



QAD Enterprise Applications
Standard and Enterprise Edition

Training Guide

Allocations and Shipping

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Change Summary

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

Date/Version	Description	Reference
Sept 2012/2012.1 EE and SE	Rebranded for QAD 2012.1 EE; Consistency edit	--
April 2012/2012 EE and SE	Rebranded for QAD 2012 EE and SE	--
March 2012/2012 EE and SE	Fixed some typos for the documentation	--
March 2012/2012 EE and SE	Added a section about reserved locations	Page 167
March 2012/2012 EE and SE	Added a section about shipment performance	Page 173
March 2012/2012 EE and SE	Added a section about container and line charges	Page 193
March 2012/2012 EE and SE	Added a section about legal documents	Page 215
Sept 2011/2011.1 EE and SE	Rebranded for QAD 2011.1 EE	

About This Course

Course Description

QAD designed this course to cover the basics of preparing to implement the Allocations and Shipping functions of QAD Enterprise Applications. The course includes the following topics:

- Introduction
- Business Considerations
- Set Up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping
- Use Reserved Locations
- Track Shipment Performance
- Process Container and Line Charges
- Work With Legal Documents

There are also activities and exercises throughout the course.

Course Objectives

By the end of this class, students should be able to:

- Analyze some key business decisions before setting up the Allocations and Shipping functions
- Set up and operate the Allocations and Shipping functions
 - Identify required versus optional setup procedures
- Identify key business issues that change the setup tasks
 - What these business issues are
 - How they might affect setup
 - Why should these issues be considered prior to setup
- Understand general processing flow, with primary and alternative procedures

Audience

- Implementation consultants, members of implementation teams
- Key users
- Shipping personnel

Prerequisites

- *Initial QAD Enterprise Applications Setup* training course
- Basic knowledge of how QAD Enterprise Applications is used in the business
- Working knowledge of the manufacturing industry in general

Course Credit and Scheduling

This course is designed to be taught in one day and is valid for 6 credit hours.

Virtual Environment Information

This guide applies to both the Standard Edition and the Enterprise Edition of QAD Enterprise Applications. Use the hands-on exercises in this book with the latest Enterprise Edition learning environment in the 10USA > 10USACO workspace. When prompted to log in, specify *demo* for user ID and *qad* for password.

Note Users of Standard Edition should complete the exercises in the EE environment; the concepts are the same in both environments and can be applied to Standard Edition. Features that only apply to Enterprise Edition are noted in the text.

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.

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

Introduction

Course Objectives

Course Objectives

In this class you learn how to:

- Identify some key business considerations before setting up Allocations and Shipping
- Set up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping



AS-IN-110

- Identify key business issues that change the setup tasks
 - What these business issues are
 - How they might affect setup
 - Why should these issues be considered prior to setup
- Specific implementation setup procedures for Allocations and Shipping
 - Identify required versus optional setup procedures
- Understand general processing flow, with primary and alternative procedures

Introduction to Allocations and Shipping

Introduction to the QAD Enterprise Applications functionality we are covering; how this subject matter fits into the overall scope of QAD Enterprise Applications and generic business cases.

Pre-Setup Business Issues

- What these business issues are
- How they might affect setup
- Why should these issues be considered prior to setup

Some key business issues that affect setup and process procedures; definitions of these issues, some reasons to consider the issues, the functionality of these procedures in the context of QAD Enterprise Applications, and the setup implications of these issues.

Set Up Allocations and Shipping

- Identify required versus optional setup procedures

Specific implementation setup procedures for Allocations and Shipping. Assumes general implementation of QAD Enterprise Applications already accomplished. Outlines both the required and optional setup procedures. Other procedures specific to other modules as they affect Allocations and Shipping (for example, distributed functionality) can be found in other training materials outside this course.

Process Allocations and Shipping

Understand general processing flow, with primary and alternative procedures for:

- General Allocations
- Detail Allocations
- Standard Shipping
- Enhanced or Global Shipping
- Reserved locations
- Shipment performance
- Container and line charges
- Legal documents

Terminology

Allocations and Shipping Terminology

- Kitting
- Pre-Shipper (Picklist)
- Shipper (Packing list)
- Allocations (General and Detail)
- BOL (Bill of Lading)
- EDI (Electronic Data Interchange)
- ASN (Advance Ship Notice)
- Containers



AS-IN-070

Kitting. The process of removing components of an assembly from the stockroom and sending them to the assembly floor as a kit of items. This action can take place automatically whenever a full set of items is available and can require an authorization.

Pre-Shipper. A preliminary and temporary shipper created either automatically from detailed allocation, or manually using the Pre-Shipper/Shipper Workbench. Pre-shippers were formerly referred to as *picklists*.

Shipper. The document that the supplier uses to issue and structure shipments and sends to the customer as an ASN. The shipper identifies the items and (optionally) all containers by individual shipment. The shipper itself becomes the master container.

Allocation. The setting aside, such as reserving the required inventory does not set aside specific inventory, and no physical movement of inventory takes place.

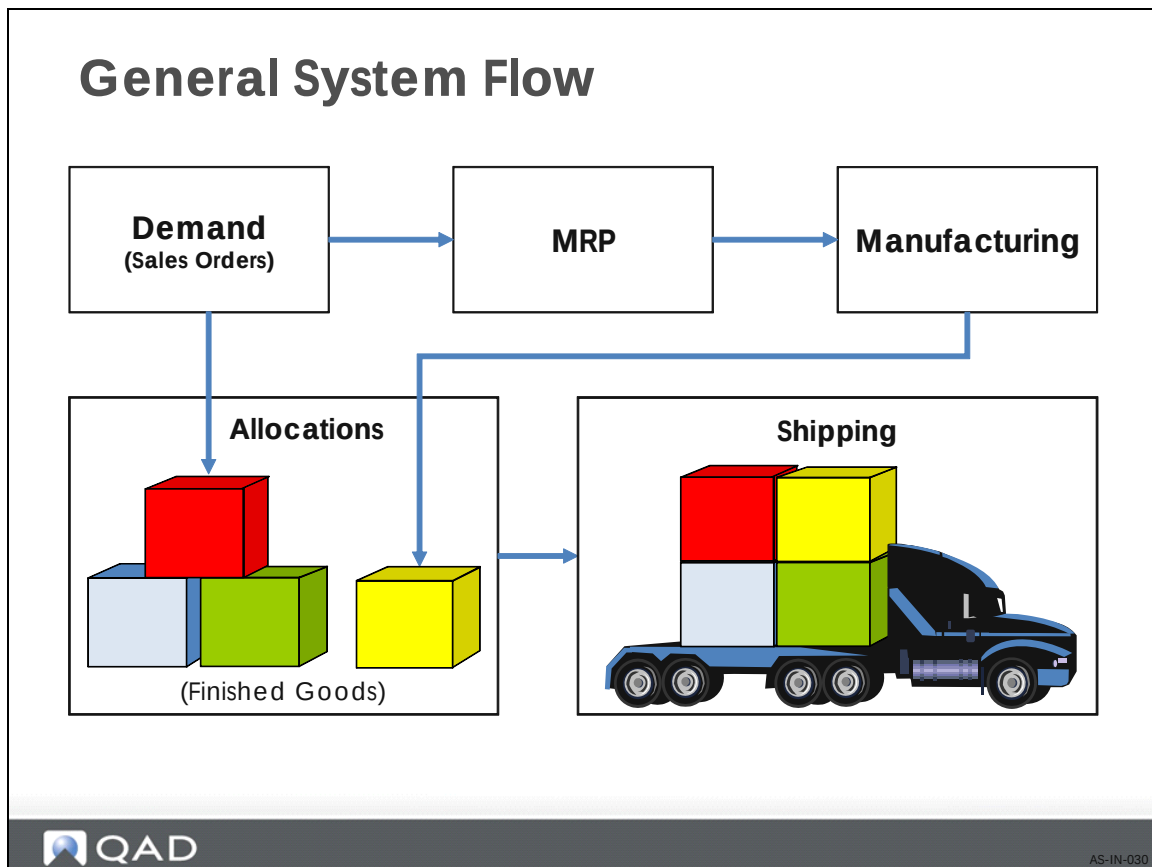
Bill of Lading (BOL). Detailed breakdown of a shipment; for example, products shipped, total weight of product, and containers used for packing. Typically, this is a third-party carrier's contract and receipt for goods transported between two points and deliverable to a specified individual.

Electronic Data Interchange (EDI). Enterprise Material Transfer uses Electronic Data Interchange (EDI) to transfer messages between the Primary and the Secondary Business Units. The import and export of EDI messages is steered by the Transmission Manager.

Advance Ship Notice (ASN). An electronic document derived from the shipper document and sent by a supplier (see “Electronic Data Interchange (EDI)” on page 8) to a customer when a shipment leaves the supplier site. It informs the customer that a shipment is on the way for purposes of in-transit advice and automated receiving. The ASN is also called an 856 transaction set per the ANSI ASC X12 standard. The ASN takes the place of an invoice in some supplier-customer arrangements.

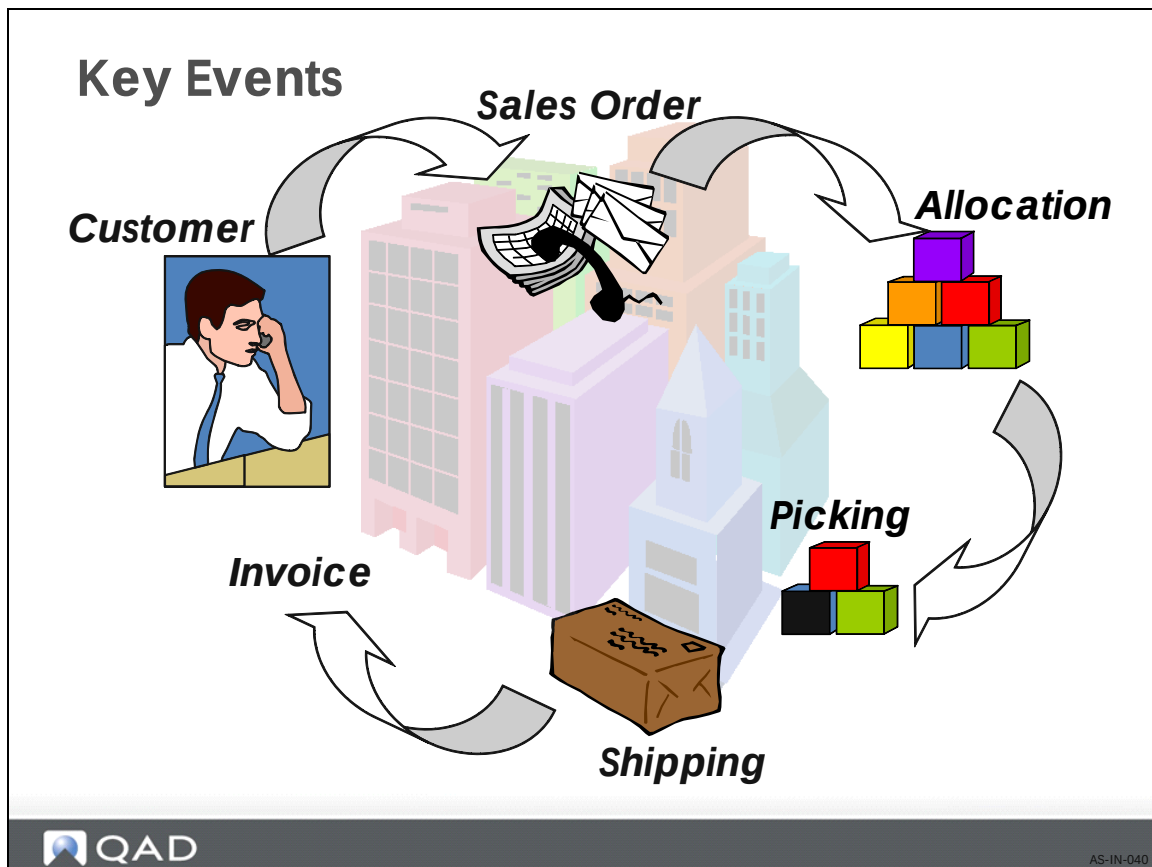
Container. Refers to a packing item used to hold goods and subsets of other containers; for example a box, a pallet, a rack, or trailer.

QAD Enterprise Applications General System Flow



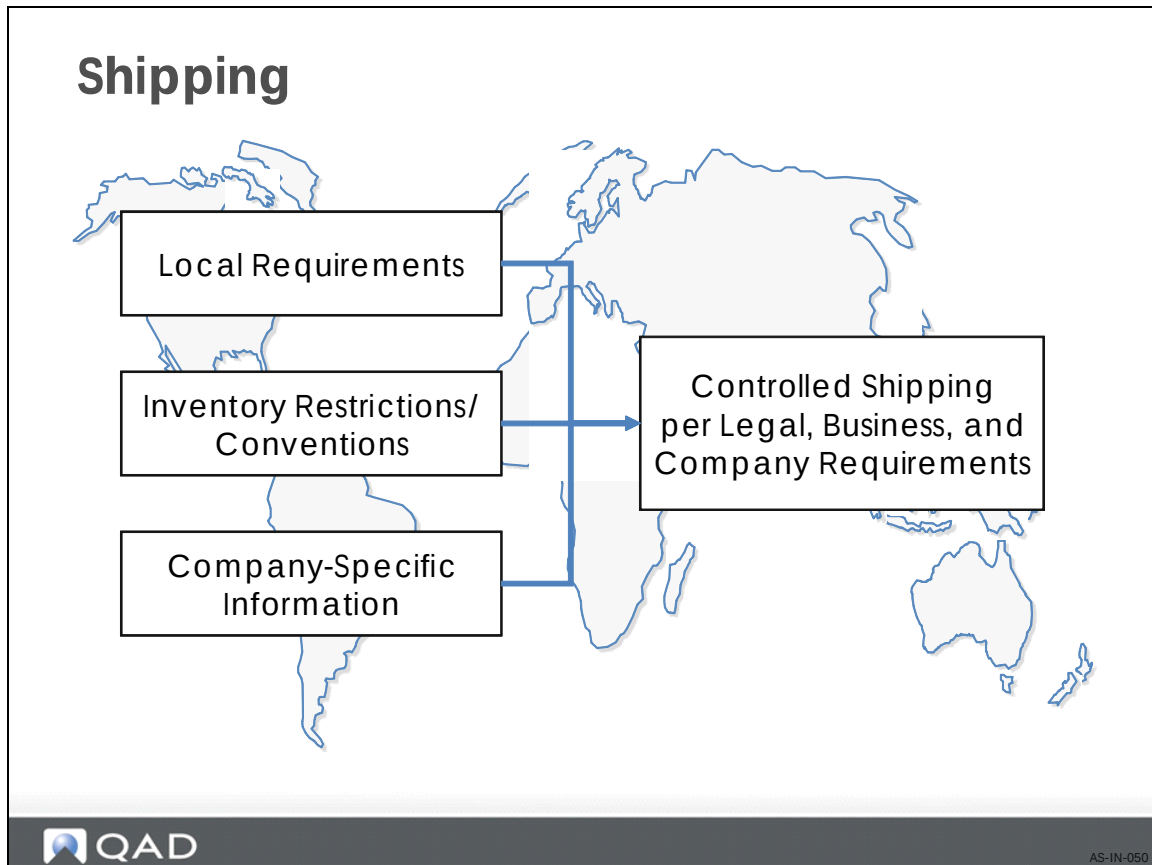
This course focuses on the finished goods provided to the customer. Demand usually comes from Sales Orders. Allocation reserves finished goods to fill these demands. If there is not sufficient available inventory to fulfill orders (depending on the planning method selected), then MRP and Manufacturing plans for and creates enough finished goods to complete the orders. These finished goods can then be allocated, picked, packed, and shipped to the customers.

Key Events



- An agreement is made to provide a customer a quantity of an item or items at a set price by an agreed upon due date for the sales order
- The agreed upon items are reserved in inventory to send to the customer in Allocations
- The selected items are prepared for delivery in Shipping and sent to the customer

QAD Enterprise Applications Shipping Considerations



- Shipping features and procedures in QAD Enterprise Applications combine
 - Local shipping requirements
 - Regional or national inventory restrictions or conventions
 - Company-specific information
- Documents and controls shipping transactions to comply with
 - Legal requirements
 - Business requirements
 - Company requirements

QAD Enterprise Applications Shipping Methods

Shipping Methods

- Standard Shipping
- Enhanced or Global Shipping
 - Pre-Shipper/Shipper
 - Inventory Movement Codes



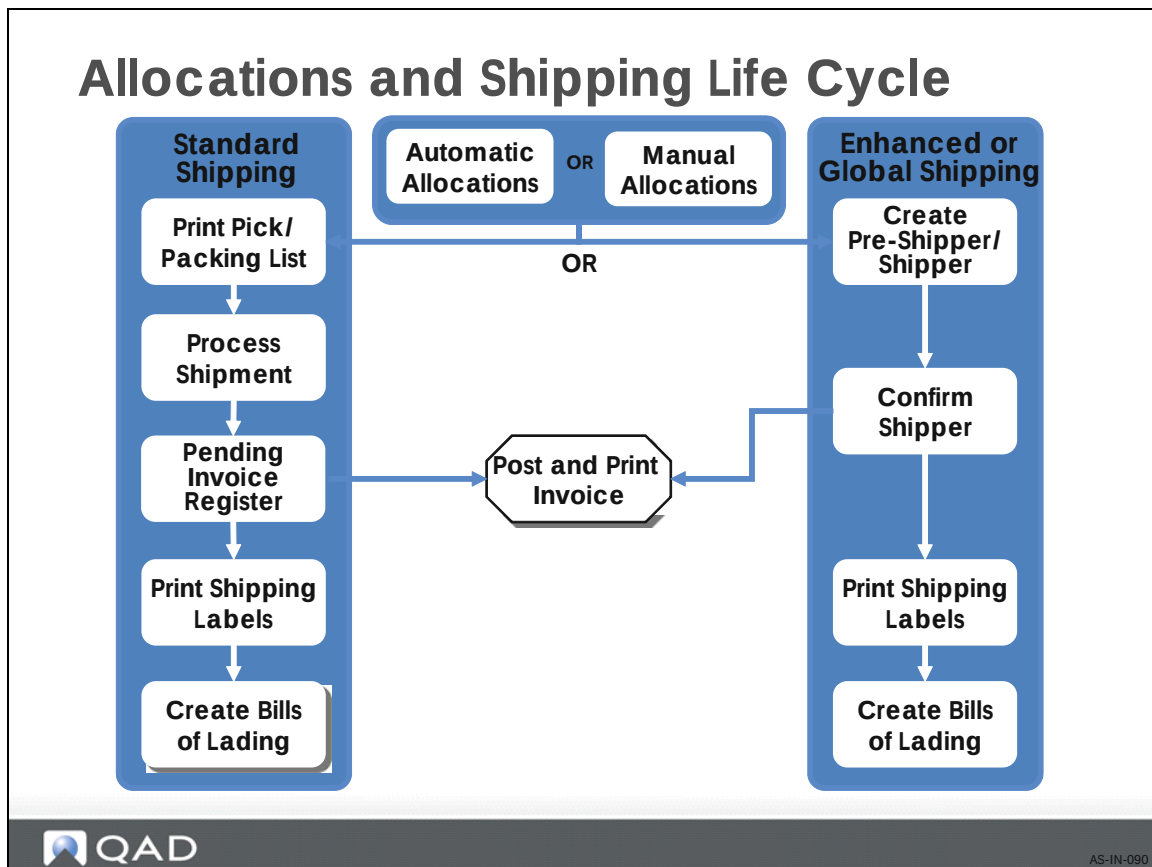
AS-IN-060

This course describes the most commonly used methods for shipping:

- Standard Shipping
- Enhanced or Global Shipping
 - Pre-Shipper/Shipper
 - Inventory Movement Codes

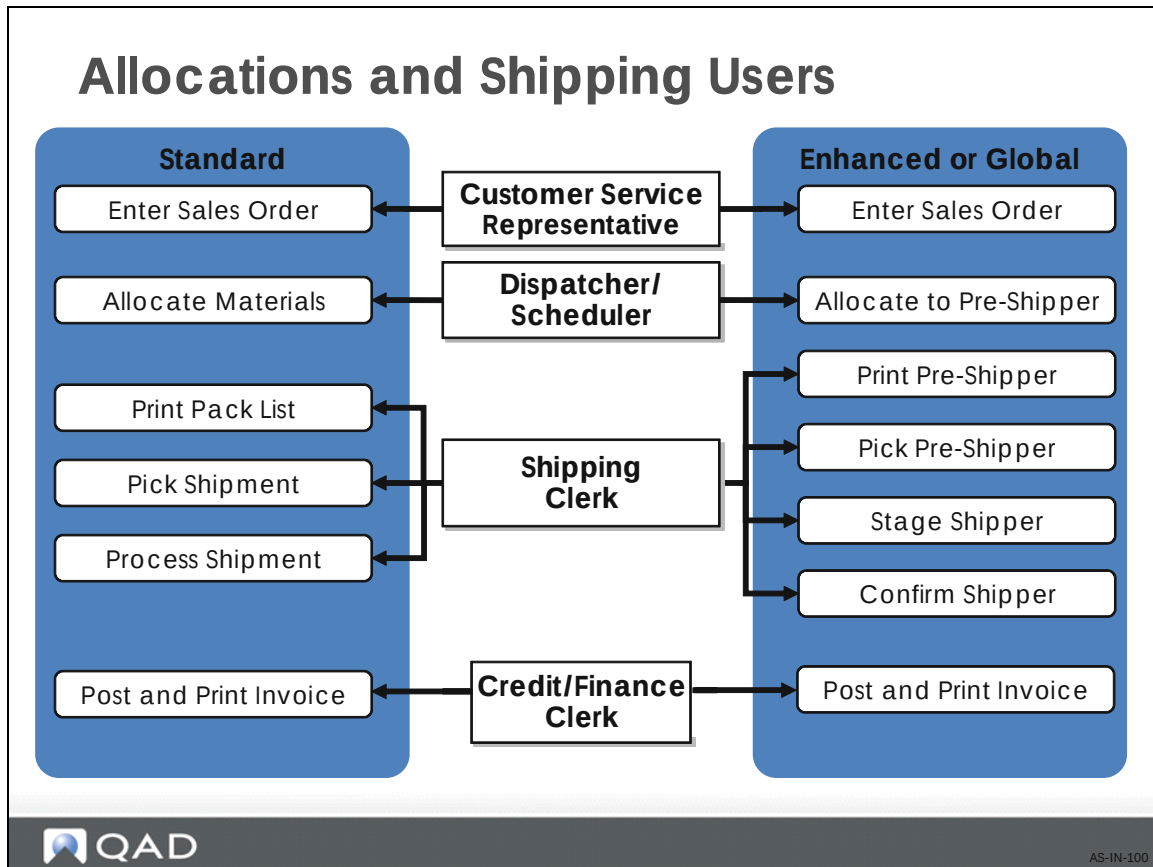
Variations in setup and process, according to each of these methods, are identified.

