



QAD Enterprise Applications

Training Guide

QAD Advanced Financials

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Workspace: 10USA and 22UK
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QAD Advanced Financials Change Summary

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

Date/Version	Description	Reference
September 2019/v2019 EE	Rebranded for QAD 2019 EE	--
September 2017/v2017 EE	Added content on KPIs	page 254
	Added a chapter on Advanced Self-Billing	page 367
April 2016/v2016 EE	Rebranded for QAD 2016 EE, added links to Preface and book, miscellaneous minor changes	--
March 2015/v2015 EE	Added slide on Bulk Data Load functionality.	page 62
	Updated Financial Report Writer chapter to reflect development introduced in QAD 2015 EE	page 187
	Updated the Domain COA Mask Settings and COA Element without Mask Setting slides	page 323, page 324
	Updated Process Incoming Bank Files chapter to reflect development introduced in QAD 2015 EE	page 531
March 2014/v2014 EE	Updated slides to include enhanced Journal Entry Cross Company Excel Integration	page 59
	Updated slides to show updated screens for Financial Report Writer	page 187
September 2013/v2013.1 EE	Rebranded for QAD 2013.1 EE	--
June 2013/v2013 EE	Miscellaneous minor edits	--
	Removed the Alternate COA and Structured Reports chapters	--
	Updated slides to show updated Budget Create screen	page 133
	Updated the order of slides in the Report Customization chapter	page 171
	Updated slides to show updated screens for Financial Report Writer	page 187
	Added new section on Report Tree Drill Down to the Financial Report Writer chapter	page 243
September 2012/v2012.1 EE	Rebranded for QAD 2012.1 EE	--
March 2012/v2012 EE	Added new chapter on Financial Report Writer	page 187
March 2012/v2012 EE	Various updates to accommodate feedback from training classes	--
September 2011/v2011.1 EE	Rebranded for QAD 2011.1 EE	--

About This Course

Course Description

This class is designed to teach the advanced features and functions of the Financials module of QAD Enterprise Applications, Enterprise Edition. The topics covered by this class include budgeting, allocations, Financial Report Writer, structured reports, consolidation, Excel integration, screen customization, and ERS.

For more information on Accounts Receivable, Accounts Payable, and General Ledger, see [QAD Financials Fundamentals Training Guide](#).

The chapters in this training guide provide an overview of Financials features, and include the business considerations for implementing the features, where applicable. Most of the chapters include exercises that let you put your newly acquired knowledge into practice.

At the end of the class, an evaluation will give you the opportunity to test your knowledge of Advanced Financials.

Course Objectives

By the end of this class, students will:

- Have a comprehensive knowledge of the advanced QAD Financials concepts
- Understand the tools available for data load during implementation
- Understand the best practice for the setup and use of QAD Financials

Audience

This class is intended for accountants, controllers, financial managers and accounting clerks, as well as QAD R&D, Services, and Support personnel.

Prerequisites

An understanding of financial principles is required to obtain maximum benefit from this class. Students must have completed the QAD Financials Fundamentals class.

Course Credit and Scheduling

This course provides 24 credit units. It is designed to be taught in four days.

Virtual Environment Information

The hands-on exercises in this book should be used with the latest Enterprise Edition learning environment in either of two environments:

- If you are familiar with standard US accounting practices, choose the 10USA > 10USACO workspace, which has USD currency.
- For European accounting practices, choose the 22UK > 22UKCO workspace, which has GBP currency.

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



Additional Resources

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

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

QAD Learning Center

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

QAD Document Library

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

For more information, see *QAD Financials User Guide*.

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

QAD Support

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

Chapter 1

GL Coding Structures

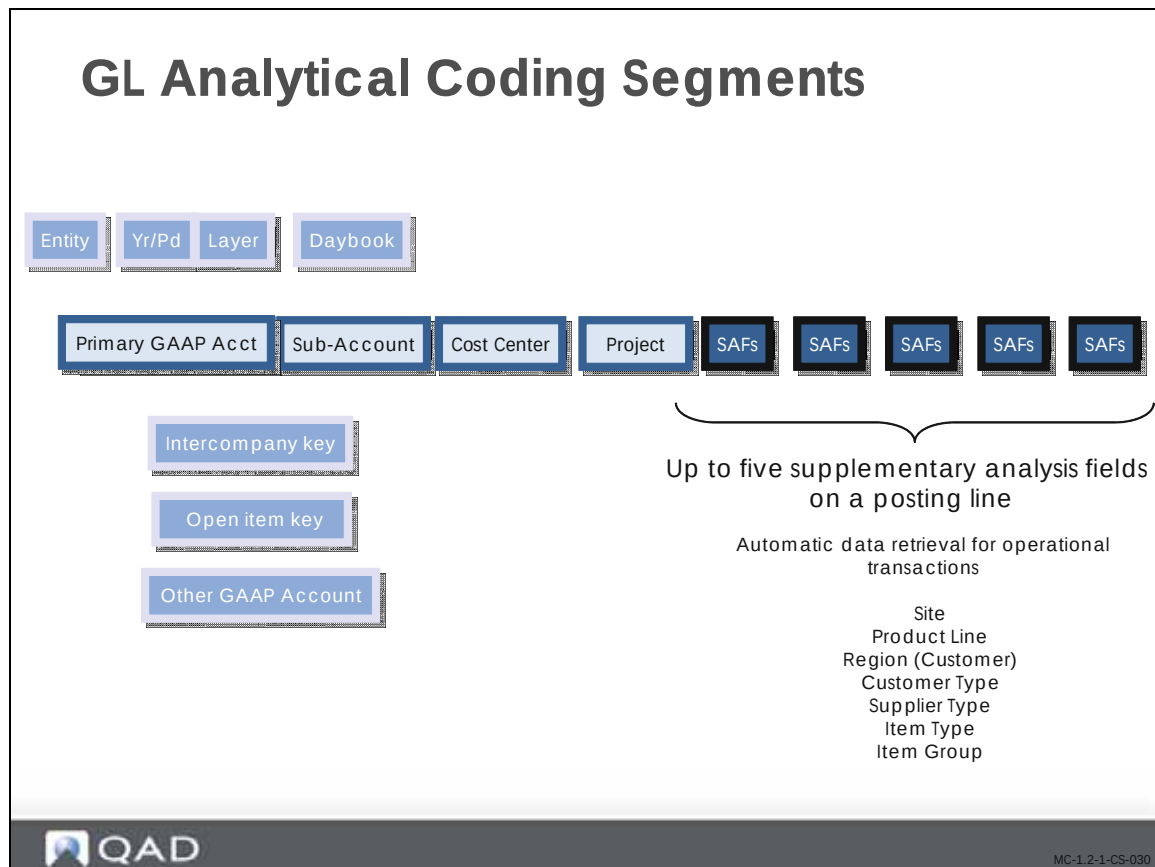
Objectives

Objectives



- Understand the capabilities of the GL coding structure for financial analysis
- Learn how to use the GL capabilities for your company
 - Simplified setup of complex financial analysis

GL Analytical Coding Segments



To support different types of reporting and analysis, some GL accounts can be used in combination with sub-accounts, cost centers, and projects. These elements provide greater granularity in financial reporting. You can list balances for sub-accounts and cost centers separately, or summarize them under account codes.

Supplementary Analysis Fields (SAFs) provide reporting data on specific areas within GL accounts, cost centers, or projects. They are typically used to track the volume of sales or purchases of a product in a region in a given period.

Transactions are recorded in daybooks, which can enable temporary postings through links to accounting layers. The Chart of Account (COA) mask lets you combine accounts, sub-accounts, cost centers, and projects in a predefined posting framework.

The following table lists the valid combinations of GL accounts and analysis elements:

	Account Type	Sub-Acct.	Cost Center	Project	SAF
Standard Accounts	Bank Account	Yes	No	No	No
	Cash Account	Yes	Yes	Yes	Yes
	Closing Account	Yes	No	No	No
	Cross-Company Account	No	No	No	No
	Customer Control Account	Yes	Yes	Yes	No
	Customer Payment Account	Yes	Yes	Yes	Yes
	Fixed Assets Account	Yes	Yes	Yes	Yes
	Inventory Control Account	Yes	Yes	Yes	Yes
	Open Items Account	Yes	Yes	Yes	Yes
	Standard Account	Yes	Yes	Yes	Yes
	Supplier Control Account	Yes	Yes	Yes	No
	Supplier Payment Account	Yes	Yes	Yes	Yes
	Tax Account	Yes	No	No	No
	WIP Control	Yes	Yes	Yes	Yes
System Accounts					
	Auto Balance		No	No	No
	PO Receipts	Yes	Yes	Yes	Yes
	Realized Exchange Gain	Yes	No	No	No
	Realized Exchange Loss	Yes	No	No	No
	Result of Current Year	Yes	No	No	No
	Result of Previous Year	Yes	No	No	No
	Rounding Differences	Yes	No	No	No
	Unmatched Invoices	Yes	No	No	No
	Unrealized Exchange Gain	Yes	No	No	No
	Unrealized Exchange Loss	Yes	No	No	No

GL Analytical Coding Segments Update

GL Analytical Coding Segments Update

- Sub-Account
 - Enabled at creation
 - Enabled later
- SAF
 - Enabled at creation
 - Enabled later



MC-1.2-1-CS-040

When creating GL accounts, you set the analytical parameters for the account on the Analysis tab in GL Account Create. When you define analysis for an account, you can specify the individual sources or targets for transaction amounts, such as cost centers or SAFs.

Important After you have saved account setup data and used the account in postings, you can change the account setup to add extra analysis (project or cost center), but you cannot remove analysis. You can change the analysis limitation setting at any time.

You can also enable cost center and project analysis to analyze account entries. For accounts used in Financials transactions, you can change the analysis limitation setting to use the new values without restriction. However, you can encounter issues if you have changed the analysis limitation settings for GL accounts used in unposted operational transactions.

It is recommended that you post all operational GL transactions prior to changing the GL account analysis limitation.



Automatically Populated SAFs

Automatically Populated SAFs

The screenshot displays the 'Journal Entry View' window in QAD. The top section contains metadata fields: Year (2012), Daybook Code (INV), Posting Date (05/11/2012), and Additional GL Numbering Date (05/11/2012). Below this is a table of journal entries. The first entry is selected, showing details for GL Account 4010, Sub-Account C Mech, and Cost Ce Adis. The description is 'Posted Invoice' with a Trans Curr of USD, TC Debit of 0.00, and TC Credit of 2,500.00. A second entry is also visible for GL Account 1300, Sub-Account C Gserv, and Cost Ce General Services, with a TC Credit of 9.31. The bottom section shows the 'Sub-Account Code' and 'Sub-Account Description' for Gserv, followed by the 'SAF Concept Code' and 'SAF Code' fields. The 'Item Type' is FINGOOD, 'Product Line' is 10, and 'Site' is 10-100. A blue arrow points from the text 'Site, product line, and item type linked to this sales transaction' to the 'Product Line' field.

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
4010	Mech	Adis	Posted Invoice	USD	0.00	2,500.00
1300	Gserv	General Services	Posted Invoice	USD	2,509.31	0.00
4691			Posted Invoice	USD	0.00	9.31

Supplementary Analysis Fields are populated automatically, and can be viewed in detail by drilling down the transaction in Journal Entry View (25.13.1.3).

SAF Features

SAF Features

- Optional analysis for creating detailed views of data
- Eliminate need to create separate COA elements for individual reporting
- Use with standard accounts
 - Exception: bank, closing, and tax accounts
- Not applicable to system accounts
 - Exception: PO receipts
- Two types
 - System SAFs
 - User-Defined SAFs



MC-1.2-1-CS-060

SAF analysis is optional. It lets you create detailed views of data. Using SAFs, you can analyze a single account in many different ways by filtering based on the SAF codes included in the postings to the account. A carefully planned set of SAF structures avoids the need to set up separate COA elements for individual reporting.

SAF analysis can be applied to all GL accounts, except bank, closing, and tax accounts. SAF analysis is not supported for System accounts except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and, normally, a separate SAF structure is set up for each of these types of transaction. In addition to system SAF concepts, user-defined SAF analysis can augment operational reporting or can be used with financial transactions only. See “User-Defined SAFs” on page 14.



System SAFs

System SAFs

- Require additional setup in SAF Code Create (25.3.7.2.1)
- Automatically retrieve data for manufacturing, sales and purchase orders, and inventory transactions
- Predefined system SAF concepts
 - Product Line
 - Site
 - Item Type
 - Item Group
 - Region
 - Customer Type
 - Supplier Type



MC-1.2-1-CS-070

Seven SAF concepts are predefined and provided with the system. They are designed to interact with operational transactions and capture key analysis details useful for reporting the GL effects of operations, such as sales by region, sales to OEM customers, or work orders by item type.

The following system concepts are provided:

Product Line. This concept captures values created in Product Line Maintenance (1.2.1) and associated with items involved in operational transactions.

Site. This concept captures values created in Site Maintenance (1.1.13) and associated with items involved in operational transactions.

Item Type. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with items in Item Master Maintenance (1.4.1) when those items are used in operational transactions.

Item Group. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with items in Item Master Maintenance (1.4.1) when those items are used in operational transactions.

Region. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with customers in Customer Data Maintenance (2.1.1) when those customers are referenced on operational transactions.



Customer Type. This concept captures codes created in Customer Type Create (27.20.4.1) and associated with customers in Customer Create (27.20.1.1) when those customers are referenced on operational transactions.

Supplier Type. This concept captures codes created in Supplier Type Create (28.20.4.1) and associated with suppliers in Supplier Create (28.20.1.1) when those suppliers are referenced on operational transactions.

While the system concepts are specifically designed for capturing details of operational transactions, you can use a combination of system and user-defined concepts in the same structure.

System concepts cannot be deleted, but can be disabled by clearing the Active field. Data is captured for a concept only when it is active. Since system concepts have a predefined meaning, you cannot modify other fields of the concept or create new system concepts.

Not all concepts apply to every transaction. For example, when you post a sales order, the Supplier Type field does not apply, since a customer—not a supplier—is associated with the sales order shipment. For more information on system concepts and the types of operational transactions they apply to, see [QAD Financials User Guide](#).

You can include a maximum of five system SAF concepts in each SAF structure, and you can use the same SAF system concept in different SAF structures.

Retrieving SAF Codes for System Concepts

If new system SAF codes are used in operational transactions, you must manually update the system SAF codes in SAF Code Create (25.3.7.2.1) before you can use the codes in a Financials posting.

User-Defined SAFs

User-Defined SAFs

- Require additional setup
- Created based on business need
- Do not automatically retrieve code values from transactions
- Normally, applied to Financial transactions, and Fixed Assets



MC-1.2-1-CS-080

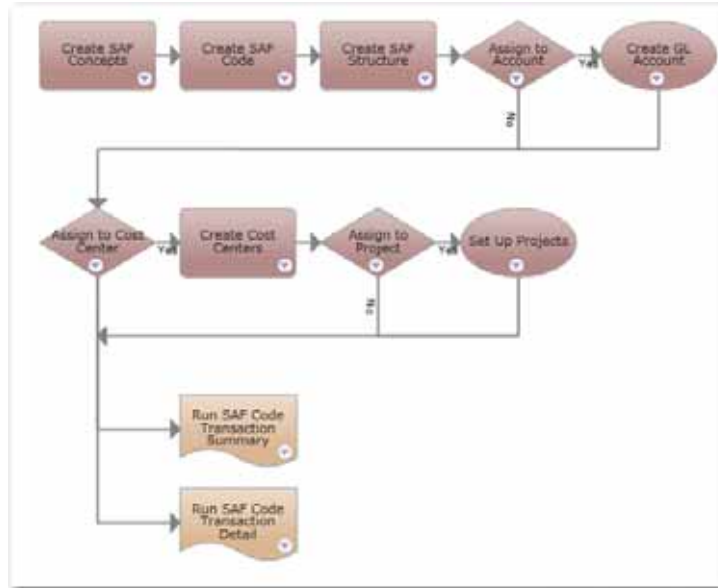
Create user-defined SAF concepts (25.3.7.1) based on your business requirements, and unlike system SAF concepts, they do not automatically retrieve code values from transactions. Instead, you manually create both the concept and the SAF codes it uses and then select the code or define defaults.

User-defined SAF concepts are normally applied to financial transactions only, although you can also use them with fixed assets. Like system concepts, you can include a maximum of five user-defined SAF concepts in each SAF structure, and you can use the same user-defined SAF concept in different SAF structures.

You can create user-defined SAF analysis to track specific costs arising from any type of financial transaction.

Creating User-Defined SAFs

Creating User-Defined SAFs



MC-1.2-1-CS-090

The process map displays the steps involved in creating user-defined SAFs. For details on the SAF creation steps, refer to [QAD Financials User Guide](#).



SAF Defaulting

SAF Defaulting

- To ensure that each operational transaction has SAF details
 - Used when no SAF code can be retrieved
- SAF structure defaults are mandatory
 - Other levels optional
- Defaulting sequence by transaction type



MC-1.2-1-CS-100

The system validates the SAF structure to ensure that each SAF concept, both system and user-defined, has a default SAF code.

System SAF concepts retrieve codes from operational transaction records. Operational transactions are posted automatically, and you cannot manually correct SAF data before posting. Therefore, to ensure that posting is successful, you must define default values. The defaults are used when a code for an active SAF concept cannot be retrieved for a transaction. This substitute SAF code ensures that the transaction is processed.

Default SAF codes can be defined on multiple levels. The defaulting mechanism selects the most likely default SAF code for the concept, based on an order of precedence determined by the type of transaction in which the SAF is being used. Only the default at the structure level is required; others are optional.

Default codes for SAF concepts are defined for multiple components:

- Customers, on the Defaults tab
- Suppliers, on the Defaults tab
- Business relations, on the Defaults tab
- Projects, on the Defaults tab
- Cost centers, on the main screen
- GL accounts, on the Defaults tab

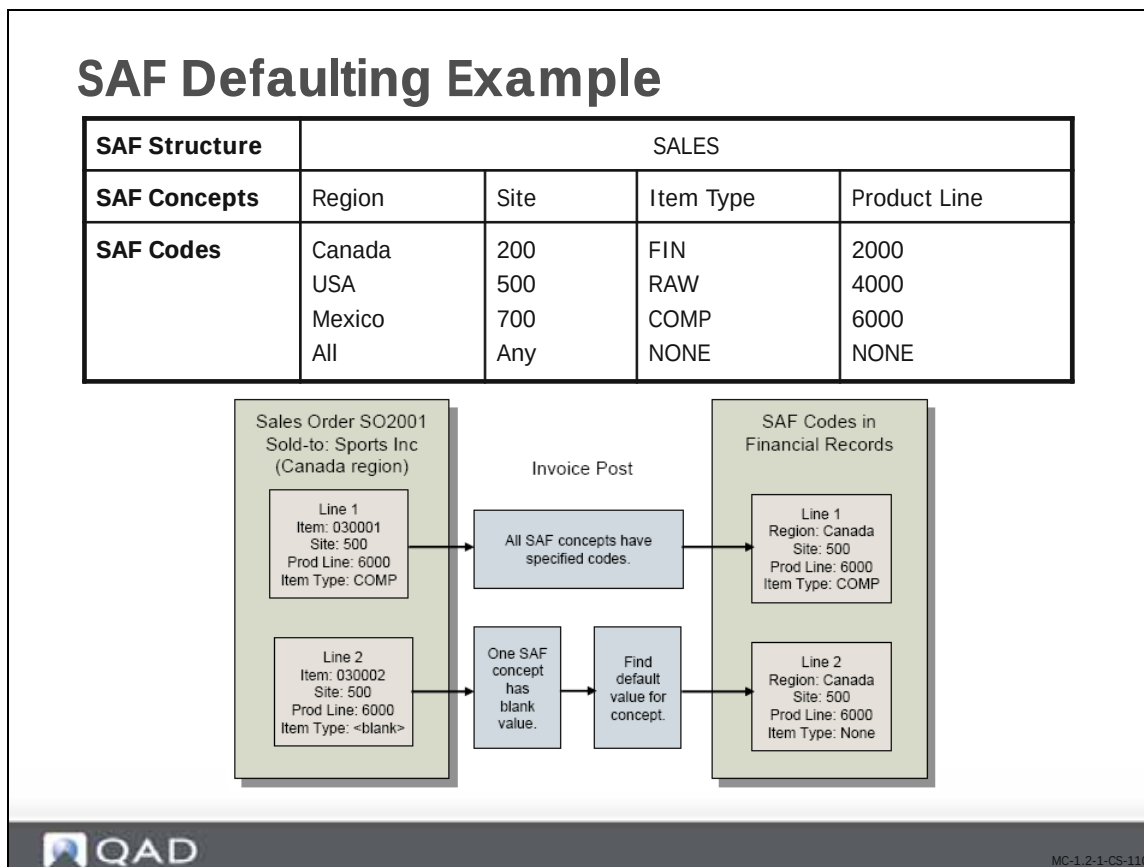


The table lists the SAF defaulting sequence when a value is not found in the transaction or when SAF data is specified manually in programs, such as Journal Entry Create.

The system always finds the correct structure to use based on the type of analysis and the value of the Retrieve SAF Structure from GL field. The system then finds default values for codes by searching the components in the table in the listed order. If no values are defined for a component, the system then checks the next component. Since default values must be defined for the SAF structure, a value is always found.

Transaction Type	Defaulting Sequence
Non-Invoice Operational and Journal Entries	Cost center or project GL account SAF structure
Customer Invoices and Credit Notes	Customer Business relation Cost center or project GL account SAF structure
Supplier Invoices and Credit Notes	Supplier Business relation Cost center or project GL account SAF structure

SAF Defaulting Example



Customer Sports Inc. in Canada periodically buys quantities of item 030001 from site 500 with item type COMP. This item belongs to product line 6000. The sales order transactions for these line items are posted to the sales account GL10001. Occasionally, the customer also buys item 030002 from that same product line; it has a blank item type.

SAF system concepts for site, region, item type, and product line are active. You must assign every SAF concept a default SAF code when you set up the SAF structure; when the system uses the default value, it means that the code was blank in the originating transaction. You might want to assign default codes like the following to indicate that the code was not relevant in the transaction:

- Default code Any for the Site concept
- Default code All for the Region concept
- Default code None for the Item Type concept
- Default code None for the Product Line concept

You combine these four concepts in an SAF structure called Sales and assign the SAF structure to account GL10001.

You now create sales order SO2001 for customer Sports Inc. with two lines: one for item 030001 and one for 030002. When you post an invoice that updates account GL1001, the codes for all the active concepts are stored with the transaction history so they are available for analysis. In this example, the SAF codes would have the following values.

For line item 030001:

SAF Reporting

SAF Reporting

The screenshot displays the QAD SAF Reporting interface. The top section shows the 'SAF Transaction Summary' report, which includes a table with columns for Date Code, Description, Company Period, Company Period, Period Activity, Opening Balance, Total, Period Activity, and Period Quantity. Below this, the 'SAF Code Transaction Detail' report is shown, providing a breakdown of transactions for specific codes. The bottom section shows the 'Posting Browser for Transactions' window, which allows users to filter and view transaction data based on various criteria like Date Code, Description, Company Period, and Period Activity.

- 1 Site is 500 from the sales order line.
- 2 Region is Canada from the sales order customer.
- 3 Item Type is COMP from the sales order line item.
- 4 Product line is 6000 from the sales order line.

For line item 030002:

- 1 Site is 500 from the sales order line.
- 2 Region is Canada from the sales order customer.
- 3 Item Type is None from the default value.
- 4 Product line is 6000 from the sales order line.

The retrieval process for system concepts is automatic, and requires no user input. However, you must supply the default values for active concepts that do not have a value.

SAF Reports and Views

Two specific SAF reports and one view are available:

- SAF Transaction Summary (25.15.3.5) lists all transactions in which SAFs are used in combination with GL accounts and sub-accounts.
- SAF Transaction Detail (25.15.3.6) provides a detailed breakdown of GL postings, based on SAF codes.
- Transactions by SAF View (25.15.4.24) provides a detailed breakdown of GL postings based on SAF codes.

Also, in most GL, Cost Center and Project reports you can use SAF as filter criteria, just as any other GL coding element, which provides additional analysis capabilities.

Hands-On Exercise

Exercise: Supplementary Analysis Fields

Create a new SAF structure and add it to GL accounts. Use entity 10USACO or 22UKCO.

- 1 In SAF Concept Create (25.3.7.1.1), create a new concept:

Field	Data
SAF Concept Code	Logcharge
SAF Concept Description	Logistics Charge

Other fields default.

- 2 In SAF Code Create (25.3.7.2.1), create the following codes:

Field	SAF Code 1	SAF Code 2	SAF Code 3
SAF Code	Freight	Handling	Other
SAF Description	Freight	Handling	Other
SAF Concept	Logcharge	Logcharge	Logcharge

Note Budget groups are not mandatory.

- 3 In SAF Code View (25.3.7.2.3), select the SAF concept code Logcharge to review the linked SAF codes you created.
- 4 In SAF Structure Create (25.3.7.4.1), create the SAF structure Transport.

Field	Data
Structure Code	Transport
Description	Transport

- a Right-click in the grid and choose Insert a New Row.

Line	SAF Concept	Default Values
1	Site	No
2	Product Line	Def
3	Logcharge	Freight

- b Click Save.

- 5 Check all GL accounts for which cost centers are enabled. If no SAF structure is linked, then link Transport:

- a Open GL Account Modify (25.3.13.2).
- b In the Search pane, click Stored Searches - Manage Filter Fields.
- c Select the Cost Center Account line and click OK.
- d In the Search pane, select Cost Center Account, set the operator to Not Equal, and select No. Click Search.
The browse displays the list of GL accounts that are cost center enabled.
- e Select them one by one with a double-click.

- f** In the Analysis tab, if the SAF Structure Code field is empty, specify the Transport SAF structure.
- 6** In Cost Center Modify (25.3.20.2), add SAF defaults to cost center Log:
- Cost Center: Log
 - Retrieve SAF structure from GL account: Select this field
- 7** Create SAF defaults for this cost center.
- a** In the SAF Defaults grid, right-click and select Insert a New Row for each of the three lines:

Field	Data
<u>SAF Row 1</u>	
SAF Concept Code	Logcharge
SAF Code	Freight
<u>SAF Row 2</u>	
SAF Concept Code	Site
SAF Code	10-100 for US, 22-100 for EMEA
<u>SAF Row 3</u>	
SAF Concept Code	Product Line
SAF Code	SAM

Chapter 2

Daemons

Objectives

Objectives

- Discover the role of daemons in QAD Enterprise Applications
- Learn to manage daemons
- Learn to use daemons as tools



MC-1.3-1-DA-020

In this chapter, you will learn about the QAD EE daemons and how to manage them. However, this chapter is not designed to provide in-depth training about daemons. Instead, this chapter is designed to provide an overview of the daemons, and to raise awareness of these tools.

Overview

Overview

- Daemons in QAD Enterprise Applications
- Creating XML files for use in Financials
- Exercise: XML and Scan daemons



MC-1.3-1-DA-030

In this chapter, you will learn about the function of daemons in QAD Enterprise Applications, and how to manage them. You will also learn how to use daemons as tools in the Financials modules.

For more information about daemons, see [QAD System Administration User Guide](#).



Daemons in QAD Enterprise Applications

Daemons in QAD Enterprise Applications

- **History**
 - Historical data for GL and SAFs
- **Balance**
 - Customer and supplier balance movements and history data
- **Budget**
 - Actuals vs budget data
- **Cross-Company**
 - Cross-company postings
- **Replication**
 - Completing data for new domains
- **Time-Out**
 - Terminating inactive user sessions



MC-1.3-1-DA-040

Daemons are server-based processes that let you run background tasks; the user has no direct input.

Important Some daemon processes must be running to ensure the integrity of your application. You must ensure that these processes are configured to start when the database is started.

In general, tasks submitted to the daemon for processing are stored in a queue in a dedicated database table. The daemon regularly checks the queue for tasks, and then processes them. The behavior of each daemon and its request queue are controlled and monitored using specific maintenance programs.

The system has the following daemons:

- Balance daemon
- Budget daemon
- Cross-Company daemon
- Event Daemon
- History daemon
- Replication daemon
- Report daemon
- Scan daemon



- Time Out daemon
- XML daemon
- Cube daemon

Daemons in QAD Enterprise Applications - Continued

- **XML**
 - Data dump and upload
- **Scan**
 - Monitors a directory for documents to attach to new Financials records
- **Event**
 - Publishes Financials business events
- **Report**
 - Processes batch reporting requests
- **Cube**
 - Updates report cubes in Financial Report Writer



MC-1.3-1-DA-045

Balance Daemon

The Balance daemon operates in a similar manner to the History daemon. It builds the supplier and customer balance and movement data and history files. The Balance daemon updates the supplier and customer history tables each time a movement is created on an invoice.

Note If queue records are waiting to be processed by the Balance daemon, the supplier and customer balances might be inaccurate.

Budget Daemon

The Budget daemon allocates postings to the appropriate budget topics. All postings are processed, including those in the transient and secondary layers. The daemon analyzes all budget definition tables, and updates the actuals for the relevant budget topics. The Budget daemon must always be running when using Allocations because of its essential role in this functionality.

Cross-Company Daemon

The Cross-Company daemon processes automatic cross-company postings that cannot be performed manually in the UI. The Cross-Company daemon handles transactions related to invoices and banking entries, in addition to intercompany transactions in purchase and sales orders. The Cross-Company daemon processes transactions in the primary layer only, and completes the linking fields in both the source and target posting line.



Event Daemon

The Event daemon publishes Financials business events, such as record creation events, as XML messages. Event publishing lets you export data updates to other Financials instances, without the need to extract the data from the database.

History Daemon

The History daemon populates the database with condensed GL transaction data, and updates GL and SAF balances for each period. Detailed transaction data is accumulated in tables to increase performance in, for example, drill downs and reporting. All GL postings, including those in the transient and secondary layers, are processed.

The History daemon generates historical data grouped by a number of criteria, such as the GL period, the account, sub-account, project, cost center, period mark, daybook, and the entity used in the transactions.

Replication Daemon

The Replication daemon makes domain shared set data available to the operational functions, and replicates the data to the appropriate operational domain.

During implementation of the system and setup of the domains, you can continue to modify the data associated with a domain for as long as you require, and then confirm the setup when you are satisfied that it meets your business requirements. Until the setup of a domain is confirmed, the domain data is not available to your operational functions.

The availability of domain data to the operational functions is controlled by the Setup Complete field in the Domain function. When you select the Setup Complete field, the Replication daemon creates request queue records for each shared set. After the data has been reproduced, you cannot change the shared sets and base currency of the domain. In addition, you cannot link any of the entities linked to the domain to a different domain; the relationship is now permanent.

The data made available to the operational functions includes daybooks, GL accounts, sub-accounts, and cost centers, suppliers, customers, and exchange rates.

Report Daemon

Financial reports can be printed to screen or to a printer directly, or can be batch printed from a report queue. You can schedule batch reports, output them to files, or e-mail them to addresses or roles. The Report daemon processes these batch reporting requests.

Scan Daemon

The Scan daemon lets you configure the system to monitor a directory for documents to be attached to new records in the QAD application database. Currently, the Scan daemon is only used for documents related to supplier invoice creation. You configure the daemon by specifying the tasks it should perform when it finds a document.

Note In order to use the Scan daemon, you must enable workflow because the scanned documents are associated with draft objects and sent to user inboxes for completion. See [Introduction to QAD Enterprise Applications User Guide](#) for details on how to configure workflows.

Supplier invoice is the most common type of document to scan, but you can also use this feature to scan documents related to any components that support the save-as-draft feature. For example, you could scan new customer profiles and send them to the inbox of those responsible for creating customer records.

The Configure activity for the Scan daemon includes an additional grid where you specify the scan directory associated with each entity. See [QAD System Administration User Guide](#) for more information.

Time Out Daemon

You can configure a user time-out setting defined in Security Control (36.3.24). This feature lets system administrators automatically terminate inactive user sessions, thereby reducing system load and improving performance for active users. Time out is defined as a number of minutes a logged in user can be inactive.

XML Daemon

The XML daemon processes external data in XML format.

Cube Daemon

The Cube daemon builds data for report cubes used in Financial Report Writer, and is fed by the History daemon. Therefore, if the History daemon stops, the Cube daemon does not receive any queue requests.

You must stop the Cube daemon before you can rebuild report cubes in Financial Report Writer. You do not need to stop the History daemon; the Cube daemon catches up with missed updates when it restarts.

If the system finds errors during the update process (for example, missing exchange rates or missing COA cross references), these are logged in the Cube Build Log and you can view the errors using Cube Build Log Browse.

When the system finds an error in cube data, the cube is assigned the status Needs Rebuild and the daemon stops further updates for that cube. You must determine the root cause of the error and rebuild the cube using Cube Generation so that the cube status becomes Operational again.

Daemon Functions

Daemon Functions

- XML Daemon Configure (36.14.16.6.1)
- XML Daemon Monitor (36.14.16.6.3)
- XML Daemon Start (36.14.16.6.4)
- XML Daemon Stop (36.14.16.6.5)
- XML Daemon Unconditional Stop (36.14.16.6.6)



MC-1.3-1-DA-050

Use the following activities to maintain and control daemons:

- Configure
- Clear Queue
- Monitor
- Start
- Stop
- Unconditional Stop

These activities are the same for all of the daemons, except the XML daemon and the Report daemon. See [QAD System Administration User Guide](#) for detailed information.

Both the Configure and Monitor activities check the status of the daemon, and update the daemon status before displaying. For example, if the daemon status is set to Running, but no daemon process is detected on the QAD Financials appServer, the status is reset to Inactive before the Configure or Monitor screens display.

Note You configure, clear queues, and monitor the Report daemon in the same way as other daemons. However, the Report daemon is stopped and started from within the .NET Report Service.



Configure

The Configure activity lets you configure maintenance information for a daemon, such as the login ID and password, in addition to the log file and start directory. For security reasons, you should use a dedicated daemon user name. The user name must have access to all domains and entities have role permissions to all component activities in the database.

Note The activities controlled by the daemon must be included in the list of activities for the role assigned to the daemon user name.

The Configure activity also lets you define the time interval before the daemon checks its queue for new requests, indicate whether to record processed items for audit purposes, and set the number of records that the daemon should process in each run.

Start

The Start activity starts the daemon. The system displays a message that indicates that the daemon has started successfully.

Stop

The Stop activity stops the daemon after it completes its current task. Depending on the type of daemon and the amount of time it takes to complete an operation, some time can pass before the daemon detects the stop request and shuts down. The system displays a message that indicates that the daemon has stopped successfully.

Unconditional Stop

If you cannot stop the daemon using the Stop activity, the Unconditional Stop activity stops the daemon. This task should only be performed by the system administrator.

Note The Start, Stop and Unconditional Stop activities are not available for the Report daemon, which is managed by the .NET Report Service.

Monitor

The Monitor screen lets you view the start and stop dates for the daemons and the requests that are processed, waiting, in progress, or incorrectly processed. The screen is composed of a header area and two grids.

- 1 The header area contains fields that display the daemon name, the start and end times, and the daemon status. The header also contains four fields that let you choose the type of requests to include in the view.
- 2 The center grid of the Monitor displays:
 - The start and end time of the request currently processing.
 - A description of the request.
 - The status of the request. The valid values are PROCESSED-OK, PROCESSED-ERR, WAITING, and IN-PROCESS.

- Additionally, if you set a specific start date and time for the request, the center grid also displays this data. It is only possible to set a specific request date and time for the XML daemon.

3 The lower grid displays the error information for each request line, if any.

The view does not store correctly processed records after the next refresh unless the Keep Processed Items field is selected in the Maintain screen.

XML Daemon Configuration

XML Daemon Configuration

XML Daemon Configure

Go To Actions Tools Print Preview

Daemon Name: XmlDaemon Last Start Date: 05/03/2012 15:24:18

Instances: 1 Last End Date: 03/20/2012 00:17:46

Interval (Sec): 10 Daemon Status: Running

Keep Processed Items: ☒ Running Processes: 1

Number Treated in One Run: 999,999

Login ID for this Daemon: sysadmin

Password for this Daemon: ***

Daemon Log File: \$ENVROOT/daemons/XMLDAEMON/output.log

Daemon Start Directory: \$ENVROOT/daemons/XMLDAEMON

OS Command String: <DaemonExecutable>

Appserver URL:

Input Directory for XML Files: /d01/daemon/xml_daemon

Action to be Performed: Save Overrule XML Action: ☒ Overrule Originator Action: ☒

Originators

Originator	Activity	Overrule XML



MC-1.3-1-DA-060

Configuring Daemons

The Scan Daemon Configure activity contains an additional grid for specifying the business component to be associated with a scanned document, the directory the daemon should monitor for documents, and the entity the scanned documents should be associated with.

The XML daemon processes external data in the form of XML files, for example, invoices are received in electronic form from a supplier. You store the files in a specific directory on the server, and the daemon reads and processes them.

The XML daemon differs from the other daemons in that it creates its own requests.

The XML daemon can process XML files only. You must convert other text formats to XML, according to the QAD-defined XSDs, before importing them.

You can use the Dump XML option to generate well-formed schema as the starting point for entering your own data. Use the Dump XML option to create the XML schema for a component, and you access it by selecting Properties in the component menu. The Properties dialog includes a Dump XML button that lets you generate schemas to a designated directory. You must already have data in the system for the object for which you want the dump an XML sample file.

You can also create an XML file for one or multiple objects by right-clicking in the View or Modify browser, and selecting Dump XML.



XML Daemon Configuration

The XML Daemon Configure screen lets you configure the XML daemon, and differs from the Maintain screen of the other daemons.

The settings in XML Daemon Configure instruct the daemon to convert an XML file into a daemon request and how to process it. Only the settings that are unique to the XML daemon are described here; the others are the same as the general settings discussed above.

Field Descriptions

Input Directory for XML Files. Specify the directory that the daemon scans for XML files.

Action to be Performed. Optionally, choose the action that the XML daemon must perform on the data in the XML file. If not specified, the action is read from the XML file.

Override XML Action. Select this field to override the action specified in the XML file with the action defined in the Action to be Performed field.

Override Originator Action. Select the field to override the action based on the originator and according to the rules defined in the grid.

The Originator field is part of the header section of the XML file and indicates the origin of the file; for example, a source application or external party.

Originator. Specify the originator for which to perform the override action.

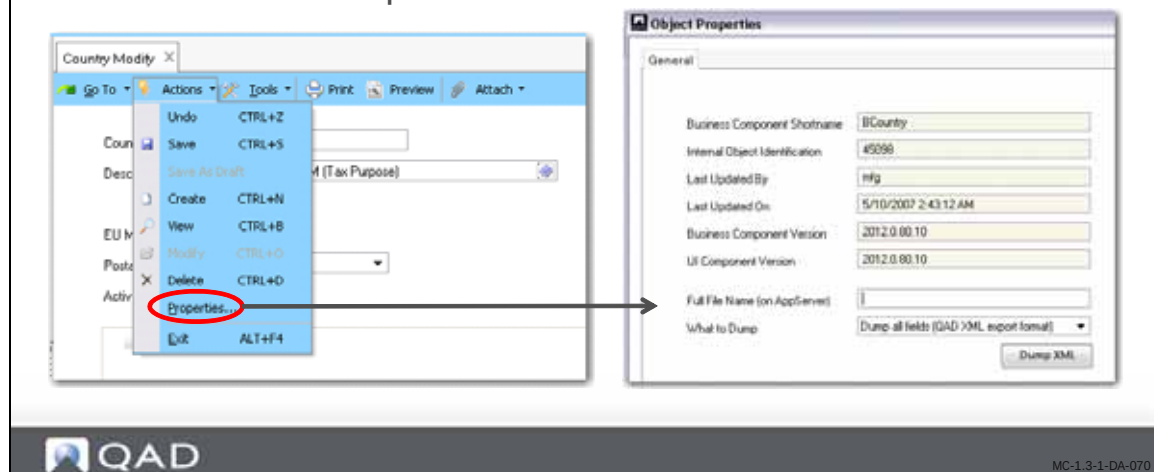
Activity. Choose the activity to perform. The options are:

- Save
- Save/Create Draft
- Create Draft
- Validate

Creating XML Files in Financials

Creating XML Files in Financials

1. Object modify menu (for example, Country Modify)
2. Select Properties from object drop-down list
3. Enter dump location and file name
4. Click Dump XML



In the following example, you want to update all countries in your system with additional data. Instead of doing this manually, you can update in batch using an XML file and the XML daemon.

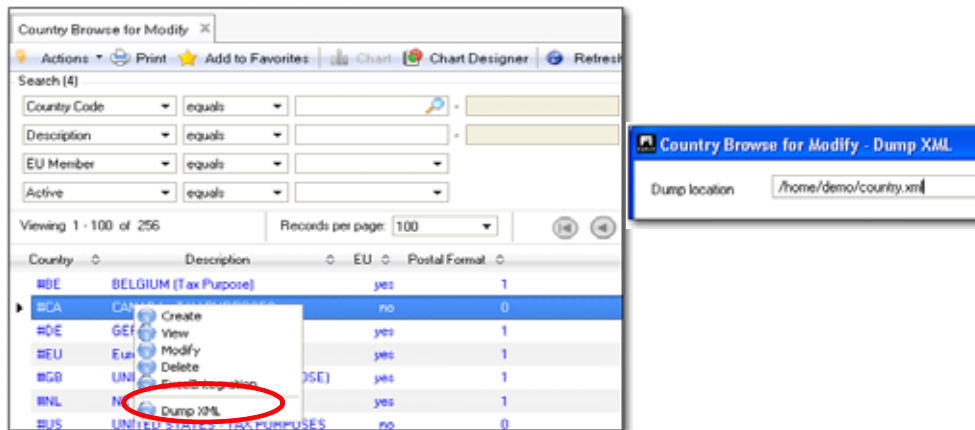
- 1 In Country Modify (36.1.3.1.2), select Properties from the Country drop-down menu.
- 2 Enter a file name and a dump location, and click Dump XML.

To select specific records only, open the Country Browse for Modify window, select the required records and right-click to select Dump XML.

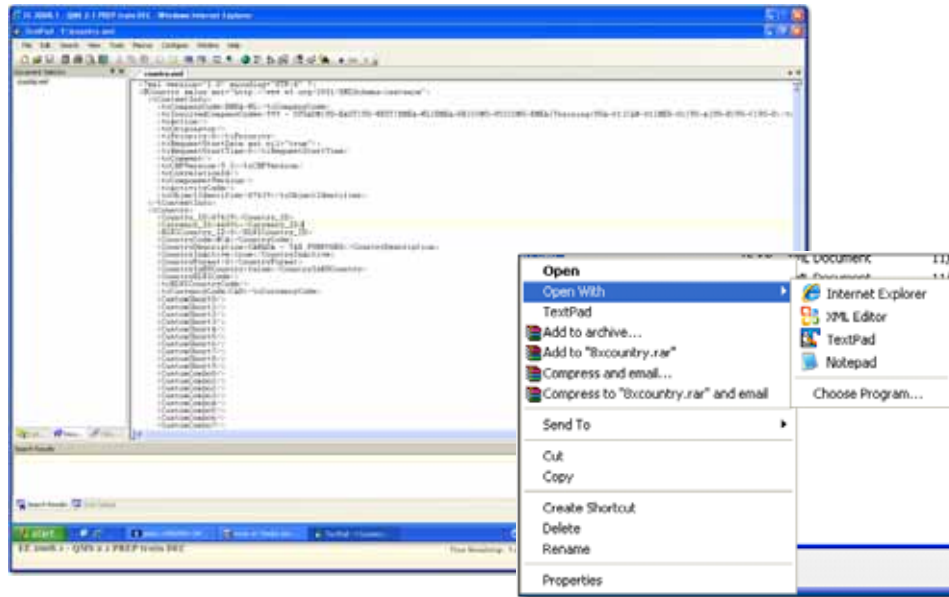
You must then enter a file name and dump location.

Creating XML Files in Financials

- In object Modify menu browse: right-click -> Dump XML
- Multiple selection



Use of XML Files in Financials



Once you have created the XML dump file, open it with the program of your choice to update the data and re-import the file into the system.

Hands-On Exercises

Exercise 1: Dump and Load XML Files

- 1 Use the Exchange Rate activities to define the following Accounting exchange rates:
10USACO
 1 USD = 0.625 GBP as of 4/1/2013
22UKCO
 1 GBP = 1.23 EUR as of 7/1/2013
- 2 Open XML Daemon Monitor (36.14.16.6.3), and verify that the daemon is running. Otherwise, use XML Daemon Unconditional Stop (36.14.16.6.6) to stop it, and XML Daemon Start (36.14.16.6.4) to start it.
- 3 Open Exchange Rate Modify (26.4.2).
 - a Select exchange rate USD-GBP (10USACO entity) or GBP-EUR (22UKCO entity).
 - b Right-click and select Dump XML.
 - c In the pop-up window, enter file name USDGBPFX1.xml (10USACO) or GBPEURFX1.xml (22UKCO).
 - d In the What to Dump field, select Only Dump Fields for Import.
 - e Click OK.
- 4 Using Windows Explorer, open the directory: Z:\qadapps\qea\fin\ and locate the file that you exported.
- 5 Right-click the file name and select Textpad.
- 6 Modify the file in the Textpad application:
 In entity 10USACO:
 - a Find the ExchangeRateValidDateFrom field and change the date to 2013.04.01
 - a Find the ExchangeRateValidDateTill field and change the date to 2013.04.30.
 - b Find the ExchangeRate field and change the value to 0.625
 In entity 22UKCO:
 - a Find the ExchangeRateValidDateFrom field and change the date to 2013.07.01
 - b Find the ExchangeRateValidDateTill field and change the date to 2013.07.31.
 - c Find the ExchangeRate field and change the value to 1.23
- 7 Save and close.
- 8 Open Windows Explorer and move the file to the xml_daemon directory (use the XML and Scan daemon shortcut on your desktop). The file will be picked up and processed by the XML daemon.

- 9 Go back to the QAD Application, and Exchange Rate Modify (26.4.2).
- 10 Verify that the new rates are in the system.
- 11 Go to XML Daemon Monitor (36.14.16.6.3).
Note in the grid at the bottom of XML Daemon Monitor that the file has been imported. The Daemon Request Status should state PROCESSED-OK.

Exercise 2: Scan Daemon

Tip Use Workflow Delete (36.24.7) to remove objects from your application inbox.

- 1 Copy the scanned supplier invoice 10USA-Supplier-Invoice.doc from QMI Documentation\Financials Activities\Daemons to the scan_daemon folder on the desktop. Place the invoice in the folder for the relevant entity.
Note In EMEA, use invoice 22UK-Supplier-Invoice.doc.
- 2 Return to the QAD application.
- 3 Open your Inbox, located in the lower left of the UI (below Favorites and Quick Search).
- 4 Check for new mail.
- 5 Double-click the new message.
- 6 Click the link in the message to start the Supplier Invoice Create process.
- 7 In the Supplier Invoice Create (28.1.1.1) window that was opened by the system, check the scanned document (use the Attach menu to display it).
- 8 Use the data on this document to enter the information on the supplier invoice (such as supplier name, reference, amount, and currency). Use daybook SINV.
- 9 Save the details.
- 10 In Supplier Invoice View (28.1.1.3), check the attached scanned document.

Chapter 3

Excel Integration

Objectives

Objectives

- Learn how to use Excel integration for
 - Loading and updating static data
 - Loading transaction data

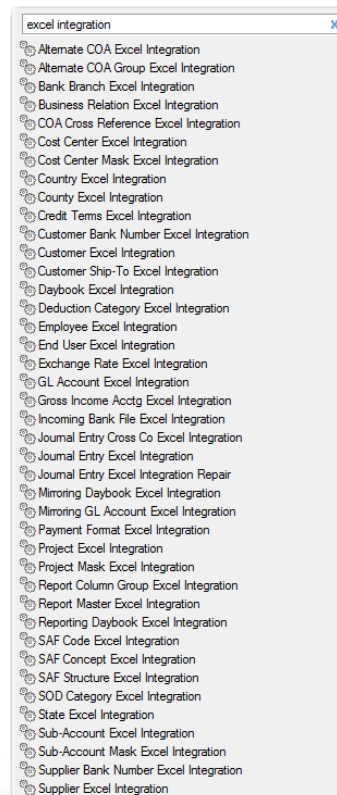


MC-1.4-1-XLS-020

Overview

Overview

- Static data
 - GL Accounts (25.3.13.5)
 - Business Relations (36.1.4.3.5)
 - ...
- Transactional data
 - Journal entries (25.13.1.6)



MC-1.4-1-XLS-030

In this section, you will learn how to use powerful Excel integration capabilities in QAD Enterprise Applications.

Excel integration can be used to upload and update master data such as chart of account data, business relations, and SAF structures. You can also upload transactional data such as journal entries.

Type “Excel integration” in the menu search bar to review the menu list.

Excel Integration Uses

Excel Integration Uses

- Load
 - Load existing data to the Excel Integration grid
- Export to Excel for maintenance
 - Create Excel file (template)
- System View System Codes (36.24.3.3)
 - Display database field name



MC-1.4-1-XLS-040

Use the Excel integration feature to export data to Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the system database, where it is validated before being saved. Export to Excel for reporting is available in all browses and grids. Advanced Excel integration is supported in only a subset of components.

When you export to Excel, all settings configured for the specific type of record are placed in the spreadsheet, including custom business fields. Each setting and field is converted to a column heading, and the columns contain the value assigned to the field for that business component.

With advanced Excel integration, you can:

- Export all records to Excel for remote maintenance. You can then modify the data and re-import the saved results to the system database.
- Create a blank template that consists of column headings for all fields in a business component, and export this template for remote maintenance. You can then create the data in the spreadsheet or load data from another application into the template for import to the system database.

Advanced integration with Excel is available as a right-click option on the results grid of business components that support it. To view the complete list, see [Introduction to QAD Enterprise Applications User Guide](#).



Chart of Accounts

Chart of Accounts

- GL Account Excel Integration (25.3.13.5)
- Right-click in grid
 - Load Accounts
 - Export to Excel for maintenance
 - Import from Excel



MC-1.4-1-XLS-050

Load Data for Export to Excel for Maintenance

In the following sections, we will review the areas where Excel integration can be used, and learn how to load data for export to Excel for maintenance.

The Load option lets you retrieve all records for a supported business component (such as GL accounts and business relations) from the database, and export them to Excel for maintenance.

This activity includes multiple steps:

- You choose the Excel Integration activity and load data into the grid using the Load option.
- You then export the data to a spreadsheet, open the data in Excel, and modify it.
- After saving your changes, you return to the QAD application and import the modified data.



Business Relations

Business Relations

- Business Relation Excel Integration (36.1.4.3.5)
- Right-click in grid
 - Load business relations
 - Export to Excel for maintenance
 - Import from Excel



MC-1.4-1-XLS-060

Create an Empty Grid and Load Data

To export data for maintenance:

- 1 Choose the Excel Integration activity for one of the supported record types such as customer. The system displays a blank grid containing the data fields for this business component as column headings.
- 2 Right-click the blank grid and choose Load Customers. The system retrieves all customer records for the shared set of the current domain and loads them into the grid. The order of columns in the grid is determined by the sequence of the fields in the original data model. This is the order in which the fields will appear in the spreadsheet.

Note You can also load a selection of business relations by right-clicking and choosing Load Business Relations by Filter. The load by filter function is available in several Excel Integration programs. To view the complete list, see [Introduction to QAD Enterprise Applications User Guide](#).



Customer Data

Customer Data

- Customer Excel Integration (27.20.1.5)
- Right-click in grid
 - Load Customers
 - Export to Excel for maintenance
 - Import from Excel



MC-1.4-1-XLS-070

Export Data to Excel

When you right-click in Customer Excel Integration and load the customer data for the shared set of the current domain, you can also modify the loaded data directly on screen before exporting it to Excel. Your modifications are validated when you click Save.

Important You should **not** customize the display by hiding columns before export. When you hide a column, the corresponding field is not exported to the spreadsheet. If the field is mandatory, the system attempts to validate it before saving the data to the database, and the absence of the column will generate validation errors.

To export the data to Excel:

- 1 Right-click in the grid and choose Export to Excel for Maintenance.
- 2 At the prompt, enter the name of the spreadsheet in which to save the data.
- 3 Open the spreadsheet in Excel and make your changes.

Note You do not need to exit the QAD application before working in Excel. For minor maintenance, it is generally more convenient to run the applications simultaneously, and to switch back to your QAD application to import the saved data.

The exported Excel spreadsheet has the following features:



- The first row of every spreadsheet contains logical identifiers for the business component fields. You can edit these identifiers for maintenance purposes within Excel. When you import your saved data into the system, your edits are discarded.
- The second row contains technical identifiers for the business component fields. These identifiers correspond directly to the database tables, and must not be edited. Any change you make to a logical identifier generates an error during validation.
- The other rows contain your business component data.
- The spreadsheet contains business component ID columns, which identify the business component instances in the databases. You cannot edit these IDs, and you should leave these columns blank for any new rows you create. Each spreadsheet can contain a number of ID columns. For example, when you export business relation data to a spreadsheet, there are ID columns for business relation, address, default SAF, contact, and tax number.
- All rows are imported into the system, which lets you hide unnecessary rows while working with large spreadsheets. You should avoid hiding columns, however, as hidden columns are not imported. You can create extra columns for maintenance purposes, which are also not imported.
- Avoid using the Sort option in Excel.

Most business components contain sub-level information. For example, the business relation can contain separate address rows for head office, delivery, invoice, reminder and remittance, and can also contain contact details.

When you export to Excel, the main business component data and its sublevel data is grouped together in a hierarchy, with each main business component row followed by sublevel rows. If you sort the data in Excel, the sublevel rows are rearranged throughout the spreadsheet, and the hierarchical relationship is lost. This creates a conflict and prevents you from importing the saved data.

- Ensure that your column widths are set to Autofit before saving. If the column width is too narrow and the data is not readable, the data will not import correctly.
- The spreadsheet you create must have the Shared attribute, which lets other network users modify the data.
- Be aware of mandatory fields while you are modifying data. For example, you must specify a bank number, currency, and banking profile when you create a GL bank account. If you do not enter valid information for these fields, an error occurs after import when you try to save the data.

Supplier Data

Supplier Data

- Supplier Excel Integration (28.20.1.5)
- Right-click in grid
 - Load Suppliers
 - Export to Excel for maintenance
 - Import from Excel



MC-1.4-1-XLS-080

Import Modified Data from Excel

When you have completed the modifications:

- 1 Save the changes to your Excel spreadsheet.
- 2 Switch back to your QAD application.
- 3 Right-click in the business component data grid and choose Import from Excel.
- 4 When prompted, select your spreadsheet and click OK.
- 5 Click Save to validate the data and save to the database.
- 6 If the system returns validation errors, you can resolve them on screen at this stage, and save again to validate.



Create a Template for Use in Excel Integration

This option creates a blank spreadsheet for maintenance that contains the relevant fields as column headings. This is similar to the previous activity, but you do not load existing system data. You use the template to add your own data and import it, which creates new records in the system.

- 1 Choose the Excel Integration activity for a supported business component, such as customer. The system displays the blank grid consisting of the data fields as column headings.
- 2 Right-click the blank grid and choose Export to Excel for Maintenance.
- 3 Open the spreadsheet in Excel and make your modifications. Save the spreadsheet and import the data into the application, as described in “Import Modified Data from Excel” on page 49. Leave the first column with the <component name>_ID field blank. The system supplies the IDs when you import the data
- 4 Save your spreadsheet and import the data into the application, as described in “Import Modified Data from Excel” on page 49.

Bank Numbers

Bank Numbers

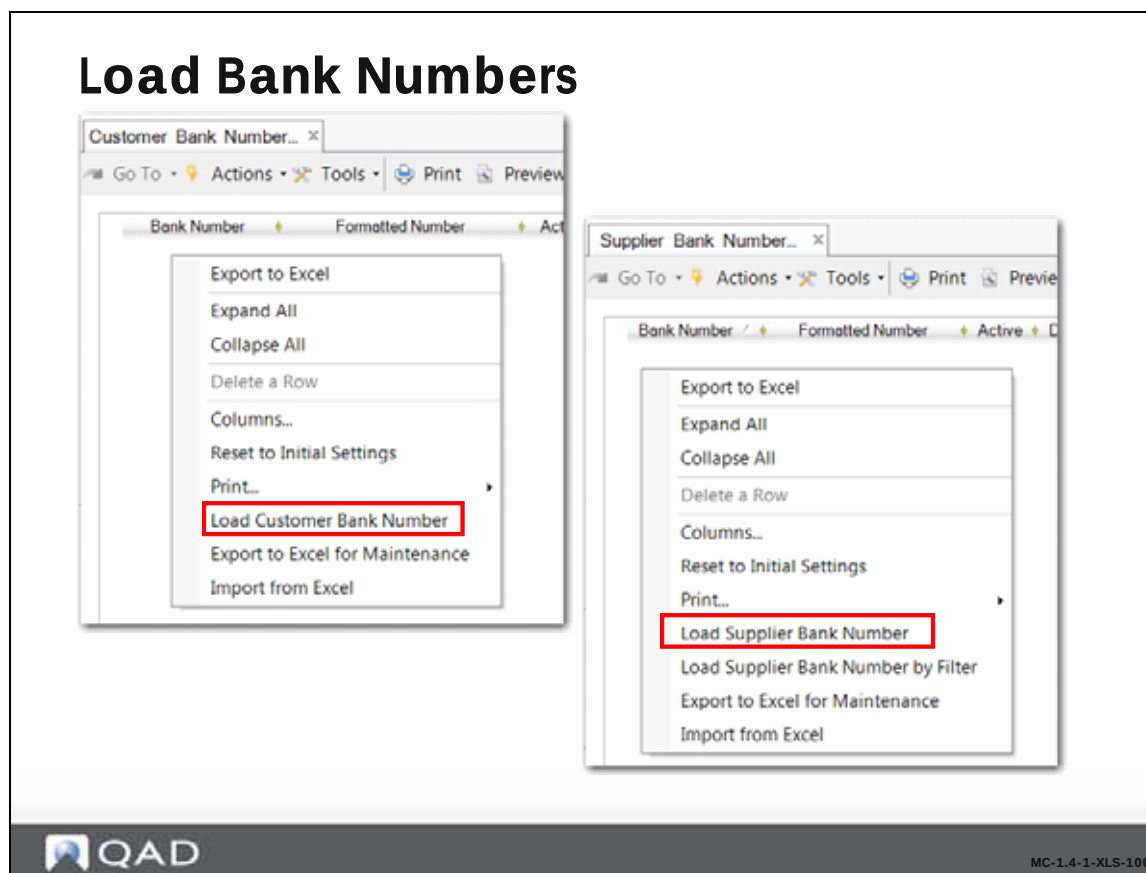
- Up to QAD 2009.1 EE
 - Upload new bank numbers only
 - Unsuitable for mass updates (no Load Data option)
- From QAD 2010 EE
 - New Load Data option
 - Can be used for mass updates



MC-1.4-1-XLS-090

You can use Customer Bank Number Excel Integration (27.20.1.8) and Supplier Bank Number Excel Integration (28.20.1.7) to load bank numbers and modify existing bank number records. You can also export the data to Excel for update or review.

Load Bank Numbers



You can use the Load Bank Numbers option in the right-click menu in the grid to load all existing customer or supplier bank numbers. You can then make mass updates to all the bank numbers; for example, changing the own bank number of a cross-section of customers. The Existing Record field in the grid lets you determine whether the bank number record you modified updates an existing record or creates a new bank number record.

Note Supplier Bank Number Excel Integration also enables you to load supplier bank numbers by filter.

Existing Record Field in Excel Grid

Existing Record Field in Excel Grid

- Indicate whether a modified record loaded using Bank Number Excel Integration
 - Updates an existing record
 - Creates a new bank number record
- For loaded data, the field is selected if the bank number is not yet used in a payment
 - Otherwise, the field is blank



MC-1.4-1-XLS-110

The Existing Record field lets you control how the system treats existing bank number records modified using Bank Number Excel Integration. When using Bank Number Excel Integration, the combination of customer code, bank number, own bank number, and payment format uniquely identifies a record.

If you modify an existing bank number record in the grid and leave the Existing Record field selected, the system tries to locate a unique bank number record to update that has the same key identifier values as the record you modified in the grid. If the system locates a single matching record, it saves your change as a modification to the existing record. If the system cannot find a matching record to update, an error message displays.

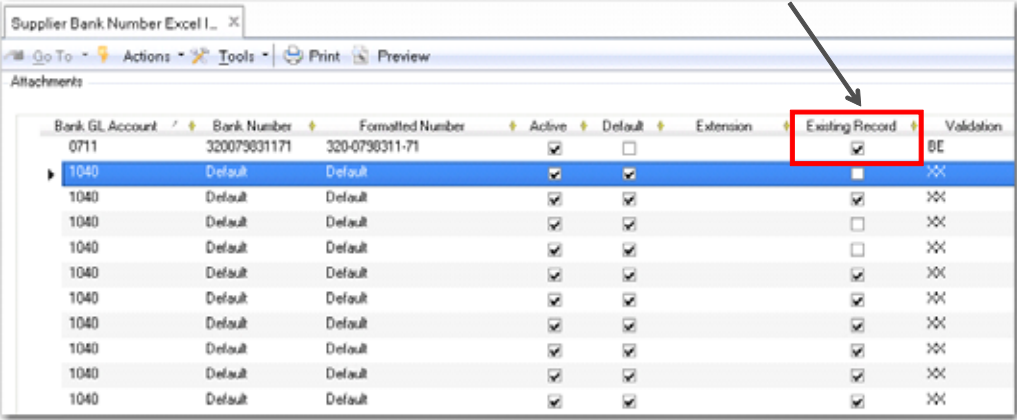
If you modify an existing bank number record in the grid and deselect the Existing Record field, the system saves your change as a new bank number record.

When you load existing bank number records from the database, the Existing Record field is automatically selected for bank numbers that have never been used in a payment and is deselected for bank numbers that have been used in payments. If a bank number is used in a payment, you can no longer update the bank number record.

Before using combinations of own bank numbers and payment formats in Excel integration, you must define them first in Bank Payment Format Link.

Existing Record Field in Excel Grid

- For newly imported data, the field is blank, and the system creates a new bank number



The screenshot shows a software window titled "Supplier Bank Number Excel I...". It contains a table with the following columns: Bank GL Account, Bank Number, Formatted Number, Active, Default, Extension, Existing Record, and Validation. The first row has values: 0711, 320079831171, 320-0798311-71, [checked], [unchecked], [blank], [checked], and BE. The second row is highlighted in blue and has values: 1040, Default, Default, [checked], [checked], [blank], [unchecked], and [X]. The remaining rows have values: 1040, Default, Default, [checked], [checked], [blank], [checked], and [X]. The "Existing Record" column is highlighted with a red box, and an arrow points to it from the top right.

Bank GL Account	Bank Number	Formatted Number	Active	Default	Extension	Existing Record	Validation
0711	320079831171	320-0798311-71	☒	☐		☒	BE
1040	Default	Default	☒	☒		☐	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☐	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☒	[X]
1040	Default	Default	☒	☒		☒	[X]

Incoming Bank Files

Incoming Bank Files

- Export a template from Incoming Bank File Excel Integration (31.1.12)
- Complete the template with bank file data
- Import to Incoming Bank File Excel Integration
- Save the file and process it in Process Incoming Bank Files (31.1.6)



MC-1.4-1-XLS-121



Opening Balance Create

Opening Balance Create

- Customer (27.1.10)/Supplier (28.1.15)
- Transfer account
- Calculate BC/SC
- Invoice type
 - Adjustment, Credit note, Credit note correction, Invoice, Invoice Correction
- Customers: Ship-to/Ship-From
- Suppliers: Invoice Status Code
 - Allocation status: any or allocated

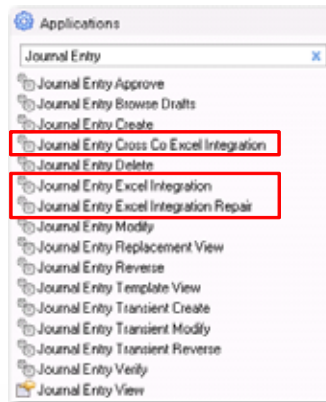


MC-1.4-1-XLS-130

Journal Entries

Journal Entries

- JE Excel Integration is divided into
 - Journal Entry Excel Integration
 - Journal Entry Cross-Company Excel Integration
 - Journal Entry Excel Integration Repair



MC-1.4-1-XLS-140

Journal Entry Excel Integration encompasses three functions:

- Journal Entry Excel Integration.
- Journal Entry Cross Company Excel Integration.
- Journal Entry Excel Integration Repair, designed for use by authorized personnel to repair existing inconsistencies in the system.

Journal Entry Excel Integration

Journal Entry Excel Integration

- Journal Entry Excel Integration (25.13.1.6)
- Right-click in grid
 - Export to Excel for maintenance
 - Import from Excel



MC-1.4-1-XLS-150

Using the Journal Entry Excel Integration (25.13.1.6) feature, you can export data into Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the system database, where it is validated before being saved.

You cannot use Journal Entry Excel Integration to load postings for accounts that do not accept manual postings; for example, control accounts, customer and supplier payment accounts, inventory accounts, WIP accounts, and purchase order receipt system type accounts.

Note Journal Entry Cross Co Excel Integration (25.13.1.10) also enables you to create journal entry postings within the same entity.

JE Cross-Company Excel Integration

JE Cross-Company Excel Integration

- Journal Entry Excel Cross Co Excel Integration (25.13.1.10)
- Right-click in grid
 - Export to Excel for maintenance
 - Export Unposted to Excel for Maintenance
 - Import from Excel



MC-1.4-1-XLS-152

Use Journal Entry Cross Co Excel Integration (25.13.1.10) to load multi-entity and cross-company journal entries defined in an Excel spreadsheet and post them to multiple entities. You can also use this function to create journal entry postings within the same entity.

To use the function, you must have access to all entities for which you want to create postings, and you must also be assigned role permissions that grant you access to Journal Entry Create in those entities.

You can export grid data into Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the system database, where it is validated before being saved. You can also export any transactions that fail to post to Excel for correction. Correct any errors to the spreadsheet and open Journal Entry Cross Co Excel Integration again to load the corrected transactions.

It is recommended that you use Journal Entry Cross Co Excel Integration for all journal entry postings from Excel. It offers transaction posting line by line, detailed error messages, and the ability to automatically create correction reversal and auto reversal journal entries.



JE Excel Integration Repair

JE Excel Integration Repair

- Designed for use by system administrators and senior staff
- Lets you bypass some of the validations of standard journal entry
- Designed for repair activities

Usage Examples

- Manually adjusting rounding differences on inventory control accounts
- Manually adjusting errors in initial data load
- Manually adjusting historical AR and AP balances at initial data load



MC-1.4-1-XLS-160

In exceptional circumstances, your system administrator can use Journal Entry Excel Integration Repair (25.13.1.18) to repair inconsistencies between control accounts and their related sub-ledgers. In Journal Entry Excel Integration Repair, the GL account validation is unrestricted, and it is possible to post to control accounts without posting to the corresponding sub-ledger. It is important to restrict user access to this tool because it can create inconsistencies between GL control accounts and the sub-ledgers.

JE Excel Integration Repair

NOT for use in

- Day-to-day accounting activities
- Correcting discrepancies between GL and AR/AP
 - This requires intervention by QAD Support!



MC-1.4-1-XLS-170

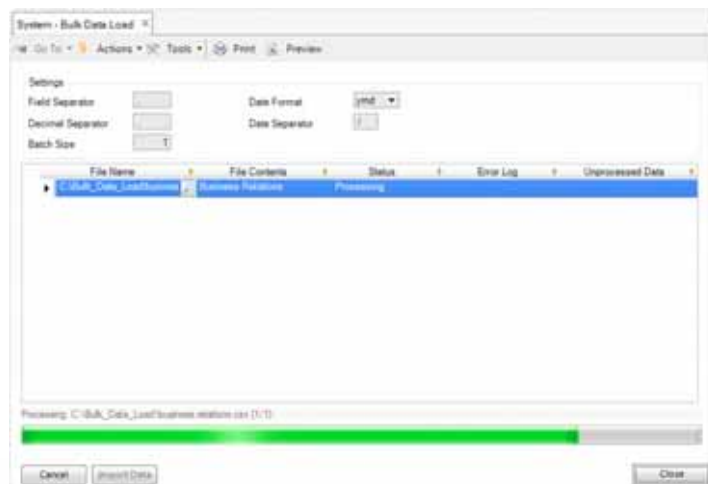
Journal Entry Excel Integration Repair should only be used by authorized personnel to solve existing inconsistencies in the system.



Bulk Data Load

Bulk Data Load

- Bulk Data Load
 - Import multiple csv files into the system at once
 - Useful when setting up an implementation



The full list of files and the recommended order of import using Bulk Data Load is: SAF codes, business relations, daybooks, GL accounts, sub-account masks, sub-accounts, cost center masks, cost centers, project masks, projects, COA cross references, exchange rates, customers, customer ship-tos, customer bank numbers, end users, customer opening balances, suppliers, supplier bank numbers, employees, supplier opening balances, and journal entries.

It processes file content in batches, so that an error in one batch does not cause the entire import process to fail.

When the import begins, one or more log files are created with information on the progress of the import. A log file with the name `QAD-Bulk-Data-Load-Logging.txt` is stored in each folder that contains a file to be imported.

If there is an error with the import, then the details of the error are stored in a file called `<FILE-NAME>-errors.txt` where `<FILE-NAME>` is the name of the file that you added to the grid for import.

If the import does not complete, then the lines that are not processed are stored in a file called `<FILE-NAME>-failed.csv` where `<FILE-NAME>` is the name of the file that was not fully imported.

Hands-On Exercises

Log in to 10USACO or 22UKCO

Exercise 1: GL Account Excel Integration

- 1 In GL Account Excel Integration (25.3.13.5), right-click in the grid and select Load Accounts.
- 2 Right right-click in the grid again and select Export to Excel for Maintenance.
- 3 Enter a file name and a location for your file.
- 4 Go to the dump location and open the Excel file.
The worksheet displays field labels on the first row, and field names on the second row. Do not modify these two rows.
- 5 Make some modifications to the rows below. Add some accounts, modify others.

Add the following account:

Field	Value
Account	2059
Description	Supplier Open Bal Trans
Type	Standard
Category	Liability
Proj Analysis Cost Center Account Sub-Account Intercompany Account Quantity Base Currency SAF Auto Fixed IC Val Date	False
Active	True
Budget Enabled	True
Debit/Credit	True
Balance Account	True
TC Revaluation in BC TC Revaluation in SC Analysis Limit Analysis	None
Manual Posting	
Consolidation Method	Current
Category	Asset
Balance/P&L	Balance
Debit/Credit	Debit
Auto/Manual	Manual
Sub-Account	Blank

- 6 Save when you are done. Return to the QAD application.
- 7 In the GL Account Excel Integration grid, right-click and select Import from Excel.
- 8 Select your location and file name.
- 9 Click Open.
- 10 In GL Account Excel Integration, verify that the data is as you entered in Excel.
If a description is too long, an error message displays:
“Value is too long.”
You can correct this in the grid.
- 11 Save your changes in GL Account Excel Integration.

Exercise 2: Business Relation Excel Integration

This process is similar to that for GL accounts. You will export the business relation data to Excel, and use the file as a template for data load.

- 1 Open Business Relation Excel Integration (36.1.4.3.5).
- 2 Right-click the grid and select Export to Excel for Maintenance.
This option exports a blank spreadsheet in the format required for loading business relations.
- 3 Open the Excel file you exported.
The first row on the Excel file shows field labels, the second row database field names. Do not modify these rows. Do not change the order of the columns.
- 4 In the exported Excel file, add a row for the new business relation:

10USACO

Field	Value
Business Relation Code	10-C1006
Business Relation Name	Global Aluminum US
Search Name	Global Aluminium
Act	True
Address Type	Headoffice
Address Line 1	11 Reston Street
Zip Code	07310
City	Jersey City
State	NJ
Country	US
Tax Zone	USA
Lang	US
<u>Contact</u>	
Name	Muller
Initials	J

Field	Value
Gender	Male
Function	Sales Manager
Telephone	+1-201-75800123
Lang	US
Primary	True

22UKCO

Field	Value
Business Relation Code	22-C1003
Business Relation Name	Global Aluminium UK
Search Name	Global Aluminium UK
Act	True
Address Type	Headoffice
Address Line 1	11 Amberley Way
Zip Code	BS1 7EQ
City	Bristol
Country	GB
Tax Zone	GB
Lang	US
Primary	True
<u>Contact</u>	
Name	Bedford
Initial	M
Gender	Male
Function	Sales Manager
Telephone	+44-117-7580013
Lang	US

- 5 Return to the QAD application.
- 6 In the Business Relation Excel Integration grid, right-click and select Import from Excel.

Exercise 3: Supplier Excel Integration

- 1 Open Supplier Excel Integration (28.20.1.5).
- 2 Right-click in the grid and select Export to Excel for Maintenance.
- 3 Enter a file name and a location for your file.
- 4 Go to the dump location and open the Excel file.
- 5 Create supplier 10S1007 in entity 10USACO:

Field	Value
Supplier	10S1007
Business Relation	10-C1006
Default Currency	USD
Credit Terms	2M
Invoice Status Code	999
Control GL Profile (Invoice)	APcontrol3rdparty
Control GL Profile (Credit Note)	APcontrol3rdparty
Control GL Profile (Pre-payment)	APcontrol3rdparty
Sub-Account Profile	Mech
Purchase Account GL Profile	Purchase
Supplier Type	OTH
Taxable Supplier	True
Tax Zone	USA
Tax Class	H
Tax Nature	None
Tax Level	None

Create supplier 22S1003 in entity 22UKCO.

Field	Value
Supplier Code	22S1003
Business Relation	22-C1003
Default Currency	GBP
Credit Terms	2M
Invoice Status Code	999
Control GL Profile (Invoice)	APcontrol3rdparty
Control GL Profile (Credit Note)	APcontrol3rdparty
Control GL Profile (Pre-payment)	APcontrol3rdparty
Sub-Account Profile	Mech
Purchase Account Profile	Purchase
Supplier Type	OTH
Taxable	Yes
Tax Zone	GB
Tax Class	H
Tax Nature	None
Tax Level	None

Exercise 4: Supplier Bank Number Excel Integration

- 1 Open Supplier Bank Number Excel Integration (28.20.1.7).
- 2 Right-click in the grid and select Export to Excel for Maintenance.
- 3 Save the Excel spreadsheet.
- 4 Open the exported, blank spreadsheet and create the following supplier bank account:
In entity 10USACO:

Field	Value
Bank Number	US800800
Formatted Number	US800800
Active	True
SWIFT Code	Blank
Default	True
Validation	XX
Own Bank Account	55667342
Bank GL Account	1100
Payment Format	CHECK-AP
Type	CREDITOR
Parent Object Code	10S1007
Currency	USD
Entity Code	10USACO

In entity 22UKCO:

Field	Value
Bank Number	UK800800
Formatted Number	UK800800
Active	True
SWIFT Code	Blank
Default Bank	True
Validation	XX
Own Bank Account	UK5564999
Bank GL Account	1120
Payment Format	UK-Check
Parent Type	CREDITOR
Parent Object Code	22S1003
Currency	GBP
Entity Code	22UKCO

Exercise 5: Supplier Open Items

- 1 Open Supplier Opening Balance Create (28.1.15).
- 2 In entity 10USACO, enter the following data:

Field	Record 1	Record 2	Record 3
Posting Year/GL Period	System date	System date	System date
Posting Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
GL Transfer Account	1670	1670	1670
Action	Save	Save	Save
	<u>Grid Fields</u>		
Supplier Code	10S1007	10S1007	10S1007
Invoice Type	Invoice	Credit Note	Adjustment
Sub-Acct	Mech	Mech	Mech
Daybook Code	SINV	SCNHO	SUPADJ
Invoice Voucher	99900001	8880002	7770003
Invoice Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
Invoice Tax Point Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
Invoice Reference	INV1007-1	CN1007-1	BE1007-1
Invoice Description	Inv Po1001	Corr on inv	Prepayment
Posting Text	InvPo1001	Corr on inv	Prepaym
TC Invoice Amount	2,000	500	250
Curr	USD	USD	USD
Bank Number	US800800	US800800	US800800
Invoice Due Date	1 month from invoice date	1 month from invoice date	1 month from invoice date
Credit Term	1M	1M	1M
Invoice Status Code	OK2PAY	OK2PAY	OK2PAY
Daybook Set Code	10PURCH	10PURCH	10PURCH

In entity 22UKCO, enter the following data:

Field	Record 1	Record 2	Record 3
Posting Year/GL Period	System date	System date	System date
Posting Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
GL Transfer Account	1670	1670	1670
Action	Save	Save	Save
	<u>Grid Fields</u>		
Supplier Code	22S1003	22S1003	22S1003
Invoice Type	Invoice	Creditnote	Adjustment
Sub-Acct	Mech	Mech	Mech
Daybook Code	SINV	SCNHO	SUBADJ
Invoice Voucher	99900001	8880002	7770003

Field	Record 1	Record 2	Record 3
Invoice Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
Invoice Tax Point Date	Last day of current GL period	Last day of current GL period	Last day of current GL period
Invoice Reference	INV1003-1	CN1003-1	BE1003-1
Invoice Description	Inv Po1001	Corr on inv	Prepaym
Posting Text	InvPo1001	Corr on inv	Prepaym
TC Invoice Amount	2,000	500	250
Curr	GBP	GBP	GBP
Bank Number	UK800800	UK800800	UK800800
Invoice Due Date	1 month from invoice date	1 month from invoice date	1 month from invoice date
Credit Term	1M	1M	1M
Invoice Status Code	OK2PAY	OK2PAY	OK2PAY
Daybook Set Code	22PURCH	22PURCH	22PURCH

Exercise 6: Journal Entries

- 1 Open the QMI Documentation/Financial Activities folder on the desktop.
- 2 Download the file `accrualJE USD.xlsx` if you are in 10USACO or download the file `accrualJE GBP.xlsx` if you are in 22UKCO.
The file is saved to My Documents/Downloads.
- 3 Open Journal Entry Excel Integration (25.13.1.6).
- 4 Import the file `accrualJE USD.xlsx` if you are in 10USACO or import the file `accrualJE GBP.xlsx` if you are in 22UKCO. Post the transactions in the period of the current system date (change the posting date, GL calendar year, and GL period to match the system date, if required):

Field	Value
Daybook	TRAJE
Sub-Account	Gserv....
Cost Center	Adm

- 5 In both entities 10USACO and 22UKCO, the following are the transaction posting lines:

Account	Debit	Credit
7000 (Travel)	10,000	
7010 (ICT)	900	
7200 (Repair & Maint)	1,100	
2470 (Accrual)		12,000

- 6 Save the transactions.
- 7 When complete, repeat the previous step, but save the transaction as a template.

Field	Value
Daybook	Template
Template Code	M-EXP-ACCR-1

You should now understand how easy to use QAD Financials Excel integration is, and how useful it is for loading data during implementation and modifying data in batches.

Exercise 7: Journal Entry Cross-Company Excel Integration

- 1 Open the QMI Documentation/Financial Activities folder on the desktop.
- 2 From the Excel Integration folder in the Financials Activities folder, download the file Cross-Company - JE.xlsx.
When running this exercise in 22UKCO, change the source entity in the data loaded from 10USACO to 22UKCO. The file is saved to My Documents/Downloads.
- 3 Open Journal Entry Cross Co Excel Integration (25.13.1.10).
- 4 Right-click in the grid and select Import from Excel.
Note You may need to change the GL calendar year and posting date to 2014.
- 5 Save the uploaded file in Journal Entry Cross Co Excel Integration.
The status is updated to Processed in Journal Entry Cross Co Excel Integration.
- 6 Go to Journal Entry View to view the resultant postings. The following are the transaction posting lines:

Account	Entity	Debit	Credit
7040	10USACO	450,000	
1975	11CANCO		320,000
1975	12MEXCO		130,000

Chapter 4

ERS

Objective

Objective

- Understand the ERS functionality in QAD Enterprise Applications
- Learn how to set up and use ERS



MC-1.5-1-ERS-020

Overview

Overview

- ERS benefits
- ERS key features
- ERS process flow
 - ERS setup
 - ERS processing



MC-1.5-1-ERS-030

In this section, you will learn about the Evaluated Receipts Settlement (ERS) functionality, its benefits, and key features. Then, we will learn how to set up and process ERS.



ERS Benefits

ERS Benefits

- Streamline business processes
 - Reduced costs
 - Reduced errors
 - Eliminate non-value added activities
- Improve supplier relationships
 - More timely payments
 - Maximized discounts
 - Lower prices from suppliers
- Vital for automotive industry; beneficial to other verticals



MC-1.5-1-ERS-040

The ERS function lets you generate supplier invoices and corresponding receiver matching records based on completed purchase order receipts.

ERS offers several benefits to customers and suppliers, such as reduced clerical workload, lower costs, and reduced error rate. Several factors make an ERS system work efficiently:

- Trading partners must agree on price.
- Customers must issue purchase authorization.
- Suppliers must provide accurate shipping information.
- Customers must enter accurate receipts.

ERS improves your company's relationship to suppliers by ensuring more timely payments, accurate and maximized discounts, and lower prices.

While the ERS function can be beneficial to many verticals, it is a must for the automotive industry.



ERS Key Features

ERS Key Features

- Optional functionality
- Generates
 - Supplier invoices/credit notes
 - Receiver matching records
- Based on completed PO receipts
- Supplier invoices can be
 - Initial
 - Confirmed
- Receipts can be from multiple entities and sites within a domain



MC-1.5-1-ERS-050

The (optional) ERS function lets you generate supplier invoices or credit notes and corresponding receiver matching records based on completed purchase order receipts. The system automatically records liabilities to the supplier based on quantities received at the unit price negotiated with the supplier in a purchase agreement.

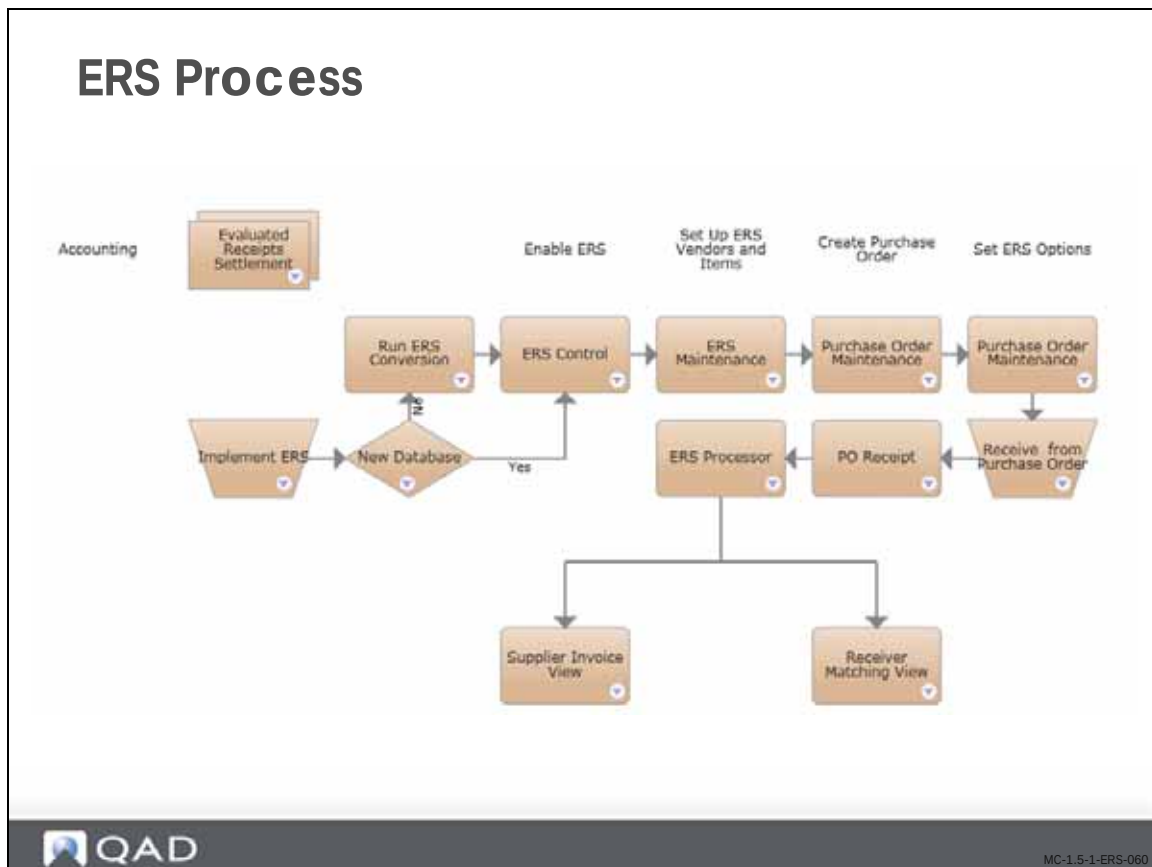
You can use the ERS Processor program to generate supplier invoices and receiver matching for purchase orders, scheduled orders, blanket orders, pending invoices generated due to supplier consignment inventory consumption, or for receivers that become available for invoicing at time of use or when ownership changes (for example, inventory transfer, WO component issues, or shipments).

You can choose to create supplier invoices with status initial, requiring confirmation, or automatically confirmed.

ERS can process receipts across multiple entities and sites within a domain, where the entity that recorded the purchase order and incurred the AP liability is different than the receiving entity. In this case, ERS automatically creates cross-company postings.

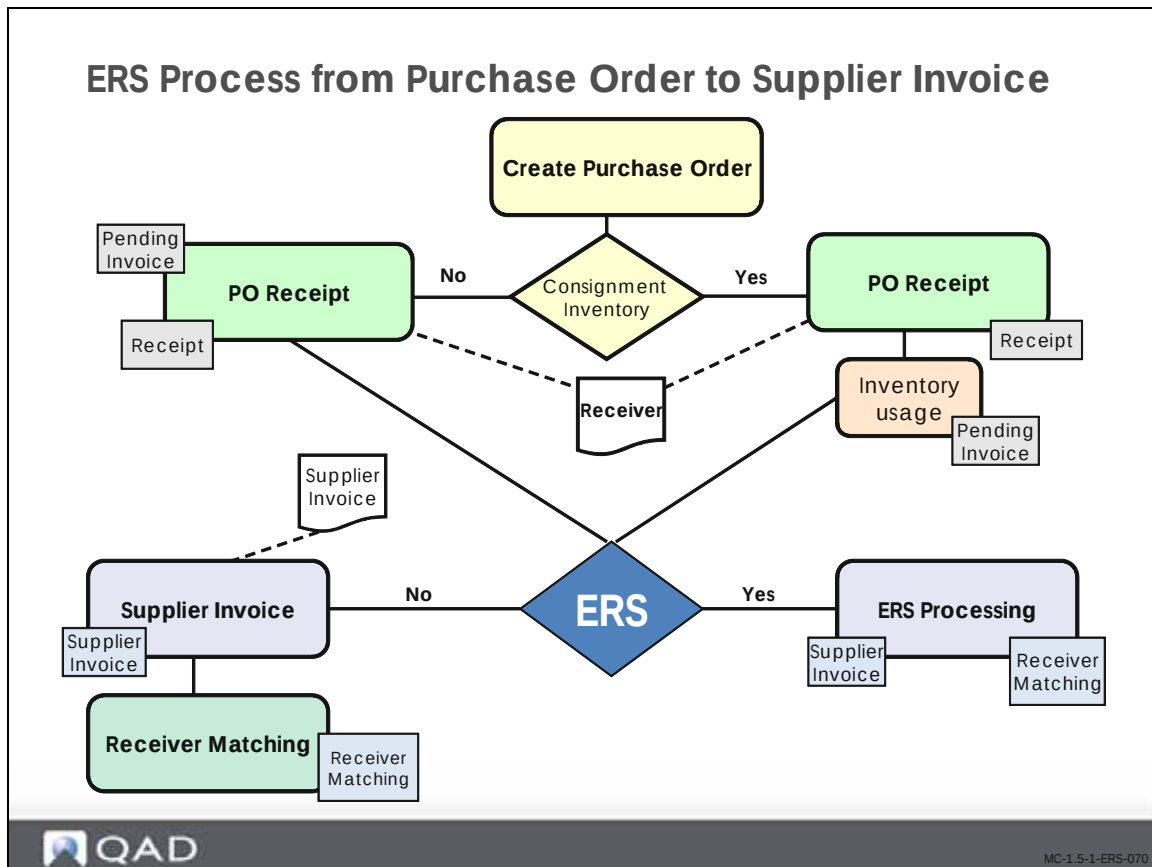


ERS Process



The slide shows the ERS process map from setup to supplier invoice and receiver matching.

