Base Data

In QAD Adaptive, Base Data manages the master data needed in common throughout the application, such as Items, Suppliers, Customers, and much more.

Item and Site Data

The Items and Sites functions manage item, item fiscal class, and product line data, as well as site and security data.

Commodity Codes

Corporate commodity codes are similar to the commodity codes used by Intrastat, but are used only within your company's immediate site. Normally Intrastat commodity codes are used to convey information outside of your corporate infrastructure, and corporate commodity codes are used to convey information within it.

Use corporate commodity codes to group similar items into a general category. For example, all types of wire can be grouped under the code WIRE. Similarly, many different types of bottles in a bottling company can be grouped under the code BOTTLE.

In a purchasing department, corporate commodity codes can be used to track a buyer’s activities.

You can assign multiple items to codes. You can also associate a commodity code with an item using the Items view.

With **Commodity Codes**, you can create, view, edit, and delete commodity codes.

The form includes the following panels:

- Main
- Items

Main

Commodity Code

Enter a commodity code.

Commodity codes can be up to 20 characters. The system divides the code you enter into multiple segments using the structure defined in **Base Control**.

Description

Enter a brief description of the commodity.

Supplementary UOM

Enter an optional supplementary unit of measure. For conversions, this value must be defined in Unit of Measures. Some commodity codes require that an item be tracked in a specified unit of measure. If the line UM differs from the supplementary UM when Intrastat history records are created, the line quantity is converted to the supplementary UM.

Items

Item Number

Enter the item number.

Description

Enter a brief description of the item.

Description 2

Enter an additional description of the item.

Sites

Site

Enter a site associated with this commodity code.

Buyer

Enter the buyer who is responsible for this commodity code at the specified site.

Golden Tax

Note This panel displays only when Golden Tax Enabled is selected in **Financial Control**.

Description

The description of the value shown in Preferential Policy.

Preferential Policy

The preferential policy identifier for this commodity code that is included in the Golden Tax file.

Zero Tax Rate

The zero tax rate for this commodity code that is included in the Golden Tax file.

Items

Items are primarily items stored in inventory and planned by MRP or DRP. However, you can also define other types of items such as planning items, configured products, service kits, and repair parts used in service activities. For co-products and by-products, use **Items** to add base process items, and use Product Structures & Formulas to specify which items are related to the base process.

Item data is divided into four categories that correspond to the way many companies assign maintenance responsibility.

- General data is often managed by Product Engineering or Research and Development.
- Inventory data is managed by Inventory Control or Materials Management.
- Planning data is managed by Material Planning.
- Cost data is managed by Cost Accounting departments.

In the Item view, the summary panel includes Item, Description, Product Line, and Item Status.

Main

Item

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service.

Item codes can identify raw materials, purchased or manufactured intermediates, finished items, packaging materials, planning items, configured products, service kits, and repair parts used in service activities.

If you have multiple sites, you can set up site-specific planning, inventory, and cost data for items in the various item-site functions. However, item engineering information such as type, group, product line, and description is the same for all sites. If engineering data differs based on sites, you must create different item numbers.

Most reports and inquiries can be selected and sorted for ranges of item codes.

Description

Enter a description of the item.

Unit of Measure

Use the lookup to select an active unit of measure for stocking and planning this item. The item unit of measure is used for inventory balances, product structures, manufacturing orders, planning, and reporting. Values are defined in Units of Measure on page 735.

Product Line

Enter the product line associated with this item. Every item must be assigned to a product line for planning and accounting purposes.

Product Lines:

- Group products by similarities of manufacture or application
- Identify families of products that can be planned together using Product Line Planning
- Associate general ledger accounts with groups of products
- Group items for generating inventory, planning, and sales history reports

You can apply field security to this field to restrict access.

Date Added

Enter the date that this item was first entered into the system. The default is the system date. You can select items by date added in the Item Master, Label Print, and Price List Reports.

Item Type

Enter an optional code used to categorize similar items. This field is validated against predefined generalized code values (if any). Product line, group, and type all categorize items. You can use item group and type to subdivide product lines or create categories that cross product lines, providing an entirely different view of your items. You can use both item group and item type to process and report sales and planning information, and to update product costs. Most item and inventory reports can be selected by group and type. Selective Materials Plan and Selective Distribution Plan can be run by item group and type. You can use item type, but not group, to select items for cycle counting. Items are often grouped based on similar characteristics, such as method of manufacture. In this case, you can use group or type to identify manufactured items with similar setups or routings. Then you can release planned orders for these items at the same time. You can also assign group or type codes to correspond with the level in the product structure where the component item appears. During planning, you can then check plans level by level, similar to the way Material Requirements Planning does. You can apply field security to this field to restrict access.

Item Status

Enter a code identifying the status of an item in the product lifecycle.

Set up item status codes in Item Status Codes. If no codes are defined, this field is not validated. You can use this field to identify the engineering status of an item. For example, use codes such as A (active), I (inactive), E (engineering design), P (prototype), or O (obsolete). Each status code can specify one or more restricted

transactions. For example, you can use a status code for obsolete items to prevent an item from being issued to a work order. Before starting an inventory transaction, the system verifies if the item status permits the transaction.

Note The item status does not restrict system-required transactions such as CST-ADJ, ISS-CHL, and RCT-CHL, even if you list them as restricted for an item status code. To restrict these transactions, use menu security on the functions that create them.

Material Group

Use the lookup to select a material group.

Item Group

Enter an optional code used to categorize similar items. This field is validated against predefined generalized code values (if any). Product line, group, and type all categorize items. You can use item group and type to subdivide product lines or create categories that cross product lines, providing alternate ways to view your items. You can use both item group and item type to process and report sales and planning information, and to update product costs. Most item and inventory reports can be selected by group and type. Selective Materials Plan and Selective Distribution Plan can be run by item group and type. Items are often grouped based on similar characteristics, such as method of manufacture. In this case, you can use group or type to identify manufactured items with similar setups or routings. Then you can release planned orders for these items at the same time. You can also assign group or type codes to correspond with the level in the product structure where the component item appears. During planning, you can then check plans level by level, similar to the way Material Requirements Planning does

Item Revision

Enter a code identifying the engineering revision of this item. This field is validated against predefined values entered in Generalized Codes for field pt_rev, if any. Revision codes are typically associated with a particular engineering drawing or process and used to track changes. You can enter the current item revision manually using Items. Revision is updated automatically by ECO Maintenance or, if you are using the Product Change Control module, by the PCO Implementation function. It is important to keep the revision level current, since it displays on the work order picklist and the purchase order. Setting up a formal change control system and using the automatic update function accomplishes this most effectively. Use Item Revision No Variation Rpt to display version level discrepancies on purchase orders or between item master data and item-site planning data. Unlike other item engineering data, you can set the item revision code in Items and also define site-specific revision codes.

Design Group

Enter a code identifying the group of users responsible for the design of this item. If you do not use the Product Change Control (PCC) module, this field is not validated and is for reference only. If you do use PCC, set up design groups in Product Change Control Groups. A design group is associated with every product change request (PCR) or change order (PCO) based on the PCR and PCO type. The system can automatically notify the members of a design group when a PCO is released and distributed.

Drawing

Enter the engineering drawing number for this item. This field is optional and for reference only. It can appear on some selected reports and inquiries.

Drawing Loc

Enter an optional code representing the storage location of the engineering drawing. This field is validated against predefined generalized code values (if any). This field is for reference only and can help you locate an engineering drawing. The code can represent the location of the drawing (1 represents drawer 1) or it can be a combination representing the size and physical location of the drawing, such as 1A, for a large drawing in drawer 1.

Drawing Size

Enter an optional code representing the size of the engineering drawing. This field is validated against predefined values entered in Generalized Codes for field pt_drwg_size, if any. This field is for reference only and can help you locate an engineering drawing.

Barcode

Enter a barcode value.

Alternate Barcode

Enter an alternate barcode value.

Inventory

ABC Class

Enter a code classifying and ranking this item. This field is validated against predefined values (if any). ABC classification codes determine the count frequency and the error tolerance allowed for each item. The Cycle Count Worksheet selects items for counting based on ABC class. ABC class can also determine how an item is managed. Class A items usually require tighter physical control, such as a locked stocking area, and tighter planning parameters, as well as more frequent cycle counts. You can generate some reports, such as the Inventory Valuations Report, for ranges of ABC classes. The value entered in Items is used as the default for all sites. You can also set up site-specific values.

You can use Item ABC Status Report/Update to calculate ABC codes automatically based on annual item usage amounts. Usually items in the top 20% are given class A, the next 30% class B, and the rest class C. However, you can adjust these percentages as needed. Any quantity below C is assigned a blank ABC code. For example, when A is 10%, B is 20%, and C is 30%, the remaining 40% is set to blank. You can also classify items manually. You might do this for an item that has low use but is expensive or theft-prone.

Note When you first implement the system, load ABC classes either from the old system or manually. The Item ABC Status Update produces meaningful results only when it analyzes at least six months of data.

While you can assign other class codes, Item ABC Status Report/Update only reports and updates items with a class of A, B, C, or blank. Be careful not to assign a non-blank and non-ABC code to any item that may become an A, B, or C item. Assign any non-inventory items such as configured products, pseudo items, or planning parts a different ABC class.

Serial Control

Define whether this item needs to be serialized:

- **M (Mandatory)**. Each item in the inventory requires a serial. The default is M (Mandatory).
- **N (Never)**. This item is not serial controlled, but the pack containing this item can have a serial.

Lot Control

The value of Lot Control for the item determines if a lot or serial number is required.

- **Blank**. Lot/serial numbers are not required, although they can be recorded as needed. When Serial Control is set to M (Mandatory) and Lot control is blank, the system generates item serials; however, it is not mandatory that you enter the lot number.
- **Lot**. Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered.

  When set to Lot and:

  - Serial Control is set to M (Mandatory), the item requires both an item serial and a lot number, so that each inventory item has a serial and the items can be of the same lot.
  - Serial Control is set to N (Never), the system does not create an item serial for the item; however, you can still pack it in a serialized pack. You must enter a lot number.

- **Single**. When set to Single lot, the lot is limited to having a maximum quantity of one (1). During issues and receipts, the maximum quantity for each lot is a quantity of one. For example, when you receive 10, you must enter 10 lot numbers with a quantity of one each.

  The Single lot feature allows inventory to be tracked and traced by each unique unit produced. It is an option for serialized inventory and is useful for low-volume inventory, such as larger items that require after-sales support or that require specific attribute characteristics to be tracked and traced for each unit. In cases with high-volume products in which the batch number (lot number) needs to be tracked and traced and you need to uniquely identify each single unit, the serial control M (Mandatory) option is preferably used.
  Users must choose either one of these options when inventory is serialized. When the Serial Control field is set to M (Mandatory), you cannot set this field to Single. Conversely, when you set Lot Control to Single, you cannot set Serial Control to M (Mandatory).
  The value entered in **Items** is used as the default for all sites. Set up site-specific values in the **Items** > Site Inventory Exceptions panel.
  The system maintains complete lot/serial number traceability. The WIP Lot Trace report lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number.

Site

Enter the site where you normally manufacture or store the item.
The site defaults from Inventory Control, but can be overridden. Site codes identify areas where inventory is manufactured or stored, such as an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these. All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts. Each site is associated with a specific general ledger (GL) entity, letting you maintain and monitor complete financial results by site or by groups of sites. The system uses the item master site as a default when transactions are entered for an item. For example, on a new work order, the work order site defaults to the item site. Site can be changed manually as needed. The site entered on the transaction determines costs, manufacturing methods, and GL accounts, if alternate Sales and Inventory accounts are defined. Since all costing information is maintained by site, if you modify the site for an existing item, you may need to set up GL and standard costs for the new site. If this item is made or used at more than one site, you can enter site-specific attributes. Not all information is used as the default for all sites.

Location

Enter an optional location code indicating the physical location where this item is normally stored. The value is used as the default for all sites. Since locations often vary by site, you can also set up site-specific values.

Note Default locations for sales transactions can also be defined by customer in Locations. Consigned inventory uses the default locations defined in Customer & Item Consignment Settings.

Repetitive inventory backflush uses default item or item-site locations only when the work center where the backflush occurs is not itself specified as a location. Assigned item locations are particularly useful when you always store an item in the same place, since they minimize data entry and prevent errors.

Location Type

Enter a code identifying the type of location where this item is stored. A type code can be assigned to each location in Locations. When an item is received, transferred, or counted using a cycle count or tag count, the system verifies that the location type matches the location type associated with the item. If not, an error displays and the transaction cannot be processed. Use type codes for items with special storage requirements, such as temperature or humidity. You can describe the exact requirements using master comments associated with the item.

Auto Lot Numbers

This setting determines whether the system automatically assigns lot numbers to items with Lot/Serial Control set to L (lot). It has no effect for other items. The value entered in Items is used as the default for all sites. You can also set up site-specific values. You can also assign automatic lot numbers in Purchase Orders.

How lot numbers are generated when Automatic Lot Numbers is Yes depends on whether you specify a lot group.

- If you enter a value in the Lot Group field, number format is determined by the rules specified in Lot Groups.
- If Lot Group is blank, work orders use the work order ID as the lot number. Automatic lot numbers are not assigned in purchase orders.

Lot Group

Enter a lot group previously defined in Lot Groups. They determine the format of automatically assigned lot numbers. The system generates lot numbers for an item when:

- Lot/Serial Control is set to L.
- A valid lot group is specified.

- Automatic Lot Numbers is Yes. If Automatic Lot Numbers is No, any entry in the Lot Group field is ignored.

When conditions 1 and 3 are true and Lot Group is blank, work orders use the work order ID as the lot number. Automatic lot numbers are not assigned in purchase orders. The following can assign automatic lot numbers:

- Purchase Order Receipts
- Production Order Receipt
- Operation Activity Transaction
- Move Transaction

Article Number

Enter the article number associated with this item. This field is for reference only and can appear on some selected reports and inquiries.

Average Interval

Enter the number of calendar days used as the averaging interval in ABC computations. Enter the number of calendar days to use as an averaging interval for this item. The default is 90 days. This field is validated against predefined generalized code values (if any). The Item ABC Status Update calculates the average sales shipments and the average total quantity issued by site using this averaging interval. These values may forecast future usage. They also suggest ABC classifications. When an item is shipped or issued, the quantity is recorded. Run the Item ABC Status Update on a regular basis to factor in recent activity. When the system is first implemented, average sales and average issues are zero. It can take several years to build up meaningful averages for updating ABC codes.

Cycle Count Interval

Enter the number of calendar days between cycle counts for this item. The default is 120 days. This field is validated against predefined generalized code values (if any). When you print a Cycle Count Worksheet, usually only items due to be counted are included. To determine if an item is due for a count, the system compares today's date with the last date a cycle count was recorded for the item. If the interval between dates is longer than the specified count interval, the system includes this item to be counted. Cycle count intervals are normally assigned based on the ABC class of the item. They can be updated automatically using the Item ABC Status Update. When the system is first implemented, last count date is normally blank for all your items. If you do not introduce the dates, the system selects items to be counted in item number sequence. To avoid this, if you know the last count dates, load them. Otherwise, you may want to set up a Progress routine to assign dates in some logical manner.

Shelf Life

Enter the number of calendar days that this item can be held in inventory before it becomes unusable. Shelf life is typically defined for items that spoil or degrade over time. You can use shelf life to set the expiration date for inventory. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue. The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. You can change expiration date using Inventory Detail.

When a lot is recertified, a new expiration date can be assigned.

You can impose additional restrictions by using the Issue Days field in Inventory Control. If you set the number of days to 5, you cannot ship or issue expired inventory or inventory that will expire in the next 5 days.

Allocate Single Lot

Indicates whether sales orders and work orders should always be filled from a single inventory lot. Any value is ignored unless the item has Lot/Serial Control set to L.

Yes: Customer or manufacturing orders can be filled from one lot number only. For example, an order for 100 units cannot be filled with 50 units from lot A and 50 units from lot B. The system looks for a lot number with at least 100 available to fill this order. If a sufficient quantity of a single lot is not found, an error message displays.

No: Customer and manufacturing orders can be filled from multiple lots. The system looks for a quantity available regardless of the lot reference.

You can manually allocate orders from more than one lot using Sales Orders or Production Order BOMs, but a warning message displays. Use Allocate Single Lot when lots cannot be mixed, such as different dye lots of fabric or different potency chemical solutions.

Key Item

Select if you do not want to start an order when an insufficient quantity of this item exists. You cannot release a work order or print a picklist when a sufficient quantity on hand of a key item does not exist. An error message displays. You can adjust the order quantity manually to ensure that you can complete the order. Key items are typically difficult to obtain. They may have long lead times or may be in short supply. Only a few items should be designated as key items. For example, glass is a key item for a window manufacturer. When enough glass is not available to fill an order, the order cannot be started.

PO Receipt Status

Enter the default inventory status code for items received on purchase orders. Inventory status codes determine whether inventory balances are available for allocation, are considered by MRP, and are allowed to go negative. Status codes also restrict particular transactions at specific locations. For example, you can restrict issues from an inspection location. During receipt, the system searches for a default status code in the following order:

- Items (site level
- Items (item view)
- Inventory Detail
- Locations
- Sites

Note

An inventory status code is only used when Active is set to Yes. Otherwise, it is ignored and the search continues.

WO Receipt Status

Enter the default inventory status code used when work orders are created for this item. Inventory status codes determine whether inventory balances are available for allocation, are considered by MRP, and are allowed to go negative. Status codes also restrict particular transactions at specific locations. For example, you can restrict issues from an inspection location. When a work order is created, the system searches for a default status code in the following order:

- Items (site level
- Items (item view)
- Inventory Detail
- Locations
- Sites

Note An item status code is used only when Active is set to Yes. Otherwise, it is ignored and the search continues.

Memo Order Type

Leave blank to indicate that this is not an expensed memo item. Enter a type code to indicate that this item is an expensed memo type item. These items have no effect on inventory or MRP when they are placed on an order. Any entry other than blank implies an expensed item. When you place items on an order, this value defaults to the line item Type field in sales- and purchase-related programs:

- Sales Orders, Sales Quotes, Requisitions, RMAs, and Customer Scheduled Orders
- Purchase Orders and Supplier Scheduled Orders

The value you enter is validated against defined generalized code values (if any).

Note

Do not set up generalized codes for values that already have a specific meaning in the system. For example, values such as B (for blanket), S (for subcontract), and R (for RTS) invoke unique processing that may override or conflict with memo type order processing.

Shipping

Corp Commodity Code

Select the corporate commodity code (defined in Commodity Code). Commodity codes group similar items under one general category name. For example, you can group all types of wire under the commodity code of Wire and all types of bottles under Bottle. Purchasing departments use commodity codes to track buyer activities for items by type or to assign commodity codes to specific buyers. Commodity codes also provide part of a registration record in the Supplier Performance module. Enter an optional corporate commodity code associated with this item. Commodity codes group similar items under one general category name. For example, you can group all types of wire under the commodity code of Wire and all types of bottles under Bottle. Purchasing departments use commodity codes to track buyer activities for items by type or to assign commodity codes to specific buyers. Commodity codes also provide part of a registration record in the Supplier Performance module. Add a group of items to a commodity code in Commodity Codes or assign a commodity code to a specific item in Items.

Note Corporate commodity codes are not the same as commodity codes used for Intrastat reporting.

Ship Weight

Enter the ship weight per unit for this item. Shipping weight is used:

- By the Distribution Requirements Planning (DRP) Shipping Load Summary and Detail Reports to calculate scheduled load and compare it with available shipping capacity for a specific transport ID.
- By sales-order programs to calculate freight charges for sales orders.

- By container and shipper programs to calculate tare weight (the difference between the item ship weight and net weight).

If you use different units of measure for transport IDs or freight lists, make sure you define appropriate conversion factors in Dual Units of Measure.

Freight Class

Enter the freight class normally used to calculate freight charges for this item. Define freight classes in Generalized Codes. The item freight class defaults to new sales order lines for this item. Freight classes are associated with both items and freight lists. The system uses the freight class to determine which charges, defined in Generalized Codes, to apply. Use freight classes to group items with special freight considerations, such as items that must be shipped overnight or frozen.

Trade Class

Enter the trade class for this item.

Net Weight

Enter the net weight per unit for this item. Net weight represents the item weight without packaging. When you use containers and shippers to ship items on sales orders, the shipping programs calculate tare weight as the difference between the item ship weight and net weight. If net weight and ship weight are expressed in different units of measure, be sure to set up unit of measure conversions.

Length

Specify the length of the item. Select the unit of measure from the lookup.

Note If Length, Height, or Width is non-zero, the unit of measure field cannot be blank. The unit of measure must exist.

Width

Specify the width of the item.

Note If Length, Height, or Width is non-zero, the unit of measure field cannot be blank. The unit of measure must exist.

Height

Specify the height of the item.

Note If Length, Height, or Width is non-zero, the unit of measure field cannot be blank. The unit of measure must exist.

Volume

Enter a code indicating the amount of space this item occupies. The DRP Shipping Load Summary and Detail Reports use the item's ship weight and volume to calculate scheduled load and compare it with available shipping capacity for a specific transport ID. Shipping weight

and volume is calculated using the standard weight and volume of each item, as specified in Items. First, they are converted to the weight and volume units of the Transport ID, then multiplied by the scheduled shipment quantity in each time period. If you use different units of measure for transport ID, make sure you define appropriate conversion factors in Dual Units of Measure.

Planning

Planning includes fields for determining how and when to replenish inventory. This data affects MRP, purchasing, manufacturing (work orders, repetitive schedules, and master scheduling), configured products, and costing. Most of the fields are used in material requirements planning (MRP).

Master Schedule

Select if this item is master scheduled. Typically, this field is selected for items that require human judgment to evaluate the schedule and its implications for capacity, material, cost, and customer service. Top-level items are normally master scheduled. You can plan master scheduled items separately using Selective Materials Plan. This lets you develop the master schedule for independent demand items, and then plan dependent demand items. Various master schedule reports as well as the Master Schedule Order Inquiry display only items that are master scheduled. The recommended approach to master scheduling is computer assisted. You maintain the master schedule manually within the cumulative lead time. Material Requirements Planning maintains the plan beyond this cumulative lead time. To use this method, set up your master-scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to Yes.
- Set Plan Orders to any option but blank.

Plan Orders

This field indicates whether Material Requirements Planning (MRP) should create planned orders for this item. MRP calculates planned orders to meet planned future demand with a suggested order quantity and due date. Plan Orders operates in combination with the Order Policy field. When Order Policy is blank, MRP does not plan this item, even when Plan Orders is Yes. No requirements or action messages are generated.

- If Order Policy is not blank and Plan Orders is Yes, MRP plans the item. When a net requirement exists, MRP creates a planned order to fill it. The quantity and due date of the order are determined by the order policy, lead time, and order modifiers.
- If Order Policy is not blank and Plan Orders is No, MRP plans the item but does not create planned orders. Only action messages

are created, suggesting what orders should be placed. You enter these orders manually.

Most items are set up with Plan Orders set to Yes. Sometimes master scheduled items have this field set to No. The traditional technique for managing the master schedule is to enter and maintain master schedule orders manually using action message reports. This process becomes unwieldy if you have a large number of master scheduled items, but may work quite well in some situations. To use this method, set up your master scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to No.
- Set Order Policy to any option but blank.

Time Fence

Enter the number of calendar days inside of which Material Requirements Planning (MRP) should not automatically replan this item.

When Plan Orders is Yes, MRP calculates net requirements for an item and automatically creates or adjusts planned orders to satisfy these requirements. You may want to prevent MRP from doing this for the near term. The time fence lets you manually control the schedule for a period of time. For example, to control planned orders manually for the next two weeks, set the time fence to 14 days.

Note The Max Dynamic Time Fence field in MRP Control may override the item master or item-site Time Fence value. When Max Dynamic Time Fence is greater than the item master or item-site time fence, the system adds Max Dynamic Time Fence to the current date, and sets the time fence as the due date of the last order that falls within this period. In effect, this prevents scheduled receipts far in the future from affecting when new planned orders are created.

Note Each time it runs, MRP automatically replans existing orders to dates past the current time fence. If you change this value after an item has been scheduled, the next MRP run might move previously planned orders inside or outside of the new time fence. If you want to change the time fence without unintended consequences, consider firming existing planned orders before updating the item record.

MRP adds the number of days specified for time fence to the system date, and does not create any planned orders within this time period. However, MRP does delete any planned order, both within and outside the time fence, if no demand is generated for the item. When a change is needed on a firm order within the time fence, MRP creates an action message indicating what must be done. MRP also generates the message “Time Fence Conflict” to indicate why the change was not made automatically. Time fence is most often used with master scheduled items. The recommended approach to master scheduling

is computer assisted. You maintain the master schedule manually within the cumulative lead time. MRP maintains the plan beyond this cumulative lead time. To use this method, set up your master-scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to Yes.
- Set Order Policy to any option but blank.
- Set Time Fence to the cumulative lead time.

Order Policy

This field determines how Material Requirements Planning (MRP) plans orders for this item. Order Policy operates in combination with Plan Orders. When Order Policy is blank, MRP does not plan this item, regardless of how Plan Orders is set. No requirements or action messages are generated. When Order Policy is not blank, MRP plans the item. It calculates net requirements and suggests or creates planned orders to fill them. The quantity and due date of the order are determined by the order policy, lead time, and order modifiers. Leave this field blank or enter one of the following order policies:

- POQ (Period Order Quantity): MRP creates one planned order to cover the requirements for the number of calendar days specified in Order Period.
- FOQ (Fixed Order Quantity): MRP creates planned orders with the quantity specified in the Order Qty field. If the value for Minimum Order is greater than Order Quantity, planned orders are created with the order quantity specified in the Minimum Order field instead. Order Quantity must be greater than zero (even if Minimum Order is greater than zero) for MRP to create planned orders.
- LFL (Lot for Lot): MRP creates a separate planned order to satisfy each net requirement. If there are many sources of demand, MRP creates many planned orders.
- OTO (One Time Only): MRP creates a single planned order with an order quantity of one. This policy is not used for inventory items, but could be used to plan project activities and milestone events that happen only once.

Any other non-blank value is processed as lot for lot (LFL).

Minimum Order

Enter the minimum quantity of this item to be ordered on a single order. MRP uses the minimum order quantity to determine the quantity of planned orders, regardless of the order policy. If the net requirement is below this amount, MRP creates an order for the minimum quantity. If an existing order is below this minimum, MRP creates an action message. Order modifiers usually are determined

by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Maximum Order

Enter the maximum quantity of this item to be ordered on a single order. The 0 (zero) default indicates no maximum. Setting an order maximum does not prevent you from ordering more than this quantity. It is used by the system to mark exceptions. When MRP calculates a requirement greater than the maximum order quantity, it creates a planned order for the amount needed. However, it also creates an action message. Order modifiers usually are determined by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Order Multiple

Enter the multiple for placing orders for this item. The 0 (zero) default indicates no order multiple. MRP uses order multiple to determine the quantity of planned orders only when order policy is period order policy (POQ) or lot for lot (LFL). The net requirement is rounded up to a multiple of this number. If the order multiple is 50 and the net requirement is 432, MRP creates a planned order for 450. Order modifiers usually are determined by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Note

Supplier schedules and customer schedules provide a special type of order multiple: the standard pack quantity. You may not want to use both order multiple and standard pack quantity.

Order Quantity

Enter the normal order quantity for this item. Material Requirements Planning (MRP) generates planned orders for this quantity when this item's order policy is fixed order quantity (FOQ). For manufactured items, order quantity also identifies the average order quantity of the item. When manufacturing costs are calculated using Routing Cost Roll-Up, setup costs are divided by the order quantity. Manufacturing lead times are stated in terms of this order quantity. If you leave Order Quantity set to 0 (zero), the system assumes an order quantity of 1 during cost calculations only. This field is not used for co-product or by-product items when they are planned from a base process.

Note Be careful when setting this value. Since it affects both cost and lead-time calculations, it can significantly impact scheduled due dates. Order due dates are determined using the standard manufacturing lead time for the standard order quantity. If orders are entered for a different quantity, due dates must be adjusted manually.

In a process environment, order quantity should always be the same as the formula batch quantity. This is not maintained by the system; you must do it manually.

Order Period

Enter the number of calendar days that Material Requirements Planning (MRP) should use to determine a planning period when Order Policy is POQ (period order quantity). The default is 7 days. This field is validated against predefined values entered in Generalized Codes for field pt_ord_per, if any. This field has no effect unless Order Policy is set to period order quantity. Then, MRP looks ahead this number of days when calculating net requirements. One planned order is created to cover the requirement for this period.

Safety Stock

Enter the quantity of this item to be maintained in inventory as protection against fluctuation in demand and/or supply. MRP considers safety stock a requirement, and schedules planned orders to cover this amount. When quantity on hand falls below the safety stock quantity, MRP plans an order. Safety stock is especially important for critical items, when a shortage can stop production.

Note Be careful when you set safety stock and safety time, since they increase your inventory investment by inflating inventory levels. Safety stock can cause MRP to plan an order even when no real demand exists. Safety time consistently plans to have inventory on hand before it is actually needed.

Reorder Point

Enter the inventory level indicating when this item should be reordered. The Reorder Report lists the inventory quantity on hand, and indicates which items are below their reorder point or safety stock levels.

You must manually record an order for this item. The system does not calculate or recommend reorder points. Material Requirements Planning (MRP) does not use them. Reorder point is typically used with items that do not need to be planned by MRP. The planner manually controls ordering these items. These items include bulk issue items (nails), expense items (cleaning rags), or items ordered in large quantities (by the railcar). You can reduce MRP-processing time by setting these items up with a blank order policy and specifying a reorder point.

MRP Required

This field is maintained by the system and indicates if an item needs to be replanned. The system sets this field to Yes when a change is made that affects order timing or quantity, including changes to planning data, inventory balance, product structure, purchase requisitions and orders, sales orders, work orders, master schedule, repetitive schedule, or forecast for the item. Net Change Materials Plan includes items based on this field. It does not replan all items, but only considers items with MRP Required set to Yes. Net Change and Regenerative MRP set this field to No after replanning the item. You should always check the value of MRP Required before reviewing MRP or Master Schedule reports. When MRP Required is Yes, the reports may not reflect changes made after the item was last planned by MRP.

Phantom

This field indicates whether an item is normally stocked or simply put together as part of a higher-level assembly.

No: This item is received into stock and a supply normally exists in inventory.

Yes: This item and its product structure is a phantom. Phantoms are often used for transient assemblies or intermediate products that are not received into stock. Instead, they are included directly in the next higher assembly or product.

MRP processes phantom items in the same way as other items. When a work order requires a quantity of a phantom component, MRP ignores the phantom and lists its components on the work order picklist. However, if any of the phantom item is in stock, MRP plans to use it first. If you want to master schedule a phantom item, for example, to plan kits or buildable subassemblies, you must enter the master schedule order with a status of allocated or released. Releasing a work order for the phantom's parent item reduces any planned or firm planned order quantities to fill the parent demand. Phantom items are backflushed from the operation of the phantom's parent, even if the phantom's operation is entered in Product Structures & Formulas. This may have a small impact on cost accuracy, but is a more stable and predictable means of tracking and coordinating costs. This is especially true when a phantom appears on multiple structures or when multiple

levels in a bill use phantoms. In some cases, an item is not always a phantom. It only acts as a phantom in some product structures. This kind of item is known as a local phantom. To define a local phantom, set Phantom to No in Items and set the Structure Type to X in Product Structures & Formulas.

Note You cannot set Phantom to Yes for a base process, a co-product, or a by-product.

Buyer/Planner

Enter a code identifying the person responsible for planning and ordering the item. You can generate several planning reports and inquiries by buyer code, in particular Action Messages and Past Due Receipts. You can also run Selective Material Plan and Selective Distribution Plan by buyer/planner and approve planned orders by buyer/planner.

Note Buyer/Planner codes are associated with items. You can also specify a buyer code in purchase order functions. When you use buyer/planner to limit output in planning reports, items assigned to the buyer/planner are included. In purchasing reports, buyers select orders, not items.

Purchasing Buyer

On Purchasing Requisition Control, if Enforce Buyer to Line is not selected, the system looks for a line buyer in the supplier record, then the item record, and then the commodity code record. This field, Purchasing Buyer, specifies the buyer for the item record. (If no buyer is found, the system uses the buyer from the requisition header.)

Supplier

Enter a valid, active supplier code identifying the normal or preferred supplier for the item. Several reports and inquiries can be selected by supplier code, including the Purchase Requisition Report and a variety of planning reports. Selective Material Requirements Plan and Distribution Plan can also be run by supplier.

Enforce Supplier Certification

Select this field to require that all results are from a certified supplier. If Enforce Supplier Certification is active, users can only use certified suppliers. If it is not enabled, users can use any supplier to place a purchase order.

Add supplier certifications in Supplier Domain Settings on the Supplier and Item Certification on page 895 panels.

Purchase/Manufacture

Enter the code indicating how this item is typically processed by the system. The Purchase/Manufacture code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item. It affects Material Requirements Planning (MRP) and

Distribution Requirements Planning (DRP). This field is validated against predefined values entered in Generalized Codes for field pt_pm_code, if any. Valid code options include the following.

- P (Purchased). The item is usually purchased. MRP uses the purchasing and inspection lead times to calculate planned order release dates. MRP and cost calculations do not explode purchased assemblies, even when a product structure exists. Any routing/process operations are ignored. You can also manufacture an item designated as purchased. The product structure and routing are accessed if a work order is created for the item.
- D (DRP). The item is usually supplied internally from another site. DRP uses the item's source network to determine where to generate requirements. It uses the transport lead time and shipping schedules to calculate the date when orders must be shipped from the other site. Any routing or BOM codes entered for a DRP item are for reference only. Cost calculations do not explode DRP items.
- M (Manufactured). The item is normally manufactured. MRP uses the manufacturing lead time to calculate planned order release dates. You can also purchase a manufactured item.
- R (Routable). The item is a special type of manufactured item, made only when needed by an upper-level assembly. A work order for the routable item is created automatically when a work order for its parent is released. The work order number is the same, but the lot ID is different. This lets the system track the two orders separately but accumulate the costs.
- C (Configured). The item is configured to order. When a sales quote or order is entered, the system prompts the order taker to select from a list of configuration options. Valid options are defined in Product Structures & Formulas .
- L (Line manufactured). The item is manufactured repetitively on a single or on multiple production lines.
- W (Flow scheduled). The item is normally manufactured on a flow production line. When you use Import MRP Orders to Schedule to add MRP planned work orders to a flow schedule, you can optionally limit the selection to items with this purchase/manufacture code.
- F (Family). A family item typically represents a generic category that is used for planning only; it is never actually made or stocked. For multilevel master scheduling, family items are set up with a planning bill.

The Operations Plan module uses family items to group end items for family-level planning. You can change a family item to a nonfamily item only if it is not included in a family hierarchy. You can always change a nonfamily item to a family item. The system populates both kinds of

changes to all item-site records for the item. However, once you include an item in operations planning, you can no longer update its item-site Purchase/Manufacture code directly. You can manufacture an item at one site, but purchase it at another, or any other combination needed.

Configuration Type

When the Pur/Mfg code is C (configured), enter the default configuration type. Type can be either assemble-to-order (ATO) or kit (KIT).

- ATO: The configured item is a discrete end item in itself, produced from a combination of optional and mandatory components. In this case, the configuration defines components or ingredients of a finished product.
- KIT: The configured item consists of a set of items that are picked and shipped together; no real assembly takes place. The configured item is not a finished product; it exists only as a logical superset of its components. In this case, the configuration defines the content of a kit and a shipment contains the end items in the kit.

Inspect

Select to indicate inspection required.

Inspection Lead Time

Enter the normal or average number of working days, based on your shop-floor calendar, needed to inspect this item after it is received. This field is validated against predefined values entered in Generalized Codes for field pt_insp_lead, if any. When an item is purchased (Purchase/Manufacture code is P), Material Requirements Planning (MRP) uses the purchasing and inspection lead times to determine the suggested release date for planned orders. When you create requisitions by approving planned orders, the requisition need date is set to the MRP due date, which was calculated as the requirement need date minus inspection lead time. If you create requisitions manually, you must incorporate inspection lead time if needed. For example, if an item to be issued on July 6 has a five-day inspection lead time, set the need date to July 6 and the due date to July 1. Planning functions use due date as the date the items are actually available to be shipped or issued to manufacturing.

Purchase Lead Time

Enter the normal or average number of calendar days required to complete a purchasing cycle for this item. The cycle begins on the date the need for a purchase is recognized and ends on the date the item is received. It does not include inspection time. This field is validated against predefined values entered in Generalized Codes for field pt_pur_lead, if any. For purchased items (Purchase/Manufacture code is P), MRP uses the purchasing lead time along with any inspection

lead time to determine the suggested release date for planned orders. When a purchase requisition is entered manually, these times are used to calculate the release date or due date.

Manufacturing Lead Time

Enter the normal or average number of working days, based on your shop-floor calendar, required to manufacture this item. This includes the time to process paperwork, issue components, inspect the finished product, and receive it into stock. This field is validated against predefined values entered in Generalized Codes for field pt_mfg_lead, if any. For manufactured items, (Purchase/Manufacture code is M), you can use Routing Cost Roll-Up to automatically calculate the manufacturing lead time from the item's routing/process. Any setup time is divided by the item order quantity. Material Requirements Planning (MRP) uses manufacturing lead time to determine the suggested release date for planned orders. When you create a work order for a purchased or manufactured item, the system uses this lead time to calculate the release date or due date. If you use different routings/processes at each site, you can roll-up manufacturing lead time by site. Cumulative Lead Time Roll-Up assigns co-products the manufacturing and cumulative lead time values associated with their base process. By-products are assigned the cumulative lead time of the base process; the manufacturing lead time is not updated. A manufacturing lead time entered for a DRP item (Purchase/Manufacture code is D) is included in the cumulative lead time for the item.

Manufacturing

Batch Quantity

This field cannot be updated manually. It is updated by Batch Quantity Change and displays the normal batch size for this item. Batch size is used only with Formula/Process functions. Ingredient quantity per and process operation run times are stated in terms of batch size.

Operation Based Yield

This field determines how the system calculates yield for components of this item when product structures and routings are exploded in Material Requirements Planning (MRP) programs, work orders, repetitive, advanced repetitive, and configured products.

- No: The system uses the Yield % field associated with the parent item to calculate component requirements.
- Yes: The system derives the yield percentage amount for components from operations on the parent item's routing. TheYield % field associated with the item is used for the parent item only, not the components.

Note Enable Operation Based Yield must also be selected in Planning Control for this field to have any effect.

Yield%

Indicates the percentage of an order expected to be in usable condition. The default is 100%. The value entered in Items is the default for all sites, unless item-site records are defined. Yield applies to both purchased and manufactured items. If the yield is less than 100%, material requirements planning (MRP) plans orders for more than needed. For example, if the net requirement is 100 and the item yield is 50%, then the planned order quantity is set to 200. For manufactured items, the yield percentage can be updated automatically by Routing Cost Roll-Up. It is calculated by multiplying the yield percentage at each of the routing/process operations. For example, if two operations yield 98% and 99%, the item yield is 97.02%.

Run Time

Enter the standard time in decimal hours (excluding setup time) required to make one unit of this item. You can use Routing Cost Roll-Up to automatically calculate run time based on the sum of all the operation run times. This field is for reference only and appears on selected reports and inquiries. If you use different routings/processes at each site, you can roll up run time by site.

Setup Time

Enter the standard time in decimal hours required to set up one lot of this item. You can use Routing Cost Roll-Up to calculate setup time automatically based on the sum of all the operation setup times divided by the item order quantity. This field is for reference only and appears on selected reports and inquiries. If you use different routings/processes at each site, you can roll up setup time by site.

Network

Enter the source network from which this item is normally supplied. Define network codes in Network Codes. Network codes identify a set of sourcing relationships. Each relationship specifies:

- A supplying and a receiving site
- The supply percentage for each supplying site
- The method of transportation between the two sites (or the transport lead time of a transport method is not specified)

Multiple site-to-site relationships can be grouped under the same network code, with one planner assigned to the entire network. You should assign a network code to each item with a Purchase/Manufacture code of D (DRP). You can also specify a source network code for purchased or manufactured items if they can be sourced internally. DRP plans intersite requests in exactly the same way for all items assigned to the same source network. Intersite requests are sent to the same supply sites, calculated using the same supply percentage,

and request the same transportation mode (or specify the same lead time).

Routing

Enter the code identifying the routing or process normally used to manufacture this item. If you leave this field blank, the system uses the routing with the same code as the item. Routing codes apply only to manufactured items. They determine the operation steps used to calculate product cost and plan for material and capacity. You can set up routing codes and item numbers independently. This means you can use the same routing for multiple items. For example, if you are making several brands of soup and the only difference is the label glued to the can, you can define the routing once and attach it to all the different finished items. A single item can have more than one routing. The item master routing code is the primary routing for costing and planning, but others can be set up and used as alternates. Routing codes do not apply to co-products, which are produced primarily from a base process, and this field is normally left blank.

BOM/Formula

Enter the code identifying the product structure or formula normally used to manufacture this item. For co-products/by-products, enter the base process item number. If you leave this field blank, the system uses the BOM/formula code that matches the item number. BOM/formula codes apply only to manufactured items. They determine the components used to calculate product cost and plan for material requirements. The system validates that the BOM/formula is either a valid item number or a predefined BOM code. For co-product/by-products, it also validates that the BOM or formula:

- Is a valid item number
- Is not a configured item or a co-product/by-product item
- Does not have any alternate structures
- Does not exist as a component in a non-co-product/by-product structure
- For the base process, is the same as its item number or blank

You can set up BOM/formula codes and item numbers independently. This means you can use the same product structure or formula for multiple items. You can also use the same co-product/by-product structure for multiple co-products. A single item can have more than one BOM or formula. The item master code is primary for costing and planning, but others can be set up and used as alternates.

Replenishment Method

Enter the method to replenish inventory. The default is Orders.

- Kanban Method: Entering kanban creates a kanban record for the item. Kanban is a method of just-in-time (JIT) production that

uses standard containers or lot sizes with a single card attached to each. It is a pull system in which work centers use a card to signal that items are to be withdrawn from supply sources. The kanban system defines a communication signal or card indicating that items need replenishment.

- Orders Method: MRP uses order due dates to determine when quantities will be available to replenish inventory.

Run Sequence 1

Enter the code for the item's primary run sequence. A value is typically specified only for items that are line manufactured (Purchase/Manufacture code is L). You can use run sequences to schedule items on production lines when approving MRP planned orders for line manufacture. This field sets the default for Production Lines. Generalized codes can be set up for this field. However, validation depends upon the item's Purchase/Manufacture code.

- If the Purchase/Manufacture code is L (line manufactured), run sequences are validated when generalized codes exist. Any value, including blank, is validated against the codes set up for that field. To allow a blank value in a run sequence field, a blank code must be set up in Generalized Codes.
- If the Purchase/Manufacture code is not L, run sequence entries are optional. Even if generalized codes are set up for these fields and blank is not a valid code, blank values are accepted in the primary and secondary run sequence fields.

A two-digit numeric value is recommended for the first two characters of a run sequence. This convention provides enhanced control over sorting when items are scheduled by run sequence. For example, items 100 and 200 are produced on the same production line. Orders for both have been planned by MRP and are due on the same date. 01Plastic is the primary run sequence for item 200 and 02Plastic is the code for item 100. The MRP planned orders for these items are approved using Planned Repetitive Sched Approve with the Sort by Run Sequence field set to Yes. Item 200 comes before item 100 in the sequence of items on that production line's schedule.

Run Sequence 2

Enter the code for the item's secondary run sequence. A value is typically specified only for items that are line manufactured (Purchase/Manufacture code L). You can use run sequences to schedule items on production lines when approving MRP planned orders for line manufacture. This field sets the default for Production Lines. Generalized codes can be set up for this field. However, validation depends upon the item's Purchase/Manufacture code.

- If the Purchase/Manufacture code is L (line manufactured), run sequences are validated when generalized codes exist. Any value, including blank, is validated against the codes set up for that field.

To allow a blank value in a run sequence field, a blank code must be set up in Generalized Codes.

- If the Purchase/Manufacture code is not L, run sequence entries are optional. Even if generalized codes are set up for these fields and blank is not a valid code, blank values are accepted in the primary and secondary run sequence fields.

A two-digit numeric value is recommended for the first two characters of a run sequence. This convention provides enhanced control over sorting when items are scheduled by run sequence.

ATP and EMT

ATP Enforcement Level

Enter the level of available-to-promise (ATP) enforcement for this item. The default is None for new items defined in Items. ATP is the quantity of uncommitted inventory and planned production that will be available to fill an order line on a specified due date. When ATP Enforcement is Yes in Sales Control, the system compares the order-line quantity and due date with the cumulative ATP to ensure that the quantity promised will be available by the due date.

You can specify three levels of enforcement for an item:

- None: The system does not display ATP warnings or errors for this item even if sufficient ATP is not available.
- Warning: A warning pop-up window displays when the quantity available for the order-line item on the due date is less than the order quantity. You can override ATP warnings manually, if necessary.
- Error: An error pop-up window displays when the quantity available for the order-line item on the due date is less than the order quantity. If you attempt to proceed without changing the quantity or due date, an error message displays. You cannot override ATP errors manually.

Family ATP

Select if you want the available-to-promise (ATP) calculation to consider if the specified item is a component of a family item. The default is unselected (No). ATP is the quantity of uncommitted inventory and planned production that will be available to fill an order line on a specified due date. If selected (Yes), the system determines the best possible due date for the family item by checking the availability of all components in the same family. The family ATP is considered only when all of the following are true:

- Family items and family component items have Family ATP set to Yes.

- The due date of the ordered item is outside the MRP time fence of the family item to allow sufficient time to reconfigure the component, if necessary.
- The structure code is P (planning item) in the bill of materials (BOM). The system only checks up one level in the BOM.

If the family component item is a configured item, the system attempts to satisfy the ATP by checking the ATP of each the configured item's components to determine which component item has the smallest ATP quantity. If the components of the configured item are members of families, the system uses the total ATP of the family item if that increases ATP.