Allocations and Shipping Life Cycle



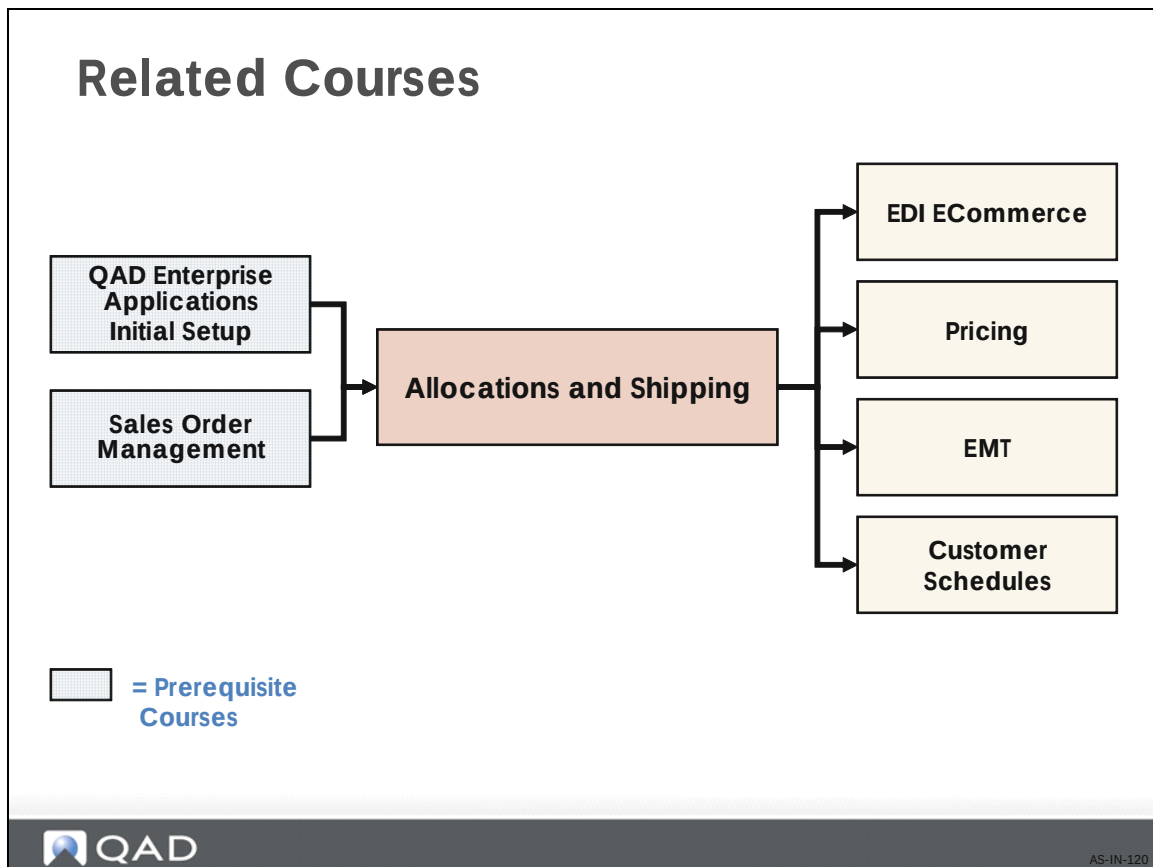
The life cycle of the allocations, and both standard and enhanced/global shipping processes are illustrated next to the invoicing life cycle. Invoicing is discussed in more detail in *Training Guide: Sales Orders*.

Uses of Allocations and Shipping



The Allocations and Shipping work flow is shown alongside the typical person responsible for each step in the process.

Related Courses



Chapter 2

Business Considerations

Business Considerations

Business Considerations

In this section you learn how to:

- Identify key business considerations before setting up Allocations and Shipping

Overview

Business Considerations

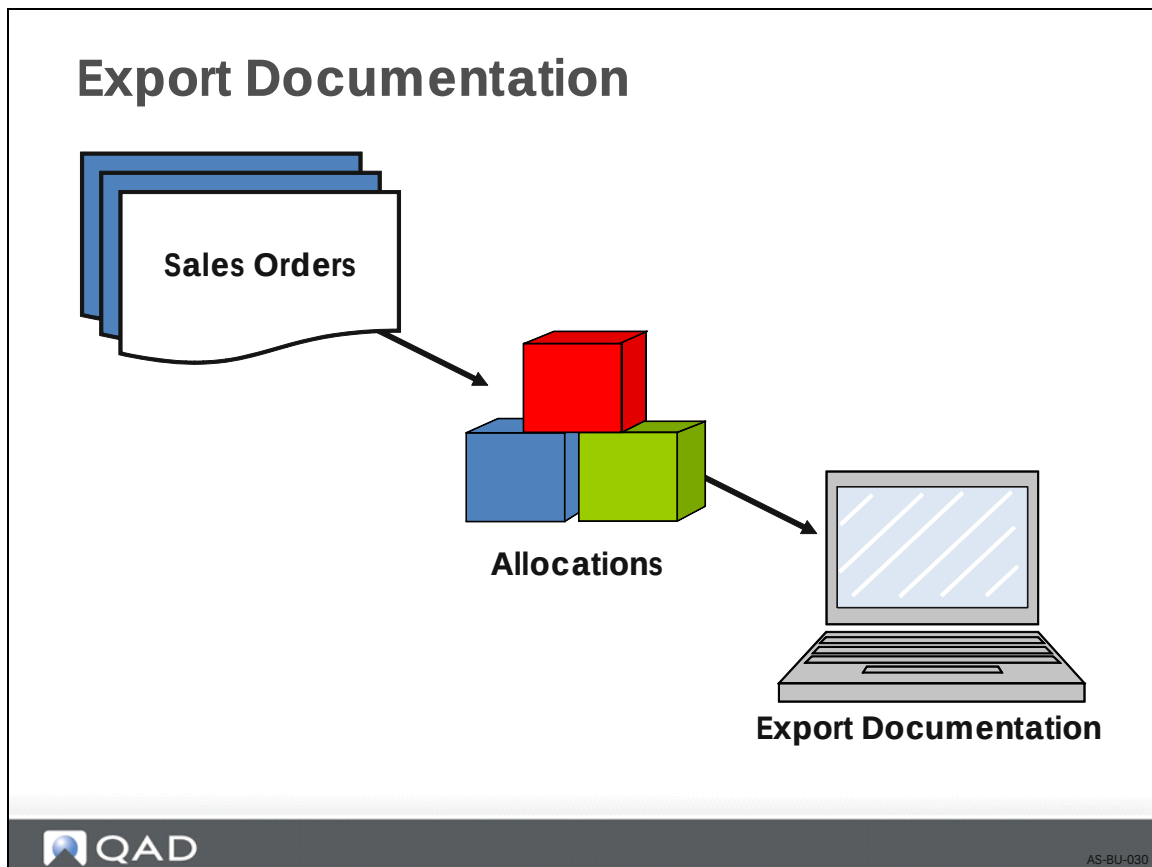
- Export Documentation
- Partial Shipments
 - Backorders
- Containerization
- Electronic Data Interchange
- Available Inventory
- Drop Shipments
- Freight Charges
- Multiple Sites



AS-BU-020

There are several business issues to take into consideration before setting up QAD Enterprise Applications. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

Export Documentation



Definition

If you conduct business in several countries, export documentation is usually required to accommodate the requirements of inter-country reporting

Why Consider?

- Legal requirements can require certain records to be maintained, such as shipping documentation and invoices
- Partial shipments are usually avoided due to freight, duties, and excessive paperwork

Functionality in QAD Enterprise Applications

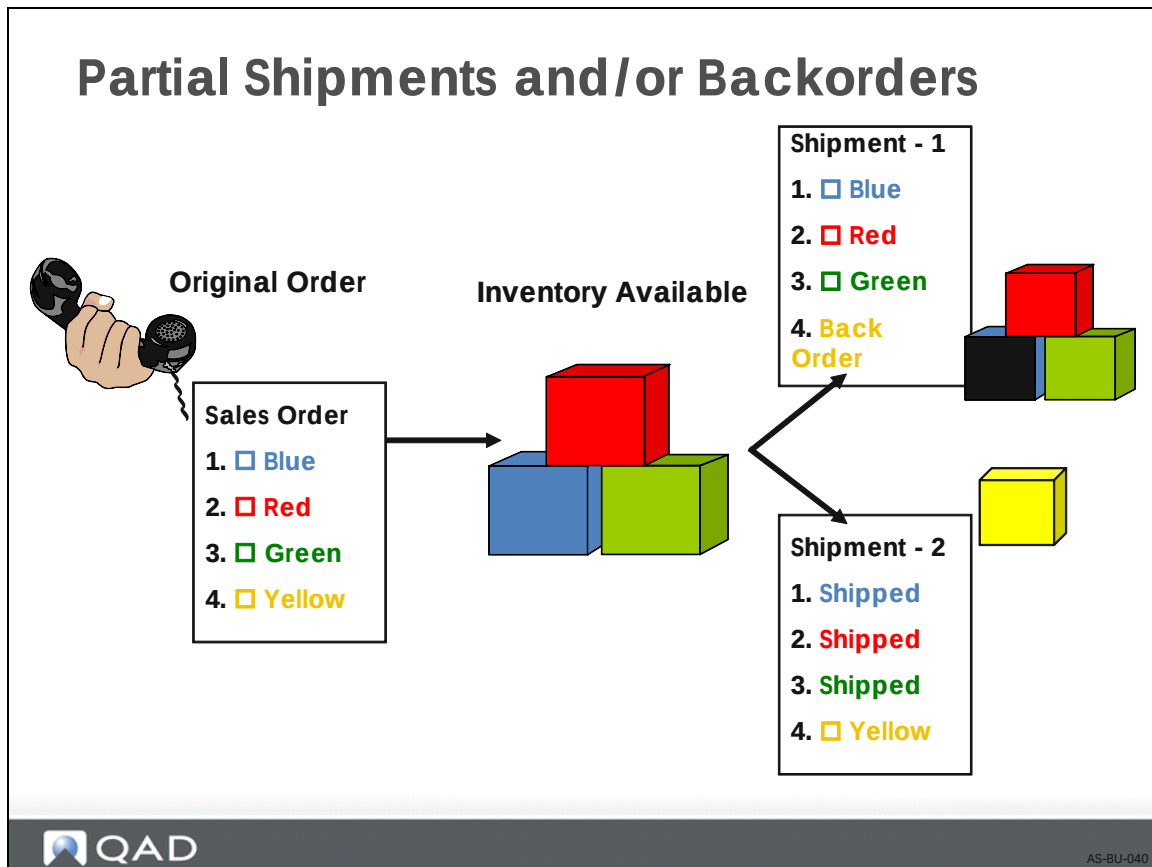
- Intrastat
- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation
- Enhanced Shipping allows printing and posting of Invoice during shipment process
- Legal Documents

Setup Implications

- Intrastat needs to be set up to capture data required for reporting
- Relate shipping groups to document formats

Note Additional functionality is offered in Logistics Accounting, covered in *Training Guide: Advanced Financials*.

Partial Shipments and/or Backorders



Definition

Partial shipments or backorders allow you to fulfill customer orders as inventory becomes available.

Why Consider?

- Control program settings for allocation logic
- Customer master records for class and partial shipments

Functionality in QAD Enterprise Applications

- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation

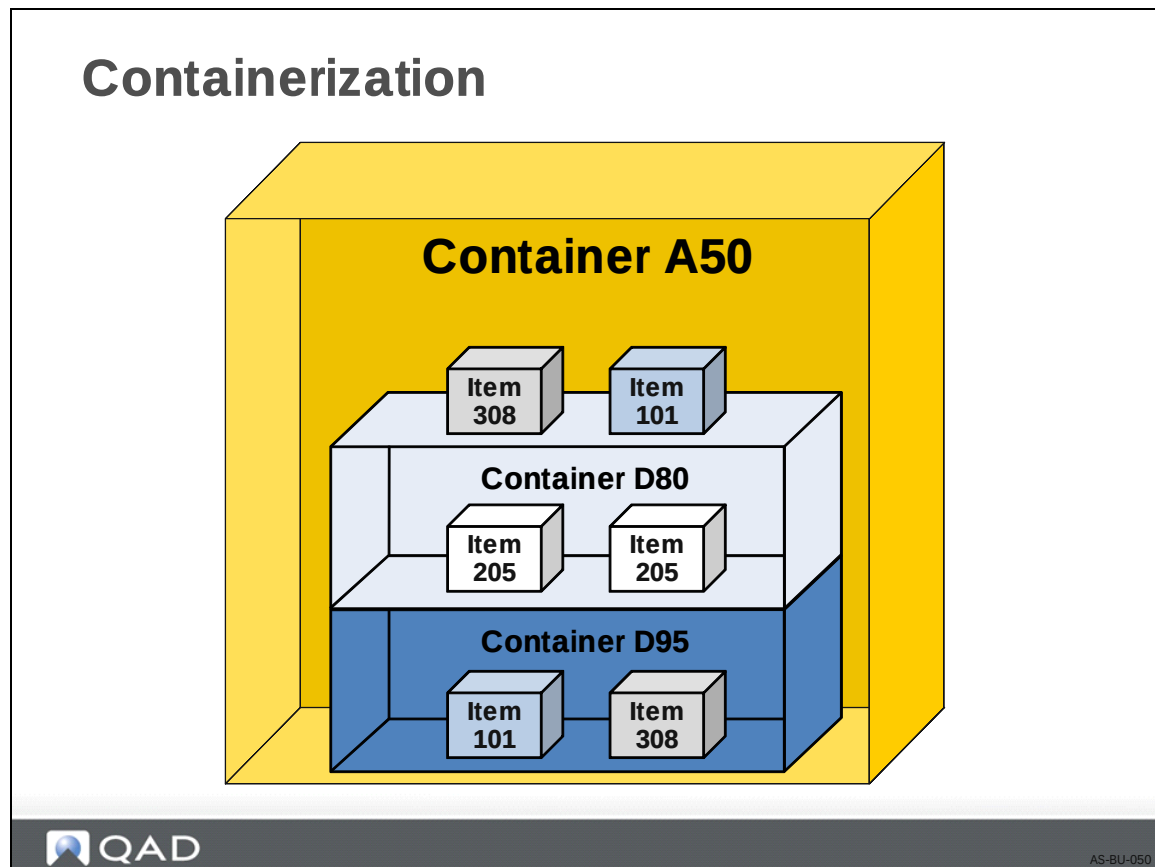
Setup Implications

- Can result in additional freight charges
- Consolidation of shipments

- Control partial shipments from Customer Maintenance, Sales Order Maintenance, and/or Packing List Print

Discussed in *Training Guide: Sales Orders*

Containerization



Definition

Containerization is a shipment method in which items are placed in containers, and after initial loading, the items are not rehandled in shipment until they are unloaded at the destination.

Containerization allows you to package and store finished goods at the end of a production line and warehouse them in single-level containers before shipping and consolidate goods going to the same location. It also allows you to assemble items in a shipment into multi-level containers before shipping.

Why Consider?

- Can affect how orders are entered
- Can affect how work order receipts are processed
- Can affect how orders are picked, packed, and/or staged
- Often used with customer schedules

Functionality in QAD Enterprise Applications

- Define and Track Containers by item and serial numbers
- Consolidate Sales Orders into single and nested containers

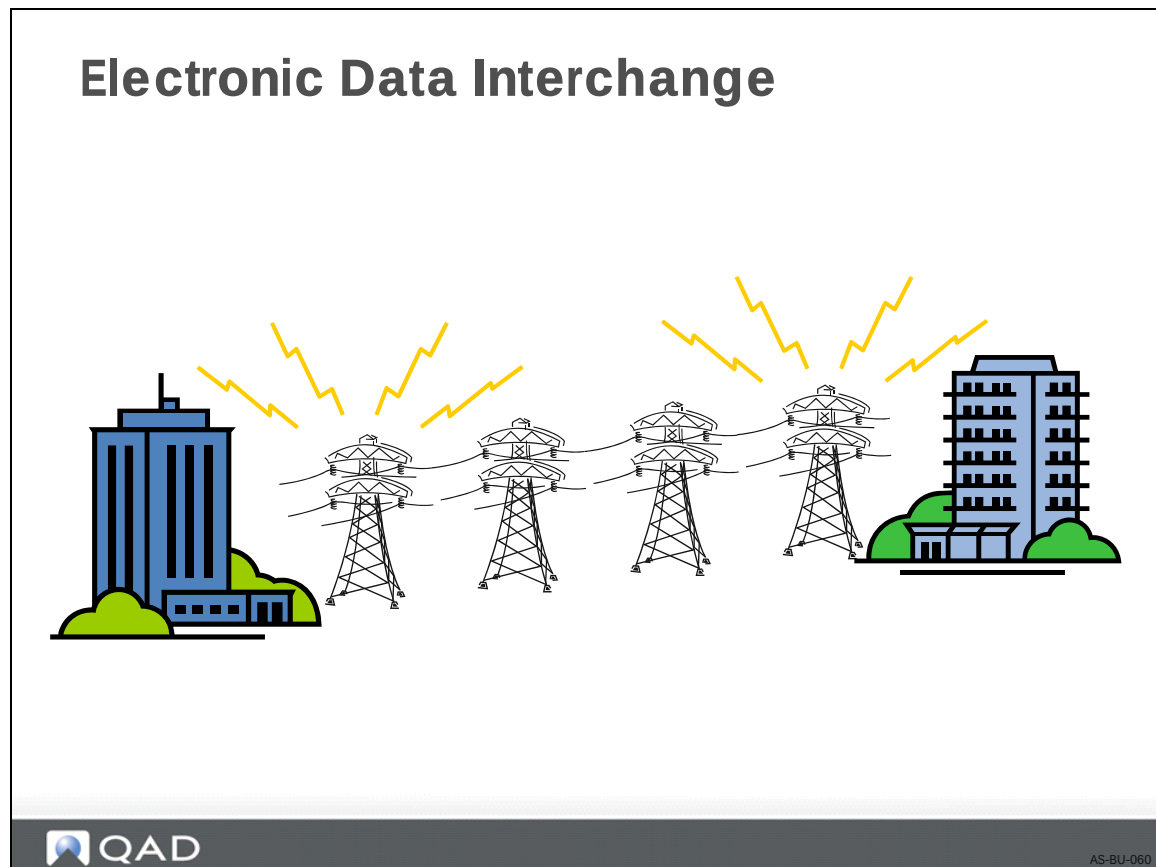
- Ship Confirmation processes single and multiple containers at once
- ASN (advance ship notice) to customer

Setup Implications

- Typically requires Electronic Data Interchange (EDI)

See “Set Up Containers” on page 87.