ERS Process from Purchase Order to Supplier Invoice



For comparison purposes, the slide shows the purchase order to supplier invoice and receiver matching flow with and without ERS.

ERS High Level Process Overview

ERS High Level Process Overview

- Prerequisites
 - ERS Control
 - ERS Browse
 - Purchase Order Maintenance, create PO
 - Purchase Order Receipt, receive PO
- ERS process
 - Invoice/credit note created based on PO receipt lines
- Reports and audits
 - Audit trail
 - Supplier Invoice View, check supplier invoice
 - Receiver Matching View, check receiver matching



MC-1.5-1-ERS-080

Set up ERS by setting control programs and adding required records. If you already have open purchase orders, you must also convert them to enable ERS processing (see below).

You must also set default ERS process options for purchase orders.

The ERS Processor creates an invoice or a credit note based on the purchase order receipt lines.

The system provides several ways to verify and report the ERS processing:

- Use an audit trail.
- Use Supplier Invoice View (28.1.1.3) to check the supplier invoice.
- Use Receiver Matching View (28.2.3) to verify the receiver matching.

ERS Setup

ERS Setup

- ERS Control
 - Activate ERS
- ERS Maintenance, ERS Browse
 - Define conditions for processing
- ERS Purchase Order Conversion
 - Enable ERS processing for existing POs



MC-1.5-1-ERS-090

Use the fields in ERS Control (28.10.24) to activate and deactivate ERS processing, and to set options that affect ERS processing.

Use ERS Maintenance to set the default ERS processing options for a PO line, which determine:

- Whether to process the line using ERS
- When applicable, whether ERS should generate confirmed or initial invoices for the line

ERS Browse lets you review the ERS options set as default.

ERS Conversion

If you decide to implement ERS in a new database, this step is not required. If you have existing open purchase orders and you want ERS processing to apply to them, you must run a utility program to set the processing option.

Choose ERS Purchase Order Conversion (36.25.62) from the Miscellaneous Utilities menu. The system prompts you to enable or disable ERS.

- Enter E to set ERS option 0—ERS enabled for all purchase orders.
- Enter D to set ERS option 1—ERS disabled for all purchase orders.

For the full setup details, refer to the [QAD Financials User Guide](#).



ERS Control

ERS Control

ERS Processing: ☐

ERS Option:

ERS Packing Slip Error: ☐

Update GL Average Cost: ☐

ERS Invoice Date Option:

Activate

Select ERS option

MC-1.5-1-ERS-100

In ERS Control (28.10.24), the following fields need to be set:

ERS Processing. Select the field to activate ERS. When activated, a pop-up window with ERS processing options opens when you create a purchase order.

ERS Option. Specify the default value for the ERS Option field that displays in the pop-up window mentioned above. Valid values for the header ERS Option are:

- Blank: The system determines the default ERS option for the line using settings in ERS Maintenance.
- 0: The system determines the ERS option when you run the ERS Processor, and uses the most current value from ERS Maintenance.
- 1: ERS processing is disabled.

The defaulting for the ERS Option works as follows:

Control	PO Header	PO Line	ERS Processor
Blank	Defaults to blank	Defaults to value from ERS Maintenance (1, 2, or 3)	Uses PO Line value if that is not zero.
0	Defaults to 0	Defaults to 0	Uses value in ERS Maintenance
1	Defaults to 1	Defaults to 1	ERS is not used

The ERS maintenance options are:

- 1: no ERS

- 2: Initial Supplier Invoice
- 3: Confirmed Supplier Invoice

The PO header uses the value from the control file as the default. On the PO header, you can modify this value. The values allowed on the PO header are blank, 0, 1, 2, or 3.

- If the value on PO header is not blank, that value is passed as the default to the PO lines. If the value on the PO header is blank, the default value for the PO lines is retrieved from ERS Maintenance.
- You can also modify the ERS Option value on the PO line. The possible values on the PO header are 0, 1, 2 or 3.
- In the ERS Processor, if the value of the ERS Option for the PO line is 2 or 3, that value is used.
- In the ERS Processor, if the value of the ERS Option for the PO line is 0, the value is retrieved from ERS Maintenance.
- In the ERS Processor, if the value of the ERS Option for the PO line is 1, the PO receipt line is not processed.

ERS Invoice Date Option. Specify how ERS calculates the supplier invoice date:

- 0 (zero): Use the receipt date of the receiver as the supplier invoice date.
- 1: Use the shipment date of the receiver as the supplier invoice date.

ERS Maintenance and ERS Browse

Supplier: MizSupp

Site:

Item Number:

ERS Option: 1

ERS Price List Option: 1

ERS Browse

Actions Print Add to Favorites Chart Chart Designer Refresh New Edit

Search

Supplier starts at - Search Clear All

Viewing 1 - 100 of 259 Records per page: 100

Supplier	Site	Item Number	ERS Option	ERS Price List Option
10000	10074-SI	12000	1	1
14000	2005	2300	1	1
40000	40001		1	1

QAD MC-1.5-1-ERS-110

The ERS Processor searches ERS Maintenance (28.1.1) for default settings for the supplier, site, and item combination associated with a PO line to determine how it should process the line. You can define default settings in ERS Maintenance for a particular supplier, site, item number, or any combination of these, such as:

- Supplier, site, and item
- Supplier and site
- Supplier and item
- Supplier
- Site

When determining the ERS option for a PO line, the system looks for a corresponding ERS Maintenance record or combination of ERS Maintenance records, in the following order:

- Supplier/site/item record
- Supplier/site record
- Supplier/item record and a separate site record
- Supplier record and a separate site record

If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line.

ERS Option. Specify whether the ERS Processor should create supplier invoices and receiver matching for purchase order lines with the supplier, site, and item combination, and if created, whether to create initial or confirmed invoices. The options are:

- 1: Disallow ERS processing for the combination specified.
- 2: Create an initial invoice and receiver matching record for pending invoices with the specified combination of supplier, site, and item. This option adds a degree of security because the invoice created must be approved using a separate process.
- 3: Create a confirmed supplier invoice and receiver matching record for receipts with the specified combination of supplier, site, and item.

ERS Price List Option. Specify the effective date the ERS Processor should use when retrieving the relevant price list. The options are:

- 1: Use the receipt date.
- 2: Use the ship date.
- 3: Use the order date.

The ERS Processor uses the ERS Price List Option field if a price list is specified for the order, and if the Fixed Price field on the order line is set to No.

ERS – Purchase Order Maintenance

ERS – Purchase Order Maintenance

ERS settings and display can be modified

ERS settings and display can be modified

QAD

MC-1.5-1-ERS-120

When ERS is set up and activated, it affects how you create a purchase order, issue a blanket or scheduled order, and how you receive purchased items.

Three fields in Purchase Order Maintenance (5.7) affect ERS processing:

Fixed Price. This field is part of the standard header in Purchase Order Maintenance (5.7), but it functions differently when you are using ERS. The header sets the default for line items. The value for this field defaults from Supplier Data Maintenance (2.3.1).

- If the item price is fixed, the ERS Processor takes the price from the purchase order.
- If the item price is not fixed, the ERS Processor refers to the relevant price list.
- If there is no price list, the ERS Processor looks for a supplier-item quoted price defined in Supplier Item Maintenance.
- If there is no supplier quoted price, the ERS Processor looks for the GL material cost in the item master.

The ERS Option field and the ERS Price List Option fields in the pop-up window default from the ERS Option field of ERS Control. The header value determines how the default ERS Option is set on each line item on the order, but can be updated.

ERS Processor

ERS Processor

ERS Report - ERS Audit Report

Go To Actions Tools Print Preview

Supplier To
Site To
Receiver R1502 To R1502
Receipt Date To

Apply

Selected	Domain	Order	Order Ln	Receiver	Reference	Supplier Invoice Internal Reference	Quantity	Unit Price	E
☒	Domain1	P1279	2	R1502	R1502	2008/APINVFIn/000000000	1	13000	
Business Method Explanation Field Label Field Name Field Value Message Message Number Type									
pmfpro.StoreSIExe This message was WARNING: No tax QADFIN-OP-953 W									
☒	Domain1	P1279	1	R1502	R1502	2008/APINVFIn/0000000248	2	15000	
☒	Domain1	P1279	3	R1502	R1502	2008/APINVFIn/0000000248	4	8000	

Processing

Create Supplier Invoice and Receiver Matching ☒ Recalculate Tax Details ☐

Print Audit Report ☒

Execute in Batch ☐ Batch ID

Progress ☐ 3 / 3

QAD MC-1.5-1-ERS-130

Run the ERS Processor (28.10.13) to generate supplier invoices and their corresponding receiver matching for PO receipts. You can only run one instance of the ERS Processor at a time.

The ERS Processor (28.10.13) lets you specify ranges of suppliers, sites, and receivers to retrieve receipts for which you want to create supplier invoices and receiver matching. The processor then retrieves a group of receipts that meet your selection criteria. You can then specify which receipts to process by selecting the check box for that record.

The ERS Processor opens the selected group of receipts, creates the relevant supplier invoice records and receiver matching, and makes the appropriate journal entries, just as if the invoices were entered manually.

ERS Audit Report

The ERS audit report, which is produced when you select the Print Audit Report option in the ERS Processor, provides an overview of processed receipts and lists validation errors, if the ERS Processor ran with errors. The ERS audit report generates errors in the following situations:

- No price is available for an item.
- Purchase orders have already been invoiced.
- Credit terms are invalid.
- No packing slip number is entered on the receipt screen, and the ERS Packing Slip Error field of ERS Control (28.10.24) is set to Yes.

ERS Invoice Print

Using ERS Invoice Print (28.10.14), you can print all types of ERS-generated invoices including invoices, credit notes, and invoice corrections. The ERS Invoice Print - Viewer enables you to select search criteria to filter for the invoices to print. You must specify at least one criteria. When you click Run, an invoice is generated.

Chapter 5

Logistics Accounting

Overview

Overview

- Introduction to Logistics Accounting
 - Definitions
 - Process overview
 - Benefits
- Setup
 - General setup
 - Setup for inbound logistics accounting
 - Setup for outbound logistics accounting
- Logistics charges accrual process
 - Inbound
 - Outbound
- Logistics charges processing
- Reporting



AF-LA-030

This chapter begins with an introduction to Logistics Accounting, including definitions and an overview of the process. The introductory section also discusses the business benefits of Logistics Accounting.

The setup section outlines the steps involved in setting up inbound and outbound Logistics Accounting, before reviewing how logistics charges are accrued and processed in the system, and which reporting capabilities are available.

Definitions

Definitions

- **Logistics Accounting**

Define and track logistics charges for any inbound and outbound transportation costs payable to third-party suppliers

- **Logistics charges**

Individual costs payable to third-party suppliers for the transportation of goods

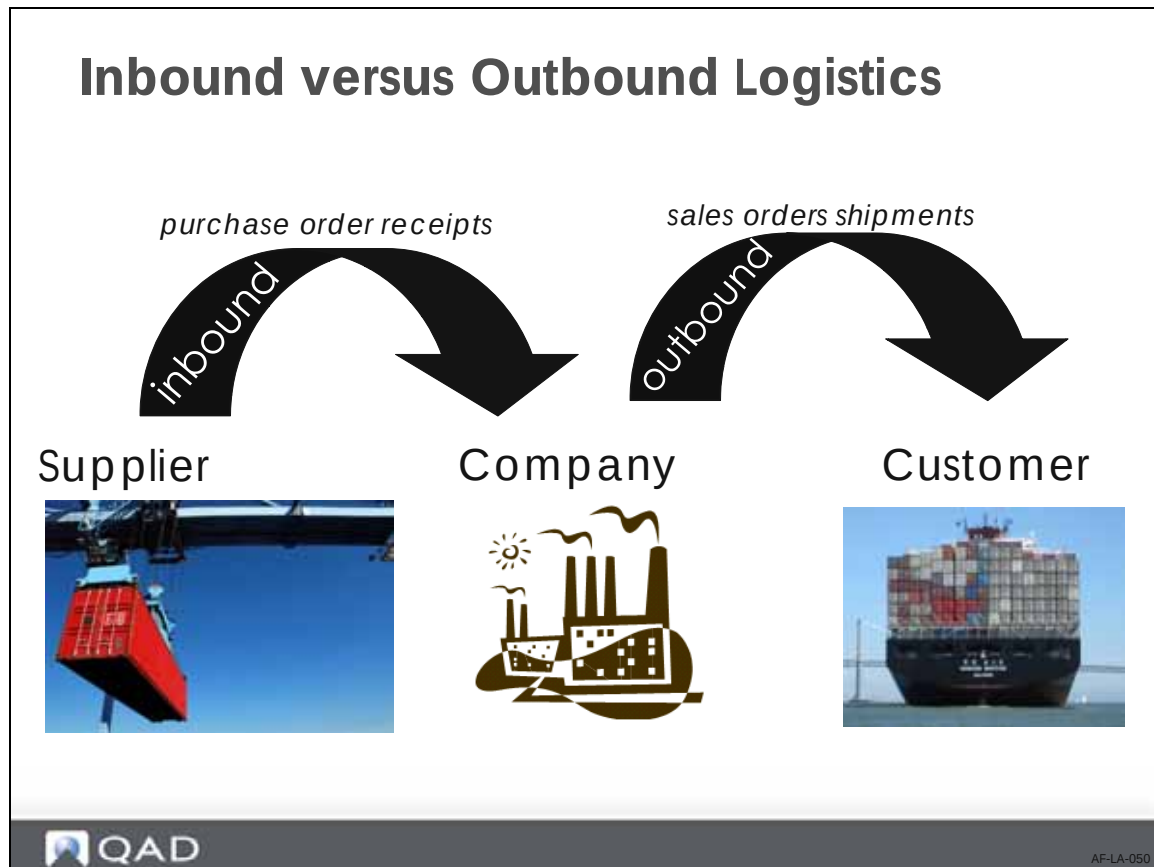


AF-LA-040

Logistics costs are those incurred when a product is moved from one location to another. These costs can include, not only the freight charges paid to carriers, but also insurance, duty, customs clearance, handling charges, and so on. Depending on the freight terms, these costs can be paid by the supplier and recharged to the customer within the item price or as a trailer charge. The costs can also be paid by the customer directly to the carrier, insurer, or customs.

The individual costs payable to third-party suppliers for the transportation of goods are referred to as logistics charges. Logistics Accounting lets you define logistics charges for any inbound and outbound transportation costs payable to third-party suppliers.

Inbound versus Outbound Logistics

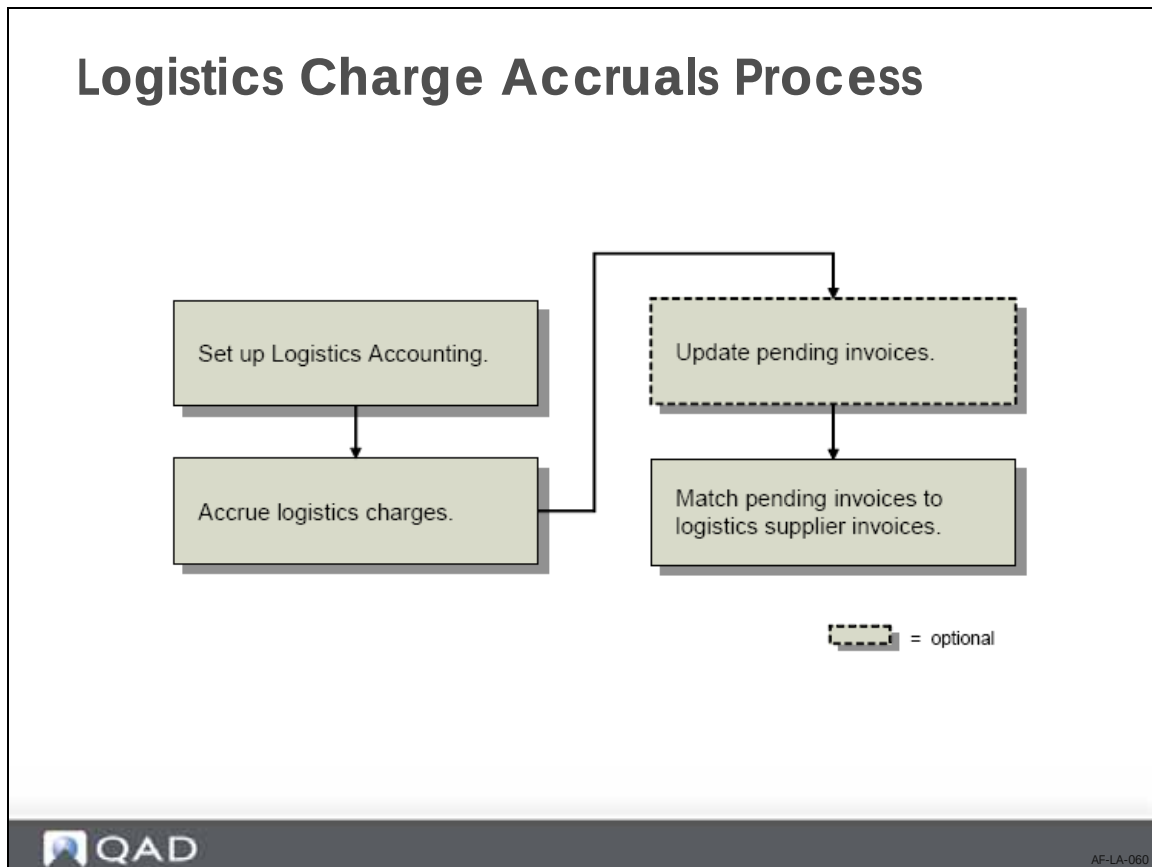


Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. The system then automatically creates a pending invoice for the charges during purchase receipts. During purchase receipts, the system determines which logistics charges to accrue, based on the terms of trade assigned to the order supplier.

The system then creates pending invoice records and receivers for each purchase order line.

Outbound logistics charges relate to the transportation costs incurred when you ship items to customers or to other company locations. Outbound logistics charges include the cost of freight only. Normally, outbound logistics charges result from the sales order and distribution order processes, and accrue when the items are shipped. In order to accrue outbound logistics charges, you must first define freight charge data and freight terms, and then associate the freight terms with the customer.

Logistics Charge Accruals Process



GL accruals for inbound logistics charges are triggered by purchase order receipts. GL accruals for outbound logistics charges are triggered by shipments.

For each receipt or shipment, a pending invoice is created for each logistics charge accrual. Inbound logistics charges are built into the GL cost for items.

The above process flow summarizes the steps involved in accruing logistics charges

Logistics Charge Accruals Process Highlights

Logistics Charge Accruals Process Highlights

- Pending invoices = logistics charge accruals
- Automatic pending invoice creation
 - during PO receipts, SO and DO shipments
- Match during receiver matching
- Internal vs external references
- Additional fields and frames



AF-LA-070

Pending invoices for logistics charges are created automatically during purchase order receipts, and sales or distribution order shipments. Logistics charge accruals are also referred to as pending invoices. During receiver matching, you can match the amounts from pending invoices to actual invoice amounts. The more information provided on the pending invoice, such as the supplier of the logistics charge, the easier it is to match it to an invoice.

When purchased items are shipped from an item supplier, you might not know the name of the logistics supplier until the goods arrive. Logistics charges can accrue without specifying a logistics supplier. After an invoice arrives, you can define the logistics supplier on the pending invoice using Logistics Charge Pending Invoice Maintenance (2.15.7). During receiver matching, it is easier to match invoice amounts to pending invoices when logistics suppliers are assigned.

Each pending invoice includes an internal reference and, optionally, an external reference. An internal reference is a code that identifies a shipment or receipt created by the system, such as a receiver number or shipper ID. An external reference is an identifier supplied by a third-party logistics supplier, such as a bill of lading number, carrier tracking number, or packing slip number. During receiver matching, use internal and external references to help match invoices from logistics suppliers to pending invoices.

When Logistics Accounting is enabled, additional fields and frames display in several screens. These fields are described in [QAD Master Data User Guide](#), which contains detailed information on Logistics Accounting.



Benefits

Benefits

- Improved efficiency
 - Complete tracking, monitoring, accruing and invoicing of all costs associated with freight and duty
- Improved margin visibility
 - Include all transportation-related expenses in standard cost of product
- Improved planning and budgeting
 - Provide planned vs actual performance analysis of logistics providers
- Improved control
 - Match accrued logistics charges against supplier invoices
- Two types of logistic charges
 - Inbound, outbound



AF-LA-080

As manufacturing companies increasingly look for cheaper materials and components from remote sources, logistics costs have become a more significant aspect of cost management. The availability of accurate product and customer profitability information, including the total cost of purchasing or selling items, enables companies to make better pricing and financial analysis decisions.

Logistics Accounting lets you define logistics charges for any inbound and outbound transportation costs payable to third-party suppliers.

Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. Outbound logistics charges are the transportation costs associated with the shipment of items from a company location to customers or other company locations.

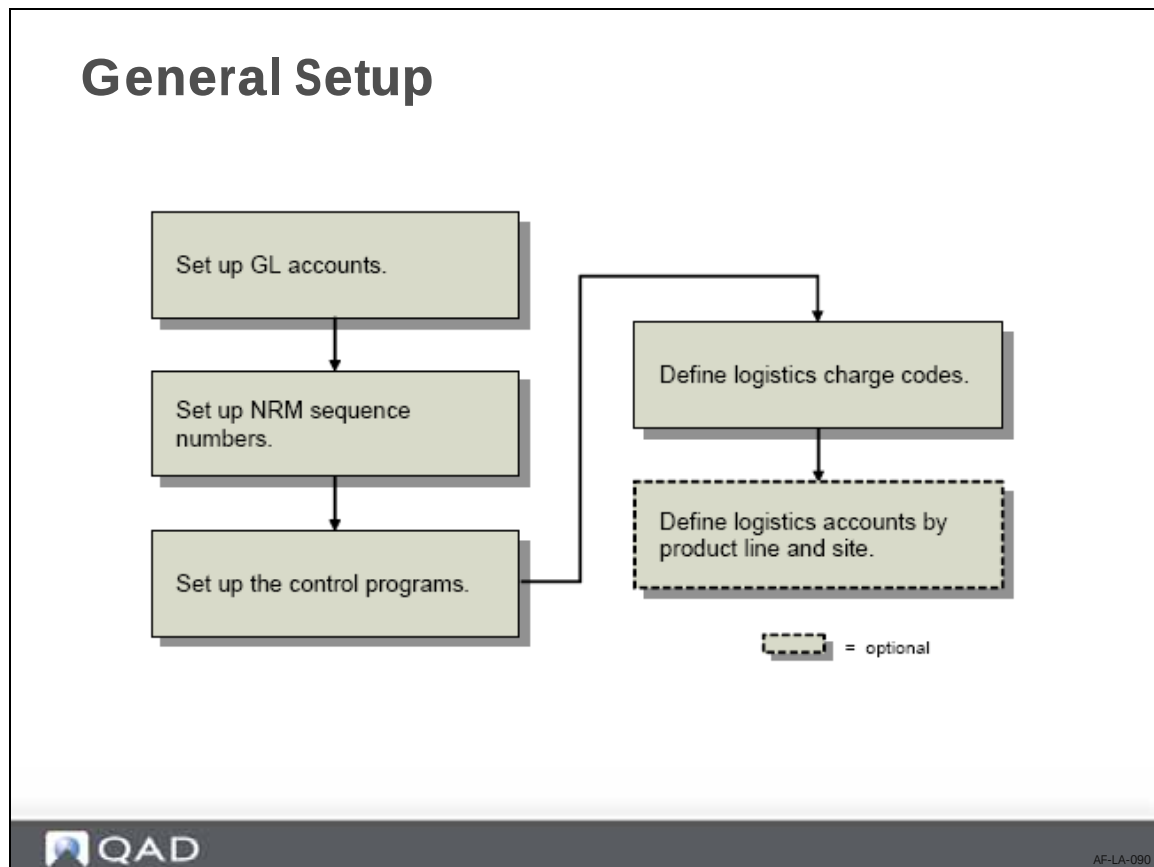
For some companies, a significant proportion of purchases are imports. Logistics costs have a large financial impact since they can represent a high percentage of the total delivered cost and must be included in price comparisons with local sources. In Logistics Accounting, inbound logistics charges are considered part of the overall cost specific to each item and included in the item cost.

For other companies, the shipment of goods by third-party carriers is a frequently occurring expense. Tracking the amounts owed to carriers as a separate liability in the general ledger (GL) provides better control over invoices from suppliers. Identifying variances in expected freight

charges and actual invoice amounts reduces the risk of duplicate or over payment of logistics charges. Tracking these charges improves visibility of total outbound freight costs, helping to reduce these costs by reviewing order quantities or seeking alternative carriers.

When items are purchased or shipped, you can accrue logistics charges as part of the process. GL accruals for inbound logistics charges are triggered by purchase receipts. GL accruals for outbound logistics charges are triggered by shipments. For each receipt or shipment, a pending invoice is created for each logistics charge accrual. Inbound logistics charges are built into the GL cost for items.

General Setup



To implement Logistics Accounting, you first need to define general data, such as specific GL accounts, Number Range Management (NRM) sequence numbers, control programs settings, logistics charge codes, and, optionally, logistics accounts by product line and site. Next, you set up inbound and outbound specific data, like freight charges and cost elements.

This section details the general setup steps for Logistics Accounting.

Note This course does not provide detailed information on how taxes for logistics charges are set up and calculated. For more details, see [QAD Master Data User Guide](#).

Setting Up GL Accounts

Setting Up GL Accounts

	Account	Type	Use
Inbound	Accrual	Liability	PO Receipt, Invoice
	Expense	Expense	PO Return
	Variance	Expense	Invoice
Outbound	Sales Order Accrual	Liability	Shipment, Invoice
	Sales Order Expense	Expense	Shipment
	Sales Order Variance	Expense	Invoice
	Distribution Order Accrual	Liability	Shipment, Invoice
	Distribution Order Expense	Expense	Shipment
	Distribution Order Variance	Expense	Invoice



AF-LA-100

You must define the default GL accounts, sub-accounts, and cost centers that are accessed when logistics charges are accrued and invoiced. You can use separate sets of accounts to track inbound and outbound logistics charges.

For outbound logistics charges, you can use separate sets of accounts to track the costs associated with shipments to customers and shipments to other company locations. See [QAD Financials User Guide](#) for information on setting up accounts.

The slide lists the accounts used by Logistics Accounting. The Type column indicates how the account is used. The Use column indicates the transactions that use the account.

Setting Up NRM Sequence Numbers

Setting Up NRM Sequence Numbers

- Number Range Maintenance (36.2.21.1)
- For sales order shipments and distribution order shipments

Number Range Maintenance

Go To Actions Copy Print Preview

Sequence Master

Sequence ID: lasoship
 Description: Log Acct SO Ship ID
 Target Dataset: la_so_ship_id
 Internal: ☒
 Allow Discarding: ☒
 Allow Voiding: ☒
 Effective Date: 11/25/2008
 Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	INT	000000000.999999999.000000000.000000000	

All pending invoices must have an internal reference number. Before you can accrue outbound logistics charges, you must set up separate Number Range Management (NRM) sequence codes used as identifiers for discrete sales order and distribution order shipments. See [QAD System Administration User Guide](#) for details on Number Range Management.

The system uses the sequence codes to determine what format to use when assigning sequential internal reference numbers to discrete shipments.

This step is not required for other types of shipments. For sales order shippers, the shipper number is used as the internal reference. Shipper sequence codes are defined in Container/Shipper Control (7.9.24). When distribution orders use shipper documents, the shipper number is also used. Inbound logistics charge accruals use receiver or PO shipper numbers as internal references.

Use Number Range Maintenance (36.2.21.1) to create sequence parameters for sales order shipments and distribution order shipments. See [QAD System Administration User Guide](#) for more information on number ranges.

Target Dataset. Enter the dataset identifier associated with this sequence:

- Enter la_so_ship_id for sales order shipments.
- Enter la_do_ship_id for distribution order shipments.

Internal. Enter Yes to have NRM generate sequence numbers automatically. Enter No to let users supply numbers that are validated against the NRM sequence.

Setting Up the Control Programs

Setting Up the Control Programs

- Logistics Accounting Control
 - Activation
 - Assign NRM sequence codes

Logistics Accounting Control

Go To Actions Copy Print Preview

Use Logistics Accounting: ☒

Outbound

Sales Order Shipment Sequence ID	lasoship	Log Acct SO Ship ID
Distribution Order Shipment Sequence ID	ladoship	Log Acct DO Ship ID

Use Logistics Accounting Control (2.15.24) to assign NRM sequence codes to sales order and distribution order shipments.

Sales Order Shipment Sequence ID. Enter the NRM sequence code used for sales order shipments. The sequence code must have the target dataset la_so_ship_id.

Distribution Order Shipment Sequence ID. Enter the NRM sequence code used for distribution order shipments. The sequence code must have the target dataset la_do_ship_id.

Setting Up the Control Programs

- Logistics Operational Accounting Control
 - Pending invoices and third-party logistics supplier
 - Receiver matching
 - GL accrual, expense and variance
 - Default

The screenshot shows the 'Logistics Op Accounting Control' window. It has a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The 'Inbound' section has a 'Match Blank Suppliers' checkbox checked. Below it are three rows for Inbound accounts: 'Accrual Account: 19400', 'Expense Account: 79500', and 'Variance Account: 78500'. Each row has a 'Gserv' button. The 'Outbound' section has six rows for Outbound accounts: 'Sales Order Accrual Account: 19300', 'Sales Order Expense Account: 79550', 'Sales Order Variance Account: 78550', 'Distribution Order Accrual Account: 19350', 'Distribution Order Expense Account: 79600', and 'Distribution Order Variance Account: 78600'. Each row has a 'Gserv' button.



AF-LA-130

Use Logistics Operational Accounting Control (36.9.1) to:

- Specify whether pending invoices must contain a third-party logistics supplier before they can be selected for receiver matching.
- Specify default GL accrual, expense, and variance accounts for tracking inbound and outbound logistics charges. You can define a separate set of default outbound accounts for sales order and distribution order shipments.

If you only want to track inbound logistics charges, you can leave the Outbound fields blank. If you only want to track outbound logistics charges, you must first define inbound accounts when Verify GL Accounts is Yes in Domain/Account Control.

Match Blank Suppliers. When No, only pending invoices with a defined logistics supplier display when logistics charges are selected for matching in the Logistics Charge tab of Receiver Matching Create (28.2.1). The default is No.

When set to Yes, you can indicate during receiver matching whether to display pending invoices with blank suppliers by selecting the Include Blank Suppliers field in the Logistics Charge tab of Receiver Matching Create (28.2.1).

Defining Logistics Charge Codes

Defining Logistics Charge Codes

- Logistics Charge Code Maintenance

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Taxable ☒
Tax Class:
Close Accruals on First Voucher: ☒
Logistics Supplier: S06666
Apportion Method: 01

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Inbound

Cost Element: Freight

Accrual Account: 19400 Gserv
Expense Account: 79500 Gserv
Variance Account: 78500 Gserv

Outbound

Sales Order Accrual Account: 19300 Gserv
Sales Order Expense Account: 79550 Gserv
Sales Order Variance Account: 78550 Gserv

Distribution Order Accrual Account: 19350 Gserv
Distribution Order Expense Account: 79600 Gserv
Distribution Order Variance Account: 78600 Gserv

QAD

AF-LA-140

Use Logistics Charge Code Maintenance (2.15.1) to define codes for each logistics charge incurred and payable to a third-party supplier when purchasing or shipping items. You can also define the accrual, expense, and variance accounts used to track each logistics charge. These accounts default from Logistics Operational Accounting Control, but you can change them.

A logistics charge code can be used for inbound charges, outbound charges, or both. There is nothing to indicate whether a logistics charge code is used for outbound or inbound purposes. When an inbound and outbound charge is managed differently, define two separate codes.

Defining Detailed Logistics Accounts

Defining Detailed Logistics Accounts

- Inbound Account Maintenance (2.15.13)
- Outbound Accrual Account Maint (2.15.16)
- Outbound Expense Account Maint (2.15.19)

The image shows two screenshots of QAD software windows. The left window is titled 'Inbound Account Maintenance' and contains fields for 'Logistics Charge Code' (set to 'icub01'), 'Product Line' (set to 'IC01'), 'Site' (set to 'ic01e1'), and 'Supplier Type'. Below these fields, it lists 'Accrual Account: 2315', 'Expense Account: 5615', and 'Variance Account: 5715', each associated with 'icub01' and '0100'. The right window is titled 'Outbound Accrual Account Maintenance' and contains fields for 'Logistics Charge Code' (set to '1000'), 'Product Line' (set to '1000'), 'Site' (set to '4400'), and 'Supplier Type'. Below these fields, it lists 'Sales Order Accrual Account: 00125QAA' and 'Distribution Order Accrual Account: 0001DQAA', each associated with '10' and '0610'. Both windows have a 'Comments' section at the bottom.

Although inbound and outbound logistics accounts are defined for each logistics charge in Logistics Charge Code Maintenance (2.15.1), you can define logistics accounts at a more detailed level.

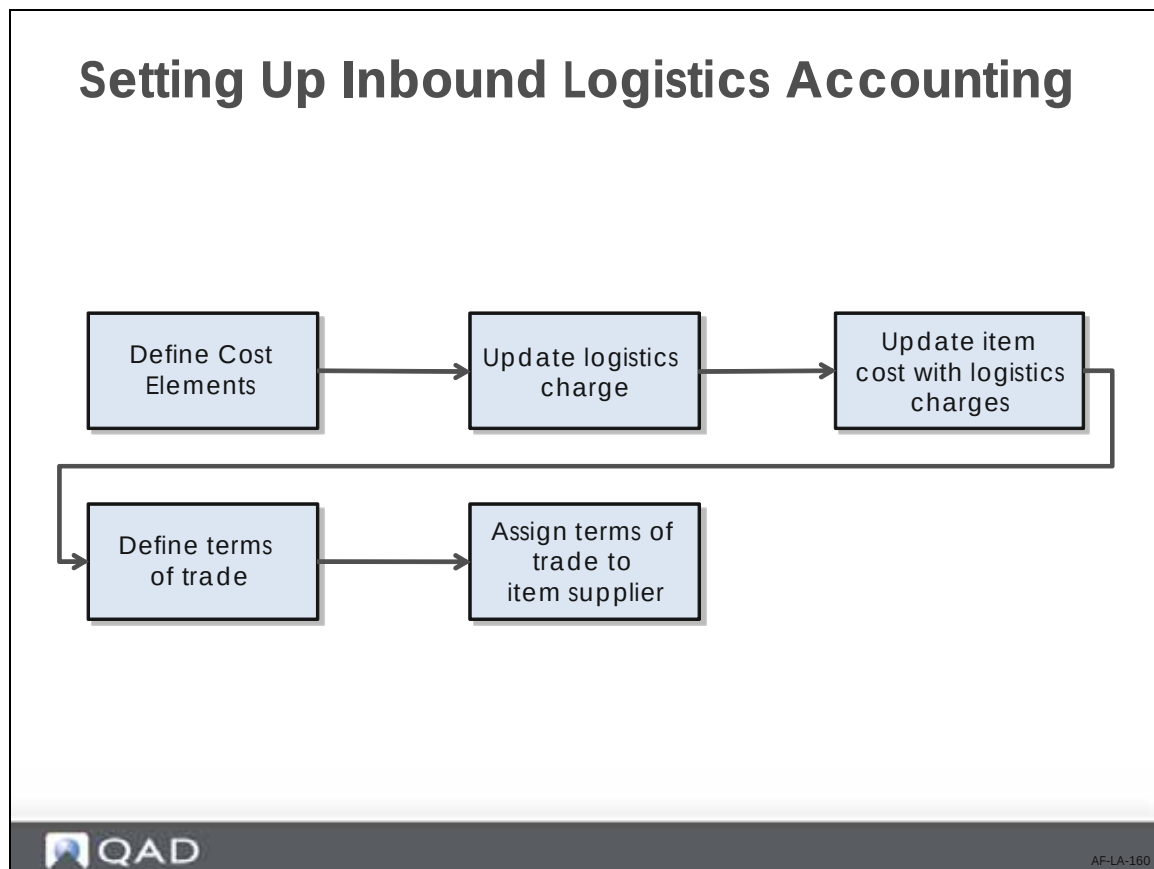
You can separately track logistics charges by product line at multiple sites within the same entity. For example, you can track logistics charges for different product lines at different sites using separate accounts.

Use the following programs to specify GL accrual, expense, and variance accounts used for inbound and outbound logistics charges by product line, site, and supplier or customer type:

- Inbound Account Maintenance (2.15.13)
- Outbound Accrual Account Maint (2.15.16)
- Outbound Expense Account Maint (2.15.19)

All accounts default from the specified logistics charge code, but you can change them.

Setting Up Inbound Logistics Accounting



After the general data, set up additional data specific to inbound logistics:

- Define cost elements for each logistics charge in Cost Element Maintenance (30.17.1).
- Link logistics charges to the appropriate cost element in Logistics Charge Code Maintenance (2.15.1). One cost element can only link to one logistics charge.
- Update item cost with logistics charges in Item Master Maintenance (1.4.1), Item Cost Maintenance (1.4.9), Item-Site Cost Maintenance (1.4.18), or Item-Element Cost Maintenance (30.17.5).
- Define Terms of Trade in Terms of Trade Maintenance (2.15.4).
- Link Terms of Trade to the item supplier in Supplier Data Maintenance (2.3.1).

We will now review these steps in more detail.

Creating Cost Elements

- Cost Element Maintenance

Element	Category	Description
Freight	Material	Freight charges
Labor	Labor	Labor
Burden	Burden	Burden
Overhead	Overhead	Overhead
Subcontr	Subcontract	Subcontract

Categories
1 - Material
2 - Labor
3 - Burden
4 - Overhead
5 - Subcontract

Use Cost Element Maintenance (30.17.1) to set up separate cost elements for logistics charges in the GL cost sets assigned to sites that receive purchased items. The cost elements must be in the Material or Overhead cost category. See [QAD Costing User Guide](#) for more information on cost elements and product costing.

Create a cost element for each logistics charge you want to accrue. For example, you could create separate cost elements for domestic freight and overseas freight, or create only one cost element for freight.

Updating Logistics Charge Code

Updating Logistics Charge Code

- Logistics Charge Code Maintenance

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: **FFGATL**

Description: Freight Accrual CC10

Taxable: ☐

Tax Class:

Close Accruals on First Voucher: ☐

Logistics Supplier: FEDX

Apportion Method: 01

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: **FFGATL**

Description: UPS freight charges

Inbound

Cost Element: **Freight**

Account Account: 73400 Gerv

Expense Account: 79500 Gerv

Variance Account: 79500 Gerv

Outbound

Account Account	Value	Unit	Rate	Rate	Rate
Sales Order Account Account:	7950				
Sales Order Expense Account:	7950				
Sales Order Variance Account:	7950				
Distribution Order Account Account:	18350				
Distribution Order Expense Account:	79600				
Distribution Order Variance Account:	79600				

When you have set up logistics cost elements, associate each of them with individual logistics charge codes in Logistics Charge Code Maintenance (2.15.1).

You can also assign default tax settings and logistics suppliers to the logistics charges to facilitate data entry.

Updating Item Costs

Updating Item Costs

- Four menu options
 - Item-Element Cost Maintenance
 - Item Cost Maintenance
 - Item-Site Cost Maintenance
 - Item Master Maintenance

Element	This Level	Lower Level	Total	Pii	Category	A/O
Material	18.00	0.00	18.00	☒	Material	☐
Freight	2.00	0.00	2.00	☐	Material	☐
Labor	0.00	0.00	0.00	☒	Labor	☐
Burden	0.00	0.00	0.00	☒	Burden	☐
Overhead	2.20	0.00	2.20	☒	Overhead	☐
Subcontr	0.00	0.00	0.00	☒	Subcontr	☐

Use Item-Element Cost Maintenance (30.17.5), Item Cost Maintenance (1.4.9), Item-Site Cost Maintenance (1.4.18), or Item Master Maintenance (1.4.1) to add logistics cost elements associated with logistics charges to purchased items in the GL cost set and enter this-level logistics costs for those items. You must enter GL cost values in order to accrue logistics charges during purchase receipts.

Add the same cost elements to the current cost set when the last cost method is used for current costs. The value of the current cost will be updated when logistics charges are matched if Current Cost from AP is Yes in Inventory Control.

Defining Terms of Trade

- Terms of Trade Maintenance

Charge	Description	Responsibility
FRTUPS	UPS freight charges	Customer

Terms of trade specify both the logistics charges associated with purchasing items from external suppliers and the party responsible for paying each. These trade terms are specific to the purchase of items and define the obligations of the customer and seller for the delivery of goods. Terms of trade are also referred to as *Inco Terms*. Inco Terms are defined by the International Chamber of Commerce and used in international contracts.

During purchase receipts, the system determines which logistics charges to accrue based on the terms of trade assigned to the purchase order. When the receiving site is responsible for a logistics charge payment, the logistics charge is accrued since the charge is payable to a third-party logistics supplier, not the item supplier. Logistics charges are not accrued when they are the responsibility of the item supplier.

Use Terms of Trade Maintenance (2.15.4) to define new terms of trades.

When you (the customer) are responsible for transporting the goods, the system automatically populates the Transport Days field when a new order is created in Purchase Order Maintenance (5.7), Blanket Order Maintenance (5.3.1), and Supplier Scheduled Order Maintenance (5.5.1.13) with the Transit Days value in Delivery Transit Time Maintenance (2.16.1).

Each terms-of-trade record can include all of the logistics charges associated with a purchase, with the responsible party assigned to each logistics charge.

Assigning Terms of Trade to Suppliers

Assigning Terms of Trade to Suppliers

- Supplier Data Maintenance

Supplier Data Maintenance

Go To Actions Copy Print Preview

Supplier Address

Supplier: S07500 Business Relation: Tube City

Name: Tube City Active: ☒ Added: 6/6/2007

Address: Croghan Street 36

Address:

City: Fremont State: OH Post: OH43420 Format:

Country: UNITED STATES US County: Sandusky

Attention: Kerry Sheppard [2]

Telephone: [2]

Fax: [2]

Supplier Terms Data

Cr Terms: 2M Discount Percent: 0.00%

Partial OK: ☐

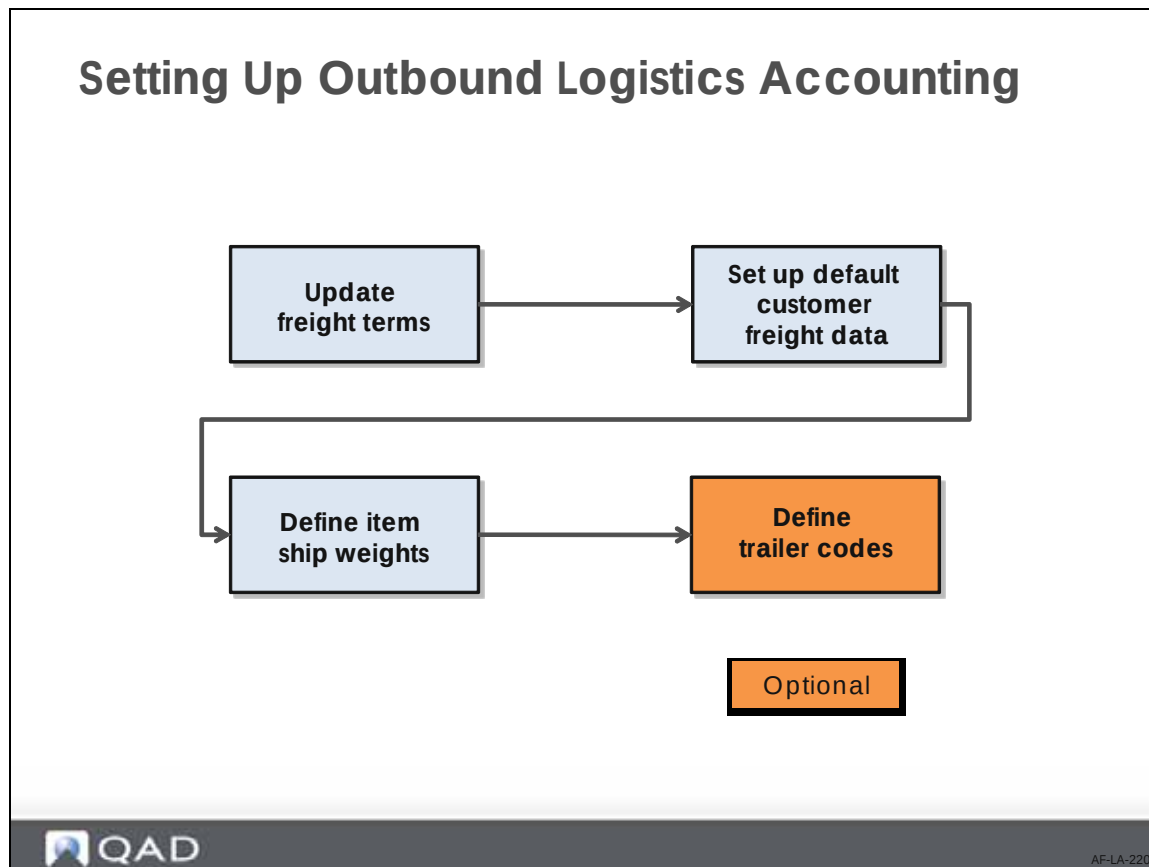
DB Number: CoC Number:

Logistics Accounting Data

Terms of Trade: USFR1

Assign default terms of trade to applicable item suppliers in Supplier Data Maintenance (2.3.1). The default terms of trade are used when the supplier is entered on the order header of a purchase order, blanket order, or supplier scheduled order.

Setting Up Outbound Logistics Accounting



After you have defined outbound accrual, expense, and variance accounts, and assigned them to logistics charges, you can begin the setup for outbound logistics charges.

The required setup involves updating freight terms, customer defaults, and item details. If you use freight terms that involve trailer codes, you also need to create these and configure order defaults.

Updating Freight Terms

- Freight Term Maintenance

Freight Terms Maintenance

Go To Actions Copy Print Preview

Freight Terms: FRA10

Description: Add to Trailer

Type: 1

Accrual Level: Accrue by Shipment

Logistics Charge Code: FRA10 Freight Accrual CC10



AF-LA-230

Freight terms are set up in Freight List Maintenance (2.20.1), Freight Zone Maintenance (2.20.4), Freight Charges Maintenance (2.20.10), and Freight Terms Maintenance (2.20.13).

When updating freight terms for Logistics Accounting in Freight Terms Maintenance (2.20.13), assign a logistics charge to each freight terms with an accrual level. The system uses the type code to determine whether freight charges are accrued and, if so, at what level.

- Type 1 (Add) and 2 (Allow): Logistics charges are accrued for the entire shipment.
- Type 3 (Prepaid) and 5 (Include): Logistics charges are accrued for each line item.
- Type 4 (Collect) and 6 (Will Call), logistics charges do not accrue. A logistics charge cannot be assigned to either of these freight terms.

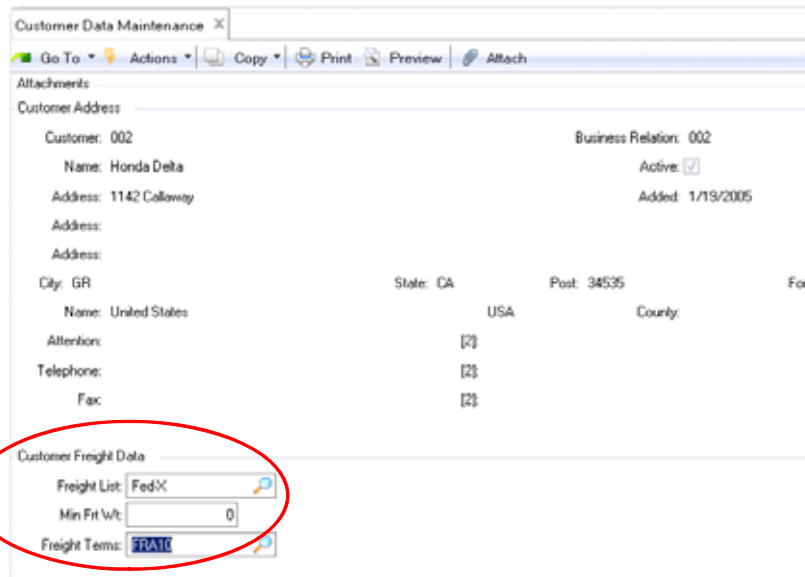
When logistics charges are accrued by shipment or by order line, you must assign the logistics charge code used to track the logistics charges incurred and payable to a third-party carrier.

For more details on how to set up freight terms, see [QAD Master Data User Guide](#).



Setting Up Default Customer Freight Data

Setting Up Default Customer Freight Data



The screenshot shows the 'Customer Data Maintenance' window. The 'Customer Address' section contains the following information:

- Customer: 002
- Name: Honda Delta
- Address: 1142 Coloway
- City: GRI
- State: CA
- Post: 34535
- Name: United States
- Attention: [?]
- Telephone: [?]
- Fax: [?]
- Business Relation: 002
- Active: ☒
- Added: 1/19/2005
- Country: USA
- County:

The 'Customer Freight Data' section is circled in red and contains the following fields:

- Freight List: FedX
- Min Frt Wt: 0
- Freight Terms: FRATC

To facilitate data entry and minimize errors, it is recommended that you set up default freight data for each customer. The data you set up in Customer Data Maintenance (2.1.1) will default on orders, but can be updated.

Set Up Freight Lists

Set Up Freight Lists

Freight List Maintenance

Go To Actions Copy Print Preview

Freight List: FED-EX

Site: 100000

Currency: USD

Description: Federated Express

Type: Unit

Unit of Measure: lb

Trailer Code: 21 Taxable Freight

Freight Mode:



AF-LA-245

Use Freight List Maintenance (2.20.1) to define charges that apply to sales quotes, orders, and RMAs. Typically, you need at least one freight list for each shipping company you use. More than one freight list can be needed if the shipping company supports different types of transportation. For example, a shipping company might ship by train, by truck, by refrigerated truck, and by regular semi-trailer.

Set up freight lists for different currencies if your shipper delivers to other countries. You can also define lists per site if the same shipper transports from more than one warehouse or manufacturing site.

Type. Specify whether freight charges are based on the weight of each unit or on the total weight of the items that use this freight list. Valid entries are:

- **Unit:** Freight charges are calculated for individual units based on each unit's shipping weight.
- **Bulk:** Freight charges are calculated based on the total weight of applicable items. Weight is calculated for each order line as the unit weight multiplied by the line item quantity.

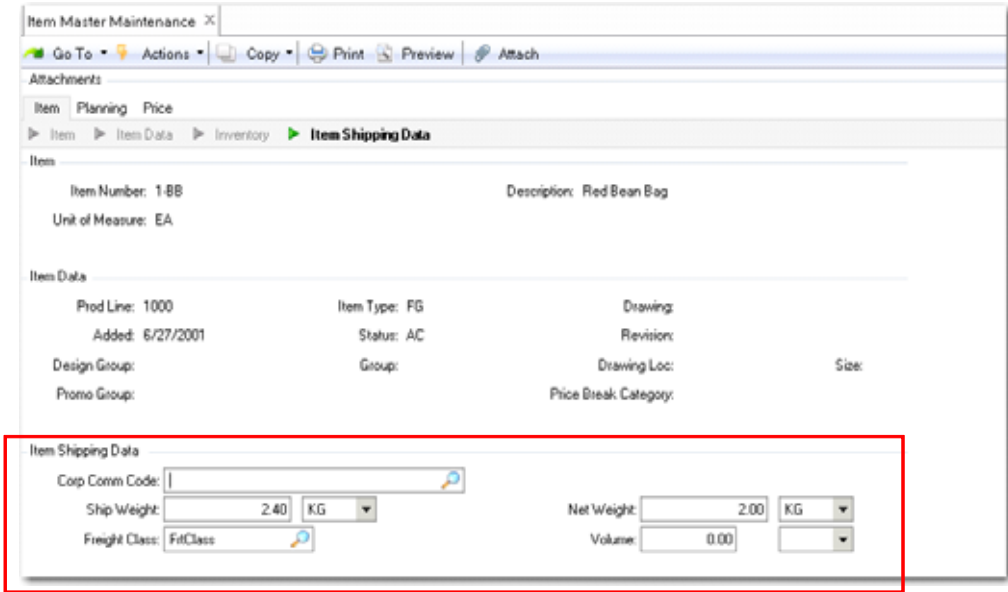
Trailer Code. This value links a freight list with the appropriate GL account to use when charging amounts on the sales quote, sales order, or pending invoice trailer.

Note If the trailer codes you associate with freight lists are not the same as the default trailer codes in Sales Order Accounting Control (36.9.6), you must set Use SO Freight List Trailer Code to Yes in Sales Order Accounting Control. Otherwise, errors display and freight is not calculated in order maintenance programs.

Freight Mode. An optional code that can be used to describe the transportation method. Define values in Generalized Codes Maintenance (36.2.13) for field fr_mode.

Defining Item Ship Weight

Defining Item Ship Weight



The screenshot displays the QAD Item Master Maintenance window. The 'Item Shipping Data' tab is selected, and the 'Item Shipping Data' section is highlighted with a red box. The fields in this section are:

Field	Value	Unit
Corp Comm Code		
Ship Weight	2.40	KG
Net Weight	2.00	KG
Freight Class	FitClass	
Volume	0.00	

Other visible fields include Item Number: 1-88, Description: Red Bean Bag, Unit of Measure: EA, Prod Line: 1000, Item Type: FG, Status: AC, and various other data fields.

QAD AF-LA-250

Where necessary, update the item records of items you are shipping and receiving to specify the ship weight. Use Item Master Maintenance (1.4.1).

Setting Up Trailer Codes

Setting Up Trailer Codes

Trailer Code Maintenance

Trailer Code:

Description: Freight

Trailer Acct: 4100

Project:

Taxable: ☐

Tax Class:

Discount at Payment: ☐

Sales Order Accounting Control

Calculate Freight by Site: ☒ Price Table Required: ☐ (Applies to Discrete Sales Orders)

Disc Table Required: ☐ (Applies to Scheduled Orders)

Vary Pricing Date by SO Line: ☐ Print Shipper Number On Invoices: ☐

Minimum Shipment Amount: Use SO Freight List Trailer: ☒

Taxable Trailer Code 1: Nontaxable Trailer Code 1:
 Taxable Trailer Code 2: Nontaxable Trailer Code 2:
 Taxable Trailer Code 3: Nontaxable Trailer Code 3:

Enable Rounding Function: ☐

QAD AF-LA-260

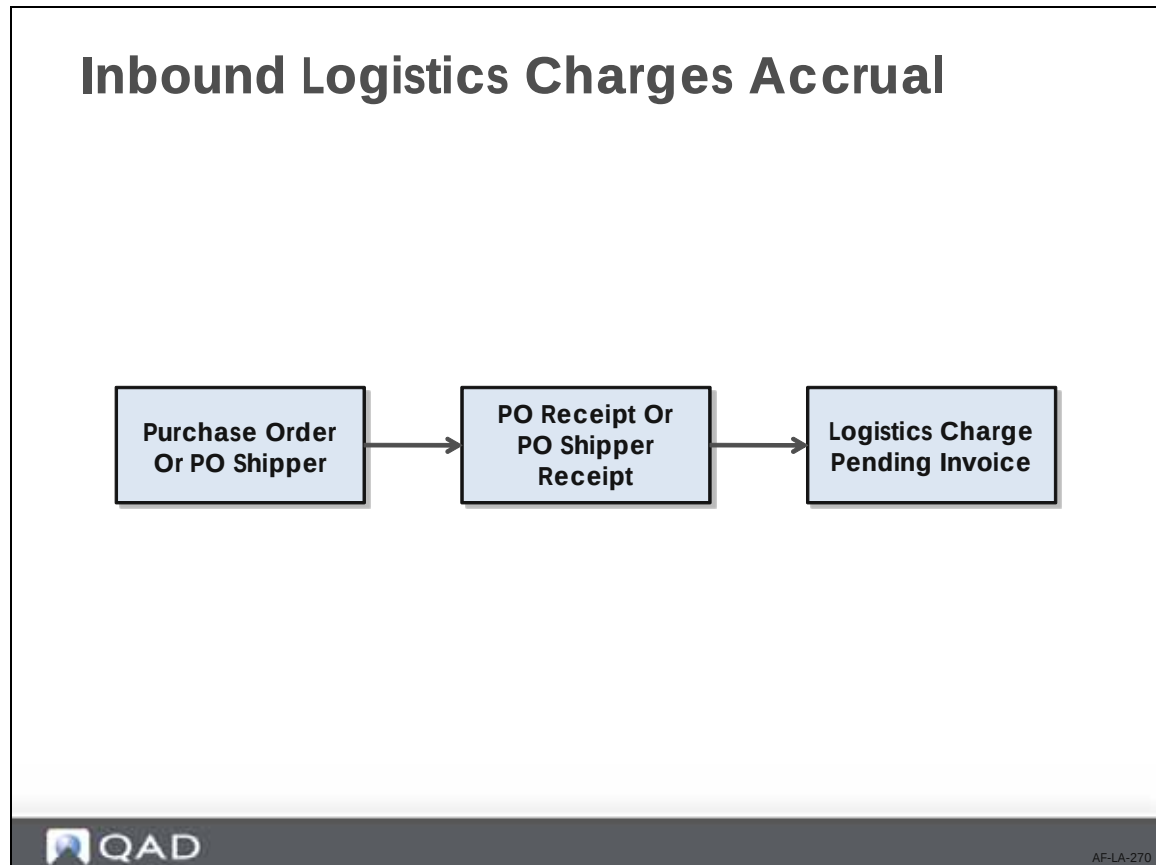
If you use freight terms that involve trailer codes, those need to be set up in Trailer Code Maintenance (2.19.13).

Once established, the three most frequently used taxable and nontaxable trailer codes can be specified as defaults in Sales Order Accounting Control (36.9.6). These defaults display on the trailer of every order, but can be changed manually.

You can also associate a trailer code with freight lists. If you want this trailer code to be used rather than the ones defined in Sales Order Accounting Control, you must set Use SO Freight List Trailer Code to Yes in Sales Order Accounting Control (36.9.6).

For more details on setting up trailer codes, see the [QAD Master Data User Guide](#).

Inbound Logistics Charges Accrual



The inbound logistics charges accrual process starts with a purchase order or a shipper containing the required information for the system to accrue the charges appropriately.

The accrual happens during the PO or PO shipper receipt, and results in a logistics charge pending invoice.

We will now review these steps in more detail.

Purchase Order Maintenance

Inbound Logistics Charges Accrual

- Purchase Order Maintenance

Purchase Order Maintenance

Go To Actions Copy Print Preview

Header Lines Trailer

Header Details Tax Info **LOGISTICS** Delivery ERS Consignment Comments

Header

Purchase Order: D1P40 Supplier: 3000 Ship-To: MD100

Supplier: Acme Supply Co. Ship To: Central Headquarters
1 Cladige Drive 1 Penn Plaza

Verona NJ 07044 Newark NJ 07102
United States United States

Logistics Accounting Data

Terms of Trade: icduty Show Detail ☒

Transport Days: 0 Transportation Resp: Customer

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		

QAD AF-LA-280

When you create an order in Purchase Order Maintenance (5.7), Blanket Order Maintenance (5.3.1), or Scheduled Order Maintenance (5.5.1.13), you can specify the terms of trade. After you enter the terms-of-trade code, you can, optionally, display the terms-of-trade detail lines and assign a logistics supplier to each charge that is your responsibility as a customer. Logistics charges that are the responsibility of the item supplier do not display.

PO Shipper Maintenance

Inbound Logistics Charges Accrual

- PO Shipper Maintenance

PO Shipper Maintenance

Go To Actions Copy Print Preview

Supplier: ICSUP01 Ship Date: 8/15/2008 IC Supplier 1
 Shipper ID: 1234567 IC Supplier 1 Address1

Ship-to ID: icstt1 IC Site 1

Carrier Shipment Ref: ICSUP-1 Status:

Carrier Shipment Ref2:

Ship Via: Ship Date: 8/15/2008
 FOB Point: Active Date:
 Mode of Transport:

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		
icftt	Inbound Freight		

QAD AF-LA-290

In PO Shipper Maintenance (5.13.14) or PO Fiscal Receiving (5.13.16), the system prompts for additional Logistics Accounting information.

Enter the shipment reference number from the carrier, such as a bill of lading number, carrier tracking number, or packing slip number. The shipment reference is used during receiver matching to help match pending invoices to invoices from logistics suppliers.

When terms of trade are assigned to purchase orders attached to the shipper, the terms-of-trade code assigned to the first PO line is applied to the entire shipper or container.

After you finish entering line items, the terms-of-trade details display. You can specify a supplier for each logistics charge that is your responsibility.

PO and PO Shipper Receipts

Inbound Logistics Charges Accrual

- PO / PO shipper receipts

The screenshot displays two windows from the QAD software. The top window, titled 'Purchase Order Receipts', contains the following fields: Order: D1P41, Supplier: 3000, Status: (blank), Effective: 3/11/2009, Packing Slip: 000138756, Receiver: D1P41, Acme Supply Co., Pending invoice external reference (pointing to Packing Slip), Pending invoice internal reference (pointing to Receiver), Receive Alt: (checked), Comments: (blank), and Ship Date: 3/6/2009. The bottom window, titled 'PO Shipper Receipt', contains the following fields: Supplier: IC SUP01, IC Supplier 1, Shipper ID: 1234567, and IC Supplier 1 Address1.

During purchase receipt processing in Purchase Order Receipts (5.13.1) or PO Shipper Receipt (5.13.20), a pending invoice record is created for each logistics charge associated with a purchase receipt that is your responsibility.

Receiving PO line items creates pending invoices for logistics charges and the corresponding GL transactions, and calculates tax.

When a pending invoice is created in Purchase Order Receipts (5.13.1), the receiver number is used as the internal reference and the packing slip number is used as the external reference.

Pending invoices created in PO Shipper Receipt (5.13.20) use the shipper number as the internal reference and the carrier shipment reference from the PO shipper as the external reference.

GL Effect

Inbound Logistics Charges Accrual

- GL effect

Inventory Acct		Inbound Accrual Acct	
DR	CR	DR	CR
1,000			1,000

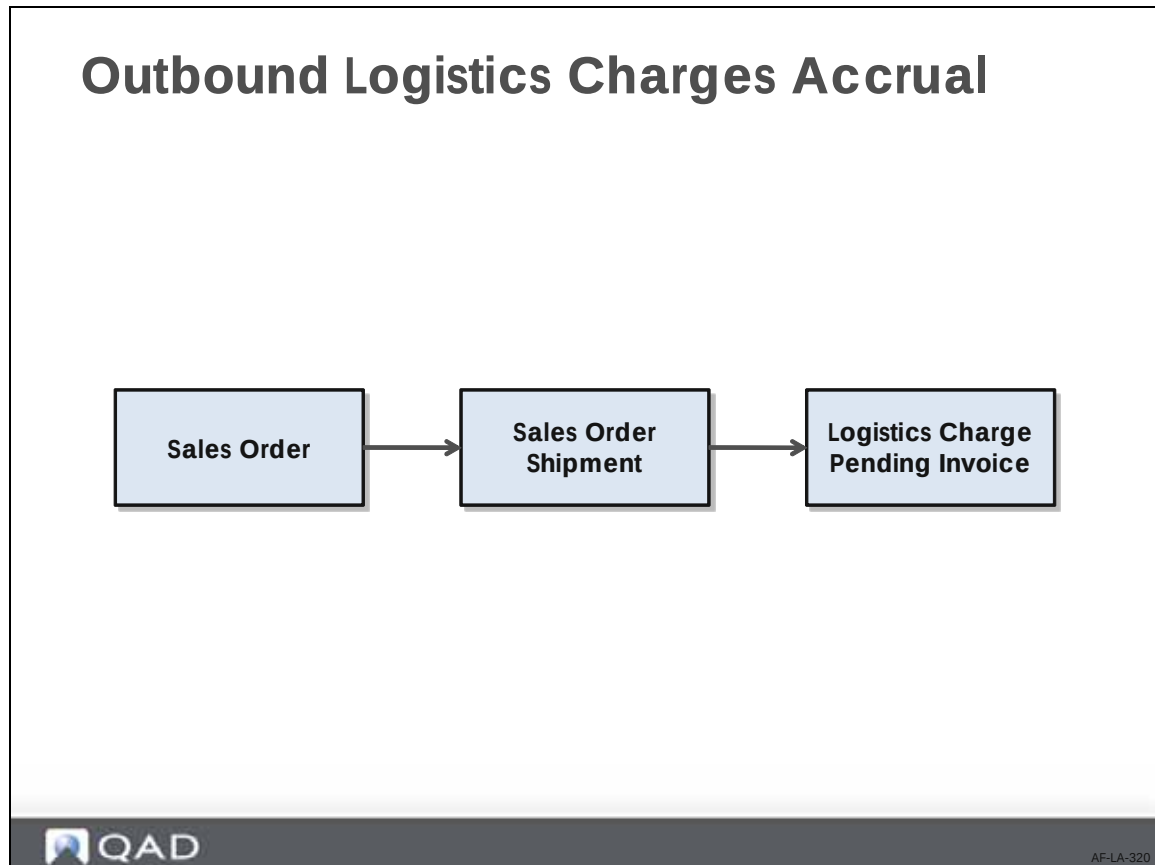


AF-LA-310

In addition to the GL transactions created during PO receipt for item material cost, the following GL transactions are created for each PO line received with an associated logistics charge:

- Debit inventory for the PO line logistics charge accrual value.
- Credit the inbound accrual account for the logistics charge, product line, site, and supplier type for the same amount.

Outbound Logistics Charges Accrual



The outbound logistics charges accrual process starts with a sales order (SO) containing the required information for the system to accrue the charges appropriately.

The accrual happens during the SO shipment, and results in a logistics charge pending invoice.

We will now review these steps in more detail.

Sales Order Maintenance

Outbound Logistics Charges Accrual

- Sales Order Maintenance

The screenshot displays the 'Sales Order Maintenance' window with the 'Freight Data' tab selected. A red box highlights the 'Freight List' dropdown menu, which is currently set to 'FedEx'. Other visible fields include 'Order #11532', 'Sold To 1011', 'Bill To 1011', 'Ship To 1011', and various address and city fields. A separate window shows the 'Freight List' details for 'FedEx', including 'Freight Class', 'Item Ship Weight', 'Freight Ship Weight', and 'Unit Freight Charge'.

During sales order maintenance, the logistics charge code associated with the freight term and the default supplier, if any, are displayed. The logistics supplier can be changed.

The same Logistics Accounting frames and fields are used in the following programs and their related shipping programs:

- Sales Order Maintenance (7.1.1)
- Sales Quote Maintenance (7.12.1)
- Pending Invoice Maintenance (7.13.1)
- RMA Maintenance (11.7.1.1)
- Distribution Order Workbench (12.17.13)
- Distribution Order Maintenance (12.17.14)
- Distribution Order Processing (12.17.21)

See [QAD Sales User Guide](#) for more information on sales orders.

Logistics Accounting Details

Outbound Logistics Charges Accrual

- Sales Order Maintenance

The screenshot displays the QAD Sales Order Maintenance interface. The top navigation bar includes 'Header', 'Lines', and 'Trailer'. The 'Lines' tab is active, showing a table of Logistics Accounting Details. The table has columns for 'Charge', 'Description', 'Log Supplier', and 'Name'. A row is highlighted with 'Logistics Charge Code 23', 'FEDX', and 'Federal Express'. Below the table, a box labeled 'Logistics accounting details' points to the table. To the right, the 'Tax Information' section shows a table of tax details. A box labeled 'Pending invoice external reference' points to the 'BOL' field in the 'Trailer Information' section, which contains the value 'AB12945'. The 'BOL' field is highlighted with a red box.

Charge	Description	Log Supplier	Name
Logistics Charge Code 23		FEDX	Federal Express

Non-Taxable	Taxable	Currency	Line Total
15,000.00	10.00	USD	15,000.00
			Discount
			0.00
			Taxable Freight
			21
			10.00
			Freight
			20
			0.00
			Special
			30
			0.00
			Total Tax
			1.80
			Total
			15,011.00

Trailer Information
CFI Initials: []
Credit Card: []
Action Status: []
Revisions: [0]
EDI PO Ack: []
Print Sales Order: [X]
Print Pack List: [X]
Print Inv Hist: [X]
EDI Inv Hist: []
Partial OK: [X]
Prepaid: [0.00]
FOB Point: []
Ship Via: []
BOL: AB12945

After you have finished entering order line items, the Logistics Accounting detail frame displays when:

- A freight terms code is specified on the order header.
- The freight terms code indicates an accrual level of shipment or line.
- A freight list is specified on at least one order line.

In the trailer, the BOL field value is used as external reference on the pending invoice that is created during shipment.

Sales Order Shipments

Outbound Logistics Charges Accrual

- Sales Order Shipments

The screenshot displays the QAD Sales Order Shipments interface. It includes a 'Freight List: FedEx' section with fields for 'Freight Class', 'Freight Minimum Weight' (set to 10 KG), 'Freight Terms' (set to ADD), 'Calculate Freight' (checked), and 'Display Weight' (checked). Below this, a 'Logistics Accounting Detail' table is shown with columns for 'Charge', 'Description', 'Log Supplier', and 'Name'. The 'Charge' column contains the value '403954058'. A red box highlights the 'Shipment ID' field, which contains the value '403954058'. An arrow points from the 'Shipment ID' field to the 'Logistics Accounting Detail' table, with the text 'Internal reference' next to it.

Processing a discrete shipment in any of the following programs creates a pending invoice when the freight terms assigned to the order or line indicate an accrual level of shipment and a freight list is specified on at least one order line:

- Sales Order Shipments (7.9.15)
- Pending Invoice Maintenance (7.13.1)
- Distribution Order Processing (12.17.21) or Shipments (12.17.22)
- RMA Maintenance (11.7.1.1), Shipments (11.7.1.16), or Receipts (11.7.1.13)

When a pending invoice is created in discrete shipment programs, the shipment ID number is used as the internal reference and the bill of lading (BOL) number is used as the external reference.

Shipment ID. If the NRM sequence code specified in Logistics Accounting Control is an internal sequence, leave this field blank to have the system assign a number. Otherwise, enter a sequence number. The system validates it against the Sales Order Shipment Sequence ID specified in Logistics Accounting Control.

Processing shipments creates pending invoices for logistics charges and the corresponding GL transactions, and calculates tax on logistics charges.

Sales Order Shippers

Outbound Logistics Charges Accrual

- SO shippers

The screenshot displays two overlapping windows in the QAD software interface. The background window is titled 'Sales Order Shipper Maintenance' and shows fields for 'Ship-From ID: 10000', 'NJ Plant', 'Ship-To/Dock: 002', 'Honda Delta', '1142 Callaway', 'Shipping Group', and 'Inventory Movement Code'. The foreground window is titled 'Pre-Shipper/Shipper Confirm' and contains fields for 'Ship-From ID: 10000', 'NJ Plant', 'Pre-Shipper/Shipper: Pre-Shipper', 'Number: SH01' (highlighted with a red box and labeled 'Internal reference'), 'Ship-To/Dock', 'Ship Date: 3/11/2009', and 'Effective Date: 3/11/2009'. Below these, there are fields for 'Carrier', 'Ship Via', 'FOB Point', 'Mode of Transport', 'Carrier Shipment Ref: SH01' (highlighted with a red box and labeled 'External reference'), 'Vehicle ID', 'Payment Type', and 'Carrier Account'. The bottom of the image features the QAD logo and the text 'AF-LA-360'.

During the confirmation process in Pre-Shipper/Shipper Confirm (7.9.5) or Pre-Shipper/Shipper Auto Confirm (7.9.7), a pending invoice is created and freight charges accrued based on the freight terms assigned to the first sales order attached to the shipper.

Each sales order attached to the shipper must have the same freight terms code; otherwise, an error displays.

Pending invoices created during confirmation use the shipper number as the internal reference and the carrier shipment reference from the shipper as the external reference.

GL Effect

Outbound Logistics Charges Accrual

- GL effect

SO Expense Acct		Sales Order Accrual Acct	
DR	CR	DR	CR
1,000			1,000



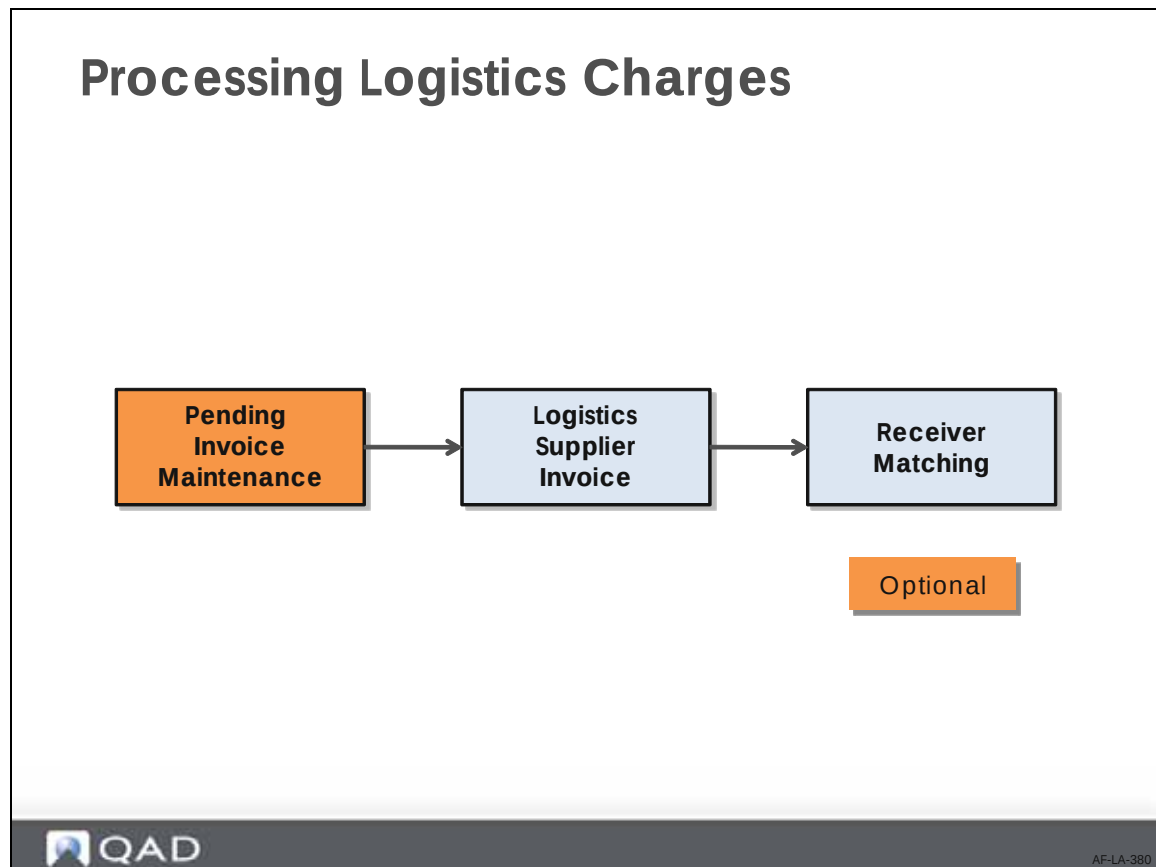
AF-LA-370

During shipment, the system creates a GL transaction for the entire shipment or for each line, depending on the freight terms.

A sales order shipment creates the following GL transactions:

- Debit the Sales Order Expense account for the logistics charge, product line, site, customer type, and channel.
- Credit Sales Order Accrual for the logistics charge, product line, site, and supplier type.

Processing Logistics Charges



This section describes how logistics charges are processed once accrued.

Logistics Charge Pending Invoice

Processing Logistics Charges

- Logistics Charge Pending Invoice

Log Charge Pending Invoice M. X

Go To Actions Copy Print Preview

Pending Invoice:

Supplier: **FEDX** Federal Express
 Closed ☐ Voucher:

Logistics Charge Code: LCC23 Logistics Charge Code 23
 Internal Reference: 104 SQ Shipment
 External Reference: BOL FA123

Ship-From: 4400 Flat Land Shipping
 Ship-To: cust002 Secondary Customer

Transaction Date: 6/19/2008 GL Effective Date: 6/19/2008

Accrued Amount: 2,400.00 Currency: USD
 Vouchered Amount: 0.00
 Open/Variance Amt: 2,400.00



AF-LA-390

For each PO line received into inventory, the system checks each cost element for that line item in the Material or Overhead category in the GL cost set. If the cost element is linked to a logistics charge code belonging to the PO terms of trade and the charge is your responsibility, a pending invoice is automatically created for that logistics charge.

Logistics Charge Pending Invoice Maintenance (2.15.7) can only be used to review a pending invoice and edit the logistics supplier. It is automatically updated with the supplier invoice number and variance details during matching.

Although you can match invoice amounts from logistics suppliers to pending invoices with blank suppliers in Receiver Matching Create (based on the control setting), it is easier to match pending invoices when logistics suppliers are assigned.

When you receive more than one invoice for the same logistics charge, you can enter the supplier from the first invoice and match the amount, then change the supplier on the pending invoice before matching the second invoice.

Example A single pending invoice is created for freight and you receive two invoices, one from a shipping agent for transporting the goods to a local port and another from a local carrier for transporting the goods from the dock to your company warehouse.

Logistics Supplier Invoice

Processing Logistics Charges

- Logistics supplier invoice

The screenshot shows the 'Supplier Invoice Create' window in QAD. The 'PO Number' field is highlighted with a red circle and an arrow pointing to a text box stating 'PO number is blank'. The 'Invoice Status Code' is set to 'PENDING' and is also highlighted with a red circle and an arrow pointing to a text box stating 'Invoice status code enabled for receiver matching'. The 'Matching' checkbox at the bottom left is also highlighted with a red circle. The window includes fields for Supplier Code, Invoice Date, Invoice Amount, and various tabs like General, Address, Financial Info, etc.

When an invoice is received from a logistics supplier, the total amount of the invoice is recorded in Supplier Invoice Create (28.1.1.1). To capture the logistics costs for individual line items, a portion of the total invoice amount is allocated to each line item on the associated order.

The system apportions inbound and outbound logistics charges to line items on an order when the pending invoice is created, based on the apportion method associated with the logistics charge code. The total invoice amount is allocated to individual line items as a ratio of the accrued logistics charges.

On logistics supplier invoices, the PO number is left blank. The invoice status code is enabled for receiver matching just as for normal orders.

Matching Logistics Charges

Processing Logistics Charges

- Receiver Matching
 - Logistics tab

The screenshot shows the 'Receiver Matching - Create' window in QAD. The 'Logistics Charge' tab is selected and highlighted with a red box. The window contains various fields for matching logistics charges, including 'Transaction Date', 'External Reference', 'Internal Reference', 'Order', 'Ship From', 'Ship To', and 'Logistics Charge'. The 'Logistics Charge' field is currently empty. The window also includes a 'Match' button and a 'Close' button.

Separate frame for Logistics Accounting pending invoices

When invoices arrive from logistics suppliers, use the Logistics Charge tab of Receiver Matching Create (28.2.1) to match the accruals on pending logistics charge invoices to the logistics supplier invoice for payment.

See *QAD Financials User Guide* for details on receiver matching.

Variances

When you indicate that matching is complete against a logistics charge by setting Close Line to Yes, the system calculates the variance, if any, as the difference between the invoice amount and the accrued amount less the invoiced amount. Any difference is posted to the variance account for the logistics charge. Variances are calculated, but not recorded, when Close Line is No.

GL Effect

Processing Logistics Charges

- GL effect (inbound)

Inbound Accrual Acct

DR	CR
1,000	

Accounts Payable

DR	CR
	1,000

- GL effect (outbound)

SO Accrual Acct

DR	CR
1,000	

Accounts Payable

DR	CR
	1,000



AF-LA-420

An invoice to a logistics supplier for logistics charges accrued during a purchase receipt (inbound) creates the following GL transactions:

- Debit the inbound accrual account for the logistics charge, product line, site, and supplier type.
- Credit Accounts Payable for the logistics supplier.

An invoice to a logistics supplier for shipments to customers creates the following GL transactions:

- Debit the Sales Order Accrual account for the logistics charge, product line, site, and supplier type.
- Credit Accounts Payable for the logistics supplier.

Logistics Accounting Reporting

Logistics Accounting Reporting

The screenshot shows the QAD Applications menu with the following structure:

- Applications
 - Accounts Receivable
 - Accounts Payable
 - Supplier Invoice Menu
 - Receiver Matching
 - Receiver Matching Create
 - Receiver Matching Modify
 - Receiver Matching View
 - Receiver Matching Delete
 - Matching Variance Report
 - Matching Logistic Charge Variance Report
 - Supplier Payment Activity Menu
 - ERP's Menu
 - Log Charge Pending Invoice Maint
 - Supplier Reports Menu
 - Supplier Open Item Basic Report
 - Supplier Open Item Extended Report
 - Supplier Account Activity
 - Supplier Turnover Report
 - Supplier Account Summary
 - Supplier Aging Analysis Current
 - Supplier Aging Analysis History
 - Supplier Aging Analysis by Gap Current
 - Supplier Aging Analysis by Gap History
 - Unallocated Supplier Invoice Report
 - Supplier Report
 - Supplier List Report
 - Logistics Charge Variance Report
 - Open Logistics Charge Report
 - Supplier Views Menu
 - Supplier Setup Menu
 - Accounts Payable Utilities Menu
 - Supplier Invoice Control

Matching Logistic Charge Variance Report

Logistics Charge Variance Report

Open Logistics Charge Report

QAD

AF-LA-430

The following three reports are useful for analyzing logistics accounting:

- Matching Logistic Charge Variance Report (28.2.8), which is similar to Matching Variance Report, but is specific to logistics charges.
- Logistics Charge Variance Report (28.17.17), which is another view on logistics charges using operational data
- Open Logistics Charge Report (28.17.18), which is similar to Unmatched PO Receipts, but for logistics charges.

Logistics Accounting Reporting

Logistics Charge Variance Rep. - Logistics Charge Variance Rep. -

Logistics Charge Variance Report

11/25/08 07:28:55

QMS EMEA

Page:1

Reporting Currency:	EUR	Internal						
Exchange Rate:	EUR 1.0 = EUR 1.0	Order	Ship-From	Ship-To	Effective Cur	Invoice Amount	Accrued Amount	
Supplier	Order	Order LA						
304666	FETUPS	RC1011	LA-002	2008/12/26/00000000	EUR			
LA-002	100.00	307100 / EMEA-NL3						
		1.00%						
304666	FETUPS	RC1012	LA-001	2008/12/26/00000004	EUR			
LA-001	-300.00	307100 / EMEA-NL3						
		-1.00%						
304666 Logistics Supplier Total:							EUR	9,900.00
Report Total:							EUR	9,900.00

Open Logistics Charge Report

Open Logistics Charge Report

QMS EMEA

Reporting Currency:	EUR	Internal						
Exchange Rate:	EUR 1.0 = EUR 1.0	Supplier	Order	Ship-From	Ship-To	Effective Cur	Open Amount	
Supplier	Order	Order LA						
304666	FETUPS	RC1010	LA-001	307100	EMEA-NL3 11/25/08	EUR	2,000.00	
304666	FETUPS	RC1011	LA-002	307100	EMEA-NL3 11/25/08	EUR	4,000.00	
304666	FETUPS	RC1012	LA-001	307100	EMEA-NL3 11/25/08	EUR	6,000.00	
304666 Logistics Supplier Total:							EUR	12,000.00
Report Total:							EUR	12,000.00

Open Logistics Charge Report

QMS EMEA

Reporting Currency:	EUR	General Ledger Detail						
Exchange Rate:	EUR 1.0 = EUR 1.0	Account	Sub-Acct	CC	Project	Date	EFF Date	Description
Supplier	Order	Order LA						
39400	00000					11/25/08	11/25/08	01 LA-001 RC1010
						11/25/08	11/25/08	02 LA-002 RC1011
						11/25/08	11/25/08	03 LA-001 RC1012
								12,000.00

End of Report

The above slide displays two sample reports.

For a complete list of available Logistics Accounting reports, see [QAD Master Data User Guide](#).

Chapter 6

Budgeting

Objectives

Objectives

- Learn how budgeting works in QAD Enterprise Applications
- Learn how to create and update budgets
- Learn how to use the Excel integration for budgets



MC-2.1-1-BU-020

A budget is a set of amounts that is expected to be spent or earned during a given time period. Most organizations compile budgets annually to plan for expenses and revenues.

In this chapter, you will learn how to use the budgeting functionality in QAD Enterprise Applications.

You will learn how to set up and update budgets, both manually and using Excel integration.

Overview

Overview

- Demo
 - Budget creation, budget periods, budget levels, Excel integration, hotlink, budget update
- Budget setup
- Exercise



MC-2.1-1-BU-030

Your instructor will demo the main budgeting functionality including Excel integration.

Then, you will learn about the setup process, which elements it includes and which steps are required, manually and using the Excel integration.

Once your budget is set up, you will learn how to update it using the Excel hotlink.

Finally, you will practice what you have learned by completing an exercise.

Budgeting

Budgeting

- Use Budget Create (25.5.2.1) to define budgets
- Define budgets for a single entity, or for a group of entities with the same shared sets
- Budgets are composed of a structure of budget topics
- Topics are linked to
 - Accounts
 - Sub-accounts
 - Cost centers
 - Projects
 - SAFs
 - Sub-totals

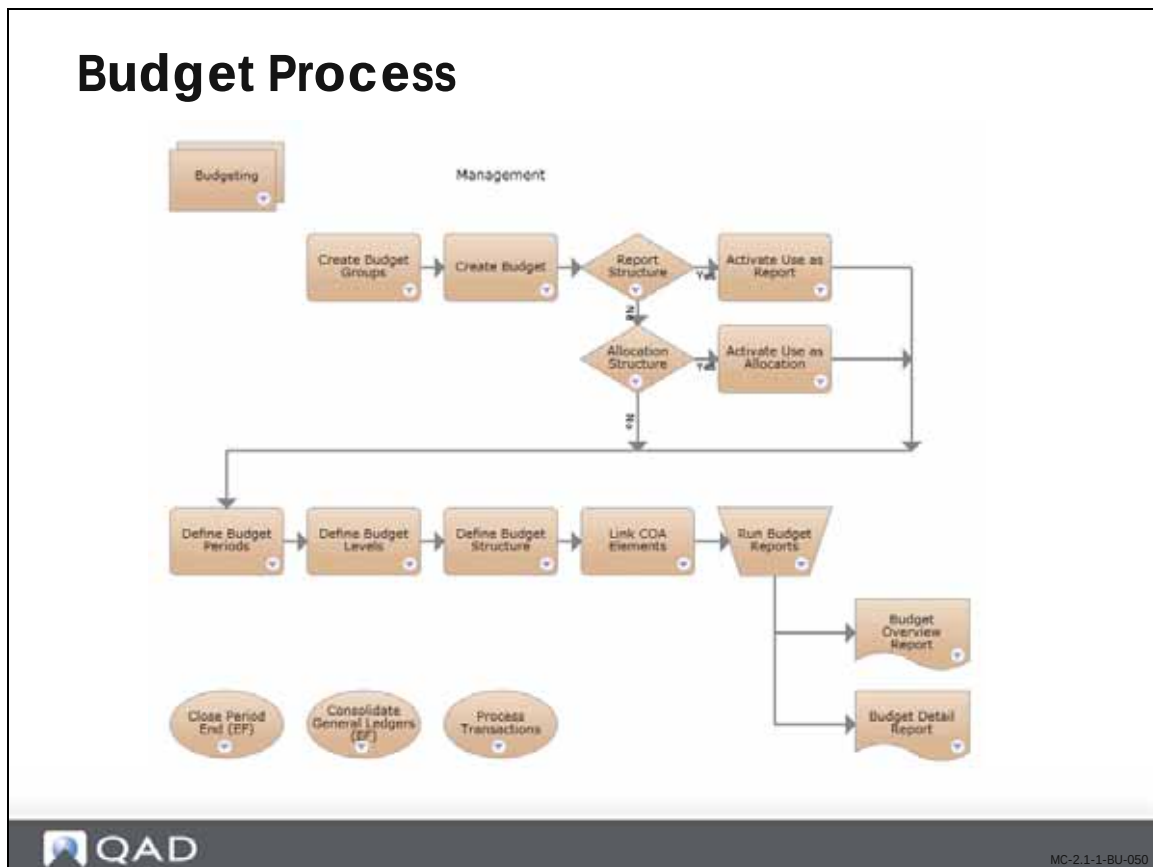


MC-2.1-1-BU-040

Use the Budget Create (25.5.2.1) activity to define budgets for a single entity or for a group of entities that use the same shared sets. The entities can be in the same or different domains.

