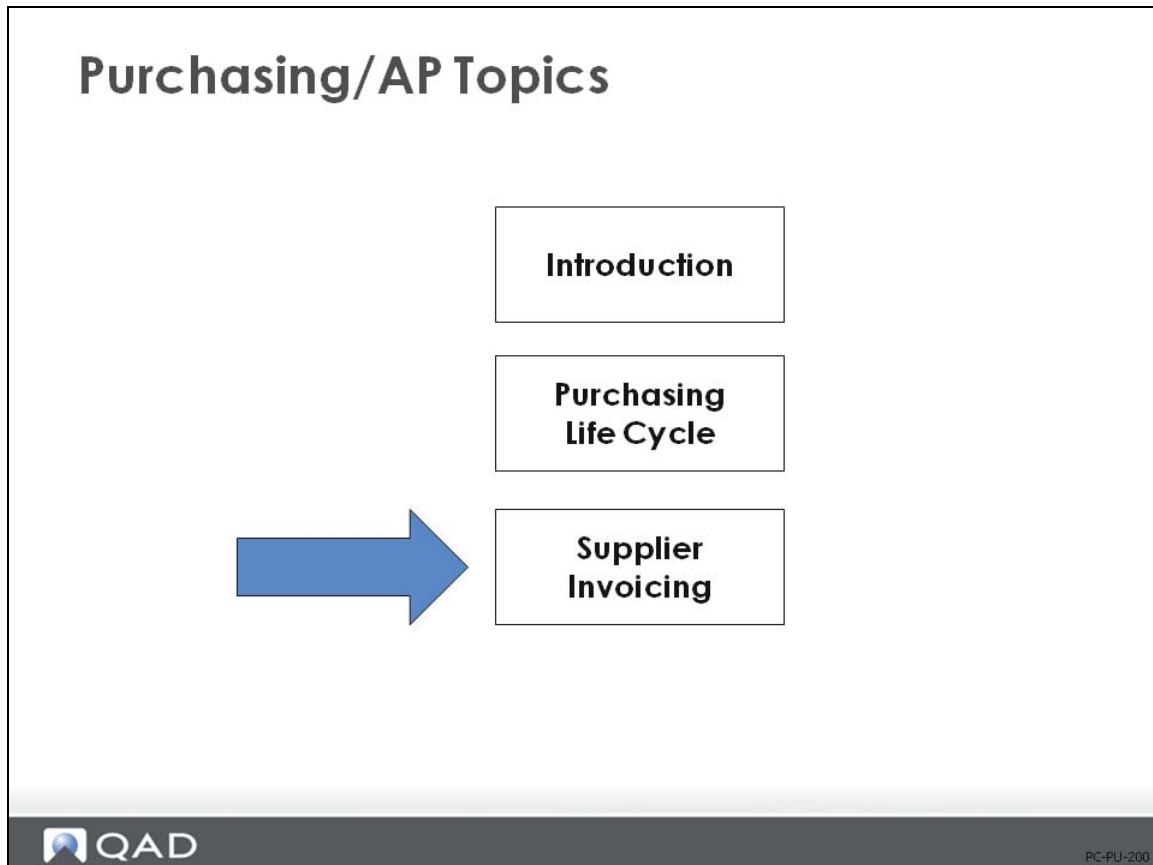
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- The default general ledger entry:
  - Debits Inventory
  - Credits Applied Overhead
  - Debits Purchase Price Variance
  - Credits PO Receipts Accrual

Because this is the purchase of an inventory item, these accounts are accessed based on the product line of the purchased item-the Purchases account on the PO is not used.

When the Supplier Invoice is created (28.1.1.1), QAD Enterprise Applications calculates Accounts Payable rate and usage variances (and price variances due to exchange rate fluctuation). This is discussed in the next section.