Electronic Data Interchange



Definition

EDI is the paperless (electronic) exchange of trading documents, such as purchase orders, shipment authorizations, ASNs, and invoices, using standard business transaction documents between customers and suppliers.

Why Consider?

- Can reduce or even eliminate paperwork involved in supply chain activities, that in turn can reduce a company's overhead

Functionality in QAD Enterprise Applications

- ASN (advance ship notice) to customer or from supplier
- Use ASN or Shipper number as Invoice number (paperless invoices)
- Simplifies Shipping and Receiving functions
- Facilitates barcoding requirements

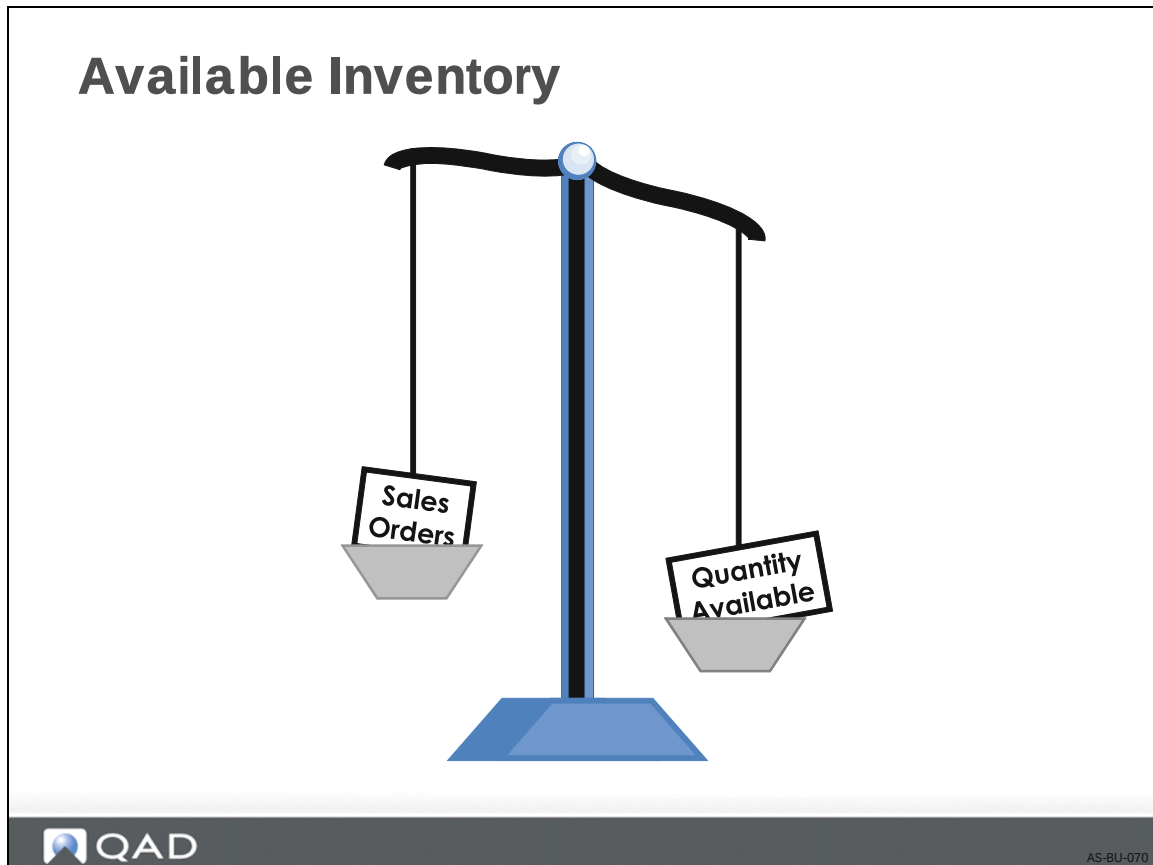
Setup Implications

- EDI third-party software and files need to be set up

- Control programs need to be set to interact with EDI

Discussed in the *Training Guide: Electronic Data Interchange (EDI)*

Available Inventory



Definition

The available inventory is the on-hand inventory balance minus any allocations, backorders, or quantities held for quality problems. It is often called beginning available balance or net inventory.

Why Consider?

- Controlling the fulfillment of backorders
- Segregate inventory for quality assurance

Functionality in QAD Enterprise Applications

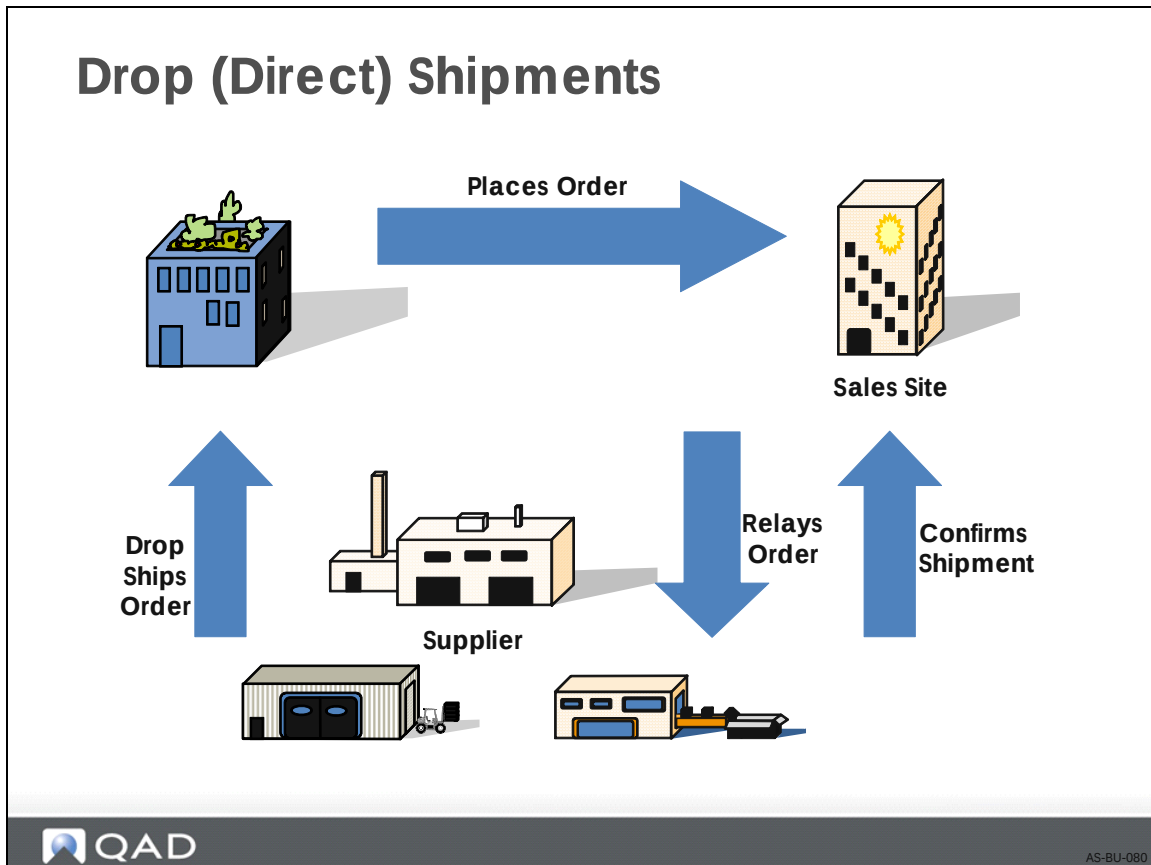
- Inventory status controls availability, nettability, and transaction types
- Allocations at general and detail levels
- Allocations sequence logic

Setup Implications

- Method to determine quantity available in Sales Order Control
- Setup of inventory status codes

Discussed in the *Training Guide: Inventory Control*

Drop (Direct) Shipments



Definition

Drop shipments (sometimes called Direct Shipments) occur when a supplier ships directly to the buyer's customer, or when a supplier ships directly to another supplier. This can occur when the manufacturer completes all operations but one, and then the supplier ships the order directly to the customer upon completion of last operation.

Why Consider?

- Business processes are different from regular shipments

Functionality in QAD Enterprise Applications

- Best handled using EMT

Setup Implications

- Control programs, master records, and address records

Discussed in *Training Guide: Sales Orders*

Freight Charges

Freight Charges



AS-BU-090

Definition

Freight charges are the costs of shipping products, either from a supplier to a manufacturer, or from a manufacturer to a customer. Freight charges and calculations can be a costly part of conducting business.

Why Consider?

- For many companies today, freight is a significant cost in relation to their products
 - Calculations can be very complicated
 - Calculations can be difficult to set up and maintain
- Can be accrued and/or charged back in a variety of ways

Functionality in QAD Enterprise Applications

- Freight rates by zone, class, effective dates
- Freight terms

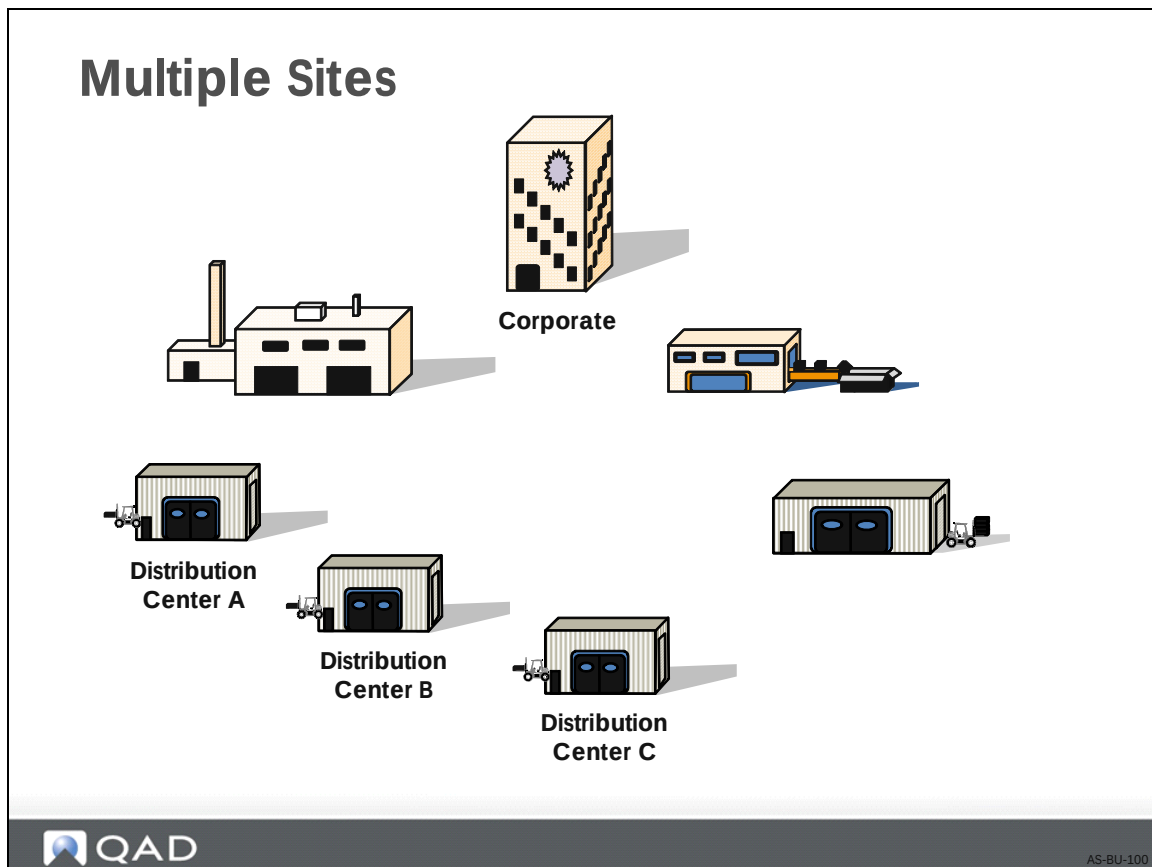
Setup Implications

- Freight terms and freight lists need to be referenced on the Customer Records

- Sales Order Control, freight lists, terms, zones, and charges need to be set to calculate freight properly
- Item weights and volumes need to be recorded in Item Master

Discussed in *Training Guide: Sales Orders*

Multiple Sites



Definition

Multiple sites are different physical locations that conduct your business procedures. Multiple sites can perform separate business functions, or perform the same business function serving different regions.

Why Consider?

- Plan, control, and account for inventory by site
- Allocate inventory by site
- Print Pick/Packing List documents by site

Functionality in QAD Enterprise Applications

- Item Planning
- Sales and Forecasting
- Inventory Allocations and Shipping
- Distribution Requirements Planning (DRP)
- Cost sets, alternate routings, and alternate product structures by Site

Setup Implications

- Site, item-site, and entity security
- Item-site planning parameters
- Number Range Management by site
- Costing by site
- Can affect tax setup

Discussed in *Training Guide: Initial QAD Enterprise Applications Setup*

Focusing Activity

Review

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



AS-BU-110

Individually, or in small groups, examine your company, or a company your instructor suggests, against the business issues discussed in this chapter. Consider the following:

- 1 The business expectations given this type of company, and
- 2 Additional information you might need to elicit to successfully implement Allocations and Shipping for this company.

Do not look ahead in this training guide or at the QAD Enterprise Applications software. The purpose of this exercise is to help you (and your group) focus on what is important to this company about Allocations and Shipping. (Hint: There are no right or wrong answers.)

Your instructor may ask you to list your requirements on an easel or white board to make it easier to share your findings with the whole class.

After you have had a chance to brainstorm your requirements (15 to 20 minutes), your instructor may ask each group to quickly review its findings, and may compile a master list for your class.

Chapter 3

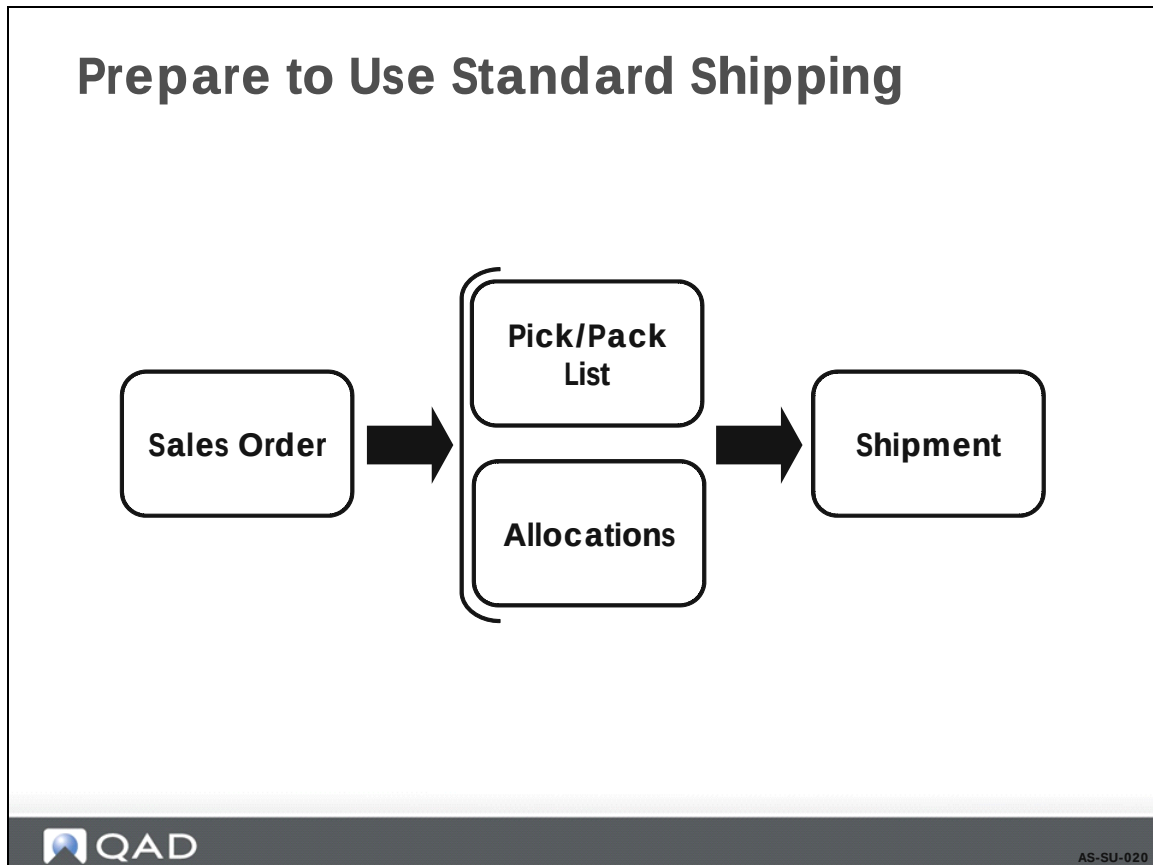
Set Up Allocations and Shipping

Set Up Allocations and Shipping

In this section you will learn how to:

- Set up Allocations and Shipping

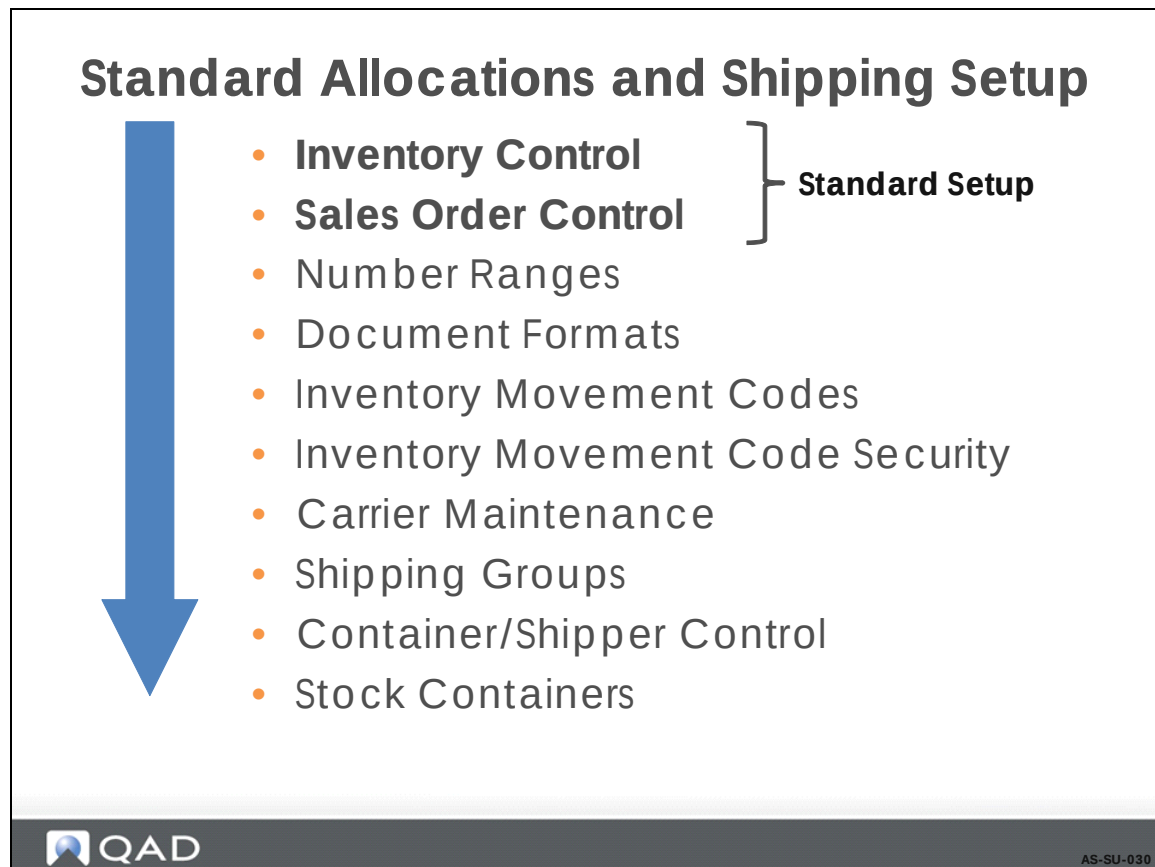
Prepare to Use Standard Shipping



QAD Enterprise Applications shipping supports a variety of methods that enable you to produce and record Sales Order shipping documents that comply with diverse regional requirements and common business practices on a global scale.