Note

If your system is set up to work with an advanced planning application, you may be able to use an optional APO ATP feature to receive real-time ATP data from the planning application. When the system checks for APO ATP, family items are treated just as any other item. This field is disregarded.

ATP Horizon

Enter the number of days from the current date that you want the system to consider when determining if available-to-promise (ATP) quantities are sufficient to fill orders for this item.

EMT Type

When Use Enterprise Material Transfer is selected (Yes) in Sales Control, specify the default code that determines how EMT items are processed. Values are:

- NON-EMT. You ship the items directly to the customer.
- TRANSHIP. A secondary business unit satisfies the order demand by shipping items to you, which you then ship to the customer.
- DIR-SHIP. A secondary business unit satisfies the order demand by shipping items directly to the customer.

Note The direct shipment option applies to sales orders only. When you enter a material order for a DIR-SHIP item, the system changes EMT Type to NON-EMT.

A default EMT shipment type can be defined for customers, items, items/sites, and in Sales Control. The EMT Sequence field in Sales Control determines the order the system uses to search these records for a default.

Automatic EMT Processing

When Use Enterprise Material Transfer is selected (Yes) in Sales Control and you are using multilevel EMT, this field determines whether the system automatically creates EMT purchase orders in intermediate

business units. Single-level EMT involves a primary business unit that receives a sales order and a secondary business unit that provides the items. In multilevel EMT, any number of intermediate business units can pass the order down to the unit that actually supplies the items. Multilevel EMT is available only to users who are equipped with electronic data interchange (EDI) technology, such as the EDI eCommerce module.

- Yes: The system automatically creates a secondary EMT purchase order in intermediate business units when an EMT purchase order is imported and all relevant Auto EMT Processing control settings are Yes.
- No: The system does not create secondary EMT purchase orders. This field should be set to No at the business unit that actually supplies the item.

The system uses the following logic to determine if it should create a secondary purchase order automatically.

- Auto EMT Processing must be Yes for the item in Items.
- Auto EMT Processing must be Yes for the supplier record.
- Auto EMT Processing must be Yes in Sales Control.

Price

Price

Enter the list price for this item expressed in terms of base currency. This price applies to this item at all sites. If you have a different price at each site, either set up a price list for each site or use a different item number at each site. The item master list price defaults to all sales quotes and orders in your base currency when a price is not found on a price list. In a multi-currency environment, base price is automatically converted if exchange rates are defined. Use price lists to define additional sets of pricing structures with specific prices, mark up percentages, discount percentages, discount amounts, net prices, or accrual percentages. Discount percentages, discount amounts, net prices, and accrual percentages all reference the item master price. You can set up price lists for:

- A specific item, an analysis code grouping a set of item, or all items
- A specific customer, an analysis code grouping a set of customers, or all customers
- Any of the above, for a specified unit of measure
- Any of the above, for a specified currency
- Any of the above, effective only for a specified range of dates

Price Break Category

Enter an optional break category for use with item pricing. Leave blank if this item should not be combined with any others for pricing. Break category is not validated. Use break categories to group items that accumulate together for volume discounts. The system accumulates either item quantities or price amounts based on the Quantity Type field of the applicable price list. When the system prices a sales quote or order, a line may qualify for a price break if the item break category matches:

- The break category on an applicable price list, and
- The break category of another line item on the same order

Setting up break categories requires careful planning. You may want to give customers a discount based on ordering related items. For example, green bicycles (item A) and blue bicycles (item B) are in break category bicycle. You can set up a price list so that customers ordering 200 bicycles (any combination of A and B) qualify for a discount. You can also set up a price list so that ordering a certain number of items qualifies the customer for a discount on a different item. For example, a customer ordering 200 bicycles (item A or B) gets a discount on reflectors (item C).

Fiscal Class

This field is specific to legal documents implementation for Brazil. Enter a mandatory tax code defined by the Brazilian government to help identify materials and determine their corresponding tax rates. Currently, this Brazil-specific field is used as supplementary information of an item for reference only and does not affect tax calculation in GTM. Fiscal classes are defined in Generalized Codes.

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for purchasing and sales transactions.

Taxable

Select to indicate item is taxable.

GL Cost

GL Cost includes information on the GL Cost Source Site, where you can edit categories (Category, Element, This Level, Lower Level, Total, Primary, and A/O).

Current Cost

Current Cost includes information on the current Cost Set, where you can edit categories (Category, Element, This Level, Lower Level, Total, Primary, and A/O).

Attributes

The system displays default values set up in **Attribute Definitions**. You can update the Value field only if the Allow Modification option is selected in the Attribute Category Link panel of the definition.

Site

Site includes the Site Inventory Exceptions, Site Planning Exceptions, and Site Cost Exceptions.

Site Inventory Exceptions

In Site Inventory Exceptions, you can edit the following:

- Site
- ABC Class
- Lot/Serial Control
- Location Type
- Auto Lot Numbers
- Shelf Life
- Key Item
- Average Interval
- Cycle Count Interval
- Last Issue
- Last Average
- Last Count
- PO Receipt Status
- WO Receipt Status
- Memo Order Type

Site Planning Exceptions

In Site Planning Exceptions, you can edit the following:

- Site
- Master Schedule
- Plan Orders
- Order Policy

- Order Quantity
- Order Period
- Safety Stock
- MRP Required
- Phantom
- Buyer/Planner
- Supplier
- PO Site
- Purchase/Manufacture
- Configuration Type
- Inspection Lead Time
- Purchase Lead Time
- Cumulative Lead Time
- Network Code
- Routing Code
- BOM/Formula
- Replenishment Method
- ATP Enforcement Level
- Family ATP
- ATP Horizon
- EMT Type
- Automatic EMT Processing
- Schedule Type
- Smoothing Rule
- Period

Site Cost Exceptions

In Site Cost Exceptions, you can view and edit Site, GL Cost Source Site, GL Cost Set, Current Cost Set, GL Cost Total, and Current Cost Total.

Site Service Exceptions

This panel allows you to attach different service BOMs and routings to items according to the site. This is only necessary if you use different sets of items and procedures when service is provided at different sites.

Three types of service BOMs and routings created with **Product Structures & Formulas** and **Service Routings** can be associated with service items. These BOMs and routings are used when calls for the

associated items are created and can be loaded into **Customer Quotes** and **Service Activity Reports**, streamlining data entry for standard service procedures.

If the set of items used or the exact procedure varies from site to site, different BOMs and routings can be defined for item/site combinations with the Site Service Exceptions panel.

The system allows you to link three routings/BOMs per item:

- The PM BOM and PM Routing are used by default on calls created with the PM Work Code as defined in Service Control. If Days Between PM is set to zero, the system warns the user when defining these.
- The PM Work Code and Install Work Code are specified in Service Control. The Repair BOM and Repair Routing are used by default on calls with any other work code than Install or PM. The system warns the user when defining these, provided Repairable is set to No.

Careful consideration should be given to how service operations differ, if at all, between sites in your company, owing perhaps to geographical, climatic, or economic conditions. A heavy-equipment manufacturer can use a different grade of lubricant for a site in a polar region than for another site near the equator. Availability of materials from site to site is another consideration.

When a service line is created, the default site for the item is derived in this order: the assigned engineer's site, the site associated with the engineer's area, the default Spares Site, the site specified for the item in Items.

For the Service Order, Depot Order, Service Activity Report, and Customer Quotes views, the system first checks for Routings, BOMs, or Repair default records at the Site Service Exceptions panel within the Items screen, specifically for a particular site/item combination.

If these records exist at the Site Service Exceptions panel for that specific site/item, the system uses those. If these records do not exist for the specific site/item, the system then looks for Routings/BOMs/Repair default records exclusively for the specific item, without a site exception, on the Service panel of the Items screen.

Site

Enter a valid site.

Repair BOM

Must be a valid service BOM code set up with Product Structures & Formulas.

Defaults from the Repair BOM defined in Items.

A code uniquely defining a service product structure (BOM code) to be used in service activities at this site.

The BOMs and routings defined here are used as defaults when a new service or service line is created for the associated item, and service is to be provided at the associated site. The BOM prints on the call as the list of items required for the service activity and can be loaded into the Item Usage frame of Service Activity Reports and Customer Quotes.

The Repair BOM and Repair Routing are also used on work orders created by the RMA Release to Work Order function.

Repair Routing

Must be a valid service routing set up with Service Routings.

Defaults from the Repair Routing defined for the item in Items.

Identifies the set of operations required to complete a service activity relating to the item at this site.

Service routings identify the steps that must be executed by a service engineer to complete a service activity. When used, they print on services and can be loaded into the Labor/Expense Usage frame of Customer Quotes and Service Activity Reports.

Repair Supplier

The supplier that performs the repairs on this item, or who provides the components.

This field is for reference only and may appear on some selected reports.

Users can select all purchasing, accounts payable, and RTS reports by supplier address code.

PM BOM

Must be a valid service BOM code set up with Product Structures & Formulas.

Defaults from the PM BOM defined in Items.

A code uniquely defining a service product structure (BOM code) to be used in service activities at this site.

The BOMs and routings defined here are used as defaults when a new service or service line is created for the associated item, and service is to be provided at the associated site. The BOM prints on the call as the

list of items required for the service activity and can be loaded into the Item Usage frame of Service Activity Report and Customer Quotes.

PM Routing

Must be a valid service routing set up with Service Routings.

Defaults from the PM Routing defined in Items.

Identifies the set of operations required to complete a service activity relating to the item at this site.

Service routings identify the steps that must be executed by a service engineer to complete a service activity. When used, they print on services and can be loaded into the Labor/Expense Usage frame of Customer Quotes and Service Activity Reports.

Installation BOM

Must be a valid service BOM code set up with Product Structures & Formulas.

Defaults from the Installation BOM defined in Items.

A code uniquely defining a service product structure (BOM code) to be used in service activities at this site.

The BOMs and routings defined here are used as defaults when a new service service or call line is created for the associated item, and service is to be provided at the associated site. The BOM prints on the call as the list of items required for the service activity and can be loaded into the Item Usage frame of Service Activity Reports and Customer Quotes.

Installation Routing

Must be a valid service routing set up with Service Routings.

Defaults from the Installation Routing defined for the item in Items.

Identifies the set of operations required to complete an installation for the item at this site.

Service routings identify the steps that must be executed by a service engineer to complete a service activity. When used, they print on services and can be loaded into the Labor/Expense Usage frame of Customer Quotes and Service Activity Reports.

Intrastat Item

Use this panel to define Intrastat-specific data for each of the items involved in intra-EU inventory movements. The system uses these values as defaults when a new order line is created for the item. If necessary, you can change these defaults at order time.

The Intrastat Item panel is displayed only when Use Intrastat is selected in **Logistics Control**.

Country

Specify an active country code defined in **Countries**. This represents the country of the declarant in Intrastat transaction history.

Commodity

Enter a valid code to be used as the default commodity code when collecting Intrastat data for new order lines associated with this item and country. The code must have been previously defined in **Commodity Codes**.

If a default is not specified here, the commodity code from **Logistics Control** > Intrastat panel is used.

During order entry, the user can override this value.

Originating Country

Optionally, enter a valid country code that indicates the country where this item is usually manufactured.

This value is the default when collecting Intrastat data for new order lines associated with this item and declarant country. During order entry, the user can override this value.

Intrastat Item

Specify the default value for the Intrastat Item field when entering new order lines that are related to this item and country.

Select this option if you want to record Intrastat data for the item. If you do not want Intrastat records created for an item, such as intangible goods or items related to motorized vehicles, clear the field.

Warehousing

Shelf Life Offset

For inventory that has a limited shelf life, enter the number of days between the customer’s best before date and the expiry date for the item. This time period is taken into account by some of the picking algorithms to prevent picking inventory that would have insufficient shelf life remaining to be salable. If shelf life is not applicable, leave this field blank. This field is frequently used in the food industry when the customer is a distributor/grocer and not the end customer.

Critical Days

For inventory that has a limited shelf life, enter the number of days counting back from the item’s expiry date during which time the inventory can be regarded as critical inventory. This time period is taken into account by some of the picking algorithms that pick only critical inventory. If critical days are not applicable, leave this field blank.

Default Site Data

Warehouse Item Type

Enter a code to categorize items in groups of similar type; for example, handling characteristics or put-away method. These codes can be used in some algorithms and in internal routing assignment. Leave this field blank if the item does not belong to a particular item type.

Replenishment Type

Enter a code to categorize items in groups that have the same replenishment requirements. Replenishment can then be specified for a group of items, rather than for individual items. Leave this field blank if the item does not belong to a particular replenishment type.

Popularity

Locations are assigned popularity codes that represent the ease of access. Similarly, you assign a popularity code to each inventory item so that QAD Warehousing can match popular inventory with popular locations. You can use this facility to ensure that fast moving items are stored in the most accessible locations. A sensible way to define this value is to use an ABC analysis and make categories for fast and slow moving items. Locations have a popularity code as well, and using the appropriate algorithm, QAD Warehousing tries to put away fast-moving items in very accessible locations.

OPC Threshold

This field relates to opportunity counts, which you can specify when this item is stored in an RDT environment. When inventory is taken out of the location, QAD Warehousing checks whether the quantity on-hand falls below the threshold level you specify for the item, and also checks the OPC frequency value for the location where the item is stored. If both conditions are met, a cycle count is requested.

Same Days

Enter the number of days by which the days remaining before expiry date can differ while allowing the inventory to be merged.

Example: If the existing inventory in the location has 70 days remaining before its expiry date, the newly received inventory has 80 days remaining, and the Same Days value for the item is 12, the inventory can be merged in the same location because the difference between 70 and 80 is less than 12. If the Same Days value was 5, QAD Warehousing would not allow the inventory to be merged.

Single Put-Away Transaction

Enter Yes if the system should attempt to put away received quantities of this item in a single put-away transaction; that is, all the inventory in the same location. Otherwise, enter No.

Issue Method

This field specifies the picking transactions that are created for this item in the bulk picking process.

Print ID

Enter Yes to print identification labels for this item; otherwise, enter No.

ID Quantity

If you have entered Yes for Print ID, enter the number of identification labels to be printed; otherwise, leave this field blank.

Days From Expiration/Manufacture

Enter the maximum number of days remaining before expiry date to which this Same Days value applies. You can use this field to set bands of merging rules that depend on the length of time remaining until expiry.

Example: You might want a figure of 10 for the Same Days field if the inventory is within 100 days of expiry, but a figure of 5 if the inventory is within 50 days from expiry. To achieve this, you would specify values of 10 and 100 on the first line, and 5 and 50 on the second line.

The provision of multiple lines on which you can enter Same Days and Days from Exp/Mfg values lets you specify that the further away the expiry date is, the greater the acceptable difference is when merging stock. In practice, this is very useful in a LIFO location, where only the last pallet can be picked. By merging the stock, you can ensure that the last pallet in, if not the oldest, is one of the oldest.

Inspection

Selective Inspection

Enter Yes if you want this item to be inspected every time the corresponding algorithm is used. Only items marked for selective inspection are considered for inspection.

Inspection Frequency

Specify the number of receipts between each inspection of this item, from this supplier, when the corresponding algorithm is used.

Inspection Frequency (Days)

Specify the number of days separating two consecutive inspections of this item, from this supplier, when the corresponding algorithm is used.

Random Inspection %

Specify the random inspection percentage.

Sample Quantity

Specify the sample quantity to consider. If Reference is Yes, quantity indicates a number of references, such as pallets, to consider for inspection. Otherwise, quantity is in the base UM of the item.

Sample Percent

The sample % is used in place of the sample quantity. It represents the percentage of items inspected out of those being received.

Reference

If Reference is Yes, Sample Quantity indicates a number of references, such as pallets, to consider for inspection.

Destructive

Indicate if the inspection test is a destructive test. When set to Yes, the inspection sample is assigned a specific status after inspection. This stock must be deleted manually, using an unplanned issue, for example.

Production Scheduling

This panel allows you to set schedule types and smoothing rules for an item.

Schedule Type

Specify a schedule type.

Schedule types are defined in Generalized Codes. This field is used to assign priorities to different resources such as Export, OEM, Market, and so on.

You can select one from the existing types, or click New to create a customized type.

Smoothing Rule

Specify the smoothing rule for the item. Smoothing rules are used in Production Scheduling Automation calculations for the system to determine how to level supply orders for each item.

Note After specify the schedule type and smoothing rule for the item, you can also define different schedule types and smoothing rules for the item at specific sites on the Site Planning Exceptions sub-panel.

There are three types of order smoothing:

- Average
- Forward

- Backward

Once the smoothing rule is determined for production orders and auto-scheduling is allowed, the system can smooth those orders.

The Period field is displayed when you set Smoothing Rule to Average.

Note You can also set Smoothing Rule to None.

Period

Specify the period for average smoothing. The time unit could be days, weeks, or months.

This field is displayed only when Smoothing Rule is set to Average, and cannot be left blank.

Picking

This panel enables you to set up production picking related data for an item.

Allocation Policy

Specify how automated processes create inventory allocations for production requirements.

- Detail (default): Select Detail to have production order and bulk item picking processes and picklists determine and direct the picking of inventory quantities from specific locations and/or lots. The system creates detailed allocation for inventory quantities when a production picklist is created for the production order.
- General: Select General to have production order and bulk item picking processes and picklist identify the item and quantity to pick, and not use quantities from specific locations and/or lots. The system creates general allocations for the item and site when the status of the order is changed to Allocated or Released and when a production picklist is created for the production order. Allocation policy is not used for non-production picklists such as those for sales and distribution orders.

Transfer Allocation Policy

Specify the transfer allocation policy for production materials that are transferred to shop floor locations. The transfer allocation policy applies when the pick policy for an item is Transfer. The transfer allocation policy determines if the system retains or removes detail allocations for inventory quantities for items transferred using Production Picklist Transfer.

- Keep: Retains detail inventory allocations for the item and production order after quantities have been picked and transferred using Production Picklist Transfer. Choose to keep allocations when the lot/serial quantities to be issued or backflushed to a

production order are the same as the lot/serial quantities that are picked and transferred using a production picklist.

- Drop (default): Removes detail inventory allocations created for this component item and production order after quantities have been picked and transferred using Production Picklist Transfer. Choose to drop allocations when the lot/serial quantities to be issued or backflushed to a production order are independent from the lot/serial quantities that are picked and transferred using a production picklist.

The system also examines detailed allocations at the backflush location to determine if there is any excess inventory. When Transfer Allocation Policy is set to Drop, the system considers the earlier transfers for other orders as implicitly allocated when determining the excess inventory.

Note

Transfer Allocation Policy is not used for non-production picklists such as those for sales and distribution orders.

Pick Policy

Specify how the system processes items to supply production on either a production order picklist or on a bulk item (transfer) picklist. Pick Policy does not apply to items that do not appear on production orders. Select one of the following:

- Issue: For an item used for production, pick inventory from a controlled, typically stockroom, location and issued to a production order. Picked quantities can be issued from the controlled locations using Production Order Picklist Issue, before the production order and its materials are dispatched to the shop floor.
- No Pick: Do not pick. Select for items that are replenished on the shop floor by a process other than a picklist such as Kanban and min/max replenishment systems.
- Transfer (default): For an item used for production, pick inventory from a controlled, typically stockroom, location, to be transferred to a shop floor location such as a product line location or a work center location.

Pick Policy works with the Issue Policy field. Valid combinations include:

- Pick Policy set to Issue and Issue Policy set to Direct: Use this combination for an item that is picked on a production picklist, then issued to a production order.
- Pick Policy set to Transfer and Issue Policy set to Direct: Use this combination for an item that is picked on a production picklist, transferred to the shop floor, and then issued to a production order.

- Pick Policy set to Transfer and Issue Policy set to Backflush: Use this combination for an item that is picked on a production picklist, transferred to the shop floor, and then backflushed to a production order.
- Pick Policy set to No Pick and Issue Policy set to Direct: Use this combination for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, and then issued to a production order.
- Pick Policy set to No Pick and Issue Policy set to Backflush: Use this combination for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, and then backflushed to a production order.
- Pick Policy set to No Pick and Issue Policy set to No Issue: Use this combination for an expense (floor stock) item that is moved or delivered to the shop floor without a picklist, possibly by a Kanban, and that is not issued or backflushed to a production order.

Invalid combinations are as follows:

- Pick Policy set to Issue and Issue Policy set to No Issue
- Pick Policy set to Issue and Issue Policy set to Backflush
- Pick Policy set to Transfer and Issue Policy set to No Issue

Note

Pick Policy does not apply to non-production picklists such as those for sales orders.

Issue Policy

Specify how the system issues inventory quantities for the item to production, and whether they appear on functions such as Product Order Receipt, Operation Activity Transaction, and Production Order Component Issue.

- No Issue: Do not issue. Use this for expense items such as cleaning supplies that are not controlled in inventory with inventory balances, but are handled as floor stock. When a production order is processed by the accounting close function, the cost of such items is debited to WIP and credited to the Floor Stock account specified on the order.
- Direct: Issue Direct to Order. Use this to issue component items directly to a production order (as opposed to backflushed). Items with this issue policy are listed in Production Order Picklist Issue and Production Order Component Issue.
- Backflsh (default): Backflush. Backflush inventory for the item to a production order. Use this for production component items that are backflushed from inventory for a production order (operation). Items with an issue policy of Backflsh are displayed when you

process a backflush transaction for a production order (operation) using functions such as Product Order Receipt and Operation Activity Transaction.

Issue Policy works together with the Pick Policy field. Valid Combinations include:

- Pick Policy set to Issue and Issue Policy set to Direct: Use this combination for an item that is picked on a production picklist, then issued to a production order.
- Pick Policy set to Transfer and Issue Policy set to Direct: Use this combination for an item that is picked on a production picklist, transferred to the shop floor, and then issued to a production order.
- Pick Policy set to Transfer and Issue Policy set to Backflush: Use this combination for an item that is picked on a production picklist, transferred to the shop floor, and then backflushed to a production order.
- Pick Policy set to No Pick and Issue Policy set to Direct: Use this combination for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, and then issued to a production order.
- Pick Policy set to No Pick and Issue Policy set to Backflush: Use this combination for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, and then backflushed to a production order.
- Pick Policy set to No Pick and Issue Policy set to No Issue: Use this combination for an expense (floor stock) item that is moved or delivered to the shop floor without a picklist, possibly by a Kanban, and that is not issued or backflushed to a production order.

Invalid combinations are as follows:

- Pick Policy set to Issue and Issue Policy set to No Issue
- Pick Policy set to Issue and Issue Policy set to Backflush
- Pick Policy set to Transfer and Issue Policy set to No Issue

Production Picking Order

Specify the picking sequence to use when detail allocating items to production orders.

Detail allocations are created for items with an allocation policy set to Detail when production orders are allocated or released. Production Picking Order determines which inventory is allocated first. Choose an option from the following:

- Default: Inventory is allocated using the value for the Picking Order parameter in Inventory Control.

- Location: Inventory is allocated by location. This method is useful when you have sequential warehouse locations laid out for easy picking.
- Lot/Serial: Inventory is allocated by lot/serial number. This method is useful when you assign meaningful lot/serial numbers; for example, this option lets you pick the oldest lots first.
- Date: Inventory is allocated by date created. This method is useful in LIFO or FIFO picking, but only when all inventory receipts are segregated by location, lot/serial, or lot reference number; otherwise, the date created value is meaningless.
- Expire Date: Inventory is allocated by expiration date. This method is useful when you have items with a limited shelf life and you must be sure those closest to expiration are picked first.

The picking sequence defined here is used for all sites and locations in the current working domain.

Ascending/Descending

Select Ascending to have the system pick the oldest or lowest number first. Select Descending to have the system pick the newest or highest number first. For example, if Production Picking Order is by Date and ascending order is specified, the first item allocated is that with the oldest create or receipt date.

Allocate Single Lot

Indicates whether sales orders and work orders should always be filled from a single inventory lot. Any value is ignored unless the item has Lot/Serial Control set to Lot.

- Select this check box: Customer or manufacturing orders can be filled from one lot number only. For example, an order for 100 units cannot be filled with 50 units from lot A and 50 units from lot B. The system looks for a lot number with at least 100 units available to fill this order. If a sufficient quantity of a single lot is not found, an error message displays.
- Clear this check box: Customer and manufacturing orders can be filled from multiple lots. The system looks for a quantity available, regardless of the lot reference.

You can manually allocate orders from more than one lot using Production Order BOMs, but a warning message is displayed. Use Allocate Single Lot when lots cannot be mixed such as different dye lots of fabric or different potency chemical solutions.

Key Item

Select this check box if you do not want to start an order when an insufficient quantity of the item exists. You cannot release a production order or print a picklist if there is an insufficient quantity on hand of

a key item. An error message is displayed. You can adjust the order quantity manually to ensure that you can complete the order. Key items are typically difficult to obtain. They may have long lead times or may be in short supply. Only a few items should be designated as key items. For example, glass is a key item for a window manufacturer. If not enough glass is available to fill an order, the order cannot be started.

Picking Multiple

Specify the multiple for determining the item quantity for a production picklist. Production picklist uses Picking Multiple to determine the quantity to put on a picklist. The required quantity is rounded up to a multiple of this number. When the value is 0 (zero), there is no picking multiple. The system validates that the following exists:

Picking Maximum >= *Picking Multiple and that Picking Maximum* >= *Picking Minimum*

This does not apply to non-production picklists such as those for sales and distribution orders.

Picking Minimum

Specify the minimum quantity for the item on a production picklist. Production picklist calculation uses the picking minimum quantity to determine the quantity to put on a picklist. If the required quantity is below this amount, the picklist calculation creates picklist detail for the minimum quantity. When the value is 0 (zero), there is no minimum. The system validates that the following exists:

Picking Maximum >= *Picking Multiple and that Picking Maximum* >= *Picking Minimum*

This does not apply to non-production picklists such as those for sales and distribution orders.

Picking Maximum

Specify the maximum quantity of the item on a production picklist sequence. The Picking Maximum ensures that the amount of each production picklist sequence is never greater than the specified amount. When the quantity required is greater than the Picking Maximum, the system generates a sequence of picklists, each with the same picklist number, but with different sequence numbers. This feature is useful when a work center can only hold a certain amount. When the value is 0 (zero), there is no maximum. The system validates that the following exists:

Picking Maximum >= *Picking Multiple and that Picking Maximum* >= *Picking Minimum*

This does not apply to non-production picklists such as those for sales and distribution orders.

Note

The Picking panel is also available in the Item Site Inventory Data view. You can choose Items > Site > Site Inventory Exceptions, and then click Details to launch the Item Site Inventory Data view. Then, you can set site-specific picking rules.

ItemsPE

Use this panel to choose platform extensions for the main business component.

Copy Action

When you select Actions > Copy, the system displays the Item Sites Copy screen.

Enter the new item name in the Item To field. Optionally, you can update the following fields as needed:

- Description 1
- Description 2
- Unit of Measure
- Product Line

The system displays item-site exception records from the original item in the following panel grids:

- Site Inventory Exceptions
- Site Planning Exceptions
- Site Cost Exceptions

By default, all existing exception records are selected for copying. To remove an exception from the "To" item, clear the checkbox in the first column. You cannot modify grid fields during the copy action.

When you select Save, the system copies all the information from the original item to the new item record. The new item includes any selected records from the Exceptions panels. To customize the new item, open it in **Items**.

Item Fiscal Classes

Item Fiscal Classes is for legal documents implementation in Brazil.

Fiscal Class

Enter an item fiscal class.

Description

Enter a description for the item fiscal class.

Exception Code

Enter an exception code for the item fiscal class.

Total Tax Percent

Enter the total tax percent for the item fiscal class.

Item Site Indirect

With **Item Site Indirect**, you can manage Maintenance, Repair, and Operational (MRO) item data.

Main

Item

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service.

Description

Enter a description of the item.

Site

Enter the site where you normally manufacture or store the item.

Buyer

Enter a code identifying the person responsible for planning and ordering the item.

Product Line

Enter the product line associated with this item.

Source

Select the source for the item (Internal or Vendor).

Supplier

A valid, active supplier code identifying the normal or preferred supplier for the item.

Status

Select status, such as Active, Inactive, Obsolete, or Spare.

Commodity

Select the commodity code assigned to this item.

Material Group

Enter a code identifying to which material group the item belongs.

Critical

Indicate whether the item is critical.

Serialized

Indicate whether the item is serialized. This also indicates an item is a rotable part for Asset Management.

Sole Source

Indicate to use sole sourcing and its expedited purchase process for stock replenishment.

Active

Indicate whether the item is active in the system.

Area

Select the area where the item is used.

Lead Days

Enter number of lead days required for item.

Initial Location

The initial bin location of the item.

Manufacturer

The manufacturer of the item.

Location Type

Enter a code identifying the type of location where this item is stored. This field behaves in the same way as the Location Type field in Items. It uses the same lookup, which populates with Generalized Codes for *Field Name = "loc_type"*.

Inventory

On Hand

The current on-hand quantity in inventory.

Reserved

The current reserved quantity.

Available

The total quantity on hand at all bin locations within a site, minus the quantity on reserve.

Short

The total quantity reserved in all open stores requisitions beyond the current on-hand quantity availability.

Requisitioned

The quantity on open, not yet ordered requisitions.

On Order

The total quantity of an item from all purchase orders with that item listed.

Date Created

The date when the record was created.

Physical Due

The date of the next required physical inventory. You can search or filter for items by this date.

Last Physical

The date of the last physical cycle count for the item.

Last Received

The date the item was last received from a purchase order.

Last Issue

The date that this item was last issued from inventory.

Notify At or Below

The amount at which the system will send an email to the Notify user.

Reorder Point

Enter the amount at which the item should be reordered. If you enter an amount in this field, you can run stock replenishment routines based on the reorder point. You can also set the system to send an email to the Notify user for the item if it is at or below reorder point.

Min Ord Qty

The minimum economical amount to order.

Safety Stock

Enter the minimum quantity to keep on hand. The stock replenishment can be run to display all items at or below safety stock or reorder point. If the item is at or below the safety stock level, the system can be set to send an e-mail to the Notify user for the item.

Mgt Max Qty

The optimal amount to stock through stock replenishment, a quantity pre-set by management. This amount represents the minimum economical amount to order.

Order Unit

The unit quantity for an order. Typically, this represents the vendor-designated minimum order quantity required to purchase the item.

Issue UOM

The unit of measure (UOM) used when issuing the item.

Order UOM

The unit of measure (UOM) used when ordering the item.

Weight

The weight of the item.

Weight UOM

The weight unit of measure for this item (for example, pounds or kilograms).

Options

Consignment

Indicate that item is consigned from a vendor.

Auto Issue

Indicates whether to auto issue and expense this non-inventoried item on receipt.

Add to BOM

Indicates whether to add the item to the equipment BOM on issue.

Tax

Fiscal Class

This field is specific to legal documents implementation for Brazil. Enter a mandatory tax code defined by the Brazilian government to help identify materials and determine their corresponding tax rates.

Taxable

Select to indicate item is taxable.

Tax Usage

Indicate tax usage for the item to the requisition.

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax-exempt.

Cost

Enter accounting data for the item.

Inventory

Typically, you leave Inventory fields blank, unless you intend to debit accounting data that is different from the system default upon receipt.

Inventory Department

Transfer the inventory value upon receipt of the item to this inventory department code.

Inventory Cost Center

Transfer the inventory value upon receipt of the item to this cost center.

Inventory Account

Transfer the inventory value upon receipt of the item to this account.

Inventory Sub Account

The sub-account to which the item's inventory value is associated.

Adjustment

Typically, you leave Adjustment fields blank, unless you intend to debit accounting data different from the system default upon receipt.

Adjustment Department

The department affected by an inventory adjustment transaction.

Adjustment Cost Center

The cost center affected by an inventory adjustment transaction, manually or through Physical Inventory. This cost center overrides the system default adjustment cost center.

Adjustment Account

The account number affected by an inventory adjustment transaction, manually or through Physical Inventory. This account overrides the system default adjustment account.

Adjustment Sub Account

The sub-account number affected by an inventory adjustment transaction, manually or through Physical Inventory.

Primary Expense

Enter the primary expense account information. When an item is not charged directly to a project, equipment, or work order, it is charged to the primary expense account.

Consignment Inventory

Inventory Department

The consignment inventory department for any adjustments of the vendor-owned stock for this item.

Inventory Cost Center

The consignment inventory cost center used for any adjustments of the vendor-owned stock for this item.

Inventory Account

The consignment inventory account used for any adjustments of vendor-owned stock for this item.

Inventory Sub Account

The consignment inventory sub-account used for any transactions that occur for the vendor-owned stock for this item.

Consignment Adjustment

Adjustment Department

The consignment adjustment department for any adjustments of the vendor-owned stock for this item.

Adjustment Cost Center

The consignment adjustment cost center used for any adjustments of the vendor-owned stock for this item.

Adjustment Account

The consignment adjustment account used for any adjustments of vendor-owned stock for this item.

Adjustment Sub Account

The consignment adjustment sub-account used for any transactions that occur for the vendor-owned stock for this item.

Miscellaneous

Type

Select the type for filtering purposes.

Notify

Select the employee to notify regarding changes.

Catalog

Select the catalog, which is a broad grouping to use in filtering.

Sub Catalog

Select the sub-catalog, which consists of types in the catalog, used for grouping within the catalog.

Class

Select the class for filtering purposes.

Planner

Select the employee name or code for the planner.

MSDS No

Select a code number for a MSDS (Material Safety Data Sheet) description.

Size

Select the size (for example: large, medium, or small).

ABC Class

Specify the A, B, or C class for cycle count planning.

Purchase Order Text

Enter text about purchase order.

Requisition Notes

Enter requisition notes here.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Copy Item Across Sites Action

Choose Actions > *Individual* Copy Item Across Sites to quickly create similar indirect item records at one or more additional sites.

Main

From Price List

Code identifying the source price list being used to obtain the pricing information and currency.

Pricing information and currency rate from the source price list are copied to the target price list for the item number specified.

From Currency

Indicates the currency code of the source price list to be copied to the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

From UM

Indicates the unit of measure used for items in the source price list.

If a unit of measure is specified, only prices for that unit of measure are copied. Can be left blank to copy prices for all units of measure.

From Start Date

Indicates the effective start date of the source price list.

From Expiration Date

Indicates the expiration date of the source price list.

From Product Line

Indicates the product line of the source price list.

From Amount Type

Indicates the type of the source price list: Discount %, List Price, Markup %, or Price.

To Price List

Indicate the code identifying the new price list that results from the copy action.

To Currency

Indicate the currency code of the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

To UM

Indicates the unit of measure used for items in the target price list.

To Start Date

Indicates the effective start date of the source price list.

To Expiration Date

Indicates the expiration date of the source price list.

Currency Conversion Factor

If From Currency and To Currency are not the same, the system displays the factor used to convert from the source to the target currency. If they are the same, the field displays 1.00.

Adjustment %

Specify the adjustment percentage by which prices (Amount Type P) are multiplied, then rounded to the specified number of decimal places. The default is 100%. Discount and markup percentages (Amount Type D and M) are also multiplied by the adjustment percent. If the percentage is greater than 100%, amounts are increased. If the percentage is less than 100%, amounts are decreased.

Options

Clear Supplier Price List

Indicate if supplier prices are cleared before copying in the new prices. No (the default): Prices are added to the existing supplier-item prices. Yes: Existing supplier-item prices are cleared and the new prices are added.

Copy Price List

Select this field to complete the copy action.

Create Supplier Item

Indicate whether the system creates a supplier price list if it does not exist. If this is selected, a new price is created if one does not exist.

If this is not selected, a list is not created. If Create Supplier Item is selected and the price exists, the value of Clear Supplier Price List determines if the price is cleared before the copy, or if an end effective date is added to the old price.

Supplier

Enter the supplier for whom you want to update item prices.

The price list copy function can be used to create supplier-item quotes. When Create Supplier Item is selected you must enter a supplier code. All adjusted prices are calculated and copied into the Supplier Item table as the Quote Cost for that supplier.

When Clear Supplier Price List is not selected, the system adds the quote prices into the existing supplier item table. When it is selected, the system clears the data and then copies in the new prices.

Quote prices are accessed by purchasing, to display the current price quoted by a supplier. Other supplier-item information is also available but must be adjusted manually--Quote Qty and Lead Time.

Clear Price List

Indicate if the target price list should be cleared before copying the new prices.

Not selected (the default): The system adds the prices to the existing target price list.

Selected: The system clears the target price list first and then copies the new prices.

Combine Price List

This field is updated when specifying different source and target price lists.

When the target list contains more items than the source list, the remaining items on the target list remain active unless they cause an overlap with the new price list date range. Existing price lists that overlap will be tagged as expired.

Rounding Options

Specify how target price list amounts are rounded.

- Two decimal places (default): Amounts are rounded up to two decimal places (x.xx). For example, the amount 2.345 is stored as 2.35, while 2.344 is stored as 2.34.
- Nearest whole number: Amounts are rounded up to the nearest whole number (x.00). For example, the amount 2.5 is stored as 3, while 2.4 is stored as 2.
- Nearest ten: Amounts are rounded up to the nearest ten (x0.00).

- Nearest hundred: Amounts are rounded up to the nearest hundred (x00.00).
- Nearest thousand: Amounts are rounded up to the nearest thousand (x000.00).

Note Before the system copies amounts to the target price list, it may adjust price lists by the Adjustment % you specified or convert to another currency using the Currency Conversion Factor you specified.

Item Status Codes

Use **Item Status Codes** to define status codes to associate with items in the Items view. Status codes indicate where an item is in its life cycle from planning through design, production, and obsolescence.

Item status codes can restrict which transactions can occur for a particular item. When you process an item transaction, the system checks the item's status code to verify that the transaction is not restricted. If it is, an error message displays and you cannot proceed. You can restrict both inventory and non-inventory transactions. However, some inventory transactions are required by the system and cannot be restricted.

You might want to set up a blank item status code to use for active items without restricted transactions.

Main

Status

Displays a code that can be associated with an item to identify the status of that item.

Item status can be used to restrict activity for an item—preventing you from building an obsolete item. When a transaction is processed for an item, the system checks to verify that this is not a restricted transaction for this item status.

Note Item status prevents users from entering restricted transactions. It does not prevent system-required transactions such as CST-ADJ, ISS-CHL, and RCT-CHL from occurring, even if you've listed them as restricted for an item status code.

If you need to restrict access to functions that create system transactions — such as cost roll ups, which create a CST-ADJ transaction — you should security-protect the functions, not restrict the transactions.

Status often identifies the engineering status of an item: you may code items as Active, Inactive, Engineering design, Prototype, or Obsolete.

Description

Enter a short description of this item status code. The description prints on most reports and inquiries, as space permits.

Restricted Transactions

In Restricted Transactions, use the Selected check box to select the restricted transactions from the transaction codes.

- ADD-FC: Forecast Maintenance
- ADD-PO: Purchase Order Maintenance
- ADD-PS: Product Structure Maintenance

- ADD-RE: Repetitive Functions
- ADD-RMA: Return Material Authorization
- ADD-SEO: Add Engineer Order
- ADD-SO: Sales Order Maintenance
- ADD-SQ: Sales Quote Maintenance
- ADD-WO: Work Order Maintenance
- CN-ADJ: Consignment Adjustment
- CN-CNT: Consigned Material Cycle/Physical Count
- CN-ISS: Consignment Issue
- CN-ISSTR: Consignment Issue Transfer
- CN-RCT: Consignment Receipt
- CN-RCTTR: Consignment Receipt Transfer
- CN-SHIP: Consignment Ship
- CN-USE: Consignment Use
- CST-ADJ: Standard Cost Adjustment
- CUM-RADJ: Cum Receive Adjust
- CUM-RRES: Cum Receipt Reset
- CUM-SADJ: Cum Ship Adjust
- CUM-SRES: Cum Ship Reset
- CYC-CNT: Cycle Count
- CYC-ERR: Cycle Count (Error)
- CYC-RCNT: Cycle Count (Recount)
- INC-PS: Product Structure Maintenance
- ISS-CHL: Inv Detail Maint-Issue
- ISS-COR: Issue Correction Invoice
- ISS-DO: Distribution Order Shipment
- ISS-DWH: Issue Daybook
- ISS-FAS: Issue Final Assembly Order
- ISS-GIT: Issue Goods in Transit
- ISS-MEMO: Memo item transaction type for non-sales
- ISS-POIT: PO Issue In Transit
- ISS-PRV: PO Return to Vendor
- ISS-RMA: Returned Material Authorization

- ISS-RV: IC Return to Vendor
- ISS-SCRP: Inventory Scrap Transaction
- ISS-SO: Sales Order Shipments
- ISS-TR: Loc Transfer-Issue
- ISS-UNP: Unplanned Issue
- ISS-WO: WO Issue or Backflush
- ORD-PO: Purchase Order Booking
- ORD-SEO: Engineer Order
- ORD-SO: Sales Order Booking
- PCCST-AD: Periodic Costing Cost Adjustment
- PCTOT-AD: Periodic Costing Total Cost Adjustment
- PCWO-ADJ: Periodic Costing WO Adjustment
- PCWOP-AD: PC Work Order Operational Adjustment
- RCT-CHL: Inv Detail Maint-Receipt
- RCT-DO: Distribution Order Receipt
- RCT-DWH: Receipt Daybook
- RCT-FAS: Receipt Final Assembly
- RCT-GIT: Receipt Goods in Transit
- RCT-MEMO: Memo item transaction type for receiving
- RCT-PO: Purchase Order Receipt
- RCT-POIT: PO Receipt In Transit
- RCT-RMA: Receipt Return Material Advice
- RCT-RS: IC Return to Stock
- RCT-SOR: Sales Order Return
- RCT-TR: Loc Transfer-Receipt
- RCT-UNP: Unplanned Receipt
- RCT-WO: WO Receipt or Backflush
- REL-WO: Work Order Release
- RJCT-WO: WO Receipt (Reject)
- TAG-CNT: Physical Inv Update
- WIP-ADJ: Work in Process
- WO-CLOSE: Work Order Close

Validate/Update Item Status

Filter

Update Validation File

Select an option from the drop-down list. The options include:

- No

  This is the default option. When you run the report with the Update field set to No, the report runs in Simulation mode and will not update the Item Status Code Validation file. The report displays a list of missing item status codes.

- Yes

  When you run the report with the Update field set to Yes, the Item Status Code Validation file is updated with any missing item status codes.

ATP Enforcement Level

You can set the ATP level to one of the following values:

- None: The system does not display ATP warnings or errors for this item even if sufficient ATP is not available.
- Warning: A warning displays when the quantity available for the order-line item on the due date is less than the order quantity. You can override this warning, if necessary.
- Error: An error message displays when the quantity available for the order-line item on the due date is less than the order quantity. You cannot override this error, and the order line cannot be processed unless you change the due date or order quantity.

Filter

Item Number

Specify a code to identify an inventory item defined in **Items**.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Buyer/Planner

Specify a range of buyers or planners to use for the report.

Product Line

Specify a range of product lines to use for the report.

Item Type

Specify a range of item types to use for the report.

Item Group

Specify a range of item groups to use for the report.

Commodity Code

Specify a range of commodity codes to use for the report.

ABC Class

Specify a range of ABC classes to use for the report.

ATP Enforcement Level

Specify the ATP Enforcement Level you want to use for the report.

Modify Items in Item Master Table

Select Yes to modify the ATP enforcement level for a range of items in the item master table.

Modify Site Planning Master Table

Select Yes to modify the ATP enforcement level for a range of items in the site planning master table.

Site Ranges for Site Planning Master Table

Specify the range of site codes for which you want to specify the ATP enforcement level in the site planning master table. Leave blank to begin with the first site record.

Update ATP Enforcement Level

Select Yes to update the database.

Note You should initially run the program with this field set to No to verify data before updating the database, as the update cannot be undone.

Report Items Selected

Specify whether you want to include all items selected in the report.

Price List Reclassification

Reclassifying a price list name reclassifies all instances of that name; for example, if you have price lists by month for a single price list name, the system reclassifies all instances of the price list, even those with past dates. The system does not check for price lists on open orders before reclassifying.

You can optionally indicate whether you want to classify price lists assigned to customer or supplier addresses. You cannot reclassify a price list that is assigned to both a customer and a supplier address. If the system finds a price list that is assigned to both a customer and supplier address record, all instances of that price list remain unclassified, and the system displays a message that indicates a dual duty price list.

You can run the utility with Update set to No to preview price list changes, then set Update to Yes to make the changes. The system reports price lists that it cannot change; for example when a list is assigned to both customers or suppliers.

Filter

Supplier Address Price Lists

Specify whether you want to change the classification for all price lists assigned to a supplier address. The options include:

- Yes: The system selects all price lists assigned to supplier addresses and reclassifies them as customer schedule price lists. When you select Yes, you cannot enter a name in Price List or specify an unclassified price list.
- No: The system does not select price lists assigned to supplier addresses.

Customer Address Price Lists

Specify whether you want to change the classification for all price lists assigned to a customer address. The options include:

- Yes: The system selects all price lists assigned to customer addresses and reclassifies them as supplier price lists. When you select Yes, you cannot enter a name in Price List or specify an unclassified price list.
- No: The system does not select price lists assigned to customer addresses.

Price Lists

Specify a price list name to reclassify only that price list. The system assigns the classification to all price lists of that name. If the price list is currently classified, the system looks for price lists with the opposite classification specified in the New Classification field.

Unclassified Price Lists

Select Yes to assign the new classification to only unclassified price lists. If you specified a price list by name, the system looks for unclassified lists by that name.

New Classification

Specify the price list classification to apply to the price lists that meet the selection criteria.

Update

Select Yes to update the price list records to the new classification and print a report showing the changes and any exceptions.

Product Lines

Use **Product Lines** to define product line codes to group items for reporting, planning, and accounting purposes. You can:

- Select and sort reports by product line.
- Use Product Line Planning and Material Requirements Planning (MRP) or Distribution Planning Requirements (DRP) to plan by product line.
- Track sales, costs, and inventory accounts in the General Ledger (GL) by product line.

At least one product line must be defined before you can enter items. Each item must belong to exactly one product line.

Group items into product lines in a way that best fits your company requirements. For example, if marketing requirements have highest priority, consider product lines that reflect target markets. If manufacturing requirements are more important, consider product lines that reflect production methods.