Budgets are composed of a structure of budget topics, each identified by a topic code and linked to a single or group of accounts, sub-accounts, cost centers, projects, or SAFs. You also define the hierarchy of topics for which budget and actuals data will be accumulated, and the position of subtotals and COA components in the hierarchy.

Budget Process

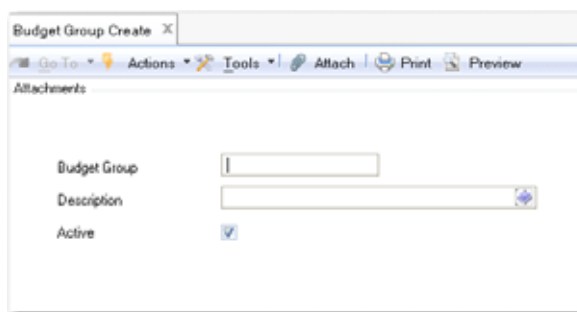


The slide shows the steps involved in the budget business process.

Budget Groups

Budget Groups

- Facilitate budget setup
- Define a budget group of accounts, sub-accounts, cost centers, projects, or SAFs
- Link the budget group to a budget topic, rather than linking each COA component individually



MC-2.1-1-BU-060

A budget group is any combination of accounts, sub-accounts, cost centers, projects, and SAF codes used to update actuals for a budget topic.

Use Budget Group activities (25.5.2) to create, view, modify, and delete budget groups.

You link a COA component to a budget group by assigning a group name when you create or modify the component definition in, for example, GL Account Create (25.3.13.1) or Cost Center Create (25.3.20.1).

Budget Report Periods

Budget Report Periods

- Define report periods that are specific to budget reports
- Budgets can have multiple versions
- Associate each version record with a valid reporting period
- Reporting periods are independent of GL periods and tax periods



MC-2.1-1-BU-070

Budgets also include report periods that are linked to budget versions, and are used by the budget reports. Report periods let you mark a specific time span for which you want to produce budget reports. Reporting periods are independent of GL periods and tax periods, and can span multiple GL periods across multiple entities.

Use Budget Report Period Create (25.4.5.1) to define report periods. Budgets can have multiple versions, and you must associate each version record with a valid reporting period.



Budget Create

Budget Create (25.5.1.1)

Budget Create

Excel Hotlink

Go To Actions Tools Print Preview Attach

Budget Details

Budget Code ISBGT1 Status Initial

Description ISBGT1

General Budget Period Levels Structures Versions

Budget Administrator Econ

Currency Code USD

Report Period Check No Action

Use Quantity Info ☒

Overrun (YTD) No Action

Total Overrun No Action

GL Period Overrun No Action

Check Actuals Online ☒

Send E-Mail on Errors ☒

Send E-Mail on Warnings ☒

Used for Allocation ☐

Use as Structured Report ☐

Use in Financial Report Writer ☐

Report Chart

Entity Code 10USACO



MC-2.1-1-BU-080

Use Budget Create (25.5.1.1) to create budget periods, levels, and structures.

Budget Create Header Fields

In the following are the main fields in the header of Budget Create (25.5.1.1):

Budget Code. Specify a code (maximum 20 characters) to identify the budget.

Status. This field displays the budget status. Budgets can have one of the following statuses:

Initial: The preliminary status of a budget. The status field is read-only and set to Initial until you define budget periods and levels.

Valid: Indicates that the budget can be modified and is ready for use. The status changes automatically from Initial to Valid when you define the budget periods and budget levels. You cannot change a budget status from Valid to Initial.

Operational: Indicates that the budget setup is complete, and that actuals will be retrieved by the Budget daemon.

You must manually change the budget status to Operational to allow the actuals to be updated. You can change a budget status from Valid to Operational, and from Operational to Closed.

Note The system generates Budget daemon requests for operational budgets only.

Closed: Indicates that the budget life span is complete. You can reopen the budget by changing its status to Operational.

General Budget Data

General Budget Data

The screenshot shows the 'General' tab of the 'General Budget Data' form. The form includes the following fields and callouts:

- Budget Administrator:** Set to 'Bemo'.
- Currency Code:** Set to 'USD'.
- Report Period Check:** Set to 'No Action'.
- Use Quantity Info:** A checkbox that is currently unchecked.
- Used for Allocation:** A checkbox that is currently checked. Callout: "Select if the budget structure will be used for allocations".
- Use as Structured Report:** A checkbox that is currently checked. Callout: "Select if budget defines a hierarchy for structured reports".
- Use in Financial Report Writer:** A checkbox that is currently checked. Callout: "Select if the budget will be used for financial reports".
- Report Chart:** A field with a dropdown arrow.
- Entity Code:** A field with a dropdown arrow, currently showing '10USACO'. Callout: "Specify the entities that update actuals for the budget".
- Overrun (YTD):** A dropdown menu set to 'No Action'.
- Total Overrun:** A dropdown menu set to 'No Action'.
- GL Period Overrun:** A dropdown menu set to 'No Action'. Callout: "Specify how the system responds to budget overruns".
- Check Actuals Online:** A checkbox that is currently checked.
- Send E-Mail on Errors:** A checkbox that is currently checked.
- Send E-Mail on Warnings:** A checkbox that is currently checked.

The QAD logo is visible in the bottom left corner, and the text 'MC-2.1-1-BU-100' is in the bottom right corner.

Use the General tab to specify the scope of the budget activities and the entities that will provide the budget actuals. The following are the main fields in the General tab:

Currency Code. Specify a budget currency. The field defaults to the base currency for the domain, but you can modify this value.

Note You cannot modify the currency if the budget has a status of Operational.

Report Period Check. Choose whether the system validates if a reporting period is open when a transaction is posted for that period on this topic.

Use Quantity Info. Select this field to include quantities in your budget, such as machine hours, kilowatt hours, or other quantifiable values. These quantities are specified at GL account level only using GL Account Unit of Measure.

Overrun (YTD), Total Overrun, GL Period Overrun. Choose how the system responds if the budget amounts from the start of the budget period to date, for the entire budget, or for a particular budget period are overrun. In each field, the options are No Action, Warning, or Error.

No Action: The system allows the user to enter transactions that cause overruns.

Warning: The system warns the user that the budget is overrun, but allows the user to save the transaction.

Error: The system prevents the user from saving a transaction that overruns the budget figure.

Check Actuals On-Line. Select the field to enable 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 will check if the new transaction causes the budget amounts to be overrun.

In addition, if you choose Warning or Error in the Overrun (YTD), Total Overrun, or GL Period Overrun fields, the system will display a warning or error if a transaction causes a budget overrun for the corresponding time frame.

Note This field has an effect only when Online Budget Check is selected in the system settings in System Maintain (36.24.3.1), and when the budget is operational.

Send E-mail on Errors, Send E-mail on Warnings. Select the relevant field to send an e-mail to the budget administrator if an overrun error or warning occurs. The system sends the e-mail to the address defined in User Maintenance (36.3.1) for the user specified in the Budget Administrator field.

Used for Allocation. Select the field if the budget structure will be used for allocations. GL accounts, sub-accounts, projects, cost centers, and SAFs can be used in allocation structures.

Use as Report. Select the field if the budget structure will be used to define a report hierarchy for the Balance Sheet and Income Statement structured reports.

When you select Use as Report, the system validates and categorizes the report structure data differently than general budget data.

Use in Financial Report Writer. Select this field if the budget is to be used for financial reports. You can include the budget as a column in a report to compare the budget amounts with actual postings. The Use in Financial Report Writer field is exclusive. You cannot select it in combination with the Used for Allocation or the Use as Structured Report fields.

Report Chart. This field is only available if you select the Use in Financial Report Writer field. Enter a valid report chart of accounts or click the lookup and select a report chart of accounts from the Report Chart Search list. When you select a report chart, the Entity Code field is automatically populated with the entities associated with that chart.

Entity Code. Specify the entities that will update actuals for the budget.

Important For Financial Report Writer budgets, the Entity Code field is automatically populated with all entities linked to the report chart. The list of entities is read-only. If you want the budget to apply to only a few entities, add topics at the highest level in the budget structure and link those topics to detailed COA dimensions or report analysis codes that contain the entities you require. This step facilitates the link between the budget structure and the report tree structure.

Budget Periods

Budget Periods

- Intervals of time into which the budget life span is divided for budget reporting purposes
- Separate from tax or GL periods

Period Code	Start Date	End Date
Budget Pd 2012/1	01/01/2012	01/31/2012
Budget Pd 2012/2	02/01/2012	02/29/2012
Budget Pd 2012/3	03/01/2012	03/31/2012
Budget Pd 2012/4	04/01/2012	04/30/2012
Budget Pd 2012/5	05/01/2012	05/31/2012
Budget Pd 2012/6	06/01/2012	06/30/2012
Budget Pd 2012/7	07/01/2012	07/31/2012
Budget Pd 2012/8	08/01/2012	08/31/2012
Budget Pd 2012/9	09/01/2012	09/30/2012
Budget Pd 2012/1	10/01/2012	10/31/2012
Budget Pd 2012/1	11/01/2012	11/30/2012
Budget Pd 2012/1	12/01/2012	12/31/2012

☒ Select Year ☐ Select Custom Date
 Periods By Year
 Year: 2012
 Periods by Dates
 Starting Date:
 Occurrences:
 Budget Period Type:



MC-2.1-1-BU-110

Use the Budget Period tab to create the budget periods for which the budget is valid.

Budget periods can be based on GL periods or can be different.

Note The system creates a budget column and a forecast column in the grid in the Structures tab for each budget period you define. If the budget uses quantities, the Structures tab also contains a column for budget quantities and forecast quantities for each budget period.

Budgets can contain a maximum of 54 periods and can run over multiple years. You can also create a single budget period to span an entire year.

You cannot define budget levels or structures until you define the budget periods.

You can define budget periods:

- Manually. Enter all budget period codes and start and end dates manually in the budget periods grid.
- Based on an existing GL calendar year. The budget periods are equivalent to the GL periods of the year you specify. Click the Create Budget Periods button to create the periods.
- From rules. Enter the start date, the number of periods, and define whether the periods are defined by week, month, or quarter. The system then creates the budget period table when you click Create Budget Periods.



Note If you are creating a budget structure for use in Financial Report Writer, the budget periods you enter must correspond with periods used in the Report Cubes. When you open the Budget Period tab, a message is automatically displayed to inform you of this.

Periods Grid

This grid contains a row for each budget period you define. When creating budget periods manually, right-click to insert a row.

Periods by Year Field. Specify a GL calendar year on which to base the budget periods. The system creates budget periods that are equivalent to the GL periods of the year you specify. Use this option independently of the Periods by Dates fields.

Periods by Dates Fields. The system uses the data in these fields to automatically generate budget periods

Budget Levels

Budget Levels

Only valid when budget is marked as Use in Allocations

WBS Level	COA Element	Used for Proportional Allocation
1	(Sub)Total	☐
2	(Sub)Total	☐
3	General Ledger	☐
4	Sub-Account	☐

Maximum of 15 levels

Choose the COA hierarchy on which to base the budget structure

Subtotal: calculated field that shows sum of underlying levels

MC-2.1-1-BU-120

Use the Levels tab to define the hierarchy and level of detail to include in the budget structure. A budget can contain a maximum of 15 levels.

At each level, you can specify whether to include GL accounts, sub-accounts, cost centers, projects, SAFs, or subtotals, and create a sequenced list. A subtotal is a calculated field that shows the sum of all underlying levels, both for budget and actual data. If the budget includes SAFs, they must be at the lowest level within the hierarchy.

Note If you are creating a budget for use in Financial Report Writer, you can use report analysis codes and sub-total or the detailed COA dimensions GL account, sub-account, cost center, project, SAF, entity, and sub-total. A budget composed of COA dimensions cannot use the same dimension on more than one level in the budget and you can only link the related topic node to one item. You cannot link it to a range or a list. An FRW budget cannot have a mixture of report analysis codes and COA dimensions.

Budget Structures

Budget Structures

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)
Travel	0.00	0.00	0.00

Create the budget topics according to the structure defined on the WBS Levels tab

The columns in the grid default from the settings on the General and Periods tab



MC-2.1-1-BU-130

Use the Structures tab to create the budget topics according to the structure defined on the WBS Levels tab, and enter data for each topic. WBS is an abbreviation of Work Breakdown Structure.

The columns in the grid default from the settings on the General and Budget Period tab. The grid contains a column for the topic code, a budget column, and a forecast column for each budget period. In addition, if you select the Use Quantity Info field in the General tab, the grid includes a Budget Quantity and Forecast Quantity column for each budget period.

When you select a topic for an operational budget, the system displays the linked account or COA component and the total actuals for the topic at the bottom of the Structures tab.

Creating a Budget Structure

Creating a Budget Structure

- Manually in the grid
- Excel Hotlink
 - Create Excel template
 - Create from Excel

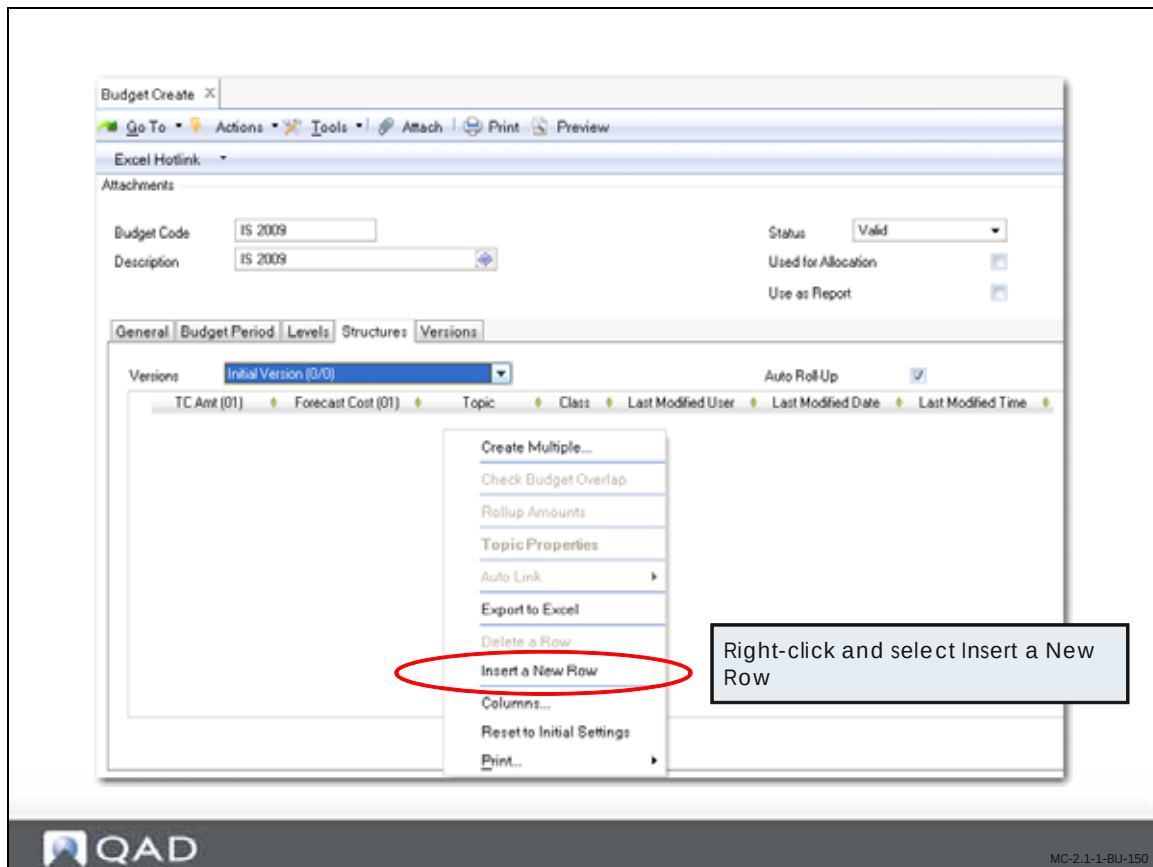


MC-2.1-1-BU-140

The Budgeting functionality in QAD Enterprise Applications lets you create budget structures manually in the application or import an Excel file using the Hotlink.

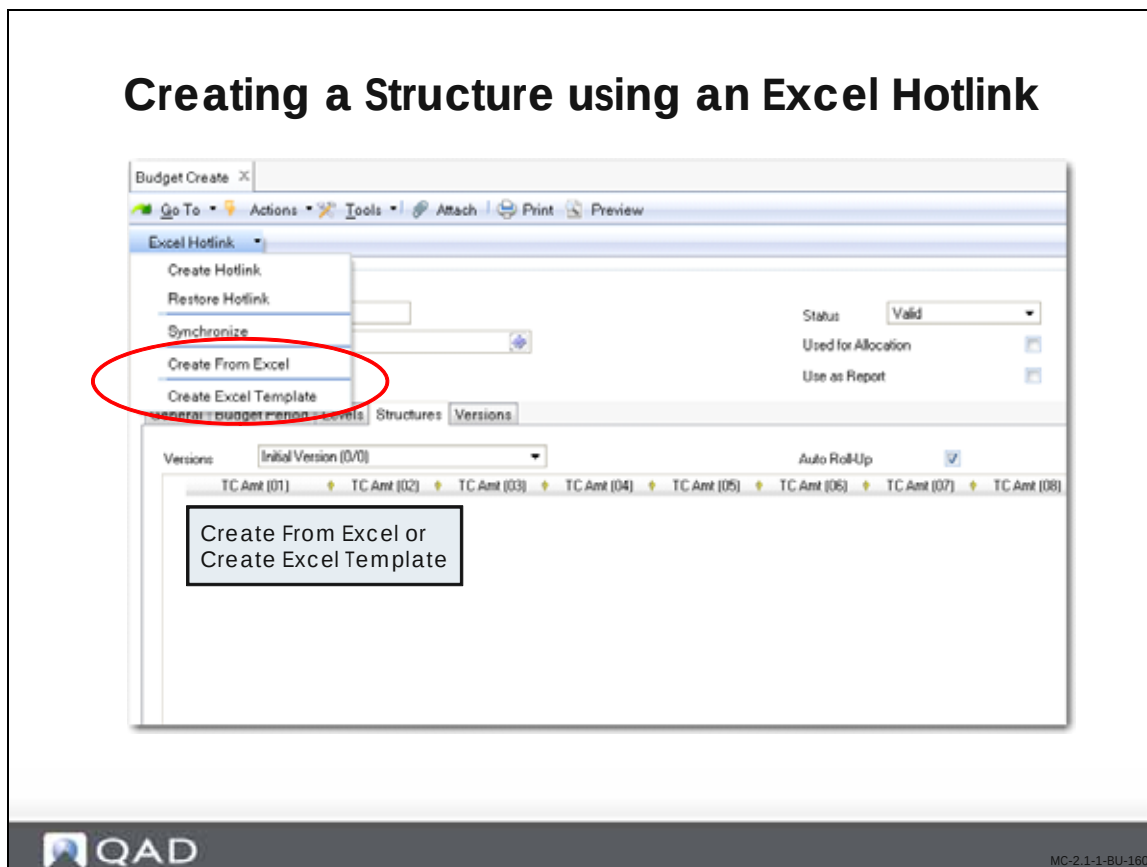
The Excel Hotlink option lets you maintain budget data in Microsoft Excel and then synchronize it with the system. The integration with Excel provided in budgeting is more advanced than that available in other functions.

Creating the Structure Manually in the Grid



To manually create a structure, right-click in the grid in Budget Create (25.5.1.1) to insert a new row.

Creating a Structure using an Excel Hotlink



To create a budget structure based on an Excel worksheet, click Excel Hotlink.

The Excel Hotlink menu is only available when the Structures tab is active; it does not apply to the data in other tabs.

The Create Excel Template and Create From Excel options are similar to the standard Excel integration. You use these when first setting up the budget.

Create the basic structure you want and then create an Excel template without defining the data. When you have completed the definition, you can upload the data using the Create from Excel option.

Linked spreadsheets can only contain the budget structure and budget data. You cannot create new COA links in Excel to import into and update a budget structure.

The menu has the following options:

Create Hotlink. Choose Create Hotlink to create a spreadsheet containing the budget topic structure and any budget values already entered. The first spreadsheet columns correspond to the topic names and are read-only. When you update a value in the spreadsheet, the corresponding value in the relevant column in the Structures tab is updated also.

You must run both Excel and your QAD application simultaneously to maintain the hotlink. You can save data in either the spreadsheet or the budget grid at any stage.

The system stores the spreadsheet file location for each budget. If you plan to share budget maintenance with other users, make sure the file is saved on a shared network drive so it is accessible to them.

Restore Hotlink. Use the Restore Hotlink command to open the spreadsheet associated with a budget.

Synchronize. Use the Synchronize option to replace the budget data in the Structures tab with data in the Excel sheet.

Create from Excel. Use this option to import data defined in a template to initialize the budget structure.

Topic Properties

You can use the Description field to specify a description of the topic that you can optionally print on structured reports. The Description field and Print Description field are only enabled if the Use as Report field is selected on the General tab of Budget Create.

Hide on Reporting. Select the field to hide topics on the Balance Sheet and Income Statement reports. This field relates to report structures only.

Note This field is only enabled for topics if Use as Report is selected in the budget header.

Invert Base Sign. Select the field to invert the operator (+ or –) that identifies positive or negative values. This field relates to report structures only.

Roll Up Amount. Select this field to indicate whether the current topic level can be rolled up to a higher level. This field relates to report structures only.

Print Sum Line. Select the field to print a header or a footer line for the linked accounts. This field relates to report structures only.

Print Description. Select this field if you want to print the topic description on reports based on this structure. You specify a topic description using the Description field in the Topic Properties header.

The Description field and Print Description field are only enabled if the Use as Report field is selected on the General tab of Budget Create.

Category. Specify the GL category of the accounts linked to the current level in the report structure. This field relates to report structures only.

Note If you create a budget for use in Financial Report Writer, you can only link a COA component to a budget topic by using an analysis code. The General tab is not displayed and the only editable field in the Topic Properties window is the Link by Level field on the COA Link tab.

Linking Topics

Linking Topics

Specify a budget group to link all COAs for the group

Specify the COA components to link to the topic

Specify a SAF structure and concept code for the first SAF level in the structure

MC-2.1-1-BU-170

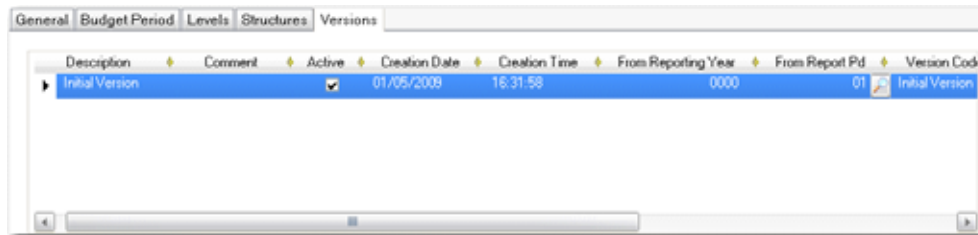
After you define the budget structure, specify the COA components that are the source of the actuals data.

You can link a COA component to a budget topic in a number of ways:

- Budget group. All COA components that belong to this group are linked to the topic.
- Link by level. Specify a single item, a comma-separated list, or a range.
- SAF level, where applicable. For topics at SAF level, specify the SAF structure.

Budget Versions

Budget Versions



Description	Comment	Active	Creation Date	Creation Time	From Reporting Year	From Report Pd	Version Code
Initial Version		☒	01/05/2009	16:31:58	0000	01	Initial Version

- Budgets can have multiple versions.
- You must associate each version record with a valid reporting period.
- Only one budget version can be active at any time.



MC-2.1-1-BU-180

You can create several versions of the same budget using the Budget Modify All Versions (25.5.1.6) activity. Only one budget version is active at any time, and only this budget version is used for the Online Budget Check when this option is enabled in the General tab.

To create a new budget version, insert a row in the Versions grid.

Budget Activities

Budget Activities

- Copy
 - Use existing budget as basis for new budget
 - Copying rules
 - The structure is copied
 - You must define the periods of the new budget
 - You can optionally copy the budget data also
- Rebuild
 - Budget daemon updates the topic actual
 - Each posting on a budget item generates a work record for the daemon



MC-2.1.1-BU-190

Modifying Budgets

A number of restrictions apply when modifying budgets. When creating budgets in Budget Create (25.5.1.1), you cannot modify the data in the Periods and Levels tabs once you have created the budget topics in the Structures tab.

Two activities let you modify saved budgets:

- Budget Modify (25.5.1.2) lets you change the budget data in the Structures tab for the current active budget version. The data in the General, Budget Period, Levels, and Versions tabs cannot be modified.
- Budget Modify All Versions (25.5.1.6) lets you modify budget data in all tabs, except the Levels tab, and save your changes as a new budget version.

You can prevent changes to the general budget data by only assigning access to Budget Modify (25.5.1.2) and limiting access to Budget Modify All Versions (25.5.1.6) to the budget administrator.

Copying Budgets

Budget Copy (25.5.1.5) lets you use an existing budget as the basis for a new budget. When you copy a budget, you copy the budget structure and can, optionally, copy the budget data. However, you must define budget periods for the new budget.



Budget Activities – Continued

- Rebuild
 - Clears previous daemon calculations for budget and regenerates all work records
 - Budget actuals are recalculated (rebuilt)
- Delete
 - All budgets can be deleted



MC-2.1-1-BU-195

Rebuilding Budgets

The Budget daemon monitors topic values and ensures that the topic used in a budget has current values. Each posting on the budget item simultaneously generates a work record for the daemon.

The Budget Rebuild (25.5.1.7) activity clears all previous actuals calculations for a specific budget and regenerates all daemon records. Rebuilding recalculates all the actuals values. You can also choose to rebuild only those periods that need to be rebuilt. To specify the start and end dates for the rebuild, you can use the lookup or you can enter the dates directly in the Start Date and End Date fields. There is no setup required but the start and end dates specified when rebuilding must correspond to start and end dates for both budget periods and entity GL periods.

Deleting Budgets

Any budget can be deleted without restriction.



Budget Daemon

Budget Daemon

- Allocates postings to the appropriate budget topics
- All postings are processed, including those in the transient and secondary layers
- Inspects all budget definition tables, and updates the actuals for the relevant budget topics
- Also used for GL allocations



MC-2.1-1-BU-200

Daemons are server-based processes that let you run background tasks.

The Budget daemon allocates postings to the appropriate budget topics. All postings are processed, including those in the transient and secondary layers.

The Budget daemon inspects all budget definition tables, and updates the actuals for the relevant budget topics.

The Budget daemon should be active when allocations are executed because the allocation functionality uses the same tables. The Budget daemon ensures that the most current values are available for an allocation run. Allocations are discussed in more details in another section.

Updating Budget Data

Updating Budget Data

- Manually in the grid
- Excel Hotlink
 - Create Hotlink / Restore Hotlink / Synchronize



MC-2.1-1-BU-210

Once budgets are set up, they can be maintained and updated:

- Manually in the grid
- Using the Microsoft Excel Hotlink.

Use the Create Hotlink, Restore Hotlink and Synchronize options to update your budget (see “Creating a Budget Structure” on page 148).



Hands-On Exercises

Exercise 1: Create a New Budget using the Excel Hotlink

Log in to 10USACO or 22UKCO.

- 1 Open System Maintain (36.24.3.1) and check the setting for the Budget Enabled field.
If the field is cleared, select the field and save the change.

- 2 Open Budget Report Period Modify (25.4.5.2), and verify if budget periods exist for the current GL calendar year, for example, 2013.

If records do not exist, use Budget Report Period Create to create budget periods for the current GL calendar year.

- a Specify the following values:

Field	Data
New Year	Current year, for example, 2013
Create Manually	Yes (Selected)

- b Click OK.

- c Save the budget periods.

- 3 Go to Budget Create (25.5.1.1) and create the following budget:

Field	Data
Budget Code	ISBGT
Description	ISBGT

- 4 On the Budget Period tab, create four periods for the current GL calendar year (for example, 2013).

Select Custom Date. Use the Periods by Dates sub-screen to create the periods:

Field	Data
Starting Date	The first day of the GL calendar year. For example, 01/01/2013
Occurrences	4
Budget Period Type	Quarter

- 5 On the Levels tab, enter three lines by right-clicking on the grid and selecting Insert a New Row.

Field	Data
WBS Level	1,2,3
COA Element	(Sub)Total, (Sub)Total, General Ledger

The Input Level (Budget) field displays 3.

- 6 On the Versions tab, enter the following values:

Field	Data
From Report Period	01
From Reporting Year	2013

- 7 Open the QMI Documentation/Financial Activities folder on the desktop.
- 8 From the Budgeting folder in the Financials Activities folder, download the file H0 budget create1.xlsx using File|Download in GoogleDocs.
The file is saved to My Documents/Downloads.
- 9 Return to the QAD application.
- 10 Go to the Structures tab of Budget Create, click the Excel Hotlink menu at the top of the screen, and select Create from Excel.
- 11 In the popup window, select the file H0 budget create1.xlsx and click Open to review.
After the upload from Excel, the budget amounts are loaded.
- 12 Save your newly created budget. If you receive an error message about missing WBS/COA links, try the following workaround:
 - a Change the budget status back to Initial.
 - b Click the Save button and the budget is saved without COA links.

Exercise 2: Create and Copy a Budget

- 1 In Budget Create (25.5.1.1), create the following budget:

Field	Data
Budget Code	CC-ADM
Description	CC-ADM

- 2 In the Budget Period tab, create periods for the current GL calendar year. Click Select Year, specify the current GL calendar year as the year, and then click Create Budget Periods.
- 3 In the Levels tab, right-click and select Insert a New Row twice to create two levels.

Field	Data
WBS Level	1, 2
COA Element	Cost Center, General Ledger

- 4 In the Structures tab, right-click and select Insert a New Row. Rename the topic to ADM on this row.
- 5 Right-click the row and select Topic Properties. In the Topic Properties window, select the COA Link tab.

Field	Data
Budget Group	<leave blank>
Link by Level	ADM (enter or select from lookup)

- 6 Click OK.

- 7 In the Structures tab, right-click in the ADM topic row again and select Insert Child Row twice to create two child rows.
- 8 Name the first child row 7000. Select the row, right-click, and select Auto Link|Current Budget Node.
- 9 Name the second child row 7020. Select the row, right-click, and select Auto Link|Current Budget Node.
- 10 On the Versions tab, enter the following values:

Field	Data
From Report Period	01
Reporting Year	Specify the year for which you created the budget, for example, 2013.

- 11 Change the budget status to Operational.
- 12 Save your newly created budget.
- 13 In Budget Copy (25.5.1.5), enter the following data:

Field	Data
Source Budget Code	CC-ADM
Budget Code	CC-MAR
Budget Description	CC-MAR
Copy Budget Figures	Yes (Selected)

- 14 Click Save.
- 15 Go to Budget Modify All Versions (25.5.1.6) and select the newly created budget code (CC-MAR).
- 16 Go to the Structures tab and rename the topic from ADM to MAR.
- 17 Right-click the row, select Topic Properties, and then go to the COA Link tab. Replace ADM by MAR.
- 18 Click OK in the Topic Properties window.
- 19 Save the budget.
Your new budget is ready.

Chapter 7

Budget Reports

Objectives

Objectives

- Understand which budget reports are available
- Learn to run reports for a specific business case



MC-2.2-1-BR-020

Budget Reports: Definitions

Budget Reports: Definitions

- Standard reports
- Report on
 - Budgets
 - Forecasts
 - Actuals
- General budget reports
 - Budget Overview Report (25.5.3.2)
 - Budget Detail Report (25.5.3.1)



MC-2.2-1-BR-030

Standard budget reports are available in QAD Financials, with broad capacities.

Two reports let you report on budgets, forecasts, and actuals: the Budget Detail report and the Budget Overview report. You can run the reports for a single entity or across multiple entities. The reports also let you report on non-operational budgets.

Budget Overview Report

Budget Overview Report

- Up to eight columns of data
- Specify for each column
 - Data types
 - Budget, forecast, actuals
 - Monetary value, quantity
 - Absolute differences: budget – actuals, forecast – actuals
 - % differences : $(\text{budget} - \text{actuals}) / \text{budget} * 100$
 - Time frame
 - From/To
 - Life to date/Life to end
- Budget version
 - Use Active budget
 - Use original budget



MC-2.2-1-BR-040

The Budget Overview (25.5.3.1) report lists summarized data by budget level. The data that resulted in the actuals are listed at the end of the report.

You can configure this report to display up to eight columns of data and specify what kind of data you want to include in each column. You do this by selecting the measure you want to use to generate the report data from the following list:

- Budget Qty
- Forecast
- Forecast Qty
- Actuals
- Actual Qty
- Budget – Actuals
- Forecast – Actuals
- $(\text{Budget} - \text{Actuals}) / \text{Budget} * 100$
- $(\text{Forecast} - \text{Actuals}) / \text{Forecast} * 100$

Other options include the following:

Time Frame Type for Actuals. Indicate how you want the system to select data to report for each of the eight columns:



From – To Period: Analyze data between the range of reporting period specified in Reporting Periods 1–8.

Life To Date: Analyze all data from the start of the budget to today.

Life To End: Analyze all data from the start of the budget to the end of the budget.

Version Measure. Indicate which version of the budget the measures should analyze:

See To Period: Find the version of the budget associated with the To Reporting Period specified for the column. This choice is valid only when Time Frame type is From – To Period.

Use Active Budget: Select actuals from the active budget. This is the typical way of analyzing data.

Use Original Budget: Select actuals from the initial version of the budget.

Budget Detail Report

Budget Detail Report

- Detailed actuals by budget topic
- Subtotals and grand total
- Open budget and forecast amounts
 - Budget – Actuals or Forecast - Actuals



MC-2.2-1-BR-050

The Budget Detail (25.5.3.1) report lists detailed actuals by budget topic, with subtotals and a grand total. The report also displays open budget or forecast amounts.

This report has similar options to Budget Overview, but lets you choose one open budget calculation method from the following:

- Budget – Actuals
- Forecast – Actuals

The options for commitments are not currently supported.

The report includes the following other budget-specific selection criteria:

- Budget Code
- Budget Responsible
- Budget WBS Topic
- Operational Budgets Only (Yes/No)
- Reporting Period
- Reporting Year



Hands-On Exercises

Important The exercises in this chapter use the ISBGT and CC-ADM budget codes, which you create using the exercises in Chapter 6, “Budgeting,” on page 133. If you have not completed the exercises in the Budgeting chapter, the ISBGT and CC-ADM budgets will not exist for you to report on using the exercises in this chapter.

Exercise 1: Budget Overview

Log in to entity 10USACO or 22UKCO.

Note To run the Budget Overview report for the parameters outlined in this exercise, you may need to display hidden report criteria using Tools|Manage Filter Fields.

- 1 Run the Budget Overview (25.5.3.2) report for budget ISBGT.

Field	Data
Budget Code	ISBGT
Measure 1-5	Budget

Time frame:

Field	Data
Reporting Period 1	1
Reporting Period 2	2
Reporting Period 3	3
Reporting Period 4	4
Reporting Period 5	All
Reporting Year 1 - 5	<current GL calendar year>
Version Measure 1 - 5	Use Active Budget
Time Frame Type 1 - 4	From-To Period
Time Frame Type 5	Life to Date
Operational Budgets Only (If this filter field does not appear, make it visible in Tools Filter Fields)	No

Exercise 2: Budget vs Actuals

Important Ensure that the Budget and History daemons are running and that the status of the CC-Adm budget is operational.

- 1 Open the QMI Documentation/Financial Activities folder on the desktop.
- 2 From the Budget Reports folder in the Financials Activities folder, download the H0 budget reports 2<MMM> USD.xlsx files for the current and next two calendar months/GL periods, where <MMM> represents the month. For example, if the current month is May, download the Excel files for May, June, and July. Use File|Download in GoogleDocs.
Use the files with suffix GBP if working in domain 22UKCO.
The files are saved to My Documents/Downloads.

- 3 Return to the QAD application.
- 4 Use Journal Entry Excel Integration (25.13.1.6) to import the three Excel spreadsheets you just downloaded to create actuals data for three months of the current GL calendar year.
- 5 Run the Budget Overview (25.5.3.2) report for budget CC-Adm.
- 6 Click Tools | Manage Filter Fields and add filter fields for a total of eight columns. (Report Period, Reporting Year, Time Frame type, Measure, Version Measure)

Field	Data
Budget Code	CC-ADM
Measure 1-4	Budget, Actuals, Budget-Actuals, (Budget-Actuals) / Budget * 100
Measure 5-8	Budget, Actuals, Budget-Actuals, (Budget-Actuals) / Budget * 100
Reporting Period 1-4	Latest GL period from the three months of data imported. If you imported data for, for example, May, June, and July, specify period 7.
Reporting Year 1-8	<current GL calendar year>
Reporting Period 5-8	1 to 12
Time Frame	From-To Period (All)
Version Measure	Use Active Budget (All)

Exercise 3: Budget Detail Report

Log in to 10USACO or 22UKCO

- 1 Run the Budget Detail (25.5.3.1) report using the following criteria:

Field	Data
Budget Code	CC-ADM
Reporting Period 1	Current and next GL periods
Reporting Year	Current GL calendar year

Chapter 8

Report Customization

Objectives

Objectives

- Learn how to customize QAD Reporting Framework (QRF) reports
- Practice creating Crystal report variants suited to your specific business cases



MC-2.4-1-RV-020

QAD Enterprise Applications includes two types of reports: reports that present the report output using the QAD Reporting Framework (QRF), which is the current report development standard, and reports that are presented using Crystal Reports. QRF is the preferred standard for Enterprise Financials and, to that end, QAD is involved in a continuing process to convert the remaining Financials Crystal Reports to QRF.

You can customize QRF report settings, create new report filters, or add user-defined fields to the report output.

Note This training guide covers only a small number of topics related to the Reporting Framework. For full coverage, see [QAD Reporting Framework Training Guide](#).

Reports developed using Crystal Reports can be customized to optimally support your company processes and best practices. You can:

- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the Crystal Reports designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied report templates that contain formatting information such as fonts, logo, and paper orientation (landscape, portrait) using the Crystal Reports designer tool.

Note You must have a license to use the Crystal Reports designer tool.



QAD Reporting Framework (QRF)

QAD Reporting Framework (QRF)

- In QAD 2009.1, QAD moved to use QRF
- All new reports for subsequent releases will use QRF



MC-2.4-1-RV-051



Customizing QRF Reports

Customizing QRF Reports

The screenshot shows the 'AP Tax Register Details - View...' window. The 'Filter' tab is active, displaying a table of search conditions. The table has columns for the field name, the operator (e.g., 'contains', 'range', 'equals'), and the search value. To the right of each row are plus (+) and minus (-) icons for adding or removing criteria. The 'New Filter' button is highlighted in the top left, and the 'Settings' button is highlighted in the top right. Callouts with arrows point to these buttons and the plus/minus icons. A callout labeled 'Create New Filters' points to the search conditions table.

Modify report settings

Add criteria

Remove criteria

Create New Filters

QAD MC-2.4-1-RV-052

By default, a QRF report displays all records available in the source data. However, you can retrieve just a certain range of records in the report; for example, sales records between last September and this March. You do this by setting filter conditions to filter data in the report.

The search operators include the following:

- equals
- not equals
- contains
- range
- starts at (the default)
- greater than
- less than
- is null
- is not null

If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.

To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.

To remove a search criteria row, click the delete (X) icon.

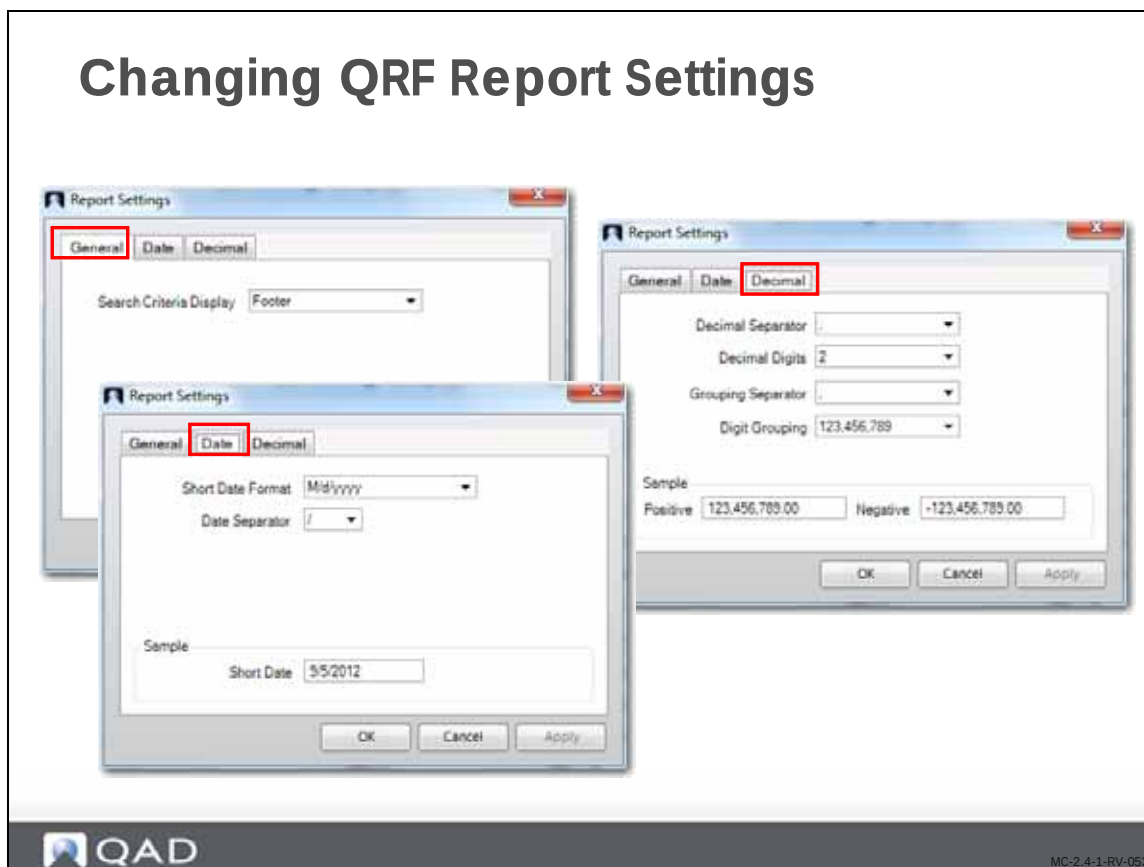
Optionally, save the new filter conditions as a filter for future reuse.

On the toolbar, select an output format from the list next to the Settings button. You can choose from three output formats when the report is run:

- Document: The report is displayed in the Report Viewer window.
- Excel: The report is generated in Microsoft Excel format. You can save the file and open it in the Report Viewer window.
- PDF: The report is generated in PDF format.

You can also use the Report Settings option to customize how certain elements of data will be displayed in the rendered report.

Changing QRF Report Settings



In the Filter screen of a QRF report, click Settings on the toolbar to open the Report Settings dialog box.

General Tab

Specify whether to display search criteria in the report, and if yes, whether to display this information in the report header or footer.

Date Tab

Select a format for dates to be displayed in the report and specify a date separator. You can see a sample of the date format you specify at the bottom of the dialog box.

Decimal Tab

Specify how numbers will be displayed in the report, including decimal separator, decimal digits, grouping separator, and grouping format. A sample number is displayed at the bottom of the dialog box.

Creating a New Filter

Creating a New Filter

The screenshot shows the 'AP Tax Register Details - View...' window with the 'Filter' tab selected. The 'New Filter' button on the toolbar is highlighted with a red box. A callout box points to it with the text 'Click the New Filter button'. Another callout box points to the search conditions with the text 'All filters are reset'. A third callout box points to the search conditions with the text 'Modify the filters'. The search conditions are listed as follows:

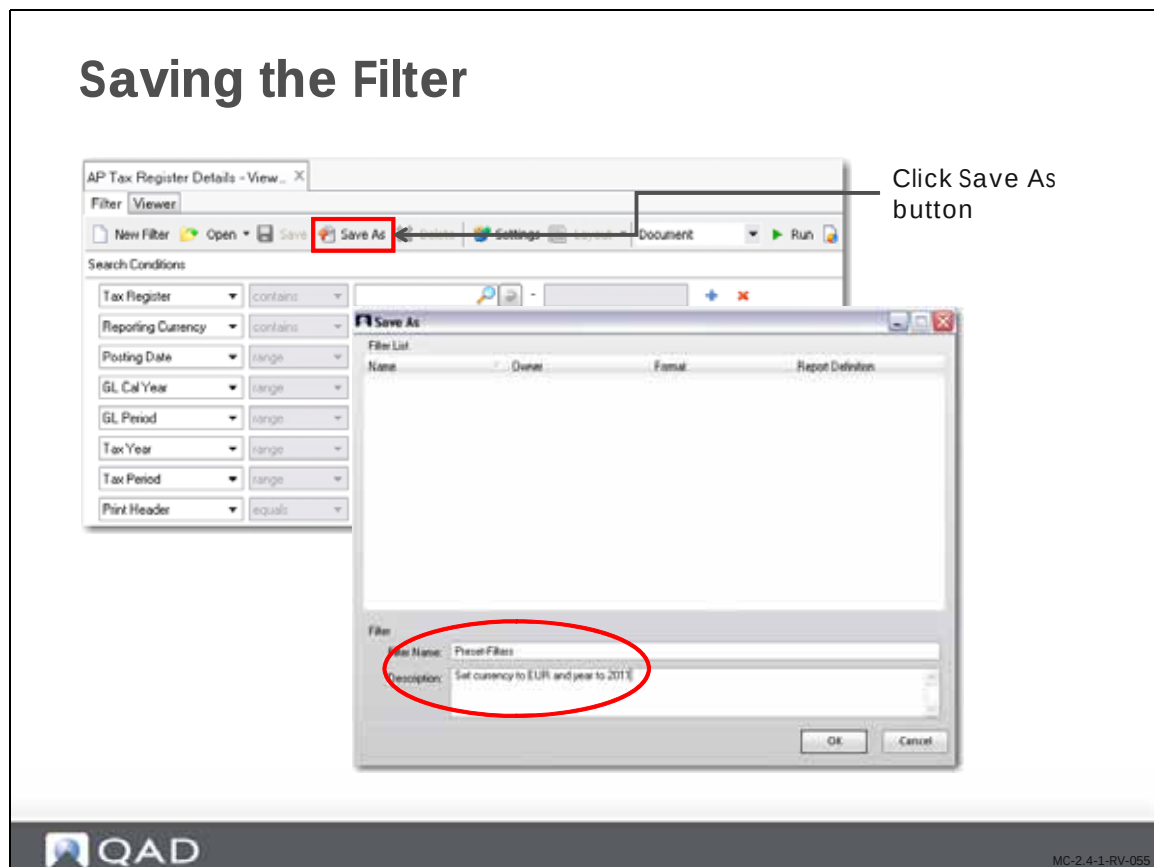
Field	Operator	Value
Tax Register	contains	
Reporting Currency	contains	EUR
Posting Date	range	
GL Cal Year	range	2011
GL Period	range	
Tax Year	range	
Tax Period	range	
Print Header	equals	

If a report always contains a certain range of data and is exported to a certain format, you do not have to define the filter criteria and output settings every time you generate the report. You can save the search conditions and output settings as a filter and open it to load the same set of configurations when you run the report later.

A filter is a personalized set of search conditions and settings, which means that the filters you created can only be accessed and managed by you and the administrator, and no one else.

- 1 In the Filter window, click New Filter on the toolbar.
All the search conditions are reset to the default values.
- 2 Change the filter criteria.

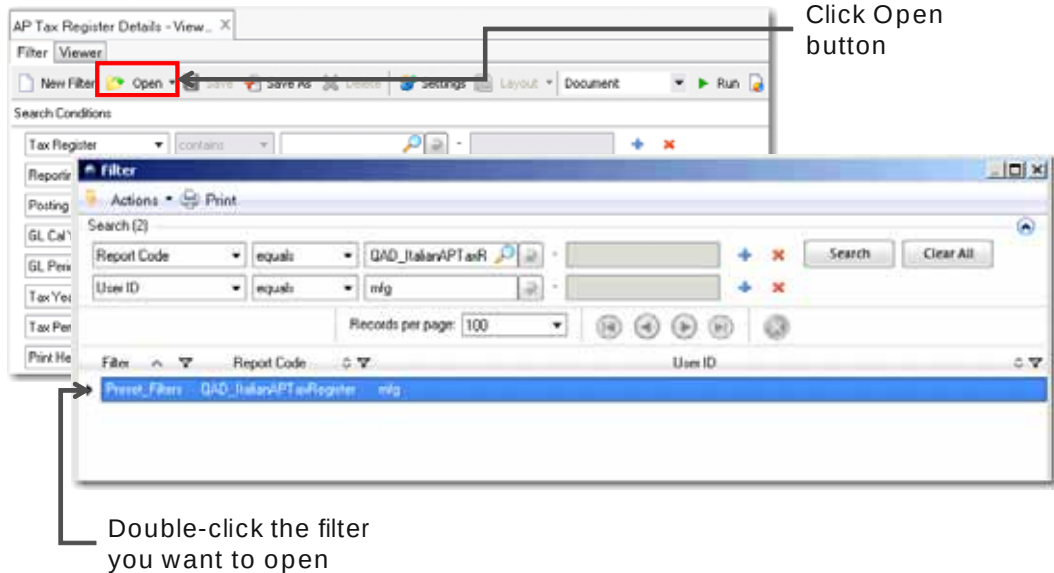
Saving the Filter



- 3 On the toolbar, click Save As.
- 4 In the Save As dialog box, enter a unique filter name, and optionally, a brief description. Then click OK.
The filter is created.
- 5 If you make further changes to the search conditions, click Save on the toolbar to save the changes.

Loading an Existing Filter

Loading an Existing Filter



- 1 On the toolbar, click Open and then select an existing filter from the list.
- 2 If the list is too long, click More to choose the filter from a browse window.
After you select an existing filter, its search conditions and settings are loaded in the Filter window.
- 3 If you want to save any changes to the loaded filter, click Save on the toolbar.

Maintaining Filters

The screenshot shows the 'Personal User Filter Maint' window. It includes a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main form contains the following fields and callouts:

- Report Code:** QAD_DaybookSetReport
- System:** ☐ (Callout: Specify who can access the filter)
- User:** qmi
- Filter:** Preset-Filter
- Description:**
- Default:** ☐ (Callout: Set a filter as default)
- Param Name:** (Callout: Modify report parameters)
- Value Type:**
- Value:**
- 2nd Type:**
- 2nd Value:**
- Operator:**

The QAD logo is in the bottom left corner, and the text 'MC-2.4-1-RV-057' is in the bottom right corner.

Filters are user-specific, and you can use Personal User Filter Maintenance (36.4.21.14) to maintain your own filters.

System. Specify whether or not the filter is system-defined.

User. View or enter the user for whom to define the filter. When the filter is system-defined, this field is disabled.

Filter. Enter a filter name.

Description. Enter the description of the filter.

Default. Indicates whether this is the default filter in Report Viewer.

Param Name. Enter a parameter name in the filter criteria. If the parameter name already exists, you can either create a new parameter with the same name or update the existing one.

Crystal Report Variants

Crystal Report Variants

- Store specific selection criteria
 - Available next time the report is started
 - Unlimited number of variants
 - Save for personal use or shared use
 - Linked to a standard report
 - Do not appear as separate entries on the menu
- All variants of one report are based on the same data, but
 - Use different filter criteria
 - Can use a different report layout



MC-2.4-1-RV-060

Crystal report variants let you store the settings for a report under a user-defined name. By storing settings in a variant, you avoid defining report settings each time the report is run.

You can store an unlimited number of variants for your personal use or share them with other users in a specific role.

Report variants do not appear as separate entries on the menu. They are linked to and accessible from a standard report menu.

Managing Filter Fields

The Manage Filter Fields option in the Tools menu lets you indicate which filter fields to use for the current report variant, and how the fields will appear in the Selection Criteria tab for the report.

You can use Manage Filter Fields to:

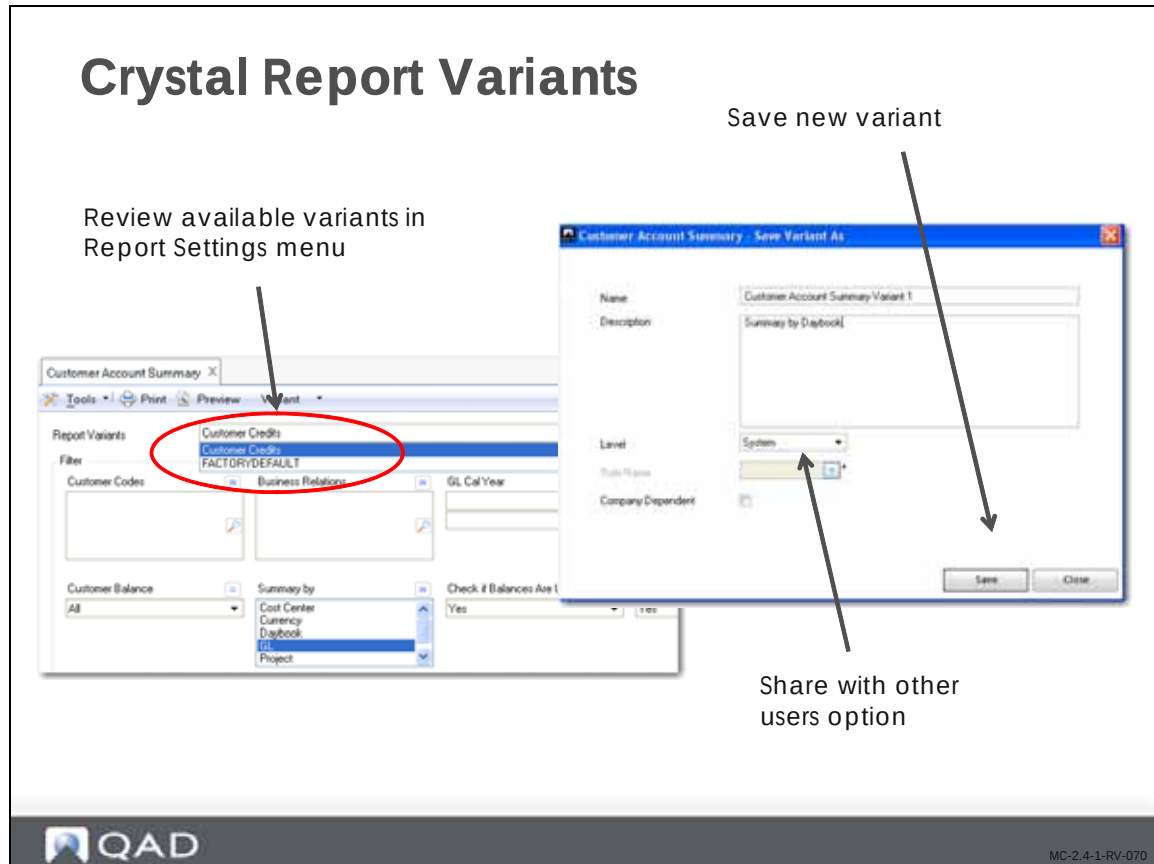
- Change the order in which the filter fields appear in the Selection Criteria tab.
- Specify whether a filter field should appear on the Selection Criteria tab (Use column).
- Define an initial value or range of values for the filter field.

For a detailed explanation of fields, refer to [QAD Financials User Guide](#).

Report Options

The Report Options option in the Tools menu lets you specify reporting runtime parameters. These settings are stored at report variant level, and affect how the report is printed.

For a detailed explanation of fields, refer to [QAD Financials User Guide](#).



Use the Variants menu to save report variants, and the Variants drop-down list to select saved variants.

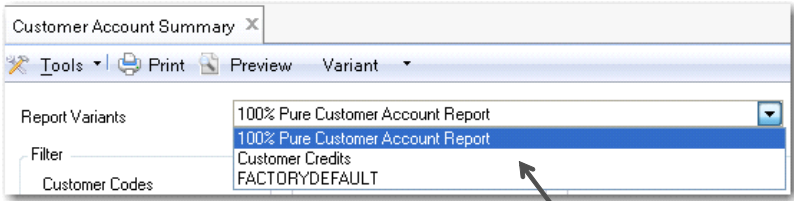
You can use an existing report variant, modify the report settings and save them to the existing report variant, or select another report variant to update.

Use Report Variant Delete (36.4.21.25.3) to delete unwanted variants from the system.

Select an option from the Level drop-down list to specify whether you want to keep a variant for your personal use, or share it with other users. For use by you only, select User; to share with other users of the same role, select Role; or to share with all users, select System.

Report Variant Reuse

Report Variant Reuse



The screenshot shows a software window titled "Customer Account Summary" with a close button. Below the title bar is a menu bar with "Tools", "Print", "Preview", and "Variant". The "Report Variants" section contains a dropdown menu with three options: "100% Pure Customer Account Report", "100% Pure Customer Account Report" (highlighted in blue), and "Customer Credits". Below this is a "Filter" section with "Customer Codes" set to "FACTORYDEFAULT". An arrow points from the text "Select variant from drop-down list" to the highlighted option in the dropdown menu.

Select variant from drop-down list

MC-2.4-1-RV-080

Once saved, reuse a report variant by selecting it from the drop-down list under Report Variants.

Hands-On Exercises

Exercise 1: QRF Customization

Note Before beginning this exercise, ensure that the GL Transaction report is set to use QRF in Financial Reports Menu Switch (36.24.3.8).

- 1 Open the GL Transaction report (25.15.1.1).
- 2 Remove the Layer selection criterion.
- 3 Open the Report Settings window.
- 4 In the General tab, set the value in the Search Criteria Display field to None.
- 5 In the Date tab, set the value in the Show Date Format field to yyyy/M/d.
- 6 In the Decimal tab, set the value in the Decimal Digits field to 3.
- 7 Click OK.
- 8 Select Save As to store your changes.
- 9 Close the report window and reopen it.
- 10 Open your report variant.

Exercise 2: SAF Code Report Variant

In this exercise, you will create two report variants for the SAF Code Transaction Detail report (25.15.3.6). The first report should show four grouping levels by GL account, sub-account, SAF 1, and SAF 2. The second report should show three grouping levels by SAF 1, SAF 2, and GL account.

- 1 Log in to 10USACO or 22UKCO.
- 2 Open SAF Code Trans Details report (25.15.3.6), and go to Tools | Manage Filter Fields.
- 3 Enter the following initial values:

Field	Data
Grouping Level 1	GL
Grouping Level 2	Sub-Account
Grouping Level 3	SAF 1
Grouping Level 4	SAF 2

Note Ensure that you also select the Grouping Level 4 field in the Manage Filter Fields window.

- 4 Click Save.
- 5 Save as report variant SAFdetV1.
- 6 Enter the following initial values:

Field	Data
Grouping Level 1	SAF 1
Grouping Level 2	SAF 2
Grouping Level 3	GL

- 7 Click Save.
- 8 Save as report variant SAFdetV2.

Exercise 3: Customer Account Summary Report Variant

Create a report variant for the Customer Account Summary (27.17.4) report for the period 1/2013 until 12/2013, with summary by daybook.

- 1 Log in to 10USACO or 22UKCO.
- 2 Open the Customer Account Summary (27.17.4) report.
- 3 Click Tools | Manage Filter Fields.
- 4 Enter initial values as follows:

Field	Data
GL Cal Year	2013/ Second Initial Value 2013
Summary by	Daybook

- 5 Click Save.
- 6 Save as report variant CustsumV1.
- 7 Run the report.

Chapter 9

Financials Report Writer

Overview

Introduction to Financial Report Writer

- Group reporting solution
- Combines the existing Financials report functionality into a single user experience
- Produce reports built on
 - A common chart of accounts
 - A common currency – the presentation currency
 - A common calendar



AF-FRW-020

Financial Report Writer is a group reporting solution that combines the existing Financials reporting functionality into a single user experience. It includes multi-entity and multi-domain reporting that lets you map charts of accounts and approximate consolidation results.

Financial Report Writer aggregates financial statements that are built on:

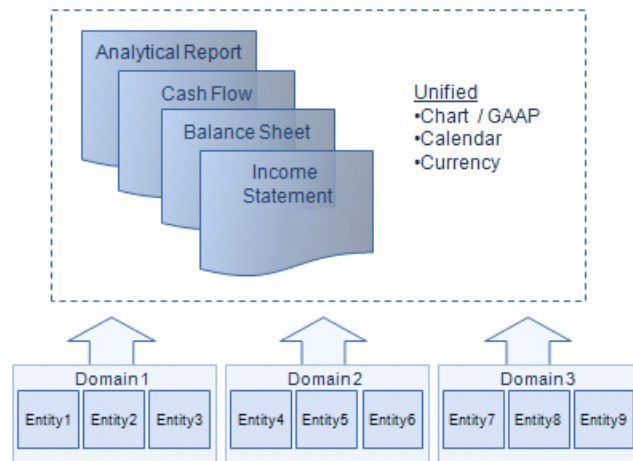
- A common chart of accounts (COA) including all dimensions available in Financials, such as domain, entity, layer, GL account, sub-account, cost center, project, SAFs, intercompany, and currency
- A common currency—the presentation currency
- A common calendar



Benefits

Benefits

- Single solution for GL reporting
- Real time
- Multi-domain
- Consolidated
- Chart translation
- Currency translation
- Multi-GAAP



AF-FRW-030

Financial Report Writer is a major uplift of the reporting capabilities in Enterprise Financials. It combines the power of the GL Report Writer with new Enterprise Financials features such as layers, SAFs, intercompany analysis, and statutory currency.

Financial Report Writer provides financial information for accountants and managers on both corporate group level and local domain level. Using Financial Report Writer, you can create financial statements such as balance sheets, income statements, and cash flow statements. You can also create cross-domain analytical reports with many dimensions such as regions, countries, entities, divisions, departments, product lines, and customer groups.

Financial Report Writer also provides an accurate approximation of the consolidation results in real-time without the need to run the consolidation program.

You can produce reports in any required chart of account, in any hierarchy, and according to any GAAP. You can represent report amounts in any presentation currency.

You can also create a report calendar that is different than the local domain GL calendars.

Financial Report Writer — Main Features

Financial Report Writer – Main Features

- Build and run flexible reports
 - Flexible report hierarchies
 - Flexible row and column definitions with in-line calculations
 - Reusable analysis codes
- Based on harmonized data in a reporting cube
 - Across multiple COAs, currencies, GAAPs
 - Optimized for reporting inquiries



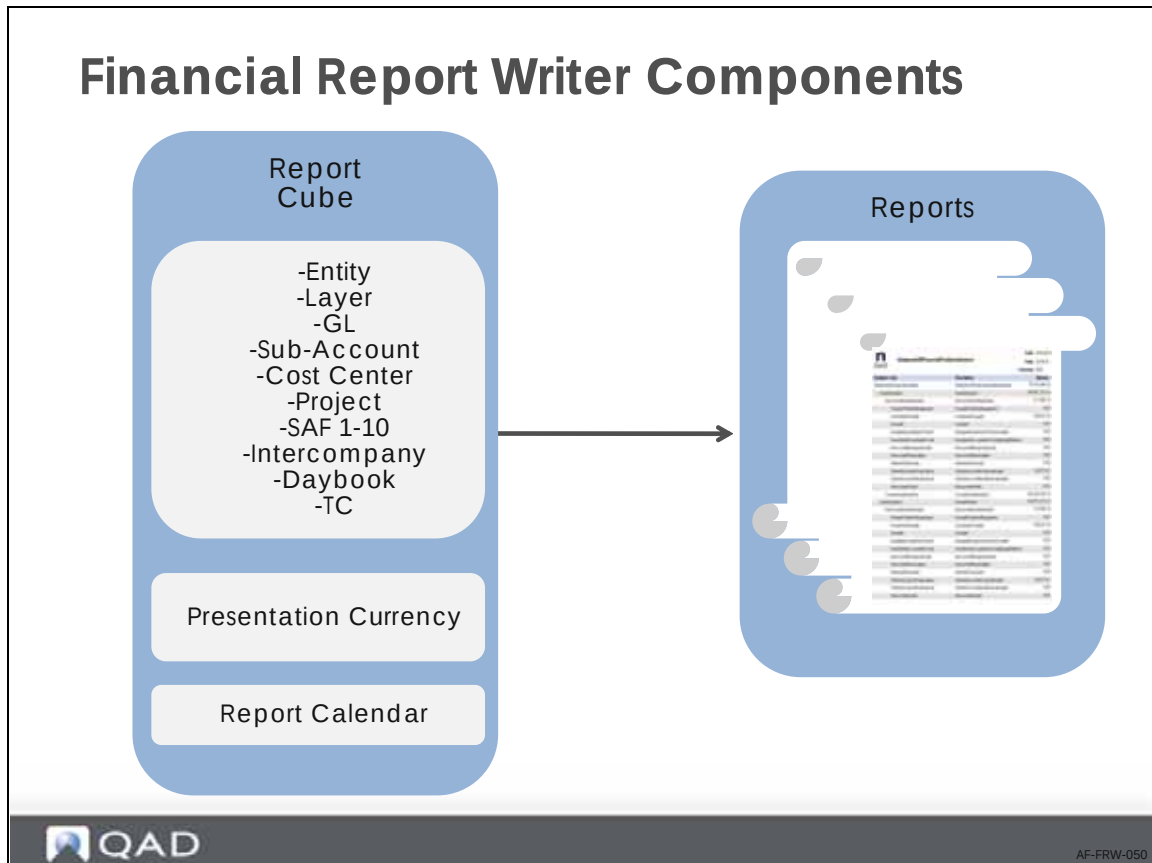
AF-FRW-040

The Financial Report Writer allows great flexibility in creating reports. You can create reporting hierarchies using all COA elements and you can easily change these at any time. The rows and columns of the reports can contain calculations, comparisons with previous periods, or side by side comparisons of entities, cost centers, projects, and so on.

To avoid duplication of effort, reusable analysis codes contain definitions for the data to include in the reports. For example, you can define groups or ranges of GL accounts once and reuse them on many reports.

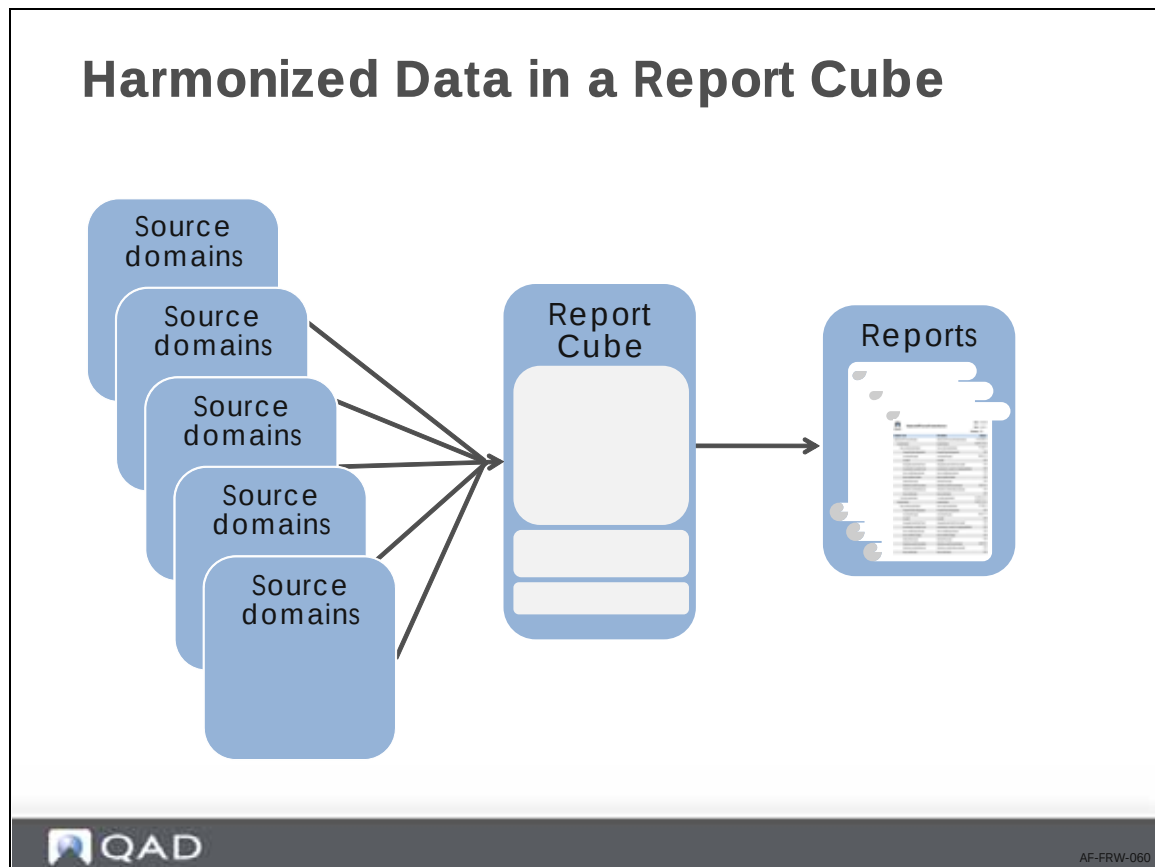
This flexibility is possible because data from the different source domains is stored in report cubes. In the report cubes, the data is harmonized and stored in an optimal format for reporting. A report cube contains data that can come from many domains and this harmonized data allows for consistent reporting.

Financial Report Writer Components



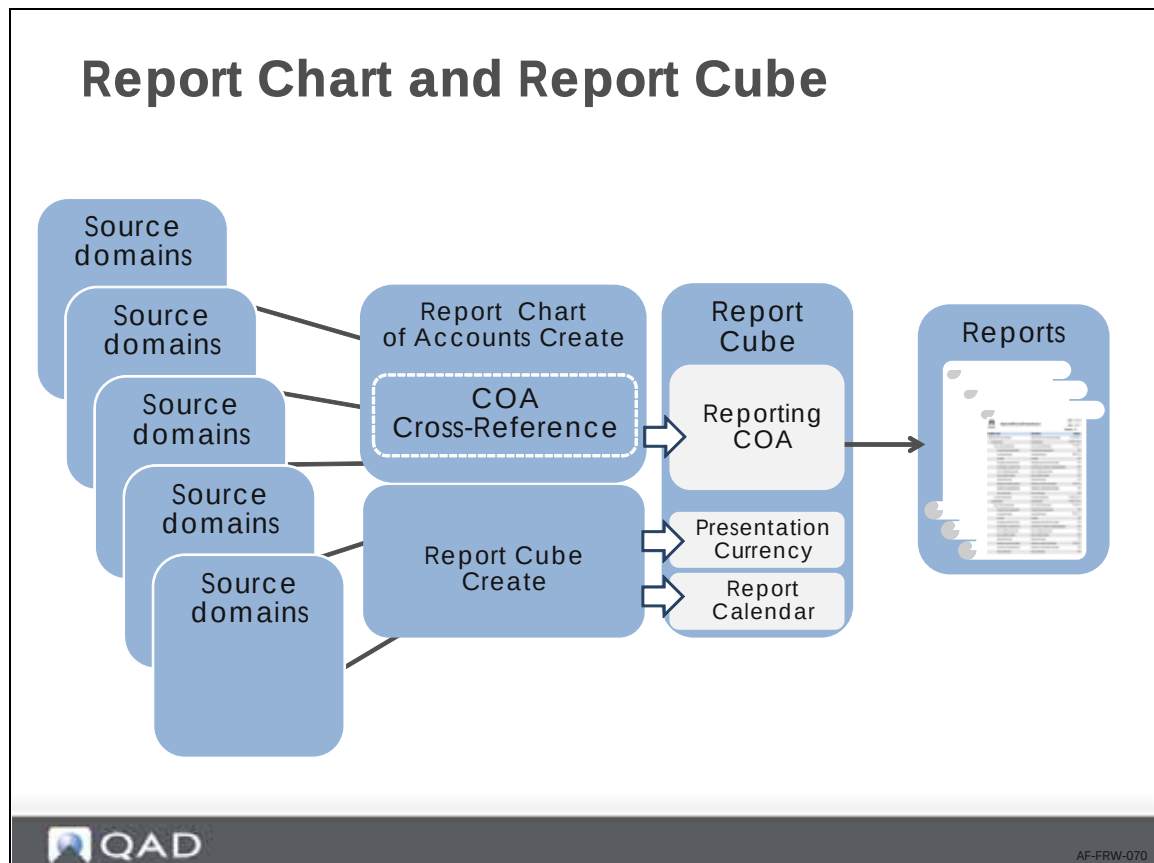
The real power of the Financial Report Writer is the flexible way in which you can build and run reports. It uses the information stored in report cubes to generate reports in any required structure or format.

Harmonized Data in a Report Cube



A report cube contains data that can come from many domains and that is harmonized to allow consistent reporting.

Report Chart and Report Cube



To collect data from different domains in a single report cube, you must perform three setup steps:

- 1 Use Report Chart of Accounts Create to define how the source domain chart of accounts is mapped to a target report chart of accounts.
- 2 Create COA cross-references using COA Cross Reference Modify or COA Cross Reference Excel Integration.
- 3 Use Report Cube Create to define the presentation currency, the currency translation methods, and the exchange rates applied for the report cube. You can also define a report calendar and map that to the GL calendars. You can define multiple presentation currencies.

Financial Report Writer lets you combine the accounting layers of Enterprise Financials in different ways so that each combination represents another GAAP (for example, local GAAP, US-GAAP, or IFRS) and you can then run the same report for different GAAPs.

Financial Report Writer is XBRL enabled, and you can tag all elements in the reports with XBRL XML tags, which are available in the output datasets of the reports.

Report Chart of Accounts Create

Report Chart of Accounts Create

Report Chart of Accounts Create

Go To • Actions • Tools • Print • Preview • Attach •

Report Chart:
 Description:

Shared Sets | SAF Concepts | Default Accounts | Entities | COA Cross Reference

Defaults from Domain: United Kingdom Division

GL Account Shared Set: Shared Set US General Ledger
 Sub-Account Shared Set: Shared Set QMS Sub-Account
 Cost Center Shared Set: Shared Set QMS Cost Center
 Project Shared Set: Shared Set QMS Projects

SAF Concepts | Default Accounts | Entities | COA Cross Reference

SAF Concept 1: Item Group
 SAF Concept 2:
 SAF Concept 3:
 SAF Concept 4:
 SAF Concept 5:
 SAF Concept 6:
 SAF Concept 7:
 SAF Concept 8:
 SAF Concept 9:
 SAF Concept 10:

QAD AF-FRW-100

Use Report Chart of Accounts Create to maintain a common reporting chart of accounts. You can define multiple report COAs.

In the Shared Sets tab, you must define the shared sets for the source chart of accounts.

In the SAF Concepts tab, define the SAF concepts that constitute the source chart of accounts. Financial Report Writer can include SAF dimensions and bring SAFs from various structures and concepts together to create a central reporting SAF structure.

Report Chart of Accounts Create

The screenshot shows the 'Report Chart of Accounts Create' dialog box. The 'Default Accounts' tab is active, displaying the following fields:

- GL Account: 4800 (Revenue)
- Sub-Account: Gserv (General Services)
- Cost Center: Adm (Administration)
- Project: W1030 (Expense Work Center)
- CTA Account: 3300 (Other Revenue)

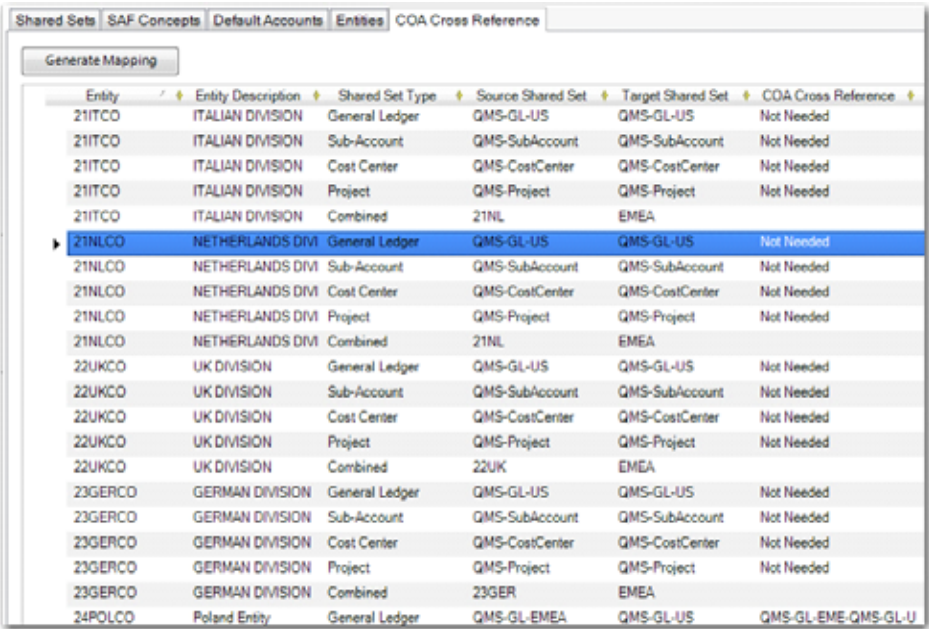
The 'Entities' tab is also visible, showing a list of entities with the following columns: Entity, Entity Description, Domain, Name, and Selected.

Entity	Entity Description	Domain	Name	Selected
10USACO	USA DIVISION	10USA	USA Division	☐
11CANCO	CANADA DIVISION	11CAN	Canada Division	☐
11NACONS	N.AMERICA CONSO	11CAN	Canada Division	☐
12MEXCO	MEXICO DIVISION	12MEX	Mexico Division	☐
20FRACO	FRANCE DIVISION	20FRA	France Division	☐
21ITCO	ITALIAN DIVISION	21NLD	Netherlands Divisi	☒
21MEXCO	MEXICAN DIVISION	21MEX	Mexican Division	☐
21NLCO	NETHERLANDS DIVI	21NLD	Netherlands Divisi	☒
22EMEACONS	EMEA CONSOLIDAT	22UK	United Kingdom D	☐
22UKCO	UK DIVISION	22UK	United Kingdom D	☒
23GERCO	GERMAN DIVISION	23GER	GERMAN DIVISIO	☒
24POLCO	Poland Entity	24POL	Poland	☒

In the Default Accounts tab, define the default account, sub-account, cost center, and project (if you are using catch alls) and the currency translation adjustment account, if one is required.

The system uses the default account and analysis to fill in any gaps caused by missing mapping elements in the COA cross-reference used to translate from the source entity COA to the report chart COA. You can also leave these default codes blank to ensure that a missing translation is raised as an error during the generation of report cubes. In general, it is recommended that you leave these codes blank, unless you want to avoid errors generated by gaps in the COA translation. The CTA account is mandatory when you create report cubes that have a presentation currency other than the source entities' base currencies.

In the Entities tab, specify the entities you want to include in Financial Report Writer. You can specify entities from any domain in the system. You must associate at least one entity with a report chart. If you delete or add entities for which COA cross-references are defined, the system displays a reminder that you must regenerate the COA cross-references.



Entity	Entity Description	Shared Set Type	Source Shared Set	Target Shared Set	COA Cross Reference
21ITCO	ITALIAN DIVISION	General Ledger	QMS-GL-US	QMS-GL-US	Not Needed
21ITCO	ITALIAN DIVISION	Sub-Account	QMS-SubAccount	QMS-SubAccount	Not Needed
21ITCO	ITALIAN DIVISION	Cost Center	QMS-CostCenter	QMS-CostCenter	Not Needed
21ITCO	ITALIAN DIVISION	Project	QMS-Project	QMS-Project	Not Needed
21ITCO	ITALIAN DIVISION	Combined	21NL	EMEA	
21NLCO	NETHERLANDS DIV	General Ledger	QMS-GL-US	QMS-GL-US	Not Needed
21NLCO	NETHERLANDS DIV	Sub-Account	QMS-SubAccount	QMS-SubAccount	Not Needed
21NLCO	NETHERLANDS DIV	Cost Center	QMS-CostCenter	QMS-CostCenter	Not Needed
21NLCO	NETHERLANDS DIV	Project	QMS-Project	QMS-Project	Not Needed
21NLCO	NETHERLANDS DIV	Combined	21NL	EMEA	
22UKCO	UK DIVISION	General Ledger	QMS-GL-US	QMS-GL-US	Not Needed
22UKCO	UK DIVISION	Sub-Account	QMS-SubAccount	QMS-SubAccount	Not Needed
22UKCO	UK DIVISION	Cost Center	QMS-CostCenter	QMS-CostCenter	Not Needed
22UKCO	UK DIVISION	Project	QMS-Project	QMS-Project	Not Needed
22UKCO	UK DIVISION	Combined	22UK	EMEA	
23GERCO	GERMAN DIVISION	General Ledger	QMS-GL-US	QMS-GL-US	Not Needed
23GERCO	GERMAN DIVISION	Sub-Account	QMS-SubAccount	QMS-SubAccount	Not Needed
23GERCO	GERMAN DIVISION	Cost Center	QMS-CostCenter	QMS-CostCenter	Not Needed
23GERCO	GERMAN DIVISION	Project	QMS-Project	QMS-Project	Not Needed
23GERCO	GERMAN DIVISION	Combined	23GER	EMEA	
24POLCO	Poland Entity	General Ledger	QMS-GL-EMEA	QMS-GL-US	QMS-GL-EMEA-QMS-GL-U

In the COA Cross Reference tab, specify COA cross-reference codes to map shared sets that are different in the source and target COAs. The COA Cross Reference tab is enabled when a GL shared set is specified in the Shared Sets tab and if at least one entity is specified in the Entities tab.

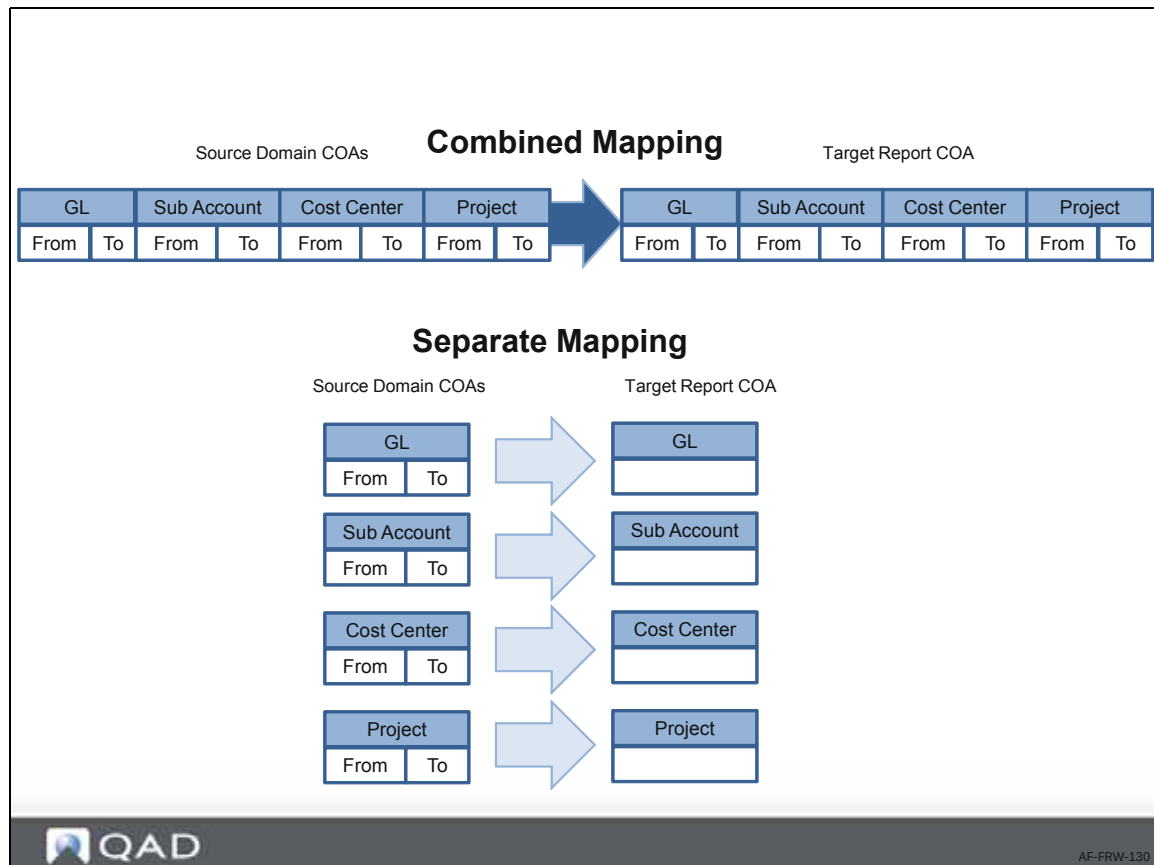
You can enter COA cross-references manually or have the system automatically generate a list of COA cross-references by clicking the Generate Mapping button. The system verifies if an existing COA cross-reference matches the combination of shared sets and retrieves that cross-reference. If there is no matching COA cross-reference, the system creates a COA cross-reference code that combines the source and target shared set names. The system-generated COA cross-references are of type Separate.

When the source and target shared sets are the same for a dimension, the system displays a Not Needed message and skips that shared set. You can manually specify COA cross-references of type Combined, which you can use for exceptions.

Note If you modify a shared set and COA cross-references already exist for that shared set in the COA Cross Reference tab, the system displays a warning to remind you to update the cross-references.

If you have saved a COA cross-reference mapping for a report chart and subsequently modify the target shared sets or entities, you must re-click Generate Mapping. Generate Mapping does not re-generate the mappings for existing entities if the target shared sets have not changed. Therefore, the system does not overwrite any valid prior mappings.

Create COA Cross References



For each dimension that you plan to use in the Financial Report Writer, you must have a complete COA cross-reference of type Separate. This step ensures the accounts are correctly translated when you generate reporting cubes.

The Financial Report Writer shares the COA Cross Reference records with the consolidation functionality. When the same charts are used in source and target, then you do not need to create COA cross references.

You can create a COA cross-reference of type Combined if you need a special mapping for combinations of GL accounts and sub-accounts or combinations of GL accounts and cost centers.

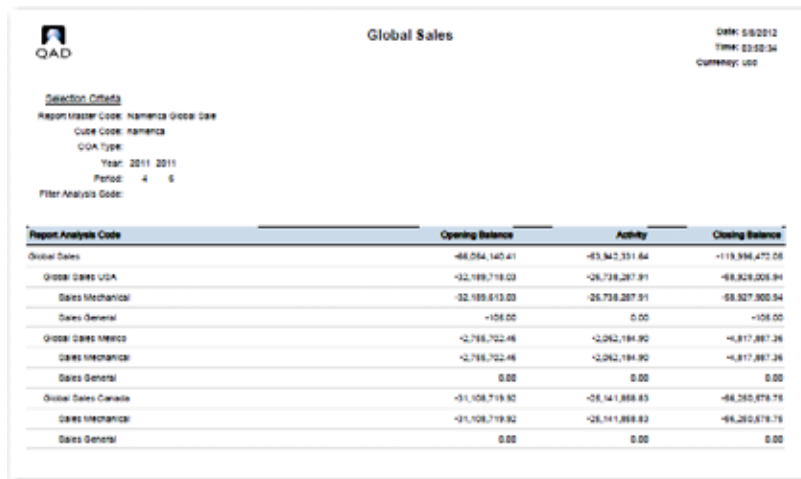
You only need to create COA cross-references of type Combined for exceptions. Financial Report Writer first checks if there is a COA cross-reference of type Combined for a particular accounting key. If a Combined map is found, Financial Report Writer uses that map. Otherwise, the Separate type mappings are used.