- Standard shipping is sometimes referred to as Sales Order or Discrete shipping
- Standard Shipping key events
 - Sales Order
 - Pick/Pack List
 - Allocations of Finished Goods
 - Shipment of Order

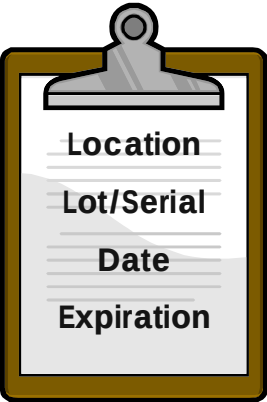
Standard Allocations and Shipping Setup



This slide shows a suggested setup sequence of master data for the Standard Allocations and Shipping method, based on information that flows from one master table to another and prerequisites that need to be completed before setting up data.

Set Up Allocations Picking Logic

Set Up Allocations Picking Logic



Allocating Sales Order

- Location
- Lot/Serial
- Date
- Expiration

AS-SU-040

QAD Enterprise Applications requires default settings for picking and allocating inventory.

Inventory Control Program

Standard Allocations and Shipping Setup



- **Inventory Control**
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers

Inventory Control

Inventory Control

Inventory Control
Go To
Actions
Copy
Print
Preview
Attach

Default Site: 10-100

Inventory Count Parameters

Tolerance From Qty On Hand or Annual Usage: Qoh

Issue Days: 7
Default Site: 10-100

Item Tolerances:

Class A:	3.00%	300.00	Class C:	5.00%	500.00
Class B:	4.00%	400.00	All Others:	5.00%	500.00

Picking Logic

1) Location
 2) Lot/Serial
 3) Date
 4) Expire Date

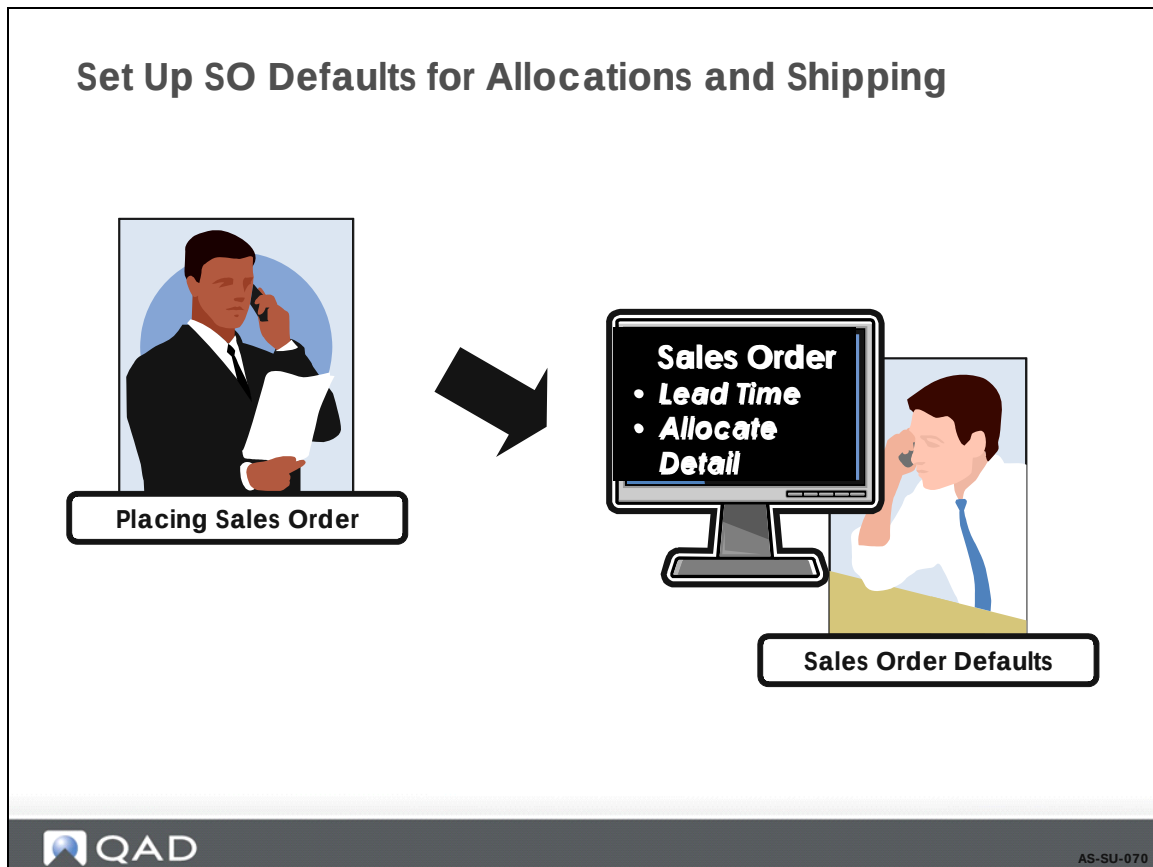
Picking Order: 1
 Ascending or Descending: Ascending

Allocation
Picking Logic

- Picking Sequence to use for detail allocation on an item
 - Detail Allocations reserve or allocate from specific sites, locations, lot/serial, and lot reference numbers
 - Detail information prints on the picklist for use by warehouse personnel
- If different inventory is picked, change it manually on the issue/shipment transaction
- Picking sequence defined in the control program is used for all sites and locations in the current working domain
- 1** (default). Inventory is allocated and picked by location. This method is useful when you have sequential warehouse locations laid out for easy picking.
 - 2** Inventory is allocated and picked by lot/serial number. This method is useful when you assign meaningful lot/serial numbers; for example, this allows you to pick the oldest lots first.
 - 3** Inventory is allocated and picked by date created. This method is useful in LIFO or FIFO picking, but only if all inventory receipts are segregated by location, lot/serial, or lot reference number. Otherwise, the date created is meaningless.
 - 4** Inventory is allocated and picked by expiration date. If you have items with a limited shelf life, this is useful for making sure those closest to expiration are picked first.

Inventory can be sorted in ascending or descending sequence for the specified picking order.

Set Up SO Defaults for Allocations and Shipping



Sales Order generates default data for allocations and shipping.

Sales Order Control

Standard Allocations and Shipping Setup



- Inventory Control
- **Sales Order Control**
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers



AS-SU-080

- Sales Order Control contains settings that affect
 - How the items are allocated
 - When the items are allocated
 - How they should be handled and invoiced

Airline Inventory Allocation Analogy

The Airline Inventory Allocation Analogy		
Level of Allocation		This is Like
General Allocation	A <u>general</u> reservation for a specific item, quantity and date	You reserve an airline flight
Detailed Allocation	A <u>specific</u> reservation by item, quantity, date & site, location, batch, lot or serial number	You go to the airport and receive a boarding pass
Picked from Inventory	The item is physically selected for issue and shipment	You are allowed to board and sit in your seat
Over Allocation	An error (human) allocates the same unit of inventory for more than one order	Someone else boards the plane with a ticket for your seat
De-allocation	The allocation is removed from an item, making it available for some other use.	The other persons boarding card is deemed incorrect
Issued from Inventory	The item is subtracted from stock on hand	You're still seated when the door closes The plane takes off
Shipped	The item is physically shipped to receiving customer	
Un-planned Return to stock	The truck breaks down and cannot leave, all orders are un-picked, de-allocated and returned to stock	The plane aborts the take-off, returns to the gate and off-loads
In-Transit	Not an allocation level, but an inventory status	The status of a seat in flight
These allocation levels may be applied to sales orders, work orders, and distribution orders, (as well as airplane seats). As you move down the levels of allocation the firmness of the allocation increases. This means it becomes more difficult to change an allocation, but it can be done.		



AS-SU-085

- Types of Allocations
- Definitions of each type
- Comparison to allocating a flight on an airline

Sales Order Control

Sales Order Control

The screenshot shows the 'Sales Order Control' window with the following fields and values:

- Use Which Calc for Qty Available to Allocate:** 1 (highlighted)
- Allocate Sales Order Lines Due in Days:** 10 (highlighted)
- Limit Allocate to Avail Only:** ☒ (highlighted)
- Detail Allocations:** ☐ (highlighted)
- ATP Enforcement Enabled:** ☐
- Family ATP Calculation:** 1
- Pick Only Allocated Lines:** ☒ (highlighted)
- Are Sales Orders Printed:** ☒
- Keep Booking History:** ☒
- Shipping Lead Time:** 1 (highlighted)
- Sales Order Header Comments:** ☐
- Sales Order Line Comments:** ☐
- ATP Horizon:** 30
- Calculate Promise Date:** ☒
- Sales Order Prefix:** SO
- Next Sales Order:** 1004
- Integrate with SA:** ☒
- Integrate with TrM:** ☐
- Confirmed Orders:** ☒
- Fiscal Start Month:** 1
- Ln Format S/M:** Single
- Next Batch:** 00000020
- FOB:**

Set Allocations defaults for quantity available to allocate, limit allocations to only available, pick only allocated lines, detail or general allocations, and due dates

Exercise: Standard Setup

Standard Shipping Setup

In this exercise, you initialize Inventory Control and Sales Order Control for allocations.

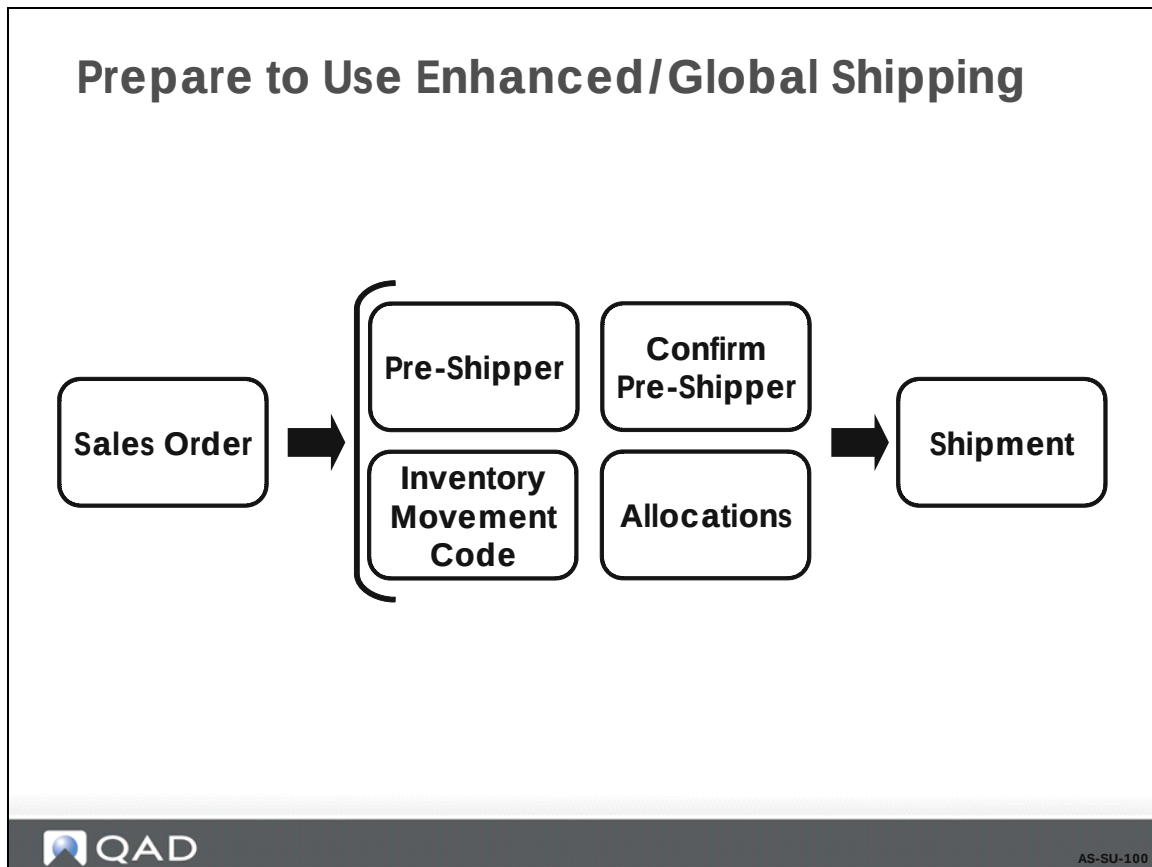
- 1 Use Inventory Control (3.24) to set up the picking logic: Inventory is allocated and picked by location by ascending order.

Field	Data
Default Site	10-300
Picking Order	1
Ascending or Descending	Ascending

- 2 Use Sales Order Control (7.1.24) to verify the following settings:
 - Inventory is automatically allocated to all orders due within 3 days of order entry.
 - Only on-hand inventory that has not been allocated to other orders should be considered available for allocations.
 - Detail Allocations are not required.

Field	Data
Use Which calc for Qty Available to Allocate	1
Allocate Sales Order Lines due in Days	3
Limit Allocate to Avail Only	Yes
Detail Allocations	No

Prepare to Use Enhanced/Global Shipping



- Enhanced Shipping uses Pre-Shippers and/or Shippers
 - Containers are optional
 - Inventory Movement codes are optional
- Global Shipping requires
 - Default pre-shipper, shipper, and master bill of lading sequence IDs and document formats Container/Shipper Control (7.9.24)
 - Inventory movement codes
 - Shipment information for receipt processing
 - Specification whether maintenance of sales order trailer amounts is allowed

Enhanced/Global Allocations and Shipping Setup

Review Standard Allocations and Shipping Setup



- **Inventory Control**
- **Sales Order Control**
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers



AS-SU-110

- Inventory Control (3.24) and Sales Order Control (7.1.24) are still required (Standard Setup)
- Inventory Movement Codes are required for the Global Shipping method
 - Optional for Enhanced Shipping
- Containers can be set up in advance, or created only at the time of shipment

Set Up Number Range Management



Enhanced/Global Allocations and Shipping Setup

- Inventory Control
- Sales Order Control
- **Number Ranges**
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers

AS-SU-130

Some countries require that businesses adhere to local numbering standards and conventions when assigning numbers to documents, including shipping documents

Often for approval for tax filings or statutory reporting

Number Range Maintenance (NRM)

- Major Considerations
 - Numbering Standards/Conventions
 - Segments
 - Sequence Number Maintenance

Numbering Standards/Conventions

Numbering Standards/Conventions

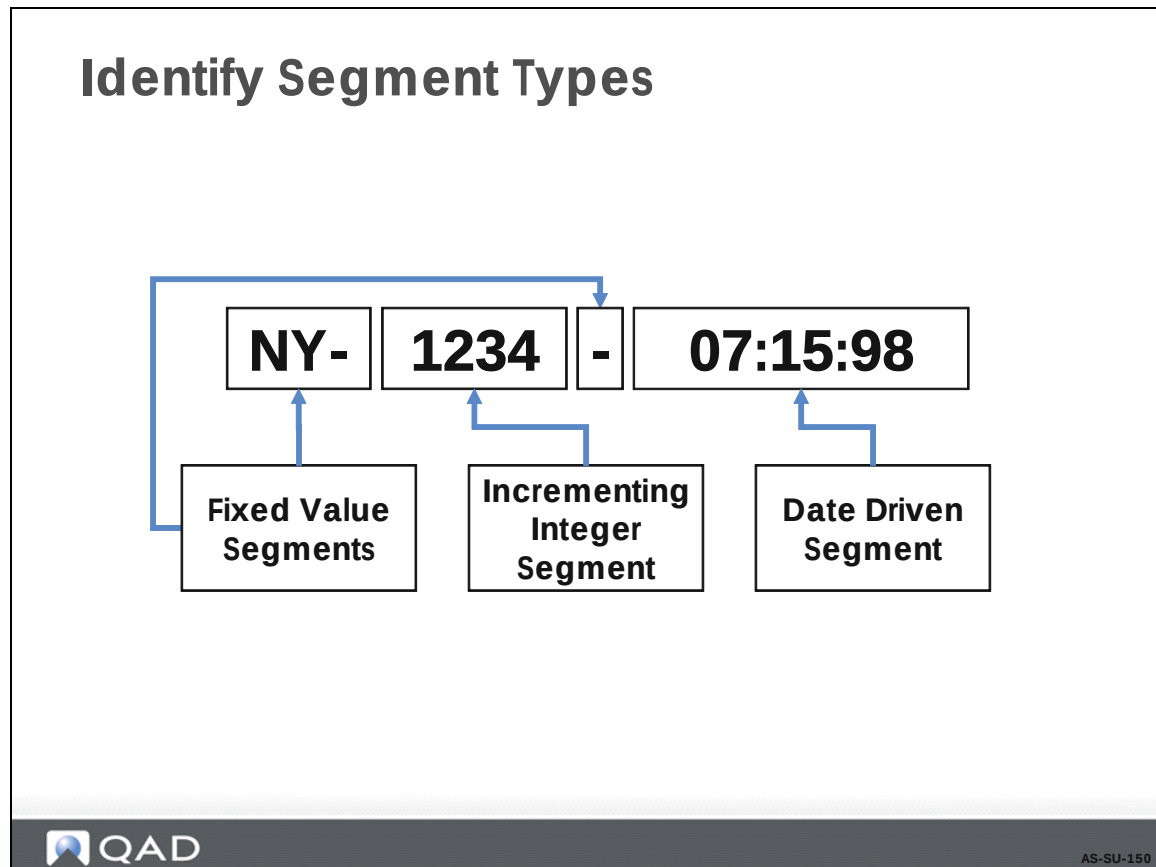
- Assign Numbers by:
 - Site
 - Date Issued
 - Shipment Type
- Standards and Conventions
 - Temporary Numbers
 - Security on Issuing Numbers
 - Use of prefixed and/or suffixes
 - Void or Disallow Discarded/Unused Numbers



AS-SU-140

- NRM assigns or validates unique ID numbers to each sales order shipper, using predefined sequences
- QAD Enterprise Applications stores all shippers in the same table, using the combination of shipper number and ship-from site

Segments



There are four types of segments

- Fixed Value
- Incrementing Integer
- Date Driven
- Fiscal

A type of date-driven segment where the change in the Incrementing Integer segment is tied to the fiscal period rather than the date

Number Range Maintenance

Number Range Maintenance

Go To Actions Copy Print Preview

Sequence Master

Sequence ID: MBOL

Description: Master BOL DIST

Target Dataset: abs_id.mbol

Internal: ☒

Allow Discarding: ☒

Allow Voiding: ☒

Effective Date: 4/20/2009

Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	M	
2	INT	1000,9999,1000,1000	
3	FIXED	-	
4	DATE	M.D.Y (MM.DD.YY)	yes


AS-SU-160

- Assign specific number range sequences to pre-shippers, shippers, and master bills of lading to comply with document numbering requirements
- Header information required:
 - Assign sequence ID
 - Description line (like Master BOL Seq ID)
 - Target = field name
 - Internal = System only vs. manual

Sequence Number Maintenance

Segment Editors

Integer Segment Editor (INT)

Requires One per Sequence

Integer Segment Editor			
New Seg Nbr:	1	Minimum Value:	1
		Maximum Value:	9999
		Initial Value:	1
		Reset Value:	1

Date Segment Editor (DATE)

Limit One per Sequence

Date Segment Editor	
New Seg Nbr:	2
Control Segment:	
Date Format:	Y

Fiscal Segment Editor (FISCAL)

**Must Use Expiration Date
Cannot Use with DATE**

Fiscal Segment Editor	
New Seg Nbr:	3
Control Segment:	
Fiscal Format:	Y

Fixed Segment Editor (FIXED)