Review the functions and reports that can be selected by product line and decide how product lines can best be used in your company. Choose a numeric coding scheme so that product lines can be grouped easily for reporting.

The summary panel displays Product Line and Description.

Main

The Main panel includes:

Product Line

Product line codes identify major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes. Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Or group items by application, creating product lines for raw materials, finished goods, and packaging.

You can select many reports by product line code ranges. You can set up similar types of product lines starting with the same character so that they can be easily aggregated on reports. Product lines are

alphanumeric and will sort in alphanumeric sequence, even if you use numbers for product lines. For example lines 1, 2, 3, ..., 10, 11, ..., 20, 21, will sort: 1, 10, 11, ..., 2, 20, 21, ..., 3.

Description

Enter a description of the product line code, usually indicating the type of products it categorizes. The description prints on most reports and inquiries, as space permits.

Taxable

Indicates whether the items in this product line are normally subject to tax.

If selected, tax is normally calculated for items in this product line.

If not selected, tax is not normally calculated for items in this product line.

This value determines the default tax status for new items in this product line, but you can override it for individual items.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

If Taxable is selected, it does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Tax Class

Enter a tax class previously defined in Tax Classes. This value determines the default tax class for new items in this product line, but you can override it for individual items.

Tax classes group items taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

Applies To

From the drop-down list, select the type of accounts you want to apply the product line codes to. There are two options:

- Item: This option allows you to apply the product line codes to a group of accounts that can hold inventory control accounts only.

  Note If you select this option, you must complete the Inventory Acct field on the Inventory Accounts panel.

- Item Site Indirect: This option allows you to apply the product line codes to a group of accounts that can hold both inventory control accounts and standard accounts.

Note If you select this option, you must complete the Inventory Acct field in the Inventory Accounts panel and the PO Consigned Inventory Acct field on the Consignment Accounts panel.

Set Default

The Set Default sub-panel includes:

Default Sub-Account

Enter a valid sub-account code to be used as the default sub-account for all accounts in this program.

Use this feature to quickly change only one part of an account number. The use of this field is determined by the value of the Override Sub-Account field.

If selected, the system overrides all sub-accounts with the sub-account code entered in this field.

If not selected, the system ignores the sub-account code entered in this field. You can override the sub-account code manually regardless of the value of Override Sub-Account.

Default Cost Center

Enter a valid cost center code to be used as the default cost center for all accounts in this program. Use this feature to quickly change only one part of an account number.

The use of this field is determined by the value of the Override Cost Center field. If selected, the system overrides all cost centers with the code entered in this field. If not selected, the system ignores the cost center code entered in this field. You can override the cost center manually regardless of the value of Override Cost Center.

Inventory Accounts

Inventory Acct

Enter the general ledger (GL) account code used to track inventory value for items in this product line. This must be a valid, active account of type Inventory Control. This account defaults from Base Control.

Inventory transactions include sales order shipments, purchase order receipts, service/support returns and shipments, work order issues and receipts, unplanned inventory issues and receipts, and physical inventory counts. Each of these transactions affects inventory value by creating a GL transaction that either debits (increases) or credits (decreases) the Inventory account.

The account entered here defaults to Inventory Accounts and can be changed for each product line, site, and location. If site/location

accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Inv Discrep Acct

Enter the general ledger (GL) account code used to track inventory discrepancies for items in this product line. This must be a valid, active account of type Standard. This account defaults from Base Control.

Inventory discrepancies can occur during cycle counts or physical inventory. When the system inventory count does not agree with the physical count, the system count is adjusted. These adjustments are reflected in the inventory value by posting a GL transaction to record the increase or decrease in inventory. An increase debits the Inventory account and credits Inventory Discrepancy. A decrease does the reverse.

If you use Average Cost for your GL cost set, the accounts payable (AP) supplier invoice process can update this account. This occurs when the on-hand inventory quantity is less than the invoice quantity. Variance amounts are prorated on a per unit basis.

- AP Rate Variance (on-hand quantity * per unit variance) is posted to the Inventory account.

- Remaining variance (difference between invoice quantity and on-hand quantity * per unit variance) is posted to the Inventory Discrepancy account.

Therefore, the on-hand inventory per unit cost equals the invoice unit price. The account entered here defaults to Inventory Accounts and can be changed for each product line, site, and location.

If site/location accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project.

Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in GL Operational Allocations.

Scrap Acct

Enter the general ledger (GL) account code used to track scrap for items associated with this product line. Scrap amounts are posted to the GL when work order or quality order rejects are reported.

This must be a valid, active account of type Standard. This account defaults from Base Control.

The account entered here defaults to Inventory Accounts where it can be changed for individual sites as needed. If scrap accounts are defined for specific site and product line combinations, inventory transactions use them. Otherwise, the generic product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction

amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Cost Revalue Acct

Enter the general ledger (GL) account code used to track changes in the value of inventory for items in this product line when item GL costs change. This must be a valid, active account of type Standard. This account defaults from Base Control.

The account entered here defaults to Inventory Accounts and can be changed for each product line, site, and location. If site/location accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

When the GL cost of an item changes, the inventory value for that item changes. Cost revaluations are calculated as the change in inventory cost multiplied by the inventory quantity.

- Increases in an item's cost debit the Inventory account and credit the Cost Revalue account.
- Decreases credit the Inventory account and debit the Cost Revalue account.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Sales Accounts

Sales Account

Enter the general ledger (GL) account code used to track sales of items in this product line. This must be a valid, active account of type Standard. During invoice post, the system posts the total sales amount less any discounts or tax amounts to the Sales account. This amount is recorded in sales history and used for calculating commissions and terms discounts. The account entered here is used in all sales transactions for items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Accounts. Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel,

such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customers and type in Customer Create. Site, product line, and channel can be modified on a sales order. The system automatically uses the type of the customer ship-to address. Define this account before you process any miscellaneous sales. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Sales Disc Acct

Enter the general ledger (GL) account code used to track sales discounts given to customers for items in this product line. This must be a valid, active account of type Standard.

During invoice post, the system posts the total sales amount less the extended list price to the Sales Discount account. The account entered here is used in all sales transactions for items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Accounts.

Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel, such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customers and type in Customer Create.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

COGS Material Acct

Enter the general ledger (GL) account code used to track the material portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

The account entered here is used in all sales transactions for inventory items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Accounts.

Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel, such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customers and type in Customer Create.

When a sales order for inventory items is shipped, both inventory and cost of goods sold accounts are updated using the item's GL cost. For example, if an item has a total GL cost of 10 (5 material, 2 labor, 1 burden, 1 overhead, and 1 subcontract), the system creates the following GL transaction:

- Credit Inventory 10
- Debit COGS Material 5
- Debit COGS Labor 2
- Debit COGS Burden 1
- Debit COGS Overhead 1
- Debit COGS Subcontract 1

Summarize LL Cost into Material Cost in Inventory Accounting Control determines the amount posted to each of the COGS accounts. If this field is selected, all lower-level costs are summed into COGS Material.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

COGS Labor Acct

Enter the general ledger (GL) account code used to track the labor portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

COGS Burden Acct

Enter the general ledger (GL) account code used to track the burden portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

COGS Overhead Acct

Enter the general ledger (GL) account code used to track the overhead portion of cost of goods sold for items in this product line. This must be a valid, active account of type Standard.

COGS Subcontract Acct

Enter the general ledger (GL) account code used to track the subcontract portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

Purchasing Accounts

Purchases Acct

Enter the general ledger (GL) account code used to track non-inventory purchase expenses for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Base Control. This account is used only for memo purchases, which are directly expensed, not inventoried, such as repairs. The items are defined in Items and belong to a product line, but are marked as memo items with a line type of M. When purchase orders for memo items are received, a GL transaction debits the Purchases account and credits Expensed PO Receipts.

When an inventory item is entered on a requisition or purchase order, the system searches for a default Purchases account first in Purchasing Accounts, using the item product line, item site, and supplier type, if available. If an alternate account is not defined, the account defined in Product Lines is used. If that is not found, the one in Base Control is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

PO Receipts Acct

Enter the general ledger (GL) account code used to track purchase accrual amounts for items in this product line. These items have been received into inventory but have not yet been invoiced, representing an accrued liability.

This must be a valid, active system account of type PO Receipts. This field defaults from Base Control.

A PO Receipts account can also be associated with a supplier in Suppliers and defined for product line, site, and supplier type in Purchasing Accounts.

During transaction processing, the system searches for a default PO Receipts account first in Suppliers. If that is not available, it then looks for one defined in Purchasing Accounts, using the item product line, item site, and supplier type. If alternate accounts are not defined, the PO Receipts account defined in Product Lines is used.

When inventory is received, the system updates the inventory balance and accrues the amount payable. It also applies any overhead and calculates purchase price variance.

Note If you are using multiple currencies, specify an account set up in base currency to ensure accurate reporting.

Applied overhead amounts are calculated on both manufacturing and purchase order receipts. Any amount in the overhead cost category is multiplied by the quantity received and posted to the Overhead Applied account. Applied overhead is always posted prior to calculating manufacturing method variance or purchase price variance. For example, an item has a GL (standard) cost of 10 cents per unit (9 cents material and 1 cent overhead). If you receive 100 units at a PO cost of 11 cents per unit, the system creates the summarized GL entry:

- Debit Inventory 10
- Debit Purchase Price Variance 2 (11-9)
- Credit PO Receipts 11
- Credit Overhead Applied 1

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Overhead Appl Acct

Enter the general ledger (GL) account code used to track applied overhead for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Base Control.

During transaction processing, the system searches for a default Overhead Applied account first in Purchasing Accounts, using the item product line, item site, and supplier type. If alternate accounts are not defined, the Overhead Applied account defined in Product Lines is used.

PO Price Var Acct

Enter the general ledger (GL) account code used to track purchase price variances (PPV) for items in this product line. PPV is the difference between the standard cost of the item and the purchase order cost.

This must be a valid, active account of type Standard. This field defaults from Base Control.

During transaction processing, the system searches for a default PO Price Variance account first in Purchasing Accounts, using the item product line, item site, and supplier type. If alternate accounts are not defined, the PO Price Variance account defined in Product Lines is used.

When a purchase order is received, both purchase price variance and overhead applied are posted as:

PPV = [(Total GL Cost - GL Overhead) - PO Cost] * Qty Received
Overhead Applied = GL Overhead * Qty Received

For example, an item has a GL cost of 10 dollars per unit (9 dollars material and 1 dollar overhead). If you receive one unit at a PO cost of 11 dollars per unit, the system creates the following GL entry:

- Debit Inventory 10
- Debit Purchase Price Variance 2 = (11-9)
- Credit PO Receipts 11
- Credit Overhead Applied 1

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

AP Usage Var Acct

Enter the general ledger (GL) account code used to track accounts payable (AP) usage variances for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Base Control.

During transaction processing, the system searches for a default AP Usage Variance account first in Purchasing Accounts, using the item product line, item site, and supplier type. If alternate accounts are not defined, the AP Usage Variance account defined in Product Lines is used. AP variances are split into two components: rate variances and usage variances. Rate variances arise when the price charged by the supplier on the invoice is different from the price quoted on the purchase order. Usage variances arise when the quantity billed on the invoice is different from the quantity received. For example, a PO is issued for 100 units of an item at 11 cents each, but the invoice specifies 110 at 15 cents each. The system creates the following GL entry:

- Debit AP Rate Variance 4.40
- Debit AP Usage Variance 1.10
- Debit PO Receipts 11.00
- Credit Accounts Payable 16.50

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Work Order Accounts

The Work Order Accounts panel includes:

Floor Stock Account

Enter the general ledger (GL) account code used to track work-in-process (WIP) stock adjustments for bulk issue items in this product line. Bulk issue items are identified by setting Issue Policy to No in Items. This must be a valid, active account of type Standard. This field defaults from Base Control. Since the cost of bulk issue items is included in the rolled-up GL cost of the finished item, WIP must be adjusted for the cost of these items. Otherwise, this cost would post incorrectly to variance. For example, an item has a rolled-up GL (standard) cost of 10 dollars. The bulk issue components cost 1 dollar. When a work order is received and closed, a GL transaction is created as follows:

- Debit Inventory 10
- Credit WIP 9
- Credit Floor Stock 1

During transaction processing, the system searches for a default Floor Stock account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Material Usage Var

Enter the general ledger (GL) account code used to track material usage variances for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Base Control.

When you issue components to a work order, material costs post to work in process (WIP) as the quantity issued multiplied by the GL cost. When the work order is closed, usage variance can be calculated. Usage variance is calculated as the difference between the actual quantity of each component issued and the standard quantity required, multiplied by the GL cost of that component.

During transaction processing, the system searches for a default Material Usage Variance account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Material Rate Var

Enter the general ledger (GL) account code used to track material rate variances for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Base Control.

When you issue components to a work order, material costs post to work in process (WIP) as the quantity issued multiplied by the GL cost of the material. Rate variance is calculated as the difference between the GL cost of materials used and the GL cost of materials required.

The GL cost of each component is copied into the work order bill when the work order is released. Rate variances occur when:

- Costs change after the work order is released.
- Substitute items are used.
- Items are issued from a different site with a different cost structure.

During transaction processing, the system searches for a default Material Rate Variance account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Mix Variance

Enter the general ledger (GL) account code used to track mix variance amounts for co-product and by-product items in this product line. This must be a valid, active account of type Standard. When a joint order set is closed, mix variance is calculated as the difference between the standard or expected quantity and the actual quantity received, multiplied by the GL cost of that item.

Note The system calculates expected receipt quantities for co-products and by-products based on the values on the Co/By-Products panel in Product Structures & Formulas.

This field defaults from Base Control.

During transaction processing, the system searches for a default Mix Variance account first in Production Order Accounts, using the item

product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Cost of Production

Enter the general ledger (GL) account code used to track indirect production costs for items in this product line. This must be a valid, active account of type Standard.

Reported labor that is not associated with a repetitive schedule or a work order updates the Cost of Production (COP) account. This includes costs for preventive maintenance, cleanup, or meetings. Material issues or subcontract receipts not associated with a manufacturing order also update this account.

Receiving subcontract purchase orders (POs) also debits the COP account. When a work order ID is associated with the PO, this posting is subsequently reversed and the purchase order price is posted to work in process (WIP). When work order ID is blank for the PO, the subcontract price remains in COP.

This field defaults from Base Control.

The department COP account is used for repetitive downtime and shop floor nonproductive labor-feedback transactions. For unplanned issues and subcontract receipts, the system searches for a default Cost of Production account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Subcontract Usage Var

Enter the general ledger (GL) account code used to track subcontract usage variance for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Base Control. During transaction processing, the system searches for a default Subcontract Usage Variance account first in

Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

When purchase orders are recorded for subcontract operations, the purchase order receipt posts the standard subcontract cost to Work in Process (WIP) and the actual subcontract expense amount to the PO Receipts accrual account. Any variance is posted as a rate variance. When the work order is closed, a usage variance is calculated.

Rate variance is posted as the difference between the purchase order cost and the standard subcontract cost.

Usage variance is an efficiency variance, calculated as the difference between the subcontracted quantities received and the standard subcontract quantity needed to make this work order quantity complete (received or rejected). This variance can be due to yield differences or rework.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Subcontract Rate Var

Enter the general ledger (GL) account code used to track subcontract rate variance for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Base Control.

During transaction processing, the system searches for a default Subcontract Rate Variance account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

When purchase orders are recorded for subcontract operations, the purchase order receipt posts the standard subcontract cost to Work in Process (WIP) and the actual subcontract expense amount to the PO Receipts account. Any variance is posted as a rate variance. When the work order is closed, a usage variance is calculated.

Note Separate PO Receipt accounts can be defined by site and supplier type in Purchasing Accounts. A PO Receipts account can

also be associated with a supplier in Suppliers. If defined there, the supplier account is used in preference over any other account.

Rate variance is posted as the difference between the purchase order cost and the standard subcontract cost.

Usage variance is an efficiency variance, calculated as the difference between the subcontracted quantities received and the standard subcontract quantity needed to make this work order quantity complete (received or rejected). This variance can be due to yield differences or rework.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Work In Process Acct

Enter the general ledger (GL) account code used to track work in process (WIP) inventory value for items in this product line. This must be a valid, active account of type WIP Control.

This account defaults from Base Control. During transaction processing, the system searches for a default WIP account first in Production Order Accounts, using the item product line and item site. If an alternate account is not defined, the account defined in Product Lines is used.

WIP value is updated by component issues, labor reporting, and work order receipts. For closed orders, the accounting close functions calculate and post variances and zero out WIP.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Method Variance Acct

Enter the general ledger (GL) account code used to track unaccounted manufacturing variances for items in this product line.

This must be a valid, active account of type Standard. This account defaults from Base Control. During transaction processing, the system searches for a default Method Variance account first in Production Order Accounts, using the item product line and item site. If an

alternate account is not defined, the account defined in Product Lines is used.

This account is used when work orders and cumulative orders are closed. The accounting close functions zero out work in process (WIP), and then calculate and post any variance amounts. Any amount remaining in WIP after material, labor, burden, and subcontract rate and usage variance amounts are calculated is posted to Method Variance.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Service Accounts

The Service Accounts panel includes:

Service Labor

Enter the general ledger (GL) account code used to track labor expended in activity related to Service/Support Management (SSM) call tracking functions. During processing of labor recorded in Call Activity Recording, the WIP account is debited and Service Labor is credited. This must be a valid, active account of type Standard. This field defaults from Base Control. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Service Overhead

Enter the general ledger (GL) account code used to track labor burden for activity related to Service/Support Management (SSM) call tracking functions. The standard formula for burden is used, although the number of machines is not relevant in a service context. During processing of labor recorded in Call Activity Recording, the WIP account is debited and Service Overhead is credited. This must be a valid, active account of type Standard. This field defaults from Base Control. Account code is one component of an account number defined

in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Service Expense Account

Enter the general ledger (GL) account code used to track service expenses related to Service/Support Management (SSM) call tracking functions.

This must be a valid, active account of type Standard. This field defaults from Base Control.

During processing of expenses recorded in Call Activity Recording, the WIP account is debited and Service Expense is credited. The cost of inventory issued on an expensed material order (MO) is also debited to this account. An expensed MO uses a charge code to find a charge product line. When the items on the MO are issued, the Service Expense account of the product line is debited and inventory is credited.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Expense Due Employee

Enter the general ledger (GL) account code used to track the amounts due to employees for expenses that occur in service activity related to Service/Support Management (SSM) call tracking functions.

When invoices for call activity are posted, this account is debited for the expense amounts recorded in Call Activity Recording and the WIP account is credited.

This must be a valid, active account of type Standard. This field defaults from Base Control.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations

Service Returns

Enter the general ledger (GL) account code used to track the financial impact of items returned for credit in Call Activity Recording.

During processing of returned items recorded in Call Activity Recording, the inventory account is debited and Service Returns is credited.

This must be a valid, active account of type Standard. This field defaults from Base Control.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Deferred Revenue

Enter the general ledger (GL) account code normally used to track deferred revenue for service contracts referencing this product line. Collected revenue is held in a deferred account and is posted periodically over the contract duration.

Note For deferred revenue, the system uses the product line of the contract type associated with the contract.

This must be a valid, active account of type Standard. This account defaults from Base Control and defaults to Sales Accounts, where it can be changed for combinations of site, channel, and customer type.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Accrued Revenue

Enter the general ledger (GL) account code normally used to track accrued revenue from service contracts that reference this product line. In accrual-basis accounting, revenue is recorded in the period in which it is earned, regardless of whether cash is received in that period.

Note For accrued revenue, the system uses the product line of the contract type associated with the contract.

This must be a valid, active account of type Standard. This account defaults from Base Control and defaults to Sales Accounts, where it can be changed for combinations of site, channel, and customer type.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction

amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Consignment Accounts

The Consignment Accounts panel includes:

SO Consigned In-Transit Acct

Enter the general ledger (GL) account code used to track revenue for consigned inventory that is in-transit to a customer location. This must be a valid, active account of type Inventory Control.

The account code defined in Base Control defaults to Product Lines, which in turn defaults to Inventory Accounts. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

SO Consigned Inventory Acct

Enter the general ledger (GL) account code used to track revenue for consigned inventory that has been shipped and resides at the customer location. This must be a valid, active account of type Inventory Control.

The account code defined in Base Control defaults to Product Lines, which in turn defaults to Inventory Accounts. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

SO Consigned Offset Acct

Enter the general ledger (GL) account code used to track revenue for the deferred receivable associated with consigned shipments. This must be a valid, active account of type Inventory Control.

The account code defined in Base Control defaults to Product Lines, which in turn defaults to Inventory Accounts. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

PO Consigned Inventory Acct

Enter the general ledger (GL) account code used to track expenses for consigned inventory that has been received. This must be a valid, active account of type Inventory Control. The account code defined in Base Control defaults to Product Lines, which in turn defaults to Purchasing Accounts. The system always looks for the most specific record first. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

PO Consigned Offset Acct

Enter the general ledger (GL) account code used to track deferred expenses for consigned inventory that has been received. This must be a valid, active account of type Inventory Control.

The account code defined in Base Control defaults to Product Lines, which in turn defaults to Purchasing Accounts. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

Self-Billing Accrual Accounts

Sales Accrual

Specify a GL account, sub-account, and cost center for the product line. The account must be a valid, active account of type Standard. The accrual is created when shipments are confirmed and reversed when self-billing invoices are posted. These settings are used as the default for an item when there is not a more specific match in Sales Accounts.

Product Line Replacement

Use **Product Line Replacement** to replace a product line and update open references to it throughout the system. Both product lines must already be defined in **Product Lines**.

You must specify Yes to Update to replace the product line. When you specify Yes, the system:

- Updates all item records you select with the new product line.
- Updates any open production orders, sales orders, sales quotes, customer scheduled orders, RMAs, and Inventory accounts with the new product line.
- Creates a product line change (PLCG-ADJ) inventory transaction to transfer items from the existing Inventory account to the replacement account. The GL transaction associated with the transaction type:
  - Debits the new product line Inventory account with the value of the transferred item
  - Credits the previous account with the value of the transferred item

A report of the replacement activity is generated to the specified output device.

The system uses the following criteria when it updates orders:

- The system updates production orders only when the production order:
  - Status is not C (closed)
  - Type is not E (expense)
  - Does not have operation or transaction history
  - Does not have GL transactions

  Note If no GL transactions exist, the system updates all production order-related accounts
- The system updates only open sales orders with 0 (zero) quantities shipped.
- If you manually change the Sales account or Sales Discount account in **Sales Orders** or another related function, the changes you make in those programs remain when you copy product line account data and update item records.
- The system updates RMAs only when Use Item Product Line is selected in **Service Control**.

Settings

For more information about running reports, see: Reports on page 296

.

Filter

Product Line

Enter the product line to be replaced. This is a required field. The value must already be defined in **Product Lines**.

Replacement Product Line

Enter the new product line. This is a required field. The value must already be defined in **Product Lines**.

Item

Enter a range of item codes to be assigned to the replacement product line. To assign all items, leave the range blank.

Item Type

Enter a range of item type codes to have associated items assigned to the replacement product line. To assign items of all item types, leave the range blank.

Item Group

Enter a range of item group codes to have associated items assigned to the replacement product line. To assign items of all item groups, leave the range blank.

Commodity

Enter a range of commodity codes to have associated items assigned to the replacement product line. To assign items of all commodity codes, leave the range blank.

Update

- No (default). The system does not replace the product line. The system creates a simulation report of all open orders it would update if you set Update to Yes.
- Yes. The system updates all item numbers with the old product line with the replacement product line on open sales orders, sales quotes, customer schedule orders, RMAs, and work orders. The system displays a list of exceptions that includes accounts the system did not replace because you manually changed the account in an order maintenance program.

Sites

A site can be a distribution center, warehouse, manufacturing facility, or a combination of these.

Inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales and purchasing data, manufacturing plans and orders, and forecasts.

Main

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

You must define at least one site before setting up items. A blank site is not allowed. All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a specific domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

If the domain associated with the site is your current working domain, then the site type is primary. Otherwise, site type is connection. Connection records do not contain inventory data; they point to the domain where the actual site data is maintained.

A site can be a primary site in one domain only. When you create a new primary site in a multiple database environment, all databases must be connected. The system ensures that the site does not already exist as a primary record in one of the connected databases. If it does or if all databases cannot be connected, an error is generated. Usually each site is split into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Site lookups typically sort by the site code, rather than description. If you have several sites, choose site codes that are easy to recognize. For example, begin all US sites with US.

To calculate taxes, you must set up a corresponding address code for each site in **Companies**. On taxable transactions, the system uses the site address to select the correct line-item tax environment.

Description

Enter a short description of the site, usually describing the site's location—New York Factory or Brussels Distribution Center. Description prints on most reports and inquiries, as space permits.

Domain

Enter the name of the domain associated with this site. You must specify a valid, active domain to which you have access. The default is your current working domain.

A domain represents a business operation with a single currency and chart of accounts. Each database can have one or more domains. Each domain can include one or more entities, one of which is designated as the primary entity, and one or more sites.

The domain associated with a site supports processing transactions between different domains.

If the domain associated with the site is your current working domain, then the site type is primary. Otherwise, site type is connection. Connection records do not contain inventory data; they point to the domain where the actual site data is maintained.

Entity

Enter the entity associated with this site for managing financial activities. Entity codes identify general ledger (GL) transactions for a specific company within a domain. When a domain includes multiple entities, one must be designated as primary.

Note The entity you specify cannot have Consolidation Entity selected in **Entities**. Only transactions created in the General Ledger module can be created in a consolidation entity. Inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

When you generate GL transactions, they post to a specific entity, account, sub-account, cost center, and project. The entity associated with a transaction is determined by the site.

A transaction can reference more than one site and possibly more than one entity. Intercompany transfer transactions are automatically created when more than one entity is involved.

Automatic Locations

Specify whether locations must be predefined for this site.

You can control whether new inventory locations can be added automatically during an inventory transaction. If this field is not selected, then new locations must be set up first using **Locations**. Automatically adding locations is handy, but can get you into trouble because of typographical errors, especially if you allow overissues. If

you receive 100 units of an item into location STOCK, the system adds a new location record for STOCK. If you receive an additional 50 units of the same item but accidentally enter the location STOCK, the system displays a warning "Location does not exist" and continues by adding a new location for STOKC.

When overissues are permitted, if you later issue 150 units from STOCK, you will end up with a quantity of -50 in STOCK and +50 in STOKC. If you have few locations, always set Automatic Locations to cleared. Automatic locations should only be selected if you have complex location identification schemes that have so many combinations they just cannot be predefined. Even then you may consider clearing Automatic Locations and predefining a few locations. Then use the lot reference field to specify the sub-location, such as the row, shelf, bin, pallet, or spool.

Inspection Location

Enter a code identifying the location where purchased items needing inspection are received.

This field defaults from the Inspection Location field in **Purchasing Control** and sets the default value for the same field in item-site planning data when new item-site records are defined in **Items**.

This inspection location is used during receipts only when Inspection Required is selected for the purchase order line item.

During receipts, the system searches for an inspection location in this order:

- The inspection location specified for the site and item in **Items**
- The inspection location defined for the site in **Sites**
- The inspection location defined in **Purchasing Control**

Default Inventory Status

Enter the default inventory status code for all locations created for this site. Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders, are considered available by MRP, and are allowed to go negative.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using **Inventory Detail**. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

At least one inventory status code must be defined before you can enter site/item combinations. Set up an initial blank inventory status

code that is available and nettable in **Inventory Status**. Then set up other inventory status codes as needed.

AR/AP Sub-Account

Enter a sub-account to use to report financial data by site. The value in this field defaults to the sub-account portion of the AR/AP control accounts on the invoice. If this field is blank, no defaulting occurs. The value in this field overrides any default sub-account values coming from the customer or supplier profile, or any sub-account linked to the default Control GL account on the customer or supplier profile. This field enables you to provide site-level financial data for reporting purposes, even when there are multiple sites within the same entity.

GL Cost Set

The system displays the GL cost set associated with this site. GL cost is used for all general ledger transactions.

Use the Assign Cost Sets Action on page 732 to update this field.

Current Cost Set

The system displays the current cost set associated with this site. Current cost reflects today's cost for an item.

Use the Assign Cost Sets Action on page 732 to update this field.

Additional Information

Declarant

Enter the address code of the declarant who makes Intrastat declarations for inventory movements in and out of this specific site. (The declarant must first be defined in Declarants.)

EMT Supplier

When Use Enterprise Material Transfer is Yes in Sales Order Control, this field specifies the default supplier for this site.

When this field is blank, memo items ordered by this site are created as non-EMT memo items. When a valid supplier is specified, memo items are created as EMT memo items.

To determine the default supplier when you enter an order line, EMT processing looks for suppliers in this sequence:

1. The supplier associated with the item/site in **Items** > Site Planning Exceptions
2. The supplier associated with the item in **Items**
3. The EMT supplier specified in **Sites**

External Supplier

When you are using the direct allocation feature of Enterprise Material Transfer (EMT), specify whether this site corresponds to a secondary

business unit (SBU) in another domain, either in this database or an external connected database.

With direct allocation, the primary business unit (PBU) can make a special, temporary allocation of an EMT sales order or material order line item at the SBU site. When the SBU imports the PBU's EMT purchase order to create a secondary sales order, the system automatically converts this temporary allocation to a general allocation.

No: This is an internal supply site. It does not represent a secondary business unit.

Yes: This site corresponds to an SBU in the domain specified in the Domain field. The PBU can directly allocate the SBU's inventory.

Note To enable direct allocation, Direct Allocation must be selected in **Sales Control** in the PBU domain.

Available to Global Network

Indicate whether this site is available to the global network as a sourcing site when Global Order functionality is in use. When this option is selected, the site can be chosen for the order from a list of sourcing sites across the distributed network.

Note This option can only be selected when the owning domain is the same as the current domain.

Transfer Variance Account

Enter the general ledger (GL) account code used to track cost variances for inventory transfers between two sites. This must be a valid, active account of type Standard.

This account defaults from the Transfer Variance account set up in **Base Control**, but you can change it.

Inventory activity typically occurs at the site where orders are processed. However, in a multi-site environment, you can ship, receive, or issue inventory from a different site. If the other site has different costs for the item, a variance occurs.

This variance is posted to the Transfer Variance account defined for the item product line and site in **Inventory Accounts**, if available. Otherwise, the account defined for the site in **Sites** is used.

If the two sites are in different entities, an intercompany transaction may also be posted. The system automatically updates costs at both the central and remote sites.

- When the transfer-from and transfer-to sites are in different entities, the system automatically generates the appropriate intercompany balancing entries using the Cross-Company Inventory Control account associated with the current domain and the intercompany codes associated with the entities.

- When the two sites are in the same entity, a balancing debit or credit is posted to the Transfer Clearing account defined in **Inventory Control**.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Operational GL Allocations.

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 you specify for a site determines the default value for new locations created in the site. This default applies both to locations created in **Locations** and any locations created by the system when Automatic Locations is selected.

At the location level, this field has the following effect:

Cleared: Inventory received into the location retains its consigned status.

Selected: Receiving inventory into the location initiates a transfer in ownership. To track the ownership change, RCT-PO and CN-ISS transactions occur in addition to the inventory transfer and receipt. The supplier can now invoice you for the inventory, and general ledger accounts are updated.

When the Supplier Consignment Inventory module is not active, the Transfer Ownership field is disabled.

Transfer of ownership occurs automatically when consigned inventory is issued to production orders, sales orders, or final assembly orders and when unplanned issues occur. Ownership transfer is optional during inventory transfer and receipt.

PO Transit Location

Optionally enter an existing location used to track items on PO shippers that are currently in transit to this site. These are items you own and

must pay for before they actually arrive. This field is active only when you are using Logistics Accounting.

Inventory is received into and transferred out of this location by PO Shippers.

Ensure that the inventory status codes assigned to this location are set to not available, since the items are still in transit, and not nettable. Otherwise, MRP will consider supply in that location twice: once for the scheduled receipt and again for the nettable quantity in the location. You can also restrict transactions to prevent inventory from being inadvertently issued from the transit location by other QAD programs.

To track in-transit goods separately in the General Ledger, use **Inventory Accounts** to specify an inventory account for the transit location.

Domain Synchronization

Use the grid in this panel to create site connection records between the ownership domain and other domains that access the site.

The data associated with the site connection record defaults from the primary site record but is validated in the target domain:

- The entity associated with the site is set to the primary entity of the domain where the connection record is being created.
- The connection record is created with the primary site's default inventory status if the inventory status is valid in the connection domain. Otherwise, the first inventory status in that domain is used.
- The site connection record is created with the same Transfer Variance account, sub-account, and cost center as the primary site if this combination is valid in the target domain. Otherwise, the value from **Inventory Control** in the target domain is used. If this is not found, the value from **Base Control** in the target domain is used.

If you make changes in the site record in the ownership domain, you can select the connected domain from the list. When you save the record, the same changes appear in the connected domain's site record.

Calendar Shifts

Use this panel to define or update the manufacturing calendar for this site. This is the same functionality described in Calendar Shifts on page 800.

The grid displays records set up in **Calendar Shifts**. The system synchronizes changes you make in **Sites** with the **Calendar Shifts** > Sites panel.

Holidays

Use this panel to define or update holiday records on the manufacturing calendar for this site. This is the same functionality described in Holidays on page 803.

The grid displays records set up in **Holidays**. The system synchronizes changes you make in Sites with the Holidays view.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Assign Cost Sets Action

Select the Individual > Assign Cost Sets item from the Actions menu in **Sites** to add or update values in the Current Cost Set and GL Cost Set fields. You cannot update those fields directly.

Use this function only if you store costs under cost set codes other than Current and Standard. This is required if one site uses standard costing and the other average, or if one maintains current costs as Average and the other as Last.

When a new GL cost set is assigned to a site, the system automatically revalues inventory to these new costs, creating general ledger transactions to the Inventory and Cost Revalue accounts.

Settings

For more information about running reports, see Reports.

Filter

Site

The site whose cost set values will be updated.

If this site is the source for GL costs at other sites, the new cost set must use the standard costing method, since average costing does not consider inventory at multiple sites. If average costing is used, GL costs are not updated at any linked sites.

GL Cost Set

Enter the GL cost set code to assign to the specified site. Only cost set type GL can be assigned.

Current Cost Set

Enter the Current cost set code to assign to the specified site. Only cost set type Current can be assigned.

Update

Set Update to Yes to run this program in Update mode and change item costs in the database.

Set Update to No (the default) to run this program in Simulation mode. Results are calculated without updating the database. "Simulation" is displayed on the top of the report, which displays the new item costs that will take effect when you set Update to Yes.

Site Security

A user ID or role must be specified here so that the user can update data for a site.

If you do not set up an access record for a site, by default all users and roles have access.

Main

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

User IDs/Roles

Enter the user IDs or roles for the specified site.

Units of Measure

Units of measure are system-wide.

Main

Unit of Measure

Enter the unit of measure; for example, kg or ea.

Description

Provide a description of the unit of measure.

Active

When selected, the unit of measure is active in the system.

Use Rounding

Select this field to enable rounding for this unit of measure. When you select this field, the Custom Rounding and the Rounding Method fields are displayed.

Custom Rounding

Select this field if you want to create a custom rounding for this unit of measure.

Rounding Method

Use the lookup to select an existing rounding method to use.

Unit

This field is displayed only when you select Custom Rounding. Provide the number of decimal places to use when rounding this unit of measure. For example, to specify rounding to three decimal places, enter 0.001. Rounding units must be a positive numeric value.

Threshold

The number at which unit of measure values are rounded up. This number must be less than the number entered for the rounding unit. The rounding threshold must be a positive numeric value. For example, if the Unit field contains 0.001, the threshold might be 0.0005.

Dual Units of Measure

Dual Units of Measure apply at domain level. They allow the inventory manager to provide a secondary unit of measure to manage catch weights.

For example, the unit of measure for a pencil is a piece. However, pencils are packaged in boxes so the secondary unit of measure is a box. On average, there are 20 pencils in a box, so this is the target. A minimum of 18 pencils and a maximum of 22 pencils are required for the box to fall within acceptable limits.

You can create a dual unit of measure to apply to all items, or just one. You can also apply the dual unit of measure to all sites, or just to a particular site.

Main

Item

Use the lookup to select the relevant item.

Unit of Measure

This read-only field is automatically populated when you select the item.

Type

For this read-only field, the type is set to Sales.

Site

Optionally, use the lookup to select a specific site.

Secondary Unit of Measure

Use the lookup to select an active unit of measure to create a relationship between units of measure for this item.

Target

Use this decimal field to input the average catch weight, which is the target weight for the secondary unit of measure. You must enter a non-zero value.

Minimum

Use this decimal field to input the minimum catch weight. The minimum weight must be in the correct range. It must be less than or equal to the target value and less than the maximum value.

Maximum

Use this decimal field to input the maximum catch weight. The maximum weight must be in the correct range. It must be greater than the minimum value and greater than or equal to the target value.

After saving the record, you can only modify the secondary unit of measure and appropriate weights.

You can delete a dual unit of measure. In addition:

- When you delete a unit of measure, all associated dual units of measure are deleted.
- When you delete an item, all dual units of measure set up for that item are deleted.

UM Conversions

With **UM Conversions**, for a given item, you can specify the unit of measure, an alternate unit of measure, and a conversion factor.

Main

Unit of Measure

Enter the unit of measure.

Alternate UM

Enter the alternate unit of measure.

Item Number

Enter the item number.

UM Conversion

Enter the unit of measure conversion.

Address Data

The Address-related functions provide for location and organizational data.

To ensure consistency of data entry, you must define a number of codes required by all addresses, including:

- Languages
- Countries
- States/provinces
- Counties

Other optional setup includes:

- Defining implementation-specific address types in addition to the ones that are supplied with the system
- Defining corporate codes for grouping business relations for reporting
- Setting up autonumbering sequences for business relations, customers and ship-to's, end users, suppliers, and employees

  In addition, for customers and suppliers, codes are needed for managing invoice processing. These include invoice status codes and credit terms.
  You can then define business relations and set up customers and suppliers and other similar address types.

  Note Before completing the setup of customers and suppliers, you must have already defined accounts and account profiles.

Address Types

Each business relation can have multiple associated addresses, identified by an address type. Some types are predefined and included with the system. The predefined types affect business processing related to addresses.

You can also define your own address types. Any new address types you create can be references only in financial functions for reporting and filtering in browses; they are not used in other operational areas.

Business relation addresses and operational addresses have address types.

There are six system-owned business relation address types:

- DOCK — Specific location within a ship-to address for receipt of goods. Docks are associated with customers or customer ship-to addresses and used in shipping functions. When you create a dock, you must select a dock address type. A business relation can have multiple dock addresses.
- ENDUSER — Address associated with a customer where service for purchased items is delivered. This address type is automatically associated with addresses you create for end users. A business relation can have multiple end user addresses.
- HEADOFFICE — Main address of a business organization, and the only address type that is required. You select this address type for records related to your own company, such as your entity address and site, location, salesperson, and employee addresses, as well as for external organizations, such as customers, suppliers, banks, and carriers. Each business relation must have one and only one headoffice address.
- REMINDER — Address where reminder letters are sent if it differs from the headoffice. Each business relation can have only one reminder address. This address type is used only in AR financial functions.
- REMITTANCE — Address where payments are sent if it differs from the headoffice. Each business relation can have only remittance address. This address type is used only in AP financial functions.
- SHIP-TO — Address for receipt of goods and services. A business relation can have multiple ship-to addresses.
- SUBSTITUTION — Address type used to link a company address with the state tax ID and tax zone. A tax zone can only have one state tax ID specified. However, in countries where substitution tax applies, multiple IDs may be required in cases where a company is issuing goods or services to multiple states, and each state has its own tax ID.

Some address types, such as reminder and remittance, are used only in financial functions; others, such as ship-to, dock, and enduser, are used only in operational functions. The headoffice type is used in both financial and operational functions. User-defined types are available only in financial functions.

There are nine system-owned operational address types:

- CARRIER
- COMPANY
- CUSTOMER
- SHIP-TO ...
- SLSPRSN (salespersons)
- SUPPLIER
- DOCK
- ENDUSER
- ENGINEER

These are referenced in operational functions. Operational address types are assigned to addresses based on the function that creates the record.

Address Type

Enter the address type.

Description

Enter a description of the address type.

Active

Select whether the address type is active.

System-Owned

Indicates whether the address type is system-owned. The system-owned address types include the business relation address types and the operational address types.

Operational Address List Types

The app that creates an operational address record determines the default operational address list type that is assigned to the record. For example, operational address records created in **Suppliers** are assigned the supplier operational address list type. To group addresses in other ways, you can manually assign more list type codes to any address record.

Address list type is used to filter browses and reports. For example, when you open the lookup on the Sold-To field in **Sales Orders**, only addresses that have the customer operational address list type display.

User-defined list type codes are useful when you sell to many divisions of a large conglomerate. Rather than adopting a significant address coding scheme, you can assign all the addresses to the same list type, perhaps CONGLOM.

For example, you can use list type codes to review sales history for different markets or submarkets.

Navigation

When you select an address record from the browse, the system displays read-only information from the record for reference. The Address List Types grid displays the default list types assigned by the system. The System Owned checkbox is selected for these entries. You cannot clear it.

Click +New to add a user-defined list type by entering its name. The System Owned checkbox is cleared to indicate that the record is user-defined. You cannot select it.

To delete user-defined list type records, select the grid line and click the trash can icon. The system prompts you to confirm.

Note You cannot delete system-owned list type records.

Business Relations

Business relation codes are defined at the database level. This lets you maintain all address data in one function, and then reference it in other functions that require address data, such as customer and supplier records. When the business relationship address data is modified, all other codes that reference that address are also updated automatically, reducing time and duplicate maintenance effort.

Each business relation code identifies a set of up to six system-defined address types that can be associated with different types of records in the system, from customers and suppliers to end users and docks. Some address types are used only in financial functions. These include reminder and remittance types. Others are used only in operational functions. These include ship-to, dock, and end user. The headoffice address is used in both financial and operational functions.

Master Data Management

If your environment is using QAD Master Data Management (MDM) to control business relations master records, you can create and update business relations records for domains that participate in MDM governance only if you are working in the MDM domain specified in **Base Control**. Business relations records in other MDM-governed domains are read-only. With MDM, master records are centrally controlled through the MDM domain. After completing a review/approval process, new and updated records are distributed to other MDM-governed domains based on setup data. See Master Data Management (MDM) Overview on page 937 for more information.

When you are in the MDM domain, the left-hand column of the **Business Relations** browse view includes icons to identify the status of each business relations record in the MDM process. That column does not appear in other domains.

Note MDM also includes an alternate version of the **Business Relations** hybrid browse labeled **MDM Business Relations** that includes a difference in browse filtering. **MDM Business Relations** includes all records—including those in Draft status—in the browse, while **Business Relations** excludes Draft records. Depending on your role, you might see this version when you run **Business Relations**. There are no differences in functionality.

Main

Business Relation

Enter a code to identify the business relation. You can use numerical or alphanumerical codes. To simplify searches, you should adopt a convention that is easily understood.

Active

Indicate if this is an active record.

Name

Specify the full name of the business relation. This field sets the default name for linked addresses such as customers and suppliers. Name defaults from the Business Relation field.

Search Name

Specify an alternate name for finding the business relation. This can be useful for sorting and filtering. Search Name defaults from the Business Relation field.

Second Name

Optionally, enter an extended name when the Name field is not large enough to contain all information.

Third Name

If needed, enter a third name, required for some regional reports.

Group Name

Specify a corporate group to associate with the business relation for reporting.

Address

Name

Enter the name associated with this business relation. This is typically a company name (The ABC Company) or the individual's complete name (Mr. David Green).

All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

Search Name

Specify an alternate name (maximum 28 characters) for finding the business relation. This can be useful for sorting and filtering. Search Name defaults from the Business Relation field.

Address

Enter up to three lines to represent the physical location/mailing address of the company.

All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

If you are producing 1099 forms for submission to the IRS, the first line of the address must be the street address. This is what prints on the 1099 form.

Postal Code

Enter the postal code or US zip code associated with this address.

Postal codes print on all address reports and documents. Some reports can be selected for ranges of postal codes, letting you print reports for specific regions as identified by the postal code.

For Global Tax Management, the postal code is part of the tax zone for the address. On transactions, the ship-to and ship-from tax zones determine the tax environment (set of tax types) used in tax calculations.

City

Enter the city for this address. All non-blank address lines print on formal documents and on most reports and inquiries.

On transactions, the system uses addresses for tax calculations. Under Global Tax Management, the city, county, state/province, postal code, and country help determine the tax environment. Make sure that you spell city, county, and state/province names the same way in tax rate and address records or the applicable tax rates cannot be found.

State

Select a valid state or province code for this address. Description displays next to the code. The state is used to select a tax zone.

County

Select a valid county code that identifies the county for this address. Description displays next to the code. The county is used to select a tax zone.

Country

Select a valid country code that identifies the country where this address is located. Description displays next to the code. This field is mandatory and is used to determine tax defaults.

Address Type

Choose an address type from the drop-down list. This field is required.

A set of address types is supplied with the system. You can create new address types using **Address Types**.

For each business relation, you must create an address with the headoffice address type. Other types of business relation addresses can be created as needed. However, you cannot create any other types until you have created the headoffice address.

It is common for affiliated addresses to operate under different names. For example, a customer ship-to address may have a name that is distinct from the customer address.

The only address types that can be created directly in the business relation are headoffice, dock, reminder, and remittance; you cannot create or delete ship-to and end-user addresses. (You must use the Customer Ship-To and End User functions.) This prevents ship-to and end-user addresses from being created that are not linked to customer ship-to and end-user records.

Temporary

If the type of this address is ship-to or dock, indicate if the address is temporary. This field is for reference and can be useful for sorting and filtering records.

Language

Enter a valid code identifying the language used by this address. The customer ship-to language defaults to sales documents, such as quotes, sales orders, invoices, and service return material authorizations.

Address Format

Phone

Enter the main telephone number (maximum 40 characters) for calling this company address. You can use the Contact Persons panel to add phone numbers for individuals within the company.