Hands-On Exercises

The exercises in this section apply to both US and EMEA training classes.

Exercise 1: Creating a Report COA

Use a chart of account to create a sales report for North America that shows the opening balance, activity, and closing balance for entities 10USACO, 11CANCO, and 12MEXCO.



Report Analysis Code	Opening Balance	Activity	Closing Balance
Global Sales	-68,564,140.41	-63,942,331.64	-132,506,472.05
Gross Sales USA	-32,189,719.03	-26,739,287.91	-58,929,006.94
Sales Mechanical	-32,189,813.03	-26,739,287.91	-58,929,100.94
Sales General	-108.00	0.00	-108.00
Gross Sales Mexico	-2,768,702.46	-2,062,184.90	-4,830,887.36
Sales Mechanical	-2,768,702.46	-2,062,184.90	-4,830,887.36
Sales General	0.00	0.00	0.00
Global Sales Canada	-31,108,719.92	-26,141,868.83	-57,250,588.75
Sales Mechanical	-31,108,719.92	-26,141,868.83	-57,250,588.75
Sales General	0.00	0.00	0.00

- 1 Log in to the training database using the following details:
User: demo
Password: qad
- 2 Ensure that you are in entity 10USACO.
- 3 Create default COA elements that allow you to use incomplete mappings in the COA cross references:
 - a Create a catch-all GL account 1994 of type Standard. Accept all defaults in GL Account Create (25.3.13.1).
 - b Create a catch-all sub-account, FRWSA. Accept all defaults in Sub-Account Create (25.3.17.1).
 - c Create a catch-all cost center, FRWC. Accept all defaults in Cost Center Create (25.3.20.1).

- 4 Use Report Chart of Accounts Create (25.16.15.1) to create a common reporting chart of accounts:

Field	Value
Report Chart	NAmerica
Description	North American Chart of Accounts

- a In the Shared Sets tab, specify 10USA in the Defaults from Domain field.
- b In the SAF Concepts tab, leave all fields blank.
- c In the Default Accounts tab, specify the default COA elements that you created previously:
 - GL account: 1994
 - Sub-account: FRWSA
 - Cost center: FRWC
 - CTA account: 1994
- d In the Entities tab, select entities 10USACO, 11CANCO, and 12MEXCO.
- e In the COA Cross Reference tab, click Generate Mapping.
- f Three mappings require COA cross-references of type Combined. Specify 10COACR in the COA Cross Reference fields for these.
- g Save the record.

Define Report Cubes

Define Report Cubes

- Use Report Cube Create to set up report cubes

Cube status assigned by system
Specify report chart

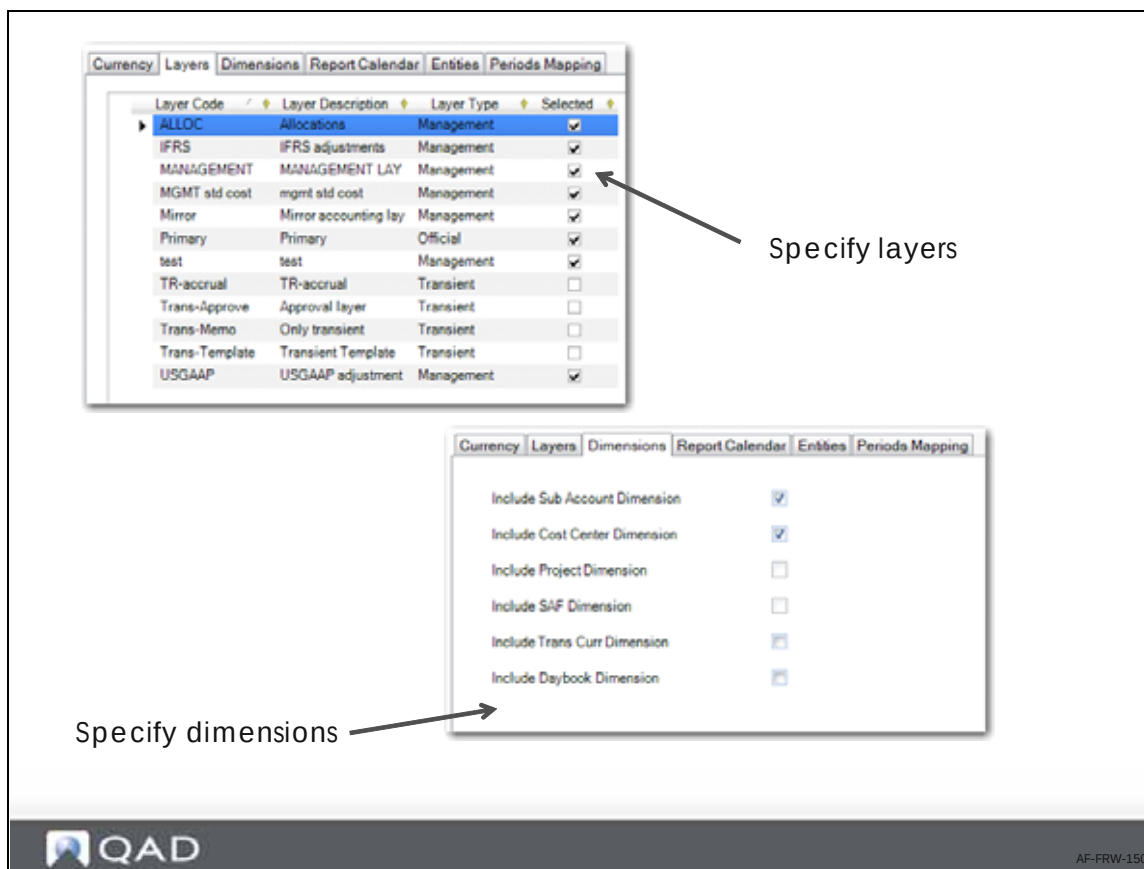
The screenshot shows the 'Report Cube Create' window. The 'Status' field is set to 'Initial' and the 'Chart' field is set to 'Corp'. The 'Currency' tab is selected, showing fields for 'Presentation Currency', 'Exchange Rate Shared Set', 'Translation Method', 'Balance Sheet Accounts', and 'Income Statement Accounts'. The 'Status' field is highlighted with an arrow pointing to it from the text 'Cube status assigned by system'. The 'Chart' field is highlighted with an arrow pointing to it from the text 'Specify report chart'.

Use Report Cube Create to set up report cubes.

New cubes are assigned the status Initial. When you generate the cube data (using another program), the system updates the cube status to Operational. If the cube generation fails, the daemon process to update the cube fails, or the cube definition is changed, the cube status is automatically updated to Needs Rebuild. If the cube rebuild is successful, you can change the cube status back to Operational.

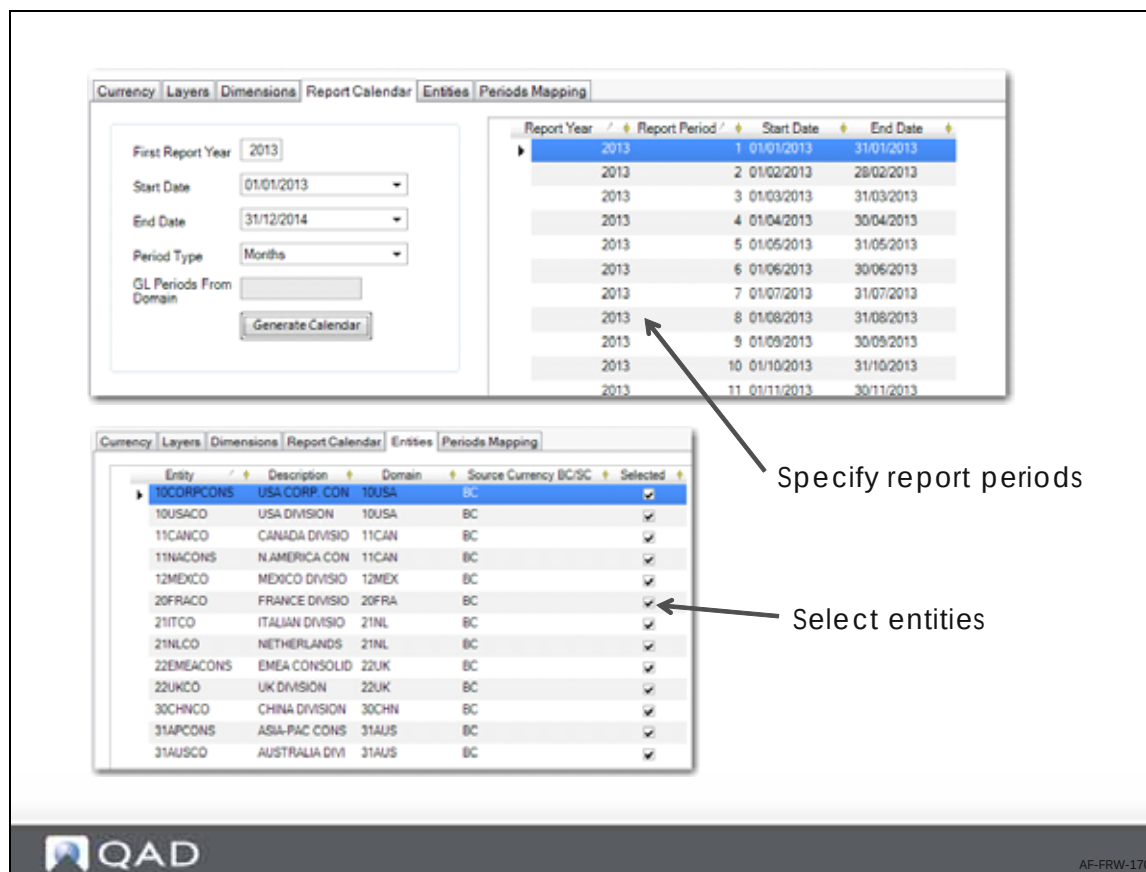
If you no longer need the cube, you can change its status to Inactive. This means the cube is retired. You can change the status of inactive cubes back to Needs Rebuild. Only Operational cubes can be updated by the daemon.

In the Currency tab, specify the presentation currency for the reports and the exchange rates to use.



In the Layers tab, specify the layers to include in the cube. You can exclude layers you do not want to include in the reports; for example, the transient layers used for storing posting templates. You can also create a cube for management reporting that includes management layers and another cube for statutory reporting that only includes the official layer. You can also filter out layers later in the report definition, but this can have a negative impact on performance.

In the Dimensions tab, specify the dimensions to include in the cube. Select the relevant fields to indicate which dimensions to include in the cube. Clear the appropriate fields to exclude dimensions that you do not intend to use, which makes the cube smaller and increases reporting speeds.

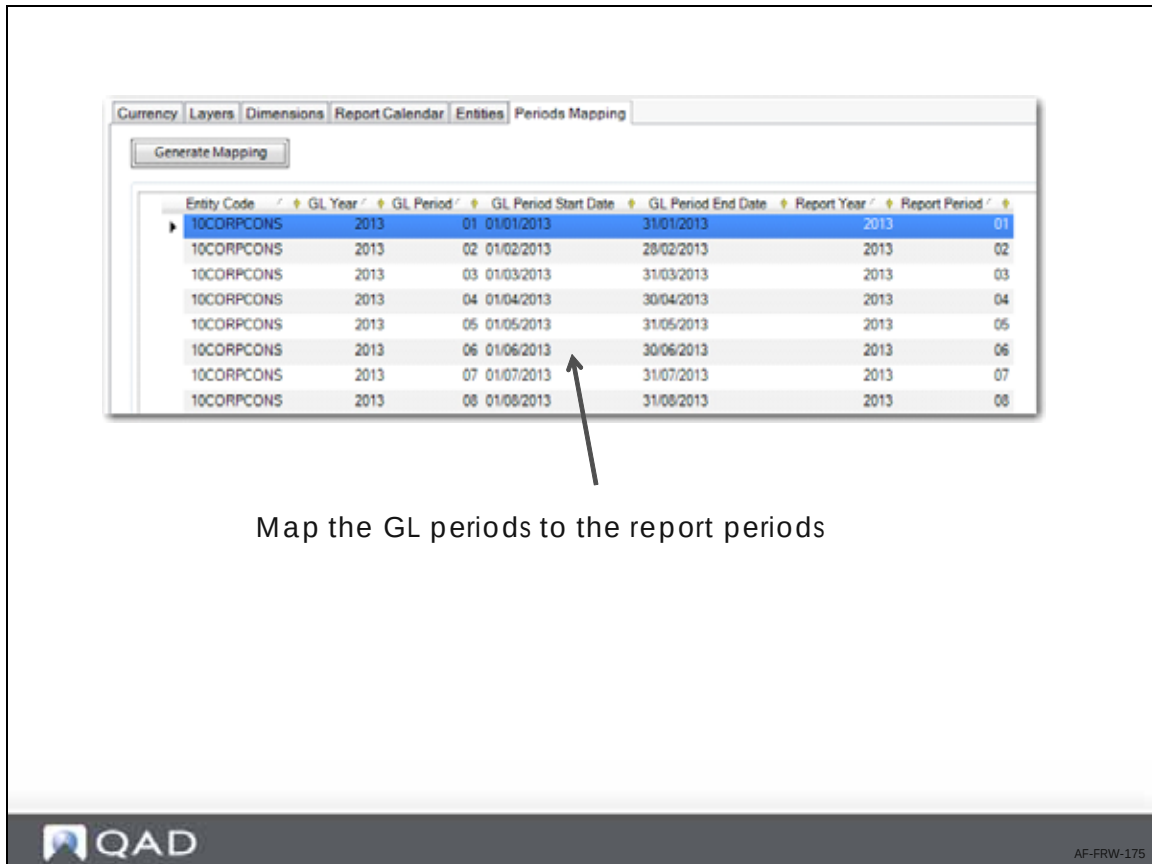


In Report Calendar tab, define the report calendar.

The Entities tab lists the entities that you specified in the report chart. For a new cube, all entities in the report chart are selected by default. Clear the Selected field for the entities that you do not want to include. When you use Report Cube Modify to modify a cube definition, only the entities that were selected previously are selected. Therefore, if you add an entity to the report chart after the cube was created, the additional entity displays in Report Cube Modify as unselected.

Note You must specify at least one entity for each cube. Otherwise, you cannot save the cube data.

If you remove an entity, the period mapping for that entity in the Periods Mapping tab is automatically removed. The process of adding an entity does not automatically add the period mapping. You must do this manually in the Periods Mapping tab.



Map the GL periods to the report periods

In the Periods Mapping tab, click Generate Mapping to map the GL calendar to the report calendar for all report periods specified in the Report Calendar tab. The GL periods of the source entities are mapped to report periods. Based on the start and end dates, the system assigns a default mapping proposal. However, you can modify the default mapping. The start and end dates of the GL periods can be different from the start and end dates of the report periods. A GL period cannot be split over multiple report periods.

Each entity GL period that overlaps with a cube report period is listed on the left of the grid and the corresponding report period is listed on the right of the grid. If a GL period overlaps with two report periods, the report period that has the greatest number of overlapping days with the GL period is kept.

You can freely change the report period year and the number assigned by the system for each entity GL period. You can also delete mapping rows. However, for each report period and entity, there must always be at least one period mapping record.

For a cube that has no data associated with it, click the Generate Mapping button to clear the original mapping data and to generate new mappings. When a cube has associated data, you can only add new report periods; you cannot modify the existing periods. In this case, the Generate Mapping button does not clear the old mapping records. It only appends new mapping records at the end of the mapping. You can only modify these newly added records. When you click the Generate Mapping button again, the newly added records are cleared and replaced by new default period records.

Hands-On Exercise

Exercise 2: Creating a Report Cube

- 1 Create a new report cube using Report Cube Create (25.16.13.1).

Field	Value
Cube Code	NAmerica Cube
Description	North American Report Cube
Status	INITIAL (read-only)
Chart	NAmerica

- a In the Currency tab, specify the currency and exchange details:

Field	Value
Presentation Currency	USD
Exchange Rate Shared Set	QMS-ExRate-US
Translation Method	GL Consolidation Method
BS Exchange Rate Type	Accounting
BS Translation Method	Blank
IS Exchange Rate Type	Accounting
IS Translation Method	Blank

- b In the Layers tab, select the Primary layer only. Deselect all other layers.

- c In the Dimensions tab, include the following values only:

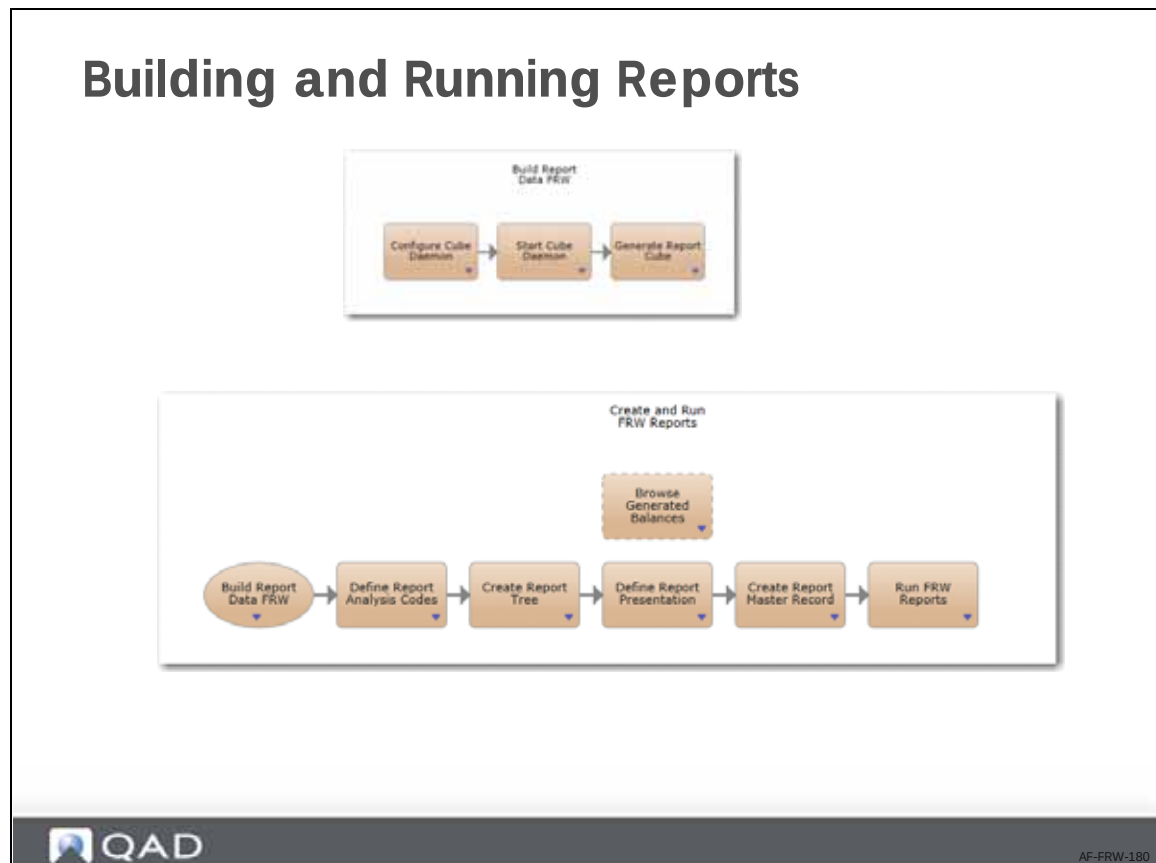
Field	Value
Include Sub Account Dimension	Yes (Selected)
Include Cost Center Dimension	Yes (Selected)

- d In the Report Calendar tab, specify a reporting period from Jan 2014 through to December 2014 with a period type of Months. Click Generate Calendar.
- e In the Entities tab, the three entities included in the report chart are selected. For the entities, specify BC as the source of their GL balances.
- f In the Periods Mapping tab, click Generate Mapping and accept all defaults.
- g Save the cube.

- 2 Stop the Cube daemon using Cube Daemon Stop (36.14.16.18.5).

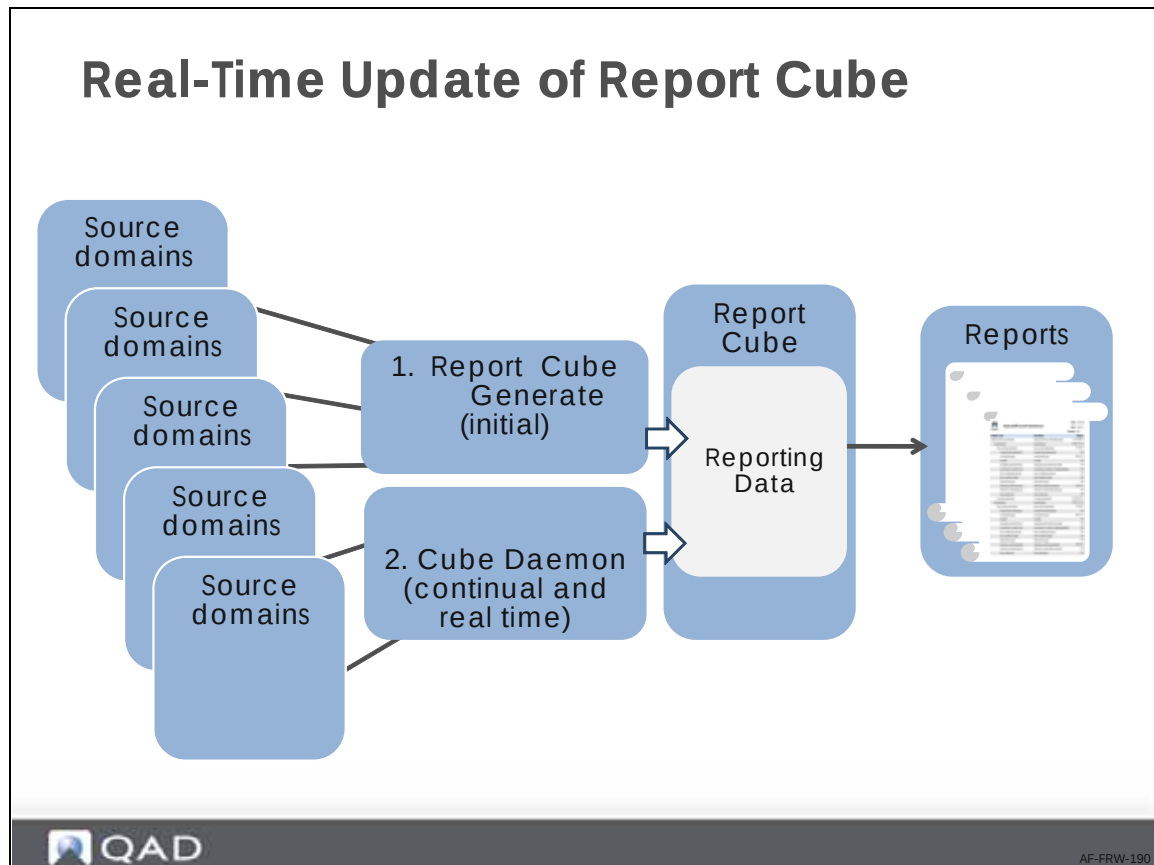
- 3 Generate your new cube using Report Cube Generate (25.16.3).
 - a Specify cube code NAmerica Cube.
 - b Accept all defaults.
- 4 Restart the Cube daemon using Cube Daemon Start (36.14.16.18.4).

Building and Running Reports



The slide shows the process maps for building and running Financial Report Writer reports.

Real-Time Update of Report Cube



Once the setup is complete, you can populate the report cube with the required information.

You run Financial Report Cube Generate, which builds the initial balances for the cube. During the generation, the GL data of the source entities is read, translated, and the result is stored in the report cube. At the same time, a log file is created that contains information on the build process. After the first successful build, the status of the cube becomes Operational and it is ready for reporting.

From that point onwards, the Cube daemon automatically keeps the balances in the cube up to date in real time.

Generate Report Cube Data

Generate Report Cube Data

Financial Report Cube Generate

Go To Tools Print Preview

Cube Code: Corp
Corporate Report Cube

Cube Status: Operational

Report Chart: Corp
Corporate Report Chart

Presentation Currency: USD

Source Entities: 10CORPCONS, 10USACO, 11CANCO, 11NACONS, 12MEXCO, 20FRACO, 21ITCO, 21NLCO, 22EMEACONS, 22UKCO

Generation Criteria: Exchange Rates

Build From: 2012 1

Build For This Entity Only: 1

Start Date: 01/01/2012

End Date: 12/31/2014

Only Revaluation: ☒

Generation Status

Reading From Entity:

GL History Records Read: 0

Cube Records Created: 0

From Period:

Opening Balances Created: 0

Additional Cube Records Created: 0

Cube Status:

Generate Close

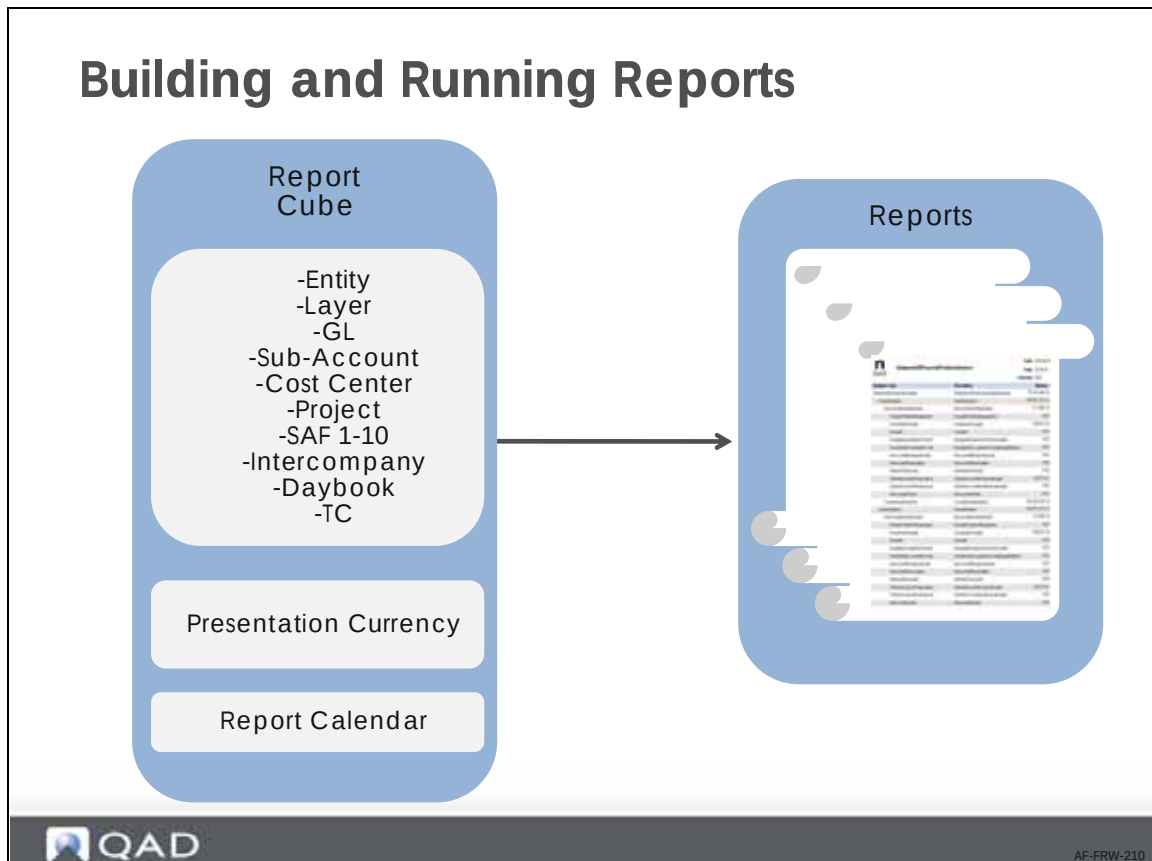
QAD AF-FRW-200

Use Financial Report Cube Generate to generate data to the reporting tables FRWCubeDim and FRWCubeMeas.

To generate data, select one of the cubes you created during the previous steps. By default, the program generates data for the entire time frame defined in the report calendar of the cube. You can also regenerate a cube from a given start year and period if the previous years or periods defined in the report calendar for the cube contain data.

By default, Report Cube Generate generates data for all entities defined in the entity list of the cube, but you can also regenerate a cube for a single entity.

Building and Running Reports



Next, you will see how to build and run reports.

Financial Report Writer

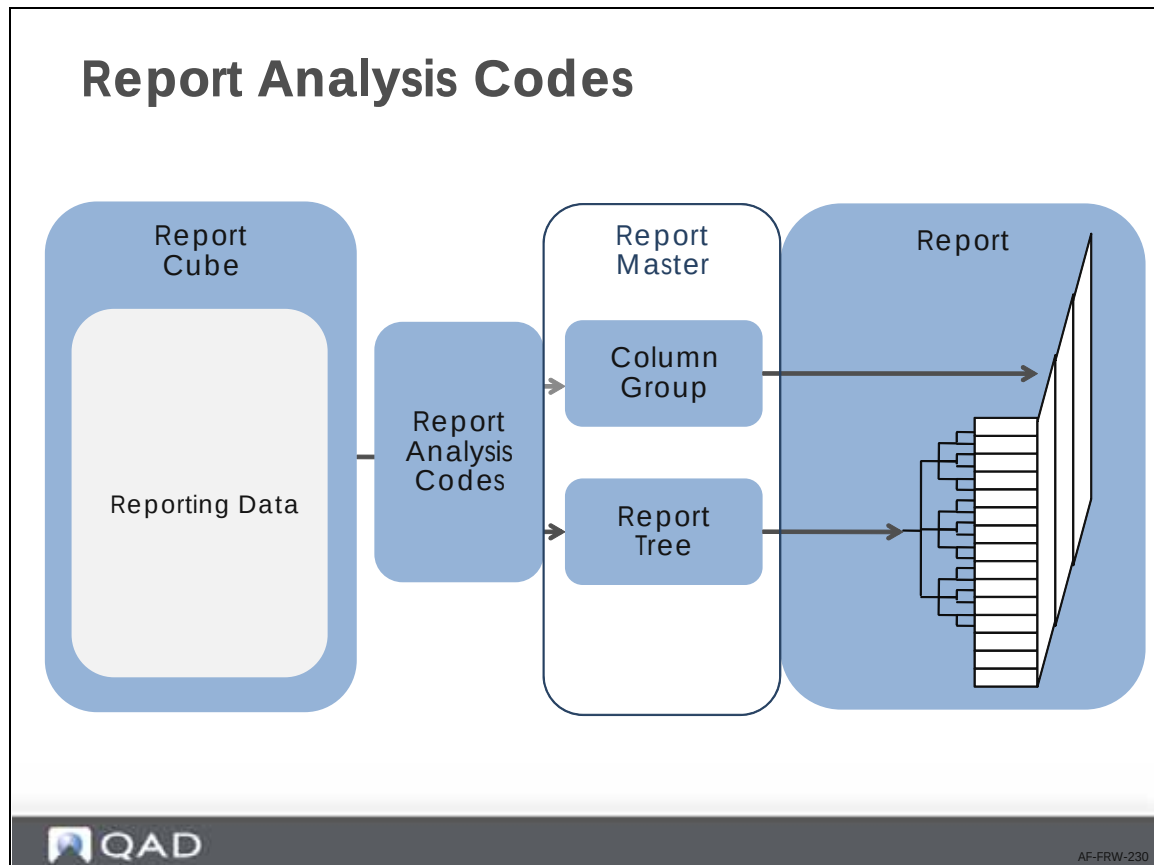
The screenshot displays the QAD Financial Report Writer interface. At the top, a title bar reads "QAD Financial Report Writer". Below it, a world map shows four regions: USA, France, China, and Japan. Arrows point from each region to a corresponding column of account lists. The USA column lists accounts in US Dollars (\$), the France column in Euros (€), the China column in Chinese Yuan (¥), and the Japan column in Japanese Yen (¥). The accounts are organized into categories: Assets, Liabilities, and Equity. The right side of the interface shows a consolidated balance sheet for the period 01/01/2011 to 12/31/2011, with a total of 1,000,000.00. The accounts are listed in a table with columns for Account Code, Description, and Balance.

Account Code	Description	Balance
101000	Cash	1,000,000.00
102000	Accounts Receivable	1,000,000.00
103000	Inventory	1,000,000.00
104000	Fixed Assets	1,000,000.00
105000	Liabilities	1,000,000.00
106000	Equity	1,000,000.00

Assume you are running a multi-national company, with operations in different regions around the globe.

Using Financial Report Writer, you can create a consolidated balance sheet, income statement, or management report at any time, which contains the latest figures.

Report Analysis Codes



To create a report, you must create four components:

- 1 **Report analysis codes.** Report cube data is stored for each combination of COA elements. This means that a report cube can contain thousands of combinations of COA elements.
When building a report, it is not very convenient to specify all these combinations individually. Therefore, you can create an object called a report analysis code. Each analysis code contains a set of filters on the accounting dimensions so that data can be retrieved selectively from the cube.
You can also designate an accounting dimension as a controlling dimension. When generating reports, you can generate a report filtered on each value of the controlling dimension, which saves you having to generate each report individually.
The report analysis codes are the elementary building blocks for a report tree and, in some cases, for column groups.
- 2 **Report tree.** A report tree represents the hierarchy of a report. You build a report tree using report analysis codes as building blocks. Report trees are reusable in multiple reports, and can be built recursively from smaller trees.
- 3 **Column group.** In a column group, you define a set of columns that you want to see on a report.

- 4 Report master. The report master brings together all the elements required to run a report. In the report master, you can combine a report tree with a column group and give the report a meaningful title. The report master also lets you apply security to a report.

Report Analysis Codes for a Sales Report

Report Cube Data

China01	41100	Auto
China 01	41200	Auto
USA01	41100	Auto
France01	41200	Auto
....		
Japan01	51100	Pack
China01	51100	Pack
USA01	55100	Pack
France01	55100	Pack
...		
USA01	63010	Auto
USA01	63010	Auto
...		

Report Analysis Codes

Europe	Americas	Asia
<u>Entities</u> France01	<u>Entities</u> USA01 ...	<u>Entities</u> China01 Japan01 ...

Sales Auto	Sales Pack	Global Sales
<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Auto	<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Pack	<u>Sub-Total</u>



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In the example of the Global Sales report, we first create report analysis codes. For each of the regions Europe, Americas, and Asia, we create a report analysis code that lists the entities that belong to the region.

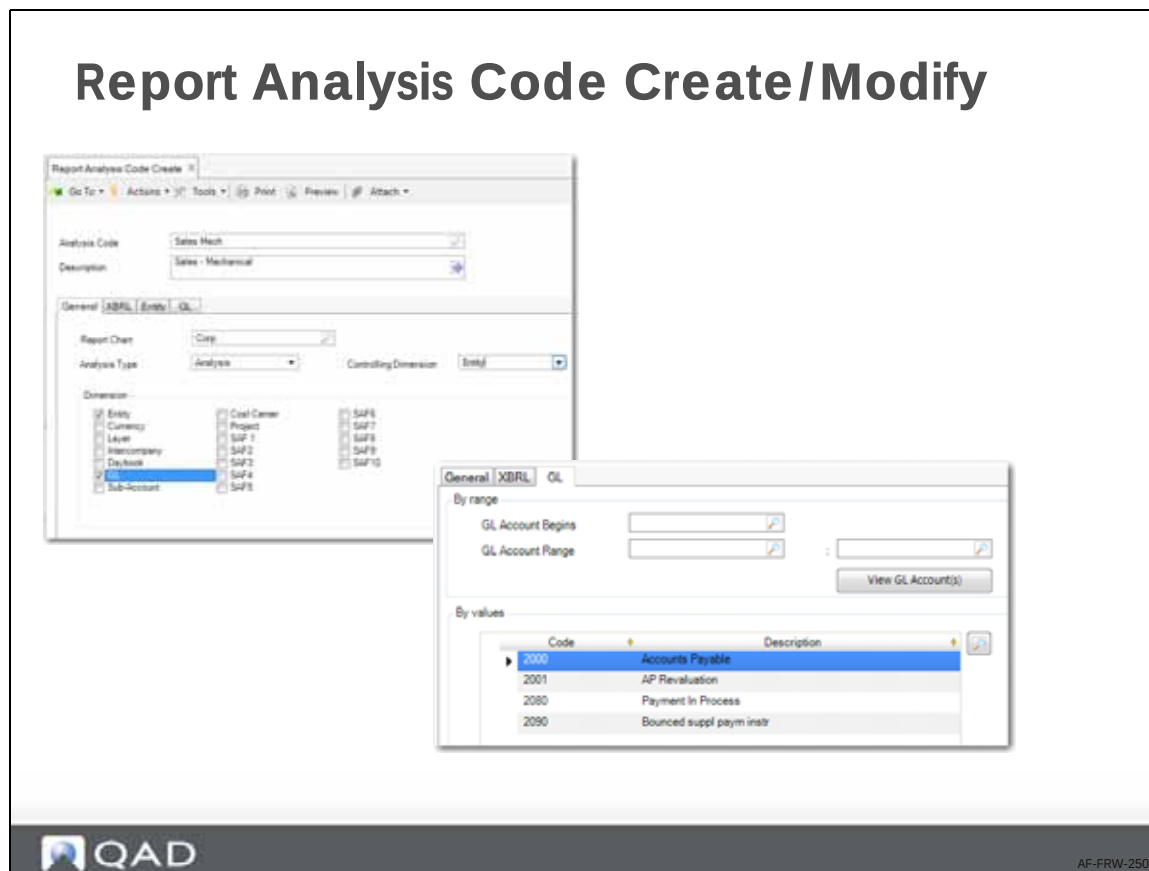
Next, we need two analysis codes for Sales Automotive and Sales Packaging.

- The GL account range 41100 to 41200 contains the sales accounts.
- The sub-accounts Auto and Pack represent the automotive and packaging divisions of the company.

For each report analysis code, you link the appropriate GL account range and sub-account to it.

We also need a report analysis code that represents the global sales total. This analysis code has type S (sub-total) and no COA details.

Report Analysis Code Create/Modify



This slide shows Report Analysis Code Modify.

You can use all accounting dimensions and combine them in report analysis codes—entities, GL accounts, sub-accounts, cost centers, projects, layers, daybooks, intercompany, transaction currency, and up to 10 SAF concepts.

You can create a selection using:

- Ranges
- Begins with
- Manually selected codes

Range and begins with are dynamically completed when new accounts are created later on

A report analysis code can also contain fields for XBRL reporting (taxonomy name, ELR, and XBRL element name).

In the General tab, you can also designate a dimension as a controlling dimension. When generating reports, you can generate a report filtered on each value of the controlling dimension, which saves you having to generate each report individually. The drop-down list for the Controlling Dimension field is populated based on the dimensions you select in the Dimension area of the General tab. For example, if you select fields for the GL, Sub-Account, and Daybook dimensions, these three options are available as controlling COA dimensions.

When running a financial report, you can specify an analysis code with a controlling dimension as a Filter Analysis Code to control the bursting. You must also specify Yes in the Report Burst selection field in Financial Report Run. The report run then generates a separate report for each value of the controlling dimension. For example, if the analysis code has a controlling dimension of Entity, the report run generates reports for each entity.

Hands-On Exercise

Exercise 3: Creating Report Analysis Codes

In this exercise, you will create report analysis codes for a Sales report.

Global Sales Date: 5/8/2012
Time: 02:02:34
Currency: USD

Selection Criteria
Report Master Code: NAmerica Gross Sale
Cube Code: NAmerica
COA Type:
Year: 2011 2011
Period: 4 5
Filter Analysis Code:

Report Analysis Code	Opening Balance	Activity	Closing Balance
Global Sales	-68,064,140.41	-63,942,351.64	-131,996,472.05
Gross Sales USA	-32,189,719.02	-26,738,287.91	-58,928,006.94
Sales Mechanical	-32,189,719.02	-26,738,287.91	-58,927,900.94
Sales General	-108.00	0.00	-108.00
Gross Sales Mexico	-2,766,702.46	-2,062,184.90	-4,817,887.36
Sales Mechanical	-2,766,702.46	-2,062,184.90	-4,817,887.36
Sales General	0.00	0.00	0.00
Global Sales Canada	-31,108,719.92	-26,141,868.83	-56,250,578.75
Sales Mechanical	-31,108,719.92	-26,141,868.83	-56,250,578.75
Sales General	0.00	0.00	0.00

- 1 In Report Analysis Code Create, create the analysis codes listed in the table:

Field	Value
Code 1	
Analysis Code	Global Sales
Report Chart	NAmerica
Analysis Type	Sub-Total
Code 2	
Analysis Code	Global Sales USA
Report Chart	NAmerica
Analysis Type	Analysis
COA Type	Entity
Entity	10USACO
Code 3	
Analysis Code	Global Sales Mexico
Report Chart	NAmerica
Analysis Type	Analysis
COA Type	Entity
Entity	12MEXCO
Code 4	
Analysis Code	Global Sales Canada
Report Chart	NAmerica

Field	Value
Analysis Type	Analysis
COA Type	Entity
Entity	11CANCO
<u>Code 5</u>	
Analysis Code	Sales General
Report Chart	NAmerica
Analysis Type	Analysis
COA Type	GL Account Sub-Account
GL Account Range	4000-4010
Sub-Account	Gserv
<u>Code 6</u>	
Analysis Code	Sales Mechanical
Report Chart	NAmerica
Analysis Type	Analysis
COA Type	GL Account Sub-Account
GL Account Range	4000-4010
Sub-Account	Mech

Report Tree

Report Tree

- Financial Report Writer produces reports based on report trees
- A report tree is a hierarchy composed of report analysis codes



AF-FRW-260

Ways to Create a Report Tree

Ways to Create a Report Tree

- Report Analysis Code Create and Report Tree Maintenance
 1. Create report analysis codes one by one using Report Analysis Code Create
 2. Create report analysis codes on the fly using Report Tree Maintenance or select previously created analysis codes and drag them to a tree
- Create a basic hierarchy in Report Tree Maintenance
 1. Export it to Excel and add detail
 2. Upload the completed Excel file to Report Tree Maintenance

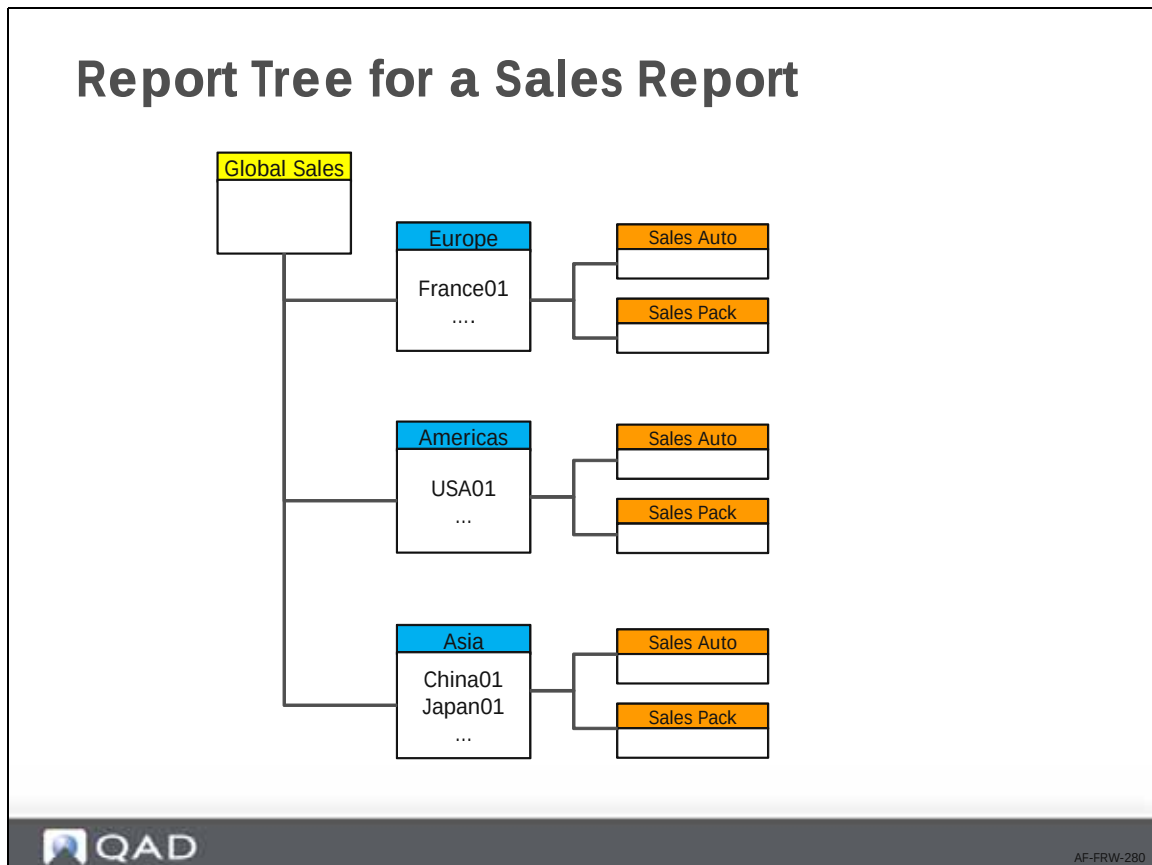


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The Financial Report Writer produces reports based on report trees. Each report tree is a hierarchy composed of report analysis codes. There are two ways to create a report tree.

- Create report analysis codes one by one using Report Analysis Code Maintenance. Next, create the report tree using Report Tree Maintenance. Report Tree Maintenance lets you select report analysis codes from a list and drag them to the tree hierarchy. Alternatively, you can create the report analysis codes in Report Tree Maintenance as you create the tree.
- Create a basic hierarchy in Report Tree Maintenance and export it to Excel. In Excel, you can add more detail to the tree, save the file, and upload it back to Report Tree Maintenance.

Report Tree for a Sales Report

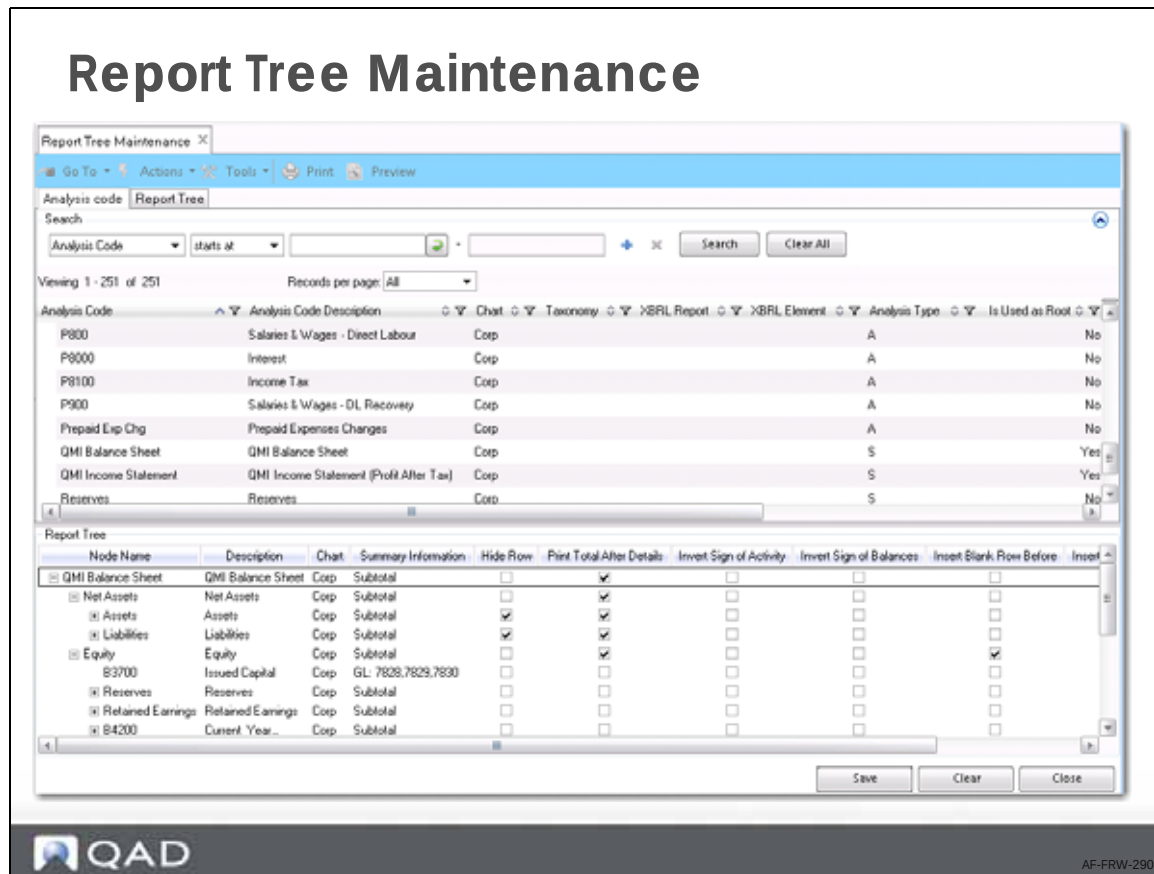


Now, you can build a report tree for the Global Sales report with sub-totals by region (Asia, Europe, and Americas) and, for each region, the sales for Sales Automotive and Sales Packaging.

The higher levels in the report hierarchy automatically represent the sum of the underlying details, but, in some cases, special calculations are required. For the calculations, you can create report analysis codes of type Calculation. Calculation analysis codes let you define calculations using other analysis codes as components.

Addition, subtraction, percentages, and ratios are typical calculations.

Report Tree Maintenance



This slide shows Report Tree Maintenance.

You select report analysis codes from the list (browser), and drag them to the work area and drop them on any location in the tree. You can also create a report analysis code by right-clicking in the lower pane.

The Row Style field, which enables you to specify the appearance of a row in the report, is also available in the lower pane of Report Tree Maintenance. You can enter keywords in this field to format text in a report row as bold, underlined, and highlighted. Simply include the keywords you want to include, separated by a comma. For example, to format a report as bold and highlighted, enter bold,high in this column. The three keywords are:

- bold
- line
- high

In the Row Style field, you can also indicate that for transactions related to a particular leaf node, a report must display credit balances only or debit balances only. To show accounts with debit balances only, enter “dronly” in the Row Style field. To show accounts with credit balances only, enter “cronly” in the Row Style field. The option to display debit amounts only or credit amounts only is useful in Balance Sheet reports, where you can show, for example, bank accounts with a debit balance under Assets and bank accounts with a credit balance under Liabilities.

To insert a page break between different levels of detail, enter “page” in the Row Style field in Report Tree Maintenance at the level after which you want the page break. For example, if the highest level of information in the report tree is GL, and the next level is Entity, enter “page” in the Row Style field for the GL node. On the report, the entity details start on a new page after the GL details.

Select the Show Details field for any leaf node for which you want to print GL transactions in detail on the report. For this option to take effect, you must choose the Selected value in the Print GL Transactions field in Report Master Create. When running the report in Financial Report Run, you must also set the Print Details report selection criteria to Yes.

Report Tree Excel Integration

Report Tree Excel Integration

The screenshot illustrates the 'Report Tree Excel Integration' process. On the left, the 'Report Tree' window displays a list of report items with columns for 'Report Item', 'Description', 'Unit', 'Summary Information', 'Data Flow', and 'Print Frequency Details'. A blue arrow points from this window to a large Excel spreadsheet on the right, which shows a detailed view of the report tree structure with columns for 'Report Item', 'Description', 'Unit', 'Summary Information', 'Data Flow', 'Print Frequency Details', and 'Analysis Code'. The QAD logo is visible in the bottom left corner, and the text 'AF-FRW-300' is in the bottom right corner.

The Financial Report Writer has an Excel Integration function that allows you to import and export report trees and the underlying report analysis codes.

When you import a report tree automatically, the system creates the underlying report analysis codes or updates the existing analysis codes. Excel integration is a powerful tool that lets you create many different reports in a short time and maintain report hierarchies.

Hands-On Exercise

Exercise 4: Creating a Report Tree

- 1 Create the report tree structure using Report Tree Maintenance (25.16.14).
- 2 Drag and drop the analysis codes you created in Exercise 3 to look as follows:

Global Sales

 Global Sales USA

 Sales General

 Sales Mechanical

 Global Sales Mexico

 Sales General

 Sales Mechanical

 Global Sales Canada

 Sales General

 Sales Mechanical

Report Tree Maintenance X

Go To Actions Tools Print Preview

Analysis Code Report Tree

Search (1)

Analysis Code starts at Se - + X Search Clear All

Viewing 1 - 21 of 21 Records per page: 100

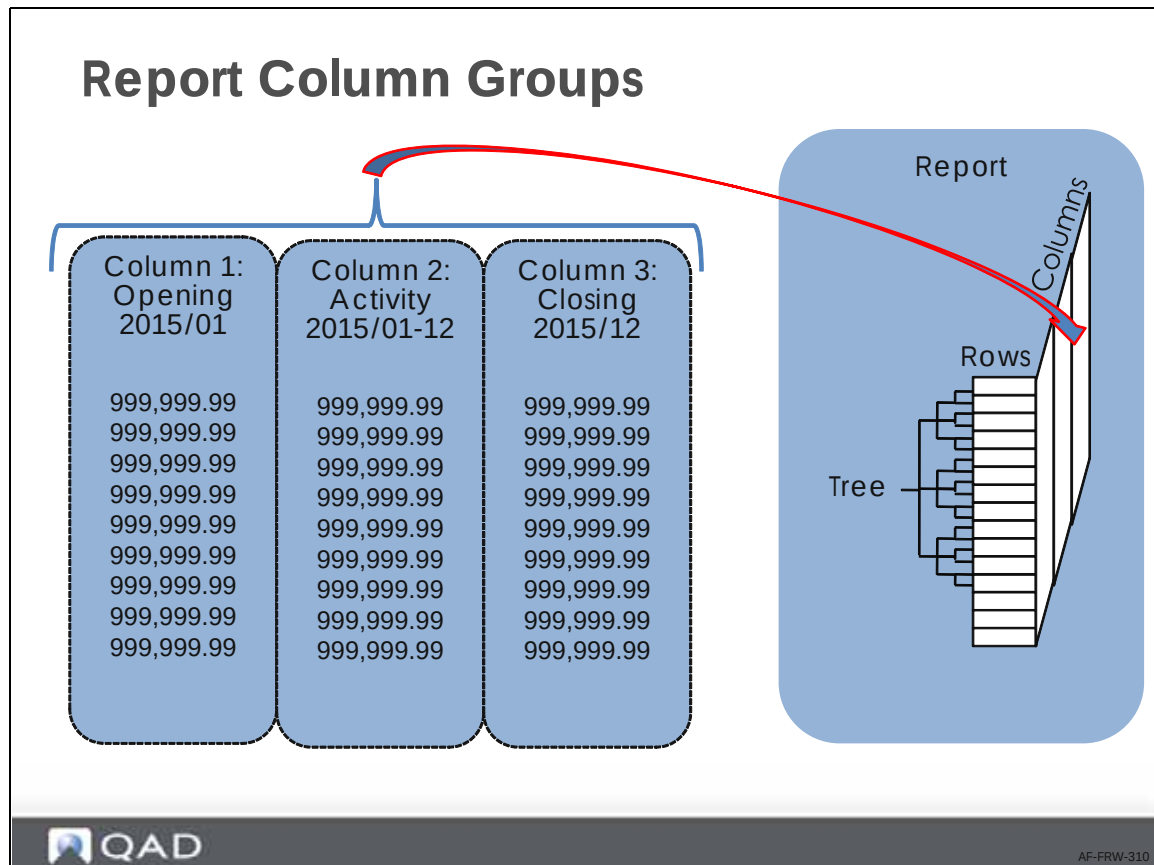
Analysis Code	Analysis Code Description	Chart	Taxonomy	XBRL Report	XBRL Element	Analysis Type	Is Used as Root	Summary
Salaries	Salaries	Corp				A		No GL: 7400,7500,7600
Sales and Marketing	Sales and Marketing	Corp				A		No GL: 7400
Sales Deductions	Sales Deductions	Corp				A		No GL: 4200,4220,4250

Report Tree

Node Name	Description	Chart	Summary Info	Hide Row	Print Total After Details	Invert Sign of Activity	Invert Sign of Balance
Global Sales	Global Sales	NAmerica Subtotal		☐	☐	☐	☐
Global Sales USA		NAmerica Entity: Begins with: 10USACO		☐	☐	☐	☐
Global Sales USA Sales General	Sales General	NAmerica GL: Range: 4000-4010 Sub-Account: Range: GSERV-GSERV		☐	☐	☐	☐
Global Sales USA Sales Mechanical	Sales Mechanical	NAmerica GL: Range: 4000-4010 Sub-Account: Range: Mech-Mech		☐	☐	☐	☐
Global Sales Mexico	Global Sales Mexico	NAmerica Entity: Begins with: 12mexico		☐	☐	☐	☐
Global Sales Mexico Sales General	Sales General	NAmerica GL: Range: 4000-4010 Sub-Account: Range: GSERV-GSERV		☐	☐	☐	☐
Global Sales Mexico Sales Mechanical	Sales Mechanical	NAmerica GL: Range: 4000-4010 Sub-Account: Range: Mech-Mech		☐	☐	☐	☐
Global Sales Canada	Global Sales Canada	NAmerica Entity: Begins with: 11CANCO		☐	☐	☐	☐
Global Sales Canada Sales General	Sales General	NAmerica GL: Range: 4000-4010 Sub-Account: Range: GSERV-GSERV		☐	☐	☐	☐
Global Sales Canada Sales Mechanical	Sales Mechanical	NAmerica GL: Range: 4000-4010 Sub-Account: Range: Mech-Mech		☐	☐	☐	☐

- 3 Save the report tree.

Report Column Groups



Use Report Column Group Create to define the columns that you want to display on a report. For each column, you can define the type of content, for example, opening balances, closing balances, activities, quantities, and so on.

You can use columns to compare results with those of previous periods. You can create calculations using columns, and have separate columns for entities, cost centers, and so on. This allows side-by-side comparisons on a single report.

The Sales Report example uses three columns: the opening balance, the activity in the selected period, and a closing balance.

Report Column Group Create/Modify

The screenshot displays the 'Report Column Group Modify' window. The main window shows the 'Fixed Assets' column group with a list of columns. A secondary window is open, providing a detailed view of the 'Budget' column (Seq 0002).

Main Window Fields:

- Column Group Code: Fixed Assets
- Column Group Description: Fixed Assets
- Report Chart: Corp

Columns Table:

Seq	Column Label	Column Type	Measure Type
0001	Actual	PC	ACT
0002	Budget	PC	ACT

Column Detail Window Fields:

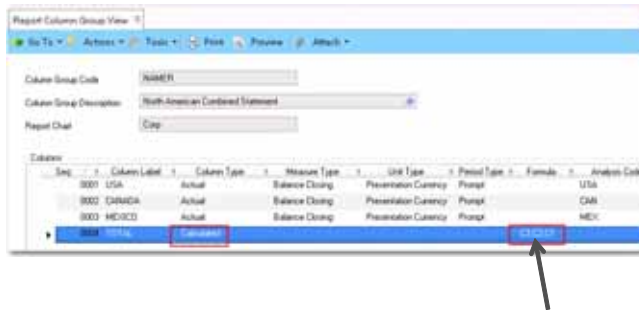
- Column Label: Budget
- Column Type: Budget
- Measure Type:
- Unit Type:
- Hide Column: ☐
- Period Type: Prompt
- Period Compare Type:
- Offset: 00
- Formula:
- Analysis Code: BUD



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Column Calculations

- Specify Calculated in the Measure Type field
- Enter the calculation in the Formula field



Summation type calculation – list of columns separated by commas



AF-FRW-325

You can enter two types of calculations: summations or multiplication/division.

Summation calculations: If you enter a list of columns, each separated by a comma (“,”), you can sum the balances of the columns. For example, if you enter C1,C2,C5, the calculation results in the sum of columns 1, 2, and 5. In summation calculations, you can also subtract by placing the column between brackets. For example, if you enter C1,(C2),C5, the calculation results in the sum of columns 1 - 2 + 5.

Multiplication/division calculations: To create a multiplication/division calculation, you can enter a maximum of three factors separated by * or /. For example, if you enter C1/C2*C5, the calculation first divides Column 1 by Column 2, and then multiplies the result by Column 5.

You can also use constants in multiplication/division calculations. For example, if you enter C1/C2*100, the calculation first divides Column 1 by Column 2, and then multiplies the result by 100. This method is useful for percentage calculations. The component columns (Column 1 and Column 2) must be part of the same column group.

You cannot combine summations and multiplication/division type calculations in a single formula. However, you can use the column that contains the result of a calculation as a component for a calculation in another column.

Example

Column 4 has a measure type of Calculated and uses the formula C1,(C2),C3. Column 6 also has a measure type of Calculated and uses the formula C4/C5*100. This results in the formula C6 = ((C1 - C2 + C3)/C5)*100).

Cascaded Calculations

You cannot use brackets in multiplication/division type calculations. You can address this restriction using cascaded calculations.

Example

You want to calculate the result of the formula $C5 = C1/(C2*C3)$, but you cannot use brackets in a multiplication/division type calculation. The formula $C5 = C1/C2*C3$ does not give the correct result because it first divides C1 by C2, and then multiplies the result by C3. To get the result you require, first create the formula $C4 = C2*C3$ and then create a second formula $C5 = C1/C4$.

Important Be careful not to create circular references when using cascaded calculations. Circular references cause Financial Report Run to stop with an error message.

You cannot use the calculation sequences $C4=C1*C2$, $C5=C3/C4$, and $C2=C5/C6$ in a column group. The value of column C2 depends on the value of column C5, calculated by the second calculation in the sequence. Similarly, the value of column C5 depends indirectly on the value of column C2, calculated as a result of the first two calculations.

Hands-On Exercise

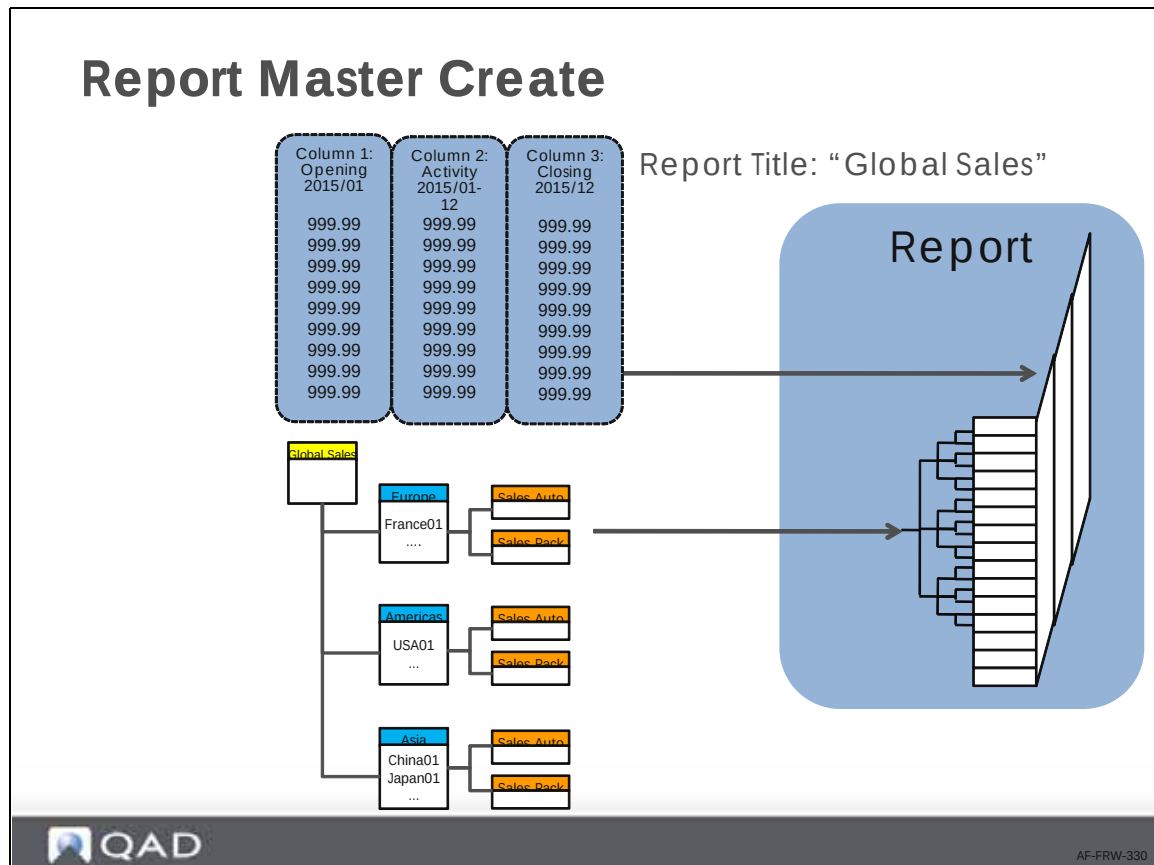
Exercise 5: Creating Report Columns

In this exercise, you will create three columns for your Sales report: Opening Balance, Activity, and Closing Balance.

- 1 In Report Column Group Create (25.16.12.1), create the following column group:

Field	Value
Column Group Code	NA Sales Column
Column Group Description	NA Sales Column
Report Chart	NAmerica
<u>Sequence 1</u>	
Column Label	Opening Balance
Column Type	Actual
Measure Type	Balance Opening
Unit Type	Presentation Currency
Period Type	Prompt
<u>Sequence 2</u>	
Column Label	Activity
Column Type	Actual
Measure Type	Activity
Unit Type	Presentation Currency
Period Type	Prompt
<u>Sequence 3</u>	
Column Label	Closing Balance
Column Type	Actual
Measure Type	Balance Closing
Unit Type	Presentation Currency
Period Type	Prompt

Report Master Create



Financial Report Writer produces reports that have variable layouts. The report hierarchy is defined when you create a report tree. The report columns are defined in Report Column Group Create and these two elements are combined in a report master record. The report master also controls a number of general report layout options.

Creating a report master record is also the last step in the setup before you can actually run a report. You can create as many report master records as you need different report layouts. The report tree and the column group components of the report master are linked to a report chart. As a result, the report master is linked to the same report chart as the report tree and column group that are part of the report master.

Report Master Create

Report Master Create

Go To Actions Tools Print Preview Attach

Report Master Code: Global Sales

Description: Global Sales Report

Title:

Subtitle:

Report Chart: Corp

Column Data: BVolume Columns

Report Amount Scale: Full amount

Number of Decimals: 2

Zero Suppress Type: Suppress zero on leaf node

Report Type: Global Sales

Report Tree: Global

Analysis Label: Report Analysis Code

Analysis Label Display: Description Only

Print GL Transactions: Selected

Items (Times): 300

Max Posting Lines:

Locals To Print:



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To create a report master, open Report Master Create (25.16.11.1).

Hands-On Exercises

Exercise 6: Defining the Report Master

In this exercise, you will link the column group NA Sales Column, created in the previous exercise, to the tree structure Global Sales using Report Master Create.

- 1 Use Report Master Create (25.16.11.1) to create the following report master:

Field	Value
Report Master Code	NA Global Sales
Description	North America Global Sales
Report Chart	NAmerica
Column Group	NA Sales Column
Report Tree	Global Sales

- 2 Use Financial Report Run (25.16.20) to generate the NA Global Sales report for the year 2014 and periods 1 through 6.
 - a Create a report in PDF format.
 - b Create a report in Excel format, and save it to your desktop.

Financial Report Run

Financial Report Run

Filter report for a given entity, layer, etc

Print detailed GL transactions

Create a separate page for each controlling dimension

Display additional COA columns and use Excel layout

AF-FRW-350

Using Financial Report Run, you can run all reports of Financial Report Writer.

You specify a report master code and the a report cube to retrieve the balances from.

Next, you specify the selected period range (from-to).

The selection screen has a COA Type option that allows you to explode the report in detail (for example, individual GL accounts, cost centers, and so on).

Another option allows you to specify a Filter Analysis Code. Using this option, you can filter the entire report for a given entity, layer, and so on. If you have configured a report analysis code to have a controlling dimension and want to generate reports for that dimension, specify the analysis code in this field. To create separate sub-reports for the controlling dimension, you must also set the Report Burst selection criteria to Yes.

You click the Run button and, within seconds, you have the result on the screen or in any other desired output format. For example, you can create a generic report for all entities and run the report for a given single entity by adding a filter for that entity.

You can print transaction details on the report. To use this option, you must also select All or Selected in the Print GL Transactions field on the report master. If you set the Detailed Transactions field to Yes, but have not configured the required setup in Report Master Create or in Report Tree Maintenance, the report displays an error message.

If you have set up controlling dimensions for report analysis codes, a Report Burst selection setting of Yes allows you to create a separate report page for each controlling dimension. You must also specify the report analysis code with the controlling dimension in the Filter Analysis Code. Select No in Report Burst to create a separate report page for each controlling dimension.

You also have the option to display additional columns on the report. To use this option, select Yes in Show COA Columns. When you set Show COA Columns to Yes and Detail Transaction to Yes, the report displays additional COA columns and uses an Excel layout to allow the additional COA columns to display.

If you set Show COA Columns to Yes, but the COA Type fields are blank and the Detail Transactions field is set to No, an error message displays indicating that the Show COA Columns option requires a COA Type and that Detail Transactions must be set to Yes.

Global Sales Report

Processes: Financial Report Run - Viewer: 8

Filter: Viewer

Print Save Refresh

Page 1 12%

Global Sales 2011/02

Date: 12/18/00
Time: 12:07:43
Currency: USD

Report Analysis Code	Opening Balance	Activity 2011/02	YTD
Global Sales Global Sales	1,000,260.73	2,804,820.40	4,704,861.13
Americas Americas	422,866.20	431,323.52	854,189.72
Sales Auto Sales Automotive	238,300.12	241,026.12	477,326.24
Sales Packaging Sales Packaging	188,566.08	190,297.40	378,863.48
Asia Asia	1,018,452.91	1,808,261.11	2,826,714.02
Sales Auto Sales Automotive	568,455.69	1,010,466.81	1,578,922.50
Sales Packaging Sales Packaging	449,997.22	797,794.30	1,247,791.52
Europe Europe	458,941.62	546,026.77	1,023,977.39
Sales Auto Sales Automotive	258,459.08	315,745.32	572,204.80
Sales Packaging Sales Packaging	202,482.34	249,280.45	451,772.79

Ready Page 1 of 1 Zoom: 125%

QAD

AF-FRW-360

Budgets in Financial Reports

Budgets in Financial Reports

- Budget specifically for use in Financial Report Writer
- Link budget structure to financial reports using analysis codes or detailed COA dimensions
- Options:
 - Manually create budget in Budget Create
 - Import a prepared budget from Excel
- Add budget totals as report columns



AF-FRW-370

Budget Create, FRW Budget

Budget Create, FRW Budget

Budget Create

Go To Actions Tools Print Preview Attach

Excel Hotlink

Budget Details

Budget Code: America R&D Budget Status: Initial

Description: R&D Budget for North America

General Budget Period Levels Structures Versions

Budget Administrator: gmi

Currency Code: USD

Report Period Check: No Action

Use Quantity Info: ☒

Used for Allocation: ☐

Use as Structured Report: ☐

Use in Financial Report Writer: ☒

Report Chart: N.America

Entity Code: 10USACO

Overrun (YTD): No Action

Total Overrun: No Action

GL Period Overrun: No Action

Check Actuals Online: ☐

Send E-Mail on Errors: ☐

Send E-Mail on Warnings: ☐

QAD AF-FRW-372

- 1 Open Budget Create (25.5.5.1).
- 2 In the Budget Details section, supply a meaningful budget code and description. In the example in these steps, you are creating a simple budget for North American R&D Finance.
- 3 On the General tab, select Use In Financial Report Writer.

Note When you select Use In Financial Report Writer, the fields Report Period Check, Overrun (YTD), Total Overrun, and GL Period Overrun are no longer available. This restriction applies because budget checks are not currently supported for this type of budget. A budget for use in financial reports cannot be reused for any other purpose. If you want to use the budget for something else, create a copy.
- 4 On the General tab, select a report chart of accounts, which is a mandatory step. When you select a report chart, the Entity Code field is automatically populated with the entities associated with that report chart and becomes read-only. If you want to create a budget for specific entities, create topics in the Structure tab that are linked to detailed COA dimensions or report analysis codes that contain those entities.

Creating an FRW Budget, Budget Period Tab

Creating an FRW Budget, Budget Period Tab

Budget Create X

Go To • Actions • Tools • Print • Preview • Attach •

Excel Hotlink ▾

Budget Details

Budget Code: R&D Finance Budget Status: Initial ▾

Description: America R&D Finance Budget

General | Budget Period | Levels | Structures | Versions

Period Code	Start Date	End Date
Budget Pd 2012/1	01/01/2012	31/01/2012
Budget Pd 2012/2	01/02/2012	29/02/2012
Budget Pd 2012/3	01/03/2012	31/03/2012
Budget Pd 2012/4	01/04/2012	30/04/2012
Budget Pd 2012/5	01/05/2012	31/05/2012
Budget Pd 2012/6	01/06/2012	30/06/2012
Budget Pd 2012/7	01/07/2012	31/07/2012
Budget Pd 2012/8	01/08/2012	31/08/2012
Budget Pd 2012/9	01/09/2012	30/09/2012
Budget Pd 2012/10	01/10/2012	31/10/2012
Budget Pd 2012/11	01/11/2012	30/11/2012
Budget Pd 2012/12	01/12/2012	31/12/2012

☒ Select Year ☐ Select Custom Date

Periods By Year

Year: 2012

Periods by Dates

Starting Date: ▾

Occurrences: ▾

Budget Period Type: ▾

Create Budget Periods

- When you select the Budget Period tab, a message is displayed that the budget periods you enter must correspond with periods used in the report cube. Add the periods you want the budget to cover.

Not all the year periods of the cube and the budget must be the same. For example, a cube can have data for 2010, 2011, and 2012 with 12 months in each year. The budget can be for only one of these years with the same 12 months in it. Alternatively, the budget can run into the future with a greater number of periods than the cube. However, as long as the same periods are used in the budget and the cube, the budget is acceptable.

Creating an FRW Budget, Levels Tab

Creating an FRW Budget, Levels Tab

Budget Create

Go To Actions Tools Print Preview Attach

Excel Hotlink

Budget Details

Budget Code: R&D Finance Budget Status: Initial

Description: America R&D Finance Budget

General Budget Period Levels Structures Versions

WBS Level	COA Element	Used for Proportional Allocation
1	Report Analysis C	☐
2	Report Analysis C	☐
3	Report Analysis C	☐

Input Level (Budget): 3

6 Select the Levels tab.

If you are creating a budget for use in Financial Report Writer, you can use report analysis codes and sub-total or the detailed COA dimensions GL account, sub-account, cost center, project, SAF, entity, and sub-total. A budget composed of COA dimensions cannot use the same dimension on more than one level in the budget and you can only link the related topic node to one item. You cannot link it to a range or a list. An FRW budget cannot have a mixture of report analysis codes and COA dimensions.

You can now specify a top level at which to link the budget to a COA dimension or report analysis code. You can add as many levels of these as you need for your budget. In this example, there are three levels of analysis code because there are three levels in the budget structure: R&D Finance (cost center), Country (entity code), and cost (GL category).

Creating an FRW Budget, Structure Tab

Creating an FRW Budget, Structure Tab

Budget Create

Go To Actions Tools Print Preview Attach

Local Hotlink

Budget Details

Budget Code: R&D Finance Budget Status: Valid

Description: America R&D Finance Budget

General Budget Period Levels Structure Versions

Initial Version (201211)

Auto Roll-Up

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	TC Amt (05)	TC Amt (06)	TC Amt (07)	TC Amt (08)	TC Amt (09)	TC Amt (10)	TC Amt (11)	TC Amt (12)	TC Amt (13)	TC Amt (14)	TC Amt (15)	Total
USA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	TC Amt (05)	TC Amt (06)	TC Amt (07)	TC Amt (08)	TC Amt (09)	TC Amt (10)	TC Amt (11)	TC Amt (12)	TC Amt (13)	TC Amt (14)	TC Amt (15)	TC
Salaries	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	220,000.00	220,000.00	220,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
Travel	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Office	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
Canada	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	TC Amt (05)	TC Amt (06)	TC Amt (07)	TC Amt (08)	TC Amt (09)	TC Amt (10)	TC Amt (11)	TC Amt (12)	TC Amt (13)	TC Amt (14)	TC Amt (15)	TC
Salaries	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Travel	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Office	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Mexico	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	TC Amt (05)	TC Amt (06)	TC Amt (07)	TC Amt (08)	TC Amt (09)	TC Amt (10)	TC Amt (11)	TC Amt (12)	TC Amt (13)	TC Amt (14)	TC Amt (15)	TC
Salaries	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Travel	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00



AF-FRW-376

7 Select the Structures tab.

- a If you want to create a budget from an Excel file, click the Excel hotlink and navigate to the file you want to use to create your budget. If your budget topic names match existing analysis codes, you can right-click and use the Autolink option on the context menu to automatically associate each topic with an analysis code.
- b Alternatively, you can manually add the topics that you want to include in your budget by selecting an analysis code in the Topic field lookup. If, however, you want your topics to have particular labels, enter the text you want to appear in the Topic field. Right-click the line and use the Topic Properties option to link the topic to an analysis code. The Topic label continues to display the original text you entered.

In this simple example imported from Excel, there are three activities to budget for in each entity.

FRW Budgets, Additional Steps**FRW Budgets, Additional Steps**

- To make the budget available to display
 - add a budget column in Report Column Group Create
- Create or modify report master to display the budget columns in Financial Report Run
- Run the report in Financial Report Run



AF-FRW-378

- 8 No changes to the Versions tab are necessary. To create your budget for use in Financial Report Writer, click Save.
- 9 To make the budget amounts available to display, add a budget column in Report Column Group Create.
- 10 Create or modify a report master so that the budget columns are displayed in Financial Report Run.
- 11 Run the report in Financial Report Run.

FRW Report with Budget Column

FRW Report with Budget Column

	R&D Global Expenses for 2012/08 - 10						Date: 12/9/2012 Time: 03:42:38 Currency: USD
Report Analysis Code:	Budget USA						Budget
R&D Finance							
USA	0.00	0.00	0.00	780,000.00	0.00	780,000.00	
Salary Cost	0.00	0.00	0.00	720,000.00	0.00	720,000.00	
Travel Cost	0.00	0.00	0.00	8,000.00	0.00	8,000.00	
Office Cost	0.00	0.00	0.00	51,000.00	0.00	51,000.00	
Canada	0.00	0.00	0.00	0.00	643,400.00	643,400.00	
Salary Cost	0.00	0.00	0.00	0.00	600,000.00	600,000.00	
Travel Cost	0.00	0.00	0.00	0.00	7,400.00	7,400.00	
Office Cost	0.00	0.00	0.00	0.00	36,000.00	36,000.00	
Mexico	0.00	0.00	0.00	0.00	0.00	241,500.00	
Salary Cost	0.00	0.00	0.00	0.00	0.00	225,000.00	
Travel Cost	0.00	0.00	0.00	0.00	0.00	4,500.00	
Office Cost	0.00	0.00	0.00	0.00	0.00	12,000.00	
Total R&D Finance	0.00	0.00	0.00	780,000.00	643,400.00	1,664,900.00	

 QAD

AF-FRW-379

Report Tree Drill Down

Report Tree Drill Down

- Drill down in real time from report totals to transaction details
- Powerful analysis tool
- Complements QAD Business Intelligence



AF-FRW-380

The Report Tree Drill Down functionality enables you to investigate totals and balances in a financial report. You can view any report tree and drill down into the hierarchy right down to transaction level. This makes Report Tree Drill Down a powerful analysis tool.

Prerequisites for Report Tree Drill Down

Prerequisites for Report Tree Drill Down

- Report chart and report cube
- Report analysis and report tree
- Report Tree View Create



AF-FRW-390

Report Tree View Create

Report Tree View Create

Report Tree View Create
X

Go To Actions Tools Print Preview Attach

Report Tree Code

Cube Code

Filter Analysis Code

Report Year/Period From

Report Year/Period To

Unit Type

Shared ☒

AF-FRW-400

To use Report Tree Drill Down, you must first create a view of the relevant report tree using Report Tree View Create (25.16.7.1). Each field on this screen corresponds to a dimension of the report cube.

Report Tree Code. Enter a meaningful report tree code. This field is mandatory.

Cube Code. Enter a cube code. This field is mandatory.

Filter Analysis Code. You can use this field to specify a particular analysis code to filter the view you create. This field is optional.

Report Year/Period From. Specify the start period for your report tree view. This field is mandatory.

Report Year/Period To. Specify the end period for your report tree view. This field is mandatory.

Unit Type. You can choose to display by presentation currency or by source currency. The source currency depends on a setting in your cube. Therefore, the source currency is either the statutory currency or the base currency.

Shared. If you do not want other users to see your view, clear this field. By default, this field is selected. This means that other users can see this report tree view.

Report Tree Drill Down

Report Tree Drill Down

Chart	Report Tree Code	Cube Code	Filter Analysis Code	Unit Type	Report Year From	Report Year To	Report Period From	Report Period To	Shared	User Name
Cop	GM Balance Sheet	Cop	Presentation Currency		2012	2012	01	06	Yes	nlg
Cop	Income Statement	Cop	Presentation Currency		2012	2012	04	06	No	nlg
Cop	GM Balance Sheet	Cop	Presentation Currency		2011	2011	01	03	Yes	nlg
Cop	Income Statement	Cop	Presentation Currency		2011	2012	01	12	Yes	nlg
Cop	GM Income Statement	Cop	Presentation Currency		2012	2012	04	06	Yes	nlg

Double click one Report Tree View row to begin.

After you create a report tree view, it is available for you to drill into using Report Tree Drill Down (25.16.7.4). Each column in the Report Tree View grid corresponds to a field in Report Tree View Create. In addition to these columns, the first column in the grid—the Chart column—enables you to see the views related to a particular chart of accounts.

Report Tree Drill Down

Report Tree Drill Down: X

Go To: | Actions | Tools | Print | Refresh

Report Tree View

Report Tree Drill Down

Node Name	GL	Description	Entity	Layer	IC Code	Opening Balance	Activity DR	Activity CR	Net Activity	Chg
QMI Income Statement		QMI Income Statement (Profit After Tax)				-233,555,956.00	-1,228,820,736.61	11,429,436.77	-1,240,258,255.39	-1.47
EET						-233,555,956.00	-1,228,820,736.61	11,429,436.77	-1,240,258,255.39	-1.47
ADJUSTED EBIT						-233,555,956.00	-1,228,820,736.61	11,429,436.77	-1,240,258,255.39	-1.47
DIV EBIT						-274,954,540.00	-1,270,295,510.61	11,371,183.77	-1,281,656,684.38	-1.59
EBD						-274,954,540.00	-1,270,295,510.61	11,371,183.77	-1,281,656,684.38	-1.59
GROSS Profit						-263,081,811.00	-1,258,834,541.37	11,368,907.21	-1,270,203,526.58	-1.52
Total Net Sales						-192,836,036.00	1,000,091,486.32	1,274,030,053.93	-273,929,567.01	-46
Net External Sales						-192,836,036.00	1,000,091,486.32	1,274,030,053.93	-273,929,567.01	-46
P100		Gross External Sales				-192,836,036.00	1,000,091,486.32	1,274,030,053.93	-273,929,567.01	-46
P200		Refunds				0.00	0.00	0.00	0.00	
P300		Discounts				0.00	1,745.94	6.64	1,739.30	
Cost of Sales						70,245,775.00	2,258,920,020.29	1,262,451,056.72	996,274,917.57	1.08
Adjusted Int COGS						70,245,453.00	395,289,394.62	331,061,316.72	64,267,467.90	1.13
P500		STD COGS				70,245,453.00	395,287,931.29	331,060,600.00	64,267,331.29	1.13
P600		ADJ COGS				0.00	1,453.33	1,316.72	136.61	
Other Cost of Sales						322.00	1,863,636,643.67	931,549,140.00	932,187,503.67	93
Material Variance						0.00	0.00	0.00	0.00	
P700		Material Variance				0.00	0.00	0.00	0.00	
Labour Variance						0.00	0.00	0.00	0.00	
P800		Salaries & Wages - Direct Labour				0.00	0.00	0.00	0.00	
P900		Salaries & Wages - DL Recovery				0.00	0.00	0.00	0.00	
Overhead						0.00	33.82	0.00	33.82	
P1000		Salaries & Wages - Overhead				0.00	27.62	0.00	27.62	
P1100		Staff Expenses - Overhead				0.00	0.00	0.00	0.00	
P1200		Repairs & Maint - Overhead				0.00	0.00	0.00	0.00	
P1300		Travel / Ent - Overhead				0.00	0.00	0.00	0.00	
P1400		Vehicle Costs - Overhead				0.00	0.00	0.00	0.00	
P1500		Property Costs - Overhead				0.00	0.00	0.00	0.00	
P1600		Depreciation - Overhead				0.00	0.00	0.00	0.00	
P2000		Utilities - Overhead				0.00	0.00	0.00	0.00	
P2100		Other Overhead Costs				0.00	0.00	0.00	0.00	

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When you double-click the report tree view row you want to view, the tree is displayed in the Report Tree Drill Down area in the same hierarchy as in the financial report. You can then explore elements in the hierarchy step-by-step. By default, the report tree is displayed with all nodes expanded, except for the deepest level.

The columns in the Report Tree Drill Down area give you a consolidated view of the report tree. The columns displayed correspond to the dimensions in the report cube. Therefore, you can see different columns, depending on the report cube that the view is based on. Some dimensions are always available such as entity, layer, and intercompany code.

To make it easier for you to organize the data, you can drag and drop the columns into different positions on the screen. To move a column, click the column header you want to move and drag it to the required position. When you perform this operation, red arrows are displayed to guide you.

Detailed Balances Level

Detailed Balances Level

Report Tree Drill Down x Cube Trial Balance View x

Go To Actions Tools Print Preview

Report Tree View

Report Tree Drill Down

Node Name	GL	Description	Entity	Layer	IC Code	Sub-Account	Cost Center
QMI Income Statement		QMI Income Statement (Profit After Tax)					
EBT							
ADJUSTED EBIT							
DIV EBIT							
EBDI							
GROSS MARGIN							
Total Net Sales							
Net External Sales							
P100		Gross External Sales					
4000 Sales			10USACD	Primary		Elec	
4000 Sales			10USACD	Primary		Gserv	
4000 Sales			10USACD	Primary		Mech	
4000 Sales			10USACD	Trans-Approve		Gserv	
4000 Sales			22UKCD	Primary		Gserv	
4000 Sales			22UKCD	Trans-Approve		Gserv	
4000 Sales			31AUSCD	Trans-Approve		Gserv	
4010 Sales-Project			10USACD	Primary		Gserv	Adm
4010 Sales-Project			10USACD	Primary		Mech	Adm
4010 Sales-Project			22UKCD	Primary		Elec	Adm
4010 Sales-Project			22UKCD	Primary		Mech	Adm
4099 Insurance			10USACD	Primary			
P200		Rebates					
P300		Discounts					
Cost of Sales							



AF-FRW-430

The deepest level contains the balances as stored in the report cube.

Detailed Balances, Total by GL

Detailed Balances, Total by GL

Report Tree Drill Down

Cube Trial Balance View

Go To Actions Tools Print Preview

Report Tree View

Report Tree Drill Down

Node Name	+ GL	Description	Entity	Layer	IC Code	Sub-Account	Cost Center	Opening Balance
QMI Income Statement			axi					-491,608,109.83
EBT								-491,608,109.83
ADJUSTED EBIT								-491,608,109.83
DIV EBIT								-503,972,533.58
EBOI								-503,972,533.58
GROSS MARGIN								-562,902,988.62
Total Net Sales								-406,177,963.49
Net External Sales								-406,177,963.49
P100								-406,177,963.49
	4000	Sales						-366,248,621.99
	4010	Sales-Project						-39,930,271.50
	4099	Insurance						930.00
P200		Rebates						0.00
P300		Discounts						0.00

Expand All

Collapse All

Export to Excel

Total By GL

Remove Totals

GL Summarized Transactions

AF-FRW-440

At the deepest levels in the tree, you can group the data to make totals or subtotals for any of the dimensions. When there are no totals on the tree and you right-click a line that has activity in the displayed period, you can select GL Summarized Transactions. This enables you to drill deeper than the balances displayed in the report tree hierarchy.