Fixed Segment Editor	
New Seg Nbr:	4
Fixed Value:	USA--



AS-SU-170

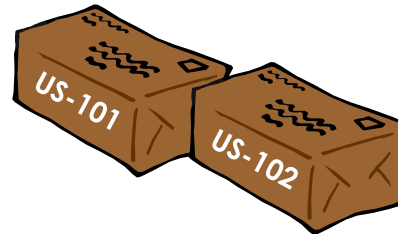
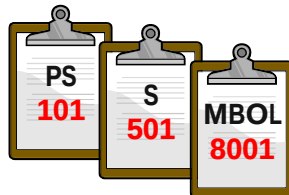
- For each type of segment, a different editor frame controls the values of the segment, activated by selecting an editor from the bottom screen on the previous page
- Each sequence is required to have an incrementing integer segment
- Each sequence is limited to no more than one date or one fiscal segment
- Fiscal segments require an expiration date in the sequence header

Default Shipping Sequences

Using Default IDs

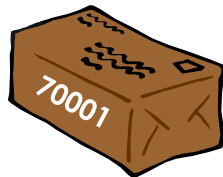
Default IDs typically

Pre-Shippers, Shippers,
and Master Bills of Lading

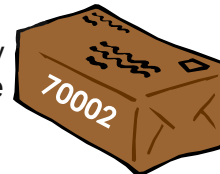


Generic Default IDs assigned when

No Available
Shipping Group



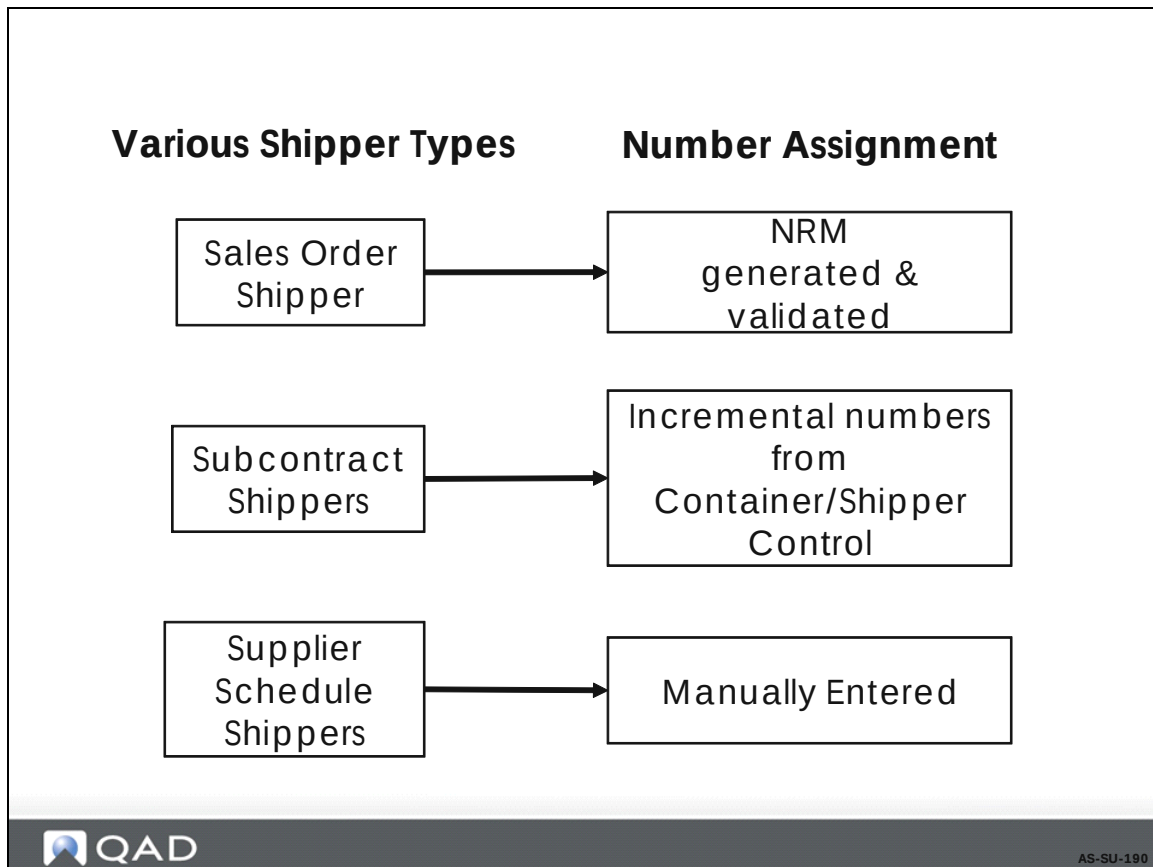
No Inventory
Movement Code



AS-SU-180

- Default NRM sequences are set in Container/Shipper Control (7.9.24) for shippers, pre-shippers, and master bills of lading
- Can be defined and associated with each shipping group
- For Global Shipping, the sequence numbers are typically assigned relative to shipping groups
- Generic default in the control program is only used for pre-shippers, shippers, and master bills of lading that do not use inventory movement codes or shipping groups

Other Shipper Types and Number Assignment



QAD Enterprise Applications stores all shippers in the same table, using the combination of shipper number and ship-from site.

Exercise: Number Ranges

Create Sequence Numbers for Global Shipping Documents

Your company uses the same shipping document for all kinds of shipments, including inventory transfers. You do not need to create separate sequences for non-sales shippers. In this exercise, you create three internal sequence numbers to use with pre-shippers, shippers, and bills of lading. To meet statutory requirements, your company must use numbers that are date-driven, and contain a numerical sequence. Gaps are permitted.

- 1 Use Number Range Maintenance (36.2.21.1) to create Pre-Shipper, Shipper, and Master Bill of Lading number sequence records. Assign the sequence master data from step a. Then assign the sequences in step b. After you finish record 1, continue to record 2 and record 3.

- a Assign the following in the Sequence Master Frame.

Field	Record 1	Record 2	Record 3
Sequence ID	PRSHIP1	SHIP1	MBOL1
Description	Pre-shipper DIST	Shipper DIST	Master BOL DIST
Target Dataset	abs_id.preship	abs_id.shipper	abs_id.mbol
Internal	Yes	Yes	Yes
Allow Discarding	Yes	Yes	Yes
Allow Voiding	Yes	Yes	Yes
Effective Date	[Today's date]	[Today's date]	[Today's date]
Expiration Date	[blank]	[blank]	[blank]

- b Define segments for each sequence. Create a sequential number that starts with P, S, or M for the pre-shipper, shipper, and master bill of lading respectively. Assign a four-digit integer to follow the fixed segment. Separate the final segment from the integer with a fixed hyphen. Assign the date as the final segment, as a control segment that resets the integer when the date changes.

Segment 1 Field	PRSHIP1	SHIP1	MBOL1
Nbr	1	1	1
Type	FIXED	FIXED	FIXED
New Seg Nbr	1	1	1
Fixed Value	P	S	M

Segment 2 Field	PRSHIP1	SHIP1	MBOL1
Nbr	2	2	2
Type	INT	INT	INT
New Seg Nbr	2	2	2
Minimum Value	1000	1000	1000
Maximum Value	9999	9999	9999
Initial Value	1000	1000	1000
Reset Value	1000	1000	1000

Segment 3 Field	PRSHIP1	SHIP1	MBOL1
Nbr	3	3	3
Type	FIXED	FIXED	FIXED
New Seg Nbr	3	3	3
Fixed Value	- (a hyphen)	- (a hyphen)	- (a hyphen)

Segment 4 Field	PRSHIP1	SHIP1	MBOL1
Nbr	4	4	4
Type	DATE	DATE	DATE
New Seg Nbr	4	4	4
Control Segment	YES	YES	YES
Date Format	M.D.Y.	M.D.Y.	M.D.Y.

Quick Review: What is the significance of making this a control segment?

- 2 Use Sequence Number History Report (36.2.21.13) to generate a Sequence Number History Report to view the sequence definition, which sequence numbers have been used, and which sequence numbers have not been used, including gaps. This report helps identify missing documents by reporting sequence numbers that are not recorded in the sequence history.
- 3 If you wanted to use a different shipper document format with its own numbering for non-sales shippers (such as transfers between manufacturing and distribution sites) what would be required?

Set Up Document Formats

Set Up Document Formats

Japan-US Shipper

US Domestic Shipper

US Int'l Shipper

Austr.-Japan Shipper

Brazil-US Shipper

QAD

AS-SU-200

- Document formats for shippers and master bills of lading identify any special processing and printing requirements.
- Some countries require the use of specific documents and document formats when shipping goods.

Document Format Maintenance

Enhanced/Global Allocations and Shipping Setup



- Inventory Control
- Sales Order Control
- Number Ranges
- **Document Formats**
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers



AS-SU-210

- Create multiple document formats for different shippers, bills of lading, or master bills of lading
- Default document format is set in Container/Shipper Control (7.9.24)
Default is used for shippers without inventory movement codes or with no available shipping group, and for master bills of lading
Can also be assigned to inventory movement codes within shipping group

Document Format Maintenance

2.18.13 – Document Format Maintenance

Document Format Maintenance

Go To Actions Copy Print Preview

Document Type: Shp Shipper

Document Format: CN-SHIP

Description: Canadian Shipper

Form Code: 1

Legal Document Form Code:

Legal Document Max Items: 0



AS-SU-220

Document Type. SHP for shippers; MB for master bills of lading

Form Code. Required field: 1-2 character code identifying requirements for processing and printing

Legal Document Form Code. Enter a two-digit numeric form code that uniquely identifies a country-specific legal document type. When you enter a valid form code, the legal document type description appears next to the form code. Refer to Chapter 9, “Work With Legal Documents,” on page 215 for more details.

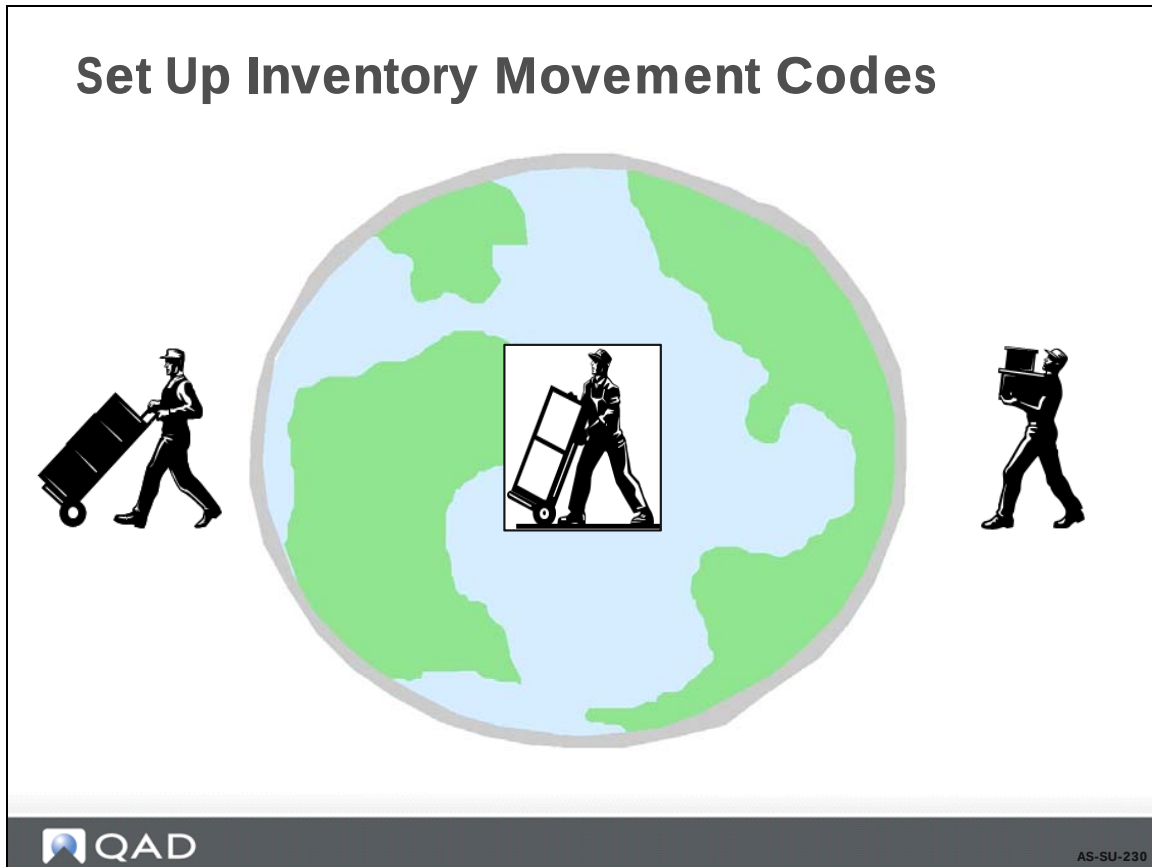
Exercise: Set Up Allocations and Shipping

Create Document Formats

Use Document Format Maintenance (2.18.13) to create a new document format for general shipments.

Field	Data
Document Type	SHP
Document Format	SHP
Description	General Shipper
Form Code	01
Legal Document Form Code	[blank]

Set Up Inventory Movement Codes



- A common business practice in many countries and a legal requirement in others
- Further identify the reason for a transaction, as well as the type of transaction
- Optional in the Standard and Enhanced shipping methods, required in global shipping

Inventory Movement Codes

Enhanced/Global Allocations and Shipping Setup



- Inventory Control
- Sales Order Control
- Number Ranges
- Document Formats
- **Inventory Movement Codes**
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Stock Containers



AS-SU-240

- Create shippers for inventory issues not related to a sales order
- Global Shipping requires Inventory Movement Codes
- All Issues check for Shipping Groups, Inventory Movement Codes, and Shipper number

Inventory Movement Code Maint

1.1.9 – Inventory Movement Code Maint

Inventory Movement Code: DOM SALE

Description: Sales within USA

Transaction Type: ISS-SO

Transaction Flow: Outbound

Relates to a Specific
Type of Transaction



AS-SU-250

Transaction Type. Must have a valid QAD Enterprise Applications transaction type associated with this movement code

- More than one movement code can reference the same transaction type

Inventory Movement Codes – Global Shipping

Inventory Movement Codes – Global Shipping

- Inventory Movement Codes Required
 - Set in Cust Sched/Shipper Acct Control
- Added Functionality
 - Can have codes for non-sales transfers

Exercise: Inventory Movement Codes Setup

Create Inventory Movement Codes

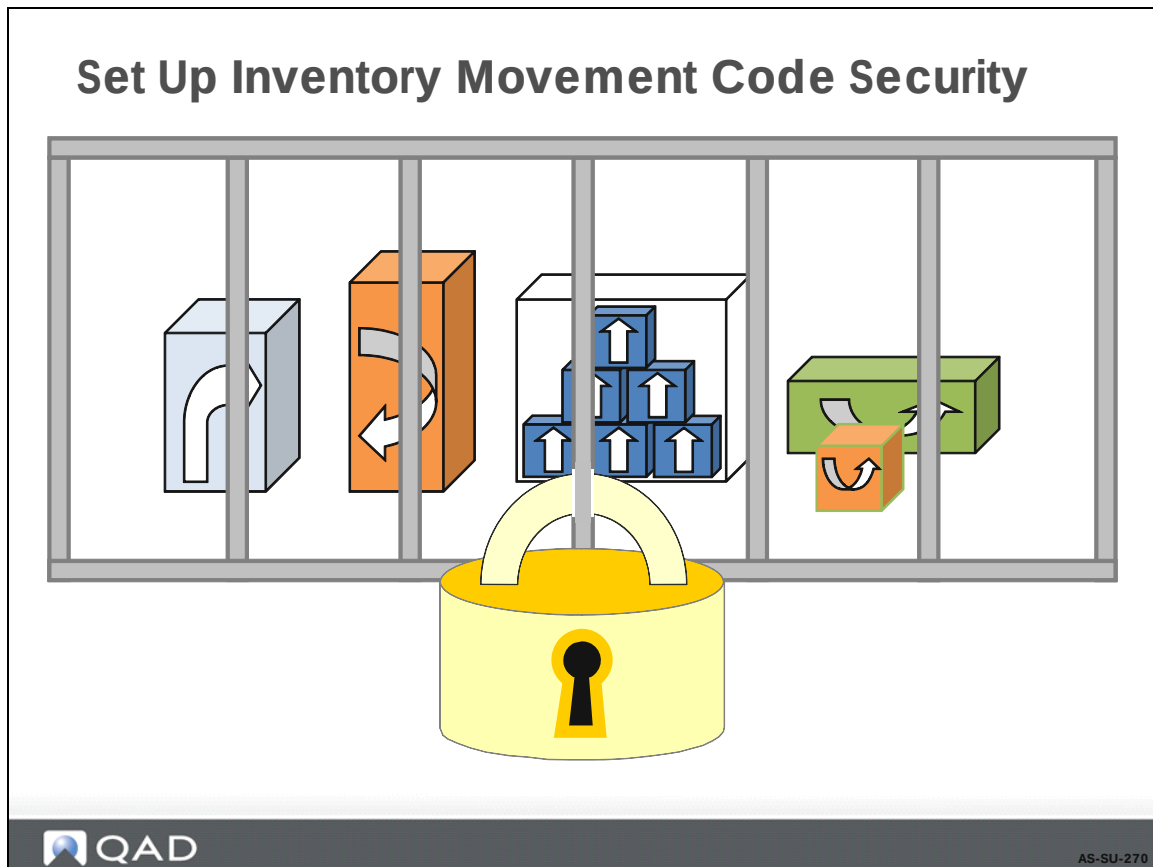
Your company now ships to customers throughout Europe. Accounting practices require that shipments to Europe use a unique inventory movement code. In this exercise, you create three inventory movement codes.

- 1 Use Inventory Movement Code Maint (1.1.9) to create three inventory movement codes: one that specifies sales order shipments within USA, one for sales order shipments to international destinations, and one for non-sales internal transfers.

Field	Record 1	Record 2	Record 3
Inventory Movement Code	DOM-SALE	INT-SALE	INV-TSFR
Description	Sales Within USA	Sales To International	Internal Transfers
Transaction Type	ISS-SO	ISS-SO	ISS-TR
Transaction Flow	Outbound	Outbound	Internal

- 2 Use Inventory Movement Code Browse (1.1.10) to verify all available inventory movement codes.

Set Up Inventory Movement Code Security



- Can restrict which inventory movement codes can be used at a site and who can use them
- Grant or deny access to individuals and groups when using a specific inventory movement code at a particular site
- When a shipper is created, the system checks inventory movement code security records to determine which inventory movement codes are available, based on the Ship-From site of the shipper
- This level of security does not affect whether a line item from a given sales order or other originating transaction can be added to a shipper

Inventory Movement Code Security

Inventory Movement Code Security

The screenshot shows a web application window titled "Inventory Movement Code Sec...". The window has a menu bar with "Go To", "Actions", "Copy", "Print", "Preview", and "Attach". Below the menu bar, there is a breadcrumb trail: "Site:10-100" followed by a dropdown arrow and "Inventory Movement Code:DOM SALE". The main content area displays the following information:

Site: 10-100	Ultrasound Mfg Site
Inventory Movement Code: DOM SALE	Sales within USA

Below this information, there is a section labeled "User IDs/Roles:" followed by a text input field containing "mfg.abc.elf". Below the input field are four empty rows for additional user IDs or roles.



AS-SU-290

- Inventory Movement Code field and Site field used together as key fields
- Specify the user IDs and or Roles who are granted or denied access

Set Up Carriers

Set Up Carriers



AS-SU-300

- The carrier name, address, and tax ID is required on shipping documents in some countries
- Shipments often require more than one carrier
 - Can assign a series of carriers to each address in a shipping group
 - Carriers are listed sequentially based on their role in the transportation of inventory

Carrier Maintenance

Enhanced/Global Allocations and Shipping Setup



- Inventory Control
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- **Carrier Maintenance**
- Shipping Groups
- Container/Shipper Control
- Stock Containers



AS-SU-310

Set up Business Relation records for all carriers with whom you ship materials, finished goods, or documents.

Note In QAD Standard Edition, business relations are not needed.