Email

Specify the e-mail address associated with this company. You can use the Contact Persons panel to add email addresses for individuals within the company.

Website

Specify the URL for the website of this company,

Tax

Click on Details to enter tax information for selected address.

Enter details that determine how taxes are calculated for this address. Tax codes must be set up using Global Tax Management before specifying them here.

You can modify tax data for customers and suppliers. This is important in cases where a customer and a supplier are both linked to the same business relation, but the tax details of the customer must be different than those of the supplier.

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used.

A taxable status does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

Tax ID prints on tax reports and other selected documents, such as orders and invoices, where it is legally required.

If Tax Report is selected on the General tab, the Federal tax ID must be unique; otherwise, related business relations can share an ID.

You can use non-intrusive customization to implement validation for the federal tax ID to ensure it meets the requirements of your local tax authority. This validation is then applied when you enter federal tax IDs in this field, or in the Federal Tax fields in the Customer and Supplier records.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number. If the country specified for the address is an EU member, the ID is validated based on the tax format associated with the country.

You can use non-intrusive customization to implement validation for the state tax ID to ensure it meets the requirements of your local tax authority. This validation is then applied when you enter state tax IDs in this field, or in the State Tax fields on the Customer and Supplier records.

Miscellaneous Tax

For reference and documentation purposes, enter any other tax identification numbers that are useful.

Tax in City

This setting determines whether the address is in the city limits for taxation purposes. It is used only with the Sales and Use Tax Interface for US and Canadian tax processing.

Tax Included

Indicate if line item prices for this address normally include tax. The value of Tax Is Included defaults to the header of transactions created for this address.

Clear: Tax is calculated and added to line item prices.

Select: The prices include tax. During line item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax.

Tax Zone

Enter the tax zone for this address, defined in **Tax Zones**. A value is required. The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

The system uses tax zones to help identify the tax environment for transactions involving this address.

Tax Class

Enter a tax class previously defined in **Tax Classes**. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of Tax Class defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code previously defined in **Tax Usages**. Tax usage codes identify the normal use of items sold to this address.

Contact Persons

Click on Details to enter contact persons information for a selected address.

In Contact Persons, define detailed information for specific people associated with an address.

You can create as many contacts as you need, and associate them with specific address types for the business relation. You can designate one primary and one secondary contact.

When a business relation is associated with an entity, the primary contact is also used in several customer-facing reports. The primary contact name, function, and telephone are used as part of the signature section of reminder letters.

Business Settings

Domain Restricted

Indicate if access to this company address is restricted by domain. A restricted company address can only be viewed, modified, and reported on in the domain in which it was created. If, for example, the database is organized by domain per country, you can use this restriction to ensure that users cannot accidentally or deliberately use a company address that belongs to another domain and country.

Intercompany

Indicate if this address identifies a company that is a member of a group of companies that trade with each other. When selected, you can enter an intercompany code in the Intercompany Code field.

Note that intercompany transactions are not the same as cross-company transactions, which are always posted to the cross-company accounts associated with the domain. Intercompany transactions are typically recorded for entities that are not defined in your current database.

If the business relation is identified as an internal entity, the Intercompany field is automatically selected and you cannot change it.

Cust/Supp Comp Allowed

Select the field to allow open items for customer and supplier addresses that belong to the associated business relation to be netted against each other.

When customer and supplier compensation is enabled, the Customer/Supplier Compensation Allowed field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Indicate if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

If this is an internal entity, you can also update the Tax Report, Name Control, and Last Filing fields, which are used for filing 1099-MISC reports in the US.

For internal entities, the Intercompany field defaults to selected, and cannot be changed. You must specify an intercompany code to be referenced in intercompany and cross-company transactions.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting. In the United States, the Internal Revenue Service requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Select: This is the payer address to appear on 1099-MISC reports.

When this field is selected, you must supply values for name, first line of the street address, city, state, zip code, telephone number, and federal tax ID for the headoffice address. A warning displays when Name Control is blank.

More than one company address record can use the same federal tax ID, but only one of those records can have Tax Report selected. More than one company address record can have Tax Report selected, but only when the federal tax ID is different for each record.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

EORI Number

Optionally, enter the EORI number (Economic Operators Registration and Identification) associated with this company address. The EORI is a unique identification number assigned by a customs authority to an economic operator doing business with a company in an EU member nation.

Intercompany Code

When Intercompany is selected, you must enter an intercompany code. This code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This

in turn lets you identify transactions that can be eliminated during consolidation.

Typically you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

The code entered here must match the intercompany code entered for GL accounts in order to generate intercompany reports.

The intercompany code must be unique for this business relation.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays when this field is blank.

SAF

Use the SAF panel to specify the default values for concepts within a SAF structure. Only one default can be specified for each concept. The defaults are used when a code value is not supplied in a transaction.

SAF Concept

Specify an SAF concept code.

Description

A description of the SAF Concept.

SAF

Enter a SAF code.

Description

A description of the SAF Code.

Segregation of Duties

Since important financial information, such as accounts and credit limits, is associated with customers, end users, and suppliers, these records are created and maintained within the Accounts Payable and Accounts Receivable modules. Employees are associated with entities and defined with other corporate setup data. This supports segregation of duties requirements mandated by many regulatory bodies.

However, customers and suppliers are also used in operational functions such as manufacturing, sales, and purchasing. End users and employees are used in the Service/Support Management (SSM) module. End users are referenced on calls, contracts, and service returns; employees are set up as service engineers who respond to calls.

Typically, financial staff do not have the expertise to define the data related to these operational functions. For this reason, additional operational data can be set up in supplementary maintenance functions:

- Customers
- Suppliers
- End User Domain Settings - TBC
- Engineers

To facilitate the collaboration required when defining new customers, suppliers, end users, and employees, e-mail notifications are sent to specific user roles when new records are created:

- CustomerNotify for customers
- SupplierNotify for suppliers
- EndUserNotify for end users
- EmployeeNotify for employees

The members of these roles are then responsible for ensuring that the supplemental information required for operations is added.

Important New customer and supplier records cannot be referenced in operational functions until this additional data has been specified. Adding operational data marks the record as complete.

This is not true of end-user and engineer records; they do not need to be completed before being referenced in SSM functions.

The following table lists all of the records in the system that reference business relations for address data.

Record	Created	Related Data	Type	E-mail
Bank	GL Accounts	N/A	Headoffice	No
Carrier	Carriers	N/A	Headoffice	No
Company Address	Companies	N/A	Headoffice	No
Customer	Customers	Customers	Headoffice	Yes
Dock	Docks	N/A	Dock	No
Employee	Employees	Engineers	Headoffice	Yes

End User	End Users	End Users	Enduser	Yes
Entity	Entities	N/A	Headoffice	No
Fixed Asset Location	Fixed Asset Locations	N/A	Headoffice	No
Salesperson	Salespersons	N/A	Headoffice	No
Ship-To	Customer Ship-To's	N/A	Ship-To	No
Supplier	Suppliers	Suppliers	Headoffice	Yes

Customers and suppliers are associated with shared sets, which in turn can be associated with one or more domains. This lets you maintain customers and suppliers for multiple domains in a single location.

Companies

Use **Companies** to complete the address setup for your company addresses.

Company addresses created in this function reference business relations for address and tax details. All operational address codes are stored in a single database table and distinguished by type. Addresses created with this function have the company operational address list type and reference the headoffice address type of the specified business relation.

Set up addresses for each of your company sites and at least one bill-to and ship-to address for purchasing.

Company addresses are used in several ways:

- Addresses for sites are used for tax calculation and Intrastat reporting. When the site code on a purchase order line corresponds to an operational address code, that operational address code is used as the ship-to address when printing purchase orders. When using consolidated order processing, this allows a single purchase order to be printed for multiple ship-to addresses.
- In some cases, you may also need company address records for locations that are physically distinct.
- Your bill-to and ship-to addresses are specified in **Purchasing Control** and are used in purchasing functions, printed on formal documents, and used in tax calculations.
- Your address is in **Sales Control** and **Service Control** and printed on quotes, orders, invoices, and contracts.
- If you provide Intrastat reports, a company address is associated with each declarant in **Declarants** that submits reports.

The view includes the following panels:

- Main
- Address
- Contact Persons
- Business Settings
- Tax

Main

Company

Enter a unique code to identify an operational address record. Set up operational addresses for each of your company sites and at least one bill-to and ship-to address for purchasing.

Business Relation

Specify the business relation to associate with this company address.

Non-Sales Order Price List

Enter a price list from list/discount table pricing and associate it with the current address. This price list is used instead of the best pricing logic in determining item prices in non-sales transactions, such as item transfers or unplanned issues, when the current address is the ship-to address.

Address

Name

Enter the name associated with this address. This is typically a company name (The ABC Company) or the individual's complete name (Mr. David Green).

All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

Search Name

Specify an alternate name (maximum 28 characters) for finding the business relation. This can be useful for sorting and filtering. Search Name defaults from the Business Relation field.

Address

Enter up to three lines to represent the physical location/mailing address of the company.

All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

If you are producing 1099 forms for submission to the IRS, the first line of the address must be the street address. This is what prints on the 1099 form.

Postal Code

Enter the postal code or US zip code associated with this address.

Postal codes print on all address reports and documents. Some reports can be selected for ranges of postal codes, letting you print reports for specific regions as identified by the postal code.

For Taxation, the postal code is part of the tax zone for the address. On transactions, the ship-to and ship-from tax zones determine the tax environment (set of tax types) used in tax calculations.

City

Enter the city for this address. All non-blank address lines print on formal documents and on most reports and inquiries.

On transactions, the system uses addresses for tax calculations. Under Taxation, the city, county, state/province, postal code, and country help determine the tax environment. Make sure that you spell city, county, and state/province names the same way in tax rate and address records or the applicable tax rates cannot be found.

State

Select a valid state or province code for this address. Description displays next to the code. The state is used to select a tax zone.

County

Select a valid county code that identifies the county for this address. Description displays next to the code. The county is used to select a tax zone.

Country

Select a valid country code that identifies the country where this address is located. Description displays next to the code. This field is mandatory and is used to determine tax defaults.

Temporary

If the type of this address is ship-to or dock, indicate if the address is temporary. This field is for reference and can be useful for sorting and filtering records.

Language

Enter a valid code identifying the language used by this address. The customer ship-to language defaults to sales documents such as quotes, sales orders, invoices, and service return material authorizations.

Phone

Enter the main telephone number (maximum 40 characters) for calling this company address. You can use the Contact Persons panel to add phone numbers for individuals within the company.

Email

Specify the e-mail address associated with this company. You can use the Contact Persons panel to add email addresses for individuals within the company.

Website

Specify the URL for the website of this company,

Group Name

Specify a corporate group to associate with the company for reporting.

Contact Persons

The Contact Persons panel lets you define detailed information for specific people associated with an address. All fields are optional, except for Name and Language. You can enter up to three telephone numbers for each contact.

You can create as many contacts as you need, and associate them with specific address types for the business relation. You can designate one primary and one secondary contact.

Errors display if you try to designate more than one primary or secondary contact. You must clear the field from the current primary or secondary contact before you can select the field on a different record.

Most fields you associate with a contact are the same as the fields specified in the Address tab for the business relation, except that you can specify additional information related to title, gender, telephone numbers, and function.

Business Settings

Domain Restricted

Indicate if access to this company address is restricted by domain. A restricted company address can only be viewed, modified, and reported on in the domain in which it was created. If, for example, the database is organized by domain per country, you can use this restriction to ensure that users cannot accidentally or deliberately use a company address that belongs to another domain and country.

Intercompany

Indicate if this address identifies a company that is a member of a group of companies that trade with each other. When selected, you can enter an intercompany code in the Intercompany Code field.

Note that intercompany transactions are not the same as cross-company transactions, which are always posted to the cross-company accounts associated with the domain. Intercompany transactions are typically recorded for entities that are not defined in your current database.

If the business relation is identified as an internal entity, the Intercompany field is automatically selected and you cannot change it.

Cust/Supp Comp Allowed

Select the field to allow open items for customer and supplier addresses that belong to the associated business relation to be netted against each other.

When customer and supplier compensation is enabled, the Customer/Supplier Compensation Allowed field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Indicate if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

If this is an internal entity, you can also update the Tax Report, Name Control, and Last Filing fields, which are used for filing 1099-MISC reports in the US.

For internal entities, the Intercompany field defaults to selected, and cannot be changed. You must specify an intercompany code to be referenced in intercompany and cross-company transactions.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting. In the United States, the Internal Revenue Service requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Select: This is the payer address to appear on 1099-MISC reports.

When this field is selected, you must supply values for name, first line of the street address, city, state, zip code, telephone number, and federal tax ID for the headoffice address. A warning displays when Name Control is blank.

More than one company address record can use the same federal tax ID, but only one of those records can have Tax Report selected. More than one company address record can have Tax Report selected, but only when the federal tax ID is different for each record.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

EORI Number

Optionally, enter the EORI number (Economic Operators Registration and Identification) associated with this company address. The EORI is a unique identification number assigned by a customs authority to an economic operator doing business with a company in an EU member nation.

Intercompany Code

When Intercompany is selected, you must enter an intercompany code. This code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

The code entered here must match the intercompany code entered for GL accounts in order to generate intercompany reports.

The intercompany code must be unique for this business relation.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays when this field is blank.

Tax

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

Tax ID prints on tax reports and other selected documents, such as orders and invoices, where it is legally required.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number. If the country specified for the address is an EU member, the ID is validated based on the tax format associated with the country.

Miscellaneous Tax

For reference and documentation purposes, enter up to three other tax identification numbers that are useful.

Tax Included

Indicate if line item prices for this address normally include tax. The value of Tax Included defaults to the header of transactions created for this address.

Clear: Tax is calculated and added to line item prices.

Selected: The prices include tax. During line item entry, the system retrieves the item

Tax in City

This setting determines whether the address is in the city limits for taxation purposes. It is used only with the Sales and Use Tax Interface for US and Canadian tax processing.

Tax Zone

Enter the tax zone for this address, defined in **Tax Zones**. A value is required. The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

If a default is not found, the tax zone specified in **Taxation Control** displays. This normally indicates an error condition and a warning displays when this zone defaults.

The system uses tax zones to help identify the tax environment for transactions involving this address.

Tax Class

Enter a tax class previously defined in **Tax Classes**. Tax classes group addresses taxed at specific rates or that are tax-exempt and help

determine the default tax environment (set of tax types) for related transactions.

The value of Tax Class defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code previously defined in **Tax Usages**. Tax usage codes identify the normal use of items sold to this address.

Tax usage codes, along with tax class and tax date, determine which tax rates apply. Tax rates vary, depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usages are retail, manufacturing, and industrialization.

The value of Tax Usage defaults to the header of transactions created for this address.

Counties

Some countries, states, or provinces are subdivided into smaller jurisdictions called counties. Define official county names and specify them when setting up business relations. You can also define any smaller regional units relevant to your county's jurisdictional organization.

County Code

Enter a code that identifies a county.

Description

Enter a brief description of the county.

Active

Indicate if this is an active record.

Countries

Country codes identify countries and are used when business relations are defined. Country codes apply to all entities and domains in a database.

The country code associated with an address is used to determine the number and date formats displayed on reports.

Internal reports use the country of the user; external reports the country of the sold-to or destination customer or supplier address.

A default set of ISO country codes is supplied with the system.

The form includes the following panels:

- Summary
- Main
- Compliance
- Tax
- Notes

Main

Country Code

Enter a code that identifies a country. This field is mandatory; the code cannot be blank.

Using the ISO coding structure is recommended because this standard is often required for international communication between banks.

Description

Enter a brief description of the country (typically the name of the country). This field is mandatory; the description cannot be blank.

Active

Indicate if this is an active record.

Postal Format

This field determines where postal codes display on printed addresses. It defaults to the Business Relation function when addresses are added for the country. Valid values are:

After: Postal code prints after the city and state.

Before: Postal code prints before the city and state.

This code affects only addresses printed on documents meant to be mailed, such as invoices, purchase orders, mailing labels, statements, checks, and reminder letters.

Alternate Code

Enter the International Organization for Standards (ISO) country code, or some alternate code for sorting purposes.

Intrastat Currency

Enter the Intrastat currency.

Compliance

NAFTA Country

Identifies member countries of the North American Free Trade Agreement.

DEA Country

Identifies countries under the jurisdiction of the United States Drug Enforcement Administration.

GATT Country

Identifies countries as members of the General Agreement on Tariffs and Trade.

Country Group

Use this field to categorize countries. Use letter codes such as those assigned by current Export Administration Regulations.

Country Type

Reference only. Use this field to categorize countries. Use letter codes such as those assigned by current Export Administration Regulations.

Tax

Tax Format

Enter the format for tax identification and tax declaration numbers associated with this country. This format is used to validate the tax IDs specified in the State Tax ID field in the Tax Information tab of the business relation, customer, and supplier functions when the address references an EU member country.

European VAT registration numbers follow strict formats dictated by regulatory authorities, and vary from country to country. You can find lists of valid formats on Web sites such as the following:

http://ec.europa.eu/taxation_customs/vies/vatRequest.html

You can add multiple rows to this grid; some EU countries such as the Czech Republic allow multiple formats.

Use the following characters to build the format:

- 9 is 0–9 only.
- ! is any letter.

- A-Z are treated literally.

Example: For tax IDs in Italy, the first two characters must be IT followed by exactly 11 numbers (0-9). To specify the format for Italy, enter IT99999999999. For Austria, the tax format is the letters AT followed by 9 letters or numbers. To validate for this format, you need to create validation rows as follows:

AT999999999

AT!!!!!!!!!

Corporate Groups

A corporate group is a logical grouping of business relations used for reporting. You can create, view, and edit corporate groups. You can also delete a record that is not referred to in the system.

Group Name

Enter a code that identifies a corporate group. This field is mandatory; the code cannot be blank.

Description

Enter a brief description of the corporate groups. This field is mandatory; the description cannot be blank.

Active

Indicate if this is an active record.

States

Most countries are subdivided in smaller jurisdictional areas. Use States to define the names of these areas, which are then used when business relations are created.

Note that you can also define provinces or other types of legal reporting units here.

State

Enter a code that identifies a state or jurisdictional area.

Description

Enter a brief description of the state.

Active

Select to indicate that this is an active record.

Carriers

A record can be deleted only if it is not referred to in the system. Otherwise, you can mark the record inactive.

Main

Carrier

Enter a code that identifies a carrier.

Business Relation

Choose a business relation code to associate with this carrier. Address and contact details default from the headoffice address type of the business relation; you cannot modify the details here. After you have created a carrier, you cannot modify the associated business relation.

Active

Indicate if this is an active record.

Address

Enter address details for the carrier.

Contact Persons

Enter details for carrier contact persons.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Tax Report

Indicate whether to use this address for 1099 tax reporting.

Last Filing

Indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Name Control

Enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax

Tax values default to documents created for the carrier and can be modified during transaction processing.

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Miscellaneous Tax

The value of this field defaults from the business relation.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Employees

A record can be deleted only if it is not referred to in the system. Otherwise, you can mark the record inactive.

Main

Employee

Enter a code that identifies an employee.

Active

Indicate if this is an active record.

Business Relation

Choose a business relation code to associate with this employee. Address and contact details default from the head office address type of the business relation; you cannot modify the details here. After you have created an employee, you cannot modify the associated business relation.

Department

Specify the department in which this employee normally works.

Default Project

Enter a code identifying the GL project normally assigned to this employee.

Start Date

Specify the date this employee was hired.

End Date

Specify the date when this employee terminated employment at your company.

Generally, when you enter an end date, you should also clear the Active field to indicate that this employee is no longer active.

External Employee

Select this field if the employee is a contractor or not employed directly by your organization.

Job Title

Enter an optional job title for this employee. This field is for reference only and useful in sorting browses. Job titles can also be useful on shop floor reports.

Supplier

Specify a supplier code to associate with this employee for the payment of expense claims.

User

Indicate whether this employee is defined as a valid user in the system.

Login

If this employee is a user, enter the user ID for accessing the system.

Address

Enter address details for the employee.

Contact Persons

Enter details for employee contact persons.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Tax Report

Indicate whether to use this address for 1099 tax reporting.

Last Filing

Indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

EORI Number

Optionally, enter the EORI number (Economic Operators Registration and Identification) associated with this employee. The EORI is a unique identification number assigned by a customs authority to an economic operator doing business with a company in an EU member nation.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Name Control

Enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Pay Rate

The Pay Rate panel allows you to define the actual employee pay rate as well as specify whether labor reporting programs use this actual employee pay rate or the standard rate set in Routings.

Pay Type

A code indicating the pay rate type of the employee. Select one of the following values:

- HR (Hourly Rate): indicates that actual employee pay rates per hour are used by labor reporting programs. If the actual pay rate is set up for the reporting employee, these actual labor hours are multiplied by that employee's actual pay rate rather than the standard rate from the routing.
- SA (Salary): for reference only now. If you set Pay Type to SA, the system still uses the standard rate from the routing to calculate actual labor cost.

Pay Rate

Specify the pay rate (in dollars) of the employee.

Prior Pay Rate

Specify the pay rate in effect before the last change in pay.

Shift

Specify the work shift for the employee.

The value of Shift can be blank, 1, 2, 3, or 4. The default is blank.

Normal Hours/Units

Specify the default number of hours or units worked per pay period.

Pay Rate Updates

Specify the date of the last change in pay rate for this employee.

Attribute Data

Attributes are used to extend an existing table to suit the installed system's requirements.

Attribute Categories

Attribute Categories associates a category to a function and allows for the status of the category to be set to active or inactive.

Category

Enter a unique identifier for the attribute category.

Description

Enter a short description of the attribute category.

Active

Indicate whether the attribute category is active in the system.

Term

Select a valid label term. The system uses this term and the defined attribute to determine the label that displays on the user interface.

Function

Add new functions (enter Function, System, and Comment) or delete functions.

Attribute Definitions

Main

Attribute Name

Enter the name of the attribute field as it will appear in the other tables.

Active

Specifies whether the attribute is active in the system.

Data Type

Specifies the data type for the attribute: character, date, datetime, decimal, integer, logical.

Format

Enter the format for the data type.

Label Term

Select a valid label term.

Default Value

Enter default values for when this attribute is selected.

Description

Enter a description for the attribute.

Required

Select only if the attribute is to be used in Item Attribute Profiles.

Printable

Specify whether this attribute will be printed on forms such as invoices or sales orders.

Table

The table where the data list is stored.

Field

The field where the data list is stored (required with Table field).

Attribute Category Link

Add new, edit, or delete attribute category links. Specify Category, Domain, System, Active, Label Term, Required, and Allow Modification.

Attribute Profiles

Profile

Enter the identifier of the attribute profile.

Description

Enter a description of this attribute profile.

Function

Select the function for this attribute profile.

Program

Specify the program for this attribute profile.

Sequence

Specify the sequence for this attribute profile.

Attributes

Attribute

Specify attributes to be added to the profile.

Attribute Validations

Attribute Name

Enter the attribute name for which to add the validation.

Function Name

Enter the attribute function for which to add the validation.

Domain

Enter a domain to limit the attribute values to a specific domain. Leave this field blank for system-wide attribute values.

Attribute Validation Detail

Add new or delete attribute validation detail (Value, Active, Comments).

Base Control

System

Database Language

Choose the system language from the drop-down list. The system language is used to determine the language of UI elements if a user logs in and no UI strings are found in the language associated with the user record.

Domain

Enter the code that identifies the system domain. By default this is set to QAD. The system domain includes default data that is copied to new domains that are created, including control program settings, default accounts, and generalized codes. The system domain is used as a template for new domains. Since the system domain is used as a template, you can add data to it or tailor defaults before creating new domains based on it.

MDM Domain

Specify the domain to be used as the staging area for change request records produced by Master Data Management.

When MDM is enabled, the standard ERP implementation architecture changes. A special MDM domain–identified in this field–must be set up to create, maintain, and govern the MDM data. This MDM domain is like a QAD system domain, where all functional transactions are restricted. Only the management of MDM data can take place. MDM users must change their ERP workspace to the MDM domain before they can create or update MDM records. Data stewards and approvers also work in this MDM domain to complete, review, and approve the MDM changes.

When the MDM data is fully authorized in the MDM domain, it is distributed to the transactional domains where it can be used in business transactions. When a particular type of record has been MDM-enabled in **MDM Setup**, you can update and create records in the associated app—**Suppliers** or **Customers**, for example—only from the MDM domain. The app is available in other domains—subject to role security—but records are read-only. For record types that are not MDM-enabled, the apps function just as they do when your environment does not use MDM.

Important The selected domain should have its own shared sets and not use shared sets from any other domain.

For more information about MDM, see Master Data Management (MDM) Overview on page 937.

System Admin Login

Specify a user ID to be used for system startup activities that can be run from a shortcut or as a scheduled task in Windows. These activities

include system integrity checking, synchronize, starting the application, and starting the daemons. A valid user ID is required to ensure that a session can be created. By default this is set to the initial user, mfg.

System Admin Password

Specify the password for the system administration user ID.

Application ID

Specify an ID for this instance of the application (maximum 24 characters).

Reporting Currency

Specify the reporting currency to use for this database.

Important Make sure you specify a reporting currency before you initiate any transactions in the database; it cannot be modified once GL transactions exist.

Version

This field displays the version number of the public and private keys. This field is updated using System Synchronize.

Public Key

This field displays the invoice certification public key created by QAD. This field is updated using System Synchronize.

Open SSL Directory

Specify the OpenSSL bin directory. OpenSSL is used to generate the private and public keys.

This field is mandatory. You cannot enable invoice certification if you have not specified the OpenSSL bin directory.

Budget Enabled

Select the field to enable budgeting. If you clear the field, the Budgeting function is disabled, and you cannot create new budgets or modify existing ones. If your organization does not use budgeting, you should deactivate it to improve system performance.

Important If you disable the Budgeting module, you also disable to ability to create allocation transactions based on WBS topics.

Check Budgets on Overlap

Select this field to verify that the same combination of budget elements (GL accounts, sub-accounts, cost centers, projects, and SAFs) is not being used in different budget topics or in different budgets. This setting is only applicable for budgets that also overlap in time; for example, overlapping budget periods. When the field is selected, the system generates an error message when a conflict occurs.

Note This verification process adds considerably to the length of time taken to save and run a budget.

OL Check on Budgets

Select the field to enable the online budget check.

Each time a linked budget account is specified in banking entry, journal entry, customer and supplier invoices, open item adjustment, or petty cash activities, the system determines if the new transaction causes the budget amounts to be overrun.

Specific SI Approval

Select the field if the task of approving supplier invoices is assigned to a specific user role.

After you select the Specific SI Approval field, create a role that corresponds to the approver's user name; for example, SIA–xxxxxx, where xxxxxx is the user name of the approver. Link the new role to the approver's user name.

Choose the SIA–xxxxxx role as approver when you create supplier invoices. When you save the supplier invoices, the system sends them to the Workflow Inbox of user xxxxxx for approval.

Note The Role field displays in supplier invoice activities only if you customize the screen to add it.

Business Relations by Domain

Select this field to enable the restriction of business relations to domains. When you select this field, the Domain Restricted field is selected by default on each new business relation you create. When a business relation is restricted to a domain, it can only be viewed and accessed within the domain in which it was created. You can override this setting by clearing the Domain Restricted field in Business Relations.

Invoice Certificate

This field displays QAD's shipment and invoice certification number, assigned by the local government, where applicable. This field is updated using System Synchronize.

Bank File Batch Size

Specify a value between 0 and 200 for the number of lines that you can include in a batch imported using Process Incoming Bank Files. The default value is 100.

Payment Selection Confirm Batch Size

Specify the maximum number of invoices that you can include in a batch processed using Supplier Payment Selection Confirm or Supplier Payment Selection Unconfirm. The default is 1000.

Note Some batches can be less than the batch size specified in this field. This situation occurs because the system avoids splitting payments for the same supplier into separate batches.

Use Language Specific Object Description

Select this field to display translated descriptions.

If this field is selected, field descriptions are displayed in the language associated with a user's ID in **Users**, provided that translated descriptions are loaded or entered for this language.

Dock

Next Dock

This field displays the next automatic number for system-assigned dock codes. It is incremented automatically.

When you add a new dock in **Customers**, you can enter a dock code or let the system assign one. When you select New, the system assigns the next dock code from **Base Control**. You can use that number or manually replace it.

Carrier

Next Carrier

This field displays the next automatic number for system-assigned carrier codes. It is incremented automatically.

When you add a new carrier in **Carriers**, the system assigns the next carrier code from **Base Control**. You can use that number or manually replace it.

GL Correction

Use the subpanels in GL Correction to:

- Determine how correction transactions are displayed in the general ledger.
- Determine how transactions are summarized during invoice post.

Most inventory transactions are for positive quantities. However, to register a correction, a negative inventory quantity can often be entered. You can use GL Correction control settings to manage how these transactions are represented in the GL for each type of inventory transaction.

Standard processing simply reverses the debits and credits. Financial reporting standards in some Eastern European countries require that correction transactions are represented by a negative debit and negative credit instead of the standard processing.

For more details on this panel, see GL Corrections on page 5773.

Sales Orders & Invoices

GL Correction

Select to activate GL correction during invoice post.

When this is selected, correction type transactions are produced for invoices in two cases:

- Invoices generated as a result of normal (positive quantity) sales order shipments when the net effect of a GL distribution line is to reduce a customer's AR liability, such as discounts
- Invoices generated as a result of sales orders for a total negative amount, such as credit notes for customer returns

Separate daybooks are used to record correction transactions. This setting also determines valid values for two fields in **Daybook Sets**.

These fields are accessible only when Use Correction Invoices is selected in **Sales Control**.

When GL Correction is selected:

- Correction Invoices (negative) must be assigned a daybook of type Customer Invoice Corrections. Otherwise, it must be of type Customer Credit Notes.
- Correction Credit Notes (negative) must be assigned a daybook of type Customer Credit Note Corrections. Otherwise, it must be of type Customer Invoices.

Note Specify the type in **Daybooks**.

Inventory

Cost Adjustment

Select this field to activate GL correction for the transaction type of cost adjustment (CST-ADJ).

PO Receipt

Select this field to activate GL correction for transaction types of purchase order receipt and purchase order receipt – average cost item (RCT-PO, RCT-AVG).

Receipt Unplanned

Select this field to activate GL correction for the transaction type of unplanned receipt (RCT-UNP).

Return to Supplier

Select this field to activate GL correction for transaction types of purchase order return to supplier and inventory return to supplier (ISS-PRV, ISS-RV).

WIP Adjustment

Select this field to activate GL correction for the transaction type of WIP material cost revalue (WIP-ADJ).

Distribution Order Receipt

Select this field to activate GL correction for transaction types of distribution order receipt and goods in transit issue (RCT-DO, ISS-GIT).

Supplier Consignment

Select this field to activate GL correction for transaction types of supplier consigned material adjustment, consigned material receipt, and consigned material issue/backflush (CN-ADJ, CN-RCT, CN-ISS).

Production Order

Issue/Receipt

Select this field to activate GL correction for issue and receipt transactions.

Close

Select this field to activate GL correction for close transactions.

Cumulative Production Order Close

Select this field to activate GL correction for transaction types of advanced repetitive accounting close, WIP material scrap usage variance, component material usage variance, burden usage variance, setup burden usage variance, labor usage variance, setup labor usage variance, transfer, accounting close post, and floorstock (CLOSE, MIV-WIP, MUV-CMP, RBUV, RLUV, SBUB, SLUV, TRANSFER, WO-CLOSE, FLOORSTK).

Rework

Select this field to activate GL correction for the transaction type of rework (REWORK).

Scrap

Select this field to activate GL correction for the transaction type of scrap (SCRAP).

AP and AR

Accounts Payable

Select this field to use GL correction features for AP transactions.

You can create daybooks of type Supplier Invoice Corrections and Supplier Credit Note Corrections only when Accounts Payable is selected.

GL Correction must also be selected to add these daybooks to a daybook set.

Database

OID Generator

Enter a number to use to generate unique object IDs (OIDs) to uniquely identify each record in the database.

This value is initially specified during installation and recorded and displayed here. Modifying the OID Generator Code does not change the OID values for existing records. After you make the change, all new records use the new generator code to create OIDs.

You can choose any code that you want. However, Progress Software Corporation offers its customers the opportunity to register for unique IDs so other companies will not use the same number, maintaining uniqueness world wide.

Note In a multiple-database environment, you should obtain an ID for each database.

OID Registration ID

When available, the system displays the ID supplied by Progress Software Corporation.

Commodity Format

Commodity Format

Specify the number of characters assigned to each segment of the commodity code. When you set up a new code in **Commodity Codes**, the system parses the characters into segments (separated by hyphens) according to this pattern.

You can define as many as eight segments. All segments can total no more than 20 characters.

Remaining Characters

The system displays the number of characters available for assignment to commodity code segments. Commodity codes must be 20 characters or less.

Domain Accounts

Verify GL Accounts

Specify whether the system should validate general ledger (GL) accounts and effective dates for transactions created in modules other than General Ledger within the current working domain. Accounts are verified in the GL module, regardless of the value entered in this field.

When cleared, the system does not validate accounts. Clear the field if the GL is not implemented.

When selected, the system validates the following:

- Each account, sub-account, cost center, and project code entered for a transaction must be defined in the appropriate GL setup function with the Active field set to Yes.
- The components of the account number must be valid in combination with each other, based on the ranges specified in the GL setup functions.
- The transaction effective date must be within an open GL calendar period.

When user input does not pass all of these checks, the user must correct the error before the transaction can be completed.

After you complete the GL setup, select this field. This ensures that all GL accounts are entered correctly.

Base Currency

This field displays the base currency of the domain, defined in **Domains**. Each entity in the domain uses the same base currency. The base currency is the default currency used for financial reports. Financial statements, such as balance sheets and income statements, always print amounts in the base currency. Other reports may specify base or some other currency.

Entity

This field displays the entity that has been marked as Primary in **Domains**. The primary entity defaults to each new site created in a domain.

Default Language

Enter the default language for this domain. The system uses this language for programs and menus when none exist for the language associated with a user.

Default Accounts

Use these subpanels to define default accounts that are accessed by many operational maintenance functions.

Each account is identified by an account code, a sub-account code, and a cost center code. Sub-accounts and cost centers are optional, depending on how the account is defined.

- Sales Accounts
- Accounts Payable
- Department Accounts
- Product Line Accounts
- Variances Accounts
- Service Accounts
- Consignment Accounts

These accounts determine defaults when you add static data such as tax rates, product lines, and departments. Later, they appear as defaults on some transactions such as sales and purchasing.

Note A few accounts in **Base Control** are updated directly such as Sales Freight Accrued and Applied. These accounts typically cannot be modified in the transactions that reference them.

Since these are only default accounts, none of the static data or transactions that reference them are changed when these accounts are modified in **Base Control**.

Follow these guidelines for system accounts.

- Know how the system uses them. Many are used in transactions that the software creates automatically.
- Assign every account a value, even though it may never be used. This ensures that transactions cannot be created with a blank account number.

Purchase Gain & Loss Accounts

Use this panel to define a Purchase Gain account and a Purchase Loss account for a combination of product line and currency or by currency only. These accounts are used during receiver matching when the exchange rate changes between the point of goods receipt and matching.

You can enter or modify currency/product line combinations either directly in the grid or in a separate frame, which displays when you click Details.

Currency

Enter the code that identifies a valid active currency for which the Purchase Gain and Loss accounts are to be defined.

Product Line

Enter the product line for which the Purchase Gain and Purchase Loss accounts are being defined.

You must enter a valid product line as defined in Product Lines or leave the field blank. When product line is blank, the Purchase Gain and Purchase Loss accounts apply to all purchase gains and losses that occur in the specified currency.

A set of accounts without a product line is required if you want to track exchange gains and losses for memo items.

Purchase Gain Account

Enter the general ledger (GL) account code/sub-account/cost center used to track exchange rate gains between goods receipt and invoice matching for this combination of currency and product line.

This must be a valid, active system account of type Unrealized Exchange Gain.

When defined, this value is used instead of the system-level Unrealized Exchange Gain account.

Purchase Loss Account

Enter the general ledger (GL) account/sub-account/cost center used to track exchange rate losses between goods receipt and invoice matching for this combination of currency and product line.

This must be a valid, active system account of type Unrealized Exchange Loss.

When defined, this value is used instead of the system Unrealized Exchange Loss account.

Alternative Customer Control Accounts

Note To enable this panel, you must follow the setup as described in Alternative Control Accounts on page 925.

Some organizations need to use different AR and AP control accounts depending on the type of sale or purchase.

The Alternative Customer Control Account panel enables you to set up an alternative control account for a customer based on daybook set and customer type. You can assign an alternative control account for invoices and for credit notes.

The following fields are mandatory:

Daybook Set

Select the daybook set that you want to use for the record.

Customer Type

Select the customer type that you want to use for the record.

Invoice Control Account

Select the invoice control account that you want to use for the record.

Credit Note Control Account

Select the credit note control account that you want to use for the record.

Note Once you save the record, the Daybook Set and Customer Type fields are disabled. The Invoice Control Account and Credit Note Control Account fields can be edited from the Details screen.

Alternative Supplier Control Accounts

Note To enable this panel, you must follow the setup as described in Alternative Control Accounts on page 925.

The Alternative Supplier Control Accounts panel enables you to set up an alternative control account for a supplier based on daybook set and supplier type. You can assign an alternative control account for invoices and for credit notes.

The following fields are mandatory:

Daybook Set

Select the daybook set that you want to use for the record.

Supplier Type

Select the supplier type that you want to use for the record.

Invoice Control Account

Select the invoice control account that you want to use for the record.

Credit Note Control Account

Select the credit note control account that you want to use for the record.

Note Once you save the record, the Daybook Set and Supplier Type fields are disabled. The Invoice Control Account and Credit Note Control Account fields can be edited from the Details screen.

GL Operational Transactions

Note You must add this panel to the screen using the Configure gear in the menu bar.

Use GL Operational Transactions to post operational transactions to the GL.

In a production system, most GL transactions originate from operational transactions, such as manufacturing, purchasing, and inventory movements. The system collects most operational transactions in an unposted transaction table. You can review the transactions to ensure that amounts, accounts, and dates are correct. Once the transactions are verified, you must post them to update GL account balances.

GL Posting Batch Size

Enter the GL posting batch size that you want to use.

Inventory Transactions Posted

This field is read-only by default. To enable this field, you must create a new inventory transaction and change the Invoice field to Now in the Ship Allocated action. Fore more information, see Inventory Transactions on page 2946.

Production Order Transaction Posted

This field is read-only by default. To enable this field, you must create a new production order and change the Invoice field to Now in the Ship Allocated action. Fore more information, see Production Orders on page 3508.

Sales Order Transaction Posted

This field is read-only by default. To enable this field, you must create a new sales order and change the Invoice field to Now in the Ship Allocated action. Fore more information, see Sales Orders on page 976.

Fixed Assets Transaction Posted

This field is read-only by default. To enable this field, you must create a new fixed asset and change the Invoice field to Now in the Ship Allocated action. Fore more information, see Fixed Assets on page 6696.

Manufacturing Calendars

The manufacturing calendar—often referred to as the *shop calendar*—is required for planning and manufacturing modules. The calendar indicates what days the plant is open and how many hours are worked each day. This information is used:

- To schedule start and due dates for MRP planned orders, master schedule orders, and work orders
- To schedule operations for work orders and repetitive schedules
- To schedule the procurement or shipment of materials through association with suppliers

Note Other functions have their own specific calendars. For example, Customer Schedules, SSM Engineers, and Fixed Assets do not use the calendar described here.

Use the following screens to set up manufacturing calendars:

- **Calendar Shifts** lets you define you own working days, shifts, and hours by domain, site, production line, work center, or process, including partial-day calendar exceptions that result from such activities as scheduled machine downtime. You can also enter supplier calendars to help coordinate shipments and deliveries.
- **Holidays** lets you define full days off by site.

Calendar Shifts

Use **Calendar Shifts** to define the work week for manufacturing activities in the current domain—sometimes known as the shop calendar. At least one calendar must be defined in each domain using the Domain panel. The system uses this domain-level calendar for manufacturing and scheduling functions when it does not find a calendar on lower levels, defined using the following panels:

- Sites
- Production Lines
- Work Centers
- Processes (used for kanban production processes)
- Suppliers

Important Some non-manufacturing functions have their own module-specific calendars. For example, use Customer Calendars to create customer-/ship-to-specific or default calendars for customers.

Navigation

Basic navigation is similar in the six **Calendar Shifts** panels.

- Select New to add a new record for site, work center, and so on.

  Note You cannot select New in the Domain panel. The system creates a domain calendar record with a single 8-hour shift, five days per week (Monday through Friday). Use the Domain panel to modify shifts as needed.

- The top-level grid for each record summarizes the number of weekly hours for each shift. Because this is a total of lower-level detail, you cannot edit the values directly in the grid.
- Select the maximize icon at the left of the grid to display the total hours in a sub-grid. Maximize again to access an editable grid that lets you enter or update the number of hours in each shift for each day of the week.
- Select Details to view the complete record in a window. From here, you can access the Exceptions sub-panel. The Suppliers detail also includes the Non Operational Days sub-panel.

Exceptions

If shift patterns vary because of overtime, increased or reduced shifts, or plant shutdowns, enter exception hours—that is, variations from the associated shop calendar. Use the Exceptions grid to set up exceptions for a date range and shift by specifying the number of hours that are added to or subtracted from normal work hours.

Use Reference to enter a code to identify the reason for the exception. For example, you might add TRAIN to specify that the staff will be in training all day. This is a required field.

You can apply calendar exceptions at any level of the calendar, from the domain down to the lowest level.

Important Rather than defining them as calendar exceptions, use **Holidays** to schedule holidays and other nonwork days that apply to shop calendars for an entire site. For suppliers only, use the Non Operational Days sub-panel to schedule nonwork days.

Non Operational Days (Suppliers)

Your suppliers might not follow the same holiday schedule as your company, so the system does not use **Holidays** records to identify full-day calendar exceptions for suppliers. Instead, an additional Non Operating Days detail grid in the Suppliers panel lets you define full days for supplier holidays. Use the Holiday field to add a brief description of the nonwork day.

Calendar Conversion

Filter

Update

Select an option from the drop-down list. The options include:

- No

  This is the default option. When you run the report with the Update field set to No, the report runs in Simulation mode and will not update the data in the Sites panel of **Calendar Shifts**.

- Yes

  When you run the report with the Update field set to Yes, the data in the Sites panel of **Calendar Shifts** is updated and the generated report will display the updated information.

For more information, see Calendar Shifts on page 800.

Holidays

Use **Holidays** to schedule holidays and other nonwork days that apply to shop calendars for an entire site.

Holidays are days that no one works; the plant is shut down and no production is scheduled. Holidays can be different at each site.

Manufacturing orders are never due and operations are never scheduled on a holiday (you can override this, if desired.)

If a holiday does not apply to the entire site, it is not a holiday—it is an exception to the normal shop calendar. Exceptions are entered using **Shift Calendars**, recording the day off only for the work centers, production lines, or processes it applies to.

Important Your suppliers might not follow the same holiday schedule as your company, so the system does not use **Holidays** records to identify full-day calendar exceptions for suppliers. Instead, define supplier holidays in **Calendar Shifts**. The Non Operating Days detail grid in the Suppliers frame lets you define full days for supplier holidays.

Site

The site code this holiday applies to. To create a holiday for the entire domain, leave Site blank.

All capacity planning and production scheduling functions access the holidays defined for the site.

Date

The date of this holiday or non-work day.

Holiday

A short description of this holiday, usually describing the reason for the holiday such as New Year's Day or Company Holiday.

This field is for reference only and may appear on some selected reports and inquiries.

Codes

The Codes functions manage various codes used in the system.

Generalized Codes

When you implement the system, a number of system and reference fields accept any kind of data, as long as it does not exceed the field length. Use the **Generalized Codes** view to define valid, consistent values for these kinds of fields.

Many generalized codes values are predefined and loaded into the system during installation. Whenever you create a new domain, this default system data is included.

For other fields, your implementation team can determine valid entries. For example, the Customer Type field does not predefine or require particular values. Since sales history reports can be generated by customer type, you might want to use some specific categories.

Note After initial system data is loaded, the values you define apply to your current working domain. In a database with multiple domains, they are not available across domains. Since some records that apply to all domains, such as user profiles, include generalized codes, you should ensure that these codes exist in all domains to prevent validation errors. When you set up a new code, you can use the Domain Synchronization panel to assign it to all the required domains at the same time.

If you have implemented generalized code groups in your system, role members can assign a new code to any field belonging to a group they have access to. If a role member tries to assign a code to a field the role has no access to, an error message is displayed.

An administrator can move fields from one group to another provided the administrator has access to both groups. If a user with that role is not associated with a generalized code group and attempts to add or modify a code associated with that group, an error message is displayed.

Main

Field Name

Enter the field name.

You cannot change this field after saving the record.

Value

Enter a valid value. Values cannot exceed the length of the field.

You cannot change this field after saving the record.

Comments

Enter a comment. The comment displays next to the value in the lookup.

You can update this field after the record has been saved.

Group

If you have permission, specify the generalized codes group that this generalized code belongs to. The group the field is currently assigned to is displayed in this field. This field is only relevant if you are using generalized codes groups.

You can update this field after the record has been saved.

Domain Synchronization

To synchronize the generalized code value for the current working domain with other domains, use the checkboxes in the Selected column. Select the checkbox at the top of the column to synchronize with all the domains.

Note After you save the current values to the list of synchronized domains, the system clears the selection list. If you want to make additional changes, you must reselect the target domains for synchronization before saving again.

Generalized Code Groups

Using generalized code groups, you can extend security access to generalized codes beyond the system level down to the job functional level. This enables you to limit the generalized codes fields that a user can edit.

Group

Enter a meaningful group name for a generalized codes group.

Language Details

Some options appear on the screen using alphabetic codes or words. Internally, these options are controlled by numeric codes. Mnemonics and labels provided in English are not always appropriate in other languages. Use **Language Details** to create, modify, or delete mnemonic codes and labels.

Language Code

Specify the language code.