Subtotal by Entity

Subtotal by Entity

Node Name	GL	Entity	Description	Layer	IC Cod
GMI Income Statement			GMI Income Statement (Profit After Tax)		
EBT					
ADJUSTED EBIT					
DIV EBIT					
EBOI					
GROSS MARGIN					
Total Net Sales					
Net External Sales					
P100			Gross External Sales		
	4000		Sales		
		10USACO			
		22UKCO			
		31AUSCO			
	4010		Sales-Project		
		10USACO			
		22UKCO			
	4099		Insurance		
		10USACO			



AF-FRW-450

At the deepest levels, you can group the data to make totals or subtotals for any of the dimensions. For example, you can right-click anywhere in the Entity column and retrieve totals per entity.

Export Hierarchical Data to Excel

Export Hierarchical Data to Excel

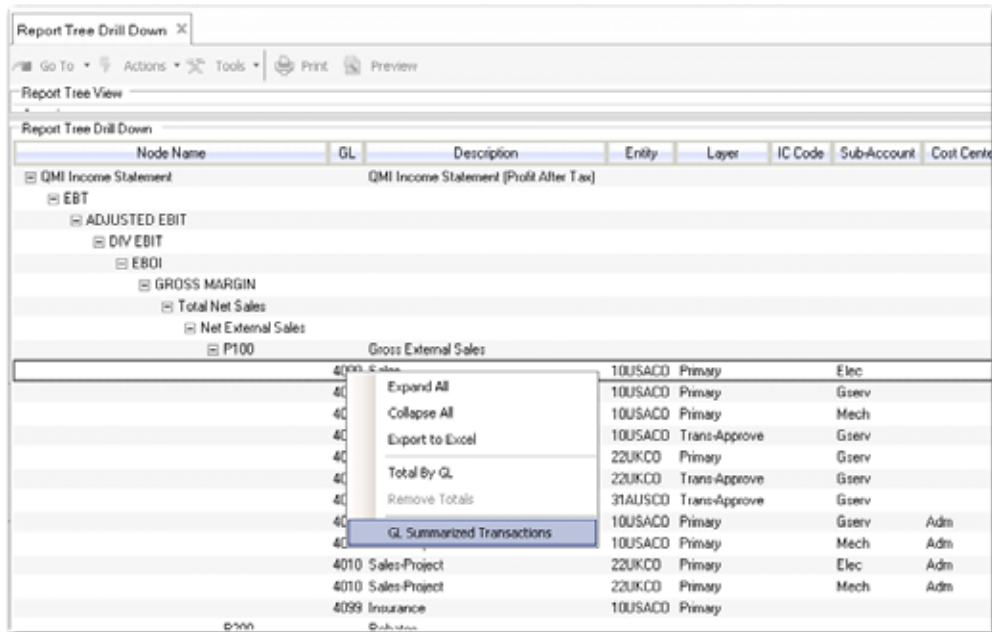
The screenshot shows the 'Report Tree Drill Down' window in the QAD Financials Report Writer. The window displays a hierarchical tree structure of financial data. The 'Export to Excel' option is highlighted in the context menu. The background shows a preview of the 'QMI Income Statement' report.

Node Name	GL	Entity	Description	Layer	IC Code	SubAccount	Cost Center	Opening Balance	Activity DR	Activity CR
QMI Income Statement			QMI Income Statement (Profit After Tax)					491,608,109.83	-1,287,609,676.78	259,061,710.26
EBIT								491,608,109.83	-1,287,609,676.78	259,061,710.26
ADJUSTED EBIT								491,608,109.83	-1,287,609,676.78	259,061,710.26
DR EBIT								583,972,533.58	-1,391,270,495.55	259,002,343.45
EBOR								583,972,533.58	-1,391,270,495.55	259,002,343.45
GROSS MARGIN								562,902,988.62	-1,368,575,305.65	251,159,526.89
Total Net Sales								406,177,963.49	1,000,091,486.32	1,511,308,443.32
Net External Sales								406,177,963.49	1,000,091,486.32	1,511,308,443.32
P100	4000	10USACO	Sales	Primary	Exc			0.00	55,167.00	13,264.04
	4000	10USCO	Expand All	Primary	Green			-106,120,112.00	0.00	108,241,393.19
	4000	10USCO	Contract All	Primary	Green			0.00	33,333.00	0.00
	4000	10USCO	Trans-Approve	Trans-Approve	Green			0.00	0.00	0.00
	4000	22USCO	Export to Excel	Primary	Green			66,654,447.00	0.00	0.00
	4000	22USCO	Total By Entity							
	4010	10USCO	Revenue 100.00							
	4010	10USCO	GL Summarized Transactions							
	4010	22USCO	Sales Project							
	4010	22USCO	Insurance							
	4010	10USACO	Referrals							
	4010	10USACO	Discounts							
	4010	10USACO	Cost of Sales							
	4010	10USACO	Adjusted Std COGS							
	4010	10USACO	Std COGS							
	4010	10USACO	Adj COGS							
	4010	10USACO	Other Cost of Sales							
	4010	10USACO	Material Variance							
	4010	10USACO	Material Variance							

When you select Export to Excel, you export the whole tree to Excel. The tree is exported exactly as you have it displayed in the Report Tree Drill Down. In Excel, you can also conduct further analysis by expanding and collapsing nodes with one click.

Summarize Transactions

Summarize Transactions



When there are no totals on the tree and you right-click a line that has activity in the displayed period, you can select GL Summarized Transactions. This facility enables you to drill deeper than the balances displayed in the report tree hierarchy.

View for Summarized Transactions

View for Summarized Transactions

The screenshot shows the 'Report Tree view browser for GL Summarized Transactions' window. The window includes a search bar with fields for Entity Code, GL Account, Sub-Account, Cost Center, and Transaction Category. Below the search bar, there is a table of transactions with columns for Entity Code, GL Account, Sub-Account, Cost Center, Diapbook Code, From Year/GL Period, BC Movement Debit, BC Movement Credit, and Layer Code. The table shows transactions for the entity '10USACD' and GL Account '4000'.

Entity Code	GL Account	Sub-Account	Cost Center	Diapbook Code	From Year/GL Period	BC Movement Debit	BC Movement Credit	Layer Code
10USACD	4000			JE	201.206	95,000.00	0.00	Primary
10USACD	4000			COHM	201.206	187.00	0.00	Primary
10USACD	4000			QPHD	201.206	0.00	1,020.04	Primary
10USACD	4000			QND	201.206	0.00	12,336.00	Primary

Summaries: Sum = 95,187.00 Sum = 13,364.04

When you choose GL Summarized Transactions, the system displays the Report Tree View Browse for GL Summarized Transactions. This browse displays the balances in the source entities (PostingHist table) that contribute to the balance in the report tree row. From this window, you can drill into the GL transactions and view the original transaction if you know the type of transaction you are looking for.

KPIs

KPIs

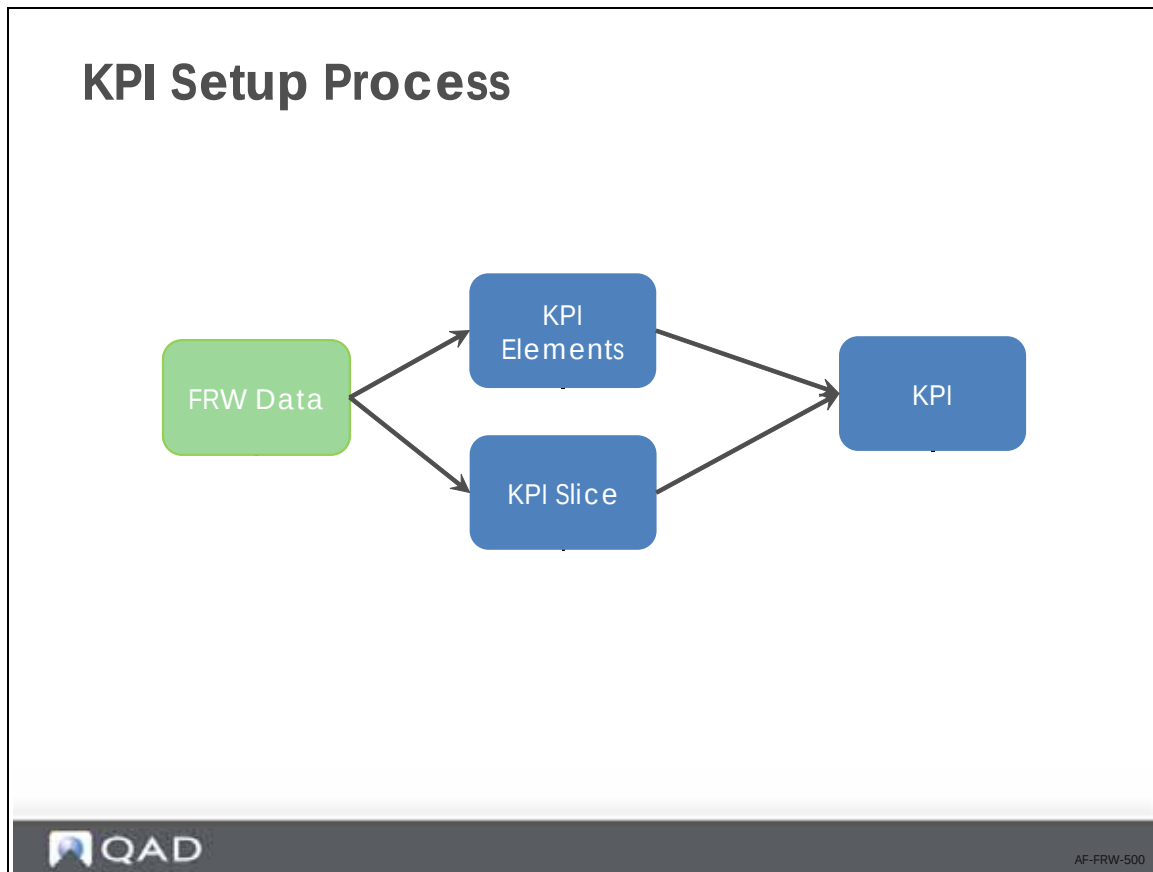
- A Key Performance indicator is:
 - An indicator of company performance against objectives
 - A single amount composed of KPI Element(s)



AF-FRW-490

A Key Performance Indicator (KPI) is a measurable value that demonstrates how effectively a company is achieving key business objectives. A KPI is defined by a formula composed of KPI elements.

KPI Setup Process



Financial KPIs are based on financial report writer data. In financial report writer, you define the report cube that consolidates the financial transaction data according to the rules you set.

To create financial KPIs:

- 1 Create KPI elements that compose the KPI formula.
- 2 Create KPI slices that enable you to slice the KPI according to different dimensions.
- 3 Set up the financial KPI.

KPI Element

KPI Element

KPI Element Modify

Go To • Actions • Tools • Print • Preview • Attach •

KPI Calculation Element: Active ☒ Comment:

Description:

Report Master Code: Report Chart: Occurrence:

Report Analysis Code: Report Tree: Report Column Group:

Column: Activity: Column Type: Period Type:

Measure Type:

QAD AF-FRW-510

KPI elements are used to compose the KPI formula. Because a financial KPI is based on financial report writer, each KPI element is also based on the concepts in FRW. It is defined by specifying the report master, report tree node, and the column of the related report column group.

When you click the lookup icon beside the report analysis code, a pop up screen enables you to pick a node as the KPI element.

Report Tree/Columns Matrix

Report Tree/Columns Matrix

Node Name	Description	1 Activity
QMI Income Statement KPI	QMI Income Statement (Profit After Tax)	☐
EBT KPI	EBT	☐
EBIT KPI	EBIT	☐
GROSS PROFIT KPI	GROSS PROFIT	☐
Total Net Sales KPI	Total Net Sales	☐
Cost of Sales KPI	Cost of Sales	☒
Adjusted Std COGS KPI	Adjusted Std COGS	☐
Other Cost of Sales KPI	Other Cost of Sales	☐
OTHER NON OPERATING REVENUE KPI	OTHER NON OPERATING REVENUE	☐
OPERATING EXPENSES KPI	OPERATING EXPENSES	☐
OTHER NON OPERATING EXPENSES KPI	OTHER NON OPERATING EXPENSES	☐
K5300	Interest	☐
K5400	Income Tax	☐

The pop up screen is a matrix of the report tree and column group. In this matrix, you can select one element to use. In this example, the activity amount of Cost of Sales is selected in the income statement tree. The Cost of Sales element can then be used in the calculation of the Net Profit Margin KPI.

Slicing

Slicing

- Slice KPI with different dimensions
 - Entities
 - GL categories



AF-FRW-530

You often need to analyze the KPI data in different dimensions. For example, the chart on the left represents revenue versus cost. However, you may want to analyze the results at entity level. You may also want to see the detailed figures in each cost category. So you need to slice the KPI in entities and in GL categories.

KPI Slice

KPI Slice

- Indicates the dimension category for filtering
- There are two types
 - Report analysis code
 - A new user-defined category
 - Normal COA dimension



AF-FRW-540

KPI slice is used to indicate the dimension category for filtering the data. KPI slices can be of type report analysis code or they can be a normal COA dimension. The Report Analysis Code type enables you to create slicing by your own definition. For example, you can define several report analysis codes that represent different regions, such as EMEA, APAC, and North America. The normal COA dimension uses the existing chart of account dimensions, such as GL account, sub account, cost center, project, SAFs, or entity.

KPI Slice

KPI Slice Modify X

Go To Actions Tools Print Preview Attach

Slicing Category: Entity Group

Description: Entity Group

Type: Report Analysis Code

Report Chart: Corp Corporate Report Chart

Active: ☒

Slicing Category Items

Report Analysis Code	Description	Summary Info
Europe	Europe	Entity: 20FRACO
LatinAmerica	LatinAmerica	Entity: 12MEXCO
NorthAmerica	NorthAmerica	Entity: 10USACO
AP	Asia & Pacific	Entity: 30CHNCO

Type set to Report Analysis Code.

Specify which report analysis codes are used for slicing. In this case, they are regions.

In this example, the slicing category Entity Group is defined as type Report Analysis Code. Four report analysis codes are used as the value of slicing category. They represent the regions of Europe, Latin America, North America, and Asia Pacific respectively.

KPI Slice

KPI Slice Modify

Go To Actions Tools Print Preview Attach

Slicing Category: SliceCostCenter

Description: SliceCostCenter F1

Type: Cost Center

Report Chart:

Active: ☒

Slicing Category Items

Report Analysis Code	Description	Summary Info

Type: Cost Center

There is no need for input here if the type is GL, sub account, cost center, project, or SAF. All the related codes can be used for slicing.

If the KPI slice type is a normal chart of account dimension such as cost center, there is no need to input discrete values. All the cost center codes in the report cube dataset can be used for slicing.

KPI

KPI

- Composed of KPI Elements:
 - $\text{Net Profit Margin} = 100 * (\text{Net Sales} - \text{COGS} - \text{Other OPEX} - \text{Interests Paid} - \text{Tax}) / \text{Net Sales}$
- Calculation based on report cube data during a year or period range
- You can:
 - Compare actual to budget values
 - Slice and drill down to different dimensions



AF-FRW-570

The KPI is composed of KPI elements and it is calculated from report cube data during a year or period range. You can compare the actual KPI values with budget values. You can also slice and drill down to different dimensions for further analysis.

KPI

KPI Modify X

Go To Actions Tools Print Preview Attach

Code: Net Profit Margin Active ☒

Description: Net Profit Margin

Report Cube: Corp

Report Chart: Corp Budget Code: IS_Web

General Slicing Categories

Formula: 100*(Net Sales-COGS-OPEX-Interest Paid-Taxes)/Net Sales

Unit Label: %

Comment:

The formula is composed of already-defined KPI elements.

In the KPI screen header, you enter a KPI code and KPI description. You must also enter a report cube code to use as the data source. If you need to compare the actual with budget, you can specify a budget code. In the grid, you need to specify the formula using the existing KPI elements.

Link Slices to KPI

Link Slices to KPI

The screenshot displays the 'KPI Slice Modify' window. The 'Slicing Category' is set to 'Entity Group'. The 'Description' is 'Entity Group'. The 'Type' is 'Report Analysis Code'. The 'Report Chart' is 'Corp'. The 'Active' checkbox is checked.

The 'Slicing Category Items' table shows the following data:

Report Analysis Code	Description	Summary Info
Entity Group	Entity Group	Entity: 2016ACD
LatinAmerica	LatinAmerica	Entity: 1216ACD
NorthAmerica	NorthAmerica	Entity: 1016ACD
AP	Asia & Pacific	Entity: 3016ACD

The 'Slicing Categories' table shows the following data:

Slicing Category	Description	Type
Entity Group	Entity Group	Report Analysis C
SliceCostCenter	SliceCostCenter	Cost Center

An arrow points from the 'Entity Group' slice in the 'Slicing Category Items' table to the 'Entity Group' slice in the 'Slicing Categories' table.

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On the Slicing Categories tab, you can link the KPI slicing categories. In this case, entity group and cost center are linked. These slices have already been defined for the KPI Net Profit Margin. This step enables you to analyze the net profit margin by entity group and by cost center.

Compare Budget to Actual KPI Setup

Compare Budget to Actual KPI Setup

Budget Details

Budget Code: Status:

Description:

General | Budget Period | Levels | Structures | Versions

Budget Administrator: Used for Allocation: ☐

Currency Code: Use as Structured Report: ☐

Report Period Check: **Use in Financial Report Writer: ☒**

Use Quantity Info: ☐ Report Chart:

Overrun (YTD):

Total Overrun:

GL Period Overrun:

Check Actuals Online: ☐

Send E-Mail on Errors: ☐

Entity Code

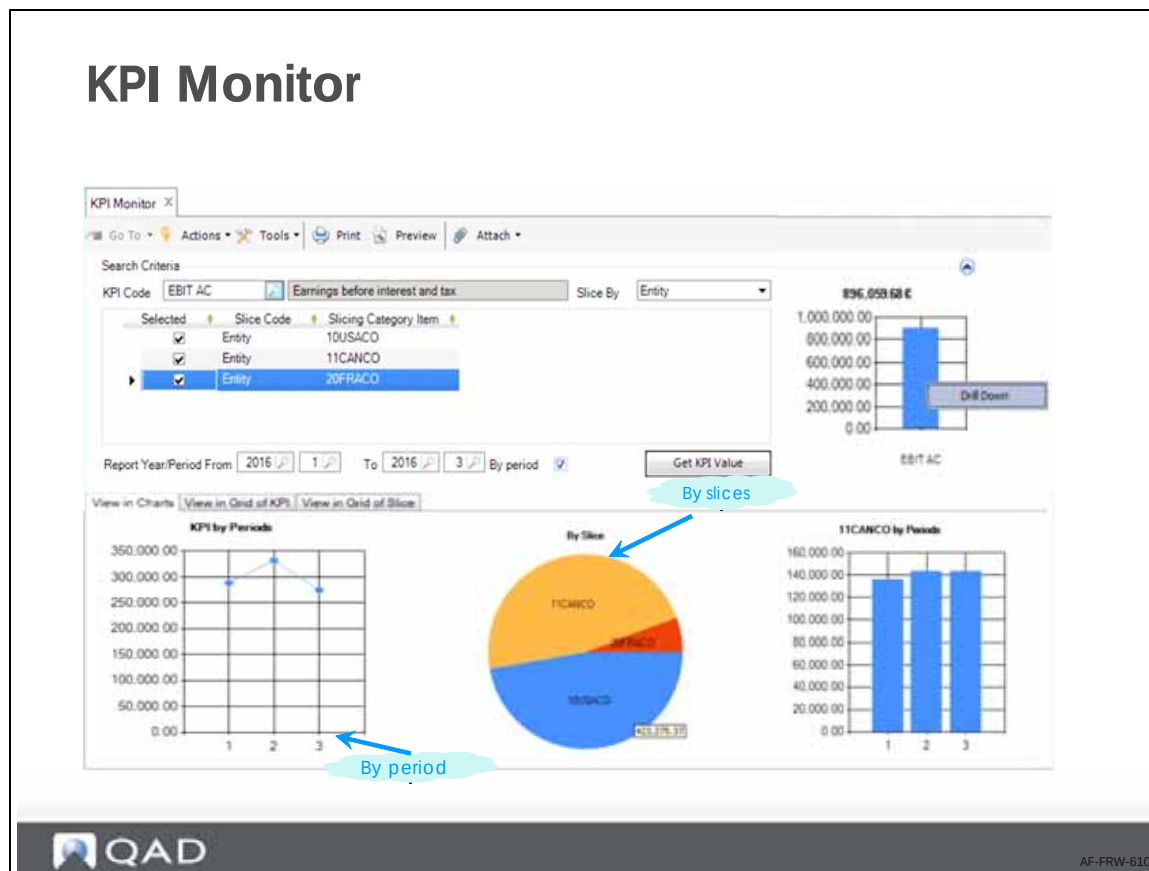
- 2111CO
- 21NLCO
- 22UKCO
- 30CHNCO

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When you include a budget code in the KPI header, the Use in Financial Report Writer field must be selected. You can use report analysis codes or normal chart of accounts as budget topics. It is recommended to use normal chart of accounts as the budget topics if you want to compare actual and budget in more detail. Using the chart of accounts as budget topics, you can not only compare the actual and budget at aggregated level—such as report analysis codes—but also at the very detailed account level.

KPI Monitor



When the KPI setup is complete and the report cube is up-to-date, you can use KPI monitor to view and analyze the financial KPIs.

Choose a KPI code and specify the report year/period range. Optionally, you can specify a slicing category and select slicing category items.

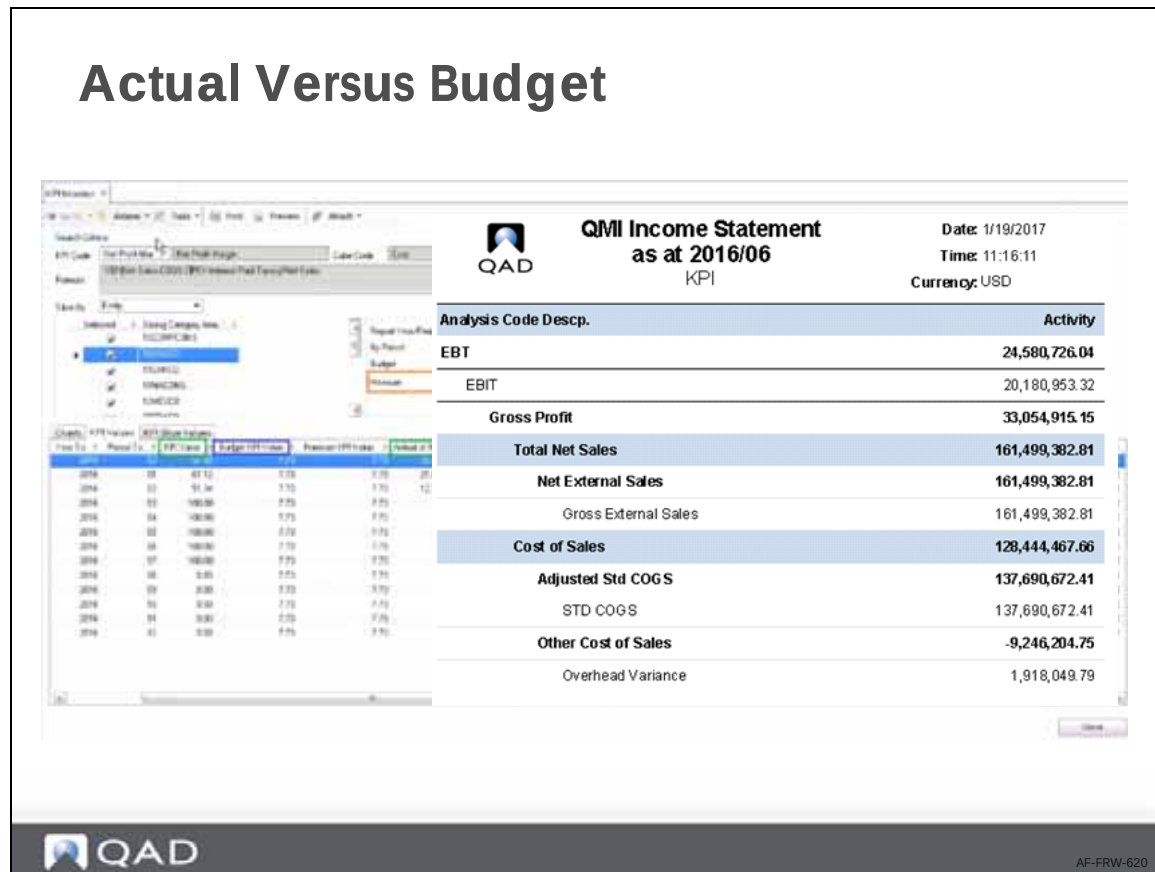
In the example, the KPI is EBIT for the first quarter of 2016. For analysis by entity, the slicing category Entity is selected, and the slicing category items 10USACO, 11CANCO, and 20FRACO are selected.

Select By period to check the EBIT by period. To display the three charts, click Get KPI Value.

- The bar chart displays the EBIT value from 2016/01 to 2016/03.
- The line chart shows the EBIT value per period.
- The pie chart displays the EBIT value in each entity.

When you click one section in the pie chart, it generates a bar chart representing the EBIT in 11CANCO by period.

Actual Versus Budget



Besides displaying the actual values, KPI monitor can also provide you with the comparison between actual and budget. In the Measure list field, select Actual – Budget, and the bar chart displays the budget and actual amount in different colors.

Furthermore, KPI monitor provides more detailed data for analysis. On the KPI values tab, you can find the amount for each KPI element that composes the KPI. In this case, for net profit margin, you can check the net sales, cogs, expenses, and other elements by period. The budget value for each element is also calculated.

You can also do some reference checks between the KPI definition and financial reports. For example, you can compare the amount in the KPI Monitor with the result of the income statement by running Financial Report Run. You can see that in period 201606, the actual value of net sales is the same as the one in income statement report. This functionality is very useful when you need to dig into a KPI to the very detailed level to try to solve a problem.



Chapter 10

Allocations

Objectives

Objectives

- Learn about allocation capabilities in QAD Financials
- Learn how to set up and use allocations for your business case



MC-3.1-1-ALL-020

Overview

Overview

- Allocations in QAD Enterprise Applications
 - Operational vs financial
 - Direct vs indirect
- Allocation setup
- Allocation processing
- Demo cases
 - Housing costs
 - Manufacturing costs to production sites



MC-3.1-1-ALL-030

In this section, you will learn about the two different types of allocations. You will learn in detail how to set up financial allocations and how they are processed. Finally, you will review two demonstration cases to illustrate what you have learned.

Allocations

Allocations

- Used to allocate fixed percentages of expenses to different GL elements
- Two types of allocation
 - Operational
 - Financial



MC-3.1-1-ALL-040

The system supports two types of allocations:

- Operational allocation codes are used in operational transactions, such as sales and purchasing.
- More complex allocations can be set up for use in GL transactions within financial modules.

Operational Allocations

Operational Allocations

- Used in operational transactions such as sales and purchasing
- Use allocation codes anywhere you enter an account in operational transactions
- Define nested allocation codes



MC-3.1-1-ALL-050

To simplify data entry in operational transactions, use Operational Allocation Code Maintenance (25.3.23) to define codes that allocate fixed percentages of expenses to different accounts, sub-accounts, cost centers, and projects.



Op Allocation Code Maintenance

Op Allocation Code Maintenance

The screenshot shows the 'Op Allocation Code Maintenance' window. It has a title bar with 'Op Allocation Code Maintenan...' and a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area displays 'Allocation Code: Rent' and 'Description: Rental Allocation'. Below this is a table with the following data:

Account	Sub-Acct	CC	Project	Percent
8300	0001			50.000
8400	1000			50.000

A red circle highlights the 'Percent' column, and an arrow points from it to a callout box that says 'Allocation percentages must equal 100%'.

QAD

MC-3.1-1-ALL-060

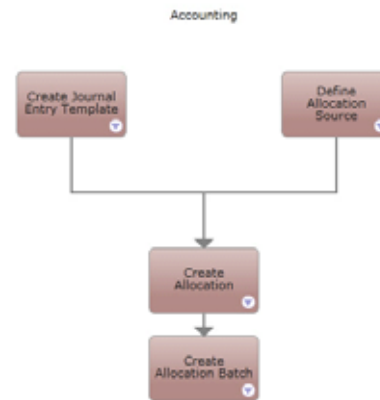
Create operational allocation codes using Op Allocation Code Maintenance (25.3.23). Define the specific accounts, sub-accounts, cost centers, and projects that a transaction must be split amongst, and the percentages to allocate to each. The percentages must total 100%.

You can define nested allocation codes so that one allocation code references another. When the system calculates amounts, it explodes each level of allocation codes, multiplying the amount to be apportioned by the percentages at each level.

Financial Allocations

Financial Allocations

- Allocate costs and revenue to accounts, sub-accounts, cost centers, and projects
- Setup
 - Define allocation source
 - Define allocation structure
 - Group allocations into batches



MC-3.1-1-ALL-070

Use the GL Allocation activities (25.3.22) to identify types of cost and automatically distribute them to the correct cost targets. Configure allocations using the following sequence of steps:

- 1 Define the allocation structure. Allocation structures consist of a source, a target, and the transfer algorithm between them.
- 2 Group allocations into batches.
- 3 Configure recursive allocations to reuse a previous allocation run as input for the next.
- 4 Interrupt and restart the execution of a batch.
- 5 Validate the results of the allocation run before final posting.

Types of Financial Allocations

Types of Financial Allocation

- Direct allocation
 - Used when the source of the cost or revenue is clear
- Indirect allocation
 - Used when costs/revenues cannot be traced back immediately to a specific department or activity
 - A distribution mechanism
 - Collects the data for a given time frame
 - Calculates the distribution amounts
 - Generates the resulting allocation postings



MC-3.1.1-ALL-080

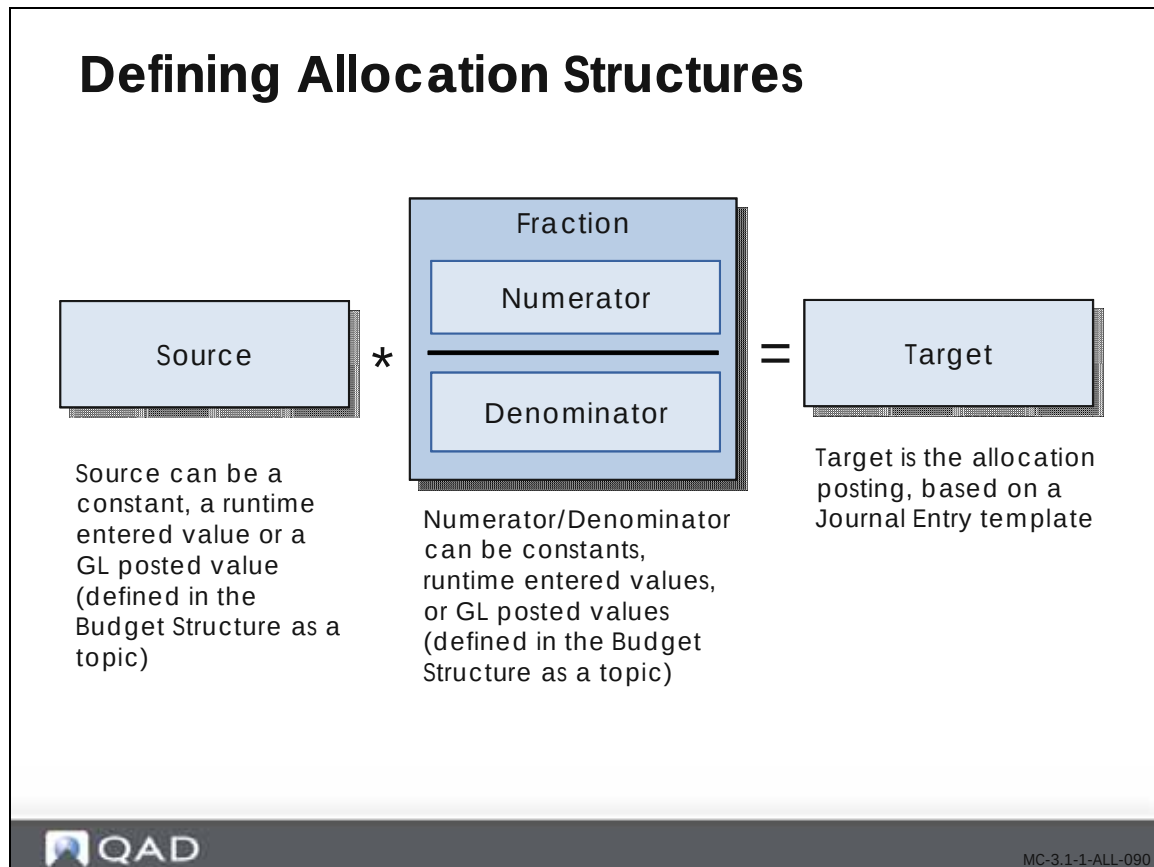
A direct cost can be traced directly to the source. For example, when a department purchases office furniture for its own use, the cost is a direct cost. Direct costs can be further subdivided into:

- Assignable costs are charged directly to the account or sub-account without allocation.
- Shared costs cannot be directly assigned to a cost objective, but are charged instead to an intermediate cost pool.

An indirect cost cannot be traced directly to one source. For example, a company electricity bill covers the electricity usage for all company departments. Initially, the bill is allocated to an overhead cost center, and later re-allocated over all the departments. You use allocation to distribute indirect costs to the various direct activities that benefited. For this, you must define a cost allocation plan.



Defining Allocation Structures



An allocation consists of the following elements:

Source. This is the base amount for the allocation.

Fraction. This is a factor applied to the source amount to calculate the amount to be posted to the target.

Target. This consists of the COA elements, such as account, sub-account or cost center, to which the fraction is to be posted.

Allocation Sources

- Constant Value

The source is a value that is entered in the allocation definition. The value can be entered in the base currency or as a combination of base currency and quantity.

- Standard Charge

Standard charges are calculated by multiplying the quantity and unit price. Both values are entered in the allocation definition. The per-unit cost for electricity is an example of a standard cost.

- WBS Topic

Work Breakdown Structure (WBS) topics are used in budgets to provide analysis for budget costs, and are also used in allocations as a source type.

Fractions

- Constant Factor

The fraction can be a constant multiplier that is entered in the allocation definition and which can also be reviewed and changed during the execution of the allocation batch.

- Real Fraction

The fraction can be a real fraction defined by its numerator and denominator. Both the numerator and denominator are WBS topics from which the value or quantity is retrieved. When the allocation is run, the source value is multiplied by the constant value or the real fraction.

- Proportional Fraction

A proportional fraction uses multiple fractions. Only the denominator is specified to calculate the fractions. The denominator is a WBS topic. The numerators are defined based on the denominator. There are as many numerators (and, thus, fractions) as composing elements in the denominator.

Allocation Targets

You must define a posting template to specify how the amounts calculated by applying the fractions to the source amounts are to be posted.

GL Allocation Create

GL Allocation Create

The screenshot shows the 'GL Allocation Create' window with the 'Proportional Allocation' tab selected. The 'Source Type' is set to 'WBS Topic' and the 'Fraction Type' is set to 'Constant Factor'. The 'Constant Fraction' is 0.00000. The window includes fields for 'Allocation Code', 'Description', 'From Amt', 'Quantity', 'BC Price', 'BC Amount', and various codes like 'Daybook Code', 'Layer Code', and 'Template Code'.

Use to create
an allocation
structure



MC-3.1-1-ALL-100

Use GL Allocation Create (25.3.22.1) to set up your allocation structure.

Allocation Transactions

Allocation Transactions

- Distribute costs and revenues to accounts, sub-accounts, cost centers, and projects
- Identify types of cost, and automatically distribute costs to the cost targets
- Use GL Allocation Batch Create (25.3.22.6) to create batches of allocations
- Use Allocation Batch Run Execute (25.13.9) to run the allocation batches
- Budget daemon must be active



MC-3.1-1-ALL-110

Allocation is the process of distributing costs and revenues to the appropriate accounts, sub-accounts, cost centers, and projects. Once your allocation structures are set up, you need to run them in batch.

The GL Allocation Batch Create (25.3.22.6) and Allocation Batch Run Execute (25.13.9) activities let you create and run batches of allocations that you have previously defined.

The Budget daemon should be active when allocations are run because the allocation functionality uses the same tables. The Budget daemon ensures that the most current values are available for an allocation run.

Create Allocation Batches

Create Allocation Batches

JE Group	Alloc Code	Modif Date	Modif Time	Modif User
Housing	HC-1	06/05/2012	15:24:13	mfg

JE groups are transaction groups that contain allocations

Allocation code previously created in GL Allocation Create



MC-3.1-1-ALL-120

Use Allocation Batch Run Execute (25.13.9) to run multiple allocations simultaneously. This activity also runs allocations in sequence, using the result of one allocation as the source of the next. An allocation batch can contain one or multiple allocation codes.

JE Group. JE group identifiers are used in allocation batch processing. If the allocation batch run is canceled, only the current JE group is reversed or unprocessed. The JE groups that are already processed remain processed.

Alloc Code. Specify an allocation code to include in the JE group.

Run Allocation Batch

Run Allocation Batch

- The Budget daemon calculates the allocation batch figures.

Note: The Budget daemon must be running.

- The result of the allocation run is immediately posted.



MC-3.1-1-ALL-130

By default, the system runs all selected lines in the Allocation Batch Run Execute screen, except when a batch has already run for the same target period. The system also keeps a log file of previously run allocations.

An allocation batch is run correctly if the figures it uses from the Budget module are valid. These figures are calculated by the Budget daemon.

The result of an allocation is immediately posted. By using a transient layer daybook as target—the recommended approach—you can review the allocation postings, and correct or delete them as necessary. You then assign them to the primary or the secondary layer.

Field Descriptions

Allocation Batch. Specify the allocation batch to run.

Processing Status. This field displays the status of the current allocation batch.

Source GL Period. Select the source data from this period only or cumulative data from the start of the GL calendar year up to the end of this period.

Target GL Period, Posting Date. Specify the target period and posting date.

Number Of Groups. Specify the number of JE groups selected for execution.

To Be Processed. This field displays the number of JE groups still to process.

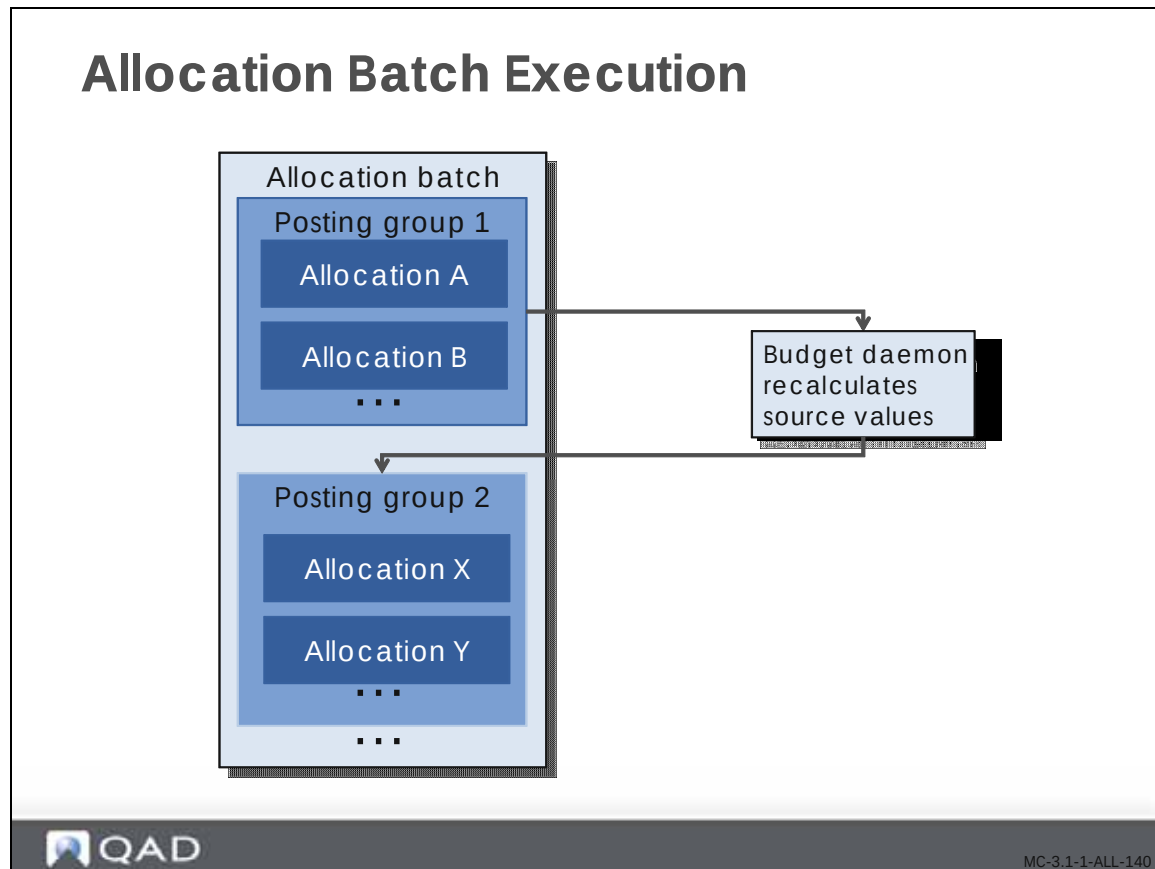


Processed. This field displays the number of JE groups already processed.

Click Apply to display the allocation batch details in the grid

The result of a JE group run is always a single journal entry

Allocation Batch Execution



The system runs all of the allocations in the JE group. This ensures that when an allocation batch run is interrupted, the system does not stop the batch run until all allocations in the current group have been run.

The system checks for unprocessed daemon records before running each allocation in the batch, and displays a warning when unprocessed records exist.

When an allocation batch is interrupted, you can restart the batch for the same GL period. All allocations already run are deselected to ensure that they are not re-run.

Demo Case 1

Demo 1: Allocate Housing Costs

- Collect the electricity, water, and heating costs for a month
- Allocate the total costs to the company departments, according to fixed distribution
 - Adm: 10%
 - Mfg: 40%
 - R&D: 30%
 - Sls: 20%
- Post to a transient layer
- Review and final posting to the primary/official layer



MC-3.1-1-ALL-150



Demo Case 1: Accounts Involved

Demo Case 1: Accounts Involved

43000	Housing Expense	no Expense
43100	Electricity	no Expense
43200	Water	no Expense
43300	Heating	no Expense
43999	Housing Alloc Transfer	no Expense



MC-3.1-1-ALL-160

Demo Case 1: Source

Demo Case 1: Source

Budget Details

Budget Code: Housing Status: Valid

Description: Housing cost allocation Used for Allocation: ☒

Use as Report: ☐

General Budget Period Levels Structures Versions

Versions: Initial Version (2012/6) Auto Roll-Up: ☒

Topic	TC Amt (01)	Forecast Cost (01)	Category
Housing Allocation	0.00	0.00	Asset

Demo Case 1: Target Template

Demo Case 1: Target Template

Journal Entry Create

Go To Actions Tools Print Preview Attach

Year: 2012 05 Posting Date: 05/31/2012 Additional GL Numbering Date: [Dropdown]

Daybook Code: TEMPLATE 000000000 Layer Type: TRANSIENT Save As Template: ☒

Description: Housing Alloc Template Template Code: Housing Alloc Replacement: ☐

Original Posting Reference: [Dropdown] Sequence Number: 000000000 Reversal: ☐

Second Description: [Dropdown]

GL Account	GL Description	Sub Account C	Cost Ce	Description	Trans	TC Debit	TC Credit	Intercompany Code	Cross Company Code
43999	Housing Alloc Tran				USD	0.00	100.00		
43000	Housing Expense	Adm		Housing Alloc Template	USD	10.00	0.00		
43000	Housing Expense	Mfg		Housing Alloc Template	USD	40.00	0.00		
43000	Housing Expense	R&D		Housing Alloc Template	USD	30.00	0.00		
43000	Housing Expense	Sls		Housing Alloc Template	USD	20.00	0.00		



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Demo Case 1: Allocation

Demo Case 1: Allocation

GL Allocation Create

Go To

Actions

Tools

Print

Preview

Attach

Allocation Code

alloc Housing

Description

alloc Housing

General

Proportional Allocation

Source Type

WBS Topic

Source WBS

Housing Allocation

From Layers

Primary

From Amt

Balance

Ant By

GL Period

Value Of

BC Amount

Quantity

0.00

BC Price

0.00000

BC Amount

0.00

Fraction Type

Constant Factor

From Layers

Primary

Constant Fraction

1.00000

Numerator WBS

From Amt

Ant By

Value Of

Denominator WBS

From Amt

Ant By

Value Of

Daybook Code

TRAJE

Layer Code

Trans Approve

Template Code

Housing Alloc

QAD

MC-3.1-1-ALL-190



Demo Case 1: Target Posting

Demo Case 1: Target Posting

Year: 2012 05 Posting Date: 05/31/2012 Additional GL Numbering Date:
 Daybook Code: TRAIE 000000010 Layer Type: TRANSIENT Save As Template:
 Description: Allocations Cost Alloc 2012/05 Template Code: Replacement:
 Original Posting Reference: Sequence Number: 000000000 Reversal:
 Second Description:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans	TC Debit	TC Credit
43999	Housing Alloc Tran			Allocations Cost Alloc 2	USD	0.00	4,850.00
D 43000	Housing Expense	ADM		Allocations Cost Alloc 2	USD	485.00	0.00
D 43000	Housing Expense	Mfg		Allocations Cost Alloc 2	USD	1,940.00	0.00
D 43000	Housing Expense	R&D		Allocations Cost Alloc 2	USD	1,455.00	0.00
D 43000	Housing Expense	Sls		Allocations Cost Alloc 2	USD	970.00	0.00



MC-3.1-1-ALL-200

Demo Case 2: Allocate Manufacturing Costs

Demo 2: Allocate Manufacturing Costs

- Allocate manufacturing costs to production sites
- Allocate the cost proportional to the machine hours run in each site
 - WC01: 150 HRS
 - WC02: 170 HRS
 - WC03: 100 HRS



MC-3.1-1-ALL-210



Demo Case 2: Source and Fraction

Demo Case 2: Source and Fraction

Source →

Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)	Forecast Qty (01)	Class
Machine Hours	0.00	0.00	0.00	0.00	0
Mfg Housing	0.00	0.00	0.00	0.00	0
Mfg All	0.00	0.00	0.00	0.00	0

COA Link for Cost Center List: Mfg. Total Actual 0.00 Total Commitment 0.00

Fraction →

Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)	Forecast Qty (01)	Class
Machine Hours	0.00	0.00	0.00	0.00	0
Work Centers	0.00	0.00	0.00	0.00	0
Mfg Housing	0.00	0.00	0.00	0.00	0

COA Link for Cost Center List: WC01,WC02,WC03. Total Actual 0.00 Total Commitment 0.00



MC-3.1-1-ALL-220

Demo Case 2: Target Template

Demo Case 2: Target Template

Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year: 2007 07 Posting Date: 07/31/2007

Daybook Code: TEMPLATE 000000003 Layer Type: TRANSIENT Save As Template: ☒

Description: Production Housing Cost Allocation Template Code: Mig Cost Alloc Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
43000	Gserv	Mig	Production Housing	EUR	0.00	10.00
43000	Gserv	WC01	Production Housing	EUR	10.00	0.00



MC-3.1-1-ALL-230



Demo Case 2: Allocation

Demo Case 2: Allocation

Allocation - Modify

Allocation Code: Prod Allocation Description: Production Housing Allocation

General **Proportional Allocation**

Source Type: WBS Topic
 Source WBS: Mfg All From Layers: Trans-Approve

From Amt: Balance Amt By: GL Period Value Of: BC Amount
 Quantity: 0.00 BC Price: 0.00 BC Amount: 0.00

Fracton Type: Proportional Fract From Layers: Official
 Constant Fracton: 0.00

Numerator WBS: Amt By: Value Of:
 From Amt: Denominator WBS: Production Dep Amt By: GL Period Value Of: Quantity

Daybook Code: TRAJE Layer Code: Trans-Approve
 Template Code: Prod Housing



MC-3.1-1-ALL-240

Demo Case 2: Batch Run

Demo Case 2: Batch Run

Search for Allocation Batch

Allocation Batch: Processing Status:

Source GL Period: Number of Groups:

Target GL Period: To Be Processed:

Posting Date: Processed:

Drag a column header here to group by that column.

Sequence	Execute	Processed	Source Type	Proportional COA Code	SC Amount	Fraction Type	Numerator	Denominator	Fraction	Posting Amount
1	☒	☒	W/S Topic	WC01	1,340.00	Proportional Fraction	150	429	0.3571428571	478.96
1	☒	☒	W/S Topic	WC02	1,340.00	Proportional Fraction	179	429	0.404719048	548.24
1	☒	☒	W/S Topic	WC03	1,340.00	Proportional Fraction	100	429	0.230952301	311.8



MC-3.1.1-ALL-250



Demo Case 2: Target Posting

Demo Case 2: Target Posting

View: 2007 11 Posting Date: 11/30/2007

Diagbook Code: TRAJE 000000003 Layer Type: TRANSIENT Save As Template: ☐

Description: Allocations Mfg Department 2007/11 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hour	EUR	0.00	692.96
43000	Housing Expense	Gserv	WC01	Allocation Mfg Hour	EUR	692.96	0.00
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hour	EUR	0.00	785.24
43000	Housing Expense	Gserv	WC02	Allocation Mfg Hour	EUR	785.24	0.00
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hour	EUR	0.00	461.90
43000	Housing Expense	Gserv	WC03	Allocation Mfg Hour	EUR	461.90	0.00



MC-3.1-1-ALL-260

Year/GL Period
equals
200711
GL Account
equals
43000
Search
Clear All

Viewing 1 - 10 of 10
Records per page: 100

- * Cost Center Code/Adm (1 item) BC Credit Sum = 0.00, BC Debit Sum = 465.00
- Cost Center Code/Mfg (4 items) BC Credit Sum = 1,940.00, BC Debit Sum = 1,940.00

GL Account	Posting Date	Daybook Code	Voucher	BC Debit	BC Credit	Sub-Account Code	Project	Description
43000	11/30/2007	TRAJE	000000002	1,940.00	0.00	Gserv		Allocation Housing All
43000	11/30/2007	TRAJE	000000003	0.00	461.90	Gserv		Allocation Mfg Housing
43000	11/30/2007	TRAJE	000000003	0.00	692.86	Gserv		Allocation Mfg Housing
43000	11/30/2007	TRAJE	000000003	0.00	785.24	Gserv		Allocation Mfg Housing

Summaries:

Sum = 1,940.00 Sum = 1,940.00

- * Cost Center Code/R&D (1 item) BC Credit Sum = 0.00, BC Debit Sum = 1,455.00
- Cost Center Code/Slc (1 item) BC Credit Sum = 0.00, BC Debit Sum = 970.00
- Cost Center Code/WC01 (1 item) BC Credit Sum = 0.00, BC Debit Sum = 692.86

GL Account	Posting Date	Daybook Code	Voucher	BC Debit	BC Credit	Sub-Account Code	Project	Description
43000	11/30/2007	TRAJE	000000003	692.86	0.00	Gserv		Allocation Mfg Housing

Summaries:

Sum = 692.86 Sum = 0.00

- * Cost Center Code/WC02 (1 item) BC Credit Sum = 0.00, BC Debit Sum = 785.24
- * Cost Center Code/WC03 (1 item) BC Credit Sum = 0.00, BC Debit Sum = 461.90

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Cost Center GL Sub-Account	Year / Post GL / Pk Date	Voucher	Reference	Description	BC Debit	BC Credit/Cut	TC Debit	TC Credit	Qty Unit
Mfg	Manufacturing General			Opening Balance	N/A	N/A			0.00
				Period Total	1,340.00	1,340.00			
				Ending Balance	N/A	N/A			
	43000	Housing Expense		Opening Balance	N/A	N/A			0.00
				Period Total	1,340.00	1,340.00			
				Ending Balance	N/A	N/A			
	0000	General Services		Opening Balance	N/A	N/A			0.00
				Period Total	1,340.00	1,340.00			
				Ending Balance	N/A	N/A			
	2007111000007	TRAJE00000000		Distributions	1,340.00	0.00 EUR	1,340.00	0.00	0.00
WCB	Work Center 3			Opening Balance	N/A	N/A			175.00
				Period Total	1.00	0.00			
				Ending Balance	N/A	N/A			
	2007111000007	TRAJE00000000		Distributions		500.00 EUR	0.00	440.00	0.00
	2007111000007	TRAJE00000000		Housing Allocation	0.00	795.24 EUR	0.00	795.24	0.00
	2007111000007	TRAJE00000000		Housing Allocation	0.00	401.00 EUR	0.00	401.00	0.00
				Opening Balance	N/A	N/A			100.00
				Period Total	401.00	0.00			
				Ending Balance	N/A	N/A			
	43000	Housing Expense		Opening Balance	N/A	N/A			0.00
WCB	Work Center 3			Opening Balance	N/A	N/A			100.00
				Period Total	401.00	0.00			
				Ending Balance	N/A	N/A			
	0000	General Services		Opening Balance	N/A	N/A			0.00
				Period Total	401.00	0.00			
				Ending Balance	N/A	N/A			
	2007111000007	TRAJE00000000		Distributions	401.00	0.00 EUR	401.00	0.00	0.00
	200000	Machine Hours Carry		Opening Balance	N/A	N/A			100.00
				Period Total	1.00	0.00			
				Ending Balance	N/A	N/A			



MC-3.1-1-ALL-275

Hands-On Exercises (US)

Exercise 1: Constant Value Source

Every month, housing expenses must be allocated to the following cost centers:

- Adm: 40%
- Log: 10%
- Mar: 20%
- Mfg: 30%

In this exercise, you will create the corresponding allocation, create an allocation batch, and run the batch for the GL period prior to the current period.

- 1 In GL Account Create (25.3.13.1), create account 7399.

Field	Data
Account	7399
Description	HC alloc offset
GL Type	Standard Account
Budget Enabled	Yes
Category	Expense
Posting tab	
Balance/P&L	Profit and Loss Account
Auto/Manual	Manual
Debit/Credit	Debit
Analysis tab	
Analysis	None

- 2 In Journal Entry Create (25.13.1.1), create a template for the posting:
Let the year and posting date default.

Field	Data
Daybook Code	Template
Save as Template	Yes
Description	CVS alloc template
Template Code	Templ 1

The following are the postings in 10USACO:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
7399	HC alloc offset				100.00
7300	Housing Expense	Gserv	Adm	40.00	
7300	Housing Expense	Gserv	Log	10.00	
7300	Housing Expense	Gserv	Mar	20.00	
7300	Housing Expense	Gserv	Mfg	30.00	

3 Save your changes.

4 In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code	CVS H01
Description	CVS H01
Source Type	Constant Value
From Layers	Primary
Quantity	0
BC Amount	10,000.00
Fraction type	Constant Factor
From Layers	Primary
Constant Fraction	1.00
Daybook Code	TRAJE
Template Code	Templ 1
Layer Code	Trans-Approve

5 Save your allocation.

6 In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code	ConstVS
Description	ConstVS
JE Group	GR1
Alloc Code	CVS H01

7 Save the allocation batch.

8 Run GL Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch	ConstVS
Source Period	Enter the period previous to the current.
Target GL Period	Specify the same period as the source.
Posting Date	The last day of the target GL period.

9 Click Search.

Field	Data
Grid	
Sequence	1
JE Group	GR1
Execute	Yes
Allocation Code	CVS H01
BC Amount	10,000.00
Posting Amount	10,000.00
Posting Reference	2013/TRAJE/nnn

- 10 Click Execute to run the allocation batch.
- 11 In Journal Entry View (25.13.1.3), search for transactions in daybook TRAJE with the same posting date as the allocation batch posting date you entered.
- 12 Review the transaction.
- 13 The same result can be obtained using another QAD Financials functionality: how?

Exercise 2: Allocation using WBS Source 10USACO

In this exercise, you will create a GL allocation for housing costs using:

- 1 Using GL Account Create (25.3.13.1) or GL Account Excel Integration (25.3.13.5), create the following accounts:

Acct	Desc	GL Type	Cat.	Analysis	Bal/P&L	DR/CR	Auto/Manual
7301	HC1	Standard Acct	Expense	None	P&L	Debit	Manual
7302	HC2	Standard Acct	Expense	None	P&L	Debit	Manual
7303	HC3	Standard Acct	Expense	None	P&L	Debit	Manual

- 2 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date	Last date of previous GL calendar period
Daybook Code	Template
Description	Alloc H02
Template Code	HC-alloc-1
Save as Template	Yes

The postings are:

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
7399	HC alloc offset				1000.00
7300	Housing Expense	Gserv	Adm	250.00	
7300	Housing Expense	Gserv	Mfg	450.00	
7300	Housing Expense	Gserv	R&D	100.00	
7300	Housing Expense	Gserv	Sls	200.00	

- 3 Click Save.
- 4 In Budget Create (25.5.1.1), create the following WBS structure.

Field	Data
Budget Code	HC-1
Description	HC-1
Used for Allocation	Yes

- 5 In the Budget Period tab, right-click in the grid and select Insert a New Row. Update the new row as follows:

Field	Data
Period Code	Period
Start Date	01/01/16
End Date	12/31/16

- 6 In the Levels tab, right-click in the grid and select Insert a New Row.

Field	Data
WB Level	1
COA Element	General Ledger

- 7 In the Structures tab, right-click in the grid and select Insert a New Row.

- 8 Name the topic HC alloc H02.

- 9 Right-click the topic and select Topic Properties.

The Topic Properties window opens.

- 10 In the Topic Properties window, select the COA Link tab.

- Budget Group: leave blank.
- Link by Level: specify 7301, 7302, 7303

- 11 Click OK.

- 12 Change the budget status to Operational and save.

- 13 In GL Allocation Create (25.3.22.1), create the following allocation:

Field	Data
Allocation Code	HC-1
Description	HC-1
<u>General tab</u>	
Source Type	WBS Topic
Source WBS	HC alloc H02
From Layers	Primary
From Amt	Balance
Amt By	GL Period
Value Of	BC Amount
Fraction Type	Constant Factor
Constant Fraction	1
Daybook Code	TRAJE
Template Code	HC-alloc-1

- 14 Save the allocation.

- 15 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code	HC
Description	HC

Field	Data
Right-click in the grid and insert a row.	
JE Group	GR-1
Alloc Code	HC-1

- 16 Save the allocation batch.
- 17 Open the QMI Documentation/Financial Activities folder on the desktop.
- 18 From the Allocations folder in the Financials Activities folder, download the file `Alloc_HC_act1_USD.xlsx` using File|Download in GoogleDocs.
The file is saved to My Documents/Downloads.
- 19 Return to the QAD application.
- 20 Use Journal Entry Excel Integration (25.13.1.6) to import the transactions in the `Alloc_HC_act1_USD.xlsx` Excel spreadsheet.
- 21 The result should be a transaction with the description “Housing exp.”
- 22 Modify the grid line in Journal Entry Excel Integration so the transaction uses the previous GL period to the current and the last posting date of the previous GL period.
- 23 Save the newly imported data.
- 24 Open GL Allocation Batch Run Execute (25.13.9) and specify the following:

Field	Data
Allocation Batch	HC
Source GL Period	Enter the period previous to the current.
Target GL Period	Specify the same period as the source.
Posting Date	Last date of previous GL period
Number of Groups	1
To Be Processed	1

- 25 Click Search. The allocation batch details display in the grid.

Field	Data
Sequence	1
JE Group	GR-1
Execute	Yes
Allocation Code	HC-1
Source WBS Topic	
BC Amount	4,850.00
Posting Amount	4,850.00
Posting Reference	2013/TRAJE/nnn

- 26 Run the allocation batch.
- 27 In Journal Entry View (25.13.1.3), review the newly created journal entry.

Field	Data
Posting Date	04/30/13
Daybook Code	TRAJE

Exercise 3: Proportional Allocation

In this exercise, you will create a GL allocation to further allocate housing costs allocated to the cost center Mfg.

- 1 In Journal Entry Create (25.13.1.1), create the following template:

Field	Data
Year	2013/5
Posting Date	05/31/13
Daybook Code	TEMPLATE
Save as Template	Yes
Description	Proportional Allocation Template
Template Code	Propalloc1

GL Acct	GL Desc	Sub-Acct	CC	Debit	Credit
7300	Housing Expense	GServ	Mfg		100.00
7300	Housing Expense	GServ	WC01	100.00	

- 2 Click Save.
- 3 In GL Account Create (25.3.13.1), create the following accounts. Ensure you select the Quantity field and enter a unit of measure.

GL Account	Description	GL Type	Category	Budget Enabled	Budget Group
Z9000	Machine HRS	Standard Account	Expense	Yes	<blank>
Z9001	Offset Mach. HRS	Standard Account	Expense	Yes	<blank>

Bal./P&L	DR/CR	Auto/Manual	Quantity	GL Acct UM	Analysis Type (Analysis Tab)
P&L	Debit	Manual	Yes	HRS	Cost Center
P&L	Debit	Manual	Yes	HRS	None

- 4 In Budget Create (25.5.1.1), create the allocation basis structure, and ensure that the Use Quantity Info field is selected.

Field	Data
Budget Code	Propalloc1
Description	Propalloc1
Used for Allocation	Yes
General tab	
Use Quantity Info	Yes
Budget Period tab	
Right-click in the grid and insert a row.	

Field	Data
Period Code	Period
Start Date	01/01/2013
End Date	12/31/2013

- 5 In the Levels tab, right-click in the grid and select Insert a New Row.

WB Level	COA Element	Used for Proportional Allocation
1	General Ledger	No (Cleared)
2	Cost Center	Yes (Selected)

- 6 In the Structures tab, right-click in the grid and select Insert a New Row twice.
- 7 Name the first topic “7300.”
- 8 Right-click the row and select Topic Properties.
- 9 On the COA Link tab, specify 7300 in the Link by Level field. Click OK.
- 10 Name the second topic “Z9000.”
- 11 Right-click the second topic row and select Topic Properties.
- 12 On the COA Link tab, specify Z9000 in the Link by Level field. Click OK.
- 13 In the first topic, right-click and select Insert Child Row.
- 14 Name the child topic “MFG” and then select Topic Properties.
- 15 On the COA Link tab, specify Mfg in the Link by Level field. Click OK.
- 16 In the second topic, right-click and select Insert Child Row.
- 17 Name the child topic “WC0x” and right-click and select Topic Properties.
- 18 On the COA Link tab, specify WC01, WC02, and WC03 in the Link by Level field, separated by commas. Click OK.
- 19 Go to the Versions tab and enter a version using the GL calendar year and GL period.
- 20 Change the budget status to Operational and save.
- 21 In GL Allocation Create (25.3.22.1), create the following allocation.
Ensure that you select the layers in which the data is posted.

Field	Data
Allocation Code	MfghrsHC-1
Description	MfghrsHC-1
Source Type	WBS Topic
Source WBS	Mfg
From Layers	Trans-Approve
From Amt	Balance
Amt By	GL Period
Value Of	BC Amount

Field	Data
Fraction Type	Proportional Fraction
From Layers	Trans-Approve
Denominator WBS	WC0x. See the important note below the table.
Amt By	GL Period
Value of	Qty
Daybook Code	TRAJE
Template Code	Propalloc1

Important The Denominator WBS must be the same as the topic code you assigned in step 16 on page 305.

- 22** In the Proportional Allocation tab, create three lines, one for each cost center. Right-click to insert a new row.

Field	Data
Cost Center Code	WC01
Cost Center Code	WC02
Cost Center Code	WC03

- 23** Save the allocation.

- 24** In GL Allocation Batch Create (25.3.22.6), create the following allocation batch.

Field	Data
Allocation Batch Code	MfgHC / MfgHC
JE Group	GR1
Alloc Code	MfghrsHC-1

- 25** Save your changes.

- 26** Open the QMI Documentation/Financial Activities folder on the desktop.

- 27** From the Allocations folder in the Financials Activities folder, download the file `Alloc mfgHC act2 USD.xlsx` using File|Download in GoogleDocs.

The file is saved to My Documents/Downloads.

- 28** Return to the QAD application.

- 29** Use Journal Entry Excel Integration (25.13.1.6) to import transactions in the `Alloc mfgHC act2 USD.xlsx` Excel spreadsheet.

The result should be a transaction with the description “Machine Hours.”

The actual amount to allocate to the cost center Mfg is 2000. This figure is the result of the previous hands-on.

- a** Ensure that, for cost center Mfg, you have 2000 on account 7300 (US).

- b** If you skipped the previous hands-on, post the 2000 as follows:

Daybook: TRAJE

Period: Previous GL period

GL 7300 (US) 2000 Debit USD

GL 2470 (US) 2000 Credit USD

If a sub-account is required, use Gserv.

- 30** In GL Allocation Batch Run Execute (25.13.9), run the following allocation batch:

Field	Data
Allocation Batch	MfgHC
Source GL Period	Previous GL period
Target GL Period	Previous GL period
Number of Groups	1
To Be Processed	1
Click Apply	

- 31** Go to Journal Entry View (25.13.1.3) and verify the entry.

GL Acct	Sub-Acct	CC	DR	CR
7300	GServ	Mfg	0	714.29
7300	Gserv	WC01	714.29	0
7300	GServ	Mfg	0	809.52
7300	GServ	WC02	809.52	0
7300	GServ	Mfg		476.19
7300	GServ	WC03	476.19	0

Hands-On Exercises (EMEA)

Exercise 1: Constant Value Source (EMEA)

Every month, housing expenses must be allocated to the following cost centers:

- Adm: 40%
- Log: 10%
- Mar: 20%
- Mfg: 30%

In this exercise, you will create the corresponding allocation, create an allocation batch, and run the batch for the GL period prior to the current period.

- 1** In GL Account Create (25.3.13.1), create account 7399.

Field	Data
Account	7399
Description	HC alloc offset
GL Type	Standard Account
Budget Enabled	Yes
Category	Expense

Field	Data
Posting tab	
Balance/P&L	Profit and Loss Account
Auto/Manual	Manual
Debit/Credit	Debit
Analysis tab	
Analysis	None

- 2 In Journal Entry Create (25.13.1.1), create a template for the posting:
Let the year and posting date default.

Field	Data
Daybook Code	Template
Save as Template	Yes
Description	CVS alloc template
Template Code	Templ 1

The postings are:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
7399	HC alloc offset				100.00
7300	Housing Expense	Gserv	Adm	40.00	
7300	Housing Expense	Gserv	Log	10.00	
7300	Housing Expense	Gserv	Mar	20.00	
7300	Housing Expense	Gserv	Mfg	30.00	

- 3 Save the template.
- 4 In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code	CVS H01
Description	CVS H01
Source Type	Constant Value
From Layers	Primary
Quantity	0
BC Amount	10,000.00
Fraction Type	Constant Factor
From Layers	Primary
Constant Fraction	1.00
Daybook Code	TRAJE
Template Code	Templ 1
Layer Code	Trans-Approve

- 5 In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code	ConstVS
Description	ConstVS
JE Group	GR1
Alloc Code	CVS H01

6 Save the allocation batch.

7 Run Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch	ConstVS
Source Period	Enter the period previous to the current.
Target GL Period	Enter the same period as the source.
Posting Date	Specify the last day of the period previous to the current.

8 Click Search.

Field	Data
Grid	
Sequence	1
JE Group	GR1
Execute	Yes (Selected)
Allocation Code	CVS H01
BC Amount	10,000.00
Posting Amount	10,000.00
Posting Reference	2013/TRAJE/nnn

9 Click Execute to run the allocation batch.

10 In Journal Entry View (25.13.1.3), search for transactions in daybook TRAJE with the same posting date as the allocation batch posting date you entered.

11 Review the transaction.

12 The same result can be obtained using another QAD Financials functionality: how?

Exercise 2: Allocation using WBS Source (EMEA)

In this exercise, you will create a GL allocation for housing costs.

1 Using GL Account Create (25.3.13.1) or GL Account Excel Integration (25.3.13.5), create the following accounts:

Acct	Desc	GL Type	Cat.	Analysis	Bal/P&L	DR/CR	Auto/Manual
7301	HC1	Standard Acct	Expense	None	P&L	Debit	Manual
7302	HC2	Standard Acct	Expense	None	P&L	Debit	Manual
7303	HC3	Standard Acct	Expense	None	P&L	Debit	Manual

2 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date	05/31/13
Daybook Code	Template
Description	Alloc H02
Template Code	HC-alloc-1
Save as Template	Yes (Selected)

The postings are:

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
7399	HC alloc offset				1000.00
7300	Housing Expense	Gserv	Adm	250.00	
7300	Housing Expense	Gserv	Mfg	450.00	
7300	Housing Expense	Gserv	R&D	100.00	
7300	Housing Expense	Gserv	SlS	200.00	

- 3 In Budget Create (25.5.1.1), create the following WBS structure.

Field	Data
Budget Code	HC-1
Description	HC-1
Used for Allocation	Yes
<u>Budget Period tab</u>	
Period Code	Period
Start Date	01/01/13
End Date	12/31/13
Level Tab	

- 4 Right-click in the grid and select Insert a New Row.

Field	Data
WB Level	1
COA Element	General Ledger

- 5 In the Structures tab, Insert a new row.

Topic: HC alloc HO2

- 6 Right-click the topic and select Topic Properties.

- 7 Select the COA Link tab.

- Budget Group: leave blank.
- Link by Level: use the lookup and select GL accounts 7301, 7302, 7303 (press Ctrl and click).

- 8 Click OK to save.

- 9 Change the budget status to Operational and save.

- 10 In GL Allocation Create (25.3.22.1), create the following allocation:



Field	Data
Allocation Code	HC-1
Description	HC-1
General tab	
Source Type	WBS Topic
Source WBS	HC alloc H02
From Layers	Primary
From Amt	Balance
Amt By	GL Period
Value of	BC Amount
Fraction Type	Constant Factor
Constant Fraction	1
Daybook Code	TRAJE
Template Code	HC-alloc-1

- 11 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code	HC
Description	HC
Right-click in the grid and insert a row.	
JE Group	GR-1
Alloc Code	HC-1

- 12 Open the QMI Documentation/Financial Activities folder on the desktop.
- 13 From the Allocations folder in the Financials Activities folder, download the file Alloc HC act1 GBP.xlsx using File/Download in GoogleDocs.
The file is saved to My Documents/Downloads.
- 14 Return to the QAD application.
- 15 Use Journal Entry Excel Integration (25.13.1.6) to import the transactions in the Alloc HC act1 GBP.xlsx Excel spreadsheet.
The result should be a transaction with the description “Housing exp.”
- 16 Go to GL Allocation Batch Run Execute (25.13.9).

Field	Data
Allocation Batch	HC
Source GL Period	Previous GL period
Target GL Period	Previous GL period
Posting Date	Last date of GL period
Number of Groups	1
To Be Processed	1

- 17 Click Search. The allocation batch details display in the grid.

Field	Data
Sequence	1
JE Group	GR1
Execute	Yes
Allocation Code	HC-1
Source WBS Topic	
BC Amount	4,850.00
Posting Amount	4,850.00
Posting Reference	2013/TRAJE/nnn

- 18 In Journal Entry View (25.13.1.3), review the newly-created journal entry.

Field	Data
Posting Date	Last date of previous GL period
Daybook Code	TRAJE

Exercise 3: Proportional Allocation (EMEA)

In this exercise, you will create a GL allocation to further allocate housing costs currently allocated to the cost center Mfg.

- 1 In Journal Entry Create (25.13.1.1), create the template:

Field	Data
Year	2013/5
Posting Date	05/31/13
Daybook Code	TEMPLATE
Save as Template	Yes (check)
Description	Proportional Allocation Template
Template Code	Propalloc1

Description: Proportional allocation template

Template Code: Propalloc1

GL Acct	GL Desc	Sub-Acct	CC	Debit	Credit
7300	Housing Expense	GServ	Mfg		100.00
7300	Housing Expense	GServ	WC01	100.00	

- 2 In GL Account Create (25.3.13.1), create the following accounts. Ensure you select the Quantity field and enter a unit of measure.

GL Acct	Desc	GL Type	Cat.	Budget Enabled	Budget Group
Z9000	Machine HRS	Standard Account	Expense	Yes	<blank>
Z9001	Offset Mach. HRS	Standard Account	Expense	Yes	<blank>

Bal./P&L	DR/CR	Auto/Manual	Quantity	GL Acct UM	Analysis Type (Analysis Tab)
P&L	Debit	Manual	Yes	HRS	Cost Center
P&L	Debit	Manual	Yes	HRS	None

- 3 In Budget Create (25.5.1.1), create the allocation basis structure, and ensure that the Use Quantity Info field is selected.

Field	Data
Budget Code	Propalloc1
Description	Propalloc1
Used for Allocation	Yes
<u>General tab</u>	
Use Quantity Info:	Yes
<u>Budget Period tab</u>	
Right-click in the grid and insert a row.	
Period Code	Period
Start Date	01/01/2013
End Date	12/31/2013

- 4 In the Levels tab, right-click in the grid and select Insert a New Row.

WB Level	COA Element	Used for Proportional Allocation
1	General Ledger	No (uncheck)
2	Cost Center	Yes (check)

- 5 In the Structures tab, right-click in the grid and select Insert a New Row twice.
- 6 Name the first topic “7300.”
- 7 Right-click the row and select Topic Properties.
- 8 On the COA Link tab, specify GL account 7300 in the Link by Level field. Click OK.
- 9 Name the second topic “Z9000.”
- 10 Right-click the second topic row and select Topic Properties.
- 11 On the COA Link tab, specify GL account Z9000 in the Link by Level field. Click OK.
- 12 In the first topic, right-click and select Insert Child Row.
- 13 Name the child topic “MFG” and then select Topic Properties.
- 14 On the COA tab, specify cost center Mfg in the Link by Level field. Click OK.
- 15 In the second topic, right-click and select Insert Child Row.
- 16 Name the child topic “WC0x” and right-click and select Topic Properties.
- 17 On the COA Link tab, enter cost centers WC01, WC02, and WC0 in the Link by Level field, separated by commas. Click OK.
- 18 Go to the Versions tab and enter a version using the GL calendar year and GL period.
- 19 Change the budget status to Operational and save.

- 20** In GL Allocation Create (25.3.22.1), create the following allocation. Ensure that you select the layers in which the data is posted.

Field	Data
Allocation Code	MfghrsHC-1
Description	MfghrsHC-1
Source Type	WBS Topic
Source WBS	Mfg
From Layers	Trans-Approve
From Amt	Balance
Amt By	GL Period
Value Of	BC Amount
Fraction Type	Proportional Fraction
From Layers	Trans-Approve
Denominator WBS	WC0x See the important note below the table
Amt By	GL Period
Value of	Qty
Daybook Code	TRAJE
Template Code	Propalloc1

Important The Denominator WBS must be the same as the topic code you assigned in step 16 on page 313.

- 21** In the Proportional Allocation tab, create three lines, one for each cost center. Right-click to insert a new row.

Field	Data
Cost Center Code	WC01
Cost Center Code	WC02
Cost Center Code	WC03

- 22** In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code	MfgHC
JE Group	GR1
Alloc Code	MfghrsHC-1

- 23** Open the QMI Documentation/Financial Activities folder on the desktop.
- 24** From the Allocations folder in the Financials Activities folder, download the file `Alloc mfgHC act2 GBP.xlsx` using File|Download in GoogleDocs.
The file is saved to My Documents/Downloads.
- 25** Return to the QAD application.
- 26** Use Journal Entry Excel Integration (25.13.1.6) to import transactions in the `Alloc mfgHC act2 GBP.xlsx` Excel spreadsheet.
The result should be a transaction with the description “Machine Hours.”

The actual amount to allocate to the cost center Mfg is 2000. This figure is the result of the previous hands-on.

- a** Ensure that, for cost center Mfg, you have 2000 on account 7300.
- b** If you skipped the previous hands-on, post the 2000 as follows:
 Daybook: TRAJE
 Period: Previous GL period
 7300 2000 Debit GBP
 2470 2000 Credit GBP
 If a sub-account is required, use Gserv.

27 In GL Allocation Batch Run Execute (25.13.9), run the allocation batch.

Field	Data
Allocation Batch	MfgHC
Source GL Period	Previous GL period
Target GL Period	Previous GL period
Number of Groups	1
To Be Processed	1
Click Search	

28 In Journal Entry View (25.13.1.3), verify the entry.

GL Acct	Sub-Acct	CC	DR	CR
7300	GServ	Mfg	0	714.29
7300	Gserv	WC01	714.29	0
7300	GServ	Mfg	0	809.52
7300	GServ	WC02	809.52	0
7300	GServ	Mfg		476.19
7300	GServ	WC03	476.19	0



Chapter 11

COA Mask

Objectives

Objectives

- Learn about the concept of COA masks
- Learn how to activate, create, and assign COA masks
- Use the COA mask functionality to validate GL account, sub-account, cost center, and project combinations



Overview

Overview

- Definition
- Setup
 - Domain level
 - Creating COA masks
 - Assigning COA masks
- Exercise



MC-3.2-1-GLM-030

In this section, we will first define COA masks, and then learn how to set up and use them.

Finally, an exercise will let you practice your newly-acquired knowledge.



Definition

Definition

- Matrix that defines the valid combinations of COA elements
- Three types of COA mask
 - Sub-account
 - Cost center
 - Project
- Activated at domain level



MC-3.2-1-GLM-040

A COA mask is a matrix that defines the combinations of GL accounts, sub-accounts, cost centers, and projects to which you can post transactions.

Three COA element types have COA mask maintenance functions:

- Sub-Account Mask Create (25.3.9.1.1)
You specify a sub-account COA mask code and list the ranges of GL accounts with which sub-accounts assigned that COA mask can be combined.
- Cost Center Mask Create (25.3.9.2.1)
You specify a cost center COA mask code and list the ranges of GL accounts and sub-accounts with which cost centers assigned that COA mask can be combined.
- Project Mask Create (25.3.9.3.1)
You specify a project COA mask code and list the ranges of GL accounts, sub-accounts, and cost centers with which projects assigned that COA mask can be combined.

You assign a COA mask to an element using the COA Mask fields in Sub-Account Create/Modify, Cost Center Create/Modify, and Project Create/Modify. The COA mask code you specify must be of the same type as the COA element. One COA mask can be reused by many COA elements.

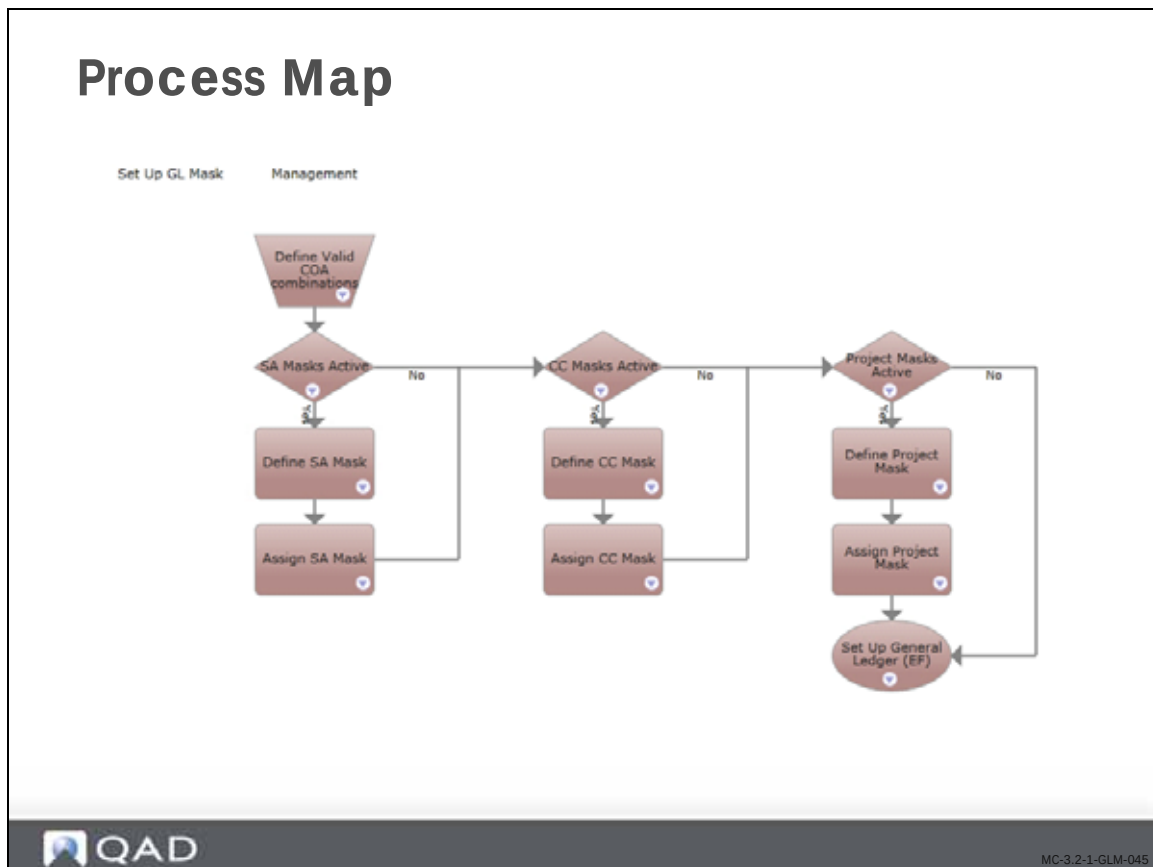
Important When you change COA mask settings for a domain, you must log off the application and log on again for the changes to take effect.



COA masks are defined at domain level, and as part of a shared set. Three control fields in Domain Create (36.1.1.1.1) indicate which COA mask types are active: Sub-Account Mask, Cost Center Mask, and Project Mask. You can only define a COA mask if it has been activated in Domain Create. Postings will be validated for each of the types marked as active.

The system will also use the COA masks you define to restrict lookup values wherever account combinations are entered. For example, if sub-account COA masks are active and you create a journal entry posting line and specify the GL account, the sub-account lookup will only let you select from the sub-accounts that can be used with the GL account you specified.

Process Map



The slide shows the process map for activating, creating, and assigning COA masks.

Domain COA Mask Settings

Domain COA Mask Settings

- Domain Modify (36.1.1.1.2)
 - Valid for all entities in the current domain

The screenshot shows the 'Domain Create' window with the 'General' tab active. The 'COA Mask' section is highlighted with a red box. It contains three rows: 'Sub-Account COA Mask', 'Cost Center COA Mask', and 'Project COA Mask'. Each row has a checkbox and a dropdown menu labeled 'COA Element without Mask'. The dropdowns are currently set to 'Exclude From Posting'.

▲ Use the check boxes to activate combinations of GL elements to validate during posting.

- Sub-accounts
- Cost centers
- Projects



MC-3.2-1-GLM-050

The mask you define applies to all transactions posted for the current domain. You define the mask on the domain level, and it is used by all entities in the domain.

When you select Sub-Account Mask, Cost Center Mask, or Project Mask, you define the combinations of COA elements the system validates when you post a transaction.

COA Element without Mask Setting

COA Element without Mask Setting

The screenshot shows the 'General' tab of a QAD Advanced Financials configuration window. The 'COA Mask' section is expanded, and the 'COA Element without Mask' dropdown menu is circled in red. The dropdown menu has three options: 'Exclude From Posting', 'Exclude From Posting', and 'Exclude From Posting'. The 'Sub-Account COA Mask' checkbox is checked, and the 'Cost Center COA Mask' and 'Project COA Mask' checkboxes are unchecked.

Specify how system will treat COA elements not assigned a mask

- Exclude from Posting
- No Posting Restrictions



MC-3.2-1-GLM-051

Three additional fields in Domain Create control how the system treats COA elements that are not assigned a COA mask. The COA Element without Mask fields contain two options: No Posting Restrictions and Exclude from Posting.

If, for example, you activate cost center masks and select No Posting Restrictions in the COA Element without Mask field, cost centers that are not assigned a COA mask can be used in any posting. Alternatively, if you select Exclude from Posting in the COA Element without Mask field, cost centers that are not assigned a COA mask cannot be used in postings.

COA Mask Shared Sets

COA Mask Shared Sets

- Three COA mask shared sets
 - Sub-Account COA Mask
 - Cost Center COA Mask
 - Project COA Mask
- Modify COA mask shared sets at any point
 - Even when Setup Complete is Yes in Domain Modify



MC-3.2-1-GLM-052

COA masks can be shared by multiple domains, and are, therefore, stored at shared set level. You can share a set of COA masks across domains using shared sets of the following types:

- Sub-Account Mask Shared Set
- Cost Center Mask Shared Set
- Project Mask Shared Set

The COA mask codes are stored in the shared sets, and you can share COA masks regardless of how the COA elements are shared. The COA mask ranges are stored according to the COA shared sets for the current domain.

Different domains that use the same chart of account can use different sets of COA masks. For example, the same sub-account COA mask can be shared by Domain1 and Domain2, a particular project COA mask can be used by Domain1 only, and a different project COA mask can be used by Domain2.

When domain setup is complete, you can no longer modify the shared sets assigned to the domain. However, this restriction does not apply to the three COA mask shared sets, which can be modified at any time.



COA Masks and Account Analysis

COA Masks and Account Analysis

GL Account Create X

Go To Actions Tools Print Preview Attach

GL Account: 1100
 Description: 1000
 GL Type: Standard Account
 Active: ☒

Referenced: ☐
 In Posting: ☐
 System Type:
 Budget Group:
 Budget Enabled: ☐ Category: Asset

Analysis | Posting | Currency | Report Link | Banking | Cash | Defaults

Sub-Account Analysis
 Sub-Account:
 Default Sub-Account:

Cost Center/Project Analysis
 Cost Center Analysis: ☒ Project Analysis: ☒ Analysis Limitation: Both Required
 Default Cost Center: Adm
 Default Project: 2001
 Default SAF Structure:

SAF Analysis
 SAF Analysis: ☐ SAF Structure Code:
 GL Analysis Set On Date:
 GL Sub-Account Set On Date:
 GL Analysis Set on by:
 GL Sub-Account Set on by:

COA mask combinations are synchronized with the analysis you define for GL accounts. You define the default sub-account, cost center, and project for an account on the account Analysis tab, and these combinations must match those of the active COA masks.

When you have defined Both as the analysis type, and At Least One or None as the analysis limitation in GL Account Create, the cost center and project analysis for the account does not have to match the COA mask combination exactly. Instead, the system checks the COA mask for at least one of the elements in the combination. If this is found, the posting is validated. If the COA mask contains any cost center or project in combination with the account, you can choose to leave the cost center or project fields blank for the account when generating a posting.

Sub-Account COA Mask

Sub-Account COA Mask

The screenshot illustrates the process of creating a sub-account mask. The 'Sub-Account Mask Create' window shows a grid of GL Account Rules. The 'Sub-Account Create' window shows the 'Sub-Account Mask Code' field, which is linked to the 'Sub-Account Mask Code' field in the 'Sub-Account Mask Create' window. A blue box labeled 'Sub-Account Type COA Mask "SAMatrix1"' points to the 'Sub-Account Mask Code' field in the 'Sub-Account Create' window.

From GL Account	To GL Account
100	1000
1010	1099
2001	2550

....

MC-3.2-1-GLM-060

Use Sub-Account Mask Create (25.3.9.1.1) to define the ranges of GL accounts with which a sub-account can be combined in postings. The sub-account mask is then assigned to the sub-account using Sub-Account Create (25.3.17.1) or Sub-Account Modify (25.3.17.2). If you assign a COA mask to a sub-account, the system will prevent it from being used with any GL account not specified within the ranges defined in Sub-Account Mask Create.