## Supplier Invoicing



## Accounts Payable

### AP Transactions

The screenshot displays the 'Supplier Invoice Create' window in QAD. The window title is 'Supplier Invoice Create'. The interface includes a menu bar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. Below the menu bar, there are several input fields and tabs. The 'General' tab is active, showing fields for Supplier Code (10S1002), Business Relation (Bridgeville Industries), Reference, Description, PO Number (PO011102), Registration Number (70), Invoice Type (Invoice), Daybook Set Code (10PURCH), Daybook Code (SINV), Site (10-100), Year (2010), Posting Date (09/24/2010), Invoice Status Code (RM-INIT), Invoice Status Code Allocation Status (No Allocation), Taxable (checked), Sub-Account (Gserv), Project, Cost Center, Link to Invoice (0000), and Adjustment (0). The TC Invoice Amount is 13.00 USD and the BC Invoice Amount is 13.00 USD. The Exchange Rate is 1.000000000.



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The invoice from the supplier is entered into the system using Supplier Invoice Create (28.1.1.1). It is then approved and finally released for payment. Note: You can also use Initial Supplier Invoice Create (28.1.1.10). The system matches the purchase order quantity and price with the receiver quantity and price and the invoice quantity and price. Variances are calculated and the receivers are marked as closed. This process is commonly known as a three-way match.

#### Example of AP Transactions

To show the AP process, we will continue with the example given on Purchase Transactions.

**Example** The supplier has charged you \$13.00 for 100 electrodes at 0.13 each. This is exactly correct since from the initial order of 150 you returned 50.

For demonstration purposes suppose the supplier had invoiced you for 90 electrodes at 0.15:

- Because the invoice quantity is less than the quantity actually received, this generates a favorable AP usage variance (negative amount)
- Because the invoice cost is higher than that on the PO, this generates an unfavorable AP rate variance (positive amount)
- The system also marks the invoice as not matching and the details need to be resolved before invoice approval.

When the supplier invoice is approved for payment, the system:

- Clears out the purchase accrual account (amount accrued at time of receipt)

*Qty Received \* PO Unit Cost*

*Example: 100 \* 0.13 = 13.00 based on your original PO*

- Accounts for the difference between the PO unit cost and the price listed on the invoice (AP rate variance)

*(Invoice Unit Cost - PO Unit Cost) \* Invoice Qty*

*Example: (0.15 - 0.13) \* 90 = 1.80 based on our example of invoice not matching*

- Accounts for any difference between the quantity received and the quantity invoiced (AP usage variance)

*(Invoice Qty - Qty Received) \* PO Unit Cost*

*Example: (90 - 100) \* 0.13 = -1.30*

- Reports entire invoice amount to the Accounts Payable account

*Invoice Qty \* Invoice Unit Cost*

*Example: 90x 0.15 = 13.50*

**Note** If you do not want to calculate AP rate or usage variances for non-inventory (memo) purchases, set Use Expensed Item Var Accts to No (leave box unchecked) in Supplier Invoice Control (28.24), and any variances are simply expensed.

## AP-Related Variances Summary

<u>Variance</u>	<u>When Calculated</u>	<u>Cause</u>
<b>AP Rate</b>	Supplier Invoice Create, 28.1.1.1	Difference between an item's PO cost and its invoice cost.  • Can be caused by errors made during PO entry or incorrect quotes received from suppliers, for example.
<i>Formula</i>	<i>(Invoice Unit Cost - PO Unit Cost) x Invoice Quantity</i>	
<b>AP Usage</b>	Supplier Invoice Create, 28.1.1.1	Difference between an item's PO receipt quantity and its invoice quantity.
<i>Formula</i>	<i>(Invoice Quantity - PO Receipt Quantity) x PO Unit Cost</i>	
<b>Purchase Gain/Loss</b>	Supplier Invoice Create, 28.1.1.1	Exchange rate fluctuations between the time an order is received and when it is invoiced. Goes into account defined in Purchase Gain/Loss Acct. Maint. 26.17
<i>View in Report</i>	<i>Matching Variance Report (28.2.7)</i>	