Carrier Control

Carrier Control

Carrier Control X

Go To Actions Copy Print Preview

Next Carrier: 00009000

 QAD

AS-SU-311

Set next carrier numbering to be assigned in Carrier Control

Carrier Maintenance

2.17.1 – Carrier Maintenance

Carrier Maintenance X

Go To Actions Copy Print Preview

Carrier: 00009000 Business Relation: DHL

Name: DHL

Address: 344 Ivy Way

Address:

Address:

City: St. Paul State: MN Post: 30333 Format: After

Country: USA - TAX PURPOSE USA

County:

Attention: Attn:

Telephone: Telephone:

Fax: Fax Number:

Email:

Email 2:

Sort Name: DHL

Tax ID:



AS-SU-320

In Carrier Maintenance (2.17.1):

- Assign business relation codes to carrier numbers
- All address, tax, and contact information defaults from the business Relation

Exercise: Carrier Setup

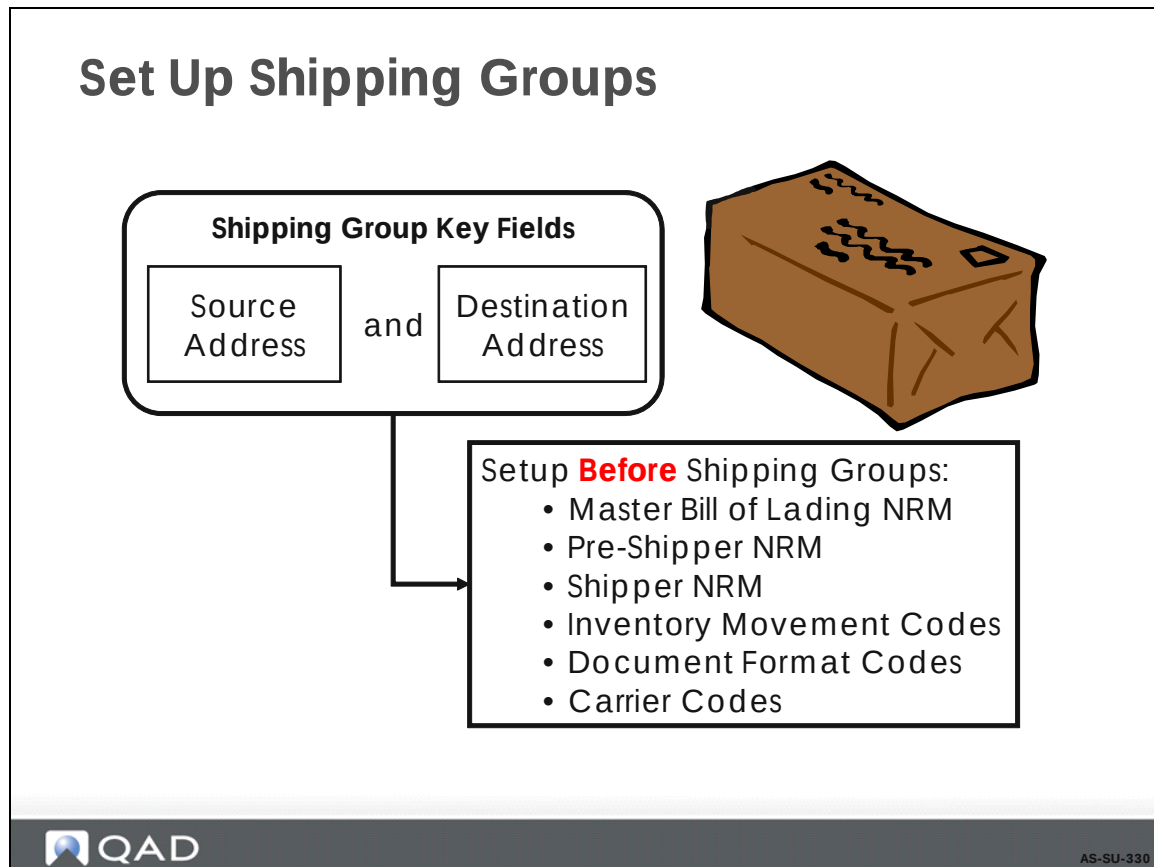
Create Carrier Codes

Your company requires that carrier information be included on the printed shipping documents. In this exercise, you enter carrier address records for the air and ground carriers used by your company, and for your company's delivery trucks.

- 1 Use Carrier Control (2.17.24) to set Next Carrier to 9000.
- 2 Use Carrier Maintenance (2.17.1) to add two carriers for air and ground transportation respectively. Let the carrier number default from the control counter.
 - Set Business Relation to DHL for the first carrier
 - Set Business Relation to Fedex for the second carrier.
- 3 Use Carrier Browse (2.17.2) to verify all available carrier codes.

Note Ignore the existing carrier record for DHL and Fedex in the system. This exercise is intended to familiarize you with the steps of adding new carriers.

Set Up Shipping Groups



- Shipping groups determine many shipment defaults, as well as consolidation and auto-transfer requirements

Note To assign default numbering for pre-shippers, shippers, and master bills of lading, these need to be set up before the shipping group. Inventory movement codes, document format codes, and carrier codes also need to be set up before shipping groups.

- Carriers are used for shipments with a specific inventory movement code

When several carriers are required for a shipment, define a default series, listing them sequentially based on their role in the transportation of inventory

Shipping Group Maintenance

Enhanced/Global Allocations and Shipping Setup



- Inventory Control
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- **Shipping Groups**
- Container/Shipper Control
- Stock Containers



AS-SU-340

- Assign a shipping group based on the Ship-From and Ship-To addresses
 - A source/destination address combination can belong to only one shipping group
 - Shipping groups contain source and/or destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment from any source address to any destination address within the group.
- To use broad defaults, define shipping groups that contain only source addresses, only destination addresses, or all addresses by entering blank source and destination address fields
- When a new Ship-to address or Customer address is created in QAD Enterprise Applications, you should add it to the appropriate shipping group

If it is not added to a shipping group, it will fall into the blank destination address bucket
- When a new ship-from address or site address is created in QAD Enterprise Applications, you should create and maintain the appropriate shipping groups

If it is not added to the shipping groups, it will fall into the blank source address bucket

Shipping Group Maintenance

Shipping Group Maintenance

Go To Actions Copy Print Preview Attach

Shipping Group: Ground

Shipping Group: Ground

Description: General Sales Shipments

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Source Addresses

Address	Name	Consolidate Ship
10-100	QMI -USA Division	optional

Address	Name	Consolidate Ship
10-100	QMI -USA Division	optional

AS-SU-350

Auto Transfers. When shipping or receiving an item from a site other than the line item site, QAD Enterprise Applications generates an automatic inventory transfer

- Determines whether automatic transfer of inventory is allowed, Default = Yes
- Specify No if movement of inventory requires formal shipment

Source and Destination Addresses. Assign source and destination address codes that are not assigned to any other shipping group

- Can not have two shipping groups with the same source/destination address combination
- Blank address field indicates “All Addresses”

Consolidate Ship. Whether the address allows for consolidation of shipments across multiple transactions of a given type such as sales orders or transfers

- No: Consolidation is prohibited
- Optional (the default): Consolidation is allowed
- Yes: Consolidation is required

Warning You cannot establish a shipping group where one address requires consolidation and another prohibits it. See “Document Type” on page 60.

Inventory Movement Details

Inventory Movement Details

Shipping Group Maintenance

Go To Actions Copy Print Preview

Shipping Group: Ground

Description: General Sales Shipments

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Inventory Movement Details

Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	☒	PRSHIP1	SHIP1	SHP	00009001	☐

Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	☒	PRSHIP1	SHIP1	SHP	00009001	

AS-SU-360

IMC. One or more inventory movement codes can be used for shipments within this shipping group. Each movement code determines the default NRM sequence, carriers, and document format used for a shipment associated with this code

Default. Yes = this inventory movement code is the default for the associated transaction type for the shipping group

Important You can designate only one default inventory movement code for each shipping group.

PS Seq and Ship Seq . Default NRM sequence codes for all pre-shippers or shippers for this shipping group with this inventory movement code

Format. Default document format for shipments within this shipping group with this inventory movement code

Carriers

Carrier Codes

Shipping Group Maintenance

Go To Actions Copy Print Preview

Shipping Group: INT AIR

Description: International Air Freight
Auto Transfers: ☒
Master Bill Sequence ID: MBOL

Carriers

Seq	Carrier	Name
1	00009001	Fedex
2	00009000	DHL
3	00009001	Fedex

Inventor	Seq	Carrier	Name
INT SALE	1	00009001	Fedex

AS-SU-365

Carrier. Default carrier for shipments within this shipping group with this inventory movement code

- Shipments often require only one carrier
- If a series of carriers is needed, maintain the list by Multi = Yes

If a shipping group has multiple carriers, the Carrier field displays the first carrier and cannot be edited

When Multi = No, you can enter only one carrier

- The sequence position of the carrier is determined by the value entered in the Seq field, not by the order used to enter the information

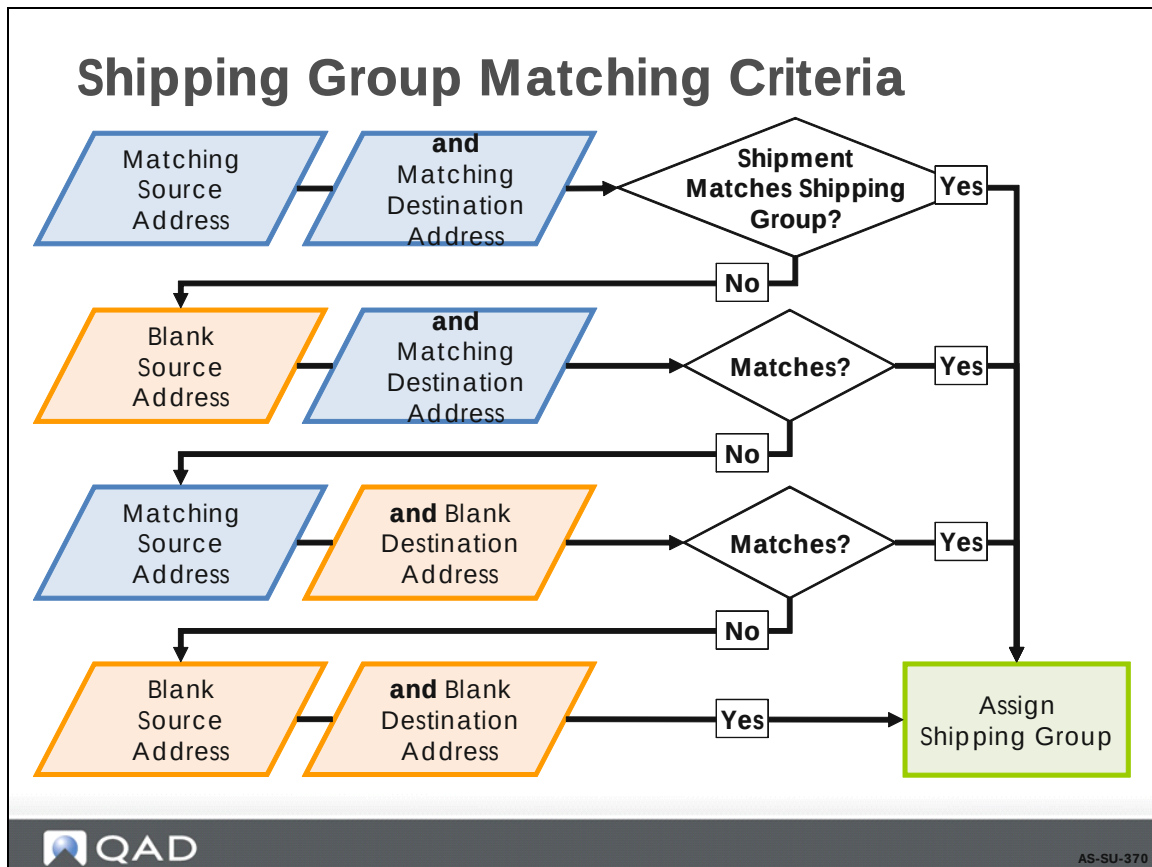
When you remove a carrier, the system does not automatically renumber the remaining carriers

The lowest-numbered carrier is always considered the first carrier

Enter an integer greater than zero that has not already been used for this shipping group and inventory movement code

Warning Do not confuse this sequence field on the Carriers frame with NRM sequence fields

Shipping Group Matching Criteria



- Once the shipping group has been found, the system applies appropriate defaults and shipment attributes

First, searches for a group matching both source and destination addresses

Second, searches for a group matching the shipment's destination address and has a blank source address

Third, searches for a group matching shipment's source address and has a blank destination address

Finally, searches for a group with both blank source and destination addresses

Exercise: Shipping Groups

Create Global Shipping Groups

- 1 Use Shipping Group Maintenance (2.18.1) to create a shipping group for ground shipments to any domestic address.

- a Enter header information

Field	Data
Shipping Group	Ground
Description	General sales shipments
Auto Transfers	No
Master Bill Sequence ID	MBOL1

- b Advance to the Source Addresses frame. Enter site 10-300 as well as three distribution centers (sites 10-301, 10-302, and 10-303) as the source addresses for your company. Set Consolidate Ship to No for all the sites.
 - c Advance to the Destination Addresses frame. Leave this field blank to allow the shipping group to be used for any destination address.
 - d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Assign the DIST shipper sequence you created for Ship Seq.

Field	Data
IMC	DOM-SALE
Default	Yes [checked]
PS Seq	PRSHIP1
Format	SHP
Carrier	00009000
Multi	No [unchecked]

This shipping group is used for all Sales Orders between sites 10-300, 10-301, 10-302, 10-303, and any domestic customer.

- 2 Use Shipping Group Maintenance (2.18.1) to create a shipping group for sales shipments throughout Europe. It should include site 10-300 and distribution centers as source addresses for your company, and should include your European customer addresses for the destination addresses (20C1000, 20C1001, 20C1002).

- a Enter the header information:

Field	Data
Shipping Group	INT-AIR
Description	International air freight
Auto Transfers	No
Master Bill Sequence ID	MBOL1

- b** Advance to the Source Addresses frame. Enter site 10-300 as well as three distribution centers (sites 10-301, 10-302, and 10-303) as the source addresses for your company. Set Consolidate Ship to No for all the addresses.
- c** Advance to the Destination Addresses frame. Enter 20C1000, 20C1001, 20C1002 as destination addresses and set Consolidate Ship to No for all the addresses.
- d** Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats for European shipments. Assign the DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.

Field	Data
IMC	INT-SALE
Default	Yes
Ship Seq	SHIP1
Format	SHP
Carrier	00009000
Multi	Yes

- e** Because you specified multiple carriers in the previous step, the Carriers frame appears. Enter a second carrier address.

Field	Data
Seq	2
Carrier	00009001

This shipping group is used for all sales orders between sites 10-300, 10-301, 10-302, 10-303 and European customers. For other customers who would use this same shipping group, you need to add their addresses to this shipping group as well. The multiple carries reflects the ground transport to the airport and the air carrier to the destination, and then ground transport to the customer.

- 3** Use Shipping Group Report (2.18.5) to verify the shipping codes you just set up.

Set Up Container/Shipper Control



- Default settings for both containers and pre-shippers/shippers
- Changes to Container/Shipper Control (7.9.24) automatically update Customer Schedules Control (7.3.24)

Note In QAD Enterprise Edition, financial control settings are updated separately from operational settings. This supports detailed segregation of duties assigned with role-based security. In QAD Standard Edition, all control settings are updated in one program.

Container/Shipper Control

Enhanced/Global Allocations and Shipping Setup



- Inventory Control
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- **Container/Shipper Control**
- Stock Containers



AS-SU-390

- Must have Number Range Management set up before this control program
- Requiring Inventory Movement codes turns on Global Shipping

Container/Shipper Control

Container/Shipper Control (7.9.24)

The screenshot shows the 'Container/Shipper Control' window with the following fields and options:

- Next Container:
- Pre-Shipper Sequence ID: (lookup icon)
- Shipper Sequence ID: (lookup icon)
- Master Bill Sequence ID: (lookup icon)
- Shipper Document Format: (lookup icon)
- Master Bill Document Format:
- Max Lines on a Pre-Shipper:
- Shipping Label Templates:
 - Mixed Load Label:
 - Master Load Label:
 - Single Load Label:
- Shipment Info For Receipts: ☒
- Use Ship/Plan PCR: ☐
- RSS Calendar Option: (lookup icon) Customer/Shop
- Separate Invoices for Each Shipment: ☐
- Pre-Shipper Sequence ID (label):
- Shipper Sequence ID (label):
- Master Bill of Lading Sequence (label):
- Shipper Document Format (label):
- Master Bill of Lading Format (label):
- Automatic Cum Pegging: ☒
- Customer Ref Is Customer Item: ☐



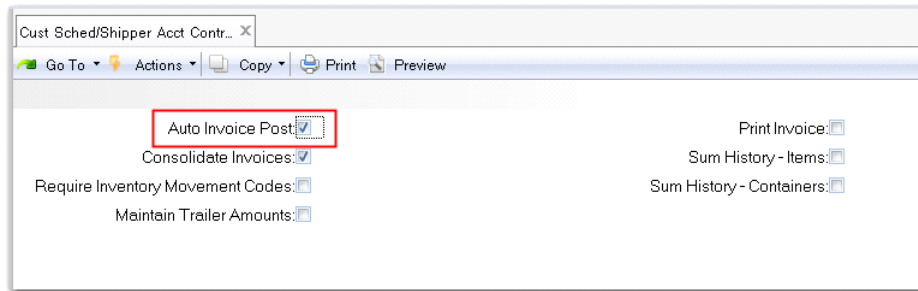
AS-SU-400

Pre-Shipper Sequence ID, Shipper Sequence ID. The NRM sequence codes used for pre-shippers and shippers when there is no inventory movement code or shipping group

Master Bill Sequence ID. The NRM sequence code used for master bills of lading when there is no shipping group

Shipper Document Format. Document format code applicable to pre-shippers/shippers and master bills of lading for when there is no inventory movement code or shipping group

Cust Sched/Shipper Acct Control



Cust Sched/Shipper Acct Contr...

Go To Actions Copy Print Preview

Auto Invoice Post ☒

Consolidate Invoices ☒

Require Inventory Movement Codes ☐

Maintain Trailer Amounts ☐

Print Invoice

Sum History - Items

Sum History - Containers



AS-SU-405

Auto Invoice Post: This field sets the default value for the Auto Inv Post field in Customer Scheduled Order Maintenance and the Post Invoice field in Pre-Shipper/Shipper Confirm

Consolidate Invoices: This sets the default value for the corresponding field in Pre-Shipper/Shipper Confirm

Require Inventory Movement Codes. This field indicates whether inventory movement codes are required for newly created pre-shippers and shippers. If you use movement codes and shipping groups, set this field to Yes to ensure they are always applied. This field should be No if you are not using advanced shipping features or if the setup of inventory movement codes and shipping groups is not complete. The default is No.