Note You can use Sub-Account Mask Excel Integration (25.3.9.1.6) to import a sub-account mask matrix. You can also create a sub-account mask based on an existing mask using Sub-Account Mask Copy (25.3.9.1.5).

Use the grid to define the ranges of GL accounts that can be used with this sub-account. Each range is defined for the COA shared sets that the current domain is using. A range can be shared at COA shared set level.

You can define multiple ranges of GL accounts for which you can use the sub-account. Normal ranges cannot overlap. However, disallowed ranges can overlap normal ranges.

Specifying Ranges in Grids

To define the range of values for which a COA mask applies, insert a new row into the rules grid. Then, complete the From and To fields to define a range.

You must define at least one range in a COA mask grid. The ranges are stored according to the COA shared sets of the current domain, and a COA mask code can include ranges for different COA shared sets.

Blanks

If you specify a non-blank value in the From field and a blank in the To field, this indicates that you want to map all values beginning with the non-blank value to the end of the range.

If you specify a blank in the From field and a non-blank value in the To field, this indicates that you want to map all values from the beginning of the range up to the non-blank value.

Assigning Masks

You assign a COA mask code to a sub-account by specifying the mask in the Sub-Account Mask Code field in Sub-Account Create or Sub-Account Modify. You can click the lookup to list all sub-account masks for the assigned sub-account COA mask shared set.

You can also create a new sub-account mask as required by clicking the GoTo button to the right of the Sub-Account Mask Code field. The GoTo opens Sub-Account Mask Create (25.3.9.1.1). If you have already assigned a COA mask to the sub-account, the GoTo button displays Sub-Account Mask View (25.3.9.1.3) and also lets you display a related view showing all sub-accounts linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats sub-accounts that are not assigned a sub-account COA mask. If sub-account COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all sub-accounts without a sub-account COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the sub-account with any GL account.

If sub-account COA masks are not enabled for the current domain, the Sub-Account Mask Code field is read-only.

Cost Center COA Mask

Cost Center COA Mask

The screenshot shows the 'Cost Center Mask Create' window. The 'Code' field is circled in red and contains 'CCMatrix1'. The 'Cost Center Mask Code' field is also circled in red and contains 'CCMatrix1'. Below the window, a diagram shows a green box labeled 'Cost Center Type COA Mask "CCMatrix1"' with arrows pointing to two tables:

From GL Account	To GL Account
10	1999
2010	2055

From Sub-Acct	To Sub-Acct
01	99
102	199

The diagram also shows an arrow pointing from the 'Cost Center Type COA Mask "CCMatrix1"' box to the 'Cost Center Mask Code' field in the 'Cost Center Create' window.

MC-3.2-1-GLM-061

Use Cost Center Mask Create (25.3.9.2.1) to specify the ranges of GL accounts and sub-accounts that you can use in combination with a particular cost center.

Note You can use Cost Center Mask Excel Integration (25.3.9.2.6) to import a cost center mask matrix. You can also create a cost center mask based on an existing mask using Cost Center Mask Copy (25.3.9.2.5).

You then associate the COA mask with a cost center by specifying the cost center COA mask code in the COA Mask field in the cost center record in Cost Center Create.

If you have activated cost center COA masks in Domain Create, you must specify ranges in at least one of the two grids in Cost Center Mask Create.

Assigning Masks

You assign a COA mask code to a cost center by specifying it in the Cost Center Mask Code field in Cost Center Create or Cost Center Modify. You can click the lookup to list all cost center masks for the assigned cost center COA mask shared set.

You can also create a new cost center mask as required by clicking the GoTo button to the right of the Cost Center Mask Code field. The GoTo opens Cost Center Mask Create (25.3.9.2.1). If you have already assigned a COA mask to the cost center, the GoTo button displays Cost Center Mask View (25.3.9.2.3) and also lets you display a related view showing all cost centers linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats cost centers that are not assigned a cost center COA mask. If cost center COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all cost centers without a cost center COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the cost center in combination with any GL account or sub-account.

If cost center COA masks are not enabled for the current domain, the Cost Center Mask Code field is read-only.

Project COA Mask

Project COA Mask

The screenshot shows the 'Project Mask Create' window. The 'Project Mask Code' field is highlighted with a red circle. Below the window, a diagram shows the 'Project Type COA Mask "PrjMatrix1"' box connected to three tables of account ranges.

From GL Account	To GL Account
001	999
1002	2999

From Sub-Acct	To Sub-Acct
01	99
101	150

From Cost Center	To Cost Center
Dep1	Dep2
Dep6	Dep8

....

QAD MC-3.2-1-GLM-062

Use Project Mask Create (25.3.9.3.1) to specify the ranges of GL accounts, sub-accounts, and cost centers that you can use in combination with a particular project when posting.

Note You can use Project Mask Excel Integration (25.3.9.3.6) to import a project mask matrix. You can also create a project mask based on an existing mask using Project Mask Copy (25.3.9.3.5).

You then associate the COA mask with a project by specifying the project COA mask code in the COA Mask field in Project Create.

If you have activated project COA masks in Domain Create, you must specify ranges in at least one of the three grids in Project Mask Code Create.

Assigning Masks

You assign a COA mask code to a project by specifying it in the Project Mask Code field in Project Create or Project. Click the lookup to list all project masks for the assigned project COA mask shared set.

You can also create a new project mask as required by clicking the GoTo button to the right of the Project Mask Code field. The GoTo opens Project Mask Create (25.3.9.3.1). If you have already assigned a COA mask to the project, the GoTo button displays Project Mask View (25.3.9.3.3) and also lets you access a related view showing all projects linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats projects that are not assigned a project COA mask. If project COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all projects without a COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the project in combination with any GL account, sub-account, or cost center.

If project COA masks are not enabled for the current domain, the Project Mask Code field is read-only.

COA Mask Implementation Considerations

COA Mask Implementation Considerations

- For COA masks and shared sets
 - Who will maintain both the COA element shared sets and COA mask shared sets?
 - Will the COA shared sets and COA mask shared sets be administered
 - Locally
 - Centrally
 - A combination of both



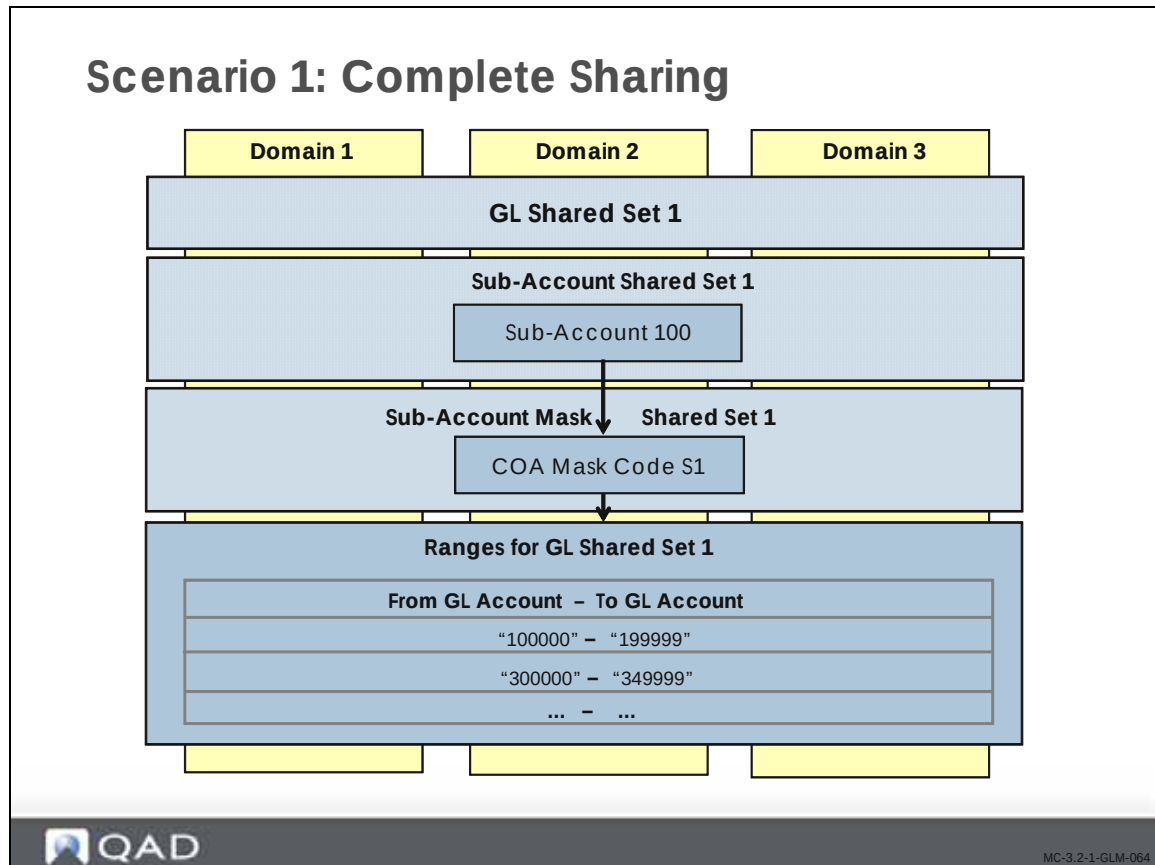
MC-3.2-1-GLM-063

Before implementing COA masks and shared sets, you must first determine who will be responsible for maintaining both the COA element shared sets and COA mask shared sets. You must also consider whether the COA shared sets and COA mask shared sets will be administered locally or centrally, or a combination of both.

Both of these considerations greatly influence the setup of the COA masks and their shared sets, as described in the following scenarios.

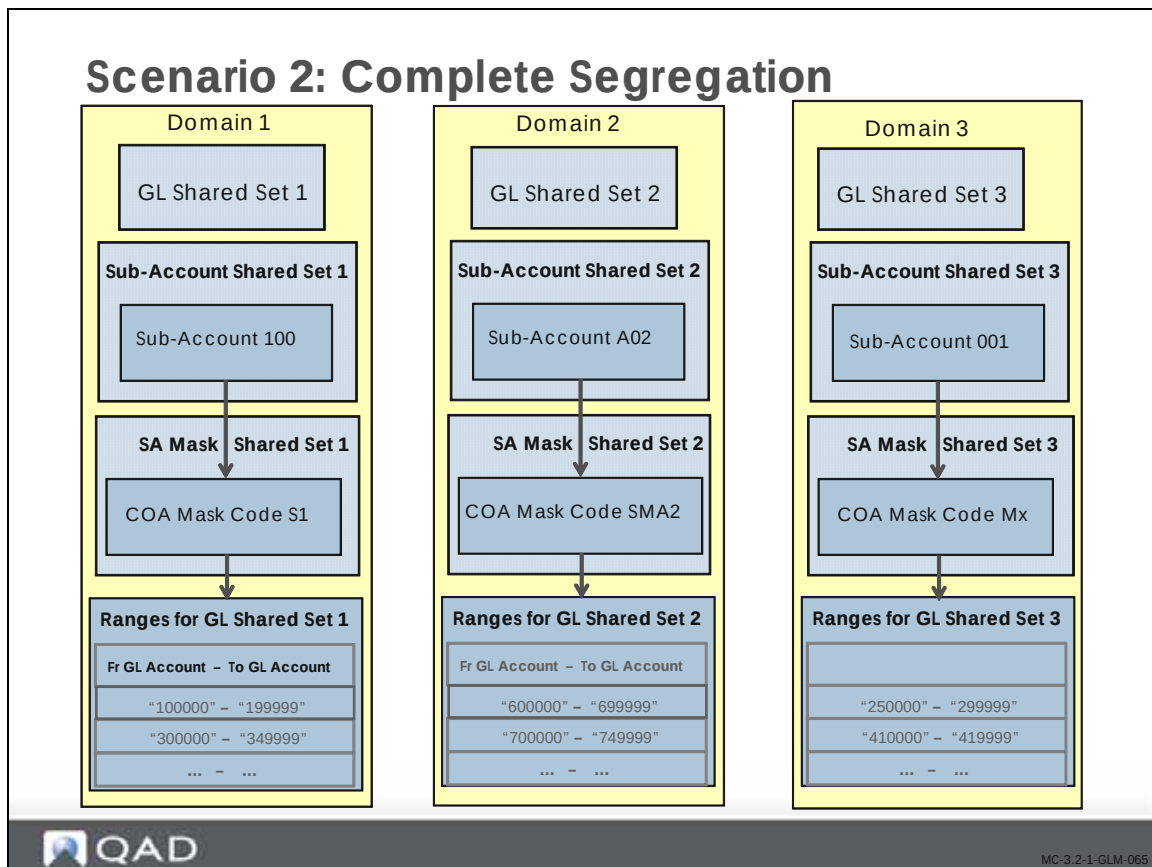


Scenario 1: Complete Sharing



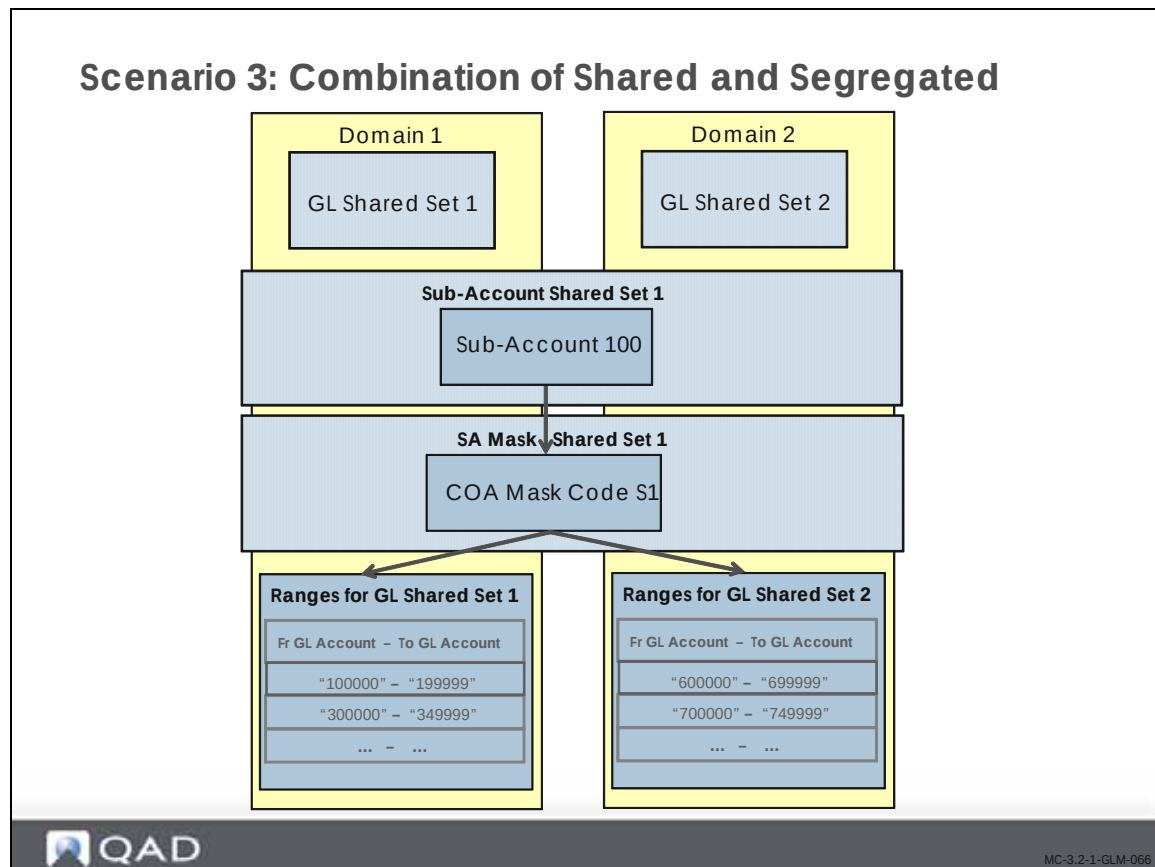
In this scenario, the GL shared set, sub-account shared set, and sub-account mask shared sets are administered centrally in the organization's head office by corporate finance and accounting personnel. The data is then shared across all domains.

Scenario 2: Complete Segregation



In this scenario, the GL account, sub-account, and sub-account mask shared sets are maintained locally by each site's finance and accounting personnel. An organization can separate shared sets due to varying levels of complexity within the COA and within the COA masks for each domain.

Scenario 3: Combination of Shared and Segregated



In scenario 3, the GL shared sets are not shared across domains and are maintained locally by each site's finance and accounting personnel. The sub-account and sub-account mask shared sets are shared across domains, and are maintained by one person centrally in the corporate head office.

COA Mask Validation

COA Mask Validation

- If the sub-account is not blank
 - The system matches the GL account using the sub-account COA mask
- If the cost center is not blank
 - The system matches the GL account and sub-account using the cost center COA mask
- If the project is not blank
 - The system matches the GL account, sub-account, and cost center using the project COA mask



MC-3.2-1-GLM-067

The system validates the COA mask for a given GL combination using the following method:

- If the sub-account in the GL combination is not blank, the system matches the GL account using the sub-account COA mask.
- If the cost center in the GL combination is not blank, the system matches the GL account and sub-account using the cost center COA mask.
- If the project in the GL combination is not blank, the system matches the GL account, sub-account, and cost center using the project COA mask.



Validation Example

Validation Example

Sub-Account Mask assigned to sub-account 28

GL Account From	GL Account To	Disallowed?
010	1999	No
2002	3000	No
2050	2055	Yes

Cost Center Mask assigned to cost center Dep2

GL Account From	GL Account To	Disallowed?	Sub-Account From	Sub-Account To	Disallowed?
010	1999	No	01	99	No
2002	3000	No	102	199	No
2050	2055	Yes			



MC-3.2-1-GLM-068

Sub-Account 28 and cost center Dep2 are assigned the COA masks shown in the slide.

Validation Example – Continued

Project Mask assigned to project Eng

GL From	GL To	Disallowed?	S-A From	S-A To	Disallowed?	CC From	CC To	Disallowed?
001	9999	No	01	99	No	Dep1	Dep2	No
100		No	101	150	Yes	Dep6	Dep8	Yes
						Dep8	Dep9	No



MC-3.2-1-GLM-070

Project Eng is assigned the COA mask shown in the slide.

When postings are validated all three masks are used in conjunction to form a validation matrix.

Postings and Validation

Postings and Validation

GL Account	Sub-Account	Cost Center	Project	Validated?
998	100	Dep1	Eng	No
1004	28	Dep2	Eng	Yes
2000	10	Dep8	Eng	No
2997	123	Dep9	Eng	No



MC-3.2-1-GLM-080

The postings in the above slide are validated using the COA masks shown in the previous two slides.

The posting with GL account 998, sub-account 100, and cost center Dep1 fails to validate because sub-account 100 is not defined in the sub-account range for the project mask.

The posting with GL account 1004, sub-account 28, and cost center Dep2 is validated because the project mask assigned to project Engineering includes GL account 1004, sub-account 28, and cost center Dep2 within its valid ranges.

The posting with GL account 200, sub-account 10, and cost center Dep8 fails to validate because Dep8 is part of a disallowed range.

The posting with GL account 2997, sub-account 123, and cost center Dep9 fails to validate because sub-account 123 is part of a disallowed range.

Hands-On Exercise

Log in to 10USACO or 22UKCO

Enable the COA masks for Sub-Account and Cost Center.

Create masks for sub-accounts and cost centers. Assign the masks to the relevant sub-accounts and cost centers.



Test the COA mask by creating journal entries with valid, and invalid COA mask combinations
After the exercise, disable the COA masks again in Domain Modify (36.1.1.1.2)

Steps

- 1 Open Domain Modify (36.1.1.1.2).
- 2 Enter the domain name that is relevant to your chosen entity (10USA or 22UK).
- 3 On the General tab, enable sub-account and cost center COA masks by selecting the relevant fields.
- 4 Set the COA Element without Mask fields to Exclude from Posting.
- 5 Save your changes.
- 6 Log off the application and log in again
- 7 In Sub-Account Mask Create (25.3.9.1.1), create the sub-account mask SAMK1.

In the GL Account Rules grid, enter the following for both 10USACO and 22UKCO:

Row	From	To	Disallowed Range
1	2470	2470	No
2	7000	7999	No
3	7500	7500	Yes

- 8 Save the mask.
- 9 In Sub-Account Modify (25.3.17.2), assign the mask to sub-accounts GServ, Mech, and Elec.
- 10 In Cost Center Mask Create (25.3.9.2.1), create the cost center mask CCMK1.

For both 10USACO and 22UKCO, enter the following combinations:

GL Account Rules				Sub-Account Rules			
Row	From	To	Disallowed Range	Row	From	To	Disallowed Range
1	2470	2470	No	1	Elec	Mech	No
2	7000	7999	No	2	Ho	Ho	Yes
3	7500	7500	Yes				

- 11 Save the mask.
- 12 Using Cost Center Modify (25.3.20.2), assign the CCMK1 mask to cost centers Adm and Mar.
- 13 Save your changes.
- 14 Go to Journal Entry Create (25.13.1.1).
- 15 Create two journal entries using daybook TRAJE:
 - 1 journal entry with a valid combination of accounts
 - 1 journal entry where all combinations are invalid

In both 10USACO and 22UKCO, enter the following journal entries:

JE1				
Account	Sub-Account	Cost Center	Debit	Credit
7000	Gserv	ADM	1000	
7010	Gserv	ADM	2000	
2470	Gserv			3000

JE2				
Account	Sub-Account	Cost Center	Debit	Credit
7500	Ho	Fin	5000	
2470	Ho			5000

- 16 Verify that the system validates as intended.
- 17 Disable the masks again in Domain Modify (36.1.1.1.2).
- 18 Log off the application, and log in again.

Chapter 12

User-Defined Fields

Objective

Objective

- Learn how to create and use user-defined fields in QAD Enterprise Applications



MC-3.3-1-UDF-020

Overview

Overview

- Definitions
- How to create and modify
- Exercise



MC-3.3-1-UDF-030

In this section, you will learn how to create and use user-defined fields.

We will first review some definitions, then learn the process.

Hands-on exercises are provided in the following chapter on screen customization.

Characteristics of User-Defined Fields

Characteristics of User-Defined Fields

- Predefined fields in the database tables
- Not used in the business logic
- Can be customized to store additional information



MC-3.3-1-UDF-040

User-Defined Fields (UDFs) are predefined fields in the database tables that are not used in the business logic, and can be customized to store additional information specific to your business requirements.

UDFs are available for all Enterprise Financials business components in the Financials module, both on master data, such as business relations and suppliers, and for transactional components, such as supplier invoices.

Creating a User-Defined Field

Field name: type and validation

Combo: user-defined value list

Date: valid date

Decimal: valid decimal

Integer: valid integer

Short: free text (max 20 char)

Long: free text (max 255 char)

Note: free text (max 2000 char)

Value List Tab
Use to define value lists for fields of type Combo

MC-3.3-1-UDF-050

Use the User-Defined Field activities (36.4.12) to create, modify, view, and delete UDFs.

The following UDFs are available for each category of field:

Type	Number	Validation
Combo	10	User-defined value list.
Date	5	Valid date.
Decimal	5	Valid decimal.
Integer	5	Valid (signed) integer.
Short	10	Free text (maximum 20 characters) or value retrieved through lookup.
Long	2	Free text (maximum 255 characters) or value retrieved through lookup.
Note	1	Free text (maximum 2000 characters).
QAD Reserved	4	These fields are reserved for use by QAD only. There are four types of QAD reserved field: • QADCO1: Free text (maximum 20 characters) or value retrieved through lookup • QADCO2: Free text (maximum 255 characters) or value retrieved through lookup • QADT01: Valid date • QADD01: Valid decimal

Lookup. Select the type of lookup to associate with the new field. The Lookup field is enabled if you select a CustomShort, CustomLong, or CustomCombo type field in the Field Name field in the header.

The possible values are:

- **None:** If you select the None option, the Lookup Reference, Stored Search, and Return Field are disabled.
- **Stored Search:** If you select the Stored Search option, you must use the Lookup Reference and Stored Search fields to identify the stored search.
- **Browse:** If you select the Browse option, the Stored Search field is updated to display the label Browse and the Lookup Reference field becomes read-only. You then use the Browse field to specify the relevant browse definition.
- **Generalized Code:** If you select Generalized Code, the Lookup Reference field lets you select values from the Generalized Codes (code_mstr) table. If you select the Generalized Code option for a CustomCombo type field, the Value List tab is disabled in the User-Defined Field screen.
- **Other:** If you select Other, you can define a custom query in the Lookup Reference field. The Stored Search and Return Field fields are disabled.

If you are creating a CustomCombo field, you can only select the values None or Generalized Code.

Lookup Reference. Click the lookup to select a query from the list of predefined queries. This field lets you specify a standard lookup to associate with the user-defined field. Users can then select a value from the lookup. For example, you can add a UDF to the Customer Invoice object and give it the name Supplier Code, and specify the Supplier lookup as the Lookup Reference. When users create customer invoices, the Supplier Code UDF appears in Customer Invoice Create, and there is a lookup button next to that field listing all supplier codes.

The Lookup Reference field is enabled when you select a field of type CustomShort or CustomLong in the Field Name field.

Value List Tab

Use the Value List tab to define the list of values for a drop-down list UDF. Right-click and choose Insert a New Row to specify a value.

Adding a User-Defined Field to the UI

Adding a UDF to the UI

From within the target menu, access Design Mode

Make field available to all, or limit to user or role

Field list / properties

(Second Description) journalSecondDescriptionFieldBox

Properties Events

BackColor ☐ Transparent

FieldName

Height 24

Left 42

MaxLength 40

Multiline ☐ False

SqlAppearanceName

SqlEnabled ☐ True

SqlInitialValue

Reset to Initial Settings Copy settings

BusinessFieldLabel

Owner

Daybook Create | Customized f... X

Go To Actions Tools Print Preview

Daybook Code

Description

Second Description

Daybook Type

Layer Code

Active ☒

Daybook Control

Daybook Group Code

Access Role

QAD

MC-3.3-1-UDF-060

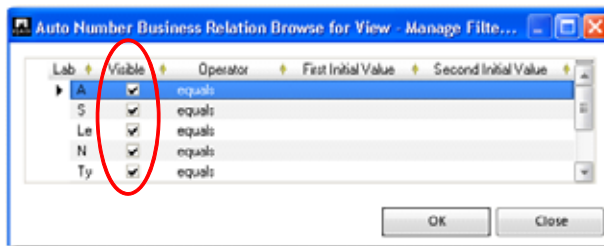
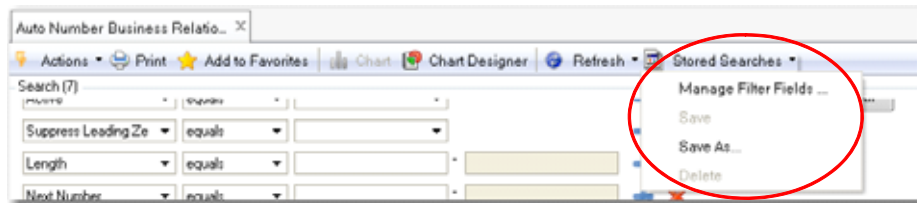
Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

To add a UDF to a screen, select it and drag it from the Business Field Label section to its new position on the screen.

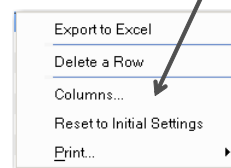
When saving changes, you can choose to make the new field available to a user, a role, or all.

Adding a User-Defined Field to a Report or View

- Use Manage Filter Fields



Add to report results grid
(right-click – Columns)



When activated, a UDF can be designated as a filter field in the Search Criteria and can be added to the Search Criteria Result Grid. UDFs are also available for Excel integration, if this functionality is available for the component you have customized.

To include a UDF in the selection criteria for a report or in the report itself, you must adapt the selection and the report logic.

Modifying User-Defined Fields

Modifying User-Defined Fields

- If the UDF is in use, you can modify
 - Description
 - Side and column label
 - Value list (only for combo type fields)
 - Lookup reference
- If the UDF is not in use, you can modify
 - Mandatory field
 - Display length
 - Decimal precision
 - Can be deleted



MC-3.3-1-UDF-080

The range of UDF properties you can modify depends on whether the field has been used. A UDF is considered used if it appears on the UI and at least one value has been stored for it in the database.

If the UDF is used, you can modify the following properties:

- Description
- Side Label
- Column Label
- Value list (for Combo type UDFs only)
- Lookup Reference, Stored Search, Stored Search Return (for Short and Long type UDFs only)

If a UDF is not used, you can modify the following additional properties:

- Mandatory
- Display Length
- Decimal Precision (for decimal type UDFs only)

You can delete a UDF if it has not been used. Go to User-Defined Field Delete (36.4.12.4). Select the field you want to delete. Click Delete. If the UDF has been used, that is, if a value has been entered in the field and stored in a record, you cannot delete the UDF. Instead, you can go to Design Mode and make the field invisible. In this case, the field still exists, but it is not visible and not usable.

Chapter 13

Screen Customization

Objectives

Objectives

- Understand the benefits of screen customization
- Learn how to customize screens for your own business case



MC-3.4-1-SC-020

Scope

Scope

- UI customization using Design Mode feature
- User-defined fields



MC-3.4-1-SC-030

The system supports many ways that users and administrators can tailor the user interface of component-based functions including:

- Customizing the user interface using the Design Mode feature.
- Creating your own user-defined fields and add them to the user interface using the User-Defined Fields feature.

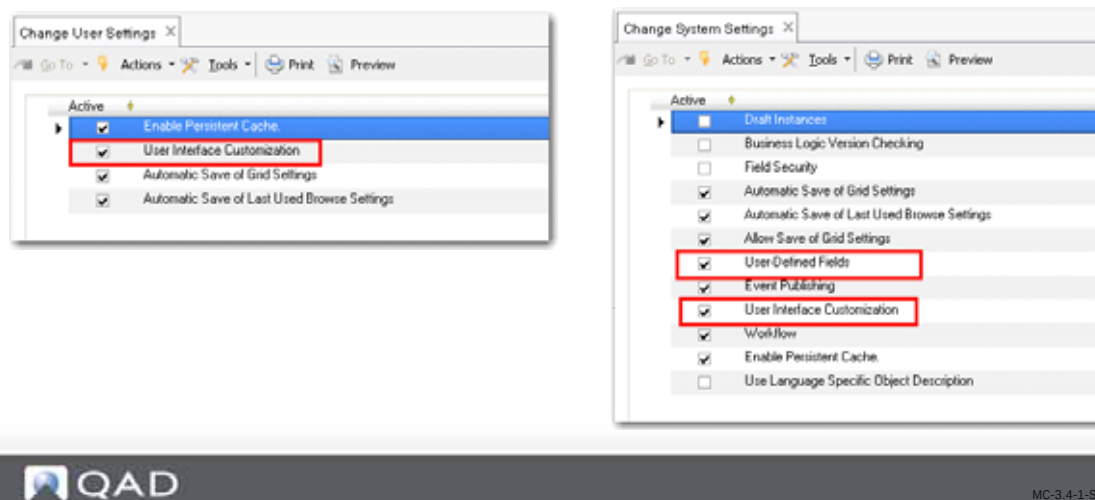
In addition to the customization of component-based functions, you can modify other aspects of the UI. The features a particular user can access depends on the system and user settings, and the user's permissions. See [QAD System Administration User Guide](#) for a discussion of settings and [QAD Security and Controls User Guide](#) for more information on permissions.



Screen Customization Prerequisites

Screen Customization Prerequisites

- Setup
 - Security settings
 - Change System Settings (36.24.5.1)
 - Change User Settings (36.24.5.2)



To use Design Mode, you must be assigned access to the Customization activity at either the user, role, or general level. If none of these three activities is linked to any of your roles, the Design Mode option is not available in the Tools menu.

Checking for the existence of a screen customization before displaying each screen requires additional system resources and processing time. If you are not using customizations or some users are not using them, this check can be disabled using a setting that can be defined at both the system and user level.

- A system administrator can clear the User Interface Customization setting in Change System Settings (36.24.5.1) to prevent the system from ever looking for existing UI customizations. Users can still use Design Mode—if Design Mode activities are linked to their roles, but customized screens will not be displayed.
- If User Interface Customization is enabled at the system level, each user can clear the User Interface Customization setting in Change User Settings (36.24.5.2) to disable the check for existing UI customizations for themselves. The user can still use Design Mode—if Design Mode activities are linked to their role, but customized screens will not be displayed.

Note If customization is disabled at system level, individual users cannot enable it.

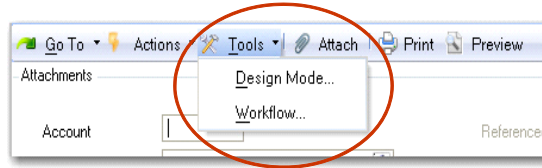
See [QAD Security and Controls User Guide](#) for more information on setting up role permissions.

Important In order to perform the screen customizations described in this chapter, you must be assigned the UI design role, which provides you with the relevant role permissions.

General Process Flow

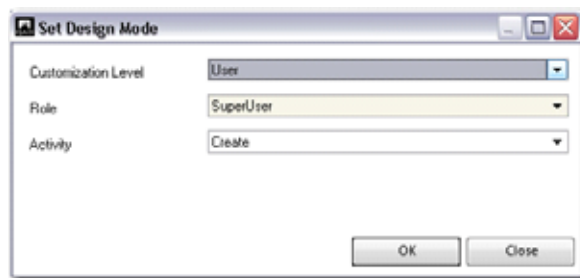
General Process Flow

- Design Mode



- Customization levels

- General
- Role
- User



Design Mode lets you add, move, or remove fields, and modify field properties. In addition, you can create predefined column views for screens that contain grids.

The customizations you create apply to either yourself, all users that belong to your default role, or all users in the system. This is determined when you save the customization.

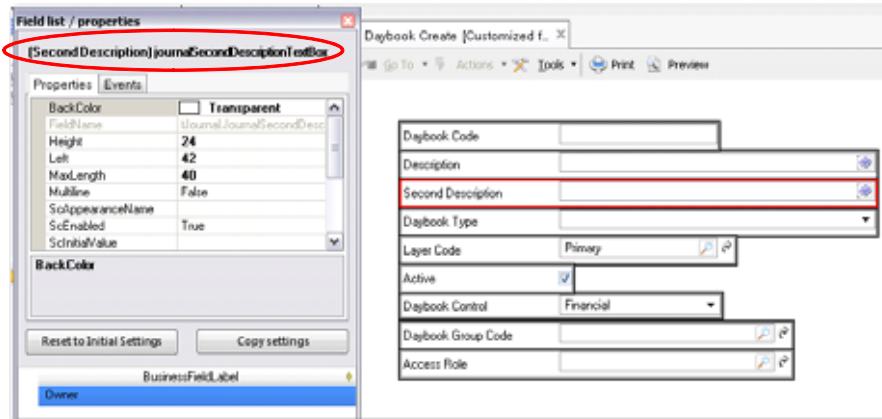
You access design mode by selecting Design Mode in the Tools menu in the screen that you want to customize.

When you select Design Mode, the system prompts you to choose a customization level.

- 1 Choose the level for the customizations:
 General. The customizations are effective for all users.
 Role. The customizations are effective for all users with the same default role as you.
 User. The customizations are effective for you only.
- 2 If you chose the Role customization level, select the role for which the customizations apply.
- 3 Select the component activity for which the customization applies; for example, Create, Modify, or Delete.

General Process Flow – Continued

- Highlight a field on the UI to
 - Change its properties
 - Move it to another position
 - Remove it from the UI
 - Add a user-defined field

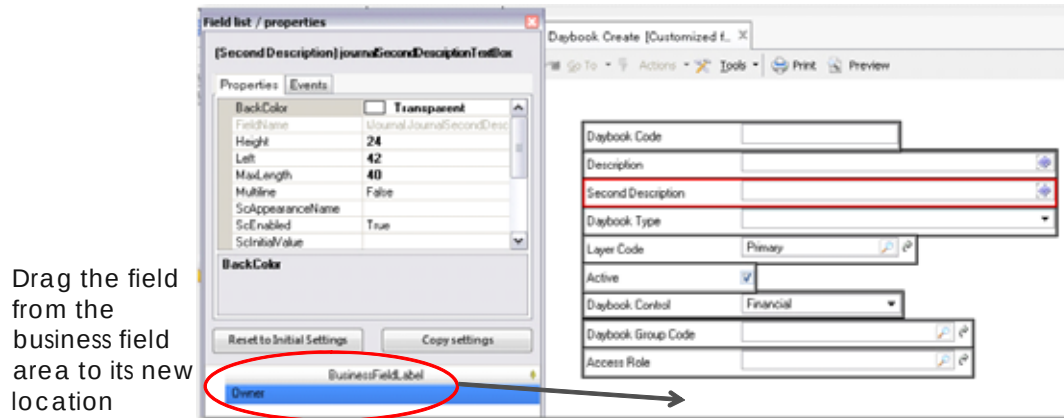


In Design Mode, a gray border is displayed around all fields. When you select a field, its border color changes to red. By selecting the border, you can drag and drop a field or modify its properties.

Moving Fields to Other Tabs

Moving Fields to Other Tabs

- Set to invisible by setting the Visible property to False
 - The field now displays in the business field area of the Field list window
- Select the target tab



You can remove a field from the UI by clicking on the field to activate it and setting the Visible property to False.

The field is then stored in the BusinessFieldLabel pane of the design frame. To return the field to the UI, click it and drag it from the BusinessFieldLabel pane to the screen.

You can move a field within the UI by dragging it to its new location or by modifying the position properties. You cannot drag a field from one tab to another. To reposition a field to a new tab:

- 1 Set the Visible property to False. The field now displays in the business field area of the Field List window.
- 2 Select the target tab to activate it.
- 3 Drag the field from the storage area to its new location.

Field Properties

Field Properties

If ScEnabled is False, the field is visible on UI, but cannot be accessed or copied

Field label on the UI

If ScReadOnly is True, the field is visible on the UI, but not editable

If Visible is False, the field is no longer visible (but appears in the business fields area)

Property	Value
ScEnabled	True
ScInitialValue	
ScLabelSize	150, 24
ScLabelText	Second Description
ScReadOnly	False
Top	96
Visible	True
Width	450
BackColor	

Reset to Initial Settings Copy settings

QAD

MC-3.4-1-SC-080

The Field list/properties window displays the properties that control the appearance of the selected field.

The window contains two tabs, Properties and Events.

Field Descriptions

BackColor. Specify the color schema for the field. The system applies any color modifications you make to the field border, and not the actual input zone.

Modify the numeric red, green, and blue properties of the field, or select a color from the drop-down list.

Height. Specify the height of the field (label and input zone) in pixels.

Left. Specify the field position in pixels, relative to the left of the screen.

Max Length. Specify the maximum length of the field.

ScAppearanceName. Specify a user-defined setting from the `Appearances.xml` file to apply to the field. The `Appearances.xml` file contains settings for color, shadowing, and alignment.

ScEnabled. Specify True or False to enable or disable the field.

If you set the property to False, the field continues to display on the screen, but it is no longer accessible in the UI. It cannot be tabbed to and its value cannot be copied.

ScInitialValue. Specify the initial value of the field. This field can be used for defaulting when several possible values exist, for example, a daybook in Supplier Invoice Create.

ScLabelSize. Specify the amount of space in pixels (width and height) to allocate to the field label.

ScLabelText. Specify the label text for the field.

ScReadOnly. Select True or False from the drop-down list to indicate whether the field is read-only or editable. When set to True, the field cannot be updated, but can be tabbed to and its contents can be selected and copied.

Top. Specify the field position in pixels, relative to the upper left corner of the screen.

Visible. Select True from the drop-down list to make the field visible on the UI. Select False to hide the field (including the label).

Note Fields that are hidden from the UI are listed in the BusinessFieldLabel section of the design window.

Width. Specify the width of the field (label and input zone) in pixels.

BusinessFieldLabel. This section of the design window lists fields that have been hidden on the UI or user-defined fields that have been defined but not yet placed on the UI.

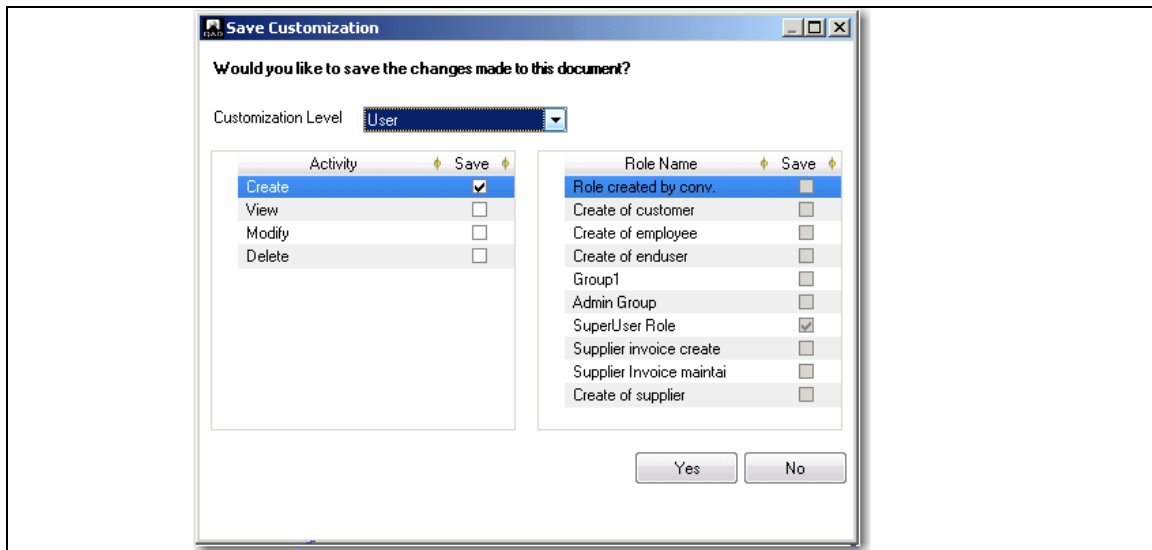
Use the two buttons as follows:

Reset to Initial Settings resets the properties of the field to the initial settings shipped with the application. The system prompts you to confirm the reset operation.

Copy Settings copies the properties of the selected field to another customization level. You can choose the level and the role or user, if applicable.

To apply your customizations to the UI, choose Tools and Design Mode.

The system prompts you to confirm the changes and lets you select other activities for the business component to which to apply the customizations.



Field Descriptions

Customization Level. Select the level at which the customization applies.

Activity. The Save Customization screen lets you apply your customizations to other screens related to the function you customized. This varies depending on the activities defined for each component, but you can typically apply your customizations to the following screen types:

Create: Select to apply your layout customizations when the screen is used to create a new record.

View: Select to apply your layout customizations when using the screen to view a record.

Modify: Select to include your layout customizations when using the screen to modify a record.

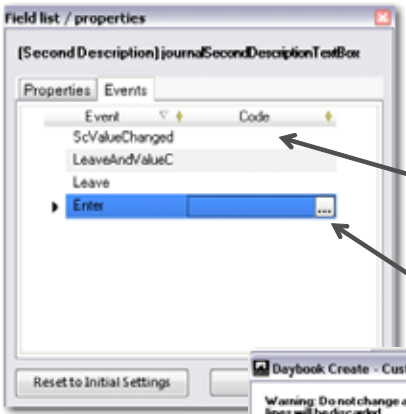
Delete: Select to include your layout customizations when using the screen to delete a record.

Role Name. Select the roles for which the customizations apply. These fields are activated when you select Role in the Customization Level field.

Click Yes to apply the changes to the selected activities. Click No to close the screen without applying the changes.

Field Properties, Events Tab

Field Properties, Events Tab



Add basic customization code to UI elements

Select an event from the list of exposed events for each field or control

Open custom code editor




MC-3.4-1-SC-085

The Events tab lets you use the events and properties of UI controls to add basic customization code to UI elements. Examples of events include the following:

- Enter, which controls the behavior of a field when it gets focus.
- Leave, which controls the behavior of a field when the field loses focus.

You can select an event from a list of available exposed events for each field or control on the screen for which you are using Design Mode. For any event you select, you can alter the properties of other fields and controls, and specify conditions under which the properties must be altered.

In the Events tab, the list of events is sorted alphabetically. When you select an event, a button appears to the right of the event in the Code column. Click this button to open an editor in which you can build a condition and an action (in the case of True or False values).

In the Custom Code for Event editor, you can customize the code using non-intrusive customization.

Hands-On Exercises

Log in to 10USACO or 22UKCO.

Exercise 1: Rearrange Fields in Customer Modify

In this exercise, you will hide the BLWI Group field in the Customer record for all activities. You will also move the Print Reminder and Print Statement fields.

- 1 Open Customer Modify (27.20.1.2) and select any customer in the grid to open the main screen. Go to the Payment tab.
- 2 On the object menu bar, click Tools and select Design Mode.
- 3 In the pop-up window, specify General in the Customization Level field and click OK.
- 4 Select the BLWI Group Code field.
It is now highlighted in red.
- 5 In the Field list / properties window, set the Visible property to False.
- 6 Click back to the Payment tab of Customer Modify. Select the Print Reminder field and move it under the Statement Cycle field (drag and drop).
- 7 Select the Print Statement field and move it under the Print Reminder field.
- 8 Close the Field list / properties window by clicking on the red X. In the Save Customization window, select:
Customization Level: General
Activity: Select Save all
- 9 Click Yes to save.
- 10 Verify the end result on your screen.

Exercise 2: Make a Field Read-Only

In this exercise, you will make the Exchange Rate field in Supplier Invoice Create read-only.

- 1 In Supplier Invoice Create (28.1.1.1), click Tools and select Design Mode. In the pop-up window, select General in the Customization Level field and Create in the Activity field.
- 2 Click Continue.
- 3 Highlight the Exchange Rate field. In the Field list / properties window, change the ScReadOnly property to True.
- 4 Close the Field list /properties window.
- 5 In the Save Customization screen, select only Save Create. Click Yes.
- 6 Verify the result on your screen.

Exercise 3: Create a User-Defined Field

In this exercise, you will create a user-defined field for the GL Account business component, and create a value list for the field.

- 1 In User-Defined Field Create (36.4.12.2.1), create a field with the following parameters:

Field	Data
Business Component	GL Account
Field Name	tGL.CustomCombo2
Description	Account Representative
General tab	
Side Label	Account Representative
Column Label	Acct Representative
Display Format	X(20)
Display Length	20
Mandatory	No

- 2 In the Value List tab, right-click in the grid and select Add a New Row. Specify the following custom values:
 - Chief Accountant
 - Jr. Accountant
 - Sr. Accountant
- 3 Click Save.
- 4 In GL Account Modify (25.3.13.2), select any account to open the main window.
- 5 Click Tools and select Design Mode. In the pop-up window, select the Customization Level to General and click OK.
- 6 In the Field List/Properties window, you will see the new field at the end of the BusinessFieldLabel panel.
- 7 Drag the field and drop it in the GL Account Modify screen next to the Active field.
- 8 Close the Field List/Properties window.
- 9 In the Save Customization window, select Save for all activities. Click Yes to save. Your UDF should now display on your screen, with a drop-down list attached.
- 10 Return to the GL Account Browse for Modify window.
- 11 Click a search criteria drop-down list (Account, for example). The new field should appear on this list.
- 12 Right-click the first row in the grid and select Columns. You can select your new UDF and make it visible on the UI.

Exercise 4: Create a Second User-Defined Field

In this exercise, you will create a user-defined field for the GL Account business component, and position the field on the UI.

- 1 In User-Defined Field Create (36.4.12.2.1), create a field using the following parameters:

Field	Data
Business Component	GL Account
Field Name	tGL.CustomShort1
Description	User in Charge
General tab	
Side Label	User in Charge
Column Label	User in Charge
Display Format	X(20)
Display Length	20
Mandatory	No
Lookup	Stored Search
Lookup Reference	/BUser.SelectUser
Stored Search	FACTORYDEFAULT
Return Field from Stored Search	tUsr.UsrLogin

- 2 Click Save.
- 3 In GL Account Modify (25.3.13.2), select any account to open the main window. Click Tools and select Design Mode.
- 4 In the pop-up window, set the Customization Level to General and click OK.
- 5 In the Field List/Properties window, you will see the new field at the end of the BusinessFieldLabel panel.
- 6 Drag this field and drop it in the GL Account Modify screen next to the Referenced field.
- 7 Close the Field List/Properties window.
- 8 In the Save Customization window, select Save for all activities. Click Yes to save.

Results: In the GL Account Modify screen, the new field should display with your login as default value.

Chapter 14

Advanced Self-Billing

Objectives

Objectives

- **Set up the solution**
- Understand the general process
- Learn how to process tolerance and quantity differences
- Learn how to manage price differences
- Learn how to block self-bill invoice and how to exclude shippers from self-billing
- Learn how to use self-billing browses and reports



MC-ASB-005

Solution Setup

Solution Setup

- Enable QAD PRO/PLUS Advanced Self-Billing
- Set up self-bill customers
- Maintain product lines and sales accounts
- Maintain customer items
- Create self-bill orders



MC-ASB-010



Enable QAD PRO/PLUS Advanced Self-Billing

Enable QAD PRO/PLUS Advanced Self-Billing

Advanced Self-Billing Cont... X

Go To Actions Copy Print Preview

Activate Advanced Self-Billing: ☒

Default Customer Matching: 01

Activate Shipper Exclusion: ☒

Activate SB Accrual Mode: ☒

Activate Customer Item Validation: ☐

Avoid AR posting for PD Inv Lines: ☐

Accrual Daybook: SBA

Reversal Accrual Daybook: SBR

QAD MC-ASB-015

Enable Advanced Self-Billing at domain level in Advanced Self-Billing Control.

To identify and match sets of unmatched self-bill invoices and available shippers, run the matching process to link invoices and shippers. The matching method specifies the values to be used during the matching process. You can set the default matching method to match invoices into shippers. There are four possible matching values:

- 01: Matching is done by Shipment Reference, RAN (Requirement Authorization number), Customer Item Number, and Matching address
- 02: Matching is done by RAN (Requirement Authorization number), Customer Item Number, and Matching address
- 03: Matching is done by Shipment Reference, Customer Item Number, and Matching address
- 04: Matching is done by Customer Item Number, and Matching Address. This option is also called FIFO matching, and it is a weaker control option.

Sometimes, a customer sends you a self-bill invoice for a shipper before you migrated to self-billing, and you have already invoiced this shipper. You can select Activate Shipper Exclusion to exclude shippers from the Advanced Self-Billing solution based on your settings.

To keep a record of the accrual postings when the sale order is shipped and reverse the accruals postings after the self-bill invoice, select Activate SB Accrual Mode.

To block non-inventory items from being invoiced, select Activate Customer Item Validation.

When the customer sends you invoices for the price differences, you can perform a manual review instead of automatically posting the invoice. If you already exclude the shippers from posting, the Avoid AR Posting for PD Inv Lines option can help you to achieve that. If this field is not selected, the system still posts the invoice for the Price difference invoice line. When selected, the price difference lines can be created in the system, but the invoice is not posted.

The Accrual Daybook and Reversal Accrual Daybook fields enable you to define the daybooks used for accrual and accrual reversal postings.

Set Up Self-Bill Customer

Set Up Self-Bill Customer

The screenshot shows the 'Customer Data Maintenance' window in QAD. The window has a title bar with 'Customer Data Maintenance' and a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main area is divided into two sections: 'Customer Address' and 'Customer Data'. The 'Customer Address' section contains fields for Customer (20C1003), Name (Euro Ltd), Address (20 Place de la gare), City (Strasbourg), Country (FRANCE), State (FR), Post (67000), and Telephone (33-3-0890 640 650). The 'Customer Data' section contains fields for Partial OK (checked), Discount Tbl, Fixed Price (checked), Daybook Set (22-SALES), Self-Billing (checked and highlighted with a red box), Class, SIC, Invoice by Authorization, RSS Calendar Option (1), Non-Sales Order Price List, and Cust Item Required (checked).

After you enable Advanced Self-Billing in the domain, set the customer as a self-billing customer in Customer Data Maintenance by selecting the Self-Billing field.

Maintain Self-Bill Customer Data – Accounts

Maintain Self-Bill Customer Data - Accounts

- Define self-bill GL accounts for the customer

Self-Bill Customer Data Maintenance

Go To Actions Copy Print Preview Attach

Customer Address

Customer: 20C1003 Business Relation: 20C1003
 Name: Euro Ltd Active: ☒
 Self-Billing Active: ☒

Self-Bill Accounts

AR Accrual Account:	1310	Q	Mech	Q	Q
Sales Accrual Account:	2485	Q	Mech	Q	Q
Miscellaneous Charges Acct:	4680	Q	Mech	Q	Q

Define the self-bill accounts and settings for the customer in Self-Bill Customer Data Maintenance.

- The AR Accrual Account field defines the balance account to post the self-billing accrual and reversal.
- The Sales Accrual Account field defines the sales account (profit & loss) to post the self-billing accrual and the reversal. It is used for memo items only. For normal items, you must define the sales account in Product line Maintenance and optionally in Sales Account Maintenance.
- The Miscellaneous Charges Acct field defines the account to be used for self-bill Invoice lines with no associated SO line; for example, for container/line charges and other miscellaneous postings. It is used for GL type invoice line only.

All these accounts must be standard accounts.

Maintain Self-Bill Customer Data – Settings

Maintain Self-Bill Customer Data - Settings

- Define self-bill GL settings for the customer

The screenshot displays the 'Self-Bill Customer Data Maintenance' window. At the top, there's a title bar and a menu bar with options like 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Below this, the 'Customer Address' section shows 'Customer: 20C1003' and 'Name: Euro Ltd'. To the right, 'Business Relation: 20C1003' is listed, along with 'Active: ☒' and 'Self-Billing Active: ☒'. The 'Self-Bill Settings' section contains several input fields: 'Customer Matching Method' with a dropdown set to '01', 'Customer Matching Address' with a search icon, 'Tolerance Rate' set to '0.00%', 'Tolerance Amount Limit' set to '0.00', 'Enable Block Line' with a checked checkbox, 'Ship Date Threshold' with a dropdown set to '7/1/2017', and two empty text boxes for 'Shipper Prefix List' and 'Shipper Exclusion List'. The currency 'GBP' is also indicated.

The matching method can be different for each customer. The Customer Matching Method value defaults from the domain setting. You can change it for individual customers. Some customers use the sold-to or bill-to address rather than the ship-to address in the self-bill invoice. To match using a different ship-to address for the customer, you can set the Customer Matching Address to the ship-to address.

You can also create tolerance limits when matching shipper lines and self-billing invoice lines. You can define percentage difference and amount difference limits. The amount limit is always in base currency. If both tolerances are defined, both must be satisfied for a perfect match.

If the customer sends an invoice with a non-existing shipper or customer item, you can block the invoice by selecting Enable Block Line. Blocked invoices must be unlocked before you can post them. To skip shippers that you have invoiced, you can use the shipper exclusion functionality. There are three ways to define the shipper exclusion in Self-Bill Customer Data Maintenance.

- Ship Date Threshold establishes a date from which shipments are not excluded for self-billing.
- Shipper Prefix List is used to exclude a specific list of shipper prefixes.
- Shipper Exclusion List is used to exclude a specific list of shippers.

If the shipper exclusion list is not long enough to enter all the shippers, you can use the Self-Bill Excluded Shipments Maint menu to add the shippers.

Product Line and Sales Account

Product Line and Sales Account

- Define self-Bill GL settings for Product Line Maintenance and Sales Account Maintenance

Product Line Maintenance

Go To Actions Copy Print Preview Attach

Product Line: 10
Description: Finished Goods (FGI)

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

Self-Bill Accrual Accounts
Sales Accrual Account: 2495 Mech

Sales Account Maintenance

Go To Actions Copy Print Preview Attach

Product Line: 10 Finished Goods (FGI)
Site: 22-200 Automotive Mfg Site
Customer Type:
Channel:

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

Sales Account:	4000	Q	mech	Q		Q
Sales Disc Acct:	4200	Q	Mech	Q		Q
COGS Material Acct:	5000	Q	Mech	Q		Q
COGS Burden Acct:	5200	Q	Mech	Q		Q
COGS Labor Acct:	5100	Q	Mech	Q		Q
COGS Overhead Acct:	5300	Q	Mech	Q		Q
COGS Subcontract Acct:	5400	Q	Mech	Q		Q
Deferred Revenue:	2450	Q	Mech	Q		Q
Accrued Revenue:	1450	Q	Mech	Q		Q
Expense Due Account:	6915	Q	Mech	Q		Q
Self-Bill Sales Accrual:	2495	Q	Mech	Q		Q



MC-ASB-035

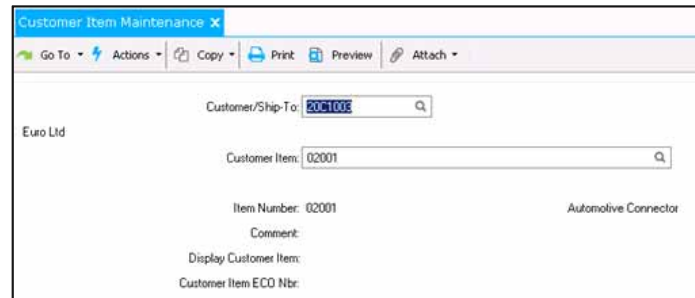
Define the sales accrual account in the Product Line Maintenance and optionally in Sales Account Maintenance. The system first looks for self-bill sales accrual accounts in Sales Account Maintenance. If not defined, the system searches Product Line Maintenance. The Sales Accrual Account must be a standard account.

If self-bill accrual mode is enabled in the domain, when the self-bill order is shipped, the self-bill sales accrual account is debited and the self-bill AR accrual account is credited. When the self-bill invoice is posted, it posts reversal accrual postings; the self-bill sales accrual account is credited and the self-bill AR accrual account is debited. Other transactions, such as self-bill matching, force matching, and shipment revaluation also generate accrual or reversal accrual postings.

Link Item to Customer Item

Link Item to Customer Item

- Create relationship between item number and customer item number



The screenshot shows the 'Customer Item Maintenance' window in QAD. The window has a title bar with a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main area contains the following fields and text:

- Customer/Ship To:** A text box containing '60-1002' with a search icon.
- Euro Ltd** (Text label)
- Customer Item:** A text box containing '02001' with a search icon.
- Item Number:** 02001
- Automotive Connector** (Text label)
- Comment:**
- Display Customer Item:**
- Customer Item ECO Nbr:**



MC-ASB-040

For self-billing customers, the customer items must be linked to the inventory items of the supplier. Create a relationship between the internal item number and the customer item number in Customer Item Maintenance.

Create Self-Bill Order – Scheduled Order

Create Self-Bill Order – Scheduled Order

The image displays two screenshots of the QAD Customer Scheduled Order form, illustrating the steps to create a self-bill order.

Left Screenshot: The form shows the 'Customer Scheduled Order' window. The 'Self-Billing' checkbox is checked, which is highlighted by a red box. A red arrow points from this checkbox to the right screenshot.

Right Screenshot: The form shows the 'Self-Bill Accrual Accounts' section. The 'AR Accrual Account' field is populated with the value '1610', which is highlighted by a red box.

The QAD logo is visible in the bottom left corner, and the code 'MC-ASB-045' is in the bottom right corner.

You can create a self-bill customer scheduled order in Customer Scheduled Order Maintenance by selecting the Self-Billing field.

You are prompted for the self-bill AR Accrual Account, which defaults from the setting in Self-Bill Customer Data Maintenance.

Create Self-Bill Order – Discrete Order

Create Self-Bill Order – Discrete Order

The screenshot displays the 'Sales Order Maintenance' window with the 'Freight Data' tab selected. The 'Self Billing' checkbox is checked and highlighted with a red box. A red arrow points from this box to a second, smaller screenshot of the same window. In the second screenshot, the 'Self Bill Accrual Accounts' section is highlighted with a red box, showing the 'AR Accrual Account' field with the value '1811'.

Order Details:

- Order: 22510011
- Sold-To: 20c1003
- Bill To: 20c1003
- Ship-To: 20c1003

Customer Information:

- Sold-To: 20C1003
- Euro Ltd, 20 Place de la gare
- Strasbourg, FRANCE
- 67000

Freight Data:

- Salesperson 1: [Search]
- Multiple: ☐
- Commission 1: 0.00%
- Self Billing: ☒
- Freight List: [Search]
- Freight Min Wgt: 0
- Freight Terms: [Search]
- Calculate Freight: ☒
- Display Weights: ☒
- Entered By: nlg

Self Bill Accrual Accounts:

- AR Accrual Account: 1811
- Mech: [Search]

QAD MC-ASB-050

Creating a discrete self-bill sales order in Sales Order Maintenance is similar to creating a scheduled order. The AR Accrual Account value also defaults from the setting in Self-Bill Customer Data Maintenance.

General Process

Advanced Self-Billing

- Solution Setup
- **General Process**
- Tolerance Scenario and Quantity Difference Scenario
- Price Difference Scenario
- Self-Bill Invoice Block and Shipper Exclusion
- Useful Browsers and Reports



MC-ASB-055



Advanced Self-Billing General Process

- Ship the self-bill order
- Enter self-bill invoice
- Post the invoice
- Match the self-bill invoices with shipments
- Accruals and reversals



MC-ASB-060

Ship Self-Bill Order – Shipper Confirm

Ship Self-Bill Order – Shipper Confirm

Pre-Shipper/Shipper Confirm

Go To Actions Copy Print Preview Attach

Ship From ID: 22-200 Automotive Mfg Site

Pre-Shipper/Shipper: Shipper

Number: SH3100170001

Ship-To/Dock: 20C1003 20-C1003

Euro Ltd. 20 Place de la gare

Ship Date: 6/31/2017

Effective Date: 6/31/2017

Document:

Post Invoice

Print Invoice

Daybook Ref: 22-SALES

Consolidate Invoices: ☒

Calculate Freight: ☒

Post ISB Details:

Back Next

In Pre-Shipper/Shipper Workbench, create a shipper for the self-bill order. Self-bill and non-self-bill orders cannot be mixed in the same shipment.

When self-bill shippers are confirmed through Pre-Shipper/Shipper Confirm, Post Invoice is not allowed. You cannot post the self-bill order in Invoice Post and Print either because the self-bill invoices must be created and sent by your customer.

Shippers can be unconfirmed in Shipper Unconfirm as long as they have not been processed by the self-bill solution.

Ship Self-Bill Order – Sales Order Shipment

Ship Self-Bill Order – Sales Order Shipment

Sales Order Shipments

Go To Actions Copy Print Preview

Order: 22510016 Ship Allocated ☐ Ship by Pack: ☐ Site: 20C1003
Effective: 8/29/2017 Ship Picked ☒ Sold To: 20C1003
Document:

Shipper Number:
RAN Number:
Ship Date: 8/29/2017



MC-ASB-070

It is recommended to ship the self-bill order using Pre-shipper/Shipper. However, you can also use Sales Order Shipment. You can adjust an existing shipment using the same shipper number, or ship the sales order with or without the shipper number.

The RAN (Release Authorization Number) is optional. When you ship a self-bill sales order, you cannot enable the Ready to Invoice option, because the self-bill invoices need to be created and sent by your customer.

Create Self-Bill Invoice

Create Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To

Actions

Copy

Print

Preview

Header

Invoice: IV170020

Sold To: 20C1003

Bill To: 20C1003

Sold To

20C1003

Euro Ltd, 20 Place de la gare

Strasbourg

67000

FRANCE

Bill To

20C1003

Euro Ltd, 20 Place de la gare

Strasbourg

67000

FRANCE

Invoice Date: 8/31/2017

Receipt Date: 8/31/2017

Due Date: 8/31/2017

Site:

Project:

Daybook Set:

Remarks:

Currency:

Cr Terms:

Post Blocked:

Taxable:

Entered By: nilg

Language:

8/31/2017

Back

Next

Adding new record

QAD

MC-ASB-075

The customer creates self-billing invoices based on the shipments or the items they have consumed. You can maintain the invoices you receive from your customer manually using Self-Bill Invoice Maintenance or automatically using EDI.



Create Self-Bill Invoice

The screenshot shows the 'Self-Bill Invoice Maintenance' window. At the top, there's a header bar with 'Self-Bill Invoice Maintenance' and a close button. Below it is a menu bar with 'File', 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area displays invoice details: Invoice: IV170020, Sold To: 20C1003, and Ln Format S/M: Single. Below this is a table with columns: Ln, Type, Shipment Ref, RAN Number, Customer Item, Qty Invoiced, UM, and Inv Price. The table contains one line with Ln 1, Qty Invoiced 0.0, and Inv Price 0.0. Below the table, there's a section for 'Description:' with fields for Purchase Order, Shipment Date, Sales Account, Taxable (checkbox), UM Conversion, Accrual Avoid (checkbox), Posting Avoid (checkbox), and Post Blocked (checkbox). A dialog box is open in the center, asking 'Import Lines from unmatched shippers?' with 'Yes' and 'No' buttons. At the bottom right, there are 'Back' and 'Next' buttons.

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1					0.0		0.0

Import Lines from unmatched shippers?

Yes No

While adding the self-bill invoice line, you can import the self-bill shipment to create the invoice detail line directly.

Create Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IV170020 Sold To: 20C1003 Ln Format S/M: Single

Shipper:		To:	
Ship-To:		To:	
Customer Item:		To:	
Purchase Order:		To:	
Sales Order:		To:	
Item Number:		To:	
RAN Number:		To:	

Pre-select lines: ☒

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview

Invoice: IV170020 Sold To: 20C1003 Ln Format S/M: Single

	Shipment Ref	RAN Number	Customer Item	Qty Shipped	UM	Ship Price
5			02001	10.0	EA	2.1175

If you choose to import the self-bill shipper, the system allows you to search for the shipper with specific conditions. You can select shippers from the returned results to create invoice lines.

Create Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IV170020 Sold To: 20C1003 LnFormat S/M: Single

Ln	Type	Shipmet Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1		SH3108170001		02001	10.00	EA GL	2.1175

Description: Automotive Connector

Purchase Order:

Shipment Date: 8/31/2017

Sales Account: 4000 mech

Taxable:

UM Conversion: 1.0000

Accrual Avoid ☐

Posting Avoid ☐

Post Blocked ☐

Delete Back Next

If the invoice line is created by importing the shipment, the type is NO, which means NORMAL. The Qty Invoiced and Inv Price value default from the referenced self-bill shipment and you can modify them when needed.

Create Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IN170020 Sold To: 20C1003 Ln Format S/M: Single

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
2	NO	SH3108170002		02000	0.0		0.0

Description:
Purchase Order:
Shipment Date: 8/31/2017
Sales Account:
Taxable ☒
UM Conversion: 1.0000
Accrual Avoid ☐
Posting Avoid ☐
Post Blocked ☐

Back Next

You can also manually add invoice lines. Four types of manually added invoice lines are available:

- NO: Normal line type is used when a shipper is used for self-billing.
- PD: Price Difference line type is used for self-bill price differences.
- QD: Quantity Difference line type is used for self-bill quantity differences.
- GL: General line type is used for other charges; for example, container/line charges.

Create Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview

Header

Invoice: IV170020 Sold To: 20C1003 Bill To: 20C1003

Non-Taxable:	0.00	Currency: EUR	Line Total:	81.68
Taxable:	81.68		Discount:	0.00
Tax Date: 8/31/2017		TAXABLE FREIGHT	21 Q	0.00
		TAXABLE SERVICE	11 Q	0.00
		TAXABLE SPECIAL	31 Q	0.00
		Total Tax:		14.29
		Total:		95.97

View/Edit Tax Detail:

At the end of invoice creation, you can enter the discount percentage and trailer amount for the self-bill invoice.

Post Self-Bill Invoice

Post Self-Bill Invoice

Self-Bill Invoice Post

Go To Actions Copy Print Preview Attach

Sold-To: To:

Bill To: To:

Invoice: IV170020 To: IV170020

Date: 8/31/2017 To: 8/31/2017

Self-Bill Invoice Post - 8/31/17

QAD

Self-Bill Invoice Post

22UK

08/31/17 06:03:17

Page:1

Sales Journal Reference: 2017/CINV000000204 AR Batch: 3095

Customer Invoice

Bill To Name

2017/CINV000000204

20C1003 20-C1003

Invoice: IV170020 Sold-To: 20C1003 Name: 20-C1003 Invoice Date: 08/31/17

Line	Shipment Ref	RAN Number	Customer Item	Site	Ship To	UM	Qty Invoiced	Invoice Price	Extended Price
1	SHS108170001		Q2001	22-200	20C1003	EA	10.00	2.1175	21.18
2	SHS108170002		Q2002	22-200	20C1003	EA	10.00	6.05	60.50

Tax Type	Tax Description	Tax Class	Tax Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
60T_TXT_GB-VAT	UK VAT			14.29	17.50%	81.68	0.00

Total Tax In EUR 14.29 (11.81 GBP)

Non-Taxable: 0.00 Taxable: 81.68 Tax Date: 08/31/17

Currency: EUR Line Total: 81.68

0.00% Discount: 0.00

TAXABLE FREIGHT 21 : 0.00

TAXABLE SERVICE 11 : 0.00

TAXABLE SPECIAL 31 : 0.00

After the self-bill invoice is created, you must post the invoice in Self-Bill Invoice Post, which creates a customer invoice.

Generated Customer Invoice

Generated Customer Invoice

Customer Invoice View

Go To • Actions • Tools • Print • Preview • Attach •

Customer Code: 20C1003 | 20C1003
 Posting: 2017/CINV/000000204 | 08/31/2017 | TC Invoice Amount: 95.97 | EUR

General | Addresses | Financial Info | Operational Info | Tax | CI Posting | Comments

Customer Code: 20C1003 | Business Relation: 20C1003 | 20C1003
 Description: 20C1003 08/31/17 95.97 EUR | Batch Number: 3095
 Invoice Type: Invoice | Daybook Code: CINV | 000000204
 Year: 2017 | 08 | Posting Date: 08/31/2017
 Invoice Date: 08/31/2017 | **Invoice Number: 19170020**

Operational Info | General | Addresses | Financial Info | Tax | CI Posting | Comments

Purchase Order: _____
 Sales Amount: 81.68
 Salesperson 1: _____ % Commission: 0.00
 Salesperson 2: _____ % Commission: 0.00
 Salesperson 3: _____ % Commission: 0.00
 Salesperson 4: _____ % Commission: 0.00
 GT Trans Type: _____

Sales Order	Description
22510016	22-200
22510026	22-200

Shipper ID	Description
SH3108170001	
SH3108170002	

The self-bill invoice code is set as the customer invoice number of the customer invoice. You can also find the sales order and shipper information on the Operational Info tab of the customer invoice.

Match Invoice with Shipment

Match Invoice with Shipment

Self-Bill Matching Execute

Go To Actions Copy Print Preview Attach

Sold-To: To:

Invoice Number: To:

Output: PAGE
Batch ID:

Self-Bill Matching Execute

08/31/17 06:06:27 Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price	Curr	Qty Invoiced	Total Amount																												
IV170020	2	Yes	20C1003	20C1003	62001	2.1175	EUR	10.0	21.18																												
<table border="1"> <thead> <tr> <th>Matching Method</th> <th>Matched</th> <th>Ship</th> <th>Sold-To</th> <th>Ship To</th> <th>Shipment Ref</th> <th>RAN Number</th> <th>Customer Item</th> <th>Ship Price</th> <th>Curr</th> <th>Qty Shipped</th> <th>Qty Invoiced</th> <th>Amount Shipped</th> <th>Amount Invoiced</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Yes</td> <td>Yes</td> <td>20C1003</td> <td>20C1003</td> <td>20C1003</td> <td>62001</td> <td>62001</td> <td>2.1175</td> <td>EUR</td> <td>10.0</td> <td>10.0</td> <td>21.18</td> <td>21.18</td> </tr> </tbody> </table>										Matching Method	Matched	Ship	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced	01	Yes	Yes	20C1003	20C1003	20C1003	62001	62001	2.1175	EUR	10.0	10.0	21.18	21.18
Matching Method	Matched	Ship	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced																								
01	Yes	Yes	20C1003	20C1003	20C1003	62001	62001	2.1175	EUR	10.0	10.0	21.18	21.18																								
IV170020	2	No	20C1003	20C1003	62002	6.05	EUR	10.0	60.10																												
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Matching Method	Matched	Ship	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced																								
01	Yes	Yes	20C1003	20C1003	20C1003	62002	62002	6.05	EUR	10.0	10.0	60.10	60.10																								

End of Report

MC-ASB-115

After you post the self-billing invoices, you must match them with the self-bill shipments. The matching process can be done for customer ranges, self-bill invoices ranges, or for all the invoices with matching pending. Matching takes place according to the matching method configuration in Advanced Self-Billing Control and Self-Bill Customer Data Maintenance.

The four possible matching methods are 01, 02, 03 and 04.

- 01: Matching is done by Shipment Reference, RAN, Customer Item Number, and Matching address
- 02: Matching is done by RAN, Customer Item Number, and Matching address
- 03: Matching is done by Shipment Reference, Customer Item Number, and Matching address
- 04: Matching is done by Customer Item Number and Matching Address.

Based on the matching method, when the quantity and price on the shippers are equal to the quantity and price on the self-bill invoice, the invoice and shipper are set to matched. This matching is known as perfect matching. When there are discrepancies between shippers and self-billing invoice, they cannot be matched.

Self-Bill Accrual Process

Self-Bill Accrual Process Self-Bill Accrual (Shipment Confirm)									
AR Accrual Account									
08170831000528	08/31/17	08/31/17	1 1310-Mech	22UNCO	SB SHIPMENT 22510016	21.18 EUR 2017/SBA000000027			
wfg	08/31/17	08/31/17	2 2485-Mech	22UNCO	SB SHIPMENT 22510016	-21.18 EUR 2017/SBA000000027			
						0.00 GBP			
0817083100052A	08/31/17	08/31/17	1 1310-Mech	22UNCO	SB SHIPMENT 22510026	60.50 EUR 2017/SBA000000028			
wfg	08/31/17	08/31/17	2 2485-Mech	22UNCO	SB SHIPMENT 22510026	-60.50 EUR 2017/SBA000000028			
						0.00 GBP			
Sales Accrual Account									
Self-Bill Accrual Reversal (Self-Bill Invoice Post)									
Sales Accrual Account									
0817083100052B	08/31/17	08/31/17	1 2485-Mech	22UNCO	SB POSTING	21.18 EUR 2017/SBR000000018			
wfg	08/31/17	08/31/17	2 1310-Mech	22UNCO	SB POSTING	-21.18 EUR 2017/SBR000000018			
						0.00 GBP			
0817083100052C	08/31/17	08/31/17	1 2485-Mech	22UNCO	SB POSTING	60.50 EUR 2017/SBR000000019			
wfg	08/31/17	08/31/17	2 1310-Mech	22UNCO	SB POSTING	-60.50 EUR 2017/SBR000000019			
						0.00 GBP			
AR Accrual Account									

If you activate self-bill accrual mode in the domain, when you confirm the self-bill Shipments, the system posts the self-bill accruals to the self-bill AR accrual account and sales accrual account. When you post self-bill invoices using Self-Bill Invoice Post, the system posts the reversal accruals to the self-bill sales accrual account and AR accrual account.

Accruals are created at Plant Price in:

- Shipper Confirm, Shipper Unconfirm, Sales Order Shipment.
- Customer Consignment Usage, Customer Consignment Usage Undo.

Adjustments are made to accruals in Self-Bill Shipment Revaluation.

Accruals are reversed at Customer Price in Self-Bill Invoice Posting/Matching (including invoice lines not found in the pending shipments list).

Accruals are reversed at pending amount in Self-Bill Force Matching.

Advanced Self-Billing – Tolerance Scenario

Advanced Self-Billing

- Solution Setup
- General Process
- **Tolerance Scenario and Quantity Difference Scenario**
- Price Difference Scenario
- Self-Bill Invoice Block and Shipper Exclusion
- Useful Browsers and Reports



MC-ASB-125

In the real world, the quantity and price from the shippers often differs from the quantity and the price on the self-bill invoice. However, you can allow a tolerance in quantity and price for self-bill invoice matching. When the difference between the shipment and the self-bill invoice is in the tolerance range, they can still be perfectly matched.



Set Self-Bill Tolerance

Set Self-Bill Tolerance

Self-Bill Customer Data Ma...

Go To Actions Copy Print Preview Attach

Customer Address

Customer: 20C1003 Business Relation: 20-C1003
 Name: 20-C1003 Active: ☒
 Self-Billing Active: ☒

Self-Bill Settings

Customer Matching Method:

Customer Matching Address:

Tolerance Rate:

Tolerance Amount Limit: GBP

Enable Block Line: ☐

Ship Date Threshold:

Shipper Prefix List:

Shipper Exclusion List:



MC-ASB-130

By default, the tolerance rate and amount are zero. You can define a reasonable percentage difference and amount difference for matching at customer level in Self-Bill Customer Data Maintenance. If tolerance rate and tolerance amount limit are defined, they must both be satisfied for perfect matching. The tolerance amount limit is defined in domain base currency. You cannot change the base currency.

Self-Bill Shipment and the Invoice

Self-Bill Shipment and the Invoice

- Self-bill invoice price is different from the ship price by decimal

Sales Order Maintenance X						
Go To Actions Copy Print Preview Attach						
Header Lines Trailer						
Lines Line Details Freight Data Tax Info Comments						
Header						
Order: 22510009 Sold To: 20c1003 Ln For: Single Orig						
Sales Order Line						
Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	02001	10.0	EA	2.1175	0.0	2.1175

Order

Self-Bill Invoice Maintenance X							
Go To Actions Copy Print Preview Attach							
Invoice: IV170002 Sold To: 20c1003 Ln Format S/M: Single							
Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH0808170001		02001	10.0	EA	2.11

Invoice

When the customer sends you the self-bill invoice, the invoice price is different from the shipping price by decimal.

Matching with Tolerance

Matching with Tolerance



The screenshot shows the 'Self-Bill Matching Execute' screen in QAD. It displays a table with columns for Invoice Number, Line Type, Matched, Shipment Ref, RAN Number, Customer Item, Invoice Price, Curr, Qty Invoiced, Total Amount, Ship Price, Curr, Qty Shipped, and Amount. A red box highlights the 'Amount Shipped' and 'Amount Invoiced' columns, showing values of 21.18 and 21.10 respectively. Below the table, the following calculations are shown:

- Difference = 21.18 – 21.10 = 0.08 EUR (0.07 GBP Base Currency)
- Tolerance Rate = 1% (0.21 EUR)
- Tolerance Amount Limit = 10 GBP

Difference is in the tolerance range, perfect matching.

QAD MC-ASB-140

The amount difference is in the tolerance range, so although the amount shipped and amount invoiced are different, the self-bill shipment and invoice can still be perfectly matched.

Self-Bill Accrual for Tolerance

Self-Bill Accrual for Tolerance

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount	Cur	Entry Number
SBL7080800072E	08/10/17	08/10/17	1	2485-Mech	221NCO	221NCO	SB Mark SH 22520026	0.08	EUR	2017/SBA000000072
	efg	08/10/17	2	1310-Mech			SB Mark SH 22520026	-0.08	EUR	2017/SBA000000072
								0.00	GBP	

QAD MC-ASB-145

If you activate self-bill accrual mode in the domain, when the invoice lines are matched, the system creates self-bill accrual postings of type SBI-MT, which means self-bill matched tolerance.



Quantity Difference Scenario

Quantity Difference Scenario

- Supplier is Correct Scenario
- Customer is Correct Scenario



MC-ASB-150

The amount difference in quantity between the shippers and self-bill sometimes exceeds the tolerance range. Where the customer quantity is incorrect, you can ask the customer to send an extra invoice for the quantity difference. If the customer is correct, you can force match the self-bill invoice with the shipment.

Quantity Difference – Supplier is Correct

Quantity Difference - Supplier is Correct

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IV170014 Sold To: 20C1003 Ln Format S/M: Single

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH1008170003		02001	9.0	EA	2.1175

Invoice

Self-Bill Shipment Report

QAD Self-Bill Shipment Report 08/31/17 12:51:46 Page 3

Ship From: 20-398 Invt-To: 20C1003 20-C1003

Sales Order	Purchase Order	Ship To	RAN Number	Qty Inv	Shipment Ref	Ship Date	30 Line Item	Customer Item	Cur	Ship Price	Qty Shipped	Total Amount	Invoice Price	Qty Invoiced	Amount Invoiced
22580058		20C1003		09	SH1008170003	08/30/17	3-02001	02001	EUR	2.1275	10.0	21.28	2.1175	0.0	0.00

End of Report

Shipper

QAD

MC-ASB-155

In this scenario, the customer sends you a self-bill invoice and the discrepancy between the invoice quantity and the ship quantity exceeds the invoice tolerance.

Quantity Difference - Supplier is Correct

Self-Bill Matching Execute X Self-Bill Matching Execute X

QAD Self-Bill Matching Execute 22UK 08/31/17 12:47:26 Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price	Curr	Qty Invoiced	Total Amount
IV170014	1	NO	SH1008170003	02001	02001	2.1175	EUR	9.0	19.06

Matching Method	Matched	Site	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
02	No	22-200	20C2003	20C1003	SH1008170003	02001	02001	2.1175	EUR	10.0	9.0	21.18	19.06

Self-Bill Unmatched Shipment X Self-Bill Unmatched Shipment X

QAD Self-Bill Unmatched Shipments Report 22UK

Shipper ID	RAN Number	Customer Item	Cur	Unmatched Qty	Amount	Difference	Base Amount	Diff
SH1008170003		02001	EUR	1.0	2.12			1.75

Ship Date	Sales Order	SO Line	Cur	Unmatched Qty	Ship Price	Amount Shipped	Base Amount
08/10/17	22510016	1	EUR	10.0	2.1175	21.18	17.50

Invoice	Line Type	Qty Invoiced	Cur	Invoice Price	Total Amount	Base Inv Amount
IV170014	1	9.0	EUR	2.1175	19.06	15.75

End of Report

QAD MC-ASB-160

When you attempt to match the invoice and the shipper, they cannot be matched due to the amount difference.

Quantity Difference - Supplier is Correct

The screenshot shows the 'Self-Bill Invoice Maintenance' window. At the top, there's a toolbar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Below the toolbar, the invoice details are displayed: Invoice: IV170014a, Sold To: 20C1003, and Ln Format S/M: Single. A table with one row is shown, where the 'Type' column contains 'QD' (highlighted with a green box). Other columns include 'Shipment Ref' (SH1008170003), 'RAN Number', 'Customer Item' (02001), 'Qty Invoiced' (1.00), 'UM' (EA), and 'Inv Price' (21175). Below the table, there's a 'Description' field with 'Automotive Connector'. Further down, there are fields for 'Purchase Order', 'Shipment Date' (8/10/2017), 'Sales Account' (4000), 'Taxable' (checked), 'UM Conversion' (1.0000), and several unchecked checkboxes: 'Accrual Avoid', 'Posting Avoid', and 'Post Blocked'.

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	QD	SH1008170003		02001	1.00	EA	21175

Description: Automotive Connector

Purchase Order:

Shipment Date: 8/10/2017

Sales Account: 4000 mech

Taxable: ☒

UM Conversion: 1.0000

Accrual Avoid: ☐

Posting Avoid: ☐

Post Blocked: ☐

Customer creates a QD Self-Bill Invoice for the quantity difference



MC-ASB-165

After you negotiate with the customer, the customer agrees to create a separate invoice for the quantity difference part using the type QD.

Quantity Difference - Supplier is Correct

Self-Bill Invoice Post x Self-Bill Invoice Post - 8/3 x

QAD **Self-Bill Invoice Post** 22UK 08/31/17 12:50:19 Page:1

Sales Journal Reference: 2017/CINV000000212 AR Batch: 3102

Customer Invoice 2017/CINV000000212 Bill To Name 20C1003 20-C1003

Invoice: IV170014a Sold-To: 20C1003 Name: 20-C1003 Invoice Date: 08/10/17

Line	Shipment Ref	RAN Number	Customer Item	Site	Ship To	UM	Qty Invoiced	Invoice Price	Extended Price
1	SHG008170003		02001	22-200	20C1003	EA	1.00	2.1175	2.12

Tax Type	Tax Description	Tax Class	Tax Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
UDT_TXT_GB-VAT	UK VAT			0.37	17.50%	2.12	0.00

Total Tax In EUR 0.37 (0.31 GBP)

Non-Taxable: 0.00 Currency: EUR Line Total: 2.12
 Taxable: 2.12 Discount: 0.00
 Tax Date: 08/10/17 TAXABLE FREIGHT 21 : 0.00
 TAXABLE SERVICE 31 : 0.00
 TAXABLE SPECIAL 31 : 0.00
 Total Tax: 0.37
 Total: 2.49

When you post the QD self-bill invoice, it creates the extra customer invoice for the quantity discrepancy in the system.

Quantity Difference - Supplier is Correct

Self-Bill Matching Execute X Self-Bill Matching Execute

 **Self-Bill Matching Execute** 22106 06/30/17 12:50:58 Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price Curr	Qty Invoiced	Total Amount			
INV170814	1	NO	Yes	SHS008170003	02081	2.1375 EUR	9.8	21.06			
Matching Method	Matched Site	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
01	Yes	22-290	20C3003	20C1003	SHS008170003	02081	2.1375 EUR	35.0	35.0	21.18	21.38
Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price Curr	Qty Invoiced	Total Amount			
INV170814a	1	QD	Yes	SHS008170003	02081	2.1375 EUR	9.8	21.12			
Matching Method	Matched Site	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price Curr	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
01	Yes	22-290	20C3003	20C1003	SHS008170003	02081	2.1375 EUR	35.0	35.0	21.18	21.38

End of Report

 **QAD**

MC-ASB-175

After you post the QD invoice, you run Self-Bill Matching Execute again and the self-bill shipper and invoice are matched successfully.

Quantity Difference – Customer is Correct

Quantity Difference - Customer is Correct

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IV170015 Sold To: 20C1003 Ln Format S/M: Single **Invoice**

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH1009170004		02001	9.0	EA	2.1175

Self-Bill Shipment Report

06/31/17 12:01:46 **Shipper**

Ship From: 22-200 Self-Bill: 20C1003 220K Page:1

Sales Order	Purchase Order	Ship To	RAN Number	Qty Mov	Shipment Ref	Ship Date	30 Line Item	Customer Item	Cur	Ship Price	Qty Shipped	Total Amount	Invoice Price	Qty Invoiced	Amount Invoiced
2250056		20C1003		ON	SH0000170004	06/30/17	1 00000	02001	EUR	2.1175	9.0	19.06	2.1175	9.0	19.06

End of Report

Self-Bill Matching Execute

06/31/17 12:47:49 Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price	Cur	Qty Invoiced	Total Amount
IV170015	1	NO	SH1009170004		02001	2.1175	EUR	9.0	19.06

Matching Method	Matched Site	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Cur	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
05	No	22-200	20C1003	20C1003	SH0000170004	02001	2.1175	EUR	9.0	9.0	19.06	19.06

End of Report

MC-ASB-180

Shipped items can be damaged during transport. Therefore, the customer sends you an invoice with a smaller quantity. If you agree, you can force match the self-bill invoice with the shipments.

Quantity Difference - Customer is Correct

The screenshot shows the 'Self-Bill Matching Force/Reverse' window in QAD software. The window has a title bar with the text 'Self-Bill Matching Force/Reverse' and a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main area contains several input fields and checkboxes. On the left side, there are fields for 'Site' (22-200), 'Sold-To' (empty), 'Ship To' (20C1003), 'Ship Date' (8/10/2017), 'Shipper' (sh1008170004), 'Customer Item' (empty), and 'RAN Number' (empty). On the right side, there are corresponding 'To' fields for 'Sold-To', 'Ship To' (20C1003), 'Ship Date' (8/10/2017), 'Shipper' (sh1008170004), 'Customer Item', and 'RAN Number'. At the bottom, there are three checkboxes: 'Include Invoice details not found' (checked), 'Pre-select lines' (unchecked), and 'Reverse' (unchecked).

In Self-Bill Matching Force/Reverse, search for the shipper to be force matched.