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### AP Rate Variance

AP Rate Variance occurs when a discrepancy exists between an item's PO cost and its invoice cost. AP Rate Variances can be caused by a variety of things, the most common being errors made during PO entry or incorrect quotes received from suppliers. AP Rate Variance is calculated at Supplier Invoice Create (28.1.1.1) as:

$$(Invoice Unit Cost - PO Unit Cost) * Invoice Quantity$$

### AP Usage Variance

AP Usage Variance occurs when a discrepancy exists between an item's PO receipt quantity and its invoice quantity. This can be caused if you close a receiver with a quantity still open or with an invoice quantity greater than the PO receipt quantity. AP Usage Variance is calculated at Supplier Invoice Create (28.1.1.1) as:

$$(Invoice Quantity - PO Receipt Quantity) * PO Unit Cost$$

### Purchase Gain/Loss

The Purchase Gain/Loss account is used to track variances resulting from exchange rate fluctuations between the effective dates of the PO receipt and the matching of the supplier invoice. It is calculated at Supplier Invoice Create. The account number defaults from Purchase Gain/Loss

Acct Maint. (26.17). Purchase cost variances due to exchange rate fluctuations are usually kept separate from purchase price variances. Because they cannot be controlled by the supplier, they should not influence performance evaluation.

### Managing Variances

Variances can arise because the supplier quote is incorrect. You can review and change these quotes in Supplier Item Maintenance (1.19).

When an unfavorable variance is calculated during matching, the system automatically assumes that you will be disputing the amount with the supplier and records the variance as a hold amount.

### Reports

The Matching Variance Report (28.2.7) displays the details of variances resulting from mismatches in the supplier invoice process.

## AP GL Effect

<u>Accounts Payable</u>	<u>GL Trans Type</u>
DR PO Receipts (or Expensed Item Receipts)	AP
** DR AP Rate Variance (or *Expensed Item Rate Variance)	AP
** DR AP Usage Variance (or *Expensed Item Usage Variance)	AP
CR Accounts Payable	AP
** DR Purchase Gain/Loss CR PO Receipts	AP

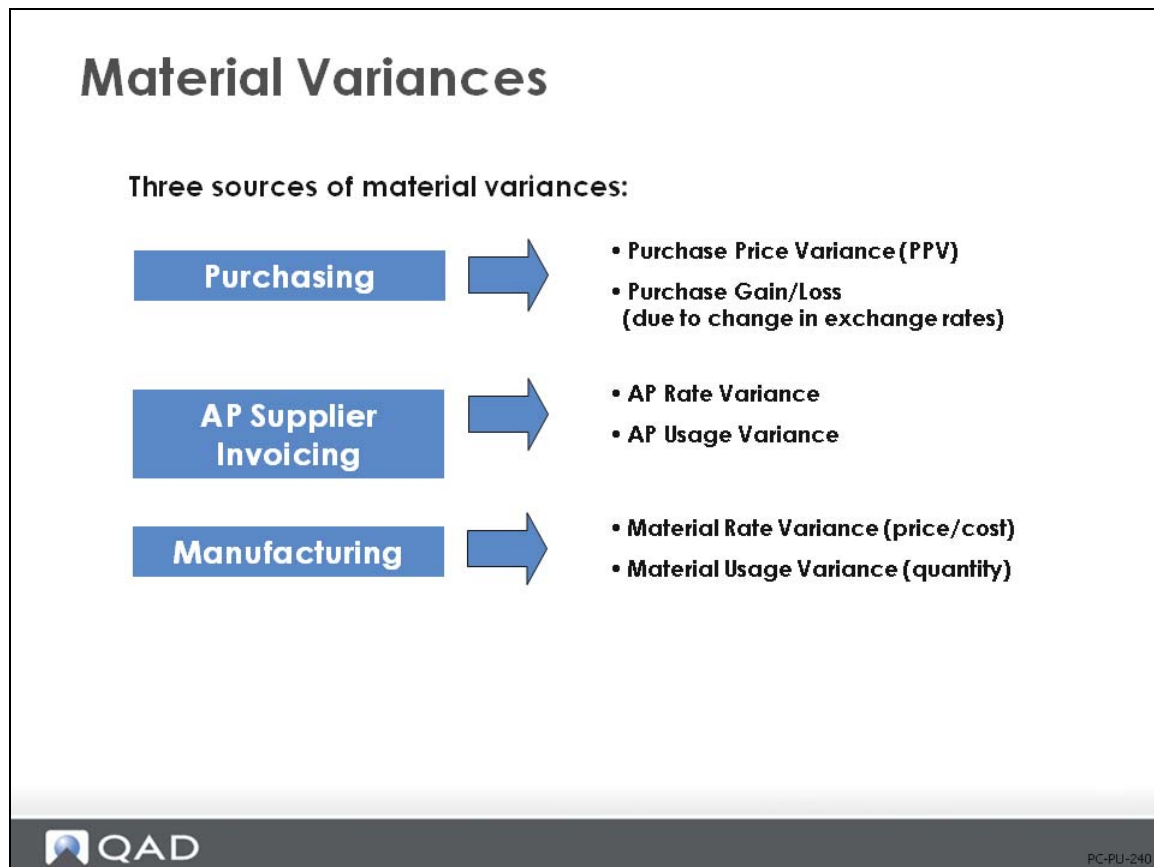
\* If you don't want to calculate AP rate and usage variance amounts for non-inventory (memo) purchases, set Use Expensed Item Var Accts to No in the Supplier Invoice Control, 28.24, and any variances are simply expensed.