Data Set

Enter the program name, a database table name, or an abbreviation of the functionality for a field.

Field Name

Enter the field name associated with the data set.

Numeric Code

These are the values used by the programs. A mnemonic code can be assigned for each numeric code. Codes cannot be added or edited.

Mnemonic

Mnemonic codes are already assigned for each field with several system-specified options. These codes can be changed, added, or deleted using this program.

Label

Default labels already exist for the different mnemonic codes. These labels can be changed, added, or deleted using this program.

Description

Enter a description for reference purposes.

Reason Codes

Defining reason codes ensures consistent reporting and tracking.

Some transactions or events prompt for reason code and display a list of appropriate reason codes.

Reason type identifies the transactions to which a reason code applies.

You can specify reason codes with user-defined reason types in some functions, such as severity lists in the Product Change Control module and reasons for returns in Purchase Order Returns.

Several reports and inquiries are available to review transactions by reason code.

Reason Type

Enter the reason type for this reason code. Reason types group similar reason codes for easy access in other modules. The system uses several special reason types. You can define other reason types as needed. Each reason code is associated with a reason type.

Reason Code

Enter a reason code associated with the specified reason type. Reason codes identify and categorize activities by reason; for example, sales lost because of price, downtime and rejects caused by machine failure, or user account deactivated because user left company.

The system uses several special reason types. You can define other reason types as needed. Each reason code is associated with a reason type.

Several reports and inquiries are available to review transactions by reason code.

Description

Enter a short description of the reason code. The description prints beside the reason code on most reports and inquiries, as space permits.

Analysis Groups

With **Analysis Groups**, you can categorize types of data in the system such as CRM Accounts, Customers, Customer Ship-To, Items, Leads, Orders, Sales Opportunities, and Suppliers.

The group membership can be configured statically or dynamically based on browse search criteria.

Main

Type

Select the analysis group type, such as CRM Account, Customer, Customer Ship-To, Item, Lead, Order, Sales Opportunity, or Supplier.

Group

Enter a code to identify the group. For example, for customers in California, enter CA.

Description

Enter a group description. For example, enter California if Group is CA.

Active

Indicate whether this analysis group is active in the system.

Members

Select Static if the analysis group members will be selected individually.

Select Dynamic if the analysis group members will be selected based on browse search criteria.

Browse Name

If Members is Dynamic, this field is displayed to indicate the name of the browse from which the group members can be selected based on browse search criteria.

Members

If Members is Static, click New to add new members to the analysis group. For Static analysis groups, you can optionally specify a Start Date and End Date for each member.

If Members is Dynamic, click Configure to create the browse criteria for the dynamic analysis group.

Languages

A base set of language codes is supplied with the system. These language codes correspond to the codes used with user interface translation files provided by QAD. System-defined languages cannot be changed or deleted.

Main

Language

Enter a code (maximum two characters) that identifies a language.

Description

Enter a brief description (maximum 24 characters) of the language code.

System

Indicates if the record is supplied with the system or has been added after installation. You cannot delete system-defined records.

Active

Indicate if this is an active record.

Installed

Indicates that translated labels for this language have been loaded and are available in the system.

Languages are used in multiple places in the system:

- A language code is associated with each business domain, and is the default language to use for displaying translatable strings for domain-level data.
- Languages are associated with business relations. Each address associated with a business relation can have its own language. The language associated with the specific address type (headoffice, ship-to, end user) is used to select comments in the appropriate language in operational functions, such as sales, purchasing, and service/support.
- Languages are associated with users and determine the language for displaying menus, labels, messages, and other user interface elements.

Before defining business relations, you can define additional language codes if necessary. However, since languages are used to select the appropriate translated strings to display on the user interface and in reports, generally it is not a good practice to create new languages. The ones supplied with the system are associated with translated data strings, and if you define new languages, appropriate translations cannot be found.

Translation Options

Many data setup functions provide a language translation option for description fields. For example, when you define an account, you typically use a cryptic, possibly numeric code and specify a description that indicates the account's use; for example, Account: 001SOVA, Description: Sales Order Variance Account.

Since accounts belong to the accounts shared set and can be used in multiple domains, you may have users with different languages that need to see these descriptions in their own language. You can supply your own translation using the Translation Option associated with the Description field. The correct descriptions are then displayed based on the user's language.

Installed Languages

Loading translated language data sets the Installed field to Yes for a language. The easiest way to load a language is by importing the language by selecting Import on the More menu.

Note The US language is always set to installed, since English data is always supplied.

The Installed field is controlled by the system and cannot be set from the user interface. Only installed languages can be associated with a user in Users. When a user logs in, the system checks the language code associated with the user record and displays UI elements in that language. Requiring the language associated with a user to be installed prevents a user from logging in and not seeing the correct menus and labels.

Earnings

Different labor rates are usually associated with different types of labor. For example, the overtime rate may be double the regular pay rate for an employee. When labor is reported in manufacturing activities, a valid earnings code must be entered. The earnings code determines the labor cost reported.

Actual earnings codes can be applied to standard labor rates set up for a work center or to the actual pay rate for an employee.

Earning

Specify an earning code.

Different pay rates are usually associated with different types of labor. For example, the overtime rate may be double the regular pay rate for an employee. Regular earnings are identified as earnings code REG. Other examples of earnings codes may be OT, for overtime; BNS, for bonus; VAC, for vacation; or PC, for piece rate. When labor is reported in manufacturing activities, a valid earnings code must be entered.

Each earnings code identifies the type of earnings (regular, overtime, sick, vacation, or other) and the pay rate multiplier or piece rate.

Description

Enter a brief description of the earnings code, such as Overtime or Piece Rate.

Type

Enter a code identifying the type of earnings associated with this earning code. Earnings types are used for reference only.

Five types are supplied with the system:

1. Regular
2. Overtime
3. Sick Leave
4. Vacation
5. Other, such as bonus

Create additional types with **Generalized Codes** as needed.

Pay Rate Type

Select the pay rate type for this earning code:

- **Multiplier**: The hourly pay rate is multiplied by the specified value to calculate the total labor cost. For example, an earnings code for overtime might have a pay rate multiplier of 1.5.
- **Piece Rate**: The specified value is multiplied by the number of pieces reported complete to calculate the labor cost. For example,

an earnings code for piece rate might have a value of 2.50 per piece.

UM Conversions

Each item has a unit of measure. All inventory balances are maintained and most planning is done in this unit of measure. However, inventory transactions (receipts, issues, shipments, returns, transfers) can be processed in any unit of measure. You must define any alternate conversion factor, either in the transaction, or permanently using **UM Conversions**. The conversion factor identifies how many stockkeeping units equal one unit of an alternate unit of measure. Different conversion factors may apply to different items; for example, the number of units per case often differs by item.

You can process any inventory transaction using an alternate unit of measure. In this case, the system accesses the appropriate conversion factor defined in **UM Conversions**. For example, the item may be held in inventory in the unit of measure EA, but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

When an inventory transaction references an alternate unit of measure, the system looks for a match in the unit of measure conversion table in the following order:

1. Item number, item unit of measure, transaction unit of measure
2. Item unit of measure, transaction unit of measure (item number blank)

If no conversion factor is found, a default of 1 is used. You can override this manually.

Note When you create a conversion record, the system automatically adds one to show the inverse conversion. For example, if you create a record from EA to BX with a conversion factor of 10, the system adds a BX-to-EA record with a conversion factor of 0.1.

Main

From Unit of Measure

The unit of measure this alternate unit of measure and conversion factor applies to. This is the unit of measure in which items are held in inventory (as defined in Items).

To Unit of Measure

The alternate unit of measure that this conversion factor applies to.

Applies To

Specify whether this conversion applies to all items or only to a single item.

- All (default). This conversion applies to all items.

- Item. This conversion applies to only one item. Use the enabled field to enter the item number. The associated browse shows all items from Item Master.
- Item Site Indirect. This conversion to only one indirect item from a specific site. Use the enabled field to enter the item number. The associated browse is filtered to only available items.

UM Conversion

The conversion factor converting quantities stated in terms of the alternate (To) unit of measure back into terms of the item (From) unit of measure. This is expressed as the ratio of the To unit of measure to the From unit of measure.

The system uses item unit of measure for all planning and inventory reporting.

All inventory transactions can specify any other unit of measure. Conversion factors do not have to be predefined, but predefinition can help minimize errors. When a conversion factor exists, the quantity is automatically converted and displayed for verification.

Conversion Example

The system displays the ratio between the From Unit of Measure and the To Unit of Measure values.

Indirect UM Conversion

Use this function to define relationships between units of measure for ordering and issuing indirect parts. Each indirect part has a unit of measure for inventory transactions. Some parts may be ordered in a different unit of measure. At the time of purchase and receipt, the system uses these conversions.

Indirect UM conversions can be generic (eaches to dozens) or part specific (eaches to cases).

Important Indirect UMs and UM conversions must be manually synchronized with ERP UMs and UM conversions.

To create a UM conversion record, click New. A form with a single Main panel displays where you can maintain the conversion data. To edit, select a record in the browse, then click Edit. When editing, you can only edit the Round By and Multiplier options.

Click Delete to delete the record. Click Save to save your updates.

Main

Order UM

Specify the UM for the order to be applied to the Issue UM. This option cannot be blank and cannot be the same as the Issue UM.

Issue UM

Specify the UM for the issue. This option cannot be blank and cannot be the same as the Order UM.

Part

To create a parts-specific conversion, specify the indirect part for which the indirect UM conversion applies. When you do not specify a part and leave the option blank, the conversion applies to all parts, unless there is a record specific for a part and the two UMs (order and issue) that are used.

Round By

Specify the number of decimals to use in rounding. The default value is 1.00.

Multiplier

The UM conversion. For example, from order UM dozens to issue UM eaches, the multiplier would be 12.

Currencies and Exchange Rates

The system provides a full set of functions to support monetary amounts expressed in one of three currencies:

- Domain base currency
- Non-base transaction currency
- Statutory currency used for reporting

This three-currency system lets you display a transaction or create a report in any of the defined currencies.

A set of ISO currencies is supplied with the system. The base currency is the currency in which all entities within a domain conduct business. The base currency for a domain is specified in Domains and is used for recording all financial transactions within that domain. You can define as many other currency codes as your organization uses.

You can also use a second base currency for reporting purposes. This second currency is known as the statutory currency.

When creating GL accounts, you can specify that the account accepts transactions in all currencies, in the base currency only, or in a specific currency. See GL Account Types on page 5689 for more details.

Transaction currencies can be used with purchase orders, sales quotations, sales orders, price lists, AR and AP payments, custom and supplier invoices, journal entries and other GL transactions, and customer service. For accounts that are not denominated in a unique currency, you can record journal entries in either the base currency or in the transaction currency. For accounts denominated in a specific currency, you must enter all amounts using the transaction currency. See Journal Entries on page 5856 for more details.

An exchange rate is the current market price for which one currency can be exchanged for another. It is expressed as the amount by which one unit of a currency must be multiplied to give the equivalent value in the second currency. Exchange rates are used for any transaction that is denominated in a currency other than the base currency of the domain, and for any transaction that is denominated in a currency other than the statutory currency of the domain. Exchange rates can also have a scaling factor. This option is useful for currencies that have a very small value compared to currencies such as the US dollar and Euro.

The Derived Exchange Rate action lets you derive new exchange rates for currency pairings using the exchange rates between the base currency of the current entity and the base currencies of other entities in the same shared set. See Derive Exchange Rates on page 5673.

Exchange rate differences are automatically calculated during revaluation, and the analysis of realized currency exchange differences is also supported.

Monetary assets and liability accounts defined in foreign currency can be revalued at the current rate, fixed rate, historical rate, statutory rate, or any predefined rate. Individual customer and supplier accounts maintain the historical rate.

For customer and supplier revaluation, the revaluation is entered in separate accounts and automatically reversed in the next period. This step is done because the revaluation does not change the value of the open item so that the system can differentiate realized and unrealized currency differences. The system also lets you simulate what-if scenarios.

You can separately revaluate the accounts against base currency and statutory currency, and you can use different revaluation rates for each of the currencies.

Realized exchange differences are automatically calculated and posted when invoices in foreign currency are paid in banking entry or when the status of foreign payments, such as checks and drafts, is set to Paid. These differences are calculated and posted in both base currency and statutory currency.

Rounding methods are used to control how the system rounds monetary amounts for data entry and display. See Rounding Methods on page 823.

Statutory Currency

You have the option to use an additional base currency for reporting purposes. This second currency is known as the statutory currency. The need for a statutory currency arises from a combination of global IFRS requirements and local GAAP in some countries. The statutory currency is set at the domain level, and is inherited by the entities assigned to the domains. See Domains on page 916.

The need for a statutory currency is most likely to arise in a country that is geographically close to a strong currency zone (for example, Mexico and Poland), where the country itself has another local currency. Companies operating in countries close to strong currency zones, such as the Euro and US dollars, might use the stronger currency as their base currency (functional currency). However, local auditors and tax controllers can mandate that companies submit their declarations and financial reports in the local currency of the country. In these cases, the local country currency becomes the organization’s statutory currency.

For example, a multinational corporation has a subsidiary in Mexico. In the Mexican subsidiary, most business is conducted in USD, which is the base currency. However, all reports that the subsidiary must produce for the Mexican government are in Mexican Pesos, which is the statutory currency.

In some countries, the use of the statutory currency can be limited to a few reports, such as tax and basic GL reports. However, in other countries, companies can be required to submit many reports in the

local statutory currency; for example, balance sheet, income statement, daybooks, general ledger, sub-ledgers, and tax declaration reports. To meet these requirements, you can run all GL, AR, AP, and tax reports to display output in statutory currency.

The system uses a dedicated statutory exchange rate when converting transaction amounts to and from the statutory currency. However, you can choose to use the normal accounting exchange rate for statutory currency calculation. All GL transactions contain statutory currency amount fields on the same level as the base currency amount fields, including tax transactions.

You can revaluate transactions in transaction currency, relative to the statutory currency. The Currency panel in GL Accounts contains account settings for transaction currency revaluation in statutory currency.

Currencies

Currency codes identify specific monetary units. You define a currency at a database level, and global currencies are predefined in the system using three-character ISO codes. The currency description can be specified in all languages, and can be up to 24 characters in length. Assign an inactive status to a currency that is no longer in use, which ensures that it cannot then be associated with any other records.

Currency amounts are rounded based on the associated rounding method. The display of the decimal point is based on settings associated with country codes in the locale.dat file:

- For customer-facing records, such as invoices, the system uses the country code of the customer to retrieve the relevant decimal point indicator fromlocale.dat.
- For supplier-facing records, such as purchase orders, the system uses the country code of the supplier to retrieve the relevant decimal point indicator from locale.dat.
- In certain operational functions, the display of currency amounts is formatted based on the country of the intended recipient; for example, the customer country code, supplier country code, or user country code.

Once defined, a currency code cannot be deleted or deactivated if:

- It is specified as the base currency for the current domain.
- It is referenced in a current or future exchange rate relationship.

Each transaction can have base, transaction, and statutory currency values associated with it.

Currency

Enter an ISO standard code identifying a currency.

Description

Enter a brief description of the currency.

Decimals Description

Enter the descriptive word for the secondary amount of the currency, which is displayed after the decimal point.

Rounding Method

Select the rounding method to apply to the currency.

Rate Threshold

Enter a maximum percentage of variance in exchange rates associated with this currency to be used as a reporting threshold when you run a simulation in **Revaluations**.

When the difference between the simulated exchange rate and the rate from the last posted revaluation is greater than this percentage, the system notifies you.

The default is 0.00%.

Active

Indicate if this is an active record.

When you mark a new currency code as active, it is available to assign to new customer or supplier records as their default currency. In addition, you can create customer and supplier invoices with that currency.

Rounding Methods

Use **Rounding Methods** to define the methods the system uses to round monetary amounts for data entry and display. They are also used in the display of financial amounts in browses. Rounding methods are used in all calculations of monetary values, and are defined at the database level.

Rounding Methods lets you define a rounding unit and a rounding threshold. The rounding unit determines the value by which a monetary amount is modified when subject to rounding.

The rounding threshold determines the value above which a digit is rounded up, rather than removed, and the position after the decimal point where the rounding takes place; that is, the number of decimal places.

Associate a rounding method with each currency. These methods apply when you enter monetary amounts and also when you view data online or generate reports.

Rounding is performed using an identical process for all currencies; the only variable is the number of decimals to use in rounding. For example, for a two-decimal currency, such as the US dollar or euro, if the third digit after the decimal point has a value of 5 or higher, the second digit after the decimal point is rounded up by 1. If the third digit after the decimal point has a value of less than 5, the third and subsequent digits after the decimal point are dropped.

Three rounding methods exist by default:

- 0. Round to zero decimals, using 0.5 as the rounding threshold.
- 1. Round to one decimal, using 0.05 as the rounding threshold.
- 2. Round to two decimals, using 0.005 as the rounding threshold.

Rounding Method

Enter a one-character code identifying the rounding method.

Description

Enter a brief description of the rounding method.

Unit

Enter the number of decimal places used when rounding monetary values. For example, to specify rounding to three decimal places, enter 0.001. Rounding units must be a positive numeric value; you cannot define a negative value.

Threshold

Enter the number at which monetary values are rounded up. This number must be less than the number entered for the rounding unit.

The rounding threshold must be a positive numeric value; you cannot define a negative value.

For example, if the rounding unit is 0.001, entering 0.0025 for the rounding threshold tells the system that decimal values of 25 ten-thousandths and higher are to be rounded up to the nearest one-thousandth. Amounts are rounded based on their absolute value. For example, –9.99 is rounded the same as 9.99.

Customer and Supplier Data

The Customers and Suppliers functions manage customer-related and supplier-related data.

Customers

Your customers are the companies that purchase your goods and services. They are referenced on sales quotations, sales orders, invoices, and in accounts receivable. They are also used for service and support documents such as calls, contracts, and return material authorizations (RMAs).

Before setting up customers, you must first define customer type codes and credit rating codes, described next. Customer records also require GL account profiles—control accounts for invoices, control accounts for credit notes, customer bank accounts, and sales accounts.

Master Data Management

If your environment is using QAD Master Data Management (MDM) to control customer master records, you can create and update customer records for domains that participate in MDM governance only if you are working in the MDM domain specified in **Base Control**. Customer records in other MDM-governed domains are read-only. With MDM, master records are centrally controlled through the MDM domain. After completing a review/approval process, new and updated records are distributed to other MDM-governed domains based on setup data. See Master Data Management (MDM) Overview on page 937 for more information.

When you are in the MDM domain, the left-hand column of the **Customers** browse view includes icons to identify the status of each customer record in the MDM process. That column does not appear in other domains.

Under some circumstances when MDM is enabled, the Action menu includes a Change Customer action, which lets you update the customer and business relation name for a new customer record in Draft status.

Note MDM also includes an alternate version of the **Customers** hybrid browse labeled **MDM Customers** that includes a difference in browse filtering. **MDM Customers** includes all records—including those in Draft status—in the browse, while **Customers** excludes Draft records. Depending on your role, you might see this version when you run **Customers**. There are no differences in functionality.

Main

Customer

Specify a code that identifies a customer. If the code you specify matches an existing supplier code, a warning message displays. You can choose to ignore the warning, and create the record. However,

when a supplier and customer share the same code, they must reference the same business relation.

If you leave this field blank, the system automatically generates a code for the account if customer autonumbeing is activated.

Active

Indicate if this customer is active. If inactive, transactions can be blocked for this customer. For example, you cannot create a new sales quote or order for this customer.

Business Relation

Choose a business relation code to associate with this customer. Address and contact details default from the headoffice address type of the business relation; you cannot modify the details here. After you have created a customer, you cannot modify the associated business relation.

Active

Indicates whether the business relation is active.

Bill-To Customer

Enter an optional code that identifies another customer that receives the bills for this customer.

Currency

Specify the currency code for this customer. Currency defaults from the current domain base currency, but can be modified.

Customer Type

Enter an optional code classifying customers by type. For example, you might classify customers as type RET for retail customers and WHSL for wholesalers. You can use customer type to select groups of customers for reporting purposes, such as for sales analysis reports.

Address

Enter address details for the customer.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

EORI Number

Optionally, enter the EORI number (Economic Operators Registration and Identification) associated with this customer. The EORI is a unique identification number assigned by a customs authority to an economic operator doing business with a company in an EU member nation.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting.

In the United States, the IRS requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Selected: This is the payer address to appear on 1099-MISC reports.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

Accounting Profile

Control GL (Invoice)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for invoices.

Control GL (Credit Note)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for credit notes.

Control GL (Pre-payment)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for prepayments.

All functions that create prepayments use the GL account linked to this profile, including Banking Entry, Open Item Adjustment, Customer Payments, and Supplier Payments.

Control GL (Deduction)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable holding account for deductions.

Sales Account GL

Specify the valid GL profile of type Sales Account used to determine the account for sales.

Finance Charge

Specify the valid, active GL profile of type Sales Account used to determine the account for finance charge postings. This field is required when the Finance Charge option (in Payment) is selected.

Sub-Account

Optionally specify a default sub-account profile. If the account specified by the Control GL Profile (Invoice) of the customer requires a sub-account, the value used is either:

- The sub-account found in this profile, if specified
- The default sub-account associated with the GL control account

Revenue Recognition

Default Rule

Specify a default revenue recognition rule code for the customer. This field is only mandatory when you choose for revenue contracts to be auto-generated when a sales order is created by selecting the Auto Create Contracts field.

Deferred Profile

Select a default deferred revenue account profile for this customer from the lookup. This field is only mandatory when you choose for revenue contracts to be auto-generated when a sales order is created by selecting the Auto Create Contracts field.

Accrued Profile

Select a default accrued revenue account profile for this customer from the lookup. This field is only mandatory when you choose for revenue contracts to be auto-generated when a sales order is created by selecting the Auto Create Contracts field.

Deferred COGS Profile

Select a default deferred cost of goods sold account profile for this customer from the lookup. This field is only available when Create Cost of Goods Postings is selected for the workspace entity.

Accrued COGS Profile

Select a default accrued cost of goods sold account profile for this customer from the lookup. This field is only available when Create Cost of Goods Postings is selected for the workspace entity.

COGS Offset Profile

Select a default offset cost of goods sold account profile for this customer from the lookup. This field is only available when Create Cost of Goods Postings is selected for the workspace entity.

Auto Create Contracts

Select this field to auto-create revenue contracts for this customer when a sales order is created for them. This field is not mandatory. However, when selected, you must also complete the other revenue recognition fields on the subpanel.

Review Required

This field is not currently enabled.

Payment

Credit Terms

Specify the default credit terms for this customer.

Invoice Status

Specify the default invoice status for invoices for this customer.

Generally, you specify a status that indicates invoices are uncontested. A contested invoice is typically a special condition.

Payment Group

Specify a payment group in which you want to include this customer.

Billing Schedule

Specify a billing schedule for the customer by selecting the appropriate billing schedule code.

Bill Collector

Assign a default bill collector.

Statement Cycle

Specify a value to indicate how often you normally print AR statements for this customer.

The system checks the value of this field when generating statements for customers with Print Statement selected. You can select statements to print on a regular basis for each customer based on their cycle code.

Print Reminder

Indicate if reminders are typically printed for this customer to report past due balances.

Clear: The customer's balance is not reviewed when Reminder Letter is executed, regardless of the selection criteria.

Selected: When you generate reminder letters with the appropriate selection criteria, this customer's accounts are reviewed. If the customer has past due balances, a reminder letter is printed.

Print Statement

Indicate if statements should be printed for this customer. When this field is selected, a statement is printed for this customer using the frequency specified in Statement Cycle.

Bill With Item Details

Specifies whether to provide item line details in bills produced for this customer.

Invoice by Authorization

Indicate how invoice totals should be calculated and displayed for this customer.

Clear: Invoice totals are calculated by line. This is the typical method for calculating totals, unless the customer is using AR Self-Billing.

Selected: Invoice totals are calculated by authorization number. The printed invoice includes the price and amount for each authorization line, as well as the total for all authorization lines. The extended price for each invoice line item is not displayed.

This field is important for customers using the AR Self-Billing module and ensures that rounding errors do not occur between the AR amount calculated by Self-Bill Payment Application and the invoice amount. Rounding errors can prevent invoices from being closed or create unapplied payments.

Select this option if this customer typically pays invoices for items on scheduled orders using authorization numbers. When the self-payment is applied by authorization number, the amounts match exactly.

Finance Charge

Select this field to make this customer's accounts liable for finance charges. If the customer has past due balances, finance charges are levied.

Note You can use invoice status codes to keep individual customer invoices from being included in finance charges.

Payment Difference Write-Off

Default From Own Bank

Leave this field unselected in order to enter specific tolerance settings for this customer for incoming bank files.

Select this field to use the tolerance settings for the own bank account instead of the customer-specific settings.

Tolerance at

Select **Payment Level** to apply tolerances at the payment level to write off small differences between the invoice amount and the amount received from the customer. You can use this setting when a bank file contains many invoices for the same customer on a single payment.

Select **Invoice Level** to apply tolerance on payments at invoice level. You can use this setting when a bank file contains several payments against different invoices.

Note This field is only enabled when you do not select Default From Own Bank.

Short Tolerance %

Enter a tolerance percent. For example, if you enter 1%, any payment that brings the total payment to 99% or more of the fully allocated invoice amount is considered a payment of that invoice. If both the percent and the amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Short Tolerance Amount

Enter a tolerance amount. For example, if the tolerance amount is 50 and the invoice amount is 5000, any payment between 4950 and 5000 is considered a payment on that invoice. If both the percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Over Tolerance %

Enter a tolerance percent. For example, if you enter 1%, any payment that brings the total payment to 101% or less of the fully allocated invoice amount is considered a payment of that invoice. If both the percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Over Tolerance Amount

Enter a tolerance amount. For example, if the tolerance amount is 50 and the invoice amount is 5000, any payment between 5000 and 5050 is considered a payment on that invoice. If both the percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

SAF

Specify SAF concept codes and SAF codes.

Tax

Tax values default to documents created for the customer and can be modified during transaction processing.

Taxable Customer

The default for this setting comes from the Taxable field setting in Global Tax Management Control.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

GT Trans Type

If your business is required to support China Golden Tax, specify the default type used for creating Golden Tax invoices for this customer:

- *Special* invoices are for general taxpayers selling goods or providing taxable services.

- *Ordinary* invoices are for small-scale taxpayers.

You can change the default value when you create the order in **Sales Orders** or **Customer Scheduled Orders**.

Domain Settings

View and update domain settings for the customer. Select a domain from the grid and click Details to open Customer Domain Settings on page 854. When customer domain settings are set up, the grid displays a read-only checkbox that indicates domain setting data is complete for the customer.

Attributes

The system displays default values set up in **Attribute Definitions**. You can update the Value field only if the Allow Modification option is selected in the Attribute Category Link panel of the definition.

Notes

Enter notes for any additional details.

Reminder

This panel displays details of the reminder address to which AR reminders are sent. It may be defined in Business Entities. By default, all fields are read only. To set up a reminder address from Customers, select the Create Reminder Address field. All fields become updateable, including the Contacts grid.

MDM Distribution

Configuration

Click the **Configure** button to populate the grid with records from the MDM setup.

Shared Set

This field will display the shared set.

Domains

This field will display the domain.

Target Customer Code

Specify the target customer code that you want to use.

Note You cannot add or delete rows in this panel.

You can use the **Configure** button to then save the parent record.

Banking

Use the Banking panel grid to set up the accounts and payment formats for this customer. The details you enter here are automatically retrieved for customer payments and selections.

Click New to insert a new row to add banking information for this customer.

Entity

This field indicates the entity to which your own bank account is linked.

Default

Indicate if this is the default bank account number for the customer. You can set up multiple accounts for each customer, with one default account.

Bank Account Format

Choose the validation method to be used for the customer bank account number from those defined in Bank Account Formats. When you select a bank number format, the system creates one or more child rows in which you define the individual segments to be validated. Click the > symbol next to the row to see the child rows.

You can also type the number directly in the Bank Account Number field if you want.

Customer Bank Number

Specify the customer’s bank account number directly in this field or enter the validated segments in the Value fields of the child rows. The number you enter in the child field is automatically copied to the parent row when you click away from the child row.

If you modify a customer bank number that is already used in invoices and payments, the referenced invoices and payments are updated with the new customer bank number.

Own Bank Number

Specify your own bank account number, which is the account number for the entity in which you are currently working. You can retrieve only bank accounts to which payment formats have been linked using Bank Payment Format Link. If multiple formats are linked to one bank account, each displays in the lookup results as a separate row. This ensures that you can select the correct format for different types of payments from this customer.

Payment Format

Displays the payment format linked to your bank account.

Payment Instrument

This field displays the payment instrument linked to the payment format.

SWIFT Code

If the bank supports SWIFT (the Society for Worldwide Interbank Financial Telecommunication), specify the SWIFT code.

Active

Indicate if this is an active record.

Business Relation

This field displays the business relation linked to the customer.

Branch

Enter the branch code for the bank, if necessary. Many banking systems use branch codes as identification codes in transactions.

Currency

Specify the currency of the account. This field is used for information purposes only, and helps you identify the currency associated with each bank account.

Bank GL Account

This field displays the account code of the bank account linked to the own bank account and payment format combination.

Referenced

This read-only field indicates that the account is already referenced within the system. For example, when the account is used in a payment instrument process, this field is automatically selected.

Credit Limit

Use the Credit Limit panel to apply credit limits to customers.

Apply Fixed Ceiling

When selected, you can enter a currency amount—in the customer's default currency—in the Fixed Credit Limit field. This represents the maximum open balance over all entities that use the customer shared set.

Fixed Credit Limit

When Apply Fixed Ceiling is selected, specify the currency amount that determines the maximum credit extended to this customer.

This credit limit is stored at the shared set, and not entity level.

Apply % of Turnover

When selected, you can enter a percentage in the Percentage of Turnover field.

Turnover is the total sales over the 12 months preceding the current month over all the entities in the customer shared set.

Percentage of Turnover

When Apply % of Turnover is selected, specify a percentage value. The system applies this percentage to the last year turnover and displays

the result in the Credit on Turnover field. The amount is recalculated when you change the percentage.

Maximum Days Overdue

When selected, you can enter a value in the Maximum Number of Days field.

Maximum Number of Days

When Maximum Days Overdue is selected, specify the number of days that any invoice for this customer can be overdue before the system disallows any further credit. During credit checking, the system looks for any invoice that is overdue more than this number of days. If such an invoice is found, additional credit is refused, regardless of the size of the invoice.

Credit Hold on Overrun

Select this field and the system puts the customer on credit hold if any of the credit limits are violated when new orders for this customer are created.

Credit Hold

Select this field to put this customer on credit hold. All future orders for this customer are placed on hold, regardless of the outcome of credit checks. Additionally, any existing open orders for the customer are placed on hold.

The system displays a warning when you create or modify any AR transactions or any orders for a customer on hold.

Leave this field cleared to perform credit checks for the customer according to the parameters set in Customer Credit Limits. If the Hold Orders over Limit field is selected in Sales Order Control, orders that cause the customer to exceed the credit limit are placed on hold. If Hold Orders over Limit is blank in Sales Order Control, only a warning is displayed for orders that cause the customer to exceed the credit limit.

Credit Agency Reference

If relevant, enter the credit agency reference number assigned to this customer. This field is for reference only. It displays on the Customer Activity Dashboard to help you investigate customer credit issues.

If your company does not use reference numbers as tracking identifiers, record any other company identifier you use for credit investigations.

One common credit agency is Dun & Bradstreet, a provider of business-to-business credit and business-related information for both publicly and privately held companies. The D&B number is a distinctive

nine-digit number used as an identifier in electronic data interchange (EDI) and global electronic commerce transactions.

Customers doing business with your company using EDI can submit their D&B number as part of the registration and transaction processes. This number eliminates errors in electronic transactions and serves as a consistent trading partner identifier in business transactions.

Credit Rating

Enter an optional code rating the customer's creditworthiness. Set up codes in Customer Credit Ratings.

Credit rating is for reference only. It can help you evaluate customer credit issues.

Reset Reminder Count

Click to reset the reminder level for all invoices for this customer. The reminder level on the invoice indicates the level of reminder letter that is sent to the customer when the invoice is overdue.

Credit on Turnover

Displays the turnover limit amount, which is calculated by applying the percentage specified to the turnover amount.

Credit Check

Include Sales Orders

Select to include the balance of open orders in the system.

Include Open Items

Select to include the balance of unpaid invoices.

Balance of Open Items

The current balance of open items is calculated and displayed in this field.

Include Drafts

Select to include the balance of drafts in the system.

Balance of Drafts

The current balance of drafts is calculated and displayed in this field.

Calculate Before Order Entry

Select to perform the credit check before a new order is entered.

Calculate Before Invoice Entry

Select to perform the credit check before a new customer invoice is entered.

Calculate After Order Entry

Select to perform the credit check after a new customer invoice is entered.

Calculate After Invoice Entry

Select to perform the credit check when saving a new or modified invoice and include the new invoice amount in the total.

Overrule Allowed

Specify whether to allow users to enter transactions for a customer when the customer's credit limit is exceeded. Use this field to specify for order entry.

Overrule Allowed

Specify whether to allow users to enter transactions for a customer when the customer's credit limit is exceeded. Use this field to specify for customer invoice entry.

Warning Ceiling %

Select to generate a warning message when the specified percentage of the credit limit has been reached.

Include Deductions

The Include Deductions field is editable when Include Open Items is selected. The Include Deductions field enables you to specify whether to include or exclude deductions from the credit limit check. You can filter out all deduction invoices from open items on the credit limit check by clearing this field. Include Deductions is enabled and selected by default when Include Open Item is selected. Otherwise, the field is disabled and cleared.

High Credit

This field displays the highest amount of credit you have ever extended to this customer. This is the largest AR balance they have had open at one time.

This field is calculated and updated by various programs that create AR transactions, including Invoice Post and Print, Open Item Adjustment, Bank Entry, Customer Payment, Customer Opening Balance, and Customer Invoice. It helps determine customer creditworthiness.

High Credit Date

This field displays the date the highest credit amount was extended to this customer.

Last Credit Review

Enter the date when the customer's credit status was last reviewed.

Last Sale Date

The system displays the date an invoice was last posted for this customer. This date is updated by Invoice Post and Print.

Last Credit Update

Enter the date when the customer’s credit status was last updated.

Last Payment Date

The system automatically updates this date when transactions are posted in Banking Entry, Petty Cash, and Customer Payments.

Customer Types

Customer Type

Specify the customer type code. For example, you might classify customers as type RET for retail customers and WHSL for wholesalers. You can use customer type to select groups of customers for reporting purposes, such as for sales analysis reports.

Description

Specify the customer type description. For example, if Customer Type is "OEM," the description could be "Original Equipment Manufacturer."

Active

Specify whether the customer type is active in the system.

Customer Ship-To's

You can manage customer ship-to records in several ways:

- Create an entirely new ship-to and specify the address, tax, and contact details in this function. To do this, clear all the link-to-address fields, and enter a code in the Ship-To Code field (or leave blank for a system-generated number). The new address is created as a ship-to address type for the customer's business relation. Multiple ship-tos for the same customer can share the same address.
- Indicate that another customer -- of the same or different business relation -- is the ship-to address of a specified customer; in this case, the same code and address information is used. A customer can be the ship-to address of only one other customer, and the address used is the headoffice address
- Indicate that a customer's end user is also a ship-to address. In this case also, the same code and address information is used.
- Specify a new ship-to code and associate it with an existing address with the ship-to type defined for a customer's business relation. In this case, the existing address is shared by multiple codes; if you change the address, it is changed for all codes referencing it.

Main

Customer

Enter the code that identifies the customer for this ship-to record.

Ship To

If you are not linking to another customer or to an end user, specify a new code. This code is automatically created with an address type of ship-to. If you leave Ship-To Code blank, the system automatically generates a number for the record based on the sequence defined in Customer Autonumber Create.

Active

This option indicates whether this ship-to address is available to be referenced on other records, such as end users. When Active is cleared, for example, you cannot use the customer ship-to in End Users.

Active is selected by default on new customer ship-to records.

Ship-To Name

Enter the ship-to name. The default is the business relation name for the customer to which the ship-to is linked. This field is optional.

Click the Search Address button to look up Ship To addresses. Fields in the Address panel are automatically populated based on your selection.

Address

Read-only fields populated from your Search Address selection:

Name

The full name of the address.

Search Name

An alternate name for finding this address.

Address

The address details (up to three lines of information).

Postal Code

The postal code (or zip code) associated with the address.

State

The state where the customer is located.

County

The county where the customer is located.

Country

The country where the customer is located.

Business Relation

The customer’s business relation.

Address Type

The customer’s address type.

Temporary

If the type of the address is ship-to or dock, this field indicates if the address is temporary. (This field is for reference and can be useful for sorting or filtering records.)

Format

Indicates where the postal codes display on the printed address. Values include:

- After: postal code prints after the city and state.
- Before: postal code prints before the city and state.

Language

The valid code identifying the language used by the address. The customer ship-to language defaults to sales documents, such as quotes, sales orders, invoices, and service return material authorizations.

Telephone

The phone number for calling this address.

Fax

The fax or telex number to use when sending documents to this address.

E-Mail

The email address associated with this address.

Internet

The Web site associated with this address.

Tax

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used. Note: a taxable status does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

Tax ID prints on tax reports and other selected documents, such as orders and invoices, where it is legally required.

If Tax Report is selected on the General tab, the Federal tax ID must be unique; otherwise, related business relations can share an ID.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number. If the country specified for the address is an EU member, the ID is validated based on the tax format associated with the country.

Note You can use non-intrusive customization to implement validation for the state tax ID to ensure it meets the requirements of your local tax authority. This validation is then applied when you enter state tax IDs in this field, or in the State Tax fields on the Customer and Supplier records.

Miscellaneous Tax 1

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Tax Included

Indicate if line item prices for this address normally include tax. The value of Tax Included defaults to the header of the transactions created for this address.

If not selected, tax is calculated and added to line item prices.

If selected, the prices include tax. During line item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax.

Tax in City

Determines whether the address is in the city limits for taxation purposes. This setting is used only with the Sales and Use Tax Interface for US and Canadian tax processing.

Tax Zone

Enter the tax zone for this address as previously defined in Tax Zones. A value is required. The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

If a default is not found, the tax zone specified in Taxation Control is displayed. This normally indicates an error condition, and a warning is displayed when this zone defaults.

The system uses tax zones to help identify the tax environment for transactions involving this address.

Tax Class

Enter a tax class, as previously defined in Tax Classes. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

End Users

With **End Users**, you can specify customer end users that you can then reference for sales and service purposes.

Main

Customer

Specify a customer code. Once you do so, use the Use Existing Address button to select from addresses that exist for the customer.

Link To Customer

Select to have the end user be the same as the customer. The end user code will be the same as the customer code.

End User

Enter a code for the end user. The recommendation is to have the end user code be based on the customer code. For example, if the customer code is 10-100, an end user code could be 10-100A.

End User Name

Enter a name for the end user.

Address

Enter address details for the end user.

Tax

Taxable Address

Specify whether the address is used for tax purposes.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax ID

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Blocked Transactions

You may want to restrict which activity can be initiated in the system for active customers. For example:

- You might want to create sales orders for some customers but not calls or contracts in the Service app.
- You might need to block a customer who has credit problems.
- You might need to block a supplier who is delivering late or has quality problems.

With **Blocked Transactions**, the system can block new transactions from being created for a customer or a supplier.

You can add blocked codes or modify them. You can also delete them provided they have not been assigned to a customer or supplier.

Choose transactions to block from the predefined set loaded with the system.

After defining blocked codes, you can then associate them with customers and suppliers.

When a customer has been assigned a blocked code, all end users of that customer in service and support management are automatically blocked from the same transactions.

Main

Blocked Code

Specify a code to identify a set of blocked transactions that can be assigned to a selected customer or supplier.

Description

Enter a brief description of the blocked transaction code.

Blocked Transactions

Selected

Specifies whether the blocked transaction is active for the specified customers and suppliers.

Transaction Code

Indicates the code for the transaction to be blocked. For example, SO001 is for blocking sales orders.

Description

A description of the transaction code.

Customers

Customer

Specifies the customer code to which the selected blocked transactions apply.

Name

Specifies the customer name.

Suppliers

Suppliers

Specifies the supplier code to which the selected blocked transactions apply.

Name

Specifies the supplier name.

Credit Terms

Credit terms are used to calculate invoice due dates and to apply settlement discounts on early payments. Use credit terms also to define staged payments, which allow multiple payments to be made in stages based on invoice percentages. Credit terms are linked to customers and suppliers, and default when an invoice is created. You can modify these defaults on the invoice.

Two types of credit terms can be defined:

- Normal, for specifying the due date and any settlement discount that may be given for early payment.
- Staged, indicating that multiple payments are made in stages based on invoice percentages.

One credit terms code can contain a combination of types. For example, a long-term construction contract may specify a series of staged payments, with discounts for early payment to be applied to each stage. You can create a credit terms code that defines the stages and the discounts within one structure.

When you create a staged credit terms code, the codes that apply to each stage must be of type Normal.

Aging analysis functions take into account the individual amounts and due dates, and show each amount in a separate due column. Payment selection functions also account for the individual amounts and due dates, and select for payment only the part that is actually due.

When staged terms apply to the invoice, the Staged button is enabled in the Supplier Invoice activity.

Main

Credit Term

Specify a code (maximum of eight characters) that identifies this credit term. You cannot modify existing credit term codes.

Active

Indicate if this is an active record.

Description

Enter a brief description (maximum 40 characters) of the credit term. This field is mandatory; the description cannot be blank.

Payment Type

Select the type of payment: Normal, Scheduled, or Staged.

The payment type determines which tabs can be used to configure the credit terms code. Normal and Discount are used with normal payment types; Staged is used with the Staged payment type. When you select

the Scheduled payment type, the tabs are disabled and the Billing Schedule Code field becomes mandatory.

Billing Schedule

This field is only active when the Payment Type field is set to Scheduled, and it is then also mandatory. Enter a billing schedule code or use the lookup to select a code for use in due date calculations. The billing schedule code you enter must already exist and needs to be valid for payment type Scheduled.

Normal

Period Type

Choose the period type from the drop-down list that is used as the base for due date calculation. Calculations can be based on days, weeks, fortnights, months.

Number of Periods

Indicate the number of periods to take into account when calculating the due date.

Supplementary Days

Specify the number of days that should be added to the normal calculation date. This value applies only when you select the period type Month.

Minimum Due Days

Specify the minimum number of days in which the payment must be made. This prevents creating invoices with unreasonable due dates. If an invoice is created near the end of the month and a due date is set for the end of the month, it is not reasonable to expect it to be paid. If the number of days between the invoice creation date and the end of month is less than the minimum number of due days, the payment due date is moved to the next period.

Base Date / Fixed Due Date

Specify a base date to be used as the start date for the due date calculation, instead of the invoice creation date. Do this in situations where goods are shipped in advance of a negotiated invoice date but payment is made relative to the invoice date.

The system uses the later of the invoice date and base date as the starting point for the due date calculation and the earlier of the base date and invoice date as the starting point for the early payment discount date calculation.

When creating credit terms with a fixed due date, specify the due date.

Base Days

Specify the number of calendar days by which the due date and early payment discount date are extended. When the system calculates due or discount dates, it appends Base Days to the calculated date.

Grace Days

Specify the number of days to be added to the financial due date of an invoice, after which interest charges are calculated.

Terms Interest %

Specify a percentage to be used to calculate an amount to be added to the item list price. This percentage is based on the number of days to pay that are defined in the credit terms. When terms interest is used, it accrues the estimated inflation increase in sales and purchases.

Terms interest is typically used in hyperinflation environments to calculate an advance estimate of the currency gain/loss in the hyperinflationary currency.

Daily Overdue Interest %

Specify an interest percentage to be charged per day for overdue payments. This option is used in specific accounting environments only, and is used in EDI Advanced Banking.

Discount

The Discount panel defines the data that determines settlement discounts on early payments for Normal credit terms.

Discount %

Specify a discount percentage to be applied for prompt payments with this credit terms code. The default percentage is zero, and you must specify the actual discount percentage in this field, and not the payment percentage. For example, to apply a discount of 2% on settlement of the payment, you enter 2 as the value, and not 98.

Period Type

Choose the period type from the drop-down list: days, weeks, fortnights, months.

Number of Periods

Enter the number of periods to take into account when calculating the due date.

Supplementary Days

Specify the number of days that should be added to the normal calculation date. This value applies only when you select the period type Month.

Customer Domain Settings

Main

Salesperson 1

Enter a code to identify a salesperson.

Salesperson 2

Enter a code to identify a salesperson.

Salesperson 3

Enter a code to identify a salesperson.

Salesperson 4

Enter a code to identify a salesperson.

Ship Via

Enter a code identifying the carrier normally used for shipments to this customer.

Remarks

Enter brief remarks (up to 40 characters).

Type

Enter a code (maximum four characters) that identifies a customer type.

Region

Enter the region to be used for sales analysis reporting.

Currency

Enter an ISO standard code identifying a currency.

Site

This is the default ship-from site for this customer.

Language

Enter a code (maximum two characters) that identifies a language.

Partial OK

Determines how the system typically processes partial shipments to this customer.

No: The customer does not accept partial shipment. Sales Order Packing List verifies that all line items are allocated and can be

completely shipped. If they are not, a packing list does not print for this order.

Yes: A packing list prints and shipments are made when the entire order quantity is not available. The remainder of the order stays in the system as backordered until it can be shipped.

Note: The Partial OK setting is effective only if you use packing lists to control shipping. While it prevents the packing list from printing, it does not prevent you from shipping.

Discount Table

Enter a default discount table for use with scheduled orders for this customer. This discount table must be created using the functions in Customer Schedule Price Lists

Note: Most sales activities use the price lists and analysis codes defined in Customer Schedule Price Lists. Supplier activities use the price lists defined with the Supplier Pricing Menu. If this customer does not use scheduled orders, this field has no effect on pricing.

Fixed Price

Indicates whether prices negotiated with the customer are fixed. Prices not fixed are subject to batch updates based on changes in price lists.

Daybook Set

Specify the daybook set typically associated with this customer.