Quantity Difference - Customer is Correct

Self-Bill Matching Force/Re. x

Go To Actions Copy Print Preview Attach

Site: 22-200 Amt.Dif: 2.12 Sel: 2.12

S	Shipment Ref	RAN Number	Customer Item	T	Amount Difference	Cur
*	SH1009200M		02001	QD	2.12	EUR

Self-Bill Matching Force/Re. x

Go To Actions Copy Print Preview Attach

Site: 22-200 Amt.Dif: 2.12 Sel: 2.12

update lines: ☒

Print Report: ☒

Select the shipper and invoice you want to force match. To run the force matching, choose Update Lines.

Quantity Difference - Customer is Correct

Self-Bill Matching Force/Ra... X Self-Bill Matching Force/Ra... X



Self-Bill Matching Force/Reverse

22UK

Site: 22-200 Ship-To: 20C1003

Shipment Ref	RAN Number	Customer Item	Unmatched Qty	Amount Difference	
SH1008170004		02001	1.00	2.12	
Ship Date	Sales Order	SO Line	Unmatched Qty UM	Ship Price Cur	Amount Shipped
08/10/17	22510016	1	10.00 EA	2.1175 EUR	21.18
Total Matched Amt			2.12		
Total Matched Amt of shipments not found			0.00		
Total Matched Amt of invoices not found			0.00		
Total Matched Amt with Qty Diff			0.00		
Total Matched Amt with Price Diff			0.00		
Total Matched Amt with Price & Qty Diff			2.12		

End of Report

The differences between the self-bill invoice and shipper are force matched and the invoice and self-bill are set to matched.

If you do the force matching wrongly, you can reverse it.

Quantity Difference - Customer is Correct

Operational Transaction Post

08/10/17 08:01:48 Page:1

22UK

Sales Accrual Account

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount	Cur	Entry Number
SB17091000/73	08/10/17	08/10/17	1	2485-Mech	22UK	22UKCO	SB Mech SH 22500026	2.12	EUR	2017/SB4000000078
	08/10/17	08/10/17	2	3355-Mech			SB Mech SH 22500026	-2.12	EUR	2017/SB4000000078
								0.00	GBP	

AR Accrual Account

If you activate self-bill accrual mode in the domain, force matching generates a shipment or invoice force matching GL transactions in the system with the transaction type SHP-FM or INV-FM.

Price Difference Scenario

Advanced Self-Billing

- Solution Setup
- General Process
- Tolerance Scenario and Quantity Difference Scenario
- **Price Difference Scenario**
- Self-Bill Invoice Block and Shipper Exclusion
- Useful Browsers and Reports



MC-ASB-205

The difference in price between the shippers and self-bill invoices sometimes exceeds the tolerance range. When the customer is incorrect, you can ask the customer to send an extra invoice for the price difference. When the customer is right, you must reevaluate the shipment price.

Price Difference – Supplier is Correct

Price Difference - Supplier is Correct

Sales Order Maintenance

Go To: Actions: Copy: Print: Preview: Attach:

Header: Lines: Tables

Lines: Line Details: Freight Data: Tax Info: Comments

Order: 22510010 Sold To: 20c1003 Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	02001	10.0	EA	2.1175	0.0	2.1175

Order

Self-Bill Invoice Maintenance

Go To: Actions: Copy: Print: Preview: Attach:

Invoice: IV170003 Sold To: 20c1003 Ln Format S/M: Single

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH0808170002		02001	10.0	EA	2.0

Invoice**Self-Bill invoice price is different from the ship price**

MC-ASB-210

The customer sends a self-bill invoice with the discrepancy between the invoice price and the shipping price.

Price Difference - Supplier is Correct

Self-Bill Matching Execute

Self-Bill Matching Execute

QAD

Self-Bill Matching Execute

220K

06/06/17 09:29:00

Page:1

Invoice Number	Line Type	Matched	Shipment Ref	ASN Number	Customer Item	Invoice Price	Qty Invoiced	Total Amount			
INV70001		No	SH000170002		02001	2.00	10.0	20.00			
Matching Method	Matched	Qty	Ship To	Shipment Ref	ASN Number	Customer Item	Ship Price	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
01	No	02-200	20c1001	20c3001	SH000170002	02001	2.1175	10.0	10.0	21.18	20.00

QAD

MC-ASB-215

Matching fails due to the price difference

Matching fails due to the price difference

When you match the invoice with the shipment, the price difference means it cannot be perfectly matched in Self-Bill Matching Execute.

Price Difference - Supplier is Correct

The screenshot shows the 'Self-Bill Invoice Maintenance' window. At the top, there is a toolbar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach' buttons. Below the toolbar, the following information is displayed: Invoice: IV170004, Sold To: 20c1003, and Ln Format S/M: Single. A table below contains one line item with the following details:

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	PD	SH0808170002		02001	10.0	EA	0.1175

Customer creates a PD Self-Bill Invoice for the price difference

After you negotiate with the customer, the customer agrees to create a separate invoice for the price difference part using the type PD.

Price Difference - Supplier is Correct

Invoice Number	Line Type	Matched	Shipment Ref	ASN Number	Customer Item	Invoice Price	Unit	Qty Invoiced	Total Amount				
DVL79003	S NO	Yes	PH0808170002		02001	2.00	EUR	10.0	20.00				
Matching Method	Matched	Yes	Sold-To	Ship To	Shipment Ref	ASN Number	Customer Item	Ship Price	Unit	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
SI	Yes	2-200	20C1001	20C1001	PH0808170002		02001	2.0375	EUR	10.0	10.0	21.18	21.18
Invoice Number	Line Type	Matched	Shipment Ref	ASN Number	Customer Item	Invoice Price	Unit	Qty Invoiced	Total Amount				
DVL79004	S PD	Yes	PH0808170002		02001	0.1175	EUR	10.0	1.18				
Matching Method	Matched	Yes	Sold-To	Ship To	Shipment Ref	ASN Number	Customer Item	Ship Price	Unit	Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
SI	Yes	2-200	20C1001	20C1001	PH0808170002		02001	0.0375	EUR	10.0	10.0	21.18	21.18

MC-ASB-225

After you post the PD invoice, you can run Self-Bill Invoice Matching again. This time, the invoice can be matched successfully.

Price Difference – Customer is Correct

Price Difference - Customer is Correct

Order

Order	Order Date	Sold To	Ship From	Ship To	Line	Item Number	Description	UM	Customer Item	List Price	Price	Currency
22510016	8/15/2017	20C1003	20-000	20C1003	1	02001	Autoservice Connector	EA	02001	2.1175	2.1175	EUR

Invoice

Invoice: IV170018 Sold To: 20C1003 Ln Format S/M: Single

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH2008170004		02001	20.0	EA	2.0

Self-Bill Matching Execute

QAD Self-Bill Matching Execute 08/16/17 11:18:06 Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAN Number	Customer Item	Invoice Price	Inv Qty Invoiced	Total Amount
IV170018	1 NO	Yes	SH2008170004	02001		2.00	20.0	40.00

Matching Method	Matched	Site	Sold-To	Ship To	Shipment Ref	RAN Number	Customer Item	Ship Price	Inv Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
03	Yes	22-200	20C1003	20C1003	SH2008170004	02001		2.1175	20.0	20.0	42.35	40.00

End of Report

QAD MC-ASB-230

Sometimes the new price is still under negotiation, or the price has been agreed but you have not updated the price in the system yet. The customer may send you an invoice with a different price.

Price Difference - Customer is Correct

Shipment Revaluation Price Maintenance

Go To Actions Copy Print Preview Attach

Site: 02001

Ship-To: 20C1003

Customer Item: 02001 Item Number: 02001

Ship Date: 8/28/2017

To: 8/28/2017

Currency: EUR

Net Price: 2.00

Record added

Back Next

To solve the discrepancy between the self-bill invoice price and the shipper, use Shipment Revaluation Price Maint to maintain a new price of the self-billing shipments for the specific customer and item. It allows you to change the shipment price not only of the unmatched shippers, but also of the matched shippers. When matched shippers are affected by the revaluation, the system unmatched all the shippers automatically and changes the shipper price too.

Set the new price for the particular site, ship-to, customer item, validity date, and currency. All input fields are mandatory and are used to identify the self-bill shipments.

Price Difference - Customer is Correct

Self-Bill Shipment Revalua... X Self-Bill Shipment Revalua... X

QAD

Self-Bill Shipment Revaluation

22UK

08/31/17 12:17:06

Page:1

Sold-To	Ship-From	Shipment Ref	Ship-To	Ship Date	Item Number	Qty Shipped	Amount Shipped	Amount Invoiced	Old Price	New Price Cur	Diff Value	Matched	Or Date
29C3803	22-200	SH2808270002	29C3803	08/28/17	62001	11.0	31.76	31.76	2.1175	2.00 EUR	-1.76	Yes	08/31/17
29C3803	22-200	SH2808270003	29C3803	08/28/17	62002	10.0	21.18	21.18	2.1175	2.00 EUR	-1.18	Yes	08/31/17
29C3803	22-200	SH2808270004	29C3803	08/28/17	62001	28.0	42.35	40.00	2.1175	2.00 EUR	-2.35	No	08/31/17

End of Report

QAD

MC-ASB-244

When you update the shipment price in Self-Bill Shipment Revaluation, it updates all eligible shippers unless the shippers are force matched. If the shipper status is already updated to matched, it is then unmatched.

Price Difference - Customer is Correct

Self-Bill Matching Execute

Self-Bill Matching Execute



Self-Bill Matching Execute

08/31/17 11:37:47

Page:1

Invoice Number	Line Type	Matched	Shipment Ref	RAA Number	Customer Item	Invoice Price	Cur Qty Invoiced	Total Amount
252700018	1	NO	29C100170004	02001		2.00	20.0	40.00

Matching Method	Matched Site	Sold-To	Ship To	Shipment Ref	RAA Number	Customer Item	Ship Price	Cur Qty Shipped	Qty Invoiced	Amount Shipped	Amount Invoiced
01	Yes	22-200	20C1001	29C1001	02001		2.00	20.0	20.0	40.00	40.00

Ship price updated



MC-ASB-245

Match the invoice again after the price revaluation. The shipper is perfectly matched with the self-bill invoice.



Price Difference - Customer is Correct

AR Accrual Account

Reference ID	Entered Date	EFF Date	Line Account	Project	Entity	Description	Amount	Cur	Entry Number
SB17090800UT2Q	08/10/17	08/10/17	1 1310-Mech	22UKGD	22UKGD	GL RETROB.SH: SH28081700	2	-2.35	EUR 2017/SBA000000076
	afg	08/10/17	2 2485-Mech			GL RETROB.SH: SH28081700	2	2.35	EUR 2017/SBA000000076
							0.00 GBP		

Sales Accrual Account



If you activate self-bill accrual mode in the domain, Revaluation Execute generates postings in the system in transaction type SHP-RB, which means self-bill shipment price revaluation.

Price Difference - Customer is Correct

Self-Bill Unmatched Shipments Report									
22UK									
Shipper ID	RAN Number	Customer Item	Cur	Unmatched Qty	Amount	Difference	Base Amount	Diff	
SH2808170002		02001	EUR	0.0		-1.76		-1.46	
Unmatched									
Ship Date	Sales Order	SO Line	Cur	Qty UM	Ship Price	Amount Shipped	Amount Shipped	Base	
08/28/17	22510016	1	EUR	15.0	2.00	30.00	24.79		
Invoice									
Line Type	Qty Invoiced	UM	Cur	Invoice Price	Total Amount	Base Inv Amount			
IV170017	1	NO	15.0	2.1175	31.76	26.25			
Shipper ID	RAN Number	Customer Item	Cur	Unmatched Qty	Amount	Difference	Base Amount	Diff	
SH2808170003		02001	EUR	0.0		-1.18		-0.97	
Unmatched									
Ship Date	Sales Order	SO Line	Cur	Qty UM	Ship Price	Amount Shipped	Amount Shipped	Base	
08/28/17	22510016	1	EUR	10.0	2.00	20.00	16.53		
Invoice									
Line Type	Qty Invoiced	UM	Cur	Invoice Price	Total Amount	Base Inv Amount			
IV170016	1	NO	10.0	2.1175	21.18	17.50			

However, other shippers that meet the same conditions are also updated. Therefore, their related matching is automatically unmatched. If you check the shipment in Self-Bill Unmatched Shipments Report, there is an amount difference between the invoice and the shipper due to the updated price.

Price Difference - Customer is Correct

The screenshot shows the 'Self-Bill Matching Force/Reverse' window in QAD. The top section contains search criteria fields: Site (22-200), Sold To (20C1003), Ship To, Ship Date (8/28/2017), Shipper, Customer Item, and RAN Number. The bottom section displays a table of results.

Self-Bill Matching Force/Reverse	
Go To • Actions • Copy • Print • Preview • Attach •	
Site: 22-200	Amount: -2.94
Sold To: 20C1003	Sel: -2.94
Ship To:	
Ship Date: 8/28/2017	
Shipper:	
Customer Item:	
RAN Number:	
Include Invoice details not found ☒	
Pre-select lines ☐	
Reverse	

Self-Bill Matching Force/Reverse	
Go To • Actions • Copy • Print • Preview • Attach •	
Site: 22-200	Amount: -2.94
Sold To: 20C1003	Sel: -2.94
Ship To:	
Ship Date: 8/28/2017	
Shipper:	
Customer Item:	
RAN Number:	
Include Invoice details not found ☒	
Pre-select lines ☐	
Reverse	

S	Shipment Ref	RAN Number	Customer Item	T	Amount Difference	Cur
+	SH2808170002		02001	PD	-1.76	EUR
+	SH2808170001		02001	PD	-1.18	EUR

QAD MC-ASB-260

To solve the discrepancies caused by the shipment price revaluation, run the Self-Bill Matching Force/Reverse.

When you enter the appropriate search criteria, the unmatched self-bill invoices and shippers are displayed. As the shipper references are the same for the invoice and shipment, only the difference between the invoice and shipper with type PD is displayed.

Price Difference - Customer is Correct

Self-Bill Matching Force/Reverse							
22UK							
Site: 22-200 Ship-To: 20C1003							
Shipment Ref	RAN Number	Customer Item	Unmatched Qty Amount Difference				
SH2808170002		02001		0.00			-1.76
Ship Date Sales Order SO Line Unmatched Qty UM Ship Price Cur Amount Shipped							
08/28/17	22S10016	1	15.00 EA	2.00 EUR			30.00
Shipment Ref	RAN Number	Customer Item	Unmatched Qty Amount Difference				
SH2808170003		02001		0.00			-1.18
Ship Date Sales Order SO Line Unmatched Qty UM Ship Price Cur Amount Shipped							
08/28/17	22S10016	1	10.00 EA	2.00 EUR			20.00
Total Matched Amt							-2.94
Total Matched Amt of shipments not found							0.00
Total Matched Amt of invoices not found							0.00
Total Matched Amt with Qty Diff							0.00
Total Matched Amt with Price Diff							-2.94
Total Matched Amt with Price & Qty Diff							0.00
End of Report							

When you select the PD lines and run force matching, the self-bill invoices are matched with the shipments.

Self-Bill Invoice Block and Shipper Exclusion

Advanced Self-Billing

- Solution Setup
- General Process
- Tolerance Scenario and Quantity Difference Scenario
- Price Difference Scenario
- **Self-Bill Invoice Block and Shipper Exclusion**
- Useful Browsers and Reports



MC-ASB-270

Self-Bill Invoice Block

Self-Bill Invoice Block

- Block self-bill invoice from posting



MC-ASB-275

You can block the self-billing invoices from posting when the invoice shipment reference cannot pass the matching method validation due to mistakes made by your customer.



Enable Block Line

Enable Block Line

The screenshot shows the 'Self-Bill Customer Data Maintenance' window. The 'Customer Address' section displays 'Customer: 20C1003', 'Name: Euro Ltd', and 'Business Relation: 20-C1003'. The 'Self-Bill Settings' section includes fields for 'Customer Matching Method' (01), 'Customer Matching Address', 'Tolerance Rate' (0.00%), 'Tolerance Amount Limit' (0.00), 'Currency' (GBP), 'Enable Block Line' (checked and highlighted with a red rectangle), 'Ship Date Threshold' (7/31/2017), 'Shipper Prefix List', and 'Shipper Exclusion List'. The 'Active' and 'Self-Billing Active' checkboxes are also checked.

To block self-bill invoice lines that reference invalid self-bill shipments from posting, select Enable Block Line.

Automatic Post Block

Automatic Post Block

The screenshot shows the 'Self-Bill Invoice Maintenance' window. At the top, it displays 'Invoice: IV170021', 'Sold To: 20c1003', and 'Ln Format S/M: Single'. Below this is a table with the following columns: Ln, Type, Shipment Ref, RAN Number, Customer Item, Qty Invoiced, UM, and Inv Price. The first row shows Ln: 1, Type: NO, Shipment Ref: SH3108170003K, RAN Number: 02001, Customer Item: 02001, Qty Invoiced: 12.0, UM: EA, and Inv Price: 2.1175. A red box highlights the 'Shipment Ref' field, and a red arrow points from it to the text 'Customer uses wrong Shipment Ref'. Below the table, there are several fields: Description: Automotive Connector, Purchase Order, Shipment Date: 8/31/2017, Sales Account: 4000 mech, Taxable: ☒, U/M Conversion: 1.0000, Accrual Avoid: ☐, Posting Avoid: ☐, and Post Blocked: ☒. A red box highlights the 'Post Blocked' field, and a red arrow points from it to the text 'Invoice line is blocked automatically'.

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH3108170003K	02001	02001	12.0	EA	2.1175

Description: Automotive Connector
Purchase Order:
Shipment Date: 8/31/2017
Sales Account: 4000 mech
Taxable: ☒
U/M Conversion: 1.0000
Accrual Avoid: ☐
Posting Avoid: ☐
Post Blocked: ☒

If you enable Block Line for a customer, when no self-bill shipment is found for an invoice line according to the customer matching method defined, the self-billing invoice line is blocked automatically. You cannot clear the field.

When a self-bill invoice line is blocked, the self-bill invoice is blocked automatically and you cannot post the invoice.

Unblock the Self-Bill Invoice

Unblock the Self-Bill Invoice

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Header

Invoice: IV170021 Sold To: 20-C1003 Bill To: 20-C1003

Sold-To: 20-C1003 Bill-To: 20-C1003
Euro Ltd, 20 Place de la gare Euro Ltd, 20 Place de la gare

Strasbourg 67000 Strasbourg 67000
FRANCE FRANCE

Invoice Date: 8/31/2017 Currency: EUR Language: fr
Receipt Date: 8/31/2017 Cr Terms: 30D

Due Date: 8/31/2017 Post Blocked ☒

Site: 22-200 Taxable: ☒ Entered By: mlg

Project: Daybook Set: 22-SALES

Remarks:

Clear field to unblock the invoice

After the reason is investigated, you can decide whether to correct the invoice lines. For example, the customer may have sent you the wrong the shipper value or customer item in the invoices they created.

In Self-Bill Invoice Maintenance, clear the Post Blocked field to unblock the invoice.

Post the Unblocked Self-Bill Service

Post the Unblocked Self-Bill Invoice

Self-Bill Invoice Post x Self-Bill Invoice Post - 8/31/17 x

QAD **Self-Bill Invoice Post** 22UK 08/31/17 07:19:39 Page:1

Sales Journal Reference: 2017/CINV000000205 AR Batch: 3097

Customer Invoice Bill To Name
2017/CINV000000205 20C1003 20-C1003

Invoice: ZV170621 Sold-To: 20C1003 Name: 20-C1003 Invoice Date: 08/31/17

Line	Shipment Ref	RAN Number	Customer Item	Site	Ship To	UN Qty	Invoiced	Invoice Price	Extended Price
1	SH3108170003	02001		22-200	20C1003	EA	12.00	2.1375	25.41

Tax Type	Tax Description	Tax Class	Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
UDT_TXT_GB-VAT	UK VAT			4.45	17.50%	25.41	0.00

Corrected

Total Tax In EUR 4.45 (3.68 GBP)

Non-Taxable: 0.00 Taxable: 25.41 Tax Date: 08/31/17

Currency: EUR Line Total: 25.41

0.00% Discount: 0.00

TAXABLE FREIGHT 11 : 0.00

TAXABLE SERVICE 11 : 0.00

TAXABLE SPECIAL 11 : 0.00

Total Tax: 4.45

Total: 29.86

After the invoice is unblocked, you can post the invoice successfully.

Shipper Exclusion

Shipper Exclusion

- Exclude shippers to avoid self-bill invoice from posting



MC-ASB-300

When a customer sends you self-bill invoices that you invoiced before you migrated to self-billing, you can use the self-bill shipper exclusion functionality.

Shipper Exclusion

Self-Bill Customer Data Ma...

Go To Actions Copy Print Preview Attach

Customer Address

Customer: 20C1003 Business Relation: 20C1003
Name: 20C1003 Active: ☒
Self-Billing Active: ☒

Self-Bill Settings

Customer Matching Method: 01
Customer Matching Address:
Tolerance Rate: 1.00%
Tolerance Amount Limit: 10.00 GBP
Enable Block Line: ☐

Ship Date Threshold: 7/21/2017
Shipper Prefix List: SHIP, SS
Shipper Exclusion List: SH0108170010,SH0108170011

Self-Bill Excluded Shipmen...

Go To Actions Copy Print

Customer: 20c1003
Shipper: SH1008170001
Comments: Invoiced already

There are four ways to exclude the self-bill shipments. Three of them are in Self-Bill Customer Data Maintenance:

- Ship Date Threshold is used to establish the date from which shipments are not to be excluded for self-billing.
- Shipper Prefix List is used to exclude a specific list of shipper prefixes.
- Shipper Exclusion List is used to exclude a specific list of shippers.

If you have a long shipper exclusion list to maintain, you can maintain those excluded shipments in Self-Bill Excluded Shipments Maint.

Invoice Linked to Excluded Shipment

Invoice Linked to Excluded Shipment

The screenshot shows the 'Self-Bill Invoice Maintenance' window. At the top, there is a header bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview' buttons. Below this, the invoice details are displayed: Invoice: IV170008, Sold To: 20C1003, and Ln Format S/A: Single.

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	NO	SH1008170001		02001	10.0	EA	2.1175

Below the table, the following information is displayed:

- Description: Automotive Connector
- Purchase Order:
- Shipment Date: 8/10/2017
- Sales Account: 4000 mech
- Taxable: ☒
- UM Conversion: 1.0000
- Accrual Avoid: ☒ (highlighted with a red box)
- Posting Avoid: ☒ (highlighted with a red box)
- Post Blocked: ☐

When the self-bill invoice line is linked to an excluded shipment and its type is NO or QD, the AR Posting and Accrual Posting are both excluded when posting the invoice and the fields cannot be updated. When you post the invoice, the Posting Avoid invoice line is not posted.

Invoice Linked to Excluded Shipment

Self-Bill Invoice Maintenance

Go To Actions Copy Print Preview Attach

Invoice: IV170008 Sold To: 20C1003 Ln Format S/M: Single

Ln	Type	Shipment Ref	RAN Number	Customer Item	Qty Invoiced	UM	Inv Price
1	PD	SH1008170001		02001	10.0	EA	0.0015

Description: Automotive Connector

Purchase Order:

Shipment Date: 8/31/2017

Sales Account: 4000 mech

Taxable ☒

UM Conversion: 1.0000

Accrual Avoid ☒

Posting Avoid ☐

Post Blocked ☐

The customer sends you PD invoices for the price differences between the self-bill shippers and invoices. If you have excluded the shippers, but you did not select Avoid AR Posting for PD Inv Lines in Advanced Self-Billing Control, you can still post the PD invoice line. However, the Accrual Posting is excluded.

To perform a manual review instead of automatically posting the invoice for the excluded shippers, select Avoid AR Posting for PD Inv Lines. Posting Avoid is then automatically selected and you cannot post the PD invoice line.

Post the Invoice with Excluded Shipment

Post the Invoice with Excluded Shipment

Self-Bill Invoice Post X self-Bill Invoice Post - 8/3 X

QAD **Self-Bill Invoice Post** 22UK 08/31/17 07:42:46 Page:1

Sales Journal Reference: 2017/CINV000000206 AR Batch: 3098

Customer Invoice Bill To Name
2017/CINV000000206 20C1003 20-C1003

Invoice: IV170008 Sold-To: 20C1003 Name: 20-C1003 Invoice Date: 08/10/17

Line	Shipment Ref	RAN Number	Customer Item	Site	Ship To	UM	Qty Invoiced	Invoice Price	Extended Price
2	SHL008170001		02001	22-200	20C1003	EA	10.00	0.0015	0.02

Tax Type	Tax Description	Tax Class	Tax Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
UDT_TXT_GB-VAT	UK VAT			0.00	17.50%	0.02	0.00

Non-Taxable: 0.00 Currency: EUR Line Total: 0.02
 Taxable: 0.02 0.00% Discount: 0.00
 Tax Date: 08/10/17 TAXABLE FREIGHT 21 : 0.00
 TAXABLE SERVICE 11 : 0.00
 TAXABLE SPECIAL 31 : 0.00
 Total Tax: 0.00
 Total: 0.02

When you post the self-bill invoice, the Post Avoid invoice line is skipped. Only an invoice for the Price Difference line is created.

Useful Browsers and Reports

Advanced Self-Billing

- Solution Setup
- General Process
- Tolerance Scenario and Quantity Difference Scenario
- Price Difference Scenario
- Self-Bill Invoice Block and Shipper Exclusion
- **Useful Browsers and Reports**



MC-ASB-325



Self-Bill Shipment Report

Self-Bill Shipment Report

Self-Bill Shipment Report

Go To Actions Copy Print Preview Attach

Site: 22-200
Sold-To:
Shipper:
Inventory Movement Code:
Ship Date: 8/1/2017
Sales Order:
Purchase Order:
Net Price: 0.00

To:
To:
To:
To: 8/28/2017
To:
To:
To: 0.00

Only not Matched
Only not Processed
Only Processed
Sort Type: 1 1 = Ship Date

Self-Bill Shipment Report

Self-Bill Shipment Report

08/28/17 07:08:25
Page:1

Ship From: 22-200 Sold-To: 20C1003 20-C1003

Sales Order	Purchase Order	Ship To	RAN Number	Inv Mov	Shipment Ref	Ship Date	SO Line Item	Customer Item	Cur	Ship Price
22510016		20C1003			SHS008170001	08/30/17	1 02001	02001	EUR	2.1175

Qty Shipped	Total Amount	Invoice Price	Qty Invoiced	Amount Invoiced	Amount Diff	Base Amount	Base Invoiced Am	Base Diff Am	Match	Proc
10.0	21.18	0.00	0.0	0.00	21.18	17.50	0.00	17.50	No	No

MC-ASB-330

After the self-bill shipment is confirmed, you can trace the self-bill shipment status in the Self-Bill Shipment Report.

Self-Bill Shipment Report provides the following information by customer (sold-to) and site (ship-from): Sales order, purchase order, ship-to, RAN, shipment reference, ship date, sales order line, item number, customer item, currency, ship price, quantity shipped, and amount.

You can also filter your search by the shipper status:

- Only not matched: Only shippers not matched with a self-billing invoice are displayed.
- Only not processed: Only unprocessed shippers are displayed – shippers that have not been used in matching with any self-billing invoice.
- Only processed: Only processed shippers are displayed – shippers that have been used in matching with any self-billing invoice.

Self-Bill Unmatched Shipments Report

Self-Bill Unmatched Shipments Report

Shipper ID	RAN Number	Customer Item	Cur	Unmatched			Base
				Qty	Amount	Difference	Amount Diff
SH1008170002		02001	EUR	-2.0	-4.24		-3.50
Ship Date	Sales Order	SO Line	Cur	Unmatched Qty	Ship Price	Amount Shipped	Base Amount Shipped
08/10/17	22510016	1	EUR	10.0	2.1175	21.18	17.50
Invoice	Line Type	Qty Invoiced	UM Cur	Invoice Price	Total Amount	Base Inv Amount	
IV170011	1 NO	10.0	EA EUR	2.1175	21.18	17.50	
IV170012	1 NO	2.0	EA EUR	2.1175	4.24	3.50	



MC-ASB-335

Self-Bill Unmatched Shipments Report displays the unmatched self-bill shipments and self-bill invoices so that you can compare them easily. If you run the report before running Self-Bill Matching Execute, it only displays the shipper information. If you run the report after running Self-Bill Matching Execute, it displays the invoices linked to the shipment and unmatched amount information.

Self-Bill Reconciliation Browse

Self-Bill Reconciliation Browse

Type	Sold To	Ship To	Bill To	Site	Customer Item	Item	Batch Number	Currency	Ship Date	Found	Matching Qty	Matching Amount	Qty Shipped	Ship Price	Lot Price
IN	25C1003	25C1003	25C1003	22-200	62004	62004		EUR	8/10/2017	no	10.0	21.58	10.0	2.1175	2.1175
SH	25C1003	25C1003	22-200	62004	62004			EUR	8/10/2017		10.0	21.58	10.0	2.1175	2.1175

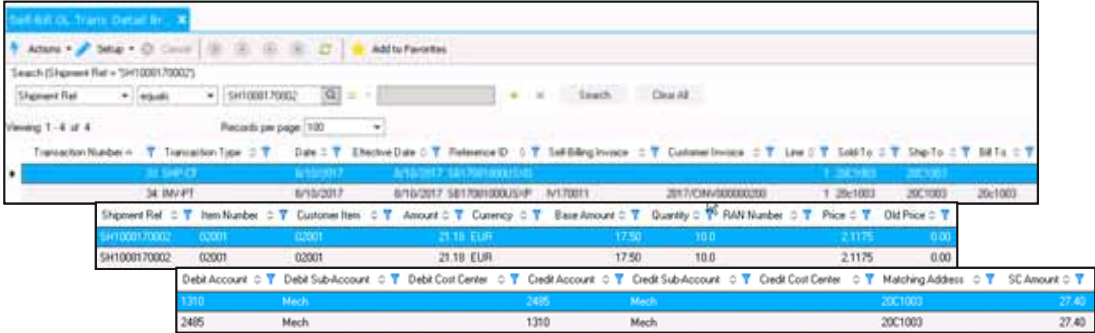
Self-Billing Invoice	Invoice Amount	Invoice Base Amount	Invoice Type	Qty Invoiced	Invoice Price	Invoice Date	Matched	Price Diff	Qty Diff	Am Diff	Forced Matched
N/170011	21.58	17.50	NO	10.0	2.1175	8/10/2017	no				no
	0.00	0.00		0.0	0.00						no

Self-Bill Reconciliation Browse displays the following information for self-bill invoices: Invoice number, line, type of line, item, customer item, invoice price, invoice quantity, invoice amount, if matched, if matching is forced, if processed, if posted, if posting is blocked, GL accounts, type of transaction.

Self-Bill Reconciliation Browse displays the following information for self-bill shipments: Shipment reference, line, item, customer item, shipment price, shipment quantity, shipment amount, if matched, if matching is forced, if processed, if posted, if posting is blocked, GL accounts, type of transaction.

Self-Bill GL Trans Detail Browse

Self-Bill GL Trans Detail Browse



Self-Bill GL Trans Detail Browse displays detailed information about all self-billing accrual and reversal accrual postings so that they can be traced easily.

If you activate self-bill accrual mode in the domain, when you confirm the Self-Bill Shipment, it posts the self-bill accruals to the self-bill AR accrual account and sales accrual account. When you post the self-billing invoice in Self-Bill Invoice Post, it then posts the reversal accruals to the self-bill sales accrual account and AR accrual account. The following transaction types are posted:

- INV-FM: Invoice Forced Matching
- INV-PT: Invoice Posting
- INV-RM: Invoice Reverse Matching
- SHP-CF: Shipment Confirmed
- SHP-FM: Shipment Force Matching
- SHP-RB: Shipment Revaluation
- SHP-RM: Shipment Reverse Matching
- SHP-SS: Sales Order Shipment
- SBI-MT: Self-billing matched tolerance



Chapter 15

Self-Billing

Objectives

Objectives

- Understand the self-bill workflow
- Learn what options are available for creating self-bills
- Learn how to create self-bills
- Learn how to adjust self-bills



MC-SB-005

Introduction to Self-Billing

Introduction to Self-Billing

- Process customer-initiated payments based on the information on a customer document
- Commonly used in the automotive industry
- Customer remittance document can contain different details, depending on the industry
 - Customer bill-to, PO numbers, kanban numbers, RANs, shipper numbers, invoice line-item numbers, sales order (SO) numbers, and others
- Customer remittance document must include the amount payable to you, the supplier



MC-SB-010

Use the Self-Billing module to process customer-initiated payments by applying payment to invoices based on line-item shipper details, including:

- Customer details
- Purchase order (PO) number
- Kanban number
- Release authorization number (RAN)
- Evaluated receipt settlement (ERS) payment references

In the automotive industry, suppliers often do not send invoices to their customers. Instead, the customer remits a self-bill. This document details shipments received and the amount due to the supplier for these shipments. The amount also reflects any deductions for defective or damaged parts, and any other pertinent credits due. This document is called a self-bill because the customer decides the payable amount instead of relying on an invoice from the supplier.



Self-Billing Work Flow

Set Up Self-Bill Customer

The screenshot shows the 'Customer Data Maintenance' window for customer 20C1003, 'Euro Ltd'. The 'Customer Address' section includes fields for Name, Address, City (Strasbourg), State (FR), Post (67000), Country (FRANCE), Attention ([2]), Telephone (33-3-8890 640 650), and Fax ([2]). The 'Business Relation' is 20-C1003, and the 'Active' status is checked. The 'Addit' date is 9/7/2017. The 'Format' is set to 'Before'. The 'Customer Data' section includes 'Partial OK' (checked), 'Discount Tbl' (lookup), 'Fixed Price' (checked), 'Daybook Set' (22-SALES, lookup), 'Self-Billing' (checked and highlighted with a red box), 'Class' (lookup), 'SIC' (lookup), 'Invoice by Authorization' (lookup), 'RSS Calendar Option' (1, lookup), 'Customer/Shop' (lookup), 'Non-Sales Order Price List' (lookup), and 'Cust Item Required' (lookup).



MC-ASB-020

The slide shows the traditional self-billing workflow.

The self-bill is remitted to the supplier, who then processes it and compares it with open invoices. When the self-bill information is entered into the system, it is matched to invoices for that customer.

If the supplier notes any discrepancy between the self-bill and their records, the customer must be notified within a predefined period for corrections to be made. In some situations, a self-bill is remitted and only later is the payment made. In other situations, payment can accompany the self-bill.

The payment remitted reflects the self-bill and any agreed-upon corrections from previous self-bills. Each supplier-customer relationship usually sets up specific rules for reconciling discrepancies. Sometimes these must be written off as losses by either the supplier or the customer.

Non-Traditional Self-Bill Process

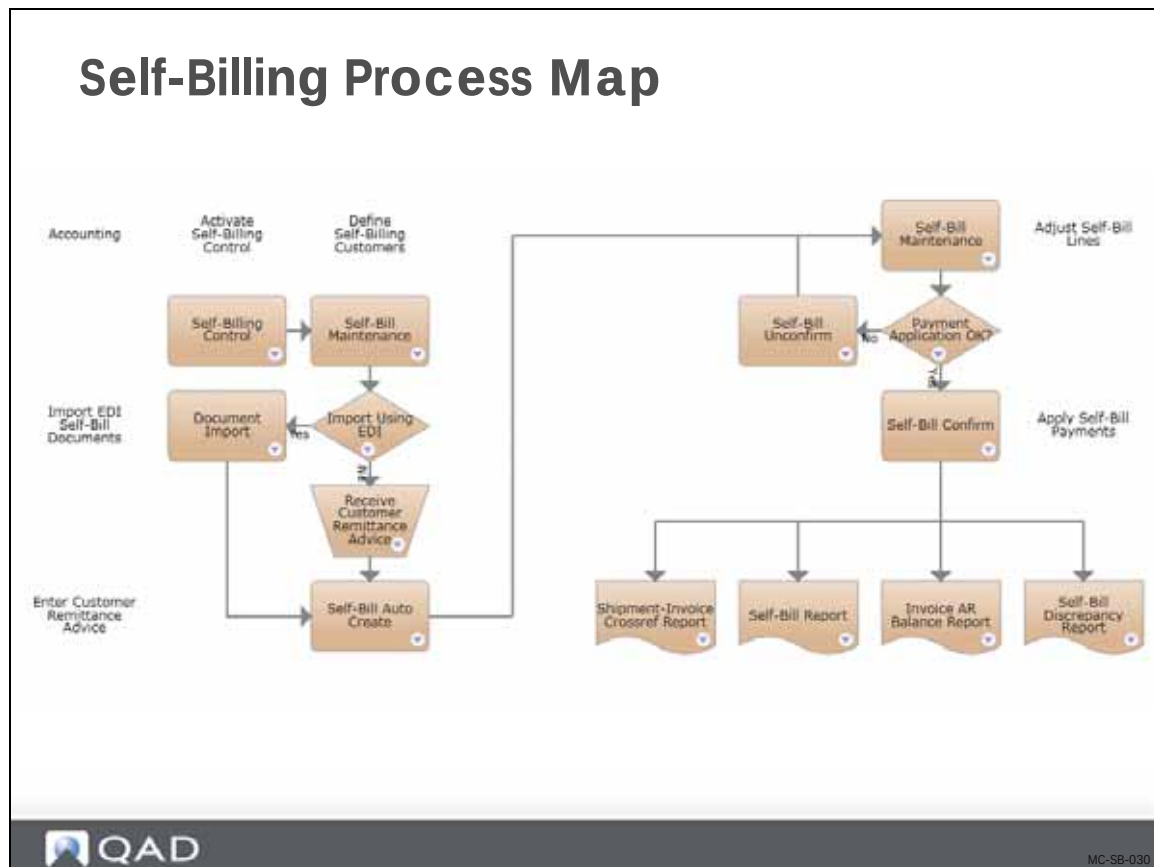
Many industries do not use the traditional self-billing methodology. In some situations, suppliers do send invoices to their customers. However, customers disregard these and, as in the traditional self-billing environment, send their own type of remittance advice document to their supplier. This customer remittance document contains different details, based on the specific industry. These details can include customer bill-to, PO numbers, kanban numbers, RANs, shipper numbers, invoice line-item numbers, sales order (SO) numbers, and others.



The customer remittance document must always include an amount payable to the supplier. This can also be in the form of an ERS payment. The amount can reflect any adjustments for defective or damaged parts and any other pertinent credits due.

Unlike the traditional self-bill process, other industries do not necessarily rely on the customer-remitted document number as reference to the original supplier invoice. Instead, the supplied information must be used to reconcile the customer's remittance document to the supplier's invoice records.

Self-Billing Process Map



The slide shows the Self-Billing process map, which is part of the Accounts Receivable set of process maps.

The process map shows the steps required to set up self-billing and to process customer remittance information to create self-bills. The map also shows the self-billing reports you can run.

When using the Self-Billing process map in the system, you can click the nodes to access the screens that let you perform self-billing activities.

Self-Billing Options

Self-Billing Options

- Use Document Import to automatically record customer remittance details
- Use Self-Bill Auto Create to automatically enter remittance details based on hard-copy remittance
- Use Self-Bill Maintenance to manually enter remittance details
- Apply under- or over-payment credit to AR, based on customer remittance
- Apply batch payments to invoices referenced on self-bills



MC-SB-035

A number of self-billing options are available to you. You can:

- Create new self-bills by automatically loading customer remittance information using EDI Document Import (35.13).
- Use Self-Bill Auto Create (27.6.12.4) to automatically create self-bills by entering information from hard-copy customer remittance advice.
- Use Self-Bill Maintenance (27.6.12.1) to manually create self-bills.

In addition, you can use self-bills as the basis to:

- Apply under- or over-payment credit to accounts receivable.
- Apply batch payments to invoice references on self-bills.



Self-Billing—Prerequisite Data

Self-Billing - Prerequisite Data

- Shipping information used to match incoming customer-initiated payments
- Shipping details are captured when a shipper is confirmed
- Invoice, tax, order-level discount, and trailer information is captured at invoice post

Note: Always use shippers. Sales Order Shipments (7.9.15) does not generate self-billing data



MC-SB-050

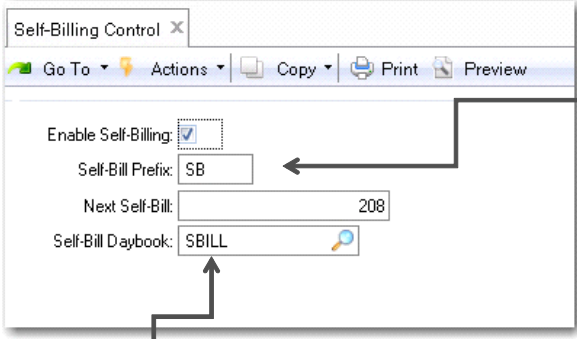
AR Self-Billing uses processed shipping information to match incoming customer-initiated payments. The system must first process shipping information for the incoming remittance.

Shipment details are captured at the time a shipper is confirmed. Invoice, tax, order-level discount, and trailer information is captured at the time of invoice posting.

Note The Sales Order Shipments (7.9.15) does not capture self-billing information.

Activating Self-Billing

Activating Self-Billing



Assign Self Billing prefix

Daybook for Self Billing transactions

You activate self-billing using Self-Billing Control (27.6.12.24). The following describes the three fields other than the Enable Self-Billing field:

Self-Bill Prefix. Define the three-character, self-bill numbering prefix according to your requirements. In cases where the customer supplies the remittance prefix and number, you can choose to leave this field blank.

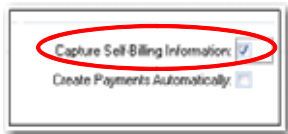
Next Self-Bill. Enter the next self-bill number (maximum 22 characters). In cases where the customer supplies the remittance number, you can choose to leave this field blank.

Self-Bill Daybook. Select a self-billing daybook to use for self-billing transactions. You must define at least one daybook of type Self-Bill Invoices in the system.

Setting Up Self-Billing for Customers

Setting Up Self-Billing for Customers

- Activate Self-Billing for a customer in Customer Data Maintenance
- Select the Capture Self Billing Information field



Note: this field only appears after you activate Self Billing in Self-Billing Control



2009-MC-SB-070

Configure the following self-billing fields in Customer Data Maintenance (2.1.1):

Capture Self-Billing Information. Select this field to capture self-billing information for this customer bill-to address. When sales orders or schedules are used with shippers, this field triggers the creation of shipment invoice cross-reference records for every line item of a shipment. These cross-reference records are updated when the invoice is created, and can then be retrieved by the Self-Billing program. The records do not include sales order shipment postings.

This field is displayed only after you activate self-billing in Self-Billing Control.

Setting Up Self-Billing for Customers

- Activate creation of payments from Self-Billing transactions



- Customer payment will have status For Collection or Paid

Note: this field only appears after you activate Self Billing in Self-Billing Control



MC-SB-080

Create Payments Automatically. Select this field to automatically create a customer payment from the self-bill transaction. The customer payment is created with a status of For Collection, or Paid. The default customer bank account to be used for the payment is selected on the Banking tab of the Customer record, and you must also select a status for the payment from a drop-down menu on this tab.

You can then process the payment using the standard customer payments flow. If you do not select this field, you process the self-billing invoice using any of the other customer payment processes or a banking entry.

This field is displayed only after you activate self-billing in Self-Billing Control.

Designate Customer Bank Account for Use with Self-Billing

Designate Customer Bank Account for Use with Self-Billing

Business Relation Code	Branch	Self-Bill Default	Curr	Bank GL Account	Referenced	Payment Status
custbank		☒		900900	☒	Paid

Indicate the default
bank account for self-
billing

Specify the payment
status to use

MC-SB-090

You must indicate the bank account to use for a customer's self-bills by selecting the Self-Bill Default field for the account in the Banking tab of Customer Create or Customer Modify.

As stated previously, the customer payment is created with a status of For Collection (if this status is already defined for the customer), or Paid (if no status is defined for the customer). Therefore, you must ensure that both these statuses are defined in Customer Payment Status Create for the self-bill default customer bank GL account.

You must also specify a status for self-bill payments from the customer bank account using the Payment Status drop-down list in the Banking tab of Customer Create or Customer Modify. Ensure that you assign the status of Paid.

Self-Billing Data

Self-Billing Data

- Can include
 - Adjustments and corrections from previous self-bills
 - Partial payment for a shipment
 - Full payment for a shipment
 - Trailer charges for selected invoices (including freight and handling charges)
 - Tax charges on selected invoices



MC-SB-100



Self-Bill Auto Create

Self-Bill Auto Create

- Used to enter customer remittance data
- Associate payment information with correct invoice

- Assign self-bill number or use system-generated number



MC-SB-120

Self-Bill Auto Create (27.6.12.4) lets you enter customer remittance advice into your system. Specify a range of selection criteria as shown on the customer's remittance advice, and then associate the payment information with the correct invoice. You can assign a self-bill number to the document you are creating, or let the system auto-generate the self-bill number.

To create a self-bill:

- 1 Enter a previously-created self-bill number, or leave Self-Bill blank when creating a new self-bill.
- 2 Enter any identifying information in the auto-create selection screen. Enter as much or as little information as you have from the customer's remittance advice you are re-creating. Significant information you should enter is:
 - Shipper number
 - Sold-to
 - Ship-to
 - Item number
 - Date of shipment
 - Authorization number

Note The more selection criteria you provide, the narrower and more accurate your selection becomes.



- 3 Specify whether to include shipment details, trailer charges, taxes, container charges, line charges, or order discounts on the selection display screen.

When you click Next in the Self-Bill Auto Create main screen and if the system can locate shipper data that matches your selection criteria, the Workbench frame displays.

See *QAD Financials User Guide* for more information on Self-Bill Auto Create.

Self-Bill Auto Create — Workbench

Self-Bill Auto Create – Workbench

Item

Order

Shipper

Order and invoice details (from shipper)

Balance Qty	Balance Amount	Price	Ship Date	Invoice Number	Sold To
50.0	679.04	13.58081	9/17/2009	2009/AROPER1000006916	SB-Cust

The system analyzes your customer's shipment data and displays a list of possible shipper numbers that might be associated with the customer's remittance advice document. This information is displayed in the screen according to the sort order you previously indicated.

Use the workbench area to refine your selection by deselecting any lines that should not be referenced by this self-bill. The item number is the customer's item number, which was originally used on the order.

- Use Next/Previous functions to navigate from entry to entry.
- Deselect any entry that does not belong on the self-bill. An asterisk (*) indicates selection.

Self-Bill Auto Create — Report

Self-Bill Auto Create - Report

Select to print the self-bill details

Self-Bill Item	Authorization	Customer PO Number	Shipper	Model Yr	Order	Ship Qty	Ship Amt
1-BB		SH45		300300		50.0	679.04
Entries: 1						50.0	679.04
Total: 1						50.0	679.04

MC-SB-136

You can print a report of the shipment details for which you created self-bills by selecting the Print Selection field at the end of the Workbench frame. You then select the output type and click Next to generate the report.

See [QAD Financials User Guide](#) for more information on Self-Bill Auto Create.

Importing Self-Bills

Importing Self-Bills

- Customers with EDI can use Supplier Self-Billing Export to export payment information to you
- Use Document Import (35.1) to import EDI self-bills into the system with EDI eCommerce
- During import, the system tries to associate incoming electronic self-bill data with invoice data



MC-SB-140

Use Document Import (35.1) to import EDI self-bills into the system with EDI eCommerce. This function loads self-bill information from an EDI file and processes it to create a self-bill document in your QAD database.

Note For more details on EDI eCommerce, see [QAD EDI eCommerce User Guide](#).

During import, the system tries to associate incoming electronic self-bill data with invoice data. Once loaded into your database, the information can be manually modified using Self-Bill Maintenance.

EDI self-bill lines should always be associated with a QAD invoice number. However, the system might not be able to make this association for some self-bill lines due to incorrect or incomplete information in the EDI file. These problems are reported in the EDI load report produced during import.

Lines that the import process cannot associate are tagged as adjustment entry lines. You can manually associate adjustment self-bill lines to the correct invoice in Self-Bill Maintenance.

Self-Bill Maintenance

Self-Bill Maintenance

- Manually enter new self-bills
- Maintain existing self-bills
- Delete self-bills
- Reconcile any adjustments that resulted from processing in Self-Bill Auto Create or Document Import

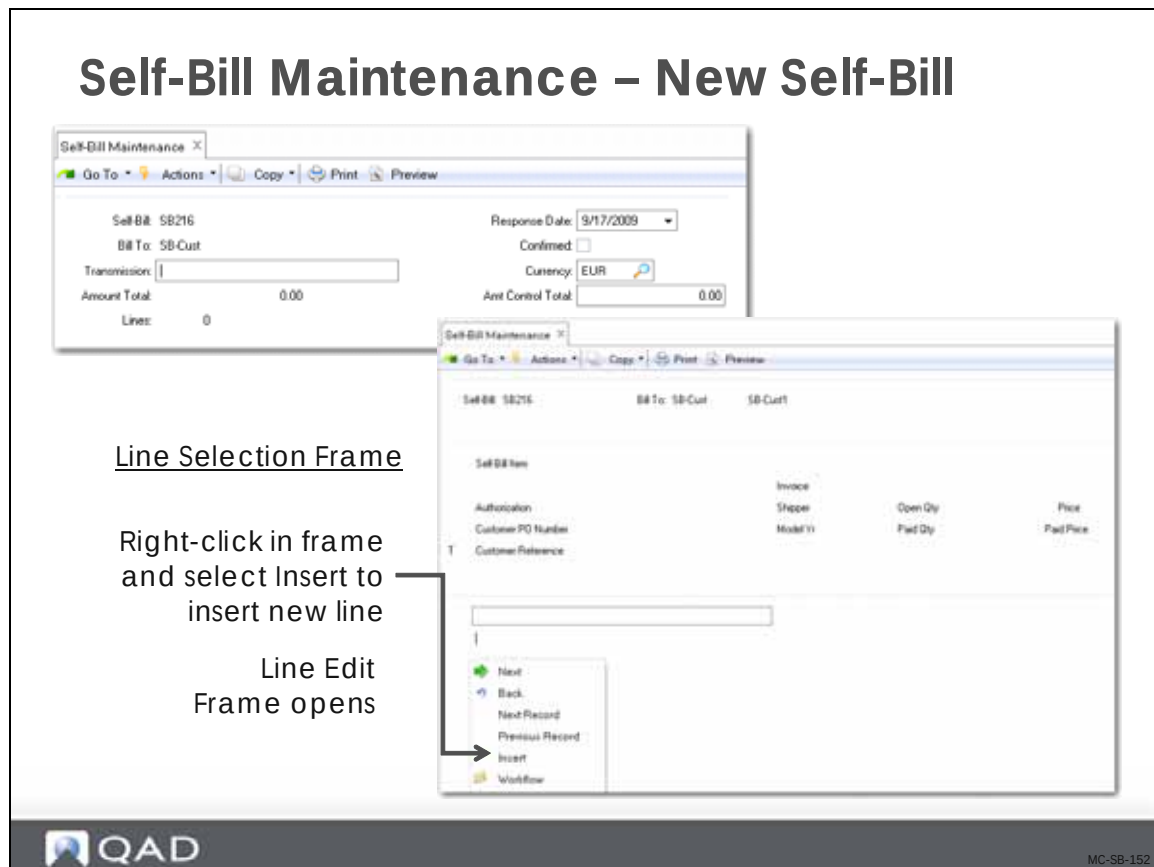


MC-SB-150

Use Self-Bill Maintenance (27.6.12.1) to manually enter new self-bills and delete and maintain existing self-bills. Use this function to reconcile any adjustment lines that result from processing a self-bill using Self-Bill Auto Create (27.6.12.4) or Document Import (35.1).

In certain situations, you might not be able to associate some lines from a customer's remittance advice to the self-bill you are creating. These lines are labeled adjustment self-bill lines. You must manually associate these lines with the corresponding invoice lines using Self-Bill Maintenance (27.6.12.1).

Self-Bill Maintenance — New Self-Bill



You usually use Self-Bill Auto Create or Document Import to create a new self-bill. However, under some circumstances you might have to use Self-Bill Maintenance to create a new self-bill.

Follow these steps to create a new self-bill using Self-Bill Maintenance. In the program header do the following:

- 1 Enter a new self-bill number.
Leave blank for the system to create a new number from the information in the control program.
- 2 Enter or select a customer bill-to address.
On a new self-bill, information defaults for Response Date and Currency.
- 3 Edit Transmission, Response Date, and Amt Control Total as needed. Press Next.
A self-bill line selection frame is displayed.
- 4 Right-click the blank self-bill line and choose Insert to insert a line.
The self-bill line edit frame is displayed.

Self-Bill Maintenance – New Self-Bill

Line Edit Frame

Enter details to create a new self-bill



MC-SB-154

- 5 Enter the Self-Bill Item or Sold-To.
- 6 Enter any other identifying information available. If you enter an item number associated with a customer item in Customer Item Maintenance (1.16), the customer item number is displayed below the Self-Bill Item field.

When you press Next, the system matches shipment invoice records based on the information in these fields.

For Type:

- Leave blank if entering a shipment line.
 - Enter A for an adjustment line. Use this code when creating an adjustment line to reference a write-off.
 - Enter C for trailer charges line.
 - Enter D for discount line.
 - Enter T for tax line.
 - Enter L for line charges line.
 - Enter X for container charges line.
- 7 When the system finds multiple matches for the information you enter, a shipment selection frame is displayed. Use this frame to select the correct line.
 - Use the arrow keys to scroll from line to line.
 - Press Enter to select the correct line.

If only one match is found, or after you select the correct shipment line from the line match frame, the financial detail frame is displayed.

- 8** Enter or edit financial details and remarks for the line. Press Next.

Matching shipment information is displayed in the last frame.

See [QAD Financials User Guide](#) for more information on Self-Bill Maintenance.

Self-Bill Maintenance — Modifying an Existing Self-Bill

Self-Bill Maintenance – Modifying an Existing Self-Bill

Line Selection Frame

Modify line →

Line Edit Frame

Amount to pay →

Quantity	Shipment	Paid	Balance
50.00	50.00	0.00	
Price	13.58		
Extended Amount:	679.04	679.04	0.00

QAD MC-SB-156

After using Document Import to process EDI self-bills or Self-Bill Auto Create to automatically create self-bills, use Self-Bill Maintenance to make any adjustments.

Once the header information has been entered into the Self-Bill Maintenance header or you have finished the initial auto-create procedure, the line selection frame is displayed. Use this frame to edit, delete, or add new self-bill lines. Use this frame also to link adjustment self-bill lines to shipments, which in effect changes self-bill adjustment lines to shipment self-bill lines.

When modifying an existing self-bill in the Self-Bill Maintenance, you cannot edit the Self-Bill, Bill-To, or Currency fields in the header, which default from Self-Bill Auto Create.

Use the following steps to modify a self-bill:

- 1 In the header frame of Self-Bill Maintenance, enter the Bill-To and Self-Bill number of the self-bill you want to modify.
- 2 Click Next twice.
- 3 In the Line Selection Frame, select the self-bill line that you want to edit and press Next. The Line Edit Frame opens.
- 4 Adjust the quantity, price, or amount to pay as required.
The new amount is displayed at the end of the Line Edit frame (see the next slide).

Self-Bill Maintenance – Modifying an Existing Self-Bill

Shipment Information

	Shipment	Paid	Balance
Quantity:	50.00	48.00	2.00
Price:	13.58		
Extended Amount:	679.04	720.00	-40.96

System asks whether to override old amount

Do you wish to overwrite the control total with self-bill total

New payment amount, displayed in end frame of Line Edit

Self-Bill Maintenance

Go To Actions Copy Print Preview

Self-Bill: SB213 Response Date: 9/17/2009

Bill To: SB Cust Confirmed: ☐

Transmission: Currency: EUR

Amount Total: 720.00 Amt Control Total: 720.00

Lines: 1

New, updated amount displayed in first frame

- 5 When you click Next, the system asks you whether you want to overwrite the original self-bill amount.
- 6 When you click Next and eventually return to the first frame in Self-Bill Maintenance, the frame displays the updated amount (720 Euros, the original amount was 679.04 Euros).

See [QAD Financials User Guide](#) for more information on Self-Bill Maintenance.

Deleting Self-Bills

Deleting Self-Bills

The screenshot shows the 'Self-Bill Maintenance' window with a 'Please confirm delete' dialog box overlaid. The dialog box has 'yes' and 'no' buttons. The background window displays the following data:

Line:	3	Bill To:	00010000	Self-Bill:	SB12347
Self-Bill Item:	1 bb			Sold To:	00010000
	()			Type:	A
Authorization:				Shipper:	
Cust PO Nbr:				Sales Order:	B56-001
Customer Ref:				Model Year:	
Paid Qty:	15.0			Invoice:	
Paid Price:	0.00			Tax Amount:	0.00
Paid Amount:	0.00			Tax Rate:	0.00%
Currency:	USD			Design:	M
Remarks:					
Close Shipment Line:	☐				

You can use Self-Bill Maintenance (27.6.12.1) to delete an entire self-bill or a specific self-bill line. When a self-bill or a self-bill line is deleted, any shipment-invoice cross-reference records associated with it are released and the invoice lines can be selected on another self-bill.

Note A self-bill or self-bill line cannot be deleted if payment has been applied to it.

To delete a self-bill line:

- 1 Select the self-bill that has the line you want to delete.
- 2 In the line selection frame, select the line to delete. Press Delete.

The self-bill line detail frame and a delete confirmation prompt appear.

Applying Payments to Self-Bills

Applying Payments to Self-Bills

- Use to credit payment to the invoices referenced by a self-bill document
- Reconcile self-bills



MC-SB-160

Once a self-bill has been created and payment has been received, payment must be credited to the appropriate QAD invoices. Use Self-Bill Confirm (27.6.12.7) to apply payment to all of the invoices that are referenced by a self-bill document.

Important You cannot apply payment to a self-bill if the Amt Total does not equal the Amt Control Total.

When you use this program to apply payment, the payment is applied to the invoice specified on the self-bill detail line.

When a payment is applied, four different situations are possible:

- Payment is credited to the invoice.
- When no invoice is specified—the Invoice field is blank—the amount paid is applied to unapplied cash with a reference to the self-bill and the self-bill line.
- When payment is greater than the amount open on the invoice, the overpayment amount is applied to unapplied cash with a reference to the invoice.
- When payment is greater than the invoice line, the overpayment is applied to unapplied cash with a reference to the self-bill and self-bill line.

See [QAD Financials User Guide](#) for more information on Self-Bill Confirm.



Payment Created by Confirming Self-Bill

Payment Created by Confirming Self-Bill

The screenshot displays the 'Customer Payment - View' window in QAD. The window has a menu bar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. Below the menu bar is an 'Attachments' section. The main area contains several fields organized into sections: 'Customer' (Customer Code: SB-Cust, Business Relation: SB-Cust1, Name: SB-Cust1), 'Bank' (Bank GL Account: 900900, Own Bank Number: 898989, Customer Bank No: 900900, Payment Format: AR Direct Debit), 'Amount' (720.00, EUR), 'Due Date' (09/17/2009), 'Value Days' (0), 'Reference' (empty), 'Subtype' (Automatic), 'Status' (Paid), 'Year/Number' (2009, 000000001), 'Creation Date' (09/17/2009), 'Last Printed Date' (empty), 'Times Printed' (0), and an 'Allocate' button. The QAD logo is in the bottom left corner, and 'MC-SB-165' is in the bottom right corner.

Customer	
Customer Code	SB-Cust
Business Relation	SB-Cust1
Name	SB-Cust1

Bank	
Bank GL Account	900900
Own Bank Number	898989
Customer Bank No	900900
Payment Format	AR Direct Debit

Amount	
720.00	EUR

Due Date	
09/17/2009	

Value Days	
0	

Reference	

Subtype	
Automatic	

Status	
Paid	

Year/Number	
2009	000000001

Creation Date	
09/17/2009	

Last Printed Date	

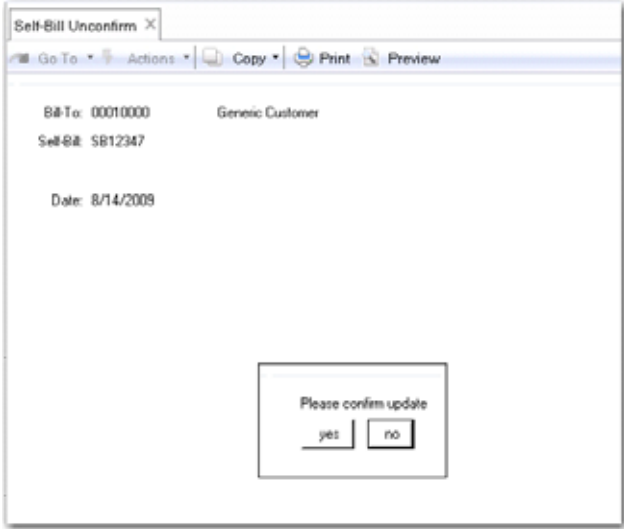
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0	

Allocate

The slide displays the customer payment automatically created by confirming the payment in Self-Bill Confirm (27.6.12.7).

Reversing Self-Bills

Reversing Self-Bills



- Reverses payments made in Self-Bill Confirm

MC-SB-190

If you need to reverse a payment, use Self-Bill Unconfirm (27.6.12.8). This program reverses payments made in Self-Bill Confirm (27.6.12.7).

Payments cannot be reversed if:

- Unapplied cash related to the self-bill has been used to pay another invoice.
- The payment period is not a valid, open GL period.

See *QAD Financials User Guide* for more information on Self-Bill Unconfirm.

Report and Inquiries

Reports and Inquiries

Self-Bill Report
DOMS USD DE NY

Self-Bill #: 482000
Bill To: 00000000
Transaction: 00000000
Self-Bill Item: 1-00
Amount Total: 7,000.00
Net Control Total: 5.00
Currency: USD

Sales Order	Cust PO No	Model Year	Paid Qty	Paid Price	Paid Amount	Ship From	Tax Amount
0000-001	0000/C100000000	000	10.00	10.00	1,000.00		
0000-001	0000/C100000000	000	10.00	10.00	1,000.00		

Self-Bill Report

Self-Bill Discrepancy Report
DOMS USD DE NY

Self-Bill #: 482000
Bill To: 00000000
Transaction: 00000000
Self-Bill Item: 1-00
Amount Total: 7,000.00
Net Control Total: 5.00
Currency: USD

Self-Bill Line	Paid Qty	Paid Price	Paid Amount	Ship Qty	Ship Price	Ship Amount	Discrepancy
1-00	10.00	10.00	1,000.00	10.00	10.00	1,000.00	

Self-Bill Discrepancy Report

Use Self-Bill Report (27.6.12.13) to review self-bill detail information. Use the selection criteria and sort options to sort and narrow down the information reported.

Use Self-Bill Discrepancy Report (27.6.12.10) to view discrepancy details associated with a self-bill document. Use the details provided by this report to reconcile discrepancies in self-bills. This report shows the three types of discrepancies that prevent you from applying payment to a self-bill.

- **Discrepant Lines:** Lines matched to invoice shipment data where the invoice shipment data has an open quantity, an open amount, or a price difference.
- **Adjustment Lines:** Lines marked with a type A. These lines could not be matched when the self-bill was originally created.
- **Lines Not Matched:** Lines that can be matched to invoice shipment data, but for some reason were not. These are marked as type blank.

Reports and Inquiries – Continued

Invoice AR Balance Report

Invoice AR Balance Report - 8/...

QAD

Invoice AR Balance Report

DOM1 USD DB NY

Bill To	Invoice Number	Invoice Date	Effective	Due Date	Status Code	Cur	Original A	Open Amount
00010000	2009/ARCMJOUR0000000003	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	150.00	150.00
00010000	2009/ARFINV0000000001	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	880.00	880.00
00010000	2009/ARFINV0000000001	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	9,990.00	9,990.00
00010000	2009/ARFINV0000000002	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	1,111.00	1,111.00
00010000	2009/ARPER1000006823	03/18/09	03/18/09	06/19/09	QAD-ALLOC	USD	150.00	150.00
00010000	2009/ARPER1000006842	03/18/09	03/18/09	06/19/09	QAD-ALLOC	USD	550.00	550.00
00010000	2009/ARPER1000006870	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	10.00	10.00
00010000	2009/ARPER1000006871	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	15.00	15.00
00010000	2009/ARPER1000006872	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	20.00	20.00
00010000	2009/CID000000056	04/23/09	04/23/09	05/23/09	QAD-ALLOC	USD	1,000.00	1,000.00
Self-Bill Adjustment Lns Pegged To Invoice								
Self-Bill	T	Paid Qty	Paid Price	Paid Amount	Tax Amount	Tax Rate		
SB12347	A	250.0	10.00	2,500.00	0.00	0.00%		
SB12347	A	15.0	300.00	4,500.00	0.00	0.00%		

Invoice AR Balance Report

Use Invoice AR Balance Report (27.6.12.11) to determine what portion of invoices referenced by the self-bill have been paid. Internally, the system maintains a map between every self-bill line and an invoice. Applying payment to a self-bill means applying payment to the associated invoices.

Reports and Inquiries – Continued

Shipment-Invoice Crossref Re... X

QAD

Shipment-Invoice Crossref Report 00

DOM1 USD DB NY

Self-Bill Item Authorization Customer PO Number T Customer Reference cit#1	Shipper Order Model Yr	Invoice Ship Dt	Ship Qty Open Qty	Price	Ship Amt Balance	Ship-From C
	SH23 sojull	07/10/09	25.0 0.0	100.00	2,500.00 0.00	C1000 no
CIT#5 auth#0 POEK1	SH13 EK-cu4	2009/AROPER1000006851 06/08/09	150.0 0.0	500.00	75,000.00 0.00	C1001 no
AUTH000 SAP003a	SH19 D1570	2009/AROPER1000006854 06/29/09	150.0 0.0	500.00	75,000.00 0.00	C1001 no
AUTH000 JULPD1	SH25 JUL10	2009/AROPER1000006859 07/10/09	150.0 0.0	500.00	75,000.00 0.00	C1001 no
imhpart1	SH08 dis51	04/21/09	10.0 0.0	10.00	100.00 0.00	imhsite no

Shipment-Invoice Crossref Report

The shipment-invoice cross-reference structure holds the map between shipment-related details such as shipper number or authorization number and associated QAD invoice numbers.

Shipment-Invoice Crossref Report (27.6.12.15) facilitates inquiries into the self-bill cross-reference structures in the system.



Chapter 16

Consolidation

Objectives

Objectives

- Understand the scope and capabilities of consolidation in QAD EE
- Learn how to set up and run consolidation for a specific business case



MC-4.1-1-CON-020

Overview

Overview

- Benefits
- Current scope
- Highlights
- Process flow
- Setup
 - Prerequisites
- Processing
- Exercise



MC-4.1-1-CON-030

This section reviews the highlights of the consolidation functionality in QAD Enterprise Applications, including its benefits and current scope.

We will then study the consolidation process—from setup to processing—in more detail.

Finally, you will practice your newly-acquired knowledge with a hands-on exercise.



Consolidation Benefits

Consolidation Benefits

- Combine financial records of many entities into consolidated set of financial statements
 - Usually, a monthly process
 - For legal/accounting purposes
- Perform a number of consolidations within the organization to account for subsidiaries



MC-4.1-1-CON-040

Consolidation is usually a monthly review process, giving an immediate financial summary of a multi-entity organization.

You can perform a number of consolidations within the organization to account for subsidiaries that have been taken over by the parent organization.

In order to consolidate, you must identify the entities with accounts you want to consolidate, and set up a consolidation entity in which to store the consolidation data. All accounts in the source entities are mapped to corresponding consolidation accounts in the consolidation entity.

The consolidation functionality responds to a legal and accounting requirement.

Current Scope

Current Scope

- Consolidate entities in different domains, but in the same database
- Consolidate GL balances/movements with full analytic detail
- The entities can use the same or different base currencies



MC-4.1-1-CON-050

The consolidation functionality requires that the entities to consolidate be in the same database, but they can belong to different domains.

You can, optionally, include the full GL analytic detail in a consolidation, for example, sub-account, cost center, project, and SAF structures, or only part of it.

The entities involved in consolidation do not need to have the same base currency.

Key Features

Key Features

- Supports different consolidations within the same organization
- Map GL calendar year and periods, currencies, and COAs across entities
- Consolidate one or more periods in a single run, for example, quarterly processing
- Supports proportional consolidation
- Build hierarchies of consolidation entities



MC-4.1-1-CON-060

The consolidation functionality in QAD Enterprise Applications lets you perform multiple consolidations within one system, and is, therefore, of great benefit to large organizations,

Again, you can include all GL analytical elements in a consolidation.

Proportional consolidation is an option, and we will review this later in more detail.

The entities involved in a consolidation do not need to have the same GL calendar. Additionally, a consolidation can be run for one or several periods at a time.

In a consolidation entity, the same reporting capabilities exist as for non-consolidation entities.

Key Features — Continued**Key Features – Continued**

- Consolidate separately by accounting layer
- Fast balance-level consolidation
- Supports simulations
- Automatic tracking of intercompany transactions to support elimination
- For multiple consolidations
 - Supports incremental elimination as well as full elimination



MC-4.1-1-CON-065



Consolidation Process

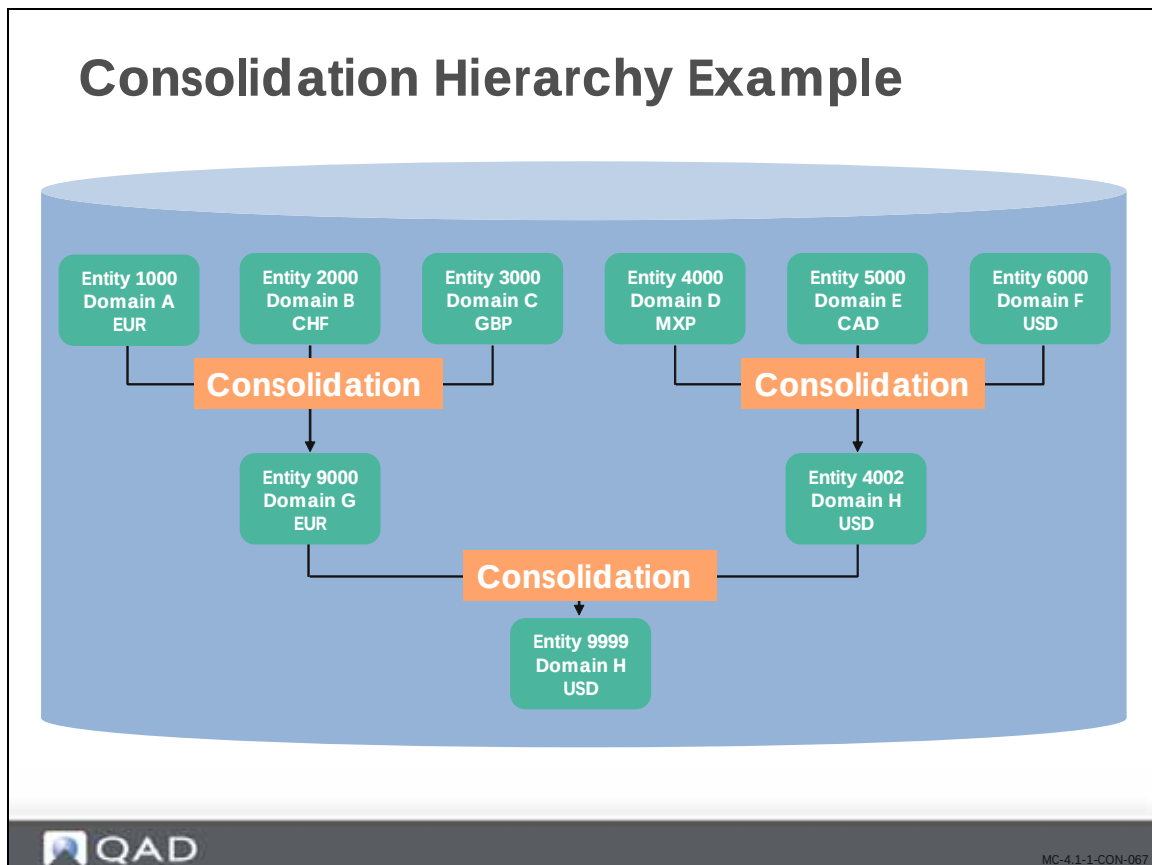
Consolidation Process

- Transfer GL balances from source entities to a target (consolidation) entity using journal entries
 - Account, sub-account, and intercompany codes
 - 100% or partial consolidation
 - Staged consolidation through different currencies is available
- Allows further manual postings after consolidation
 - Report on intercompany codes is basis for intercompany elimination
 - Allows simulation postings or other postings in consolidation entity



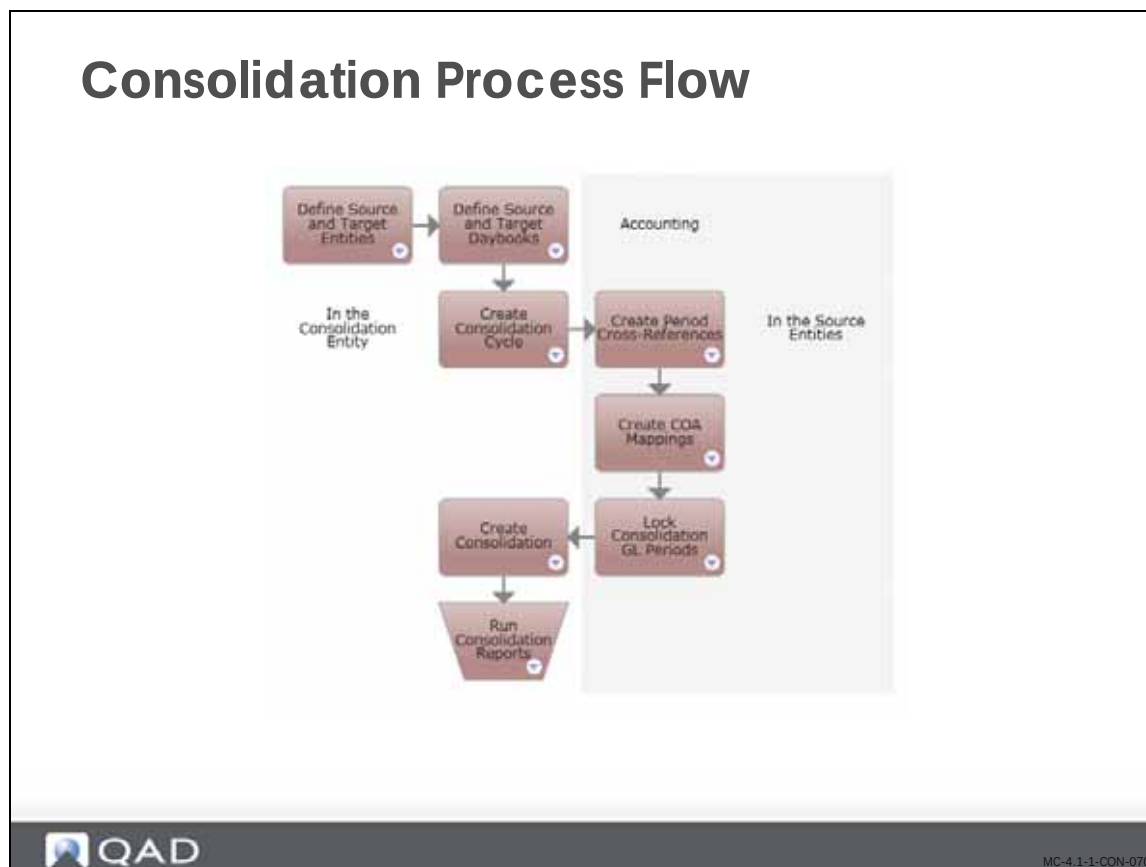
MC-4.1-1-CON-066

Consolidation Hierarchy Example



An organization has subsidiaries represented by entities 9000 and 4002. Entity 9000 in turn has subsidiary entities 1000, 2000, and 3000, and 4002 has subsidiary entities 4000, 5000, and 6000. The organization performs consolidations for subsidiary entities 1000, 2000, and 3000 in entity 9000, for entities 4000, 5000, and 6000 in entity 4002, and, finally, for entities 9000 and 4002 in entity 9999.

Consolidation Process Flow



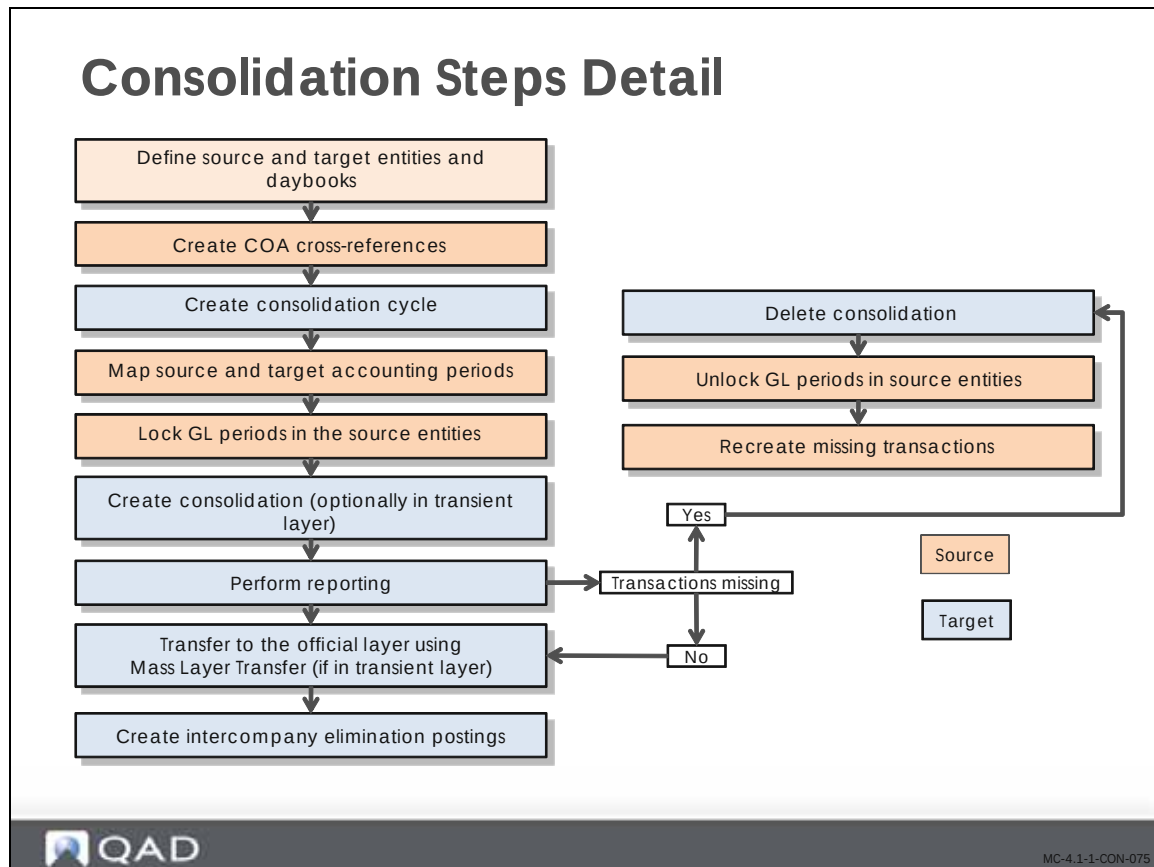
The system uses source and target entities in the consolidation process. Source entities are the subsidiary entities whose accounts you want to consolidate. The target entity is the consolidation entity in which you combine the source account balances.

From within the consolidation entity, you create a consolidation cycle, which identifies the source entities, the daybooks to be used for balances in each entity, and the participation percentage to be applied to each entity.

Consolidation is performed for specific GL periods, and you must align your consolidation entity GL periods with those of the source entities. You must also map GL elements in your source entities to the consolidation accounts in your consolidation entity.

Important After you have created the consolidation, you must perform an additional step to eliminate intercompany postings. See “Intercompany Elimination Postings” on page 494.

Consolidation Steps Detail



You set up and run consolidation in the following order:

- 1 Create the source and target entities and daybooks required for consolidation.
- 2 From within each of the source entities, map source and target GL accounts and, optionally, sub-accounts, cost centers and projects, to create COA cross references for use in the consolidation cycle. Each subsidiary entity and the COA cross reference it uses must belong to the same domain.
- 3 From within the consolidation entity, create the consolidation cycle, which defines the source entities and daybooks to use.
- 4 From within each of the source entities, define a range of GL periods to be mapped to the consolidation GL calendar.
- 5 From within each of the source entities, lock the GL periods that are to be included in the consolidation.
- 6 From within the consolidation entity, create the consolidation. In this step, you define source and target accounting layers, set the GL period range, and run the consolidation.
- 7 Perform reporting.
- 8 Create elimination postings.

We will now review these steps in more detail.

Setup Prerequisites

Setup Prerequisites, Consolidation Entity

- Create separate entity
- Define rounding differences account, and default cost center, project, and tax code
- Define a consolidation daybook per subsidiary/source entity and layer
- Create a separate management layer for elimination postings
- Create a separate daybook for elimination postings



MC-4.1-1-CON-080

Prior to creating a consolidation cycle, the following setup is required:

Consolidation (Target) Entity

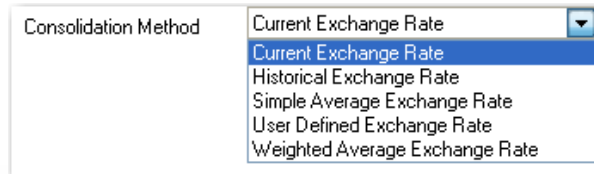
You must set up a new, separate consolidation entity, including the business relation.

You must create a rounding difference account, default cost center, project codes, and tax code for the consolidation entity.

Additionally, you must create a consolidation daybook for each source entity and layer.

Setup Prerequisites, Source Entity

- COA cross-references
 - GL accounts, sub-accounts, cost centers, projects
- Period cross-references
- Exchange rate consolidation method
 - For each GL account in the consolidation entity
 - Settings in GL account Currency tab



MC-4.1-1-CON-090

In each source entity, use COA Cross Reference Create (25.3.14.1) to create mappings between the GL dimensions in source and consolidation entities.

Special attention is required when mapping open item accounts, cross-company accounts and tax accounts. When posting to any of these accounts, the system requires additional input that cannot be given during consolidation posting. Therefore, all accounts of one of these three types should be matched to standard accounts in the consolidation entity. For intercompany accounts, this results in a zero balance, as expected.

Use Consolidation Period Cross-Reference Maintain (25.19.1.3) to create cross-references between GL periods in a source entity and GL periods in consolidation entities.

Finally, for each GL account of a specific shared set, select the consolidation method in the currency tab of GL Account Create (25.3.13.1) or GL Account Modify (25.3.13.2).

Consolidation can be performed between entities using the same or different base currencies. When the entities are in domains with different base currencies, the system converts transactions in the base currency of the source entity into the base currency of the consolidation entity using rates in the exchange rate shared set of the consolidation entity. The exact rate used is determined for each account based on the setting of the Consolidation Method field in the Currency tab of GL Account Create. This field can have one of the following values:

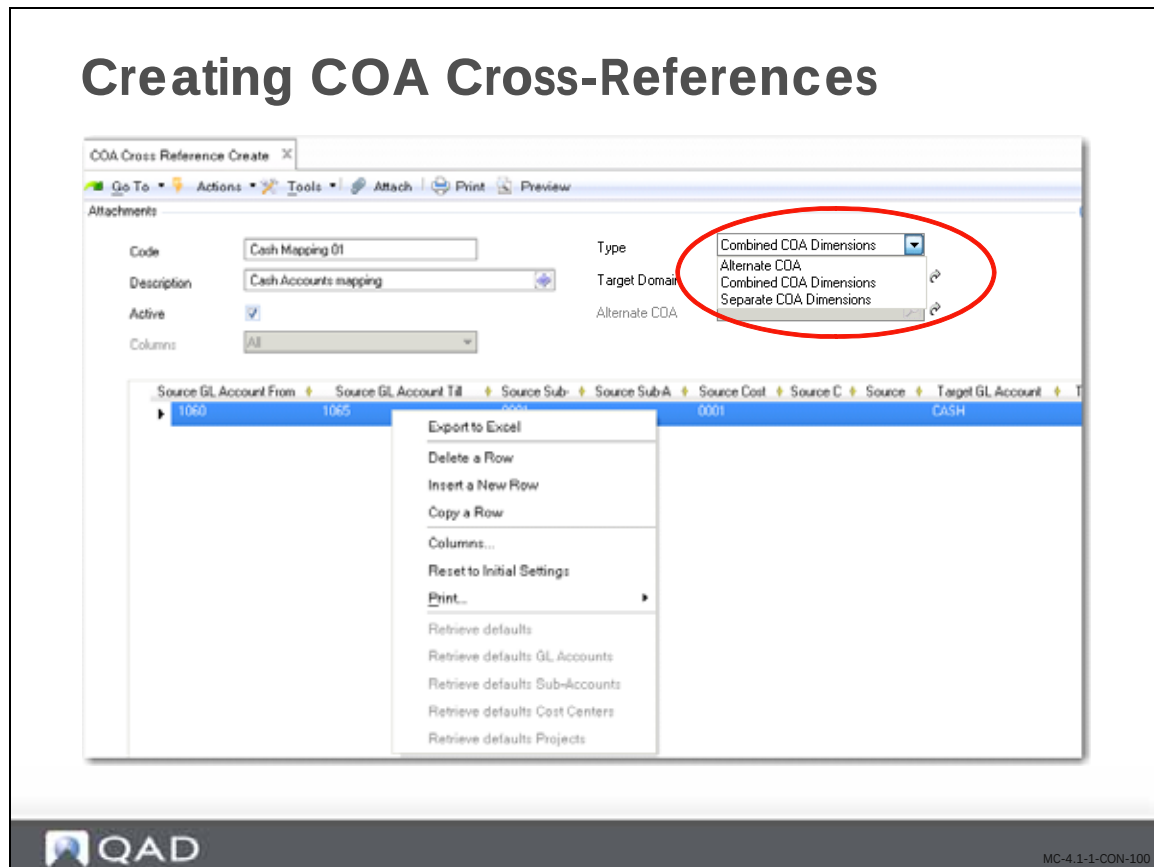
- Actual Rate (accounting rate at period end, also known as current rate)
- Historical Rate
- Simple Average Rate

- User-Defined Rate (Own Method)
- Weighted Average Rate

These methods are described in detail in the [QAD Financials User Guide](#).

When different methods are used, exchange rate differences can result. These are posted to the Rounding Differences account specified in Consolidation Cycle Create (25.9.1.7).