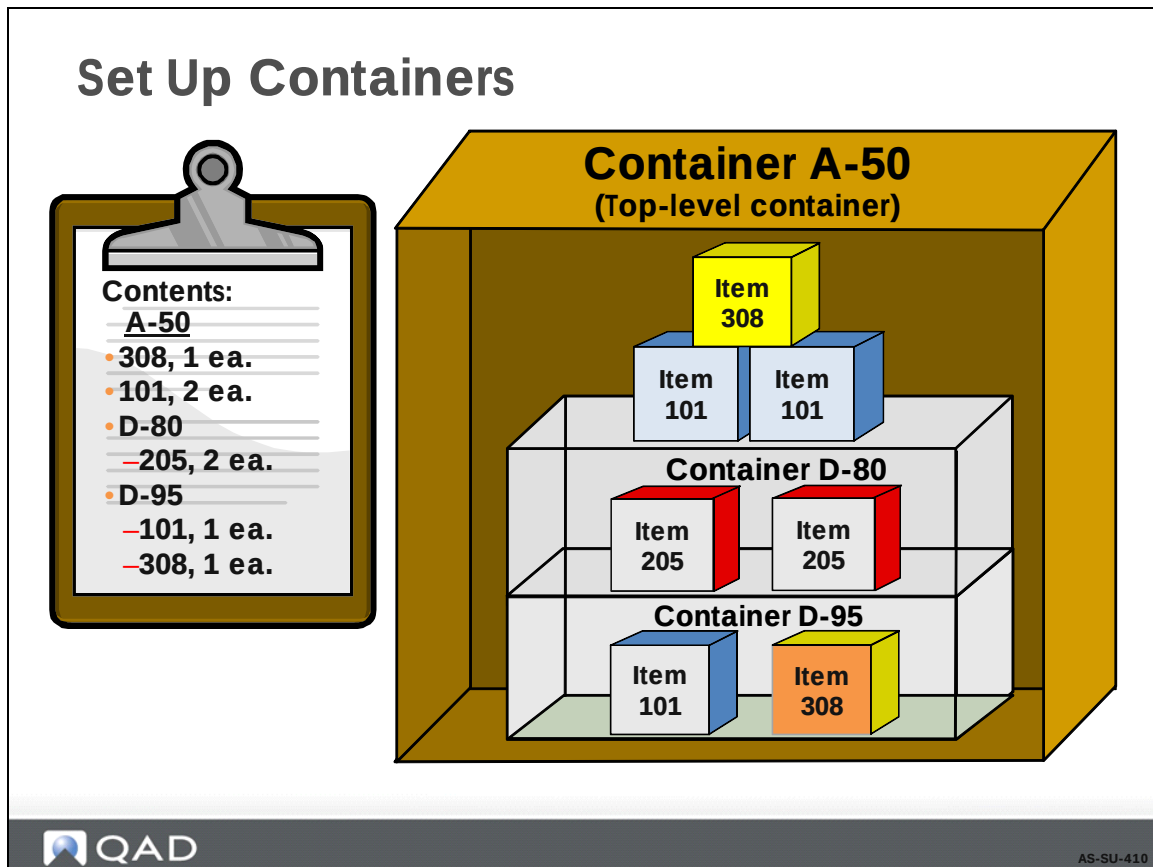
Exercise: Container/Shipper Control

Set Up Container/Shipper Control Settings

In this exercise, you determine the default sequence codes for shippers, pre-shippers, and master bills of lading.

- 1 Your company requires global shipping. Use Cust Sched/Shipper Acct Control (36.9.7) to set Require Inventory Movement Codes to Yes.
- 2 Make the following changes to Container/Shipper Control (7.9.24).
 - a Assign the sequence codes you created in the previous exercise as defaults.
 - b Set Shipment Info for Receipts to No so that it is not necessary to enter shipment information during the entry of material receipts.

Set Up Containers



- Containers can
 - Be embedded within one another
 - Contain products directly or products within containers
 - Be set up in advance or created at the time of use

Container Workbench

Enhanced/Global Allocations and Shipping Setup



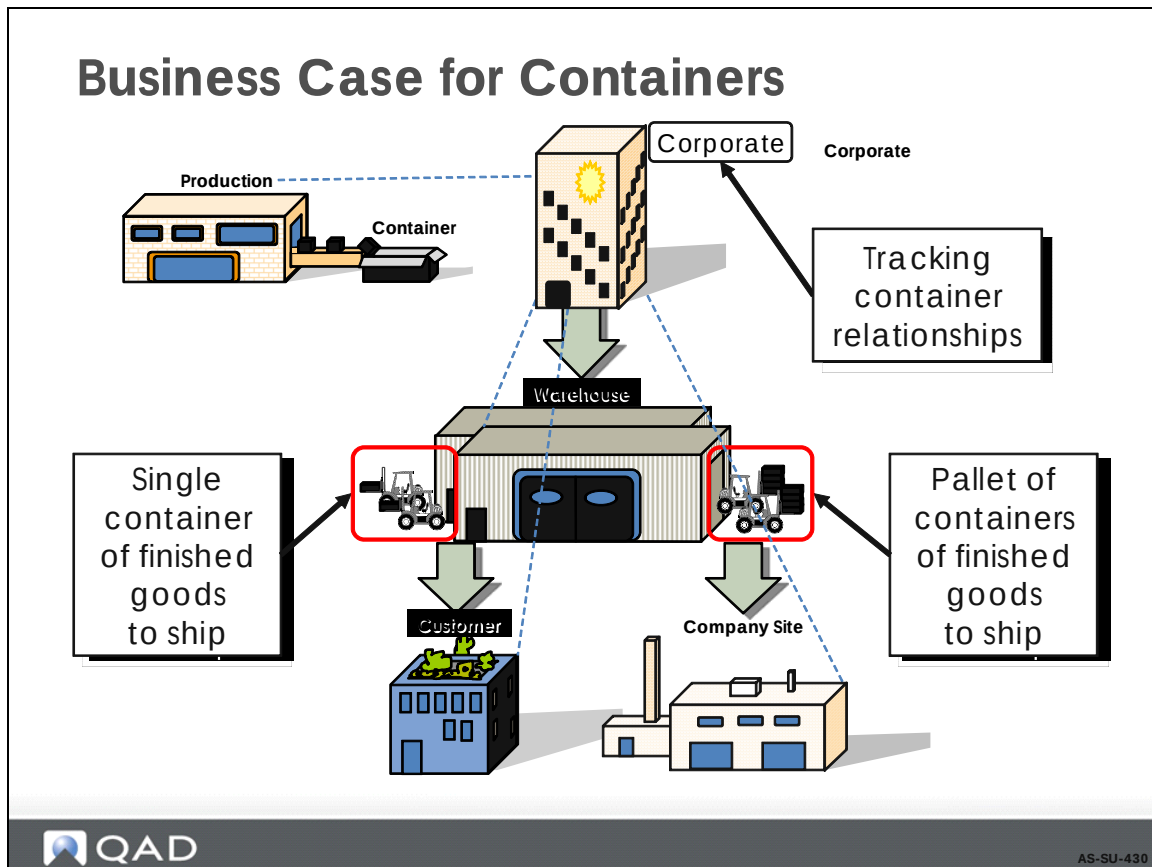
- Inventory Control
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- **Stock Containers**



AS-SU-420

- For setting up standard (stock) containers, rather than creating containers at time of shipment

Business Case for Containers



- Types of containers and various uses
 - Tracking inventory by containers
 - Shipping finished goods in containers
 - Shipping large quantities of containers or finished goods by large containers, such as pallets

Re-Usable Containers

Re-Usable Containers

Item Master Maintenance
Go To Actions Copy Print Preview Attach

Item: 01011
Item Number: 01011
Description: Supplies Kit

Item
Planning
Price

Item
Item Data
Inventory
Item Shipping Data

Item Number:

Unit of Measure: EA

Description: Supplies Kit

Item Data

Prod Line: 10	Item Type: KIT	Drawing:
Added: 1/30/2002	Status: ACTIVE	Revision:
Design Group: PRODMGMT	Group: Medical	Drawing Loc:
Promo Group: MEDICAL	Price Break Category: SUPPLIES	Size:

Item Inventory Data

ABC Class: C	Average Interval: 90	
Lot/Serial Control:	Cycle Count Interval: 180	
Site: 10-100	Shelf Life:	
Location: 010	Allocate Single Lot: ☐	
Location Type:	Key Item: ☐	
Auto Lot Numbers: ☐	PO Receipt Status:	Active: ☐
Lot Group:	WO Receipt Status:	Active: ☐
Article Number:		Memo Order Type:

AS-SU-433

Set up containers such as pallets, air cargo containers, shipping containers, crates or boxes that you want to control and or charge for as items in Item Master Maintenance. You might want a product line code just for these types of items.

See “Process Container and Line Charges” on page 193 for additional functionality associated with containers.

Container Items

Container Items

The screenshot shows the 'Container Item Maintenance' window. The title bar includes a close button and the text 'Container Item Maintenance'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main content area displays 'Container: 01011' and 'Supplies Kit'. Below this, there is a 'Description' field with the text 'Standard supplies kit'. An 'Apply Charges' checkbox is present and is currently unchecked. A 'Charge Type' field is shown with a search icon. At the bottom, there is a 'Container Type' dropdown menu.

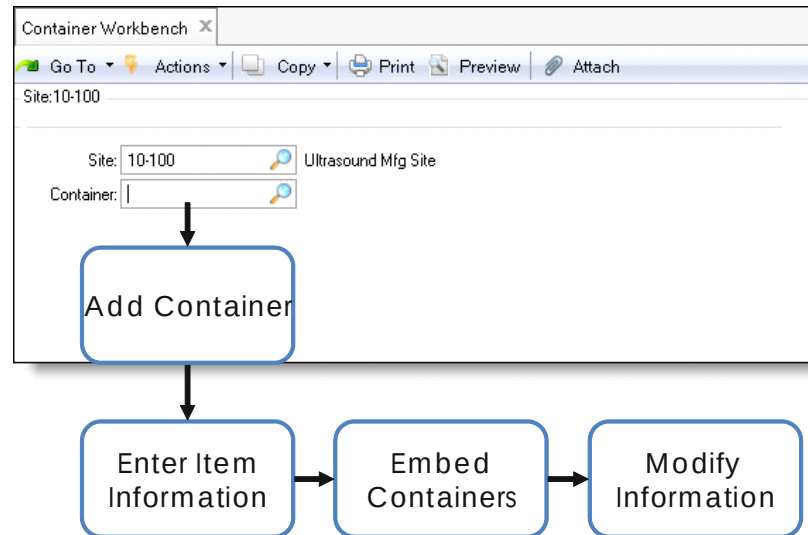


AS-SU-436

Use Container Item Maintenance to assign other attributes to the container. This setup also allows you to lookup only containers when in the container workbench rather than all items in the item master. The other attributes are covered in “Process Container and Line Charges” on page 193.

Container Workbench

7.7.1 – Container Workbench



AS-SU-440

Use Container Workbench (7.7.1) to:

- Add Container
- Enter Item Information

Optional Steps

- Embed Containers within other containers
- Modify existing container data

Add Container

Add Container

Container Workbench X
Go To ▾ Actions ▾ Copy ▾ Print Preview Attach

Site: 10-100
Container Item: 01011

Container Information

Next Container: 3001

Container Item: 01011
Supplies Kit

Quantity:

Unit of Measure: EA

Tare Weight:

Volume:

Sales Order:

Site:

Location:

Lot/Serial:

Reference:

Multi Entry: ☐

Order Line:

AS-SU-450

In the new record frame:

- Specify next container number to use, or allow default from control program.
- If using containers defined in the item master, enter the container item number, how many you are using, and the location they came from.
- Advance to line item frame

Enter Item Information

Enter Item Information

Container Workbench X
Go To Actions Copy Print Preview Attach

Site: 10-100

Item Information

Item Number: 01011
Supplies Kit

Quantity: 100.0	Site: 10-100
Unit of Measure: EA	Location: 010
Conversion: 1.0000	Lot/Serial:
	Reference:
Net Weight: 0.25 KG	Multi Entry: ☐
Tare Weight: 0.01	Comments: ☐
Volume: 0.01 CF	Order Line:
Sales Order:	

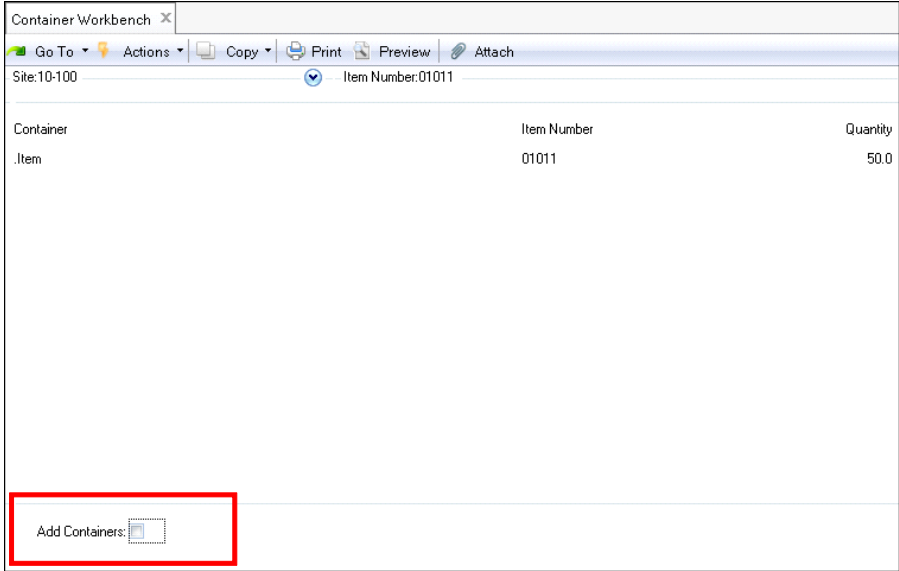
AS-SU-460

Required fields are:

- Item Number
- Quantity
- Site
- Location

Embed Containers

Embed Containers



Container	Item Number	Quantity
.Item	01011	50.0

Add Containers: 

QAD AS-SU-470

Container Workbench allows you to store one container in another:

- Set Add Containers to Yes to embed containers within containers for multi-hierarchies
- Add Containers to No to allow only single-level containers

Modify Information

Modify Information

Container Workbench
Go To
Actions
Copy
Print
Preview
Attach

Site: 10-100
Item Number: 01011

Level	Container	Item Number	Quantity	UM
0	3002	01011	1.0	EA
.1		01011	50.0	EA

Container: 3002
Item Number: 01011

Quantity: 1.0
UM: EA

Net Weight: 12.5 KG
Tare Weight: 0.26 KG
Gross Weight: 13.26 KG
Order:

Volume: 0.01 CF
Site: 10-100
Loc: 010

Lot/Serial:
Reference:
Kanban:
Description: Supplies Kit
Order Line:

Comments:

AS-SU-480

- Use to modify standard containers for a specific shipment
- Use to modify specific containers when changes have been made while staging the shipment

Exercise: Containers

- 1 Use Product Line Maintenance (1.2.1) to create a product line code for containers shipping supplies.

Field	Data
Product Line	9000
Description	Containers and Supplies

Note You can change the account codes to suit your business practices for these items. In some cases you would want different account structure for expensed supplies and reusable containers which could be inventoried.

- 2 Use Item Master Maintenance (1.4.1) to create a container item.

Field	Data
Item Data	
Item Number	Pallet 48x48
Unit of Measure	EA
Description	Shipping pallet
Prod Line	9000
Item Type	SUPPLY
Status	ACTIVE
ABC Class	C
Site	10-300
Location	010
Shipping Data	
Ship Weight	5KG
Net Weight	5KG
Item Planning Data	
Mstr Sched	No
Plan Orders	No
Reorder Point	25
Purchase/Manufacture	P
Pur LT	3

- 3 Use Item Master Maintenance (1.4.1) to create another container item.

Field	Data
Item Data	
Item Number	Carton 12x12x6
Unit of Measure	EA
Description	Shipping carton
Prod Line	9000
Item Type	SUPPLY
Status	ACTIVE
ABC Class	C
Site	10-300

Location	010
Shipping Data	
Ship Weight	0.25KG
Net Weight	0.25KG
Item Planning Data	
Mstr Sched	No
Plan Orders	No
Reorder Point	50
Purchase/Manufacture	P
Pur LT	3

- 4 Use Container Item Maintenance (7.22.10) to associate container information with the container items.

Field	Data
Container	Pallet 48x48
Description	Standard shipping pallet

Field	Data
Container	Carton 12x12x6
Description	Standard shipping carton

Leave other fields at default.

- 5 Use Receipts Unplanned (3.9) to receive 25 pallets and 50 cartons into inventory location 010 at site 10-300. Also receive 500 of item 03023 into location 010 at site 10-300. A lot number must be specified for item 03023.
- 6 Item 03023 is stored in containers. Use Container Workbench (7.7.1) to pack 50 of item 03023 into 5 containers. Each container should contain 10 of item 03023.

- a Enter the site.

Field	Data
Site	10-300
Container	blank

Advance to the Container Information frame.

- b In the Container Information frame, enter the container item and the number of containers to pack with item 03023.

Field	Data
Next Container	blank
Container Item	Carton 12x12x6
Quantity	5

Advance to the Item Information frame.

- c Select the item and the quantity to pack. If you specify more than one container in the Container Information frame, the system will evenly distribute the item quantity over the number of containers specified.

Field	Data
Item Number	03023
Quantity	50

Advance to the next frame.

- d** Set Add Containers to No and advance to the next frame. The system creates 5 containers, each containing a quantity of 10 of item 03023.
- e** Return to the menu.

Chapter 4

Process Standard Allocations and Shipping

Process Allocations and Shipping

In this section you will learn how to:

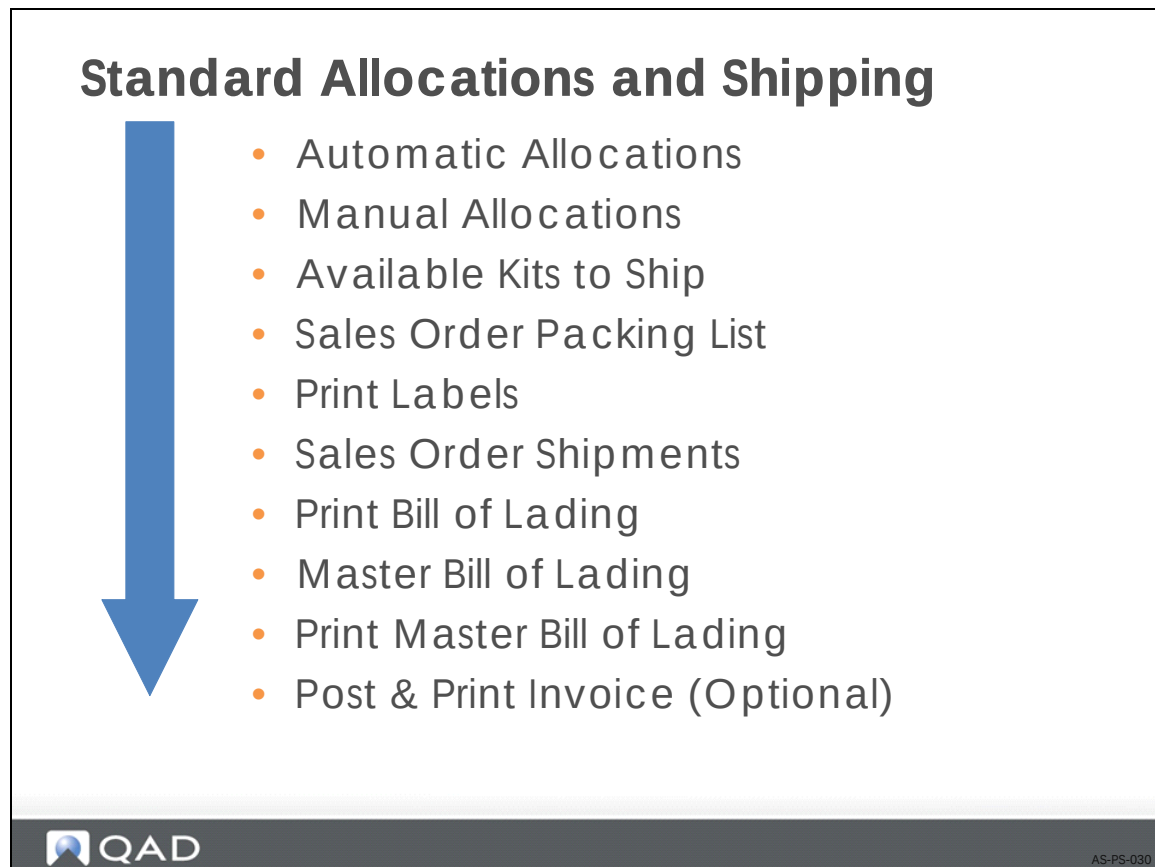
- Process Standard Allocations and Shipping

Process Standard Shipping

Process Standard Shipping



Standard Allocations and Shipping Life Cycle



This illustration is the first of two suggested process sequences of master data for the Allocations and Shipping module, based on information that flows from one master table to another and prerequisites that need to be completed. Optional steps are noted as such.

Allocate Finished Goods

Allocate Finished Goods



The illustration depicts a warehouse environment. In the foreground, a worker wearing a yellow hard hat and a blue shirt is holding a clipboard and looking at it. To the left of the worker is a large clipboard with a sheet of paper titled "Order". In the background, a forklift operator is visible, moving boxes on a pallet. The warehouse has high ceilings with industrial lighting and tall shelving units filled with boxes.