\*\* Positive amount = unfavorable variance; Negative amount = favorable variance

The default general ledger entry when matching receipt against a purchase order (excluding the GL effects of direct taxes):

- Debits the PO Receipts account from the product line for inventory items and Domain/Account Control (36.9.24)
- Debits the AP Usage Variance account and the AP Rate Variance account from the product line for inventory items and Domain/Account Control (36.9.24). Negative amounts indicate a favorable variance; positive amounts indicate an unfavorable variance.
- Credits the Accounts Payable account from the supplier

## Material Variances Summary



At this point, we have examined two of the three sources of material variance: Purchasing and Accounts Payable.

- In Purchasing, material variances are identified as purchase variances: Purchase Price Variance and Purchase Gain/Loss due to exchange rate fluctuations. Both of these indicate that the cost of the material purchased did not match the established standards.
- In Accounts Payable, material variances are identified as AP variances: AP Rate and AP Usage Variance. The AP Rate Variance indicates that the cost on the supplier's invoice did not match the price on the PO; the AP Usage Variance indicates that the quantity on the supplier's invoice did not match the quantity received.

Another source of material variance is manufacturing. In manufacturing, material variances occur when the cost or quantity of material issued to a manufacturing order does not match what was called for on that order. These are identified as material rate and usage variances.

Next, we will review how costs and variances are reported in the manufacturing modules.

## Information Sources

### Information Sources – Key Reports

- Purchase Receipt Report
  - Item, qty, PO&GL cost, variance, inventory
- Transactions Detail Inquiry
- Transactions Accounting Report
- Matching Variance Report
  - Variance between item's invoice cost and standard cost
- AP versus Control GL Validation
  - Prints summary, totals only, of unposted GL transactions generated by AP activity
- Unposted Transaction Inquiry
- Unposted Transaction Register



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#### **Purchase Receipt Report (5.13.5)**

Prints receipt/return transaction information-item, quantity, PO and GL cost, variance, and inventory information.

#### **Transactions Detail Inquiry (3.21.1)**

Lists detailed audit information about a specific receipt or return transaction. Includes inventory transaction information as well as all of the GL debits and credits.

#### **Transactions Accounting Report (3.21.16)**

Prints GL transactions generated by one or more inventory transactions; selected by date, account, or type.

#### **Matching Variance Report (28.2.7)**

Shows the variance between an item's supplier invoice cost and the standard cost.

#### **AP versus Control GL Validation (25.21.2.6)**

Prints a summary of the unposted GL transactions generated by AP activities.

**Unposted Transaction Inquiry (25.13.13)**

Lists GL transactions that have been created but not yet posted. Used to review the GL effects of any transaction. All you need to know is the module code and the effective date.

**Unposted Transaction Register (25.13.14)**

Use to review unposted transactions prior to posting.