Class

Enter the class code that indicates the customer priority. When you cannot fill all orders, items can be allocated by customer class.

SIC

Enter the standard industrial classification (SIC) code associated with this customer. These codes are widely accepted classifications for categorizing companies into industry groupings. This reference-only field displays on selected reports and inquiries.

Invoice by Authorization

Indicate how invoice totals should be calculated and displayed.

No: Invoice totals are calculated by line. This is the typical method for calculating totals, unless the customer is using AR Self Billing.

Yes: Invoice totals are calculated by authorization number. The printed invoice includes the price and amount for each authorization line as well as the total for all authorization lines. The extended price for each invoice line item is not displayed.

RSS Calendar Option

Specify which calendar to use when the system generates required ship schedule (RSS) for customer scheduled orders.

Non-Sales Order Price List

Cust Item Required

Time Zone

Resale

Tax

Taxable Customer

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Miscellaneous Tax 1

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 2

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 3

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Credit

Discount %

Enter a discount value if the customer normally receives a total order discount in addition to pricing discounts. If the customer qualifies for a volume discount higher than this, the system uses the volume discount.

PO Required

Specifies whether a purchase order is required.

Credit Terms

Enter the credit terms code. Credit terms codes identify specific types of payment terms.

Bill To

The customer paying the invoice.

Last Sale

Consolidate Invoices

Freight

Freight List

Enter a freight list code identifying a set of shipping rates normally used for this customer.

Freight Terms

Enter a code identifying how freight charges are typically calculated for this customer.

Freight Minimum Weight

Enter the minimum weight to use with bulk freight lists for this customer. Shipments that weigh less than this amount are charged based on minimum weight, not the actual shipment weight.

Enterprise Material Transfer

EMT Type

Determines the default EMT type, either transshipment or direct shipment, or instructs the system to use standard, non-EMT processing.

Customer Shipping LT

Enter the customer's shipping lead time. This is the average number of days needed to get the items to the customer on time. This value is added to the purchase lead time for the item, and the total subtracted from the end customer's required date. The result is the due date used on the EMT purchase order.

Confirmed EMT SO

Indicate whether imported EDI messages with PO data create confirmed or unconfirmed sales orders at the SBU. Enter Yes to specify that a confirmed secondary SO be created. Enter No to specify that unconfirmed SOs be created. This field does not affect processing at the PBU.

EMT Credit Flow

Indicate whether to have EDI transmit the credit status of the order so that credit-held primary sales orders result in credit-held secondary sales orders.

Attribute Detail

Enter customer domain attribute details here.

Docks

Enter dock information. Docks are locations where staff load the boxes onto trucks. The loading dock includes various components, including platforms where goods are stacked, ramps for truck loading, and so on.

Self-Billing

Enter self-billing information if the customer is a self-billing customer.

Self-Billing Customer

Specify whether the customer is a self-billing customer. This field is available only when Self-Billing is enabled. When this field is selected, the other fields on this panel are displayed. In addition, in Sales Orders and Customer Scheduled Orders, the Self-Billing field is available and selected by default.

Self-Bill Accounts

AR Accrual Account

Specify a GL account, sub-account, and cost center used as the balance account for posting the self-billing accrual and reversal. This information is retrieved into the sales order header (discrete sales order or customer scheduled order) and order lines.

Sales Accrual Account

Specify a GL account, sub-account, and cost center for the specified self-billing customer. The account must be a valid, active account of

type Standard. The accrual is created when shipments are confirmed and reversed when self-billing invoices are posted. This sales accrual account is only used when there is no item master record for the item on the self-bill; for example, a memo item. For items with an item master record, the sales accrual account is always taken from Product Lines.

Miscellaneous Charges Account

Specify a GL account, sub-account, and cost center used for non-sales self-billing invoice lines such as a self-billing invoice for container/line charges or other miscellaneous postings. It is used for GL-type invoice lines only.

Self-Bill Settings

Matching Method

Specify a matching method for this customer. Choose from:

- 01 – Shipment Reference and RAN
- 02 – RAN
- 03 – Shipment Reference
- 04 – FIFO By Customer Part

You can modify the matching method as long as all existing transactions for the customer have the same status: either matched or unmatched.

Matching Address

For the customers who use sold-to address, bill-to address, or another address instead of the ship-to address, specify an address in this field to be used for matching shippers with self-billing invoices for the customer.

Ship Date Threshold

Specify the threshold date. The shipments before the specified date are excluded from invoice posting and matching.

Shipper Prefix List

Enter the prefix of the shippers that you want to exclude from invoice posting and matching. To enter multiple prefixes, separate them with commas.

Shipper Exclusion List

Enter the shipper number that you want to exclude from invoice posting and matching. To enter multiple shippers, separate them with commas. You can also use Self-Bill Excluded Shipments to add specific shippers to the exclusive list.

Tolerance Rate

Specify an allowed percentage for the discrepancy between the shipper lines and the self-billing invoice lines. If a tolerance amount limit is also defined, a perfect match must meet both the tolerance rate and the amount limit.

Tolerance Amount Limit

Specify an allowed amount for the discrepancy between the shipper lines and the self-billing invoice lines. If a tolerance rate is also defined, a perfect match must meet both the tolerance rate and the amount limit.

Enable Block Line

Specify whether to avoid posting the invoice lines that have no shipment found. If this field is selected, the blocked invoices cannot be posted until they are unblocked.

The customer may send self-bill invoices for shippers before you migrate them to the self-bill process or for the shippers that you have already invoiced. To skip these shippers, you can use the shipper exclusion functionality.

Document Credit Terms Update

Filter

New Credit Term

Select the new credit term that you want to apply to the selected documentation from the look-up.

Document Type

Specify the type of document that you want to update. This is a mandatory field.

Document ID

Specify the document ID of the document that you want to update. You can specify a single document or a range of documents.

Update

Select an option from the drop-down list. The options include:

- No

  This is the default option. When you run the report with the Update field set to No, the report runs in Simulation mode and will not update the credit terms in the specified document.

- Yes

  When you run the report with the Update field set to Yes, the credit terms for the specified documents will be updated and the generated report will display the updated information.

Suppliers

Use **Suppliers** to set up codes representing the companies you purchase goods and services from. Suppliers are used in purchasing, accounts payable, and other functions.

Supplier addresses, like customer addresses, determine default field values and affect how supplier transactions are processed in the system.

Remit-to addresses are used when payments created in accounts payable must be sent to an address other than the supplier address. Each supplier can have only one remit-to address. Remit-to addresses are defined in the business relation with an address type of remittance.

Before setting up suppliers, you must first define payment formats, payment groups, bank account numbers, and supplier types.

Master Data Management

If your environment is using QAD Master Data Management (MDM) to control supplier master records, you can create and update supplier records for domains that participate in MDM governance only if you are working in the MDM domain specified in **Base Control**. Supplier records in other MDM-governed domains are read-only. With MDM, master records are centrally controlled through the MDM domain. After completing a review/approval process, new and updated records are distributed to other MDM-governed domains based on setup data. See Master Data Management (MDM) Overview on page 937 for more information.

When you are in the MDM domain, the left-hand column of the **Suppliers** browse view includes icons to identify the status of each customer record in the MDM process. That column does not appear in other domains.

Under some circumstances when MDM is enabled, the Action menu includes a Change Supplier action, which lets you update the supplier and business relation name for a new supplier record in Draft status.

Note MDM also includes an alternate version of the **Suppliers** hybrid browse labeled **MDM Suppliers** that includes a difference in browse filtering. **MDM Suppliers** includes all records—including those in Draft status—in the browse, while **Suppliers** excludes Draft records. Depending on your role, you might see this version when you run **Suppliers**. There are no differences in functionality.

Main

Supplier

Specify a code that identifies a supplier. If the code you specify matches an existing supplier code, a warning message displays. You can choose to ignore the warning, and create the record. However,

when a supplier and customer share the same code, they must reference the same business relation.

If you leave this field blank, the system automatically generates a code.

Active

Indicate if this supplier is active. If inactive, transactions can be blocked for this supplier.

Business Relation

Choose a business relation code to associate with this supplier. Address and contact details default from the head office address type of the business relation; you cannot modify the details here. After you have created a supplier, you cannot modify the associated business relation.

New / Active

Indicates whether the business relation is active.

Credit Agency Reference

If relevant, enter the credit agency reference number assigned to this supplier. This field is for reference only. It displays on the Supplier Performance Report to help you investigate customer credit issues.

If your company does not use reference numbers as tracking identifiers, record any other identifier you use for credit investigations.

One common credit agency is Dun & Bradstreet, a provider of business-to-business credit and business-related information for both publicly and privately held companies. The D&B number is a distinctive nine-digit number used as an identifier in electronic data interchange (EDI) and global electronic commerce transactions.

Suppliers doing business with your company using EDI can submit their D&B number as part of the registration and transaction processes. This number eliminates errors in electronic transactions and serves as a consistent trading partner.

Chamber of Commerce Number

Enter an optional registration number assigned to this address code—typically, the Chamber of Commerce registration number.

This field is for reference only, and appears on various reports and inquiries.

External Customer Number

Enter an optional registration number assigned to this address code—typically, the Chamber of Commerce registration number.

This field is for reference only, and appears on various reports and inquiries.

Currency

Specify the default currency code for this supplier. Currency defaults from the domain base currency.

Supplier Type

Enter an optional code classifying suppliers by type. For example, you might classify suppliers as type RAW for raw material suppliers and SUB for subcontractors.

You can use supplier type to select groups of suppliers for reporting, in particular for supplier and accounts payable reports.

If you are in the US and submit 1099 tax reports, you can select suppliers by type. You can also define purchasing accounts by product line, site, and supplier type.

Purchase Type

Specify a code for grouping supplier invoices for reporting, letting you track your cash expenditures for different types of expenses. For example, use EX for miscellaneous expenses and PO for purchases of raw materials or components.

This field is optional when Tax Report is selected, indicating that you are submitting 1099 tax forms in the United States.

TID Notice

Optionally, enter the number of times the US Internal Revenue Service has notified you that this supplier’s tax ID number is invalid.

Address

Enter address details for the supplier.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

EORI Number

Optionally, enter the EORI number (Economic Operators Registration and Identification) associated with this supplier. The EORI is a unique identification number assigned by a customs authority to an economic operator doing business with a company in an EU member nation.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting.

In the United States, the IRS requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Select: This is the payer address to appear on 1099-MISC reports.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

Accounting Profile

Control GL (Invoice)

Specify a valid, active GL profile of type Supplier Account that identifies the accounts payable control account for invoices.

Control GL (Credit Note)

Specify a valid, active GL profile of type Supplier Account that identifies the accounts payable control GL account for credit notes.

Control GL (Pre-payment)

Specify a valid, active GL profile of type Supplier Account used to determine the accounts payable GL control account for prepayments.

All functions that create prepayments use the GL account linked to this profile, including Banking Entry, Open Item Adjustment, Customer Payment Create, Supplier Payment Create, and Supplier Payment Selection

Purchases Account GL Profile

Specify valid, active GL profile of type Purchases Account used to determine the account for purchases.

When a purchase order is created for this supplier for a non-inventory item, the default account used is determined by the Purchases Account Profile value, the default cost center defined for this account, and the sub-account found in the Sub-Account Profile.

Sub Account

Optionally specify a default sub-account profile. If the account specified by the Purchases GL Profile of the supplier requires a sub-account, the value used is either:

- The sub-account found in this profile, if specified.
- The default sub-account associated with the GL control account

Payment

Credit Terms

Specify the default credit terms for this supplier.

Invoice Status

Specify the default invoice status for invoices for this supplier.

Generally, you specify a status that indicates invoices are uncontested. A contested invoice is typically a special condition.

Split Base/Tax Payment

Select this field to split the Taxable Base Amount and Tax Amount for the invoices created for the supplier into different bank accounts.

Additionally, two bank lines need to be set up, one which will be a bank account and the other which is also a bank type of account but with the Regulated Account flag set to Yes.

Payment Group

Specify a payment group in which you want to include this supplier.

Send Remittance

Select this field to indicate which suppliers you want to send remittances to. You can then print the remittance using Supplier Remittances after you have run the supplier payment selection. This report is addressed to the Remittance address defined for the supplier’s business relation.

SAF

Specify SAF concept codes and SAF codes.

Tax

Tax values default to documents created for the supplier and can be modified during transaction processing.

Taxable Supplier

The default for this setting comes from the Taxable field setting in Global Tax Management Control.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Report

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Domain Settings

View and update domain settings for the supplier. Select a domain from the grid and click Details to open Supplier Domain Settings on page 891. When supplier domain settings are set up, the grid displays a read-only checkbox that indicates domain setting data is complete for the supplier.

Notes

Enter notes for any additional details.

Remittance

This panel displays details of the remittance address to which supplier payments are sent. It may be defined in Business Entities. By default, all fields are read only. To set up a remittance address from Suppliers, select the Create Remittance Address field. All fields become updateable, including the Contacts grid.

Withholding Tax

Use the Withholding Tax panel to indicate the suppliers for which withholding tax applies, and specify withholding tax data for the supplier. You can only enable withholding tax for suppliers that belong to a domain for which withholding tax is enabled.

Withholding Tax

Select the field if withholding tax applies for the supplier. The field is cleared by default.

Tax ID/Fiscal Code

Specify the supplier's tax ID or fiscal code, which the system uses to determine withholding tax. In Italy, the fiscal code is issued by the tax authorities and identifies individuals who reside in Italy and are subject to Italian tax regulations. If the Tax Validation field is selected for the current domain, the system validates the fiscal code when you click Save or Save and Create. The fiscal code is validated using an algorithm designed for Italy.

Foreign Fiscal Code

If the supplier has a fiscal tax code from another country, specify that tax code here.

Birth Date

If the supplier is an individual, specify the supplier's date of birth. This field is optional.

Birth City

If the supplier is an individual, specify the supplier's city of birth. This field is optional.

Certificate Format

Use the lookup to specify a withholding tax certificate format for the supplier. This field is optional.

Default Tax Grid

Use the grid to specify default withholding tax codes for each domain that uses the shared set to which the supplier belongs and for which withholding tax is enabled.

Change Status

This field displays only when QAD Master Data Management is in use. It indicates the status of a change request associated with grid line.

Tax Code

Specify the default withholding tax code that applies for this supplier. You can use the lookup to select from tax codes belonging to tax types designated for use in withholding tax calculations.

This field is mandatory for suppliers that are subject to withholding tax.

Domain

Specify the domain in which the tax code applies. At a minimum, you must specify a tax code linked to the current domain.

When you click Save or Save and Create, the system validates that the withholding tax codes entered in the grid are valid for the associated domains and are linked to tax types designated for use with withholding tax, and that at least a single row exists in the grid, linked to the current domain.

Banking

Use the Banking panel grid to set up the accounts and payment formats for this supplier. The details you enter here are automatically retrieved for supplier payments and selections.

Click New to insert a new row to add banking information for this supplier.

Entity

This field indicates the entity to which your own bank account is linked.

Default

Indicate if this is the default bank account number for the supplier. You can set up multiple accounts for each supplier, with one default account.

Bank Account Format

Choose the validation method to be used for the supplier bank account number from those defined in Bank Account Formats. When you select a bank number format, the system creates one or more child rows in which you define the individual segments to be validated. Click the > symbol next to the row to see the child rows.

You can also type the number directly in the Bank Account Number field if you want.

Supplier Bank Number

Specify the supplier’s bank account number directly in this field or enter the validated segments in the Value fields of the child rows. The

number you enter in the child field is automatically copied to the parent row when you click away from the child row.

If you modify a supplier bank number that is already used in invoices and payments, the referenced invoices and payments are updated with the new supplier bank number.

Own Bank Number

Specify your own bank account number, which is the account number for the entity in which you are currently working. You can retrieve only bank accounts to which payment formats have been linked using Bank Payment Format Link. If multiple formats are linked to one bank account, each displays in the lookup results as a separate row. This ensures that you can select the correct format for different types of payments from this supplier.

Payment Format

Displays the payment format linked to your bank account.

Payment Instrument

This field displays the payment instrument linked to the payment format.

SWIFT Code

If the bank supports SWIFT (the Society for Worldwide Interbank Financial Telecommunication), specify the SWIFT code.

Active

Indicate if this is an active record.

Business Relation

This field displays the business relation linked to the supplier. This field is mandatory if you are setting up AP Bank Charges.

Branch

Enter the branch code for the bank, if necessary. Many banking systems use branch codes as identification codes in transactions. This field is mandatory if you are setting up AP Bank Charges.

Currency

Specify the currency of the account. This field is used for information purposes only, and helps you identify the currency associated with each bank account.

Bank GL Account

This field displays the account code of the bank account linked to the own bank account and payment format combination.

Referenced

This read-only field indicates that the account is already referenced within the system. For example, when the account is used in a payment instrument process, this field is automatically selected.

Regulated Account

Select this field to create a regulated bank account.

Self-Bill Default

If this customer uses self-billing, select this field to specify a bank account for self-bill payments. If you do not select a bank account, the system uses the default account in the self-billing process.

Payment Status

Use this field to select a payment status for the automatic payment created from the Self-Billing process. The status you select must be already defined for this bank account. If no status is defined for the self-billing automatic customer payment, the system assigns a status of Paid to the automatic payment.

Bank Account Type

Enter a code representing the bank account type. This bank account type code appears in the payment file that is sent to the bank during the AP payment process.

Supplier Types

With Supplier Types, you can create, modify, and delete supplier type codes for grouping suppliers. You can use supplier type to select groups of suppliers for reporting.

Supplier Type

Specify the supplier type code. For example, you might classify suppliers as type EXT for external suppliers and as type INT for internal suppliers.

Description

Specify the supplier type description. For example, if Customer Type is "EXT," the description could be "External Supplier."

Active

Specify whether the supplier type is active in the system.

Supplier Price Lists

Use **Supplier Price Lists** to set up price lists for POs, blanket orders, purchase requisitions, and supplier scheduled orders. A price list defines all the information necessary to price an item.

Important This function creates price lists of type Supplier. To create and update price lists for customer scheduled orders and RMA receipts, use **Customer Schedule Price Lists**.

Main

Price List

Enter a code that identifies a pricing structure that defines specific prices, discounts, and markups at different quantity levels.

Description

Enter a description of the price list.

Product Line

Enter the product line associated with this price structure.

Because each item in the system belongs to a product line, pricing by product line lets you set up price structures for a group of items so that you do not have to enter them individually.

Item

Select the item for this price list.

If selected, the Item panel is displayed.

Amount Type

Select Discount %, List Price, Markup %, or Price.

The selected Amount Type displays different fields in the Price List panel.

Currency

Enter the currency of the transactions that are subject to this price list. A price list is used only if the currency of the transaction is the same as the price list currency.

Unit of Measure

Enter the unit of measure associated with this price list structure. This field can be left blank if the pricing applies to any unit of measure. Unit of measure is useful for defining special prices based on the unit of measure of the transaction.

Start Date

Enter the first date to use for this price structure.

Expiration Date

Enter the expiration date to use for this price structure.

Item

This panel is displayed if an Item has been selected.

List Price

The system displays the price for one unit of the item, using the item stocking unit of measure, at the item's default site.

Total This Level GL Cost

The system displays the total GL cost for the item's default site. It includes all cost elements for this level and lower levels.

Total GL Cost

The system displays the default purchase price. It includes this#level costs, excluding any overhead cost elements.

Stock UM

The system displays the stock unit of measure for the item.

Site

The system displays the site code for price calculation.

Price List

Enter price list data as required, depending on the selected Amount Type:

- Discount % — Enter Minimum Quantity, Discount %, and Currency.
- List Price — Enter List Price, Minimum Price, and Maximum Price. You cannot enter a negative value for the List Price.
- Markup % — Enter Minimum Quantity, Markup %, and Currency.
- Price — Enter Minimum Quantity, Price, and Currency.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Copy Action

Choose Actions > *Individual* Copy to quickly create similar price lists in different currencies or with adjusted price amounts.

The Supplier Price Lists Copy action allows you to quickly create new price list structures that are similar to existing ones.

Main

From Price List

Code identifying the source price list being used to obtain the pricing information and currency.

Pricing information and currency rate from the source price list are copied to the target price list for the item number specified.

From Currency

Indicates the currency code of the source price list to be copied to the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

From UM

Indicates the unit of measure used for items in the source price list.

If a unit of measure is specified, only prices for that unit of measure are copied. Can be left blank to copy prices for all units of measure.

From Start Date

Indicates the effective start date of the source price list.

From Expiration Date

Indicates the expiration date of the source price list.

From Product Line

Indicates the product line of the source price list.

From Amount Type

Indicates the type of the source price list: Discount %, List Price, Markup %, or Price.

To Price List

Indicate the code identifying the new price list that results from the copy action.

To Currency

Indicate the currency code of the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

To UM

Indicates the unit of measure used for items in the target price list.

To Start Date

Indicates the effective start date of the source price list.

To Expiration Date

Indicates the expiration date of the source price list.

Currency Conversion Factor

If From Currency and To Currency are not the same, the system displays the factor used to convert from the source to the target currency. If they are the same, the field displays 1.00.

Adjustment %

Specify the adjustment percentage by which prices (Amount Type P) are multiplied, then rounded to the specified number of decimal places. The default is 100%. Discount and markup percentages (Amount Type D and M) are also multiplied by the adjustment percent. If the percentage is greater than 100%, amounts are increased. If the percentage is less than 100%, amounts are decreased.

Options

Clear Supplier Price List

Indicate if supplier prices are cleared before copying in the new prices. No (the default): Prices are added to the existing supplier-item prices. Yes: Existing supplier-item prices are cleared and the new prices are added.

Copy Price List

Select this field to complete the copy action.

Create Supplier Item

Indicate whether the system creates a supplier price list if it does not exist. If this is selected, a new price is created if one does not exist. If this is not selected, a list is not created. If Create Supplier Item is selected and the price exists, the value of Clear Supplier Price List determines if the price is cleared before the copy, or if an end effective date is added to the old price.

Supplier

Enter the supplier for whom you want to update item prices.

The price list copy function can be used to create supplier-item quotes. When Create Supplier Item is selected, you must enter a supplier code. All adjusted prices are calculated and copied into the Supplier Item table as the Quote Cost for that supplier.

When Clear Supplier Price List is not selected, the system adds the quote prices into the existing supplier item table. When it is selected, the system clears the data and then copies in the new prices.

Quote prices are accessed by purchasing, to display the current price quoted by a supplier. Other supplier-item information is also available but must be adjusted manually—Quote Qty and Lead Time.

Clear Price List

Indicate if the target price list should be cleared before copying the new prices.

Not selected (the default): The system adds the prices to the existing target price list.

Selected: The system clears the target price list first and then copies the new prices.

Combine Price List

This field is updated when specifying different source and target price lists.

When the target list contains more items than the source list, the remaining items on the target list remain active unless they cause an overlap with the new price list date range. Existing price lists that overlap will be tagged as expired.

Rounding Options

Specify how target price list amounts are rounded.

- Two decimal places (default): Amounts are rounded up to two decimal places (x.xx). For example, the amount 2.345 is stored as 2.35, while 2.344 is stored as 2.34.
- Nearest whole number: Amounts are rounded up to the nearest whole number (x.00). For example, the amount 2.5 is stored as 3, while 2.4 is stored as 2.
- Nearest ten: Amounts are rounded up to the nearest ten (x0.00).
- Nearest hundred: Amounts are rounded up to the nearest hundred (x00.00).
- Nearest thousand: Amounts are rounded up to the nearest thousand (x000.00).

Note Before the system copies amounts to the target price list, it may adjust price lists by the Adjustment % you specified or convert to another currency using the Currency Conversion Factor you specified.

Customer Schedule Price Lists

Use **Customer Schedule Price Lists** to set up price lists for customer scheduled orders and RMA receipts. A price list defines all the information necessary to price an item.

Important This function creates price lists of type Customer Schedule. To create and update price lists for POs, blanket orders, purchase requisitions, and supplier scheduled orders, use **Supplier Price Lists**.

Main

Price List

Enter a code that identifies a pricing structure that defines specific prices, discounts, and markups at different quantity levels.

Description

Enter a description of the price list.

Product Line

Enter the product line associated with this price structure.

Because each item in the system belongs to a product line, pricing by product line lets you set up price structures for a group of items so that you do not have to enter them individually.

Item

Select the item for this price list.

If selected, the Item panel is displayed.

Amount Type

Select Discount %, List Price, Markup %, or Price.

The selected Amount Type displays different fields in the Price List panel.

Currency

Enter the currency of the transactions that are subject to this price list. A price list is used only if the currency of the transaction is the same as the price list currency.

Unit of Measure

Enter the unit of measure associated with this price list structure. This field can be left blank if the pricing applies to any unit of measure. Unit of measure is useful for defining special prices based on the unit of measure of the transaction.

Start Date

Enter the first date to use for this price structure.

Expiration Date

Enter the expiration date to use for this price structure.

Item

This panel is displayed if an Item has been selected.

List Price

The system displays the price for one unit of the item, using the item stocking unit of measure, at the item's default site.

Total This Level GL Cost

The system displays the total GL cost for the item's default site. It includes all cost elements for this level and lower levels.

Total GL Cost

The system displays the default purchase price. It includes this#level costs, excluding any overhead cost elements.

Stock UM

The system displays the stock unit of measure for the item.

Site

The system displays the site code for price calculation.

Price List

Enter price list data as required, depending on the selected Amount Type:

- Discount % — Enter Minimum Quantity, Discount %, and Currency.
- List Price — Enter List Price, Minimum Price, and Maximum Price.
- Markup % — Enter Minimum Quantity, Markup %, and Currency.
- Price — Enter Minimum Quantity, Price, and Currency.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Copy Action

Choose Actions > *Individual* Copy to quickly create similar price lists in different currencies or with adjusted price amounts.

The Customer Schedule Price Lists Copy action allows you to quickly create new price list structures that are similar to existing ones.

Main

From Price List

Code identifying the source price list being used to obtain the pricing information and currency.

Pricing information and currency rate from the source price list are copied to the target price list for the item number specified.

From Currency

Indicates the currency code of the source price list to be copied to the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

From UM

Indicates the unit of measure used for items in the source price list.

If a unit of measure is specified, only prices for that unit of measure are copied. Can be left blank to copy prices for all units of measure.

From Item

Indicates the item associated with the source price list.

From Start Date

Indicates the effective start date of the source price list.

From Expiration Date

Indicates the expiration date of the source price list.

From Product Line

Indicates the product line of the source price list.

From Amount Type

Indicates the type of the source price list: Discount %, List Price, Markup %, or Price.

To Price List

Indicate the code identifying the new price list that results from the copy action.

To Currency

Indicate the currency code of the target price list. The from and to currency can be the same. If you leave to currency blank, the system supplies the from currency as a default.

To UM

Indicate the unit of measure used for items in the target price list.

To Item

Indicate the item associated with the new price list.

To Start Date

Indicate the effective start date of the source price list.

To Expiration Date

Indicate the expiration date of the source price list.

Currency Conversion Factor

If From Currency and To Currency are not the same, the system displays the factor used to convert from the source to the target currency. If they are the same, the field displays 1.00.

Adjustment %

Specify the adjustment percentage by which prices (Amount Type P) are multiplied, then rounded to the specified number of decimal places. The default is 100%. Discount and markup percentages (Amount Type D and M) are also multiplied by the adjustment percent. If the percentage is greater than 100%, amounts are increased. If the percentage is less than 100%, amounts are decreased.

Options

Copy Price List

Select this field to complete the copy action.

Update Item Price

Indicate if the item base price should be adjusted during this process:

Cleared: Item base prices are not affected.

Selected: The base price defined in **Items** is set to the target price if the source price list has a P (Price) or L (List) amount type, and the target price list currency is the same as the base currency. Each item number on the price list is updated with the first price on the price list.

Some companies maintain all their prices using price lists and then use the Copy action to update base prices whenever prices change.

Clear Price List

Indicate if the target price list should be cleared before copying the new prices.

Not selected (the default): The system adds the prices to the existing target price list.

Selected: The system clears the target price list first and then copies the new prices.

Combine Price List

This field is updated when specifying different source and target price lists.

When the target list contains more items than the source list, the remaining items on the target list remain active unless they cause an overlap with the new price list date range. Existing price lists that overlap will be tagged as expired.

Rounding Options

Specify how target price list amounts are rounded.

- Two decimal places (default): Amounts are rounded up to two decimal places (x.xx). For example, the amount 2.345 is stored as 2.35, while 2.344 is stored as 2.34.
- Nearest whole number: Amounts are rounded up to the nearest whole number (x.00). For example, the amount 2.5 is stored as 3, while 2.4 is stored as 2.
- Nearest ten: Amounts are rounded up to the nearest ten (x0.00).
- Nearest hundred: Amounts are rounded up to the nearest hundred (x00.00).
- Nearest thousand: Amounts are rounded up to the nearest thousand (x000.00).

Note Before the system copies amounts to the target price list, it may adjust price lists by the Adjustment % you specified or convert to another currency using the Currency Conversion Factor you specified.

Supplier Items

Each item you purchase has an item number, used internally for inventory control, planning, and production. Normally, your suppliers do not use the same numbering scheme you do. **Supplier Items** cross-references both their number and the original manufacturer's item number to yours, and keeps track of the quoted price and lead time.

Each supplier-item relationship is identified by an item number, supplier address code, and supplier item. More than one supplier item may be related to any item. This allows you to record all of the alternate sources for an item, along with their quoted price and lead time. This also allows you to record possible substitutes for an item. For example, one supplier may offer two different grades or quality levels of the same item. This information can be printed on purchase requisitions to assist the buyer.

When a purchase order or supplier schedule is entered for this supplier, you can enter the supplier item number right on the order. The system displays your item number and the quoted price. This can be changed on each order, as needed. If you do not enter the supplier item number on the order, the system displays the most recent supplier item number associated with the supplier and item entered.

Both your item number and the supplier item number are listed on most reports and inquiries, and both print on the formal purchase order document.

Both numbers also display when the purchase order is received. This helps your receiving clerk if the supplier's packing list shows only supplier item numbers.

Supplier item information can be reviewed by item or by supplier, listing all the suppliers of a given item, or all the items offered by a given supplier. This is useful for finding alternative sources when you are having problems with an item or supplier.

Supplier item numbers are used in blanket orders, purchase orders, and supplier scheduled orders. Whenever you enter an item number not defined in your item master, the system checks to see if it is a supplier item, looking for a match in the supplier-item table by supplier code and item number. If a match is found, your internal number is displayed on the order line, and the item number you entered is displayed in the Supplier Item field. Both are printed on all communications to the supplier. Also, the supplier item number displays on a purchase order receipt—in case their packing list neglected to include your item numbers.

Purchase order unit price also defaults based on the supplier-item information. If the order currency and unit of measure match the quote, and the order quantity exceeds the quote quantity, the quoted price displays on the order line. When a supplier offers different prices at different quantity levels, the price list in **Supplier Items** is accessed.

Although supplier items may be 30 characters long, it is recommended that you do not exceed 18—the length allowed on a purchase order.

You have the option to let the system maintain supplier-item quotes. As long as the PO quantity exceeds the quote quantity, the system can set the quote price equal to the PO unit cost. (The quote date is not updated, and neither is the price list data.)

Main

Item

Enter your internal item number related to this supplier item number. This is the item number used inside your company for planning and manufacturing.

Supplier

The address code identifying this item's supplier.

Supplier Item

The item number this supplier uses to identify this item.

Unit of Measure

Specify the purchase unit of measure that this supplier price quote is stated in terms of. The default is EA.

The supplier item unit of measure can differ from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price quotations in terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

Supplier Lead Time

The quoted supplier lead time expressed in calendar days. This does not include inspection time.

This field is for reference only and can appear on some selected reports and inquiries. In particular, lead time prints on the purchase requisition for the buyer's use.

Price

Use SO Reduction Price

Select this field to reduce the price of items ordered from the supplier by the specified SO price reduction percentage. The SO reduction price calculation is similar to a markdown. Enter No to use standard SO prices without any reduction percentage.

SO Price Reduction %

Enter the mark-down percentage to use when Use SO Reduction Price is selected.

Currency

Specify the currency in which this supplier price is quoted.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When a purchase order is entered, the supplier price is displayed only if the currency on the order matches the currency of the quote.

Quote Price

Quote Price

The price per unit that the supplier quoted for this item.

The supplier item unit of measure may be different from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price quotations in terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

When a PO is entered referencing this supplier item, optionally you can update the supplier-item data to reflect the new price, if it has changed. Both the quote price and quote date are updated. The quote quantity does not change. You can choose to prevent this update, for example, if the price is much higher than normal because of a rush delivery requirement.

Quote Date

The default is the system date.

The date the supplier quoted you this price.

This field is for reference only, and can appear on some selected reports and inquiries.

When a PO is entered referencing this supplier item, optionally, you can update the supplier-item data to reflect the new price, if it has changed. Both the quote price and quote date are updated. The quote quantity does not change. You can choose to prevent this update, for

example, if the price is much higher than normal because of a rush delivery requirement.

Quote Quantity

The minimum quantity that you must order to be eligible for the quoted price.

The supplier item unit of measure can differ from the unit of measure in which you store this item. For example, you may hold inventory in the unit of measure EA (each), but purchase it by the CS (case). In this situation, you would normally store your supplier price quotations in terms of CS. The quote price, lead time, and quantity all apply to this unit of measure.

When a PO is entered, the quote price is accessed only if the unit of measure and currency on the PO match the quote unit of measure and currency, and if the PO quantity is at least the quantity quoted.

Release Scheduling

Positive Plan Variance

Specify the percentage by which the current release quantity on planning schedules for this supplier item can exceed the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Plan Variance

Specify the percentage by which the current release quantity on planning schedules for this supplier item can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Positive Ship Variance

Specify the percentage by which the current release quantity on on aggregate schedules or shipping schedules for this supplier item can exceed the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Negative Ship Variance

Specify the percentage by which the current release quantity on aggregate schedules or shipping schedules for this supplier item can underrun the previous quantity, without being flagged as an exception in **Supplier Scheduled Releases**.

Manufacturing

Manufacturer

Specify an optional code identifying the original manufacturer of this item, if different from the supplier. This field is validated against predefined values entered in **Generalized Codes**, if any.

This field is for reference only and can appear on some selected reports and inquiries.

When a supplier item number is entered on a PO, the original manufacturer and manufacturer's item number are also listed. This ensures that the supplier does not substitute an item produced by a different manufacturer.

Manufacturer Item

The original manufacturer's item number for this item.

This field is for reference only and can appear on some selected reports and inquiries.

When a supplier item number is entered on a PO, the original manufacturer and manufacturer's item number are also listed. This ensures that the supplier does not substitute an item produced by a different manufacturer.

Comment

The comment associated with this supplier-item relationship, if any.

This field is for reference only and can appear on some selected reports and inquiries.

Subcontract

Use the Subcontract panel to set subcontract parameters for supplier items. Settings default from **Suppliers** > Domain Settings details screen > Subcontract panel.

Auto Update Horizon

The number of calendar days beyond which discrete PO lines will be updated by the **Update Subcontract PO from Production** report.

The value entered here sets the default value for the Auto Update Horizon setting in **Purchase Orders** > Purchase Order Lines details screen > Subcontract panel.

This setting defaults from the Auto Update Horizon setting in **Suppliers** > Domain Settings > Subcontract panel.

Supplier Certification

Supply Chain Certification

Use the Supplier Certification feature to ensure that planners, buyers, and requestors use only suppliers that have been vetted or certified, based on your company's procurement policies.

The definition of approved suppliers will vary with each company. For example, you may rely on external ratings to vet suppliers for the initial list, then use QAD's Supplier Performance module to refine the list from your own ratings, based on actual performance.

Validations

Depending on a setting in QAD Enterprise Edition Purchasing Control, you can enforce certified supplier requirements at the system-wide level or on an item/supplier basis. Select Enforce Supplier Certification to require that all purchasing activities be handled by certified suppliers. You can manage certification requirements by:

- Supplier
- Item
- Both supplier and item—specific items can be associated with specific suppliers

The supplier-level enforcement setting is in QAD Web UI Suppliers. Go to Details in Domain Settings, Supplier Certification panel, then click Details. When the supplier's status is Approved or Conditional, just select Approve. In this case, the supplier is eligible for all purchasing activities—or you can use the Item Certification subpanel to associate specific items with the supplier. Note that, when you have added an item to a supplier's list, that supplier cannot provide items that are *not* on the list.

When you do not want to require certified suppliers for all purchases—for example, if your company is concerned only about enforcing supplier certification for a small number of items—you can still apply controls by individual suppliers and items, or even both. In this case, do *not* select Enforce Supplier Certification in Purchasing Control.

The item-level enforcement setting is in QAD Web UI Items, in the Planning subpanel. Select Enforce Supplier Certification to indicate that the item can only be purchased from a certified supplier.

Validation

QAD Enterprise Edition validates the use of certified suppliers and items in the following screens. Equivalent QAD Web UI functions behave similarly.

Web UI	Type of Supplier Certification Control
Requisitions	Hard Error

Web UI	Type of Supplier Certification Control
PO Build From Requisition	Hard Error
Purchase Orders	Hard Error
Purchase Order Receipts	Warning
PO Shippers	Hard Error
Blanket Orders	Warning
Blanket Order Release To PO	Hard Error
Supplier Scheduled Orders	Hard Error
PO Fiscal Receiving	Warning
PO Shipper Receipt	Warning
RTS Maintenance	Warning

Supplier Domain Settings

Use this form to maintain and update data for suppliers of the logged domain. You cannot create new records; you can edit existing record data.

When security is operating, you must provide permission to a role to maintain data here; otherwise, users in a role without permission cannot update settings in this form.

Main

Supplier Type

Displays the supplier type as read only.

Ship Via

Enter a code identifying the carrier normally used for shipments from this supplier.

Remarks

Enter brief remarks (up to 40 characters).

Carrier

Specify the carrier for this supplier or use the lookup to find a carrier.

Purchase Contact

Specify the purchase contract number or use the lookup to find the purchase contract.

Supplier Performance Events

Enter valid supplier performance events as defined in Performance Events on page 4875.

Currency

Displays the read-only currency for the supplier.

Language

Enter a code (maximum two characters) that identifies a language.

Site

This is the default ship-from site for this supplier.

Daybook Set

Specify the daybook set typically associated with this supplier.

Default Release Status

Specify the initial status assigned to releases of this schedule when you run **Schedule Update from MRP** either in the Web UI or .NET UI:

- Active: The system creates a release for the order and sets the previous active release to historical. Use **Supplier Scheduled**

Releases Historical or **Supplier Scheduled Releases Detail Historical** to view historical releases.

- Draft: MRP creates supplier scheduled order releases with a Draft status. The Draft status for a supplier scheduled release lets the planner review and modify scheduled order release data. When the release has a Draft status, there is no impact in MRP; therefore, the system does not create a schedule receipt record.
- Blank: The system generates a release with an Active status, and the supplier scheduled order release status is set to Active.

Kanban Supplier

Select this box if the suppler is a Kanban supplier.

Pricing

Buyer

Specify the buyer for this supplier or use the lookup to select the buyer.

Price List

Specify a valid price list as defined in **Supplier Price Lists**.

Discount Table

Specify a discount table for this supplier. By specifying discount tables, you can control which items can be purchased or ordered from suppliers.

Enterprise Material Transfer

Send SO Price

Select this box to send the sales order price to the supplier.

Send Credit Hold SO

Select this box to have the system send sales orders with a CH (credit hold) status to the supplier.

During order entry, the system uses customer-specific parameters, as well as control settings, to perform a credit check. If the system detects that the customer has any credit issues, it sets the sales order to the CH status.

Automatic PO Receipt

Select this box to enable automatic PO receipt processing.

Automatic EMT Processing

Select this box to enable Enterprise Material Transfer (EMT) order processing. EMT lets you automatically generate purchase orders from sales orders. Using EDI eCommerce, you can communicate these purchase orders and related EMT documents throughout the supply chain.

SO Price Reduction

Enter a value that is the SO price reduction for this supplier.

Use SO Reduction Price

Select this box to have the system use the price you set up in SO Price Reduction for the supplier.

Terms

Credit Terms

Displays the credit terms code. Credit terms codes identify specific types of payment terms.

Partial OK

This setting determines how the system typically processes partial shipments from this supplier. When not selected, the supplier cannot send partial shipments. When selected, a packing list and shipments are shipped from the supplier when the entire order quantity is not available.

Discount %

Enter a discount value if the supplier normally receives a total order discount in addition to pricing discounts.

Terms of Trade

Enter a code that defines the terms of trade. Terms of trade define whether you or the item supplier is responsible for payments to a third-party supplier associated with purchased items. Each terms-of-trade record can include all of the charges associated with a purchase, with the responsible party assigned to each logistics charge. Choose from the available codes for terms of trade in the drop-down menu.

Terms of Trade Point

Enter the terms of trade point for shipments from this supplier. This point identifies when the title transfers from the seller to the buyer. The terms specify who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities. Choose from the available codes for terms of trade point in the drop-down menu.

Tax

Taxable Supplier

Select this checkbox if this is a taxable supplier.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Miscellaneous Tax 1

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 2

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 3

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Accounts

PO Receipt Account

Specify the PO Receipt Account associated with the supplier.

Expensed Items Receipts

Specify the Expensed Item Receipt Account associated with the supplier.

Supplier and Item Certification

The purpose of this feature is to offer the possibility of recording information about Supplier Certification and Item Certification in the system, an extra control on the Suppliers or Items that can be entered in Purchasing documents is provided.

When enabled it ensures that requestors use only suppliers that have been certified, based on your company’s procurement policies.

Supplier Certification can be enforced on the following panels: Purchasing Control Panel and Item - Planning subpanel.

Note The system does not allow to create multiple certifications for the same item/supplier with the same start effective date, if a supplier requires more than one certification, these values can be entered in the **Certification Reference** field. However, since this field is not part of the primary key, it does not influence record uniqueness.

Enforcing Supplier Certification

QAD Web UI Edition Purchasing Control settings allows users to enforce certified supplier requirements at the system-wide level or on an item/supplier basis. Select Enforce Supplier Certification to require that all purchasing activities be handled by certified suppliers. You can manage certification requirements by:

- Supplier
- Item
- Both supplier and item—specific items can be associated with specific suppliers

Supplier-Level Enforcement

The supplier-level enforcement setting is in QAD Web UI Suppliers. Go to Details in Domain Settings, Supplier Certification panel, and then select Details. When a supplier's Approval Status is Approved or Conditional, the Approve field becomes enabled, allowing the supplier to participate in all purchasing activities. Alternatively, you can use the Item Certification subpanel to link specific items to the supplier.

Note When an item has been added to a supplier’s list, that supplier cannot provide items that are not on the list.

Item-Level Enforcement

The item-level enforcement setting is in QAD Web UI Items, in the Planning subpanel. Select Enforce Supplier Certification to indicate that the item can only be purchased from a certified supplier.

When you do not want to require certified suppliers for all purchases you can still apply controls by individual suppliers and items, or even both. In this case, do not select Enforce Supplier Certification in Purchasing Control

Supplier Certification Messages

The following messages are displayed when Enforce Supplier Certification is not active in Purchasing Control but Item-level certification is required.

Enforce Supplier Certification is enabled in Purchasing Control

Condition	Error Message
No record under Supplier Certification for the specified supplier and period.	"Certification required for Supplier [supplierCode]"
Supplier Certification record exists, but Approved status is No for the specified period.	"Certification required for Supplier [supplierCode].Certification status: CERTIFICATION_STATUS"

When Supplier Certification record has Enforce Item Certification enabled

Condition	Error Message
No record under Item Certification for the specified item and period.	"Certification required to purchase Item [ItemCode] from Supplier [supplierCode]"
Item Certification record exists, but Approved status is No for the specified period.	"Certification required to purchase Item [ItemCode] from Supplier [supplierCode].Certification status: CERTIFICATION_STATUS"

Note

Validation at item level is not applicable for Adhoc items.

Enforce Supplier Certification is not enabled in the Purchasing Control

Condition	Error Message
Supplier has Enforce Item Certification enabled, Supplier is certified, but Item is not certified.	"Certification required to purchase Item [ItemCode] from Supplier [supplierCode]. Certification status: CERTIFICATION_STATUS"

Condition	Error Message
Supplier has Enforce Item Certification enabled, Supplier is certified, but no Item certification record exists.	"Certification required to purchase Item [ItemCode] from Supplier [supplierCode]"
Supplier is not certified for the period.	"Certification required for Supplier [supplierCode]"

Supplier Certification

Use the grid at the top of this panel to view Supplier Certification

Click New to add a new row of supplier certification/item data. Specify the start/end effective dates; whether item certification is enforced; approval data; a certification reference, and any remarks. Click Done to add the new line.

Select a row then click Delete to delete a supplier certification row of data.

Select a row then click Details to view a form of supplier certification data displayed in the grid. Update data in the form, then click Save to save your updates.

Important fields in the grid include the following:

Start/End Effective Dates

The start and end dates that supplier performance is monitored for this supplier.

Approved

This checkbox will be selected if the supplier is approved.

Enforce Item Certification

Indicates when item certification is enforced.

Approval Status

Indicates the current approval status for the supplier:

- Approved: Certification process is completed and supplier is approved.
- Condition: Certification approval needs to be revised to complete approval, this is dependent on corrective actions. Remarks can be checked on **Supplier Certifications** panel.
- Denied: Certification is rejected.
- Pending: Certification has been submitted but not reviewed or processed.

- Suspended: Certification was previously approved but is currently suspended until corrective measures are taken. Remarks can be checked on **Supplier Certifications** panel.
- Terminated: Certification has been terminated and approval process needs to be started again.

Note For Approval Status Approved or Condition, the item is approved to be purchased from the supplier. The Condition status indicates that the item certification is conditional. For Approval Status is set to Denied, Pending, Suspended, or Terminated, the item is not approved and can not be purchased from the supplier.

Certification Reference

The certification reference number for the supplier.

Item Certification

Use the grid in this panel to view Item Certification panel.

Click New to add a new row of item certification data. Specify the item, analysis group, start/end effective dates,approval data; a certification reference, and any remarks. Click Done to add the new line.