Creating COA Cross-References

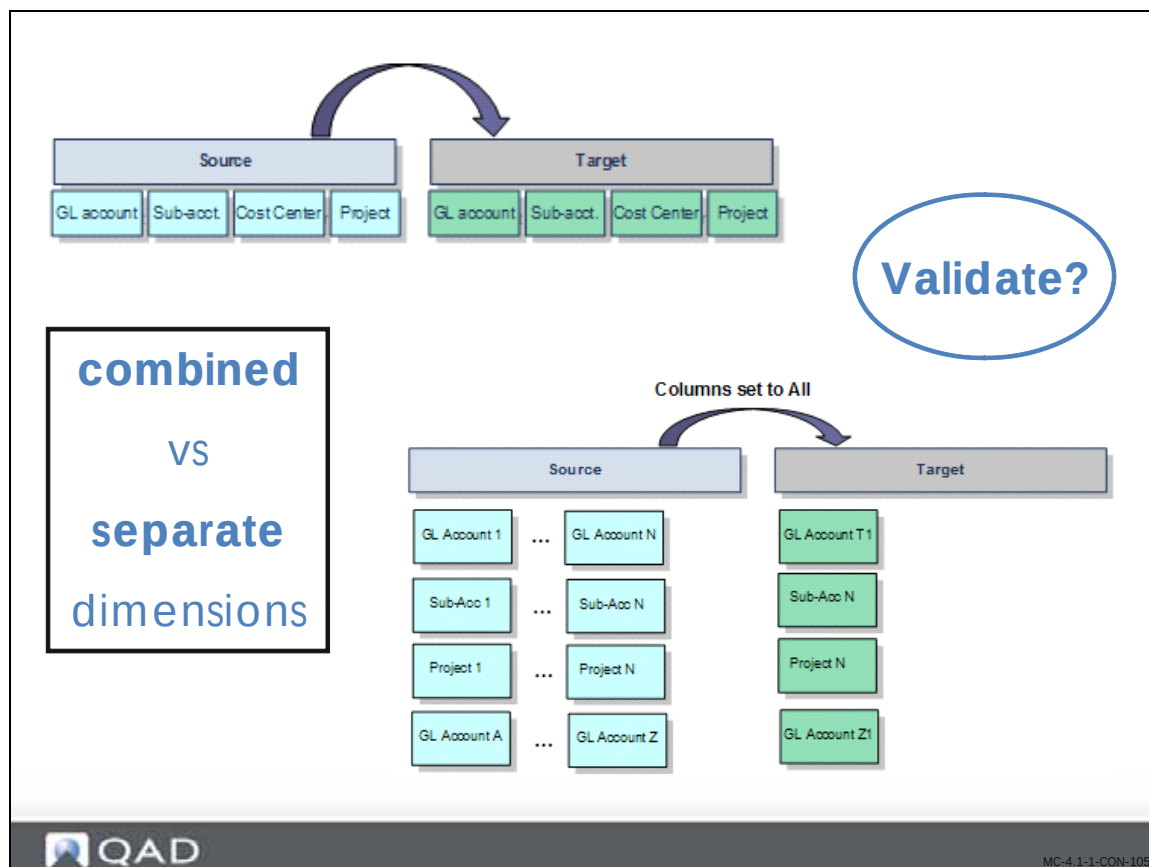


Use COA Cross Reference Create (25.3.14.1) to define mappings between the source and target entity charts of accounts. You can choose between two different types of cross-references: combined, or separate COA dimensions. The third available type is reserved for the setup of alternate COAs. On the next slide, we will explain more about the two consolidation types.

You must create a cross-reference structure in the same domain as the source entity. The target domain is the consolidation entity's domain. Each cross reference should be valid. For details on the validations performed, refer to the [QAD Financials User Guide](#). Many-to-one combinations are possible.

A Copy function, as well as Excel integration, are available when creating COA cross-references.

Combined vs Separate GL Dimensions Types



When the cross reference type is **Combined GL Dimensions**, you specify cross-references from source GL combinations (account, sub-account, cost center, project, SAF) to target GL combinations. The system reads the GL combination from the source transaction, and looks for a match in the cross-reference table of the consolidation entity's domain, in the following order:

- Matching account, sub-account, cost center, and project
- Matching account, sub-account, cost center, and blank project
- Matching account, sub-account, blank cost center, and project
- Matching account, sub-account, blank cost center, and blank project
- Matching account, blank sub-account, blank cost center, and blank project

If no match is found, the transaction is posted to the same GL combination as the source transaction.

When the cross reference type is **Separate GL Dimensions**, you can specify cross-references from separate source GL COA elements to separate target GL COA elements (GL accounts to target GL account, sub-accounts to target sub-accounts, and so on).

When creating separate COA cross-references, use the Columns field to indicate the type of mapping to filter on—All, GL Account, Sub-Account, Cost Center, or Project. The filter lets you focus on one element at a time, and you can change the filter type during input.

By selecting the Validate option at the end of the COA Cross Reference Create, you can validate the cross references that you have defined against posting history. If the cross reference type is Separated GL Dimensions or Combined GL Dimensions, you can indicate whether or not to validate the sub-account, cost center, or project.

If gaps exist in the cross reference mappings used in a report or consolidation, the system will display an error. If there are any overlaps in the cross reference mappings you create, the system will use the first mapping record it finds in the grid.

Note that the validation option does not prevent saving; it is only a means to verify and detect conflicts with the current posting history.

Refer to the *QAD Financials User Guide* for a detailed explanation of validation in COA Cross Reference Create (25.3.14.1).

Creating a Consolidation Cycle

Creating a Consolidation Cycle

Insert new rows to add source entities to the consolidation cycle

Configure default SAF, cost center, or project analysis for the consolidation

QAD

MC-4.1-1-CON-110

When the prerequisites are set up for the source and target entities, a consolidation cycle can be created.

Use Consolidation Cycle Create (25.19.1.7) to create a consolidation cycle in the consolidation entity that defines the consolidation structure. You indicate the source and target entities; and whether consolidation is full or proportional.

An entity can be a consolidation entity for several source entities in one consolidation cycle and a source entity in another consolidation cycle. The consolidation process is started in the consolidation entity for a range of periods or for one period.

You add source entities to the consolidation cycle by inserting a new row.

You also add the daybook codes for the consolidation transactions. You specify a daybook for each source layer, and the system posts the consolidation transactions to the appropriate consolidation daybook.

Indicate whether sub-accounts, cost centers, projects, and SAFs should be included in the consolidation.

On each row, specify the COA cross-reference code used for each source entity in this consolidation cycle. When a consolidation cycle's status is changed to Valid or Operational, cross-references are validated.

Click the Default Analysis button to display a new window with multiple tabs where you can configure default SAF, Cost Center, or Project analysis for the consolidation. When source transactions use any of these, and the Sub-Accounts, Cost Center, Project, and SAF fields are not selected, the system applies the defaults you define here to the consolidation transactions.

Eliminating Intercompany Transactions from the Consolidation Entity

Eliminating Intercompany Transactions from the Consolidation Entity

- Create a separate management layer for elimination postings
- Create a separate daybook for elimination postings
 - Daybook type: Journal Entries
 - Controlled by: Financials
 - Layer: Dedicated management layer for eliminations
 - For each daybook shared set



MC-4.1-1-CON-115

The slide describes the setup required before you can eliminate intercompany postings from your consolidation.

- 1** Create a separate management layer in the consolidation entity for elimination postings.
- 2** Create a separate daybook for elimination postings in each consolidation entity. If you are consolidating at several levels, it is recommended that you create a daybook for each shared set.
 - a** Set the daybook type to Journal Entries and the control type to Financials.
 - b** In the Layer Code field, specify the dedicated management layer that you created for intercompany eliminations.

Consolidation Process

Consolidation Process

- Lock status of periods to consolidate
 - Each source entity
- Consolidation entity
 - Consolidation Create (25.19.2.1)
 - From/to GL period
 - Target layer type
 - Primary
 - Secondary
 - Transient (recommended layer)
 - Source layer type
 - Primary
 - Secondary



MC-4.1-1-CON-130

You run the consolidation cycle you have defined using Consolidation Create (25.19.2.1) within the consolidation entity. You can run the consolidation for primary or secondary layer transactions, but not simultaneously. It is recommended that you first run a consolidation posting to the transient layer, before posting it to the actual target layer.

Before creating a consolidation, you must ensure that:

- The GL periods in the source entities are locked.
- No unposted transactions exist in the source entities.
- You have mapped all new source accounts and sub-accounts.

You select source and target layers when configuring the consolidation. You can only select the primary or secondary layers for source entities. When you select a secondary source layer, the system retrieves all the secondary layers created in the source entity. For example, if you have created secondary layers for different types of IFRS or GAAP reporting, the system retrieves all of these layers and displays them on the Source Layers tab. You then choose which layers to include.

When the consolidation is completed, you can review the GL postings and generate reports.

As a result of the consolidation run:

- The daybooks in the consolidation entity are updated with the GL transactions in the source transaction currency and in the target base or consolidation currency.



- The system locks the entity, period, and layer combination in order to avoid another run. If you are running the consolidation in the transient layer, you have the option to review the postings, and to delete this consolidation and create a new one, if necessary. Consolidations in the primary layer cannot be deleted.
- The system keeps a history of all consolidation runs with the following attributes:
 - Consolidation run number
 - Date and time of the run
 - Source entities
 - Periods
 - Layer type

Use the Consolidation activities to create, delete, and view consolidations:

- Create. Configure and run a new consolidation. You run the consolidation by clicking Save.
- View. Display all consolidation runs with all fields in read-only mode.
- Delete. Delete a consolidation run. You can only delete consolidations in the transient layer.

Consolidation Process – Continued

- Consolidation entity
 - After validation, transfer the consolidation from the transient to the primary (official) layer
 - Identify the intercompany transactions and perform the elimination postings



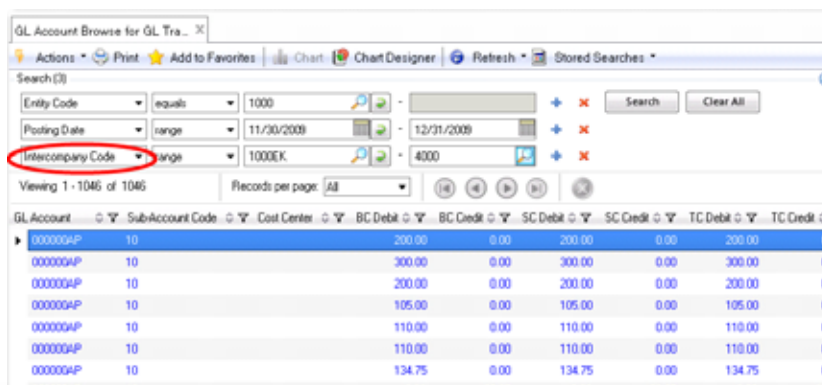
MC-4.1-1-CON-135



Intercompany Elimination Postings

Intercompany Elimination Postings

- Identify postings to eliminate
- Create offset journal entries
- Repeat the process at each level of the consolidation



GL Account Browse for GL Tra...

Search (3)

Entity Code equals 1000

Posting Date range 11/30/2009 12/31/2009

Intercompany Code range 1000EK 4000

Viewing 1 - 1046 of 1046 Records per page: All

GL Account	SubAccount Code	Cost Center	BC Debit	BC Credit	SC Debit	SC Credit	TC Debit	TC Credit
0000004P	10		200.00	0.00	200.00	0.00	200.00	0.00
0000004P	10		300.00	0.00	300.00	0.00	300.00	0.00
0000004P	10		200.00	0.00	200.00	0.00	200.00	0.00
0000004P	10		105.00	0.00	105.00	0.00	105.00	0.00
0000004P	10		110.00	0.00	110.00	0.00	110.00	0.00
0000004P	10		110.00	0.00	110.00	0.00	110.00	0.00
0000004P	10		134.75	0.00	134.75	0.00	134.75	0.00



MC-4.1-1-CON-140

The section describes how to identify and eliminate intercompany postings in your consolidation.

- 1 Identify the postings to eliminate using one of the following methods:
 - Use GL Transactions View Extended (25.15.2.10) or Trial Balance View (25.15.2.9), and filter by intercompany code to display intercompany transactions.
 - Run the GL Transactions by Intercompany Code report (25.15.1.5) to identify intercompany transactions to eliminate.
- 2 In the consolidation entity, create and post a journal entry that offsets intercompany transactions.

The elimination posting can consist of a single journal entry posted to one of the new journal entries type daybooks you created in “Eliminating Intercompany Transactions from the Consolidation Entity” on page 490. For ease of entry, you can use a posting template.

- 3 At each level of consolidation, repeat the process of identifying intercompany transactions and creating netting postings to eliminate them.

Special Considerations for Staged Consolidations

For staged consolidations, where you consolidate the local entities first, followed by regional entities, and then global entities, you can take one of two approaches to eliminating intercompany postings from your consolidation:

- Incremental eliminations

Consolidate the management layer containing the elimination postings to a higher level in the consolidation. At the higher level, only create postings to eliminate the intercompany positions at that level.

- Full elimination at each level

Do not consolidate the management layer that contains the elimination postings to a higher level in the consolidation. At the higher level in the consolidation, create new, complete journal entries that eliminate all intercompany positions up to that consolidation level.

Hands-On Exercises (US)

General Information

In this exercise, you will create a new consolidation entity (GR-CONS). In GR-CONS, you are going to consolidate the existing consolidation entity, 11NACONS.

Before you can do that, you have to consolidate the operational entities (10USACO, 11CANCO, and 12MEXCO) into 11NACONS.

Exercise 1: Consolidation Setup (US)

In domain 11CAN, create a new consolidation entity GR-CONS using the same address details as 11NACONS.

- Create all consolidation settings in GR-CONS:
- Daybooks for 11NACONS both in transient and primary layer
- Consolidation cycle: 100% 11NACONS
- Check all other settings as required.
- Validate the consolidation setup in 11NACONS

- 1 Log in to 11CAN domain, entity 11NACONS.
- 2 In Business Relation Create (36.1.4.3.1), create the following business relation:

Field	Data
Name	GRCONS

- a On the Address Info tab, right-click and select Insert a New Row. Add the address details:

Field	Data
Address	Specify an address.
Zip	Specify the zip.
City	Specify a city.
Country Code	CA
Click OK	
General Tab	
Domain Restricted	No
Internal Entity	Yes
Intercompany	Yes
Intercompany Code	GRCONS
Customer/Supplier Compensation Allowed	No

- b Click Save.

- 3 In Entity Create (36.1.1.2.1), create the following entity:

Field	Data
Entity Code	GR-CONS
Business Relation	GRCONS
Domain	11CAN
<u>General Tab</u>	
Reverse P&L Revaluation	Yes
Consolidation Entity	Yes

- 4 Let the other fields default.
- 5 Click Save.
- 6 In User Domain/Entity Access Maintain (36.3.4), specify the following details:

Field	Data
User	demo
Domain	11CAN
Entity	GR-CONS

- 7 Click Search.
In the grid, select the Link and Default Domain fields for the user, domain, and entity code indicated.
- 8 Click Save.
- 9 In Role Membership Maintain (36.3.6.6), specify the following:

Field	Data
User	demo
Domain	11CAN
Role	SuperUser
Entity	GR-CONS

- 10 Click Search.
In the grid, select the Link and Default Role fields for the user, domain, and entity code indicated.
- 11 Click Save.
- 12 Log out, and log back in as:
User: demo
Password: qad
- 13 Change workspace to 11CAN-GR-CONS.
- 14 In Daybook Create (25.8.1.1), create the following daybook:

Field	Data
Daybook Code	ConsNAof
Description	ConsNAof

Field	Data
Daybook Type	Consolidation
Layer Code	Primary
Daybook Control	Financial
Daybook Group	If daybook groups are active, choose the default consolidation value from the lookup.

- 15 Click Save and Create, and create a second daybook with the following details:

Field	Data
Daybook Code	ConsNAtr
Description	ConsNAtr
Daybook Type	Consolidation
Layer Code	Trans-Approve
Daybook Control	Financial
Daybook Group	If daybook groups are active, choose the default consolidation value from the lookup.

- 16 Click Save.

- 17 In SAF Concept Create (25.3.7.1.1), create the following concept:

Field	Data
SAF Concept Code	ConsDef
Description	Consolidation Default

- 18 Click Save.

- 19 In SAF Code Create (25.3.7.2.1), create the following value:

Field	Data
SAF Code	SCD
Description	SAF Consolidation Default
SAF Concept Code	ConsDef

- 20 In SAF Structure Create (25.3.7.4.1), create the following structure:

Field	Data
Structure Code	Consol
Description	SAF Consolidation

- 21 Right-click in the grid and select Insert a New Row.

Field	Data
SAF Concept	ConsDef
Default SAF Value	SCD

- 22 Change to workspace 11CAN-11NACONS.

- 23 In COA Cross-Reference Create (25.3.14.1), enter the following data:

Field	Data
COA Cross Reference	GR-CONS-COA
Description	Consolidation cross reference
Active	Yes (Selected)
Type	Separate COA Dimensions
Target Domain	11CAN
Columns	All

- 24 In the grid, right-click and select Retrieve Defaults.
- 25 If needed, map GL accounts in source of type tax, open item, and cross company to a standard GL account in the consolidation/target COA.
- 26 Click Save.
- 27 Change Workspace to the source entity to be consolidated (GR-CONS).
- 28 In Consolidation Cycle Create (25.19.1.7), create the following cycle:

Field	Data
Entity Code	GR-CONS
Status	Initial
Cur Adj Translation Account	9890
Default Tax Code	0000000

- 29 Click Default Analysis, and specify the following details:

Field	Data
<u>SAF Tab</u>	
Structure Code	Consol
SAF Code	ConsolDef
SAF	SCD
<u>Cost Center Tab</u>	
Cost Center Code	Adm
<u>Project Tab</u>	
Project	P01030

- 30 Click OK.
- 31 In the consolidation cycle grid, right-click and select Insert a New Row.

Field	Data
Percentage	100
Subsidiary Entity	11NACONS
Official Daybook Code	ConsNAof
Transient Daybook Code	ConsNAttr
COA Cross-Reference	GR-CONS-COA

- 32 Click Save.

- 33** Change Workspace to the source entity to be consolidated (11NACONS).
- 34** In Consolidation Period Cross-Ref Maintain (25.19.1.3), create the following period cross-references:

Consolidation Entity: GR-CONS

Cons Year	Source Year	Source GL Period	Cons Period
2009	2009	01	1
2009	2009	02	2
2009	2009	03	3
....			
2010	2010	01	1
2010	2010	02	2
Etc...			

- 35** Click Save.
- 36** In 11NACONS, open the consolidation cycle 11NACONS in Consolidation Cycle Modify.
- 37** Specify Gserv as the default sub-account.
- 38** Select the SAFs check box.
- 39** Click Default Analysis, and specify the following details:

Field	Data
<u>SAF Tab</u>	
Structure Code:	Consol
SAF Code:	ConsolDef
SAF:	SCD

- 40** Click OK.
- 41** Save the consolidation cycle.
- 42** Change Workspace to subsidiary entity 10USACO.
- 43** In Consolidation Period Cross-Ref Maintain (25.19.1.3), ensure that period cross-references exist for the periods you are consolidating. The consolidation entity is 11NACONS.
- 44** In Entity GL Period Lock, lock the periods for which you are consolidating (GL calendar year 2013 and GL periods 1 to 6). The periods may already be locked.
- 45** In COA Cross Reference Modify, open cross-reference 10COACR. Right-click in the grid and select Retrieve Defaults. Save the record.
- 46** Change Workspace to subsidiary entity 11CANCO, and repeat the previous three steps. Use cross-reference 11COACR.
- 47** Change Workspace to subsidiary entity 12MEXCO, and repeat the same three steps. Use cross-reference 12COACR.
- 48** Change Workspace to 10CORPCONS.

- 49 Open the 10CORPCONS consolidation cycle in Consolidation Cycle Modify.
- 50 Change the status to Initial and save.
- 51 Change Workspace to the source entity to be consolidated (GR-CONS).
- 52 In Consolidation Cycle Modify (25.19.1.8), change the status to Operational, specify the value Gserv in the Sub-Account field, and save.

Exercise 2: Consolidation Run (US)

Run a consolidation in 11NACONS for the period 2013/03 to 2013/06

- 1 Log in to workspace 11CAN/11NACONS.
- 2 In Entity GL Period Lock, lock the periods for which you are consolidating (GL calendar year 2013 and GL periods 1 to 5). Leave period 6 open to all GL transaction types. The other periods may already be locked.
- 3 In Consolidation Create (25.19.2.1), create a trial consolidation in the transient layer:

Field	Data
From GL Period	2013/1
To GL Period	2013/6
Source Layer Type	Official
Target Layer Type	Transient

Subsidiary Entities:

Field	Data
Percentage	100
Official Daybook	CON-US-O
Entity Code	10USACO
Transient Daybook	CON-US-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-CA-O
Entity Code	11CANCO
Transient Daybook	CON-CA-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-MX-O
Entity Code	12MEXCO
Transient Daybook	CON-MX-T
Activation	Yes

- 4 Save the consolidation.

- 5 In Journal Entry View (25.13.1.3), enter Year = 2013, Period = 6 and Daybook Code: CON-US-T.
- 6 Click Search to review the transactions in 10USACO
- 7 Repeat the previous two steps with Daybook Code = CON-CA-T to review the transactions in 11CANCO.
- 8 Repeat the previous two steps with Daybook Code = CON-MX-T to review the transactions in 12MEXCO.
- 9 Review the transactions.
- 10 In Consolidation Delete (25.19.2.3), delete the trial consolidations:

Field	Data
From GL Cal Year	2013
To GL Cal Year	2013
Entity Code	10USACO

- 11 Click Search. Confirm in the new window.

Field	Data
From GL Cal Year	2013
To GL Cal Year	2013
Entity Code	11CANCO

- 12 Click Search. Confirm in the new window.

Field	Data
From GL Cal Year	2013
To GL Cal Year	2013
Entity Code	12MEXCO

- 13 Click Search. Confirm in the new window.
- 14 In Consolidation Create (25.19.2.1), create the consolidation again in the official layer.

Field	Data
From GL Period	2013/3
To GL Period	2013/6
Target Layer Type	Official
Source Layer Type	Official

Subsidiary Entities:

Field	Data
Percentage	100
Official Daybook	CON-US-O
Entity Code	10USACO
Transient Daybook	CON-US-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-CA-O
Entity Code	11CANCO
Transient Daybook	CON-CA-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-MX-O
Entity Code	12MEXCO
Transient Daybook	CON-MX-T
Activation	Yes

- 15 In Entity GL Period Lock, lock GL period 6.
- 16 In COA Cross Reference Modify, open cross-reference GR-CONS-COA. Right-click in the grid and select Retrieve Defaults. Save the record.
- 17 Log in to the consolidation entity GR-CONS (change workspace) to create the second consolidation.
- 18 In Entity GL Period Lock, lock GL periods 1 to 5 for the year 2013. Ensure that period 6 is unlocked and open to all transaction types.
- 19 Ensure that tax periods exist for the year (Tax Period Create/Tax Period Modify).
- 20 In Consolidation Create (25.19.2.1), create the following record:

Field	Data
From GL Period	2013/3
To GL Period	2013/6
Target Layer Type	Transient
Source Layer Type	Official

Subsidiary Entities:

Field	Data
Percentage	100
Primary Daybook	ConsNAof
Entity Code	11NACONS
Transient Daybook	ConsNAtr
Activation	Yes

- 21 Go to Journal Entry View (25.13.1.3) to review the created transaction.
- 22 Enter GL calendar year 2013 and daybook code ConsNAtr to search.
- 23 In Consolidation Delete (25.19.2.3), delete the trial consolidation you just created.
- 24 In Consolidation Create (25.19.2.1), recreate the same consolidation in the primary layer.

25 In Journal Entry View (25.13.1.3), review the transactions.

Hands-On Exercises (EMEA)

General Information

In this exercise, you will create a new consolidation entity (GR-CONS). In GR-CONS, you are going to consolidate the existing consolidation entity 22EMEACONS.

Before you can do that, you will have to consolidate the operational entities (for EMEA: 20FRACO, 21NLCO, and 22UKCO) into 22EMEACONS.

Exercise 1: Consolidation Setup (EMEA)

In domain 22UK create a new (consolidation) entity GR-CONS (use same address details as 22EMEACONS).

Create all consolidation settings in GR-CONS:

- Daybooks for 22EMEACONS both in transient and primary layer
- Consolidation cycle: 100% 22EMEACONS
- Check all other settings as required.
- Validate the consolidation setup in 22EMEACONS

Steps:

- 1** Log in to 22UK domain, entity 22EMEACONS.
- 2** In Business Relation Create (36.1.4.3.1), create the following business relation:

Field	Data
Name	GRCONS

- a** On the Address Info tab, right-click and select Insert a New Row. Add the address details:

Field	Data
Address	Address
Zip	Zip
City	City
Country Code	GB
Click OK	
<u>General Tab</u>	
Domain Restricted	No
Internal Entity	Yes
Intercompany	Yes
Intercompany Code	GRCONS
Customer/Supplier Compensation Allowed	No

- b** Click Save.

- 3 In Entity Create (36.1.1.2.1), create the following entity:

Field	Data
Entity Code	GR-CONS
Business Relation	GRCONS
Domain	22UK
General Tab	
Reverse P&L Revaluation	Yes
Consolidation Entity	Yes

- 4 Let the other fields default.

- 5 Click Save.

- 6 In User Domain/Entity Access Maintain (36.3.4), specify the following details:

Field	Data
User	demo
Domain	22UK
Entity	GR-CONS

- 7 Click Search.

In the grid, select the Link and Default Domain fields for the user, domain, and entity code indicated.

- 8 Click Save.

- 9 In Role Membership Maintain (36.3.6.6), specify the following:

Field	Data
User	demo
Domain	22UK
Role	SuperUser
Entity	GR-CONS

- 10 Click Search.

In the grid, select the Link and Default Role fields for the user, domain, and entity code indicated.

- 11 Click Save.

- 12 Log out, and log back in as:

User: demo

Password: qad

- 13 Change workspace to 22UK-GR-CONS.

- 14 In Daybook Create (25.8.1.1), create the following daybook:

Field	Data
Daybook Code	ConsEMof
Description	ConsEMof
Daybook Type	Consolidation
Layer Code	Primary
Daybook Control	Financial
Daybook Group	If daybook groups are active, choose the default consolidation value from the lookup.

- 15 Click Save and Create, and create a second daybook with the following details:

Field	Data
Daybook Code	ConsEMtr
Description	ConsEMtr
Daybook Type	Consolidation
Layer Code	Trans-Approve
Daybook Control	Financial
Daybook Group	If daybook groups are active, choose the default consolidation value from the lookup.

- 16 Click Save.

- 17 In SAF Concept Create (25.3.7.1.1), create the following concept:

Field	Data
SAF Concept Code	ConsDef
Description	Consolidation Default

- 18 In SAF Code Create (25.3.7.2.1), create the following value:

Field	Data
SAF Code	SCD
Description	SAF Consolidation Default
SAF Concept Code	ConsDef

- 19 In SAF Structure Create (25.3.7.4.1), create the following structure:

Field	Data
Structure Code	Consol
Description	SAF Consolidation

- 20 Right-click in the grid and select Insert a New Row.

Field	Data
SAF Concept	ConsDef
Default SAF Value	SCD

- 21 Change to workspace 22UK-22EMEACONS.

- 22 In COA Cross Reference Create (25.3.14.1), enter the following data:

Field	Data
COA Cross Reference:	GR-CONS-EMEA-COA
Description	Consolidation cross reference
Active	Yes (Selected)
Type	Separate COA Dimension
Target Domain	22UK
Columns	All

- 23 In the grid, right-click and select Retrieve Defaults.
- 24 If needed, map GL accounts in source of type tax, open item, and cross company to a standard GL account in the consolidation/target COA.
- 25 Click Save.
- 26 Change Workspace to the source entity to be consolidated (GR-CONS).
- 27 In Consolidation Cycle Create (25.19.1.7), create the following cycle:

Field	Data
Entity Code	GR-CONS
Status	Initial
Rounding Diff Acc	9890
Default Tax Code	0000000
Default Sub-Account	Gserv

- 28 Click Default Analysis, and specify the following details:

Field	Data
<u>SAF Tab</u>	
Structure Code	Consol
SAF Code	ConsolDef
SAF	SCD
<u>Cost Center Tab</u>	
Cost Center Code	Adm
<u>Project Tab</u>	
Project	P01030

- 29 In the consolidation cycle grid, right-click and select Insert a New Row

Field	Data
Percentage	100
Subsidiary Entity	22EMEACONS
Primary Daybook Code	ConsEMof
Transient Daybook Code	ConsEMtr
COA Cross-Reference	GR-CONS-EMEA-COA

- 30 Click Save.

- 31** Change Workspace to the source entity to be consolidated (22EMEACONS).
- 32** In Consolidation Period Cross-Ref Maintain (25.19.1.3), create the following period cross-references:

Consolidation Entity: GR-CONS

Cons Year	Source Year	Source GL Period	Cons Period
2009	2009	01	1
2009	2009	02	2
2009	2009	03	3
....			
2010	2010	01	1
2010	2010	02	2
Etc...			

- 33** Click Save.
- 34** In 22EMEACONS, open the consolidation cycle 22EMEACONS in Consolidation Cycle Modify.
- 35** Click Default Analysis, and specify the following details:

Field	Data
SAF Tab	
Structure Code	Consol
SAF Code	ConsolDef
SAF	SCD

- 36** Click OK.
- 37** Save the consolidation cycle.
- 38** Change Workspace to subsidiary entity 20FRACO.
- 39** In Consolidation Period Cross-Ref Maintain (25.19.1.3), ensure that period cross-references exist for the periods you are consolidating. The consolidation entity is 22EMEACONS.
- 40** In Entity GL Period Lock, lock the periods for which you are consolidating (GL calendar year 2013 and GL periods 1 to 6). The periods may already be locked.
- 41** In COA Cross Reference Modify, open cross reference FR-EMEA. Right-click in the grid and select Retrieve Defaults to update the COA list.
- 42** In the header, change the Columns field to GL Account. Scroll to the end of the list in the grid and map any unmapped accounts. Save your changes.
- 43** Change Workspace to subsidiary entity 21NLCO.
- 44** Repeat the three steps taken for 20FRACO. In COA Cross Reference Modify, use cross-reference 21COACR.
- 45** Change Workspace to subsidiary entity 22UKCO.

- 46 Repeat the three steps taken for 20FRACO and 21NLCO. In COA Cross Reference Modify, use cross-reference 22COACR.
- 47 Change Workspace to 10CORPCONS.
- 48 Open the 10CORPCONS consolidation cycle in Consolidation Cycle Modify.
- 49 Delete the row that has 22EMEACONS.
- 50 Save your changes.
- 51 Change Workspace to the source entity to be consolidated (GR-CONS).
- 52 In Consolidation Cycle Modify (25.19.1.8), change the status to Operational, specify the value Gserv in the Sub-Account field.
- 53 Save your changes.

Exercise 2: Consolidation Run (EMEA)

Run a consolidation in 22EMEACONS to consolidate 20FRACO, 21NLCO, and 22UKCO into 22EMEACONS. The consolidation is run for the period 2013/03 to 2013/06.

- Create the consolidation in transient layer first and verify the postings.
 - Delete the transient posting.
 - Re-do the consolidation in the primary layer.
 - Repeat the process in GR-CONS to consolidate 22EMEACONS into GR-CONS.
 - Ensure that there are transactions in the periods to consolidate.
- 1 Log in to workspace 22UK/22EMEACONS.
 - 2 In Entity GL Period Lock, lock the periods for which you are consolidating (GL calendar year 2013 and GL periods 1 to 5). Leave period 6 open to all GL transaction types. The other periods may already be locked.
 - 3 In Consolidation Create (25.19.2.1), create a trial consolidation in the transient layer:

Field	Data
From GL Period	2013/1
To GL Period	2013/6
Target Layer Type	Transient
Source Layer Type	Official

Subsidiary Entities:

Field	Data
Percentage	100
Primary Daybook	CON-FR-O
Entity Code	20FRACO
Transient Daybook	CON-FR-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-NL-O
Entity Code	21NLCO
Transient Daybook	CON-NL-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-UK-O
Entity Code	22UKCO
Transient Daybook	CON-UK-T
Activation	Yes

- 4 Save the consolidation.
- 5 In Journal Entry View (25.13.1.3), enter Year = 2013, Period = 6 and Daybook Code: CON-FR-T.
- 6 Click Search to review the transaction in 22FRACO.
- 7 Repeat the previous steps with Daybook Code = CON-NL-T to review the transaction in 21NLCO.
- 8 Repeat the previous steps with Daybook Code = CON-UK-T to review the transaction in 22UKCO.
- 9 Review the transactions.
- 10 In Consolidation Delete (25.19.2.3), delete the trial consolidations:

Field	Data
From GL Cal Year	2013
To GL Cal Year	2013
Entity Code	20FRACO

Field	Data
From GL Cal Year	2013
To GL Cal Year	2013
Entity Code	21NLCO

- 11 Click Search. Confirm in the new window.

Field	Data
From GL Cal Year:	2013
To GL Cal Year:	2013
Entity Code:	22UKCO

- 12 Click Search. Confirm in the new window.
- 13 In Consolidation Create (25.19.2.1), create the consolidation—again in the official layer.

Field	Data
From GL Period	2013/3
To GL Period	2013/6
Target Layer Type	Official
Source Layer Type	Official

Subsidiary Entities:

Field	Data
Percentage	100
Primary Daybook	CON-FR-O
Entity Code	22FRCO
Transient Daybook	CON-FR-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-NL-O
Entity Code	21NLCO
Transient Daybook	CON-NL-T
Activation	Yes

Field	Data
Percentage	100
Primary Daybook	CON-UK-O
Entity Code	22UKCO
Transient Daybook	CON-UK-T
Activation	Yes

- 14 Save the consolidation.
- 15 Log in to the consolidation entity GR-CONS (change workspace) to create the second consolidation.
- 16 In Entity GL Period Lock, lock GL periods 3 to 5 for the year 2013. Ensure that period 6 is unlocked and open to all transaction types.
- 17 In Consolidation Create (25.19.2.1), create the following:

Field	Data
From GL Period	2013/3
To GL Period	2013/6
Target Layer Type	Transient
Source Layer Type	Official

Subsidiary Entities:

Field	Data
Percentage	100
Primary Daybook	ConsEMof
Entity Code	22EMEACONS
Transient Daybook	ConsEMtr
Activation	Yes

- 18 Go to Journal Entry View (25.13.1.3) to review the created transaction.
- 19 Enter GL calendar year 2013 and daybook code ConsEMtr to search.
- 20 In Consolidation Delete (25.19.2.3), delete the trial consolidation you just created.
- 21 In Consolidation Create (25.19.2.1), recreate the same consolidation in the official layer.
- 22 In Journal Entry View (25.13.1.3), review the transactions.

Chapter 17

Advanced Banking Setup

Objectives

Objectives

- Learn how to work with bank payment file formats in QAD Enterprise Applications
 - Technical setup
 - Functional setup and use



MC-4.3-1-PF-020

Business Case

Business Case

- New bank account in The Netherlands
- Bank account works with a specific electronic payment format
- QAD provides a zip file with the electronic payment format for the Dutch account
- **How do I install this file in QAD Enterprise Edition?**



MC-4.3-1-PF-030

This section describes how to install a preconfigured electronic payment format in QAD Financials.

Payment formats are used in customer and supplier payments to define the layout of the payment output. These codes ensure that each payment from your account is formatted according to the requirements of the receiving customer or supplier bank. Each individual payment contains your own bank account details, the required format, and the correct customer and supplier account information.

Payment formats determine aspects of the payment such as:

- Whether the payment is for AR or AP
- Whether it is domestic, foreign, or both
- Which payment instrument to use, such as check, draft, or electronic transfer

Payment electronic formats are used with paper-based payments, such as checks or drafts, and with electronic payments, such as direct debit or electronic transfer. Formats tend to be common to certain regions. For example, US banks tend to deal with AP and AR checks, while AP electronic transfers and AR direct debits are more commonly used by Northern European banks, and checks, drafts, and transfers by Southern European banks. Payment formats are defined at system level in Financials.



Preconfigured formats are available on the QAD Support Web site for download and can be loaded in the system using standard EDI eCommerce functions. These formats are designed for specific banking systems, and are used to create electronic payment files to be transferred to these banks.

During the EDI load, you specify configuration details, such as the location on the operating system where generated payment files should be placed and the file name extension of the electronic payment file produced using the bank format.

You ensure that supplier and customer payments automatically use the correct format by linking the format to your bank account, and then associating the linked account number to the supplier or customer bank account number. Once the account numbers are linked, the system selects the correct format.

When you create a customer or supplier payment, the customer or supplier default bank is automatically displayed in the payment screen. If you have defined multiple account numbers for a supplier or customer, you can select another account number for the payment, but only if it has been linked to a format.

Manual or paper payments and electronic payments are treated differently in the system, and require different formats.

The system lets you change the default bank account and payment format within a supplier payment selection, provided the status of the selection is Initial, and the bank account and linked format have already been configured.

We will now learn how to install and set up a preconfigured payment format file based on a business case.

A company opens a bank account in The Netherlands. This bank uses a specific electronic file format that I need to use to process payments. QAD provides preconfigured format files. How do I install this file, and set my system up to use it?

Overview

Overview

- Technical setup
 - Refer to the QAD Bank Driver training
- Functional setup
 - Create new GL account (type Bank)
 - Link bank GL to payment format
 - Supplier Payment Status Create
 - Supplier Modify
 - Update bank info



MC-4.3-1-PF-040

You must define both technical and functional data before you can generate customer and supplier payments.

For information on the bank driver technical setup, please refer to the QAD bank driver training material.

Functional Setup Flow

Functional Setup Flow

- Create own bank account
 - GL Account Create (25.3.13.1)
- Import bank formats
 - Bank File Format Import (31.23)
- Create payment formats
 - Payment Format Maintenance (25.11.1)
- Link payment format to bank
 - Bank Payment Format Link (25.11.2)
- Define statuses for new payment format
 - Supplier Payment Status Create (28.9.1.1.1)
- Assign bank/payment format combination
 - Supplier Modify (28.20.1.2)

Account	2230
Description	BNP Paribas
GL Type	Bank Account
Active	☒



MC-4.3-1-PF-080

On the functional side, the following steps are required. The steps are described in detail in the [QAD Financials Fundamentals Training Guide](#) and [QAD Financials User Guide](#).

- 1 Create an own bank account.
- 2 Create a new payment format.
Optionally, you can load predefined bank payment formats for use in electronic banking. See “Bank File Format Import” on page 519. Payment formats are stored at system level.
- 3 Link the payment formats to your entity bank account.
- 4 Define payment statuses for the new format.
- 5 Associate your bank account and the correct linked format with the customer and supplier bank account numbers specified on the Banking tab of the Customer or Supplier function.

Bank File Format Import

Bank File Format Import

Bank File Format Import

Go To Actions Copy Print Preview

Input Directory: /901/netui/work33

Input: Select Some

eCommerce Target Domain: domain5

Select Documents

Import

	Document Definitions
☐	6000Rules:090206-163446.2209.xml
☒	6000Rules:090206-164834.xml
☐	6000Rules:090206-164944.xml
☐	6000Rules.xml



MC-4.3-1-PF-075

Use Bank File Format Import to import predefined bank format XML files for use with electronic bank payments. Each imported format file is specific to an individual bank and contains the payment information and attributes required for that bank. Once the file is imported, a payment format with the same name is displayed in Payment Format Maintenance. You can then link this format to the bank account you intend to use for electronic payments.

The format definition files are usually delivered by the bank in zipped XML format. You unzip the files to a server directory and then load the files into the system using the Import function.

Transaction Flow

Transaction Flow

- Create invoice
 - Supplier Invoice Create (28.1.1.1)
- Select invoice for payment
 - Supplier Payment Selection Create (28.9.4.1)
- Confirm payment selection
 - Supplier Payment Selection Confirm (28.9.4.5)
- Process payment
 - Supplier Payment Selection Execute (28.9.4.6)
- Optional re-processing
 - Supplier Payment Selection Re-execute (28.9.4.7)



MC-4.3-1-PF-090

When the setup is complete, you can create invoices using the payment information, combine the formats in payment selections, and run the selections to generate payment files. These activities are described in [QAD Financials User Guide](#), and are described in the [QAD Financials Fundamentals Training Guide](#) also.

You can specify a different account number for the same bank, or a different account number and bank account. The new account number, account, and payment instrument combination must be already defined in Bank Payment Format Link and must be defined for the same entity as the original combination.

You must also have defined a payment status that uses the new bank account, payment account, and payment instrument.

Transaction Results

Transaction Results

- Check file in output (“out”) directory
- Check log file in “log” directory
- Check XML file in “outarchive” directory



MC-4.3-1-PF-100

You can verify the results of a payment transaction in three locations:

- Check the output file in the “out” directory specified in eCommerce Control.
- Check the log file in the “log” directory.
- Check the output XML file in the “outarchive” directory.

Changing Bank and Payment Format Details

Changing Bank and Payment Format Details

- Learn how to change for a payment selection:
 - Own bank account
 - Payment format



MC-4.3-1-PF-110

Changing Bank and Payment Format Details: Business Case

- You have created a payment selection
- You want to run the payment selection from another own bank number
- You want to change the payment format



MC-4.3-1-PF-120

If you create a supplier payment selection, and then decide to run the payment from a different bank account than the one used the original payment selection, you can update the own bank number from the payment selection.

It is also possible to change the payment format of the payment selection.



Overview

Changing Bank and Payment Format Details: Overview

- Change your own bank account or banking details for AR and AP payments
- Customer Mass Payment Change
- Supplier Mass Payment Change



MC-4.3-1-PF-130

When using a customer or supplier payment to process invoices, the system loads the default account number, own bank account, and payment format defined for this customer or supplier into the payment fields. These banking details are then used for all open items contained in the payment.

Businesses often need to change the default own bank account and payment format during the payment cycle. Therefore, you can change the payment banking details for a customer or supplier payment in any status other than Paid. This means that you can create and allocate a payment to open items for one or multiple customers or suppliers, each with different banking details. When the allocation is complete, you can then select a different own bank number and payment format in the payment header.

Change Own Bank Details on Supplier Payment Selection

Change Own Bank Details on Supplier Payment Selection

1. Open Supplier Payment Selection Modify

2. Select an initial payment selection

3. Supplier Payment Selection Modify opens



MC-4.3-1-PF-140

In Supplier Payment Selection Modify (28.9.4.2), select a payment selection with the status Initial.

Change Own Bank Details on Supplier Payment Selection

4. Change the bank account or payment format

Bank GL Account: 1100
 Own Bank Number: 15667342
 Payment Format: CHECK-AP
 Current Balance: 310,572,767.00
 Payment Total: 1,500.00
 Number of Lines: 2

Bank GL Account: 1115
 Own Bank Number: 15667342
 Payment Format: CHECK-AP
 Current Balance: \$,000,000,000.00 USD
 Payment Total: 1,500.00 USD
 Number of Lines: 2

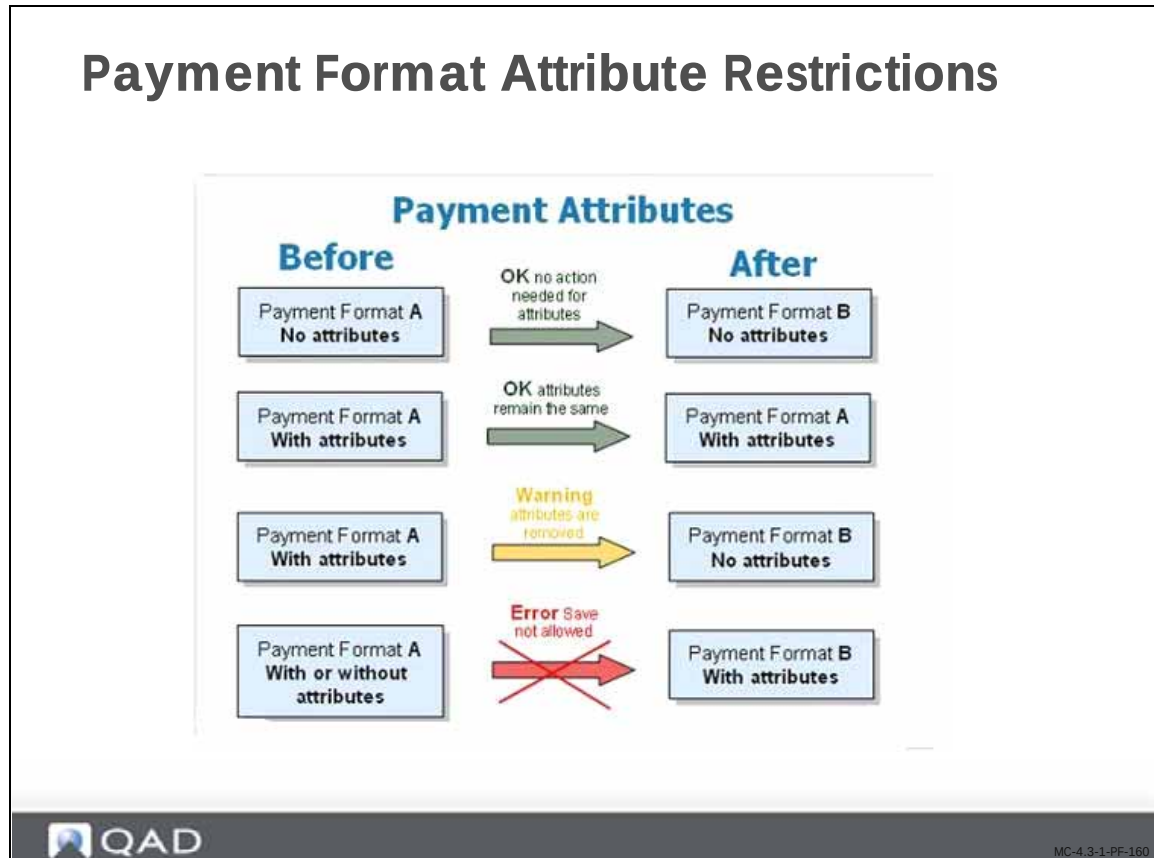
5. Saving the payment selection updates linked invoices and suppliers

Supplier Code: 15667342
 Supplier Name: 15667342
 Supplier Address: 15667342
 Supplier City: 15667342
 Supplier State: 15667342
 Supplier Country: 15667342
 Supplier Bank Number: 15667342
 Supplier Bank Name: 15667342
 Supplier Bank Address: 15667342
 Supplier Bank City: 15667342
 Supplier Bank State: 15667342
 Supplier Bank Country: 15667342
 Supplier Bank Account: 15667342
 Supplier Bank Payment Format: 15667342

Select another own bank/account number and payment format. (this can be subject to certain restrictions – see later).

The system updates the payment details for all the open items included in the payment selection and adds the newly-selected own bank account and payment format to the supplier's master data.

Payment Format Attribute Restrictions



The original and new payment formats used in the payment selection update process can contain payment attributes, and the attributes of a new payment format must be consistent with the attributes applied to the original open item. The following restrictions apply:

- 1 If you change the payment format to a different payment format, and neither payment format has attributes, you can change the own bank number (and the linked payment format).
- 2 If you change the payment format to a payment format of the same type and both payment formats have attributes, you can change the own bank, but the attributes must remain the same.
- 3 If you change the payment format from a format with attributes to a different format without attributes, you can change the own bank number. The system displays a warning that the attributes linked to the open items will be removed.
- 4 If the payment format is changed to a different payment format with attributes, the own bank number cannot be changed.

When the format selected for the payment is different than the open item format and has attributes, the system prevents you from allocating to open items. This is because the new format attributes can conflict with those of the open items.

Payment Mass Change

Payment Mass Change

- Customer Payment Mass Change(27.6.4.5)
- Supplier Payment Mass Change (28.9.3.5)
- Scope
 - Update status of payment
 - For example, update a For Collection payment to Paid status
 - Change own bank details
 - Renumber payments (pre-printed checks)



MC-4.3-1-PF-170

Use Payment Mass Change to confirm the status transitions of one or more payments and, if required, to change the bank details for selected payments.

You typically change the status of single payments by modifying the original payment and using the change status activity to handle multiple payments at one time. This activity helps streamline the completion of a payment processing flow. For example, if the bank notifies you that a set of checks has cleared, you can update the status of all the checks at one time.

You can also use the Payment Mass Change activity to renumber payments, such as printed checks, if needed. However, it is recommending to restrict the renumbering of payments and only use this option in special circumstances.

Supplier Payment Mass Change

Go To Actions Tools Print Preview

Posting Date: 06/11/2012 BC Balance: 0.00

Search for Payments

Business Relation: Year/Number: 0000 000000000

Supplier Code: Reference:

Payment Instrument: Due Date: =

Status: Creation Date: Add

Select	Business Relation	Supplier Code	Year	Pay No	Status	Reference	Due Date	Value Days
☒	10-S1001	1051001	2010	000000001	Paid		07/14/2010	0
☐	10-S1002	1051002	2010	000000002	Paid		07/14/2010	0
☐	10-S1003	1051003	2010	000000003	Paid		07/14/2010	0
☐	10-S1004	1051004	2010	000000004	Paid		07/14/2010	0
☐	10-S1005	1051005	2010	000000005	Paid		07/14/2010	0
☐	10-S1006	1051006	2010	000000006	Paid		07/14/2010	0
☐	11-CS1001	1151000	2010	000000007	Paid		07/14/2010	0
☐	11-S1001	1151001	2010	000000008	Paid		07/14/2010	0
☐	12-S1001	1251001	2010	000000009	Paid		07/14/2010	0

Change Status ☒ New Status for Selected Rows:

Renumber ☐ Renumber: 0

Change Own Bank Number ☒ New Own Bank Number:

Apply Clear

QAD MC-4.3-1-PF-180

When completing customer or supplier payments, you can decide for cash flow or other reasons to change the bank account or account number into which the payment is made. The Change Own Bank Number option lets you specify a different bank account and account number for selected payments. This option exists in both Customer Payment Mass Change (27.6.4.5) and Supplier Payment Mass Change (28.9.3.5).

You can specify a different account number for the same bank, or a different account number and bank account. The new account number, account, and payment instrument combination must be already defined in Bank Payment Format Link and must be defined for the same entity as the original combination.

You must also have defined a payment status that uses the new bank account, payment account, and payment instrument.



Chapter 18

Process Incoming Bank Files

Objectives

Objectives

- Understand the benefits of using Process Incoming Bank Files
- Learn how to set up and use Process Incoming Bank Files
- Understand the differences between US lockbox processing and European SWIFT MT940



MC-4.2-1-LB-020

This section describes how to set up and use the electronic banking functions in Financials.

You can import bank statements electronically from external systems, and convert transaction data contained in electronic bank files into automatic customer and supplier payments.

This chapter describes two of the most common worldwide methods for transferring and processing electronic bank files: lockbox processing, used in the US, and SWIFT MT940, more commonly used in Europe.

Your instructor will then demonstrate the whole bank file import process.

Prerequisites

Prerequisites

- Own bank account
 - Own bank account/entity combination must be unique
- Import bank format XML files for use with electronic bank payments
 - Bank File Format Import (described in the previous chapter)
- Link payment formats to bank accounts
 - Bank Payment Format Link (described in the previous chapter)
- Configure bank payment formats for use with automatic payments
 - Bank File Format Maintain
- Incoming bank file layout must be defined
 - EC Subsystem Definition Maint (35.13.1)



MC-4.2-1-LB-025

This section lists the setup required before you can process transactions electronically.

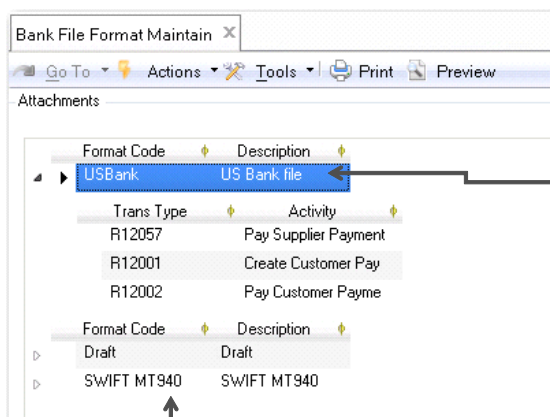
The setup includes:

- Ensuring the combination of own bank account and entity is unique.
- Importing predefined bank format XML files for use with electronic bank payments using Bank File Format Import. This setup step is described in “Bank File Format Import” on page 519.
- Linking payment formats to bank accounts. This setup step is described in “Functional Setup Flow” on page 518.
- Configuring bank payment formats for use with automatic payments from bank payment files. This is described in “Bank File Format Maintain” on page 534.
- Checking payment file extensions. See “EC Subsystem Definition” on page 535.

Bank File Format Maintain

Bank File Format Maintain

- Link transaction types to activities



US-specific bank formats and lockbox processing are common in the US

Swift MT 940 is more commonly used in Europe

In Bank File Format Maintenance (31.1.9), link the transaction codes to activities.

Bank payment files contain transaction codes, which identify the types of payment contained in the file. These codes are mapped to the system actions Create Customer Payment, Pay Customer Payment, or Pay Supplier Payment. This ensures that the correct type of automatic payment is created for each transaction.

For example, Wells Fargo uses the code R12057 to identify supplier payment transaction messages within payment files. This code is mapped to the system action Pay Supplier Payment. When you import a Wells Fargo payment file, the system maps all supplier payment transaction messages to the action Pay Supplier Payment. Once the messages are validated and processed, the system performs the action to which the transaction code is mapped. In this instance, the system invokes the Pay Supplier Payment action for all messages that are coded R057. It then retrieves the original supplier payments for these transactions and changes their status from For Collection to Paid.

The system uses the payment format linked to your bank account to store the mapping information. To enable auto-generated payments, you must link a payment format containing the correct mappings to your bank account when initiating the customer or supplier payment process. For example, to process Wells Fargo bank files, you must link the payment format containing the Wells Fargo transaction mapping to your account as part of the initial setup for customer or supplier payments. This ensures that when you import Wells Fargo payment files, the system can automatically complete the payment cycle.

Bank File Format Maintain (31.1.9) lets you create and view the transaction code mappings.



EC Subsystem Definition

EC Subsystem Definition

EC Subsystem Definition Maint

Go To Actions Copy Print Preview

Subsystem: EDI-Windows

Format: Fixed

Record Code Length: 2

Quote Character: 3B

Remote Host Name:

Logfile Directory:

Process Log Directory:

Application: EDI

Source Code Page:

Field Delimiter: 44

Record Code Position: 1

File Extension: ediv

Logfile Extension:

Direction: In

Parsing Program:



MC-4.2-1-LB-027

The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are preconfigured and do not require user input.



Electronic Processing

Electronic Processing

- Loading Files
 - Load Files using EDI Document Import (35.1)
 - Session Report (35.7)
- File Transactions
 - Process the bank files using Process Incoming Bank Files (31.1.6)
 - Generate resulting customer and supplier payments



MC-4.2-1-LB-030

Note You can also use Incoming Bank File Excel Integration (31.1.12) to load bank files into the system.

Payment Processing Configuration

Payment Processing Configuration

- Payment Processing Configuration Maint (31.1.13)
- Define how Process Incoming Bank Files is to process bank files with the action types:
 - Create customer payment
 - Pay customer payment



MC-4.2-1-LB-035

When the message type from the bank indicates that a customer payment has been received, the program that processes the bank file creates a customer payment. When payments are created, the system also tries to allocate the payment to open items. When no matching invoice is found, you can use Payment Processing Configuration Maint (31.1.13) to configure the system to create a prepayment, an unallocated banking entry, or an initial status payment, which you can then allocate manually later.

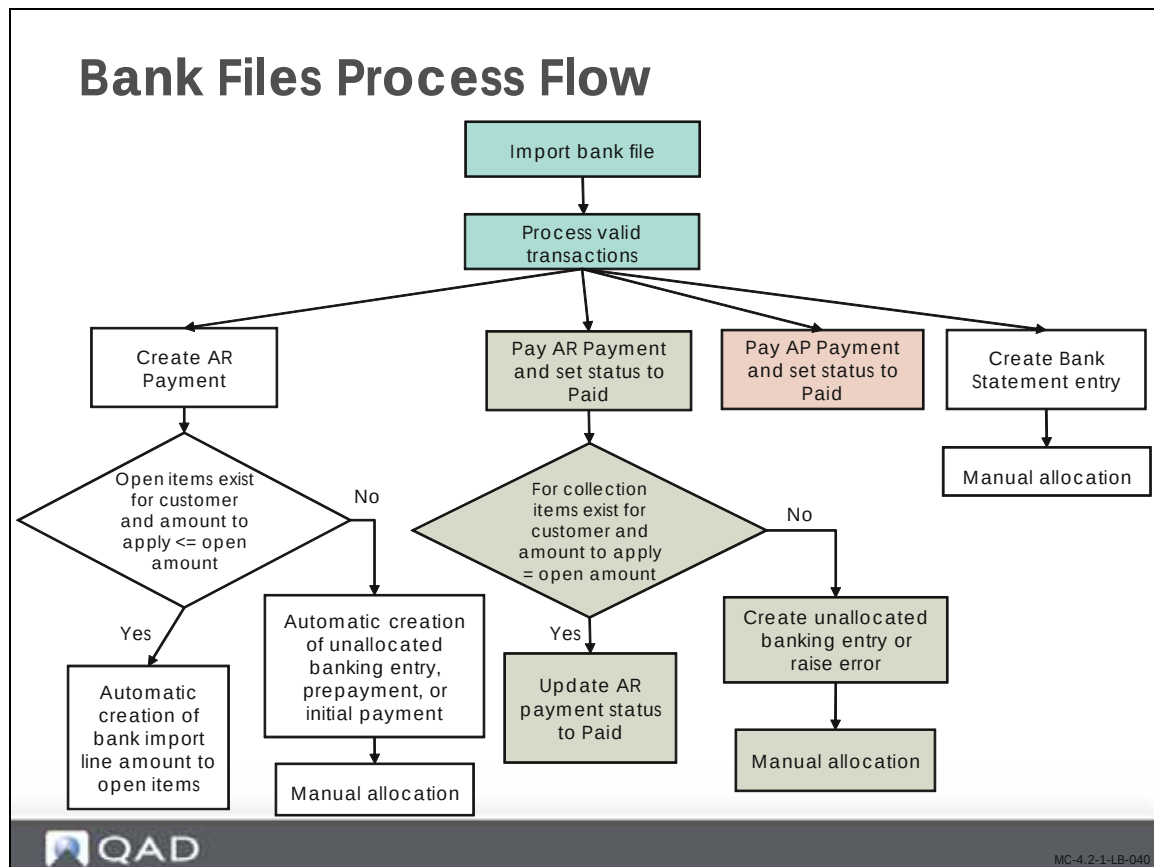
If the program cannot find a matching customer, an error message is raised or an unallocated banking entry is created, depending on the configuration in Payment Processing Configuration Maint.

When the message type from the bank indicates that a customer payment has been cleared—that is, the payment was cashed on the bank account—the program that processes the bank file searches for a customer payment with the status For Collection with a matching amount. When a payment cannot be found, the system raises an error message by default. However, using Payment Processing Configuration Maint, you can also configure the system to create an unallocated banking entry instead of raising an error message.

You can also use this program to specify tolerance values for assigning customer payments to outstanding invoices. The difference between the payment and the outstanding amount is then written off through an automatically created journal entry. You can specify tolerance for short payments and for over payments.



Bank Files Process Flow



The process for importing bank files can be summarized by the following steps:

The system validates the transactions contained in the payment file by matching customer or supplier information in the transactions against customer or supplier records stored in the system. When these records match, the automatic payment is generated and the transaction can be allocated to an existing open item for the customer or supplier. If they do not match, you can manually select a customer or supplier, and create an open item to which you can then allocate the payment. For the transaction types create customer payment and pay customer payment, specific actions can be configured in Payment Processing Configuration Maint when no matching record can be found.

One payment file can contain multiple types of transaction messages, and you can filter the messages by type, date, bank account, or action. For example, you can choose to process only new customer payments, only existing supplier payments, or all payments within a range of dates.

Optionally, the system creates a bank statement line for each processed transaction message that results in a posting on the bank account (for example, when a payment is paid) or for message types that result in the creation of a bank statement line only. The system groups the lines by the bank statement numbers provided by the bank.

Loading Files: Document Import

Loading Files: Document Import

Document Import X

File Type (New/Error): New	Direction: Inbound
Print Details: Yes	Pre-Select All: No
Print Fail/Pass/Both: B	Both
Distr Order Mgmt: No	

Files: USBankDemo5b.usb

Sessions:

Output: PRN03
Batch ID:


MC-4.2-1-LB-041

Loading Bank Payment Files

The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

The system uses two EDI functions to complete the first stage of the import process:

- Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are pre configured and do not require user input.
- Select the files to be imported using Document Import (35.1). Document Import loads the files into the Financials system, and stores the information in the database. An EDI transformation converts the file layout to the database tables.

For details on completing the EDI activities, see *QAD EDI eCommerce User Guide*.

Loading Files: Session Report

Loading Files: Session Report

The screenshot displays the QAD PRN04 application window. The main window shows a 'Session Report' for Session ID 26, dated 11/27/09. The report indicates a successful load process and transformation for a file named 'USBankDemo5b.sab'. A 'Session Report' dialog box is open in the foreground, showing options to print details and pre-select all, with fields for output and batch ID.

EDI Customer Number	Document ID	Doc Type	Site	EDI Ship-To Site
USBank	16	14	Passed	

EDI Customer Number	Document ID	Doc Type	File Seq	Status
USBank		USBank	16	14 Passed

Gateway Transfer Process
File edi

Session Report X

Go To Actions Copy Print Preview

Direction: In
Session: 26

Print Details: ☒ Pre-Select All: ☒

Print Fail/Pass/Both: B Both

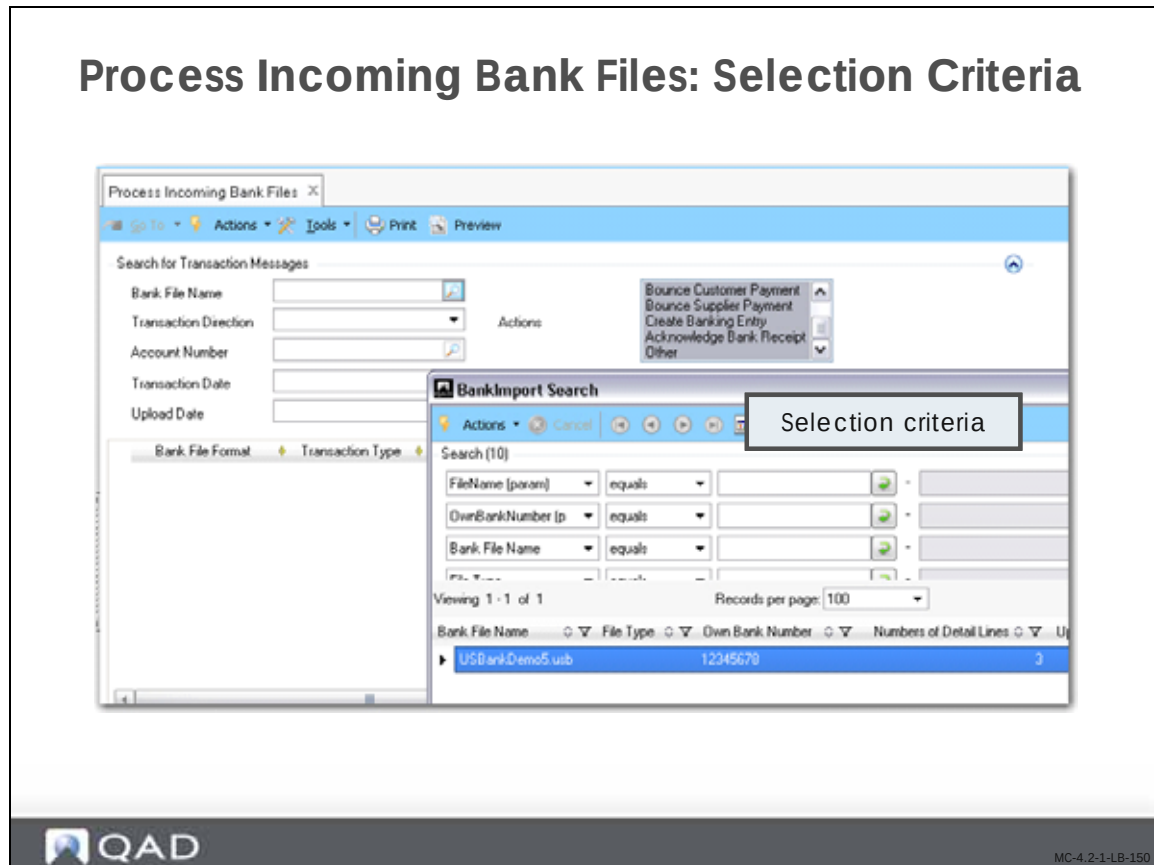
Output: PRN04
Batch ID:

QAD MC-4.2-1-LB-140

The Session report (35.7) shows the status of document imports or exports at each processing step. Use the report to analyze where problems occurred, then resolve the problems at the source.

Use the Session report to verify that bank files have been properly loaded.

Process Incoming Bank Files: Selection Criteria



Use Process Incoming Bank Files (31.1.6) to select imported payment files, and to process the transactions contained in the files.

Use the search criteria in the Filter area to select the transactions contained in the file by transaction type, transaction date, upload date, or bank account number. The system loads these transactions into the transaction grid.

Each transaction displays the following information:

- Customer or supplier details, including name, business relation, address, and bank accounts
- Bank format in use
- Transaction code
- Value date
- Payment amount in transaction currency, and exchange rates if the original payment currency is different from the currency used by the bank
- Invoice details, if supplied by the bank
- Action to be performed on the processed transaction
- Processing status
- Batch

You then click Process to process these transactions and automatically generate the corresponding customer or supplier payment activity.

When the system cannot match the payment information in the transactions with payment records for the customer or supplier, an error message is displayed in the transaction line on the grid. You can then manually specify a customer, supplier, or payment in order to complete the processing.

The Process Incoming Bank Files function includes the following options:

Create Customer Payment

When the message type from the bank indicates that a customer payment has been received, the program that processes the bank file creates a customer payment.

Pay Customer Payment

When the message type from the bank indicates that a customer payment has been cleared—that is, the payment was cashed on the bank account—the program that processes the bank file searches for a customer payment with the status For Collection with a matching amount. If it finds the payment, the system sets the payment status to Paid, the bank GL account is debited, and the customer payment account is credited.

Bounce Customer Payment

When the message type from the bank indicates that a customer payment has been bounced (payment refused), the program that processes the bank file searches for a customer payment with the status For Collection and a matching amount. If it finds the payment, the system sets the payment status to Bounced, and the linked invoices are reopened. The customer control account is debited, and the customer payment account is credited.

Pay Supplier Payment

You issue payments to your supplier, which your supplier sends to their bank. The supplier's bank arranges a money transfer from your bank. When the message type from the bank indicates that a supplier payment has been paid from your bank account, the program that processes the bank file searches for a supplier payment with the status For Collection and with a matching amount. If it finds the payment, the system sets the payment status to Paid and the bank GL account is credited.

Pay Supplier Payment Selection

You can pay a supplier payment selection in Process Incoming Bank Files. When the bank sends a file confirming payment of a supplier payment selection, select Pay supplier Payment Selection to pay the individual supplier payments within the supplier payment selection directly or to create a banking entry to allocate this supplier payment when the Create Banking Entry field is selected.

Bounce Supplier Payment

When the message type from the bank indicates that a supplier payment has been Bounced (payment refused), the program that processes the bank file searches for a supplier payment with the status For Collection and with a matching amount. If it finds the payment, the system sets the payment status to Bounced, and the linked invoices are reopened. The supplier control account is credited, and the supplier payment account is debited.



Create Banking Entry

This message type allows you to create unallocated bank statement lines in the system, but is not supported yet. In the current version of the software, there is an option to create allocated bank statement lines if the bank account is used in either of the previously listed actions.

Other

The Other category refers to any other message type from the bank that has no equivalent transaction in Financials.

Process Incoming Bank Files: Selected Files

Process Incoming Bank Files: Selected Files

Process Incoming Bank Files

Go To Actions Tools Print Preview

Search for Transaction Messages

Bank File Name: USBankDemo5.usb

Transaction Direction:

Account Number:

Transaction Date: to

Upload Date: to

Actions:

- Bounce Customer Payment
- Bounce Supplier Payment
- Create Banking Entry
- Acknowledge Bank Receipt
- Other

Search

Bank File Format	Transaction Type	Action	Business Relation Type	Process Status	Account Number	Amount TC
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	100.00
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	200.00
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	300.00

Selected files

Process Incoming Bank Files: File Processing

Process Incoming Bank Files

Go To Actions Tools Print Preview

Search for Transaction Messages

Bank File Name: DemoCD999

Transaction Direction: Actions

Account Number:

Transaction Date: to:

Upload Date: to:

Search

Source Customer Payment
Source Supplier Payment
Create Banking Entry
Acknowledge Bank Receipt
Other

Sequence	Format Code	Transaction Type	Action	Result Action	Is Different Action	Business Relation Type	Process Status	Own Bank Number
1	TestBank	R12010	Create Customer Payment	Create Unallocated Banking	✓	Customer	Processed OK	9933552a
1	TestBank	R12010	Create Customer Payment	Create Unallocated Banking	✓	Customer	Processed OK	9933552a
1	TestBank	R12010	Create Customer Payment	Create Unallocated Banking	✓	Customer	Processed OK	9933552a

Processing

New Payments as Paid: ☐ All Entries Allocation: ☐

Create Banking Entry: ☐

Number of Records: 4

Successfully Processed: 4

Processed with Errors: 0

Not Processed: 0

Progress:

Files processing...

QAD

MC-4.2-1-LB-170

Transaction Results: Processed Customer Payments

Transactions Results: Processed Customer Payments

The screenshot shows the 'Customer Payment Browse for...' window in QAD. It includes search filters for Customer Code, Business Relation, Reference, Payment Selection C, Payment Instrument, and Status. Below the filters, a table displays the results of the search.

Customer Code	Business Relation Code	Payment Type	Status	Reference	Amount	Curr	Pay No	Open
CU1500	Roy	Check	For Collection	CU1500126300	100.00	USD	000000001	yes
CU1500	Roy	Check	For Collection	CU1500226900	200.00	USD	000000002	yes
CU1500	Roy	Check	For Collection	CU1500326911	300.00	USD	000000003	yes

New AR Payments

You can create a new AR payment with either an Initial, For Collection, or Paid status for lockbox checks.

Bank payment files sometimes contain the original invoice reference for the check. In this case, when the transaction is validated and processed, the system retrieves the original invoice, allocates the check, and creates a customer payment with either a For Collection or Paid status.

Note For Collection and Paid statuses must exist in the system for this type of automatic payment.

When the customer is validated, but the payment file does not contain invoice references, the system compares the amounts in all open items for this customer, retrieving the oldest open item first. If one or a combination of open item amounts match the amount of the check, the system allocates the check and creates a customer payment. You can, optionally, assign a For Collection or Paid status to this payment.

When the customer is not validated and the payment file does not contain invoice references, you can manually select a customer to complete the transaction process. The system creates a customer payment with an Initial status, which you then process as normal.

Processing Existing AR Payments

The system uses the check number to retrieve the original customer payment and change its status to Paid. When the check number is not available in the bank file (for example, the bank has not included this value in the file), the system then identifies payments that have a status of For Collection and are of the same amount as the check that has been paid. Once these conditions are met, the For Collection payment is automatically updated to Paid.

Errors in Transaction Processing

The system processes transaction messages automatically when there is a complete match between the bank file and the system records for the following data:

- Customer or supplier name
- Customer or supplier code
- Invoice payment reference. This is the original customer or supplier invoice.
- Customer or supplier bank account number.
- Currency. The transaction message currency must match that of the original payment.

When one of these values does not match, the transaction line is displayed in red on the grid and the error is detailed.

You can use the customer, supplier, bank number, invoice, or payment number lookups on the grid to manually select the correct value and so process the transaction message.

The system also displays errors for the following occurrences:

- The customer bank account number is not defined for this customer.
- Your bank account number has not been linked to this customer.
- Your bank account is not linked to the payment format that contains the mapping for this transaction code.
- The correct payment status has not been defined for this customer.

The system does not process a transaction for which there is an error. However, you can manually configure the missing or incorrect data, and load the file again for reprocessing.

Imported Bank File Report

Imported Bank File Report

Imported Bank File Report - VL X

Filter | Viewer

Print Save Refresh

Page 1 71.41

Imported Bank File Report

Date: 09-05-2019

Time: 01:14:22

Bank File Name	File Type	Upload Date	Upload Time	Curr	Total Amount In	Total Amount Out	Number of Lines	Processed OK	Processed Error	Not processed																
0301	TestBank	03-01-2019	10:22:01	USD	2,000	0	2,000	0	2,000	0																
Bank Number	Curr	Amount TC	Total Amount In	Total Amount Out	Own Bank Number	Value Date	Number of Lines	Processed OK	Processed Error	Not processed																
USD	2,000	2,000	2,000	0	0000	03-01-2019	2,000	0	2,000	0																
Seq	Process Status	Statement No.	Own Bank Number	Action	Direction	Curr	Amount TC	Description	Bank Number	Customer	Customer Name	Pay No.	Invoice	Pay Ref												
1	Processed with Error(s)	0000	0000	Create Banking Entry	incoming	USD	1					1201														
<table> <tr> <th>Process Name</th><th>Process Description</th><th>Process Parameters</th><th>Process Result</th><th>Status</th><th>Process Error</th></tr> <tr> <td>ProcessBankImportNewBankEntry</td><td>Get own bank number</td><td></td><td>Failed</td><td>Failed</td><td>The bank account number 0000 is not linked to a GL bank account.</td></tr> </table>															Process Name	Process Description	Process Parameters	Process Result	Status	Process Error	ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.
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ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.																					
Seq	Process Status	Statement No.	Own Bank Number	Action	Direction	Curr	Amount TC	Description	Bank Number	Customer	Customer Name	Pay No.	Invoice	Pay Ref												
2	Processed with Error(s)	0000	0000	Create Banking Entry	incoming	USD	1					1201														
<table> <tr> <th>Process Name</th><th>Process Description</th><th>Process Parameters</th><th>Process Result</th><th>Status</th><th>Process Error</th></tr> <tr> <td>ProcessBankImportNewBankEntry</td><td>Get own bank number</td><td></td><td>Failed</td><td>Failed</td><td>The bank account number 0000 is not linked to a GL bank account.</td></tr> </table>															Process Name	Process Description	Process Parameters	Process Result	Status	Process Error	ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.
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3	Processed with Error(s)	0000	0000	Create Banking Entry	incoming	USD	1					1201														
<table> <tr> <th>Process Name</th><th>Process Description</th><th>Process Parameters</th><th>Process Result</th><th>Status</th><th>Process Error</th></tr> <tr> <td>ProcessBankImportNewBankEntry</td><td>Get own bank number</td><td></td><td>Failed</td><td>Failed</td><td>The bank account number 0000 is not linked to a GL bank account.</td></tr> </table>															Process Name	Process Description	Process Parameters	Process Result	Status	Process Error	ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.
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Seq	Process Status	Statement No.	Own Bank Number	Action	Direction	Curr	Amount TC	Description	Bank Number	Customer	Customer Name	Pay No.	Invoice	Pay Ref												
4	Processed with Error(s)	0000	0000	Create Banking Entry	incoming	USD	1					1201														
<table> <tr> <th>Process Name</th><th>Process Description</th><th>Process Parameters</th><th>Process Result</th><th>Status</th><th>Process Error</th></tr> <tr> <td>ProcessBankImportNewBankEntry</td><td>Get own bank number</td><td></td><td>Failed</td><td>Failed</td><td>The bank account number 0000 is not linked to a GL bank account.</td></tr> </table>															Process Name	Process Description	Process Parameters	Process Result	Status	Process Error	ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.
Process Name	Process Description	Process Parameters	Process Result	Status	Process Error																					
ProcessBankImportNewBankEntry	Get own bank number		Failed	Failed	The bank account number 0000 is not linked to a GL bank account.																					

Ready

Page 1 of 258 Zoom: 71%

MC-4.2-1-LB-180b

The Imported Bank File Report (31.1.11) displays details on the status and allocation of imported bank files or batches of files. The report displays different types of detail, depending on whether the record was a successfully processed customer payment, supplier payment, or banking entry, or if the record was unprocessed or processed with errors. The report contains up to five sections.

- The bank file name section displays details of the imported bank file, including an overview of the processing result.
- The batch number section of the report identifies the batch number of the bank file you have imported. This section also contains other details such as the currency, total amounts involved, and own bank account number.
- The sequence line section displays details of how each line in the bank file was processed. It indicates other details such as whether the line processed successfully, which bank account was involved, and the action type that was taken as a result of processing the line.
- The bank file processing result area contains two parts. The Format Name line contains header information, such as the business relation name, currency, amount, and payment reference. The second line contains the details of the payment.
- The bank file processing log section is only visible when logging is enabled for the domain in Domain Modify. It displays details of the processes that have run for this bank line, along with the result of the process.

Examples of Worldwide Bank File Processing

Examples of Worldwide Bank File Processing

- US
 - Lockbox processing
- Europe
 - SWIFT MT 940



MC-4.2-1-LB-181

The following pages describe two worldwide examples of electronic bank file processing: Lockbox (US) and SWIFT MT940 (Europe).

US Processing: Lockbox

US Processing: Lockbox

- Functionality to process incoming US bank files
- Interface for incoming US bank files containing payment (check) information
- Automatic creation of AR payments
- Automatic status change of AR payments to Paid



MC-4.2-1-LB-121

In the US, customer check payments are often sent to a lockbox (postal address) at the bank. The bank personnel empties the box daily, and registers the checks in the system. Then, the bank sends a file to the company owning the lock box. In that file, all received checks are listed.

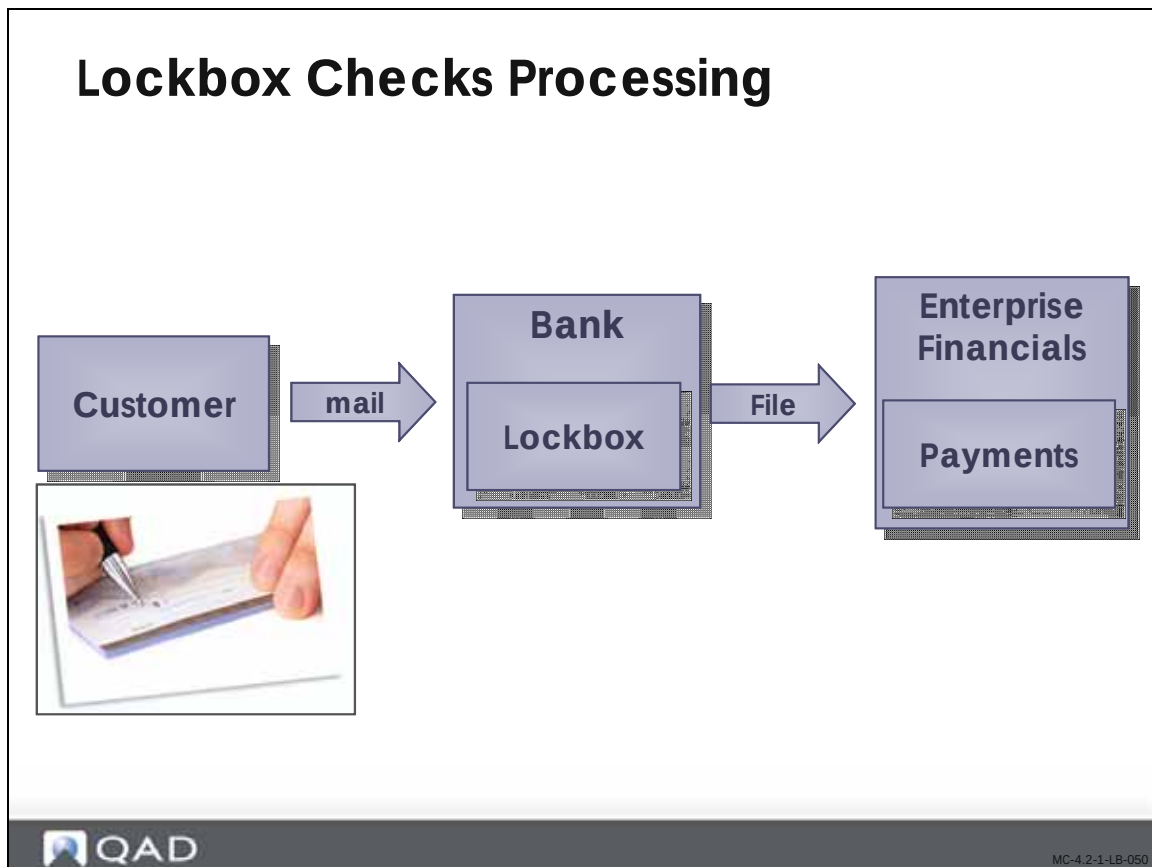
The lockbox functionality processes incoming payment files, automatically creating AR payments and changing the payment status to Paid.

This functionality includes three business flows:

- Lock box for customer payments (checks)
- File from the bank that contains information on paid customer payments (checks)
- File from the bank that contains information on paid supplier payments (checks).



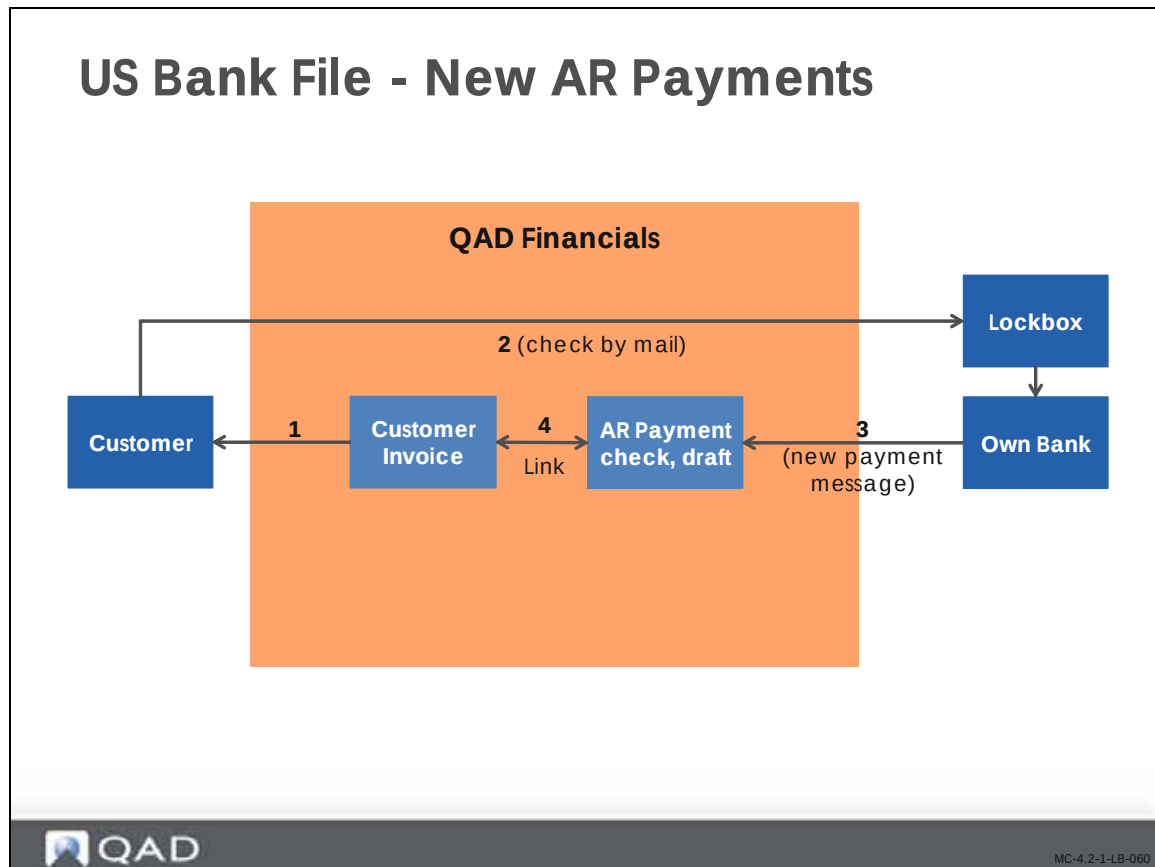
Lockbox Checks Processing



This section concentrates on the lockbox process.

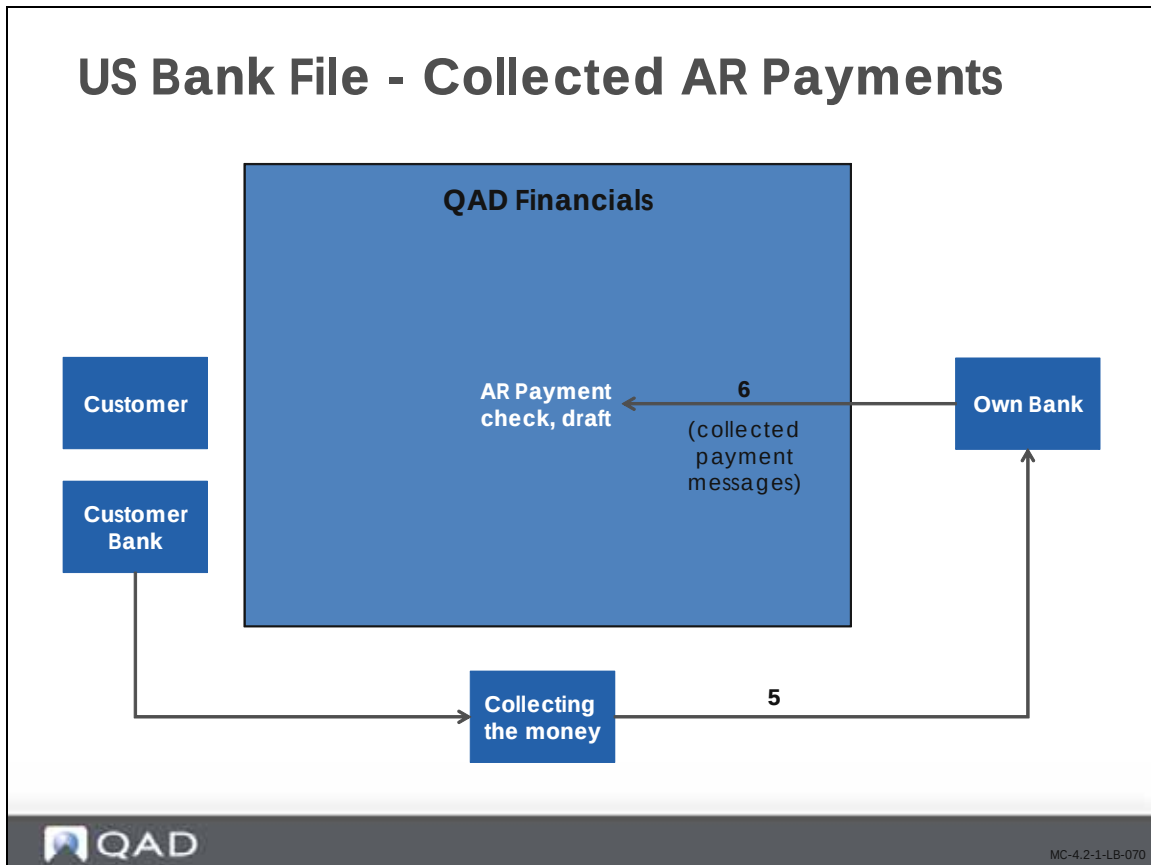
Many banks use a lockbox address to handle incoming payments (check, drafts). The address is checked daily and the customer checks are registered in the bank's system before a payment file listing the checks received is sent to your company. The Bank File Process is used to create new customer payments in the system to correspond with the checks listed.

US Bank File: New AR Payments



- 1 A customer invoice is issued.
- 2 Customer payment:
 - a The customer pays by sending a check to the lockbox address.
 - b The customer sends remittance advice.
- 3 The bank sends an electronic file with the new check received.
- 4 New payments are created in the system and linked to invoices.

US Bank File: Collected AR Payments



The following steps are the logical continuation of the four steps on the previous page:

- 1 Customer payments are collected by the bank.
- 2 The bank sends a file containing collected check numbers. The payments can be set to Paid using this information.

Benefits of Lockbox

Benefits of Lockbox

- Streamlined customer payment process
- Process automation
- Reduced overhead
- Reduced error rate



MC-4.2-1-LB-080

The obvious benefits of this functionality are a streamlined customer payment process, reduced overhead costs due to process automation, and a decreased error rate.

European Processing: SWIFT MT940

European Processing: SWIFT MT940

- Commonly used throughout Europe
- In QAD EE, use SWIFT MT940 to create **bank statement lines** only
- SWIFT MT940 file has a predefined structure and contains account transaction data
- Each file contains
 - A header
 - A section with transactions
 - A footer



MC-4.2-1-LB-081

The majority of European interbank messaging transactions use the SWIFT network. The most common files types used to import bank transaction data to Financials are SWIFT MT940 files.

The MT940 (MT = Message Type) electronic account statement is an international standard that was developed by SWIFT in Brussels for the paperless transmission of account information. This standard is used by banks all over the world. In particular, MT940 is used to provide bank information to clients' cash management, treasury systems, and accounting applications.

The SWIFT MT940 files imported to Financials typically contain customer statement messages sent by banks at the end of the banking day. The file provides the account balance and detailed information about all transactions booked to the account during the reported date.



Demo Scenario

Your instructor will now demonstrate a bank file processing flow.

Product Information Resources

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

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

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

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

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

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

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

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

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

*Log-in required