Appendix A

# **Variances and Components Reference**

## Purchase-Related Variances

Variance	Calculation Method
<p><b>Purchase Price</b></p> <p>Calculated at:</p> <p>PO Receipts (5.13.1)</p> <p>Reports:</p> <p>Transaction Receipts Report (5.9.14)</p> <p>Transactions Detail Inquiry (3.21.1)</p>	$[\text{PO Unit Cost} - (\text{GL Unit Cost} - \text{OH})] * \text{PO Qty Received}$
<p><b>AP Rate</b></p> <p>Calculated at:</p> <p>Supplier Invoice Create (28.1.1.1)</p> <p>Reports:</p> <p>Matching Variance Report (28.2.7)</p> <p>Transactions Detail Inquiry (3.21.1)</p>	$(\text{Invoice Unit Cost} - \text{PO Unit Cost}) * \text{Invoice Qty}$
<p><b>AP Usage</b></p> <p>Calculated at:</p> <p>Supplier Invoice Create (28.1.1.1)</p> <p>Reports:</p> <p>Matching Variance Report (28.2.7)</p> <p>Transactions Detail Inquiry (3.21.1)</p>	$(\text{Invoice Qty} - \text{PO Receipt Qty}) * \text{PO Unit Cost}$

## Manufacturing-Related Variances

Variance	Calculation Method
<p><b>Material Rate</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>WO Component Issue (16.10)</li> <li>WO Receipt Backflush (16.12)</li> <li>Repetitive Backflush (18.22.13)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>Work Order Cost Report (16.3.4)</li> <li>Transactions Detail Inquiry (3.21.1)</li> </ul>	$\frac{(\text{WO BOM Unit Cost at Issue} - \text{GL Unit Cost}) * \text{Actual Qty Issued}}{\text{Actual Qty Issued}}$
<p><b>Material Usage</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>WO Accounting Close (16.21)</li> <li>Cumulative Order Close (18.22.10)</li> <li>Post Accumulated Usage Variances (18.22.9)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>Work Order Cost Report (16.3.4)</li> <li>Transactions Detail Inquiry (3.21.1)</li> <li>Rep Operations Accounting Report (18.22.4.9)</li> </ul>	$\{ \text{Actual Qty Issued} - [\text{qty per} * (\text{qty completed} + \text{qty rejected})] \} * \text{GL Unit Cost}$
<p><b>Labor Rate</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>SFC Feedback (16.20.1), (16.20.2), (16.20.3)</li> </ul> <p>Can be deferred until:</p> <ul style="list-style-type: none"> <li>WO Receipt (16.11), (16.12)</li> <li>Repetitive Backflush (18.22.13)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>Work Order Cost Report (16.3.4)</li> <li>Operations Accounting Report (16.20.13.10)</li> <li>Rep Operations Accounting Report (18.22.4.9)</li> </ul>	<p>Per Operation:</p> $[(\text{Actual Setup Rate} - \text{Std Setup Rate}) * \text{Actual Setup Hrs}] + [(\text{Actual Run Rate} - \text{Std Run Rate}) * \text{Actual Run Hrs}]$ <p>Setup and run rates are equal to the payroll rate (defined in 14.13.21) or the work center rate if payroll is not set up.</p> <p>No variances if no labor reporting</p>
<p><b>Labor Usage</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>SFC Feedback (16.20.1), (16.20.2), (16.20.3)</li> </ul> <p>Can be deferred until:</p> <ul style="list-style-type: none"> <li>WO Receipt (16.11), (16.12)</li> <li>Post Accumulated Usage Variances (18.22.9)</li> <li>Cumulative Accounting Close (18.22.10)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>WO Cost Report (16.3.4)</li> <li>Operations Accounting Report (16.20.13.10)</li> <li>Rep Operations Accounting Report (18.22.4.9)</li> </ul>	<p>Per Operation:</p> $[(\text{Actual Setup Hrs} - \text{Std Setup Hrs}) * \text{Std Setup Rate}] + [(\text{Actual Run Hrs} - \text{Std Run Hrs}) * \text{Std Run Rate}]$ <p>Std Run Hrs =  <math display="block">\text{Std Run Hrs} * (\text{Qty Completed} + \text{Qty Rejected})</math></p>