Select a row, then click Delete to delete an item certification row of data.

Select a row, then click Details to view a form of item certification data displayed in the grid. Update data in the form, then click Save to save your updates.

Important fields in the grid include the following:

Item

The item for which a supplier performance registration exists.

Item Analysis Group

The analysis code uses to group items into categories. Analysis code categories impact the pricing structure that you establish for items and are used within Price Lists.

Start/End Effective Dates

The start and end dates that supplier performance is monitored for this supplier.

Approved

This checkbox will be selected if the item is approved.

Approval Status

Indicates the current approval status for the item:

- Approved: Certification process is completed and supplier is approved.

- Condition: Certification approval needs to be revised to complete approval, this is dependent on corrective actions. Remarks can be checked on **Supplier Item Certifications** panel.
- Denied: Certification is rejected.
- Pending: Certification has been submitted but not reviewed or processed.
- Suspended: Certification was previously approved but is currently suspended until corrective measures are taken. Remarks can be checked on **Supplier Item Certifications** panel.
- Terminated: Certification has been terminated and approval process needs to be started again.

Note For Approval Status Approved or Condition, the item is approved to be purchased from the supplier. The Condition status indicates that the item certification is conditional. For Approval Status is set to Denied, Pending, Suspended, or Terminated, the item is not approved and can not be purchased from the supplier.

Certification Reference

The certification number for the item.

Subcontract

Enter the Auto Update Horizon in terms of days.

Calendar Shifts

Use the grid in this panel to manage calendar shifts.

The Calendar Shifts define the work week for manufacturing activities in the current domain. At least one calendar must be defined in each domain using the Domain panel. The system uses this supplier domain-level calendar for manufacturing and scheduling functions when it does not find a calendar on lower levels.

In the grid in this panel, you can view the hours for shifts 1 through 4 as well as the total hours.

Click the Calendar Shifts button to create calendar shifts for the supplier.

Click Delete above the grid to delete a row of calendar shifts.

Click Details above the grid to view a form that lets you edit or enter new data in the following panels:

- Main panel with a grid that shows shifts and total hours
- Exceptions panel with a grid that shows increased or reduced shifts, or plant shutdowns—that is, variations from the associated shop calendar
- Non-Operational Days panel with a grid that shows full days for supplier holidays and other non-work days

Schedule Defaults

Create Schedule Defaults

Select this checkbox to have the system create scheduled defaults.

Send Zero Requirements

This option indicates whether schedule detail lines that do not contain item quantities (requirements) are typically printed by:

- Schedule Print
- Supplier Print in Fax Format
- Supplier Schedule Export

When selected, schedules sent to suppliers can contain detail lines with zero requirements. When cleared, only detail lines with nonzero quantities are included.

Firm Days

The number of work days from the sequence schedule that should be used to create the required ship schedule for planning purposes.

Fab Auth Days

Fabrication authorization commitments are made to give suppliers some protection against sudden and unforeseen reductions in demand. The Fab quantity is the quantity of product the customer commits to covering manufacturing costs.

Raw Auth Days

Like fabrication authorization days, raw authorization commitments are made to give suppliers some protection against sudden and unforeseen reductions in demand. The raw quantity is the quantity of product the customer commits to covering component costs.

Ship Delivery Time

Ship Delivery Time (SDT) codes specify exact delivery times on supplier shipping schedules. Daily item requirements are divided into hour and minute buckets based on these delivery times.

Generate Ship Schedule from MRP

This value indicates whether you typically generate shipping schedules for this supplier based on item requirement data from MRP. It sets the default for the corresponding field on scheduled orders created for this supplier.

Schedule Days/Weeks/Months

Schedule days are the number of days of discrete dates and quantities to appear on printed or transmitted releases and on reports and inquiries, including intraday quantities and times.

Schedule Weeks is the number of weekly bucketed quantities to appear on printed or transmitted releases and on reports and inquiries following any Schedule Days dates and quantities. Each quantity represents the total requirement for the Monday through Sunday week. Bucketing is for print and reporting purposes only. Internally, the system stores all requirements by discrete dates and quantities.

Schedule Months is the number of monthly bucketed quantities to appear on printed or transmitted releases and on reports and inquiries following weekly buckets and discrete dates and quantities. Each quantity represents the entire month’s requirements from the first Monday up to the first Monday of the following month.

Notes

Use the Notes panel to enter more information about the supplier domain settings. You can manually enter text for one or more notes in a grid, or you can click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. From the Details view, click Options to control which types of printed documents include notes text.

Supplier Labels Print

Filter

Supplier

Specify a range of suppliers for selecting labels to print

Name

Specify the name of the supplier you want to appear in the report.

Type

Specify the type of supplier you want to appear in the report.

Postal

Specify the postal code of the supplier you want to appear in the report.

Buyer

Specify a buyer or range of buyers for selecting supplier data to print. This code identifies the buyer normally responsible for purchases from this supplier.

Added

This field indicates the date in which this address was first entered into the system. It allows you to identify how long you have worked with a particular customer or supplier.

The default is the system date.

List Type

Specify the list type that you want to use for the report.

Print Supplier Number

Specify whether to print the supplier address code on the label.

Print Phone Number

Specify whether to print the supplier telephone number on the label.

Sort by Postal Code

Specify whether you want information on the report to be sorted by postal code.

Labels Across

Specify the number of labels to print side by side. The number of labels print horizontally across the page.

For example, if you select 2, the labels for the first two addresses are printed, then line feeds, then the labels for the next two addresses.

The default value is 4.

Lines Per Label

Specify the number of lines to print on each label. This number determines the vertical spacing of labels.

The default value is 6.

Daybook Data

The Daybook functions manage daybook sets and defaults.

Operational daybooks control GL postings that originate from programs in the Fixed Assets and operational modules such as Inventory Control, Sales Orders, and Work Orders.

Depending on the operational function, daybook controls are set up in two ways:

- Use Default Daybooks on page 909 to group fixed assets, inventory control, work order, and certain non-invoice sales order transactions. You can control the granularity of daybook assignments by defining default daybooks based on transaction type, document type, or entity. If your business does not require this level of control, you can simply assign all operational transactions to a system daybook.
- Use Daybook Sets on page 905 to control which daybooks are assigned to specific kinds of AR and AP transactions created when sales order invoices and purchase order receipts are posted. Separate functions let you define daybook sets for the entire domain or for specified sites. Select the method your company uses with the Use Daybook Set by Site field in Sales Control on page 1506 and Purchasing Control on page 4442. For sales orders and purchase orders, you must define at least one daybook set to serve as the default.

Note To make a daybook available for operational transactions, set Daybook Control to Operational in Daybooks. Otherwise, it cannot be referenced in the default or daybook set programs.

Daybook Sets

With **Daybook Sets**, you can define default sets of AR and AP daybooks that are used for recording invoices, credit notes, intercompany transactions, and, when correction invoices are used, associated correction documents. The system-assigned reference numbers for these transactions are based on the daybook code. See GL Corrections on page 5773 for more details.

Depending on your company's business requirements, you can define daybook sets either for the entire domain or for individual sites. For example, the site-based method supports the requirement to use a different invoice sequence for each shipping site. You must define at least two daybook sets; one each for AR and AP. These defaults are needed for new customer and supplier records. Before defining daybook sets, you must define the individual daybooks in Daybooks on page 5784.

All daybook sets require daybooks to be specified for invoices and credit notes, as well as an intercompany daybook used when a transaction involves more than one entity. Additionally, when Use Correction Invoices is selected in Sales Control on page 1487 for AR daybook sets and Accounts Payable is selected on the GL Correction Control panel of Base Control on page 787 for AP daybook sets, each daybook set must also specify daybooks for correction invoices and correction credit notes.

Main

Daybook Set

Indicates the daybook set name.

Description

Displays a description of the daybook set.

Site

Displays the ship-to code. The Use Daybook Set by Site options in Sales Control on page 1487 and Purchasing Control on page 4430 determine whether you can define a daybook set at site level.

Active

Indicates if this is an active daybook set.

Daybook

Type

Displays the daybook type.

Invoice Daybook

Displays the daybook the system uses for generating invoice numbers. If AR, the invoices daybook must have a daybook type of Customer

Invoices. If AP, the invoices daybook must have a daybook type of Supplier Invoices.

Credit Notes Daybook

Displays the daybook the system uses for generating credit note numbers. (This must be an active daybook.)

For AR daybooks, the Daybook Type depends on the Use Correction Invoices settings in Sales Order Accounting Control and GL Correction in GL Correction Control. When Use Correction Invoices is No and GL Corrections is Yes, the system does not use this daybook during processing. However, to validate correctly, the specified daybook must be of type Customer Invoice Corrections.

If you select AP, the credit note daybook must have a daybook type of Supplier Credit Notes.

Intercompany Daybook

Displays the daybook the system uses for managing transactions that involve multiple entries. This must be an active daybook with a daybook type of Journal Entries.

Note This field is only available for AR daybook sets.

Correction Invoices (Negative)

Displays the daybook the system uses for generating correction invoice numbers for negative correction amounts. This must be an active daybook.

For AR daybooks, the Daybook Type value depends on the setting of the GL Correction field in GL Correction Control. If the GL Correction field is set to Yes, specify a Customer Invoice Corrections daybook. If the GL Correction field is set to No, specify a daybook type of Customer Credit Note. This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

For AP daybook sets, this field only displays if you set the Accounts Payable field to Yes in the AP AR Correction section of GL Correction Control. Specify a daybook type of Supplier Invoice Corrections.

Correction Credit Notes (Negative)

Displays the daybook the system uses for generating credit note numbers for negative correction amounts. It must be an active daybook defined in Daybook Create.

For AR daybooks, the required daybook type depends on the setting of the GL Correction field in GL Correction Control. If the GL Correction field is set to Yes, specify a Customer Credit Note Corrections daybook. If the GL Correction field is set to No, specify a Customer Credit Note

daybook. This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

For AP daybook sets, this field only displays if you set the Accounts Payable field to Yes in the AP AR Correction section of GL Correction Control. Specify a daybook type of Supplier Invoice Corrections.

Correction Invoices (Positive)

Displays the customer invoices daybook the system uses for generating correction invoice numbers for positive correction amounts. This must be an active daybook with a daybook type of Customer Invoices.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note This field is only available for AR daybook sets.

Correction Credit Notes (Positive)

Displays the customer credit notes daybook the system uses for generating correction credit note numbers for positive correction amounts. This must be an active daybook with a daybook type of Customer Credit Note.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note This field is only available for AR daybook sets.

Adjustment Daybook

Displays the daybook the system uses for generating numbers for adjustment transactions. It must be an active daybook with a daybook type of Customer Adjustments.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note This field is only available for AR daybook sets.

Assigning Customer Daybooks Sets

After creating daybook sets, assign one to each customer address in the Customer Domain Settings pop up in Customers. The system determines the default value for new customer records as follows:

- When you define daybooks sets by site, the default daybook set is the first active daybook set that matches the default customer site. If one has not been defined, it uses the first active daybook set with a blank site. If no definitions have been set up by site, you must create at least one with a blank site so you can complete the customer record.
- Otherwise, the customer daybook set value defaults from the Default Daybook Set in Sales Control on page 1487.

The customer record determines the default daybook set for new orders. You can update the daybook set in the following programs:

- Sales Orders
- Customer Scheduled Orders
- Sales Quotes
- RMAs

Assigning Supplier Daybooks Sets

After creating daybook sets, assign one to each customer address in the Supplier Domain Settings pop up in Suppliers. The system determines the default value for new customer records as follows:

- When you define daybook sets by site, the default daybook set is the first active daybook set that matches the default supplier site. If one has not been defined, it uses the first active daybook set with a blank site. If no definitions have been set up by site, you must create at least one with a blank site so you can complete the supplier record.
- Otherwise, the supplier daybook set value defaults from the Default Daybook Set in Purchasing Control on page 4430.

The supplier record determines the default daybook set for new orders. You can update the daybook set in the following programs:

- Purchase Orders
- Supplier Scheduled Orders
- Blanket Orders

Default Daybooks

When creating a transaction, the system searches for a daybook starting with an exact match on the lowest level of the hierarchy (matching transaction type-document type and entity) to the highest level (system daybook).

At a minimum, you must create at least a system daybook record, which has transaction type, document type, and entity range blank. This is the daybook used when the system cannot find a matching record based on a combination of transaction type, document type, and entity.

Note These daybooks will be of type Journal Entries.

When creating an operational transaction, the system uses the specified daybook to generate a GL reference. In addition to the daybook-assigned number, the system also assigns two more reference numbers to each transaction. One is a transaction sequence number; the other is an operational transaction ID consisting of the transaction type (Fixed Assets, Inventory Control, Sales Orders, Work Orders), the date, and a system-maintained sequence. These numbers are used as cross-references by reporting functions to allow you to drill down from the general ledger all the way to the original operational transaction.

Transaction Type

Specify a valid GL transaction type or leave blank to define the system daybook. Choose from:

- FA: Fixed Assets
- IC: Inventory Control
- SO: Sales Orders (non-invoice transactions created only by Revenue Recognition)
- WO: Work Orders

Document Type

Specify the GL document type assigned to this daybook. You can enter a value only when Transaction Type is not blank. If you leave this field blank, the GL transaction is assigned to a transaction type daybook. To define the system daybook, leave both fields blank.

The system assigns GL transactions for the specified transaction type and a corresponding document type to this daybook. The table displays a list of the valid document and transaction types.

Transaction Type	Document Type	Description
FA	FA	Fixed Assets
IC	CN-ADJ	Consignment Inventory Adjustment

Transaction Type	Document Type	Description
	CN-CNT	Consignment Inventory Count
	CN-ISS	Consignment Inventory Issue
	CN-ISSTR	Consignment Inventory Transfer (Issue)
	CN-RCT	Consignment Inventory Receipt
	CN-RCTTR	Consignment Inventory Transfer (Receipt)
	CN-SHIP	Consignment Inventory Transfer (Customer)
	CN-USE	Consignment Inventory Usage
	CST-ADJ	Cost Adjustment
	CST-TR	Cost Transfer
	CYC-CNT	Cycle Count Adjustment
	CYC-ERR	Cycle Count Error
	CYC-RCNT	Cycle Count Recount
	FLR-STK	Floor Stock
	ISS-CHL	Change Inventory Detail
	ISS-DO	Distribution Order Issue
	ISS-FAS	Final Assembly Issue
	ISS-GIT	Goods in Transit Issue
	ISS-PRV	Purchase Order Return to Supplier
	ISS-RV	Inventory Return to Supplier
	ISS-SO	Sales Order Shipment
	ISS-TR	Inventory Transfer
	ISS-UNP	Unplanned Issue
	ISS-WO	Work Order Issue
	MATL-VAR	Material Variance
	MIX-VAR	Mix Variance

Transaction Type	Document Type	Description
	MTHD CHG	Method Change Variance
	RCT-AVG	PO Receipt - Average Cost Item
	RCT-CHL	Change Inventory Detail
	RCT-CNFG	Inventory Receipt Configured Products
	RCT-DO	Distribution Order Receipt
	RCT-FAS	Final Assembly Work Order
	RCT-GIT	Goods in Transit Receipt
	RCT-LBR	Inventory Receipt Labor
	RCT-PO	Purchase Order Receipt
	RCT-RS	Inventory Return to Stock
	RCT-SOR	Inventory Sales Order Return
	RCT-TR	Inventory Transfer
	RCT-UNP	Unplanned Receipt
	RCT-WO	Work Order Receipt
	RJCT-WO	Work Order Reject
	TAG-CNT	Physical Inventory Update
	WIP-ADJ	WIP Material Cost Revalue
	WO-CLOSE	Work Order Accounting Close
WO	BACKFLSH	Advanced Repetitive Labor/ Material Usage
	CLOSE	Advanced Repetitive Accounting Close
	DOWN	Non-Productive Labor Posted
	DOWNTIME	Downtime
	EXPENSE	Customer Service Expense
	FLOORSTK	Floor Stock
	LABOR	Direct Labor Posted

Transaction Type	Document Type	Description
	MUV-CMP	Component Material Usage Variance Posted
	MUV-WIP	WIP Material Scrap Usage Variance Posted
	OP-CLOSE	Operation Close
	RBUV	Run Burden Usage Variance Posted
	REWORK	Work Order Rework
	RLUV	Run Labor Usage Variance Posted
	SBUV	Setup Burden Usage Variance Posted
	SCRAP	Scrap Account Posted
	SETUP	Work Order Setup
	SLUV	Setup Labor Usage Variance Posted
	SUBCNT	Subcontract
	SUV	Setup Usage Variance Posted
	TRANSFER	Work Order Transfer
	VAR-POST	Labor Variance Posted
	WIPADJ-I	WIP Adjustment, Input Queue
	WIPADJ-O	WIP Adjustment, Output Queue
	WIPADJ-R	WIP Adjustment, Reject Queue
	WO-CLOSE	Work Order Accounting Close Post
	RCT-RS	Inventory Return to Stock

From Entity and To Entity

Optionally enter a range of entity codes to associate with the specified daybook for this transaction type.

Leave these fields blank for the system daybook.

Daybook

Specify the daybook code for an active daybook created using Daybook Create.

All GL transactions created with the specified GL transaction type and GL document type are assigned to this daybook.

Domains and Entities

The Domains and Entities functions allow you to set up the financial structure of your QAD system.

Shared Sets

Before defining domains, you must define shared set codes. The system is supplied with one default group of codes. Shared set codes let you identify financial data that can be shared across selected domains. When you create a domain, you must select at least one shared set code for each type of required data: customers, suppliers, accounts, sub-accounts, cost centers, projects, exchange rates, and daybooks. All entities within a domain use these shared sets.

Main

Before defining domains, you must define shared set codes. The system is supplied with one default group of codes. Shared set codes let you identify financial data that can be shared across selected domains. When you create a domain, you must select at least one shared set code for each type of required data: customers, suppliers, accounts, sub-accounts, cost centers, projects, exchange rates, and daybooks. All entities within a domain use these shared sets.

Shared Set

Specify an alphanumeric code that identifies a shared set.

Description

Enter a brief description of the shared set.

Active

Indicate if this is an active record.

Shared Set Type

Select a shared set type from the drop-down list:

- Cost Center
- Cost Center COA Mask
- Customer
- Daybook
- Exchange Rate
- General Ledger Account
- Project
- Project COA Mask
- Sub-Account
- Sub-Account COA Mask
- Supplier

Domains

The domain represents the base unit of the system and comprises one or more entities. You can have multiple domains per database and can log on to another domain from within the application, provided you are an authorized user for the domain.

Note Domains cannot be permanently deleted but they can be made inactive.

Domains enables you define domains in the current database and confirm them for use in the system.

Main

Domain

Enter a code (maximum eight characters) identifying a specific domain. Codes are restricted to the characters A–Z, a–z, and 0–9. A primary domain code must be unique within a database and across connected databases.

Note QADRSRV is a reserved name and cannot be used.

Active

Indicate whether this primary domain is currently active.

Selected (the default): This domain can be referenced in other system functions.

Cleared: This domain is not active in the current database.

Note Unless you have purchased the Shared Services Domain module, the system lets you have only one active domain. If you attempt to activate a domain when your database already has an active domain, an error message displays.

When new sites are created in **Sites**, a site connection record is created in active domains only.

The system performs the following validations related to this field:

- You cannot change the Active setting of your current domain. Switch to another domain; from there you can set the first domain to inactive.
- You cannot change this field if the domain is a connection record (referencing another database). You must change this field in the domain’s primary database.
- In a multiple-database environment, you can change this field for a domain in the current database only when all other databases are active and connected. The system modifies the Active field for the connection records that exist in the other databases. An error displays if any database cannot be accessed and the field cannot be changed.

- You cannot deactivate a domain unless all associated entities are also inactive.

Setup Complete

Indicate if you are satisfied with all aspects of this domain and are ready to establish these settings permanently.

Important

After completion, you can no longer modify the domain shared sets or the base currency. The association between entities linked to this domain is permanently set and cannot be changed.

Cleared: The domain is not available in any operational functions. You can modify the shared sets and base currency, as needed.

Selected: The domain is now available to operational functions. Changes can no longer be made to the list of shared sets, to the base currency, or to the linked entities (new entities can still be added).

To complete a domain, the following must be true:

- Active is set to Yes.
- All shared set codes are defined.
- Only one primary entity is associated with the domain.
- Cross-company accounts have been defined.

Name

Enter a descriptive name to associate with this domain (maximum 28 characters). This name must be unique within a database and across connected databases.

Search Name

Enter a brief name (maximum 14 characters) to associate with this domain. This name must be unique within a database and across connected databases.

Primary Entity

Select the entity that should be considered primary in this domain. The primary entity has these functions:

- It is the default entity for each new site created in the domain.
- When site connection records are created, they are always associated with the primary entity of the target domain.

You cannot confirm the domain until an entity has been specified. The first entity can be created from within an unconfirmed domain.

Credit Term Deduction

Specify the default deduction credit terms for this domain. This field is optional.

When deductions are created, the domain-level deduction credit terms are used instead of the customer's default credit terms. The due date of the deduction is then calculated using the domain credit terms.

If you do not specify a deduction credit term for the domain, the system displays an error when you try to create deductions.

The credit term you specify for the domain cannot be a staged credit term and cannot include discounts.

Credit Term Prepayment

Specify the default prepayment credit terms for this domain. This field is optional.

When prepayments are created, the domain-level prepayment credit terms are used instead of the customer's or supplier's default credit terms. If you do not specify a prepayment credit term at domain level, the system uses the credit terms specified in the customer or supplier record for the prepayment.

The credit term you specify for the domain cannot be a staged credit term and cannot include discounts.

Type

Enter a code identifying the type of domain. You can use this field to group domains, based on a user-defined convention.

Each database has one system domain, defined in System Control. Its type is set to SYSTEM and cannot be changed. The system domain is used as a template for supplying default data when other domains are created.

Note

You cannot change the type field to SYSTEM in this function.

Language

Enter the default language for this domain. The system uses this language for selecting descriptions to display in operational functions when multiple language descriptions exist.

Time Zone

Use the lookup to specify a time zone for the domain. All transactions in that domain are assigned system dates and times based on that time zone.

When using your QAD application, if you change to another domain with a different time zone, that time zone now applies and any transactions you create in that domain are assigned dates and times,

relative to the time zone you have switched to. When calculating the time zone offset, the system also determines whether daylight savings time is in effect for that time zone, and adjusts accordingly.

If the Use User's Time Zone for Default Domain field is activated in Database Control, your default time zone from Users is used when you switch to your default domain. The Use User's Time Zone for Default Domain field is deactivated by default

Base Currency

Enter the base currency for this domain, which is the currency in which all entities within the domain conduct business. Exchange rates must exist between the base currency and any foreign currencies specified on transactions. The base currency is used for recording all financial transactions within the domain.

The base currency is the primary currency for Financial Reporting. Although reports can be generated on the spot in any desired currency, the amount on the report is the translation of the base currency to the reporting currency using the current accounting rate. However, the statutory currency is an exception. If a statutory currency is active within the domain, all transactions are also converted to the statutory currency using the statutory exchange rate active on the transaction date.

Base currency determines the default currency for new customers and suppliers created while logged into an entity in the domain. This field is required even when transactions take place in multiple currencies.

The code you enter must be a valid, active currency. It cannot be changed after the domain is confirmed.

Statutory Currency

Specify a second base currency, used for generating reports for local authorities. The need for a statutory currency arises from a combination of global IFRS requirements and local GAAP in some countries. The statutory currency applies to all entities in the domain.

By default, the system proposes the same currency code as the base currency, but you can change this value.

You can change the value of the Statutory Currency field when the Setup Complete field is cleared. When the Setup Complete field is selected and saved, the Statutory Currency field becomes read only. You can modify the domain statutory currency only through the Set Statutory Currency on page 926 action.

Statutory Currency Enabled

This field is read only and is selected if the statutory currency has been enabled for the current domain, and if the domain setup is complete. You can modify it only through the Set Statutory Currency on page 926 action.

Enable Incoming Bank File Log

This field relates to processing incoming bank files. When this field is selected, the detail processing log on summary level or detail level is displayed on the report log section when you run Imported Bank File Report.

Include All Suppliers In Receiver Matching

When this field is clear, the Supplier Code field on the Receiver Matching screen is disabled and only open receivers for the supplier for whom the invoice is being created are displayed.

Tax

Use Consumption Tax

Select this field to enable consumption tax in this domain. When enabled, you can define a default consumption tax code for standard and open item GL accounts with manual posting.

Use Withholding Tax

Select the field to enable withholding tax for the domain.

The domain-level withholding tax control settings are applied to all the entities within the domain, and you cannot update this setting within an entity.

If withholding tax is enabled for a domain and withholding tax records exist, you should not later disable withholding tax for that domain.

Tax Validation

Select the field to validate the fiscal tax codes for withholding tax according to a predefined country-specific format for Italy. You specify a supplier’s fiscal code when defining the supplier’s withholding tax information in the Supplier record.

Withholding Tax Due at

Specify when you want withholding tax to be posted. There are two options:

- Paid – when the payment is complete
- For Collection – when the payment is created

The value of this field can only be changed when there are no existing payments with the status For Collection in the domain. If the Withholding Tax Due at field is set to For Collection and the supplier payment status changes to Bounced or Void, or the supplier payment selection is unconfirmed, then the withholding tax posting is reversed.

COA Mask

Sub-Account, Cost Center, Project Mask

A Chart of Accounts (COA) mask is a matrix that defines valid combinations of COA elements for transaction posting. Each mask applies to all entities within a domain.

Use the three mask fields to define the combinations of COA elements the system verifies when you post a transaction.

The mask maintenance function for a COA element is disabled if the corresponding mask field is not selected for the domain.

If you do not select any of the options, the system permits all combinations, as long as each code is valid. Consider keeping the COA masks inactive during initial system implementation when you are testing and setting up your accounting structure. You can then change the COA mask settings later.

Shared Sets

Use the Shared Sets panel to associate shared set codes with the domain.

Shared Set Code

Specify a shared set code for each shared set type. You must associate a code with each type. Each entity in this domain uses the same shared sets. After setup has been confirmed, the shared set codes cannot be changed.

You cannot add or remove rows from this list.

If you modify a code before confirmation, the corresponding change is made for any entity in the domain.

Shared Set Type

The system displays a read-only list of default shared set types required for each entity.

Operational

Use the Operational panel to specify values for use with operational functions.

Domain Code Page

Specify the code page that a character client must use to access the domain.

The character client must use a code page that is compatible with that of the domain. Access to the domain from a client session with an

incompatible code page is blocked because it may distort the character display and possibly cause data corruption.

If the code page of the domain is UTF-8, enter a non-Unicode code page you want to use with the character client.

Note Entering data through the character client using one code page and then changing to another may corrupt the data entered previously.

If the domain uses a code page other than UTF-8, enter the same code page used by the domain.

This value defaults to iso8859-1.

Propath

Enter a comma-separated list of directories—in addition to those defined at login—that the system should use for this domain. The system validates that the entry does not exceed 1950 characters—the maximum size of the database field—and that all elements represent valid directories.

Note You cannot change this field in the domain that is part of your current workspace; in this case, the Propath field is disabled. If necessary, change your current workspace.

For more details about the propath, see *QAD System Administration User Guide*.

Cross-Company GL Accounts

Use the Cross-Company GL Accounts panel to set up cross-company accounts to track amounts for these transactions between entities:

- Accounts Receivable (AR)
- Accounts Payable (AP)
- Inventory
- Manual Journal Entry
- Fixed Assets (FA)

These accounts must be cross-company control accounts.

When an operational transaction references more than one entity, the system automatically creates the required intercompany balancing entries using these accounts. The default sub-account associated with the account in **GL Accounts** is also used in the cross-company posting. Manual cross-company postings call also be made in various financial functions.

Note Cost centers, projects, and SAF analysis cannot be used with cross-company accounts.

You can leave these fields blank when the domain associated with the entity is unconfirmed, but you cannot confirm the setup of a domain until the cross-company accounts are defined.

These fields are required even when a domain has only a single entity. This ensures that if another entity is added later, transactions are created properly.

Invoice Numbering

Use the Invoice Numbering panel to enable consecutive invoice numbering. If you do not enable these numbering options, standard invoice numbering without numbering checks applies.

For standard and consecutive invoice numbering, invoices are numbered by entity, year, GL period, and daybook.

When consecutive and chronological invoice numbering are enabled, numbering controls apply in the following functions:

- **Customer Opening Balance Excel Integration** and **Supplier Opening Balance Excel Integration**.
- **Supplier Invoices** and **Receiver Matchings**.
- **Customer Invoices** and **Pending Invoices**.

Note Consecutive invoice numbering also applies where Invoice Post and Print is accessed from Customer Consignment and Customer Service.

Consecutive Invoice Numbering

Select the field to enable consecutive invoice numbering for the domain. Consecutive numbering ensures that AR and AP invoice and credit note numbers are consecutive, and without gaps.

Show Supplier Invoice Number after Saving

Select this field if you want the system to automatically display the supplier invoice or credit note number in a popup after you save the record. The new number also displays in the Posting field in the supplier invoice functions. This field is selected by default when you select the Consecutive Invoice Numbering field.

Clear the field to only display the number in the Posting field in the supplier invoice functions.

Invoice Certification

Select this field to activate invoice certification for the domain.

The following prerequisites must be met before you can enable invoice certification:

- The domain base currency or statutory currency must be Euros.
- The domain must use consecutive invoice numbering.

- The domain must use chronological invoice numbering with error generation.
- Daybook set by site must be enabled for the domain.

Note You must specify the OpenSSL bin directory in System Maintain. You cannot disable invoice certification once it has been enabled for a domain. The system displays a warning to draw attention to this when you enable invoice certification and then save the domain record. The warning enables you to cancel the save.

Invoicing

Use the Invoicing panel to enable chronological AR and AP invoice numbering. If you do not enable these numbering options, standard invoice numbering without numbering checks applies.

Chronological Invoice Numbering can be set on or off independently fo both AR and AP.

For chronological AR invoice numbering and chronological AP invoice numbering, invoices are numbered by entity, year, GL period, and daybook.

Note You must select Consecutive Invoice Numbering from the Invoice Numbering panel for the Chronological AR and AP Invoice Numbering fields to become editable.

Chronological invoice numbering ensures that invoices and credit notes are sequentially numbered in the correct date order.

Chronological AR Invoice Numbering

Select this field to enable chronological AR invoice numbering for the domain.

Use the drop-down menu to choose whether to display an error or a warning message when an invoice is created with a posting date earlier than an existing supplier or customer invoice for the same daybook.

Chronological AP Invoice Numbering

Select this field to enable chronological AP invoice numbering for the domain.

Use the drop-down menu to choose whether to display an error or a warning message when an invoice is created with a posting date earlier than an existing supplier or customer invoice for the same daybook.

Shipper Unconfirm Adjustment Daybook

Select this field to enable the automatic matching of credit notes with their original invoice. Use the menu to define a daybook to be used to create an automatic link to invoice records during credit note creation.

Alternative Control Accounts

Select the Configure gear icon in the menu bar to add this panel to the Domains screen.

Alternative Customer Control Accounts

Select this field to enable the Alternative Customer Control Account panel in Base Control on page 780.

Alternative Supplier Control Accounts

Select this field to enable the Alternative Supplier Control Account panel in Base Control on page 780.

Revenue Recognition Default Rule Hierarchy

Use the Revenue Recognition Default Rule Hierarchy panel to rearrange the nine parameters for Revenue Recognition Default Rules.

Sequence

Enter the number in which you want the parameter to be listed in the sequence using this field.

Dimension

This field displays the name of the parameter.

Note You can also drag the various dimensions to rearrange them in the sequence.

Note You can add/remove rows in the sequence.

Set Statutory Currency Action

You can use this action from the **Domains** browse to update the Statutory Currency field for the highlighted domain for any domain whose setup is complete. You can also use the action when a domain record is open in the hybrid view.

Note This action is only available on domains that have Setup Complete selected. Otherwise, you can update the Statutory Currency field directly in **Domains**.

Base Currency

The system displays the domain base currency.

Statutory Currency

Change the current statutory currency as needed. This can be any valid currency other than the value of Base Currency.

Statutory Currency Enabled

Select this option to allow the specified statutory currency to be in effect. You cannot update the statutory currency if this field is not selected; the system displays an error message.

Recalculate Currency Amounts

Select this option to reinitialize the transactions statutory currency amount fields for all the transactions in the domain. The new statutory currency values are equivalent to the transaction currency amounts converted using the statutory exchange rate valid on the posting date of the transaction.

The statutory currency update typically takes several minutes, depending on the number of transactions in the database. You can use **Background Processing** to view the progress and results of the update process.

Entities

Use **Entities** to create, view, and modify entities in an active domain. Entities represent independent financial units within a business, for which you assess taxes and generate separate balance sheets and income statements. Each entity within a domain inherits the domain base currency and uses the same shared set data.

Note You cannot delete entities; instead, make an obsolete entity inactive.

A business relation code is associated with an entity to provide address information for your own company on printed documents. The business relation record also contains the tax parameters used for your company—tax zone, federal tax ID number, and state tax ID number.

Prerequisites for creating an entity are an active domain and a business relation.

Main

Entity

Specify a code (maximum 20 characters) that identifies an entity. This code must be unique within the current database.

Active

Indicate if this entity is to be active. This field must be selected in order to create a new entity. You cannot deactivate an entity if any pending invoices or unposted GL transactions exist that reference it.

After an entity is deactivated, you can no longer create any inventory, work order, or fixed asset transactions that reference the entity, or create any orders for a site that references the entity.

Also, you cannot associate a site or fixed asset location with an inactive entity.

Description

Enter a brief description (maximum 24 characters) of the entity. You can optionally enter descriptions in more than one language.

Check Budgets on Overlap

Select this field to verify that the same combination of budget elements (GL accounts, sub-accounts, cost centers, projects, and SAFs) is not being used in different budget topics of the same budget. When this field is selected, the system generates an error message when a conflict occurs. This verification process adds considerably to the length of time taken to save and run a budget.

Reverse P&L Revaluations

Indicate if revaluation amounts of profit and loss accounts (income and expense accounts) should be reversed at the beginning of the next GL period. This is a legal requirement in some countries.

Consolidation Entity

Indicate if this entity is to be used as a target entity to store the results of consolidation. The consolidation process transfers GL transactions from source entities to a target entity with Consolidation Entity enabled by means of a journal entry.

Special Invoice Upper Limit/Ordinary Invoice Upper Limit

If you plan to use the Chinese Golden Tax module with this entity, specify the highest invoice amount allowed.

Mirror Setup

Select a mirror accounting configuration level. You can choose to enable mirror accounting setup per domain, or per entity.

Open Item Netting Restriction

Specify a setting for the netting of open items across business relations using Open Item Adjustments, see Open Item Adjustments on page 5924. This field provides three options for the netting of open items across business relations.

- None. This option does not impose restrictions on the netting of open items across business relations. It is the least restrictive setting, and is the default.
- Single Business Relation. This option restricts the netting of open items to items that belong to the same business relation. It is the most restrictive setting.
- Related Business Relations. This option restricts the netting of open items to items from business relations that belong to the same corporate group.

Important A business relation with a blank corporate group is not considered to be related to a business relation that has a corporate group assigned. Similarly, two business relations, each with blank corporate groups, are not considered to be related.

Show SEPA Messages

Select this field to enable SEPA messages to be displayed when working with transactions involving SEPA payment references. If this field is selected, warning messages are shown in this entity for transactions of type SEPA that do not include valid SEPA references. By default, this field is not selected.

Business Relation

Specify a business relation to associate with the entity. Only business relations marked as internal display for selection. The head office business relation provides address details.

Domain

Specify the domain that this company is associated with. The following domain data is copied to the entity when you save the record:

- Domain shared set codes
- Domain base currency
- Domain cross-company accounts
- Domain general ledger periods
- Domain GL masks

The domain must be active. If the domain is not confirmed, you can change the association, if needed. If the domain is confirmed, no changes are allowed after you save the record. In this case, a warning displays before the data is saved.

Entities are not typically set up in the system domain. If the domain you specify is the system domain, a warning displays, but you can continue.

Decimals for Qty

Specify the number of decimals used in GL quantity fields.

AP and AR Exchange Tolerance

The exchange tolerance verifies whether the realized exchange gain or loss on foreign currency payments is reasonable. The realized gain or loss amount in base currency is compared with the base currency equivalent of the amount paid and expressed as a percentage:

If that percentage is higher than the maximum allowed tolerance, an error message is displayed in the payment transaction.

The default is zero, indicating you are not using exchange tolerance.

When a payment is entered in a foreign currency, you are prompted to enter the exchange rate. The exchange tolerance verifies whether this rate is reasonable.

Exchange tolerance represents an important control point for processing multiple currencies, preventing data-entry errors.

Ordinary Invoice Upper Limit

If you plan to use the Chinese Golden Tax module with this entity, specify the highest invoice amount allowed.

Year End Auto Balance Check

Use this field to specify how Year End Closing proceeds in the case of an outstanding balance. The options are:

- Error: Year End Closing displays an error message and stops processing. This option is the default.
- No Action: No action is taken by Year End Closing, and the closing process proceeds as normal.
- Warning: Year End Closing displays a warning message. However, you can choose to continue processing.

Open Item Cross Entity Allowed

Select this field to enable open items to be adjusted across entities. This field is enabled by default.

When this option is enabled, you can use Open Item Adjustments to display and net items from other entities, see Open Item Adjustments on page 5924.

When an open item adjustment includes cross-entity transactions, the entities involved must have compatible netting control settings. If the entities have different control settings, the most restrictive setting is applied.

For example, if one entity has a netting restriction of Single Business Relation, the whole open item adjustment must be for a single business relation. If there is a conflict with the most restrictive control setting, an error is displayed and the open item adjustment cannot be saved.

If this option is disabled, the All Entities field in Open Item Adjustments is disabled for editing, and you cannot display and net items from other entities, see Open Item Adjustments on page 5924.

Customer/Supplier Compensation Allowed

Specify how the system treats open items during payment processing when a customer and supplier belong to the same business relation. This option is enabled by default.

When customer and supplier compensation is enabled at entity level and an open item adjustment involves transactions from two different entities, customer and supplier compensation must be enabled for both entities in order for the adjustment to be saved. In addition, the corresponding Customer/Supplier Compensation Allowed field must be enabled for the business relations involved in the adjustment. This restriction applies regardless of the entity's netting restriction or whether the customer and supplier compensation is cross-entity.

When customer and supplier compensation is disabled at entity level, you cannot net items from customers and suppliers with the same business relation. This setting overrides the Customer/Supplier

Compensation Allowed setting at the business relation level for customers and suppliers.

Localization

This field can be used to support localized code that implements regional differences in financial processes. It is not currently used.

Note Extra fields can be added to the Main panel using the Design Layout function from the More drop-down list. For example, you can add the AR Exchange Rate - Use Taxpoint Date and the AP Exchange Rate - Use Invoice Date field to specify which date the system uses to retrieve the exchange rate for account receivable and accounts payable transactions.

Shared Sets

The system displays the shared set codes that default from the associated domain in the Shared Sets frame. It also indicates whether any GL account and cost center restrictions apply to this entity. These settings cannot be updated here.

Additional GL Numbering

Use the Additional GL Numbering panel to allow a secondary numbering sequence for GL transactions. Additional GL Numbering on page 5884 is used in some countries when transactions must be identified by unique sequence numbers without any gap. The sequence number of a transaction appears in statutory transaction reports.

Additional GL Numbering

Indicate whether you want to enable additional GL numbering.

When postings have been generated with additional GL numbers, you cannot subsequently disable additional GL numbering for that entity.

Reset Number Yearly

Select this field to have the GL numbering sequence automatically reset at the beginning of each fiscal year.

Source Numbering Entity

Optionally, specify another entity to use its GL numbering sequence. You can specify an entity only when:

- Additional GL numbering is also enabled for that entity.
- That entity is not sharing its GL numbering sequence with another entity.

With this feature, a legal entity that consists of two or more entities in the system can use the same numbering sequence.

Taxes

Use the Taxes panel to configure settings for gross income accounting, for suspended and delayed taxes, and for the Tax Excluded fields on customer and supplier invoices.

Use Withholding Tax

This field indicates whether withholding tax has been enabled for the domain to which the entity belongs.

Gross Income Accounting

Select the field to enable gross income accounting for the entity.

The default is that the field is cleared.

Customers

Suspended Tax

Select an option to define the point at which suspended taxes on customer invoices become payable and are transferred from the suspended tax account to the final tax account.

This field has four options:

- Not applicable. No suspended taxes are required for this entity.
- Till First Payment. The whole tax amount of the invoice becomes payable when the first payment for that invoice is made.
- Till Last Payment. The whole tax amount becomes payable only when the invoice is completely paid.
- Proportional to Payments. Taxes are suspended and released as payable tax proportionally to the amounts paid for the invoice:

Suspended Date Type

Select the date the system must use to retrieve the exchange rate for suspended tax transactions. The options are:

- Invoice Posting Date: The system uses the exchange rate applicable on the date on which the invoice was created. This is the default option.
- Payment Date: The system uses the exchange rate applicable on the date on which the payment and tax postings were created.

Suspend Until Paid Status

Select the field to suspend the payment of taxes until the payment status is set to Paid.

If you select this option, allocating a payment to an invoice does not generate final tax postings, unless the payment status is also set to Paid. When the payment status is set to Paid, the taxes are posted to the final tax accounts and the tax becomes available for declaration.

Note The Suspend Until Paid Status field is enabled when you select any option except Not Applicable in the Suspended Tax field.

AR Tax Excluded

This field indicates the default value for the Tax Excluded field in **Customer Invoices**. The Tax Excluded field indicates whether the invoice amount includes or excludes tax.

The default value for the Tax Excluded field in **Customer Invoices** is set using the Customer Invoice Total Excludes Tax field in **Global Tax Management Control**.

Suppliers

Delayed Tax

Select an option to define the point at which delayed taxes are calculated when you complete an outstanding payment to a supplier in payment stages.

This field has four options:

- Not applicable. No delayed taxes are required for this entity.
- Till First Payment. The whole tax amount of the invoice becomes payable when the first payment for that invoice is made.
- Till Last Payment. The whole tax amount becomes payable only when the invoice is completely paid.
- Proportional to Payments. Taxes are delayed and released as payable tax proportionally to the amounts paid for the invoice:

Delayed Date Type

Select the date the system must use to retrieve the exchange rate for delayed tax transactions. The options are:

- Invoice Posting Date: The system uses the exchange rate applicable on the date on which the invoice was created. This is the default option.
- Payment Date: The system uses the exchange rate applicable on the date on which the payment and tax postings were created.

Delay Until Paid Status

Select the field to delay the payment of taxes until the payment status is set to Paid.

If you select this option, allocating a payment to an invoice does not generate final tax postings, unless the payment status is also set to Paid. When the payment status is set to Paid, the taxes are posted to the final tax accounts and the tax becomes available for declaration.

Note The Delay Until Paid Status field is enabled when you select any option except Not Applicable in the Delayed Tax field.

AP Tax Excluded

This field enables you to set a default value for the Tax Excluded field in **Supplier Invoices**. The Tax Excluded field indicates whether the invoice amount includes or excludes tax.

Select this field if you want the Tax Excluded field in **Supplier Invoices** to be selected by default for all invoices created in this entity.

Clear this field if you want the Tax Excluded field in **Supplier Invoices** to be deselected by default for all invoices created in this entity.

Approvals

Use the Approvals tab to enable generic approval workflow for supplier payment selections and supplier invoices.

Enable Supplier Payment Selection Approval Workflow

Select this field to enable generic approval workflow for supplier payment selections.

Enable Supplier Invoice Approval Workflow

Select this field to enable generic approval workflow for supplier invoices.

Enable Journal Entry Approval Workflow

Select this field to enable generic approval workflow for journal entries.

Revenue Recognition

Note Currently, this panel displays even if you are not licensed to use Revenue Recognition. In that case, settings have no effect on system processing. A future release will suppress the display of this panel when no license is available.

The Revenue Recognition panel enables you to define a default revenue recognition daybook. You can also specify whether a review is automatically required for auto-generated contracts and whether to automatically create cost of goods sold postings to defer and accrue cost of goods sold amounts.

Revenue Recognition Daybook

Use this field to define a revenue recognition daybook for any entity that you use for revenue recognition purposes. The field is not mandatory, but when it contains a daybook, it must be of type Revenue Recognition. You must enter a valid daybook if you want any revenue calculations to be performed. The lookup displays a full list of daybooks available. You can specify the same daybook in multiple entities.

Review Required for Auto-Generated Contracts

You can also indicate whether auto-generated contracts automatically require a review. When you select this field, all revenue contracts created by the auto-generation program automatically require a

review. You can override the setting in this field at customer level. The Calculate Revenue Recognition program does not include revenue contracts that have not been reviewed, see Calculate Revenue Recognition on page 6778

Create Cost of Sales Postings

Select this field to create automated cost of sales postings alongside postings that defer or accrue revenue. When you select this field:

- You can set up default cost of sales account mappings in Revenue Recognition GL Account Mappings on page 6751.
- Default cost of sales profiles are available on the Revenue Recognition sub-panel in Customers on page 830 for any customer using the same shared set. The customer profile is a backup for when no mapping is found.
- Revenue Recognition Contracts displays additional information, regarding the deferral and accrual of cost of goods sold amounts, see Revenue Recognition Contracts on page 6763.
- The Revenue Calculation program also automatically creates postings to defer and accrue cost of goods sold amounts.

Trial Balance Exports

COA Cross Reference

Specify the cross-reference you want to use for exporting the trial balance data in this entity.

Master Data Management

Master Data Management (MDM) Overview

Master Data Management (MDM) on page 940 enables you to maintain control over master records—for example, customer and supplier definitions—across your enterprise. MDM's control mechanisms route new and updated records—in the form of change requests—to knowledgeable individuals (*data stewards*) in your organization who are best qualified to provide and approve specific types of data within a master record. When all required information has been added, MDM routes the change request to a final approver. This approver verifies that the record is complete and that information related to how the master data will be distributed across the organization is in place and correct.