Variance	Calculation Method
<p><b>Burden Rate</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>SFC Feedback (16.20.1), (16.20.2), (16.20.3)</li> <li>WO Receipt (16.11), (16.12)</li> <li>Repetitive Backflush (18.22.13)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>WO Cost Report (16.3.4)</li> <li>Operations Accounting Report (16.20.13.10)</li> <li>Rep Operations Accounting Report (18.22.4.9)</li> </ul>	<p>Per Operation:</p> $[(\text{Actual Setup Bdn} - \text{Std Setup Bdn}) * \text{Actual Setup Hrs}] + [(\text{Actual Run Bdn} - \text{Std Run Bdn}) * \text{Actual Run Hrs}]$ $\text{Actual Setup Bdn} = (\text{Actual Setup Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + (\text{Mach Bdn Rate} * \text{Mach/Op})$ $\text{Std Setup Bdn} = (\text{Std Setup Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + (\text{Mach Bdn Rate} * \text{Mach/Op})$ $\text{Actual Run Bdn} = (\text{Actual Run Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + \text{Mach Bdn Rate}$ $\text{Std Run Bdn} = (\text{Std Run Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + \text{Mach Bdn Rate}$
<p><b>Burden Usage</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>SFC Feedback (16.20.1), (16.20.2), (16.20.3)</li> </ul> <p>Can be deferred until:</p> <ul style="list-style-type: none"> <li>WO Receipt (16.11), (16.12)</li> <li>Post Accumulated Usage Variance (18.22.9)</li> <li>Cumulative Order Close (18.22.10)</li> </ul> <p>Reports:</p> <ul style="list-style-type: none"> <li>WO Cost Report (16.3.4)</li> <li>Operations Accounting Report (16.20.13.10)</li> <li>Rep Operations Accounting Report (18.22.4.9)</li> </ul>	<p>Per Operation:</p> $[(\text{Act Setup Hrs} - \text{Std Setup Hrs}) * \text{Std Setup Bdn}] + [(\text{Act Run Hrs} - \text{Std Run Hrs}) * \text{Std Run Bdn}]$ $\text{Std Setup Bdn} = (\text{Std Setup Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + (\text{Mach Bdn Rate} * \text{Mach/Op})$ $\text{Std Run Bdn} = (\text{Std Run Rate} * \text{Lbr Bdn}\%) + \text{Lbr Bdn Rate} + \text{Mach Bdn Rate}$
<p><b>Subcontract Rate</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>PO Receipt (5.13.1)</li> </ul>	$(\text{Subcontract PO Unit Cost} - \text{Subcontract Unit Cost from Routing}) * \text{Qty Received}$
<p><b>Subcontract Usage</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>WO Accounting Close (16.21)</li> <li>Post Accumulated Usage Variance (18.22.9)</li> <li>Cumulative Order Close (18.22.10)</li> </ul>	$[\text{Qty Received} - (\text{Op Qty Completed} + \text{Op Qty Rejected})] * \text{Subcontract Unit Cost from Routing}$
<p><b>Method</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>WO Accounting Close (16.21)</li> <li>Cumulative Accounting Close (18.22.10)</li> </ul>	<p>Balance of WO/ID value remaining</p>
<p><b>Mix (Co/By-Products)</b></p> <p>Calculated at:</p> <ul style="list-style-type: none"> <li>WO Accounting Close (16.21)</li> </ul>	$[\text{Order Qty} - (\text{Receipt Qty} + \text{Scrap Qty})] * \text{GL Unit Cost}$

## Variance by Transaction Flow

<b>Variance by Transaction Flow</b>
<p><b>PO Receipts</b></p> <p>Purchase Price Variance  <math>[PO \text{ Unit Cost} - (GL \text{ Unit Cost} - OH)] * PO \text{ Qty Received}</math></p> <p>Subcontract Rate Variance  <math>(Subcontract \text{ PO Unit Cost} - Subcontract \text{ Unit Cost from Routing}) * Qty \text{ Received}</math></p>
<p><b>Receiver Matching</b></p> <p>Accounts Payable Rate Variance  <math>(Invoice \text{ Unit Cost} - PO \text{ Unit Cost}) * Invoice \text{ Quantity}</math></p> <p>Accounts Payable Usage Variance  <math>(Invoice \text{ Qty} - PO \text{ Receipt Qty}) * PO \text{ Unit Cost}</math></p>
<p><b>Work Order Component Issue</b></p> <p>Material Rate Variance  <math>(WO \text{ BOM Unit Cost at Issue} - GL \text{ Unit Cost}) * Actual \text{ Qty Issued}</math></p>
<p><b>Labor Feedback</b></p> <p>Labor Rate Variance  <math>[(Actual \text{ Setup Rate} - Std \text{ Setup Rate}) * Actual \text{ Setup Hrs}] + [(Actual \text{ Run Rate} - Std \text{ Run Rate}) * Actual \text{ Run Hrs}]</math></p> <p>Labor Usage Variance  <math>[(Actual \text{ Setup Hrs} - Std \text{ Setup Hrs}) * Std \text{ Setup Rate}] + [(Actual \text{ Run Hrs} - Std \text{ Run Hrs}) * Std \text{ Run Rate}]</math>  <math>*Std \text{ Run Hrs} = Std \text{ Run Hrs} * (Qty \text{ Completed} + Qty \text{ Rejected})</math></p> <p>Burden Rate Variance  <math>[(Actual \text{ Setup Bdn} - Std \text{ Setup Bdn}) * Actual \text{ Setup Hrs}] + [(Actual \text{ Run Bdn} - Std \text{ Run Bdn}) * Actual \text{ Run Hrs}]</math></p> <p>Burden Usage Variance  <math>[(Act \text{ Setup Hrs} - Std \text{ Setup Hrs}) * Setup \text{ Bdn}] + [(Act \text{ Run Hrs} - Std \text{ Run Hrs}) * Run \text{ Bdn}]</math></p>
<p><b>Work Order Accounting Close</b></p> <p>Subcontract Usage Variance  <math>[Qty \text{ Received} - (Op \text{ Qty Completed} + Op \text{ Qty Rejected})] * Subcontract \text{ Unit Cost from Routing}</math></p> <p>Material Usage Variance  <math>\{Actual \text{ Qty Issued} - [qty \text{ per} * (qty \text{ completed} + qty \text{ rejected})]\} * GL \text{ Unit Cost}</math></p> <p>Method Variance</p>

## Components of Item Cost

Components of Item Cost	
<p><b>Material</b></p> <p><i>Dependent On</i></p> <p>Material/Purchase Price</p> <p>Quantity Per</p> <p>Scrap %</p> <p>Phantom</p> <p>Pur/Mfg</p> <p>Structure Type</p> <p>Yield %</p>	<p><i>Defined In</i></p> <p>Item Master Maintenance (1.4.1), (1.4.9), (1.4.18)</p> <p>Product Structure Maintenance (13.5), (15.5)</p> <p>Product Structure Maintenance (13.5), (15.5)</p> <p>Item Master Maintenance (1.4.1), (1.4.7), (1.4.17)</p> <p>Item Master Maintenance (1.4.1), (1.4.7), (1.4.17)</p> <p>Product Structure Maintenance (13.5)</p> <p>Routing Maintenance (14.13.1)</p>
<p><b>Labor</b></p> <p><i>Dependent On</i></p> <p>Work Center Labor Rates</p> <p>Work Center Setup Rates</p> <p>Run Time per Unit</p> <p>Setup Time per Lot</p> <p>Order Quantity</p> <p>Subcontract Cost</p>	<p><i>Defined In</i></p> <p>Work Center Maintenance (14.5)</p> <p>Work Center Maintenance (14.5)</p> <p>Routing Maintenance (14.13.1), (14.13.2)</p> <p>Routing Maintenance (14.13.1), (14.13.2)</p> <p>Item Master Maintenance (1.4.1)</p> <p>Routing Maintenance (14.13.1)</p>
<p><b>Burden</b></p> <p><i>Dependent On</i></p> <p>Work Center Labor Burden Rates</p> <p>Work Center Labor Burden Percent</p> <p>Work Center Machine Burden Rate</p> <p>Machines/Operation</p> <p>All of the items under Labor (above)</p>	<p><i>Defined In</i></p> <p>Work Center Maintenance (14.5)</p> <p>Work Center Maintenance (14.5)</p> <p>Work Center Maintenance (14.5)</p> <p>Work Center Maintenance (14.5)</p>

# Product Information Resources

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

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

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

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

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

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

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 \(learning.qad.com\)\\*](https://learning.qad.com)

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

\*Log-in required