For example, the user who requires a new supplier record to be created may not be the best qualified to provide such specialized information as account codes or banking information. With MDM, the requester can just fill in basic information in **Suppliers**—leaving blank fields that otherwise would be required to save the record in a non-MDM environment. The system then uses a predefined routing to assign a change request representing the draft record to financial data experts. They add the required information and review/approve the new master record. The same mechanism is used to control the change process when fields are updated in an existing master record.

MDM maintains status information throughout the approval process. Visual indicators in the screen from which the master record was created —**Suppliers** in our example—identify which fields have been changed, as well as where they are in the review and approval process. You also can use the **Change Requests** screen to view where each request stands in the process.

After approval, new or updated records are distributed through your organization based on the MDM definition for the master record, which initially defaults from **MDM Setup**. Additions or changes are not effective until distribution takes place.

In practice, organizations may want to put only a subset of all master data attributes under central governance. When non-MDM controlled fields are updated, they are not subject to the approval process. Changes are distributed across the enterprise as soon as records are saved.

Product Scope

This release of MDM supports the following types of master records:

- Business Relations
- Customers
- Suppliers
- Supplier-Domain
- Customer-Domain

Controlled records are limited to single-tier governance; that is, master data can be maintained and distributed across a single instance of the ERP system.

QAD anticipates incremental enhancements to add more types of master records, increase the coverage of distribution, and introduce additional capabilities.

MDM Domain

A key element in the centralization concept is the MDM domain, identified in **Base Control**. Although approved master data records are distributed to domains throughout the enterprise as specified in setup data, all record creation and maintenance activities take place in a single domain.

When a particular type of record has been MDM-enabled in **MDM Setup**, you can update and create records in the associated app—**Suppliers** or **Customers**, for example—only from the MDM domain. The app is available in other domains—subject to role security—but records are read-only. For record types that are not MDM-enabled, the apps function just as they do when your environment does not use MDM.



Change Requests

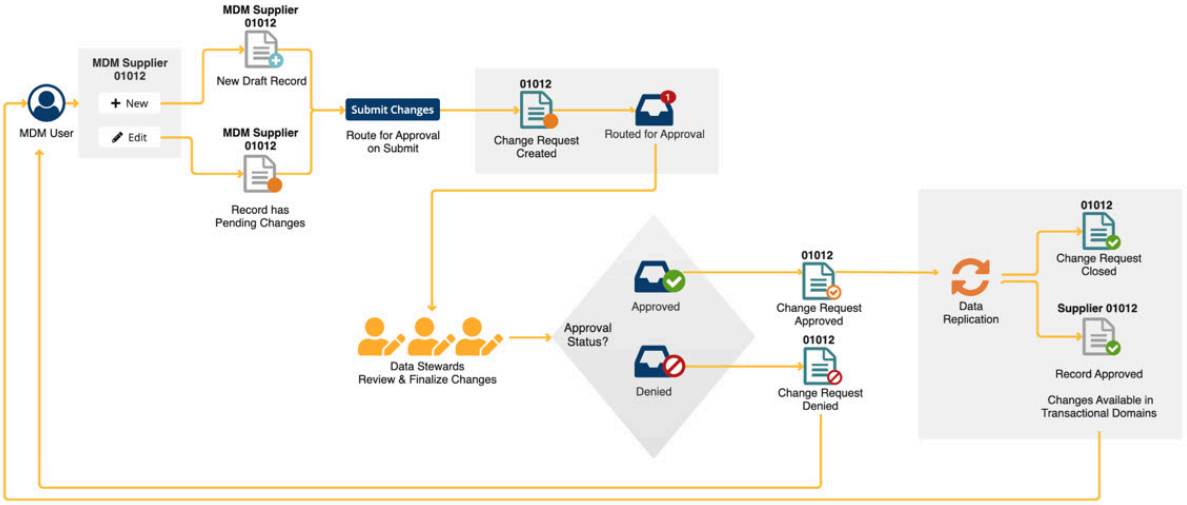
When an MDM-controlled master data record is created or updated, the system prompts the requestor to create a change request. This change request acts as a container that keeps all intended changes in a staging area, separate from production master data. A workflow manages the change request from the originator through the master data experts—who enrich the data by adding information specific to their specialties—until it reaches the master data steward. When all required fields are completed and validated (including distribution data, which controls how final master records are replicated across the enterprise), the final approver saves the change request, which then becomes a live, production-level master record.

Distribution

In the MDM context, distribution is the control mechanism that manages the downstream flow of new and updated master records after they have been completed by data experts and signed off by the data steward.

Depending on the record type, distribution is managed on the system, domain, or shared set level. Default distribution definitions are specified for each record type in **MDM Setup**. When new master records are created, those default definitions can be modified to a limited degree, depending on the record type. For example, distribution for the supplier master records is based on shared sets. All domains associated with a selected shared set receive new and updated records.

Process Flow



The following steps summarize the overall flow of MDM-governed master records through the creation/edit, data enrichment, approval, and distribution process.

1. The process begins when you create a new record (Draft status) or update an existing record (Pending Changes status). Draft records only exist in the MDM domain until authorized and allow the record to be saved without having to complete all required fields.
2. When you have finished with the record and click Submit Changes, the system prompts you to enter a description and a reason for the request. Then click Submit.

   After the record has been submitted for approval, it becomes disabled for anyone who is not in the assigned approval group. Other users can always view the record, but updates are limited to only the data stewards included in the approval process.
3. The assigned data stewards receive an inbox task that links to the MDM change request. They can easily review the change request details in the Change Request Approval screen, including the main information, the change details, workflow, history, and approvers. Depending on your specific processes, you may have only a couple of participants in the review/approval process–or many.
4. The change request includes an Open button, which lets the reviewer access the record directly in the associated app–Suppliers, for example. When there are pending changes in an updated record,

modified fields are highlighted in orange. Hover text on modified fields shows the previous value for the reviewer's reference. Since reviewers are part of the approval group, the record is enabled, and the reviewer can enter or update data in new Draft records.

5. On new records, the approver configures the distribution in the Distribution panel. Default distribution based on shared sets is defined in MDM Setup, but all master records are not always needed in every domain, so the approver can adjust the distribution list as needed. The record must be configured before it can be distributed.

   Once the record is approved, the associated supplier or customer domain settings records are also created and automatically submitted to the change request process.

6. After saving any changes to the record, the reviewer approves or denies the inbox task.

   If they chose to deny any of the changes, the system displays all the fields that were submitted for approval. The reviewer can deny individual fields and comment on the reason. The submitting user receives an inbox notification and can correct or cancel the denied changes. When they open the record, the system shows the denied field(s) shaded in red; other pending changes that were not denied display with orange shading.

7. After review by the last person in the approval process on a new record, the system fully validates the record before the approval can be completed. Only if the record validates successfully can it be distributed to the transactional domains.

8. The system closes the change request, and the approved MDM changes are immediately distributed to the transactional domains.

What Is Master Data?

A typical ERP system has lists of data that is shared throughout the system—for example, supplier master and customer master data lists. This master data is often a vital asset, and using MDM software to manage it can be a crucial element for the company.

To understand master data, you should know the terminology. Some terms are obvious: "Customer" and "Item," for example. It's possible to define master data simply by using commonly agreed upon master data item lists: Customer, Item, Location, Employee, Asset. But the way you identify the elements of data that an MDM application should manage is not so simple.

Start by looking at the types of data commonly found in corporate organizations:

- Unstructured Data: Email, marketing material, magazine articles, intranet portals, product specifications, and PDFs.
- Transactional Data: Data about business events. These records are most typically related to system transactions, such as sales,

deliveries, invoices, and so on. They are needed to maintain history or provide information to be analyzed by some other system—unit-level transactions that use master data entities. Unlike master data, transactions are temporal and instantaneous by nature.

- Metadata: Data about other data: XML documents, report definitions, column descriptions of the columns in a database, logs, configuration files.
- Hierarchical Data: Relationships among other data elements—for example, company organizational structures, records in an accounting system, or product lines.
- Reference Data: A type of data used specifically to categorize other data or relate data to information outside the company: countries, time zones, currencies, payment terms, and so on.
- Master Data: Here we reach the core of an MDM system's reason for being: the objects around which business is conducted. It is typically quite stable and changes relatively rarely. Master data in and of itself is not transactional. However, it does describe transactions.

Why Manage Master Data?

Master data is usually common to multiple applications, so an error in the data in one place can proliferate across your enterprise. Something as simple as a typographical error in a customer's address can create havoc in order management, deliveries, and billing. A single-digit mistake in an account number can have widely felt implications on both your company and its customers.

The Benefits

There's no question that generating a clean master list is challenging. But having a standard master list has many benefits. For instance:

- A single, consolidated bill saves money and leads to happy customers.
- You no longer risk sending the same marketing literature to a customer numerous times—at your expense and their irritation.
- There's a consolidated view of customers across your company; you won't risk turning over your division's most significant customer to a collection agency because of a minor overdue account in another division.
- A collective view of items can eliminate wasted money and shelf space: you can avoid duplicate inventories that result from overlapping part numbers.

SOA, SaaS, and Master Data Management

You might have built a single customer service model that communicates through well-defined XML messages—so you've concluded that you have a single view of your customers. But the same customer might be

represented in four different databases with two different addresses and three different phone numbers. What will your customer service return? How can you ensure that it will be consistently correct across all your offices?

Additionally, if you utilize an SaaS-based CRM service provided through SaaS, which list will you provide?

Maintaining consistent, accurate master data across your enterprise is now more than a convenience: it is now becoming an absolute necessity. The processes and systems you will use to retain this data are collectively called **Master Data Management**.

Change Requests

Use Change Requests to view the status and history of change requests that have been submitted for records under the control of MDM. You can use a link within an individual request to access the Adaptive UX app associated with the record.

The browse provides a visual indication of the current status of each request:

Change Requests Browse Icons

	Change request has been submitted.
	Change request has been approved but changes have not yet been released.
	Current record data has been approved and distributed to the ERP, and will be used in transactions.
	Change request has been denied.
	Change request has been canceled. Pending changes are no longer visible from the record.

Main Panel

Request

A unique change request number generated by QAD Master Data Management. The system assigns numbers based on Sequence ID CHNGREQ defined in Number Ranges.

Description

A description of the change request. The requestor provides this information when requesting a new or updated master record.

Event Type

Whether the change request results from an updated record or a newly created record.

Record

A system-generated identifier for the record being updated. Click Open to view the record in its source application—for example, Suppliers. Depending on the status of the change request and your role in the change approval process, your ability to make changes with the source app may be limited.

Reason

The reason code associated with the change, as specified by the requestor. Reason codes are defined in Reason Codes and associated with the CRequest reason type.

Priority

The priority—High, Medium, or Low—of this change request. The requestor assigns a priority to indicate the relative importance of this change request to participants in the review/approval cycle.

Due Date

The date on which the requestor would like the change request review/approval process to be completed. Adding a due date helps reviewers/approvers to prioritize change requests.

Status

The status of this change request, based on the current process step. Codes include:

- Submitted
- Approved
- Closed
- Denied
- Canceled

Business Component

The code for the system Business Component that created the record associated with this change request. In the current version of Master Data Management, values are:

Code	Adaptive UX Business Component
CustomerV2s	Customers
mfgCustomer	Customer Domain Settings

Code	Adaptive UX Business Component
SupplierV2s	Suppliers
mfgSupplier	Supplier Domain Settings
BusinessRelationV2s	Business Relations

Source

A system-provided indication of how this change request was created:

- AUX - the request originated from an app in Adaptive UX
- REST - the request was generated through a REST API

Created By

The user ID of the person who created the change request. The system also displays the user's name.

Created Date & Time

A timestamp indicating when this request was created.

Notes Panel

This panel includes optional notes added by the requestor.

Change Details Panel

This grid shows the status and details of each event associated with this change request. Maximize the Status row to view detailed event records.

Status

The Change Request Detail Browse provides a visual indication of the current status of each event

Change Request Details Icons

	The proposed changes have not yet been submitted for approval.
	The proposed changes have been submitted.
	The workflow event has been completed.
	Change event has been approved but changes have not yet been released.
	Current record data has been approved and distributed to the ERP, and will be used in transactions.

	Change request has been denied.
	Change request has been canceled. Pending changes are no longer visible from the record.

Event Type

Whether the change on this line resulted from an updated record or a newly created record.

Field Name

Field name of the updated field.

Field Label

Label of the updated field.

From

Original value of the updated field.

To

New value of the updated field.

Table Name

Name of the table associated with the updated field.

Record

An identifier for the updated record.

Created User

The user who created the record being updated.

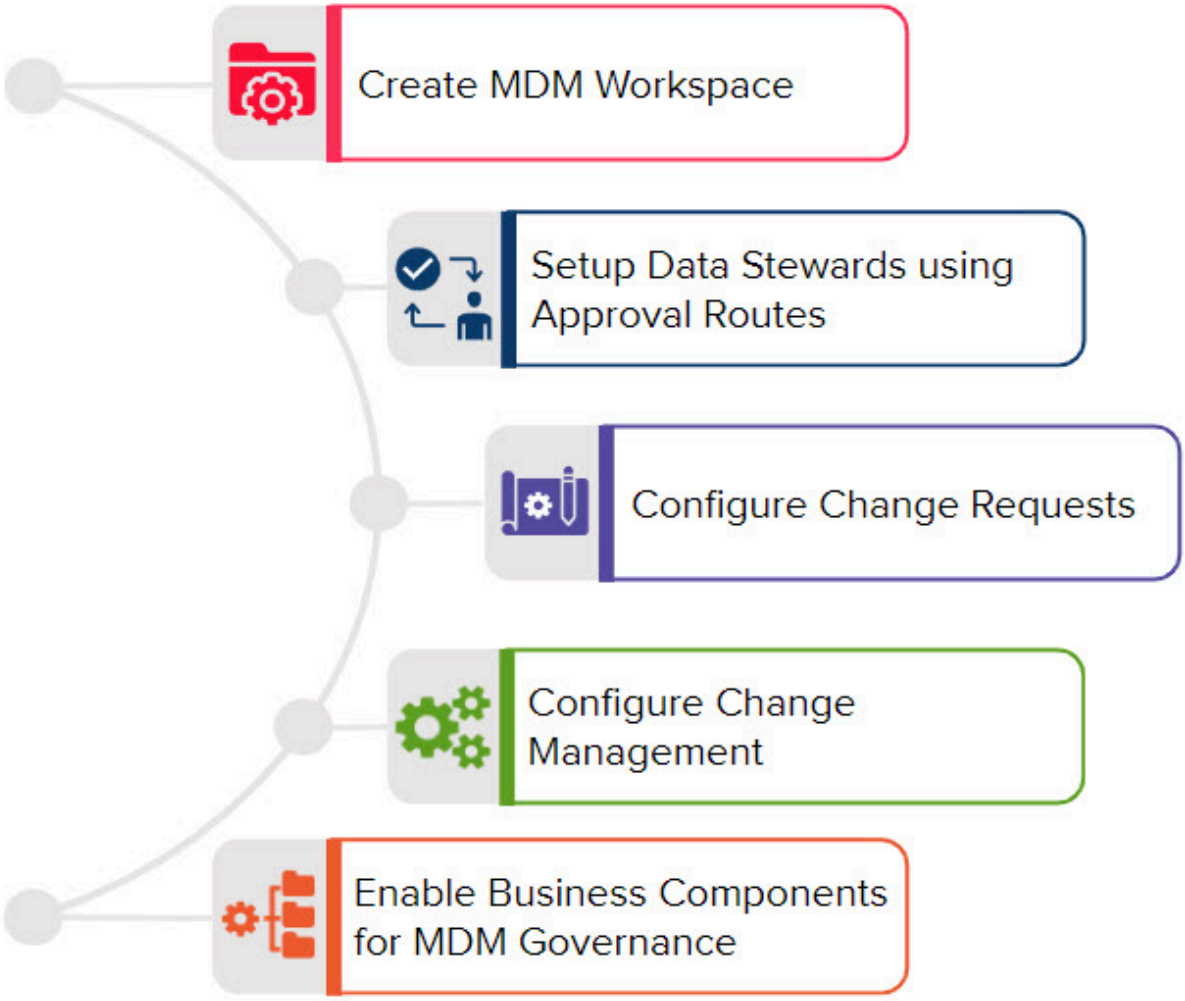
Created Date & Time

A timestamp indicating when this request was created.

Setting Up MDM

System administrators must perform setup activities in several functions before you can begin using MDM to create and modify master records.

This topic is a top-level summary of the setup process.



1. Define your *MDM workspace*, which includes:
   - A new MDM domain; after setting it up, identify it in the MDM Domain field in **Base Control**. All MDM-controlled master record definitions are created and maintained in this domain, and change request records are staged there.
   - Entities
   - Shared sets

     Important The MDM domain must have its own shared sets and not use shared sets used by any other domain.

2. Use **Approval Routes** to define the chain of data stewards and approvers who enrich and review change requests. QAD-delivered setup data already includes **Approval Configuration** records that define the process used to approve change requests.
3. Configure information used in the change request process:
    - Use **Number Ranges** to define the numbering sequence assigned to change requests. Assign this sequence to the CHNGREQ dataset.
    - Use **Reason Codes** to define codes (of type CRequest) for requesters to categorize or describe change request events.
4. In **MDM Setup**, configure how the system manages changes for specific business components:
    - Which types of master records (business components) should be controlled in your environment
    - Which specific fields should be under MDM control and, optionally, under what conditions
    - How new and updated records should be distributed across your organization after approval
    - The initial baseline for master records that will be under MDM control, built by importing data from controlled domains into the MDM domain

    A QAD-provided, top-level definition for each supported business component serves as the starting point for your custom implementation. You use **MDM Setup** to add your own field-tracking and distribution specifications.
5. When the configuration records are ready for use, enable them in **MDM Setup**.

MDM Setup

Use **MDM Setup** to define how MDM is used in your system. For a given master record type, the setup definition includes:

- Change request configurations to determine which fields are controlled by MDM and require approval before the associated master records can be replicated throughout your enterprise.
- Distribution specifications to control the shared sets/domains that are updated when new and modified master data records have been approved and replicated.

Important Definitions—one for each supported master record type—are based on default records created as part of the MDM installation process, during YAB data load. You cannot add new records or delete existing ones.

The New and Delete buttons are disabled. You can update the Description field as needed, and select Enabled to activate the definition when setup is complete. The QAD-provided Scope value is display-only.

Main Panel

Setup

A code associated with the configuration definition–for example, “Supplier.” It serves as a unique business key for this setup record. You cannot update this field.

Description

Enter a meaningful text description of this record as it is used in your system; for example, “Supplier MDM Configuration.”

Scope

The system displays the specific elements of your company that this definition applies to. You cannot update this field. Values are:

- Shared Set—limited to the shared sets defined in the Distribution panel
- Domain—distribution based on supplier domain or customer domain records
- System-wide—applies to all master records in the system, regardless of shared set or domain

Enabled

Select this field to indicate that this definition is active and available for use. The system enforces the creation, update, and distribution rules set up for master data records associated with the specified business component.

Conditions to be met before selecting Enabled:

- A sequence definition in **Number Ranges** with target dataset equal to CHNGREQ must be configured.
- Platform extensions should not be configured against the component.
- MDM Setup must have one primary Business Component.
- MDM Setup should contain at least one active Change Request Configuration.
- MDM Setup must have at least one enabled Distribution.
- If using Customer Domain Settings, the Customer component must be enabled.
- If using Supplier Domain Settings, the Supplier component must be enabled.

Business Components Panel

Business Component

The QAD-provided name of the business component controlled by this record, corresponding to the associated Business Component URI. This field is read-only. In the initial release of MDM, this is one of the following values:

- BusinessRelationV2s
- CustomerV2s
- MfgCustomers
- SupplierV2s
- MfgSuppliers

Business Component URI

The QAD-provided unique identifier representing the business component that supports this MDM configuration record. This field is read-only. In the initial release of MDM, this is one of the following values:

- urn:be:com.qad.base.address.IBusinessRelationV2
- urn:be:com.qad.base.customer.ICustomerV2
- urn:be:com.qad.base.customer.IMfgCustomer
- urn:be:com.qad.base.supplier.ISupplierV2
- urn:be:com.qad.base.supplier.IMfgSupplier

Primary

Specify whether this is the primary business component. MDM support includes basic functions, as well as some extended functionality such as certain Financials applications. In such cases, the setup code may include configuration records for more than one business component.

One record must be identified as Primary—typically the basic functions.

Distribution Panel

Use the Distribution panel grid to specify the default elements of your company that this MDM definition applies to. These values are used for new business components. Depending on the value of Enforce Defaults, you may be able to make some updates to the default values in the business component record.

When new or updated master records have been approved for a business component, the system distributes them across your company based on the business component-level settings.

This frame is conditional, based on the value of Scope in the Main panel:

- SharedSet - the Share Set Distribution frame is displayed.

- Domain - the Domain Distribution frame is displayed when applicable.
- System-wide - since records are not limited to shared sets or domains, the Distribution frame is not displayed.

Button Icons

Use the buttons above the grid as follows:

- Click +New to add a shared set record.
- Click Edit to update a limited number of fields directly in the grid.
- Click Delete to remove a shared set from the distribution definition.
- Click Details to update a line using the form view. For example, use this feature to add conditions to the line.

Actions

Select Actions > Initial Data Load to import master records from specified domains into the MDM domain specified in Base Control. Once loaded, these records are under central control and can only be updated from the MDM domain. See Initial Data Load Action on page 953 for details.

Enforce Defaults

Specify whether default distribution settings can be updated in individual business components.

For example, when Enforce Defaults is selected in the Distribution settings for customers, you cannot modify the “selected” setting in the MDM Distribution frame of **Customers** for any of the listed shared sets. That is, if a shared set is selected/deselected by default in **MDM Setup**, it must be included/excluded in the distribution settings for all customers.

Default

Select this field to include the shared set in customer records. When Default is cleared, the shared set is not by default included in customer records. Whether you can change the setting for individual customer records is determined by the setting of Enforce Defaults.

Shared Set

Specify a shared set that applies to this MDM setup record.

Description

The system displays the shared set description.

Enabled

Select this field to allow MDM to distribute associated records to the domains in the specified shared set. When you select the Configure/ Reconfigure option, the system selects this field.

Domain

The system displays the domains associated with the shared set.

MDM Shared Set Distribution Details Screen

This screen is displayed when you select a Shared Set record from the grid and click Details.

Main

The Main panel in Distribution Details shows the Shared Set and Domain values from the grid; you cannot update them here. The Default and Enabled values default from the grid; you can edit them as needed.

Condition

Specify any conditions for the system to use to filter records for distribution. For example, if the configuration record is for customers, and you use Customer Types to group your customers, you might add a condition on the customerTypeCode field to limit the selection to customers with Type = INTC. In that case, only new or updated customer records with that customer type are distributed to the domains in this shared set.

To add or update a condition, select the shared set from the Distribution grid and click Details to display the Conditions grid. In the Conditions grid, click +New to add a condition. Use the lookup in the Field column to select a field in the business component, then select an operator and specify the field value that satisfies the condition. If the condition includes a range, use both Value 1 and Value 2.

Note Note To enter a specific value in Value 1 or Value 2, select the Is Literal option. When Is Literal is not selected, the system displays a browse that lets you select a database field. For example, you can use this feature to define a condition where the field shown in Value 1 must equal the field shown in Value 2.

To remove an existing condition, select the line in the grid and click Delete.

Change Request Configurations Panel

Use this panel to define how the system processes change requests for this business component—that is, which fields are subject to MDM control and, optionally, under which conditions. By default, existing records display in a grid. You can remove a record by clicking Delete, but you cannot directly modify any fields in the grid. To update a configuration record, select it in the grid and click Details. The system displays a maintenance screen.

MDM Change Request Configuration Details Screen

This maintenance screen includes three parts: A Main panel that includes information about the configuration detail record, along with Fields and Conditions grids.

Main Panel (Configuration Details)

Configuration

The system displays the configuration name. You cannot update this field.

Description

Optionally, enter a description of this configuration.

Active

Select this field when the configuration record is complete and ready for use.

Sequence

Optionally, when more than one configuration is defined, specify the order in which the system looks for matching conditions to select records for MDM processing.

Saved To

This field is related to the Platform Environment Configuration (PEC). You cannot update it.

App

This field is related to the Platform Environment Configuration (PEC). You cannot update it.

App URI

This field is related to the Platform Environment Configuration (PEC). You cannot update it.

Fields Panel (Configuration Details)

Use the Fields grid to maintain the list of fields that are controlled by MDM based on this configuration record.

You can view the currently assigned fields by clicking the symbol in the first column. Select a field and click Delete to remove it from the configuration.

The grid displays the field name, UI label, name of the associated database table, and the data type. Optionally, the grid allows you to specify the change type. This field can be set up with generalized codes as a method of associating specific fields with data specialists who have

the appropriate skills. For example, you might set up a change type of FIN to indicate that an account number field value should be provided by a financial specialist.

Click +Select to add fields to the configuration. The system displays a lookup listing all the fields associated with the selected business component. A search field lets you filter the list as needed. Use the checkbox to select one or more fields, then click OK to add the selected fields to the configuration.

Conditions Panel (Configuration Details)

Use the Conditions grid to define the conditions under which fields are tracked by MDM.

For example, if the configuration record is for customers, and you use **Customer Types** to group your customers, you might add a condition on the customerTypeCode field to limit the MDM control to customer records with Type = INTC. In that case, only new or updated customer records with that customer type are subject to the MDM review and approval process.

To add or update a condition, select the shared set from the Distribution grid and click Details to display the Conditions grid. In the Conditions grid, click +New to add a condition. Use the lookup in the Field column to select a field in the business component, then select an operator and specify the field value that satisfies the condition. If the condition includes a range, use both Value 1 and Value 2.

Note To enter a specific value in Value 1 or Value 2, select the Is Literal option. When Is Literal is not selected, the system displays a browse that lets you select a database field. For example, you can use this feature to define a condition where the value of the field shown in Value 1 must equal the value of the field shown in Value 2.

To remove an existing condition, select the line in the grid and click Delete.

Initial Data Load Action

This action is available from **MDM Setup** > Distribution panel > Actions > Initial Data Load.

Important The action is available only when the Enabled checkbox is *not* selected.

The Initial Data Load action loads master records from target domains into the MDM domain (specified in **Base Control**), allowing you to determine how to resolve differences in duplicate records when they occur. The version of the record in the MDM domain becomes the “golden” record, which is replicated back to the target domains when updates are made to it in the MDM domain. The record can no longer be modified directly in non-MDM domains.

Use the Initial Data Load action in the following circumstances:

- Initial data migration during MDM implementation to place an initial set of master records under MDM control by loading them into the MDM domain.
- When expanding the scope of MDM governance to additional domains—for example, during a phased rollout of MDM.
- Adding master records from new operating units resulting from mergers or acquisitions.

The action is available for supplier and customer records. The user interface is similar for both types.

The action screen consists of four panels.

Options Panel

Use Auto Number for Creating Customers/Suppliers in MDM

Select this option to have the system automatically assign a new customer or supplier code to the imported record.

- Not selected (default): The system uses the customer or supplier code from the source shared set.
- Selected: The system assigns a new code based on the current value for the customer or supplier shared set in **Autonumbering Sequences**.

Enable Distribution Record for Configuration after Initial Data Load

Select this option to allow customer or supplier records based on this MDM profile to be configured after initial data load is completed. The field is selected by default.

Duplicate Resolution Panel

Use this panel to specify the method of resolving cases where two or more identical customer or supplier codes exist in the imported records. Click Find Duplicates to have the system display records with duplicate instances in a grid. You can select a row and click Edit to update it directly in the grid, or click Details to display a maintenance screen.

Record

The customer or supplier number with duplicate instances.

Description

The business relation associated with the duplicate customer or supplier code.

Shared Set

The system displays the shared set associated with the record.

Resolution

Select the method for resolving the duplicate record situation:

- Create a New MDM Record; enter a name for the new record in the New MDM Record field
- Link to Different MDM Record; select an existing record to link to
- Synchronize Record to MDM (default)
- Synchronize Record to Shared Set / Domain

MDM Record/New MDM Record

Select an MDM record to be linked to the duplicate, or enter a new record name. A lookup is available only for existing records to be linked. This field is only enabled when Resolution is set to Create a New MDM Record or Link to Different MDM Record. In those cases it is a required value. When you create a new record and the Use Auto Number for Creating Customers in MDM option is selected, the system displays the new customer or supplier code.

Manual Mapping Panel

The records in the target domain that you want to control with MDM might not always be duplicates. You can use this panel to identify such records and associate them with records in the MDM domain.

Based on the mappings you create, the system overwrites records in the target domain with MDM records.

Note that the system does not allow you to create a manual mapping record for any record that has already been added to the Duplicate Resolution grid.

Processing Panel

This panel indicates that processing is done in the background. To view the status of the initial data loading process, you can use **Background Processing**.

It also warns you to avoid MDM activities until processing is completed.

Master Notes

Text can be reviewed on screen or printed, but master notes primarily associate text with specific transactions for printing on reports and documents.

You can use the Master Reference field to associate notes with items, customers, or suppliers by entering these codes in the reference field. Store sales and purchase order notes with Type blank and Language equal to the customer or supplier language to print notes in the relevant language.

Sales and Purchasing

You can enter transaction notes on both order headers and line items:

- Header notes might include shipping instructions, customs declarations
- Line item notes can include item descriptions, specifications

You can manually enter orders or reference master comment. When you reference master notes, you can modify them as needed for a specific transaction. Each page of transaction notes can be designated printing or nonprinting on each document type. For example, you can specify that page 1 prints on invoices but not packing slips; page 2 only on sales orders.

Service/Support Management

You can enter comments on calls, contracts and RMAs, both at the header and line level.

Work Orders

Associate transaction comments with work orders or work order routings. Work order routing comments default from routing operation comments, which default from standard operation comments, if defined.

Main

Master Reference

Enter a reference code that identifies a master comment. Reference codes typically identify the topic of the comment. For example, reference can be the item number or address code to which the comment text applies.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Develop a consistent coding scheme that helps users find the comments they want. For example, code comments for sales or purchase order headers with Reference set to the customer or supplier address code and Language set to the customer or supplier language. Code comments for line items with Reference set to the item number. This speeds up order entry, since these are the default values the screen displays.

Language

Enter the code identifying the comment text language. Leave blank if you are not using multiple languages.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you are using multiple languages, 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, which simplifies and speeds up data entry.

Type

Enter an optional type code. Use type codes to group similar comments. For example, Type can identify the source or use of the comment. Type can be left blank. This field is validated against codes set up in Generalized Codes.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular

comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you choose to use type codes, be careful to assign them consistently. This will help users find the exact comments they need during transaction processing.

It saves time during data entry to leave Type blank for comments used on sales order or purchase order transactions, since the transaction comment Type field defaults to blank.

Page

Enter a page number to retrieve master comment text or add new text to this page. Each comment can have up to 99 pages of text, identified and accessed by page number.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Use page numbers to organize information. For example, page 1 is always shipping instructions; pages 90-99 are reserved for internal use. On transactions, users can select the relevant subset of text pages; for example, pages 1, 4, and 7 only.

Notes

Enter text in the expandable panel.

QADRSRV Master Notes

Note This screen functions the same as Master Notes on page 956, except for the domain code. In this screen, when a record is created, the domain is assigned to QADRSRV.

Text can be reviewed on screen or printed, but master notes primarily associate text with specific transactions for printing on reports and documents.

You can use the Master Reference field to associate notes with items, customers, or suppliers by entering these codes in the reference field. Store sales and purchase order notes with Type blank and Language equal to the customer or supplier language to print notes in the relevant language.

Main

Master Reference

Enter a reference code that identifies a master comment. Reference codes typically identify the topic of the comment. For example, reference can be the item number or address code to which the comment text applies.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Develop a consistent coding scheme that helps users find the comments they want. For example, code comments for sales or purchase order headers with Reference set to the customer or supplier address code and Language set to the customer or supplier language. Code comments for line items with Reference set to the item number. This speeds up order entry, since these are the default values the screen displays.

Language

Enter the code identifying the comment text language. Leave blank if you are not using multiple languages.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you are using multiple languages, 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, which simplifies and speeds up data entry.

Type

Enter an optional type code. Use type codes to group similar comments. For example, Type can identify the source or use of the comment. Type can be left blank. This field is validated against codes set up in Generalized Codes.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you choose to use type codes, be careful to assign them consistently. This will help users find the exact comments they need during transaction processing.

It saves time during data entry to leave Type blank for comments used on sales order or purchase order transactions, since the transaction comment Type field defaults to blank.

Page

Enter a page number to retrieve master comment text or add new text to this page. Each comment can have up to 99 pages of text, identified and accessed by page number.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Use page numbers to organize information. For example, page 1 is always shipping instructions; pages 90-99 are reserved for internal use. On transactions, users can select the relevant subset of text pages; for example, pages 1, 4, and 7 only.

Notes

Enter text in the expandable panel.

Number Ranges and Sequences

Numbering sequences for transactions, business documents, and other such system elements are defined using:

- Autonumbering sequences, which are simple sequence numbers associated with specific fields
- Number Range Management sequences, which are user-defined numbers that can consist of several segments

Number Ranges

- NRM is required for all shipper functionality since many countries legally require businesses to maintain strict control when assigning numbers to shipping documents.
- General ledger daybooks let you group and report GL transactions. Operational transactions include the daybook code and daybook entry number used for posting.
- The invoice post process generates a daybook-based invoice number. NRM automatically generates entry numbers based on the transaction year and daybook code.

  Note This program does not let you update the system-generated sequence definition for daybooks.
- An optional NRM sequence number can be specified in Fixed Asset Control for automatically generating fixed-asset ID numbers.
- An optional NRM sequence number can be specified in WIP Lot Trace Control for generating WIP lot and serial numbers in the various functions that trace them.
- Optionally, allow manual customer invoices to be assigned an invoice number from an NRM sequence rather than from component builder. This option is useful in countries that require a particular invoice numbering construction. See here for more details. on page 966

Use the Target Dataset field to identify where a sequence is used.

An example sequence is IN-1234-06:15:20. In this example, the sequence consists of five segments:

- Three fixed-value segments: IN and two dashes
- One incrementing integer segment: 1234
- One date-driven segment: 06:15:20

When NRM updates a sequence, each segment in the sequence is examined to determine whether it should be updated. A date-driven segment can be set up as a control segment, so that changing its value resets the incrementing integer segment to its assigned reset value. If the control segment has not changed or has not been defined, the incrementing integer segment is incremented. Fixed-value segments never change during sequence number generation.

Main

Sequence ID

Enter a code uniquely identifying a sequence.

Description

Enter description of this sequence, up to 40 characters.

Target Dataset

Enter the dataset identifier associated with this sequence. The target dataset indicates where the sequence numbers are used. This field is not required for optional sequences such as those used by WIP Lot Trace, EDI eCommerce, and Fixed Assets.

The values you can specify for this field depend on how specific programs have been modified to use NRM. Entering a value that has not been defined in a program has no effect.

Effective Date, Expiration Date

Indicates the earliest and latest dates when this sequence can be used.

The GL calendar must be set up for the periods entered in the Effective Date and Expiration Date fields, when using Fiscal Segment Types. It is not necessary to set up the GL calendar for those periods entered when using Date Segment Types.

Internal

Specifies whether sequence numbers are supplied by the user or automatically generated by NRM.

Cleared: Default. Sequence is external (user). Use external sequences to validate the number that a user enters in a transaction. NRM verifies that the number has not been used and belongs to the set defined by the sequence. The system parses the number into segments and validates each segment against the corresponding segment in the sequence definition.

Selected: Sequence is internal (NRM). Use internal sequences to generate sequence numbers for associated transactions. NRM automatically generates numbers in ascending order.

Allow Discarding

A sequence number is marked as used when the number is recorded by NRM. This is known as the register operation. Discarding means leaving a sequence number unused which creates a gap in consecutive numbering with no history log of the sequence you discarded. You can discard a sequence number by instructing NRM to discard a sequence previously used by the register operation (and the history of that number's use).

Selecting this field allows you to discard previously registered sequence numbers from this sequence by reversing the register operation. As a result, NRM erases all record of the sequence number, and the discarded number is replaced by a gap. Discarded sequence numbers are not recycled. When that next number is registered, a gap will be created because all intervening numbers have not been

registered. When discarding numbers, the Allow Voiding field must also be selected to ensure that a history log is maintained.

Clearing this field prevents you from discarding previously used sequence numbers.

Allow Voiding

A sequence number is marked as used when the number is recorded by NRM. This is known as the register operation.

Select this field to mark a previously registered sequence number as void, recording this action as a separate event in the sequence history.

Clear the field to prevent sequence numbers from being voided.

Sequence in Use

The system indicates whether this sequence ID has been used to generate a number. When the field is selected, you cannot update the segment definitions. Segments can be added or dropped during sequence definition, but once a sequence has been used to generate or validate sequence numbers, you can no longer change its structure.

Operational Daybook

When this system-controlled field is selected, this sequence definition is tied to an operational daybook. You cannot update it.

Segments

Sequence numbers can have multiple parts, called segments. Use this panel to define the content and order of the segments that make up an autonumber sequence.

A preview field shows the structure of the sequence as you define the segments.

Select New to add a segment. Use the grid to assign values. Available fields vary depending on the value of Type.

Number

Displays the segment number, and controls the order of segments in this sequence. Segments are displayed in ascending order, from left to right

Type

A segment's type defines its characteristics and behavior.

There are five segment types:

- An incrementing integer segment defines a range of values, with a lower bound, an upper bound, initial, and reset value; for example, integer 9999. Each sequence must have one and only one incrementing integer segment.

- Date-driven segments display a value that depends on the transaction effective date or the fiscal period that corresponds to the effective date. The effective date is derived from the transaction where the sequence is used. The format is a compound string that permits optional display of date components (year, month, week, day), including delimiters between components; for example, 06:15:97. Each sequence can have one date-driven segment or none, but not more than one.
- A fiscal segment is similar to a date-driven segment, based on fiscal period.
- A fixed-value segment can consist of any printable character except a comma (,). For example, IN can be a fixed value segment assigned to an invoice document.
- A character segment is similar to an incrementing integer segment, but is not limited to integers. Instead, it allows alpha-numeric characters. Ranges can be 0-Z to 00000000- ZZZZZZZZ.

Minimum Value, Maximum Value

The smallest and largest allowable value of the incrementing segment for this sequence. Sets boundaries for the sequence number generation. Helps you manually validate whether selected numbers are within bounds of the sequence.

Initial Value

Initial value for the incrementing segment of this sequence. The system verifies that this value is within the minimum-maximum range for the sequence.

Reset Value

For date or fiscal sequences, specify the reset value for the incrementing segment of this sequence when the date or fiscal portion changes. The system verifies that this value is within the minimum-maximum range for the sequence.

Date/Fiscal Format

Specify the format of this date segment using a combination of the following elements:

YY - year (2 characters; for example, 03)

Y4 - long year (4 characters; for example, 2003)

M - month (must also include a year element; for example, 6/03 or 6/2003)

W - week (must also include a year element)

D - day (must also include a year element)

Formatting elements can be added in any order. Month, week, and day values cannot be used without a year element attached, and any printable character (except commas and date elements) can be used as a delimiter between elements.

For example, YY, Y4, M/D/YY, and M/Y4 are acceptable date formats. The latter two use a slash (/) as a delimiter.

Fixed Value

Enter the fixed value string for this segment. Each position in a fixed value segment may contain any printable character (except commas). A fixed value segment is not changed in any way during sequence number generation.

Control Segment

Select to indicate that this date-driven segment is a control segment.

When a date-driven segment is set up as a control segment and the date changes, the system resets the incrementing segment to its assigned reset value.

Assigning Invoice Numbers to Manual Invoices

By configuring the Segment List types and sequences, you can assign invoice numbers to manual customer invoices created in the Financials application using **Number Ranges** instead of component builder.

Note For operational customer invoices, the sequence number is used to assign the customer invoice voucher number. However, for manual customer invoices, the sequence number is not used to assign the customer invoice voucher number. The voucher number is still assigned from component builder. Therefore, the Invoice number and Voucher number can be different.

Setup

Important Existing .Net customers should run Invoice Number Transformation prior to upgrading. Invoice Number Transformation is not available in QAD Adaptive.

1. In **Daybooks**, create a daybook to be used for manual customer invoices as follows:
   a. In the Daybook Control field, choose Financial.
   b. In the Daybook Type field, choose one from Customer Invoices, Customer Credit Notes, Customer Credit Note Corrections, or Customer Invoice Corrections
2. In **Number Ranges**, create an invoice sequence for manual customer invoices.
   a. The Sequence ID field must contain the code from the Daybook field.
   b. The Target Dataset field is to contain the Sequence ID.
   c. Select the Internal field.
   d. Configure the Segment Lists to ensure the sequence matches your requirement.

Flow

This flow applies to manual customer invoices of type Invoice, Credit Note, Credit Note Correction, Invoice Correction (printed invoice documents).

1. Using **Customer Invoices**, create manual customer invoices using the daybook code previously set up in **Number Ranges**.
2. If the customer invoice daybook does not have a corresponding setup in **Number Ranges**, then the invoice number and voucher number comes from component builder.
3. Confirm the invoice number comes from the **Number Ranges** sequence.

Autonumbering Sequences

The sequence number is a key field in the following:

- **Business Relations**. Control the autonumber sequence that applies to business relations throughout the system.
- **Customers**. Create and control autonumber sequences for specific customer shared sets.
- **Suppliers**. Create and control autonumber sequences for specific supplier shared sets.
- **End Users**. Create and control autonumber sequences for specific end user shared sets.
- **Employees**. Create and control employee autonumber sequences for specific domains.
- **Revenue Recognition Contracts**. Create and control revenue recognition contract autonumber sequences for specific domains.

Next Number

Specify the sequence number of the next record to be created. The system increments this value by one each time it assigns a sequence number.

Length

Specify the number of digits in the system-generated sequence number.

Active

Select this field to make this sequence effective the next time a related new record is created.

Suppress Leading Zeros

Select this field to prevent the system from zero-filling the generated number based on the value in Length.

Example

Length is set to 4, and Next Number is 20. When Suppress Leading Zeros is selected, Next Number displays as 20. When Suppress Leading Zeros is cleared, Next Number displays as 0020.

Sequence Number History Report

Filter

Sequence ID

Specify the range of sequence IDs that you want to use to generate this report.

Target Dataset

Specify the target dataset.

Created By

Specify a name to appear in the header of the report.

Show Segment Detail

Select Yes to show the segment details for the specified sequence IDs.

This field is set to No by default.

Show Sequence Gaps

Select Yes to show sequence gaps for the specified sequence IDs.

This field is set to No by default.

Show Audit Trail

Select Yes to show an audit trail for the specified sequence IDs.

This field is set to No by default.

Audit Sort Order

Specify the sort order for an audit trail. The options include:

- Sequence
- Chronological

Time Zones

Use **Time Zones** to define and maintain multiple time zones, including the changes required by daylight saving time.

Time Zones supports two ways of setting up a time zone:

- In the simplest format, a time zone can be defined based on an offset from GMT.
- A time zone can also be set up to automatically keep track of daylight saving time adjustments.

Main

Use the Main panel to define basic information about the time zone.

Time Zone

Enter an eight-character code identifying a time zone.

Description

Enter a brief description of this time zone to assist users in identifying it.

Auto Period Adjust

Indicate whether the time zone being defined should be automatically adjusted for a given period.

- Selected: You must define the period to be adjusted in the following detail frame.
- Cleared: Time Period defaults to STD (standard) and cannot be changed.

Important You cannot update this field after the record has been saved.

This feature is normally used with time zones that have daylight saving time or its equivalent.

Time Periods

Use the Time Periods panel to define details about the time zone.

Select New to add a new time period record. Then select Add Child to access the detail grid. You can create multiple child records to account for different date ranges. Use the grid to assign values. Available fields vary depending on the value of Auto Period Adjust in the Main panel:

- When Auto Period Adjust is cleared, the system automatically adds a single Std type record. You cannot delete this record or create more records. In child detail records, you can only enter a range of years and a GMT Offset value.
- When Auto Period Adjust is selected, the system automatically adds a single Std type record; add child records to account for different date ranges, as needed. You can also add a single new record of type Daylight Savings or Summer that defines when the system adjusts the time—for example, to switch from standard time to daylight saving time, then back again.

Start Year/End Year

Enter a range of years to which this time zone definition applies. In some countries, the implementation of time zones varies from year to year. Using start and end dates enables you to set up multiple records effective at different periods of time.

If you do not know when the current definition will cease to be effective, use a number such as 9999 for the end year.

GMT Offset

Enter the actual offset in hours and minutes from Greenwich Mean Time (GMT). This number must be entered with either a plus sign (+) or minus sign (-) indicating the direction of the offset.

GMT is used internationally as the base for establishing the relationships among time zones and is never affected by daylight saving time adjustments.

Start Period Month

Specify the month in which this period starts or ends. The month is expressed as a numerical value between 1 and 12. For January, enter 1; for February, enter 2, and so on.

Weekday

Enter the day of the week—Sunday, Monday, Tuesday, and so on—when this time period becomes effective.

Use Weekday, Week, and Start Period Month to define situations where a time period begins on a particular weekday in a month, rather than on a set date every year. For example, in the US, daylight saving

time begins on the second Sunday of March and ends on the first Sunday of November.

Week

Specify the week in the month in which the time period starts or ends. The week is expressed numerically and must be a value between 1 and 5, where 5 indicates the last week in the month. You can only use this field if you also specify a value in the Weekday field.

The Week field only takes effect if the Weekday field contains a non-zero value.

Start Period Day

Specify the particular day in a month on which this period starts or ends. The day is expressed numerically and must be a value between 1 and 31. You can only specify a value in this field if the Weekday field is set to zero.

You can use this field and the Month field to define situations where daylight saving time begins on a particular date in the year. For example, in Honduras, daylight saving time began on 7 May, 2010.

Time

Enter the exact time of day (identified by the Start Period Day and Weekday fields) when the time change occurs. Use 24-hour clock format. This time is always entered in standard time.

For example, in the United States, enter 02:00 when switching from standard time to daylight saving, but 01:00 when switching from daylight saving time back to standard.