 QAD

AS-PS-040

- Allocations reserve inventory so it is not allocated to other sales orders, RMA issue lines, intersite requests, or work orders
- Also used to control shipment quantities when there are not enough items to fill all orders

Automatic Allocations

Standard Allocations and Shipping



- **Automatic Allocations**
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-050

- General allocations allocate the required quantity of an item
- Detail allocations specify the site, locations, lot/serial numbers, and lot references from which that quantity is to be allocated

Detail allocations are automatically created or generated when sales orders, distribution orders, or RMA packing lists and work order picklists print

Sales Order Maintenance

7.1.1 - Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Sales Order: S01001 Order: S01001 Sold-To: 10INTCUS Bill To:

Header Lines Trailer

Line Details Freight Data Tax Info Comments

Header

Order: S01001 Sold-To: 10INTCUS Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
3	01011	10.0	EA	60.50	7.0	56.265

Line Details

Desc: Supplies Kit

Loc: 010 Site: 10-100

USD Cost: 4.50

Lot/Serial:

Qty Allocated: 10.0

Qty Picked: 0.0

Qty Shipped: 0.0

Qty to Invoice: 0.0

Salesperson 1:

Commission 1: 0.00%

Category:

Fixed Price:

Sales Acct: 4010 mech ADM

Disc Acct: 4200 Mech

Confirmed: ☒

Required:

Promised: 10/10/2010

Due Date: 10/10/2010

Perform Date:

Pricing Date: 10/9/2010

Multiple: ☐

Credit Terms Int: 0.00

Ship Type:

UM Conversion: 1.0000

Consume Fcst: ☒

Detail Alloc: ☐

Taxable: ☐

Freight List: 10FRIT

Comments:



AS-PS-060

- If Detail Allocations field = No, sales order generates an automatic general allocation
- Lead time field specifies the number of calendar days until the cutoff date for allocating items

Sales Order Auto Allocations

Sales Order Auto Allocations

Item: Order:SO1000 To:SO1001

Order: SO1000 To: SO1001

Item Number: To:

Class: To:

Site: 10-100 To: 10-100

Allocate Days into Future: 10

Print Audit Trail: ☐

Update: ☒

Output:

Batch ID:

QAD AS-PS-070

- General allocations for any orders due within a certain number of days
- Can be run by customer class, allocating scarce inventory to your best customers first
- Use for allocating both RMA issue lines and sales orders
- Typically used to “Sweep Allocate” blocks of orders all at once
- Cannot automatically allocate a primary Enterprise Material Transfer (EMT) sales order from this menu
- To look for shortages use Update = No to print without updating the records

Manual Allocations

Standard Allocations and Shipping



- Automatic Allocations
- **Manual Allocations**
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-080

- Used to allocate stock manually
- Used to override general allocations and to correct picked quantities
- Manual allocations can be either general or detail

Sales Order Maintenance

Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Sales Order: S01001 Order: S01001 Sold-To: 10INTCUS Bill To

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Header

Order: S01001 Sold-To: 10INTCUS Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
3	01011	10.0	EA	60.50	7.0	56.265

Line Details

Desc: Supplies Kit Sales Acct: 4010 mech ADM

Loc: 010 Site: 10-100 Disc Acct: 4200 Mech

USD Cost: 4.50 Confirmed: ☒ Credit Terms Int: 0.00

Lot/Serial: Qty Allocated: 10.0 Required: Ship Type:

Qty Picked: 0.0 Promised: 10/10/2010 UM Conversion: 1.0000

Qty Shipped: 0.0 Due Date: 10/10/2010 Consume Fcst: ☒

Qty to Invoice: 0.0 Perform Date: Detail Alloc: ☐

Salesperson 1: Pricing Date: 10/9/2010 Taxable: ☐

Commission 1: 0.00% Multiple: ☐ Freight List: 10FRT

Category: Fixed Price: ☒ Comments:

QAD

AS-PS-090

- An existing order, with Detail Allocations = No can be manually overridden to accept a detail allocation
- Allocation lead times can also be edited or manually changed on existing orders

Sales Order Manual Allocations

Sales Order Manual Allocations

Sales Order Manual Allocations X

Go To Actions Copy Print Preview Attach

Order: SO1000

Order	Sold-To	Site
SO1000	10-100	QMI -USA Division

Ln	Item Number	T	Qty Allocated	Qty Picked	Qty B/O	Due Date
1	01011		0.0	0.0	10.0	10/10/2010
2	01011		10.0	0.0	0.0	10/10/2010

Ln	Item Number	T	UM	Qty Allocated	Qty Picked	Detail Allocations
1	01011		EA	5.0	0.0	☒



AS-PS-100

- Used to allocate stock manually, and override general allocations:
 - Select the Sales Order
 - Assign the allocation lead time
 - Specify whether a Detail or a General Allocation
- To reprint a picklist:
 - Reset the Qty Allocated and set Qty Picked = zero on the Sales Order line
 - After a partial shipment, reset happens automatically

Verify Available Kits to Ship



- Examines the quantity of finished goods currently in inventory available to kit for a shipment for Kit configurations
- Valid whether you choose Automatic or Manual Allocations as your generation method

Available Kit Quantity to Ship

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- **Available Kits to Ship**
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-120

- Kit configured items consist of a set of items picked for shipment, no assembly takes place
- The configuration is a superset of components
- Report examines whether sets of items are available to be picked together

Available Kit Quantity to Ship

Available Kit Quantity to Ship

Available Kit Quantity to Ship

Go To Actions Copy Print Preview Attach

Item: 01011 Language ID: To:

Due Date: Sales Order: Ship-To: Language ID: Site: 10-100 Address List Type: Item Number: 01011 Update: ☒

Configured Products
KIT not ATO



AS-PS-130

- Quantity referenced is the least available quantity to detail allocate across the entire kit configuration
- Ensures that complete kits are shipped and maximizes the remaining available inventories for other orders to ship
- Prevents the allocation of inventory to a Kit that could not be shipped due to incomplete inventory

Sales Order Packing List



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- **Sales Order Packing List**
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)

AS-PS-150

- Packing list details what items to pick and ship
- Printed document has 2 sections:

Header – the general order information: order number, date, addresses, and terms

Line Items – one per item to ship, listing the quantity open, quantity to ship, and the locations, lot/serial and lot reference numbers to pick

Sales Order Packing List

Sales Order Packing List

Sales Order Packing List
X

Go To Actions Copy Print Preview Attach

Language ID: To: Site:10-100

Due Date:
 Sales Order:
 Ship-To:
 Language ID:
 Site:

To:
 To:
 To:
 To:
 To:

Entity Address:

Print Only Lines to Pick: ☒
 Override Partial OK Flag: ☐
 Print Features and Options: ☐
 Print Negative Quantities: ☐
 Form Code:
 Update: ☒

Used to pick and verify quantity for shipment

Note: Only orders with an action status of blank will print

AS-PS-160

- Prints only allocated quantities as set in Sales Order Control (7.1.24)
 - Must perform at least a general allocation for Sales Order Packing List to consider an item
 - Details each item by quantity per location, lot, and reference number
 - Only Sales Orders with blank action status are considered by the system for printing
- General allocations converted to detail allocations at this time
- Inventory balances are not decreased until the shipment is processed
 - If quantity on-hand is less than quantity to ship, sales is notified before shipment

Sales Order Shipping Label Print

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- **Print Labels**
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post Print Invoice (Optional)



AS-PS-180

- Can print a variety of different label forms without having to customize QAD Enterprise Applications
- Optional step, your procedure can vary

Sales Order Shipping Label Print

Sales Order Shipping Label Print

Order	Qty
SO1000	3
SO1001	4
	1
	1
	1
	1
	1
	1

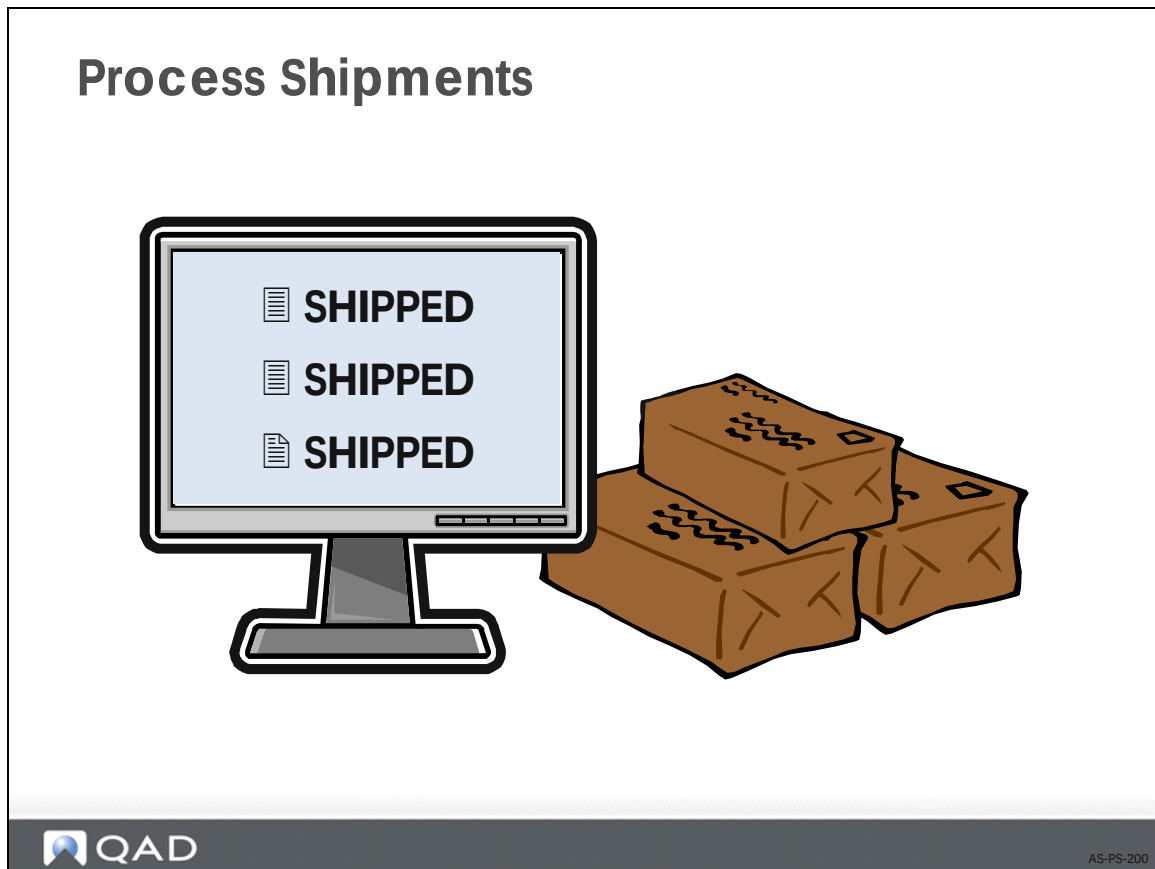
Prints 1 of 3, 2 of 3, 3 of 3, etc



AS-PS-190

- Labels include:
 - Sales order number
 - Customer name and address
 - Sales order remarks
 - Label number
 - After this, blank lines are printed up to the number of lines specified
- Qty field adds a “1 of 3, 2 of 3, 3 of 3” line to the label

Process Shipments



- Enter information into QAD Enterprise Applications to indicate that the goods have actually shipped

Sales Order Shipments

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- **Sales Order Shipments**
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-210

- Records that you have fulfilled all or part of your customer order
- Can process SO shipments only against open sales orders
- Shipping items sets the Quantity to Invoice equal to the Quantity Shipped
 - Create an invoice for each shipment
 - Or set Ready to Invoice = No to hold up invoicing until the order is completely shipped
- Multiple shipments can be processed against one order
- Once all line items on an order are shipped and invoiced, the system closes the SO
- Shipments relieve inventory and charge Costs of Goods Sold (COGS) accounts

Sales Order Shipments

Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Sales Order: S01000 Site: Site: 10-100

Order: S01000
Effective: 10/9/2010
Document:

Ship Allocated: ☐
Ship Picked: ☒

Sold-To: 10-100
QMI -USA Division

Site:

Sales Order Line Items

Ln	Item Number	T	Qty Alloc	Qty Picked	To Ship	Backorder	Site
1	01011		0.0	0.0	0.0	10.0	10-100
2	01011		10.0	0.0	0.0	10.0	10-100

Line: 2 Cancel B/O: ☐

Quantity: 5.000000000

Item Number: 01011 UM: EA

Description: Supplies Kit

Site: 10-100 Loc: 010

Lot/Serial:

Reference:

Multi Entry: ☐

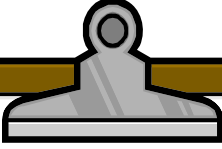
QAD

AS-PS-220

- Specify the SO number, which lists the line items and the quantity open (ordered but not yet shipped)
- For each line item enter the quantity and the Site, Location, Lot/Serial, and Ref
When Multi-entry is Yes, another screen displays for a list of sites, locations, lot/serial, lot reference numbers, and quantities
- Can change the add-on charge amounts, the carrier, bill of lading (BOL), and invoicing
- To hold up invoicing until the remainder of the order ships, set Ready to Invoice = No

Print Bill of Lading

Print Bill of Lading



Bill of Lading

A-50

- 308, 1 ea.
- 101, 2 ea.

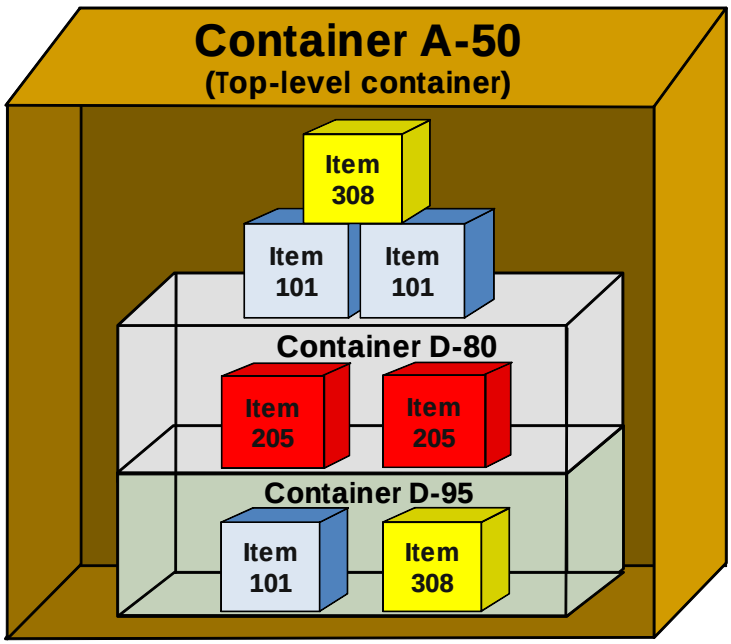
D-80

- 205, 2 ea.

D-95

- 101, 1 ea.
- 308, 1 ea.

55.8 Kg




AS-PS-230

- Bill of lading identifies the contents of all containers, including embedded items
- Shows a final summary of the package weight

Bill of Lading Print

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- **Print Bill of Lading**
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-240

- Bill of Lading Print is an optional procedure
- Shows a container-level summary of the shipper's content information

Bill of Lading Print

Bill of Lading Print

Ship-From ID: 10-100 QMI -USA Division
 Shipper: S1000-04.28.09 Output:

BILL OF LADING

QMI US Division
 166 Calle Nueva
 Suite 101
 8900 San German, PR
 UNITED STATES

Shipper ID: S1000-04.28.09
 Ship Date: 04/28/09
 Print Date: 04/29/09
 Page: 1

Sold To: 10NTCUS Ship To: 10NTCUS
 QMI -USA Division QMI -USA Division
 30 Ridgedale Avenue 30 Ridgedale Avenue

Ship Via: Mode of Transport:
 FOB Point: Carrier Shipment Ref: S1000-04.28.09
 Total Pallets: 0 Vehicle ID:

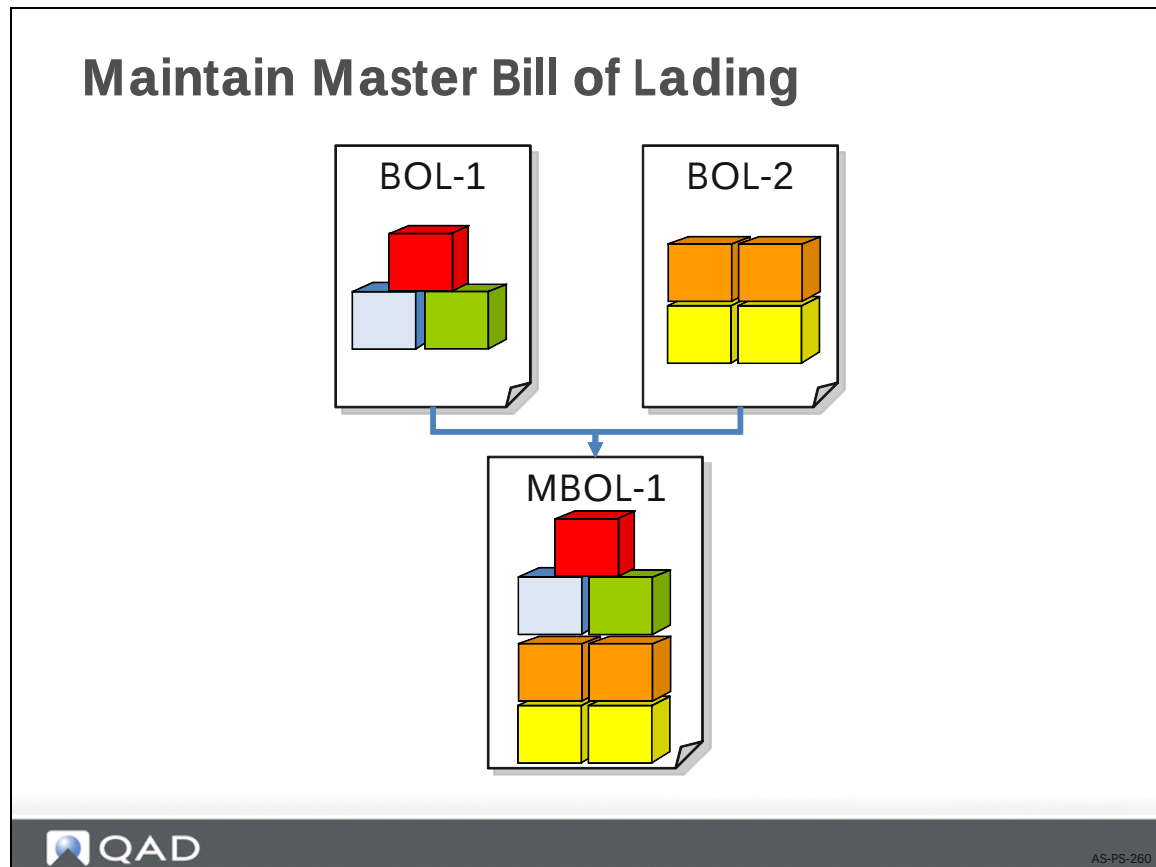
Description	Quantity	Net Weight	Tare Weight	Gross Weight UM

Container Level Summary of Shipper

QAD AS-PS-250

- Header section:
 - Sold-to/ship-to information for a specified shipper, shipper number, and ship date
- Line items list the container summary totals:
 - Quantity of the product being shipped
 - Net weight (weight of the product without packing materials or containers)
 - Tare weight (weight of packing materials or containers)
 - Gross weight (combined weight of the product and all packing materials or containers)

Maintain Master Bill of Lading



Master Bill of Lading collates the contents of several Bills of Lading to identify the contents of a consolidated shipment.

Master Bill of Lading Maintenance

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- **Master Bill of Lading**
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-270

- Combines two or more individual bills of lading to consolidate shipments
- Shipper documents are used as the basis for bills of lading
- Has no inventory or financial effects

Master Bill of Lading Maint

Master Bill of Lading Maintenance

Master Bill of Lading Maint X
Go To Actions Copy Print Preview

Ship-From ID: 10-100 QMI -USA Division
Master Bill: M1000-04.28.09
Ship-To/Dock: 10NTCUS QMI -USA Division
30 Ridgedale Avenue
Shipping Group: Ground General Sales Shipments

Carrier: 00009001 Multi: ☐ Document Format: MBOL
Ship Via: Language: us
FOB Point:
Mode of Transport: Truck
Carrier Shipment Ref:
Vehicle ID:
Ship Date: 4/28/2009 Ship Time: 00:00
Arrive Date: Arrival Time: 00:00
Comments:

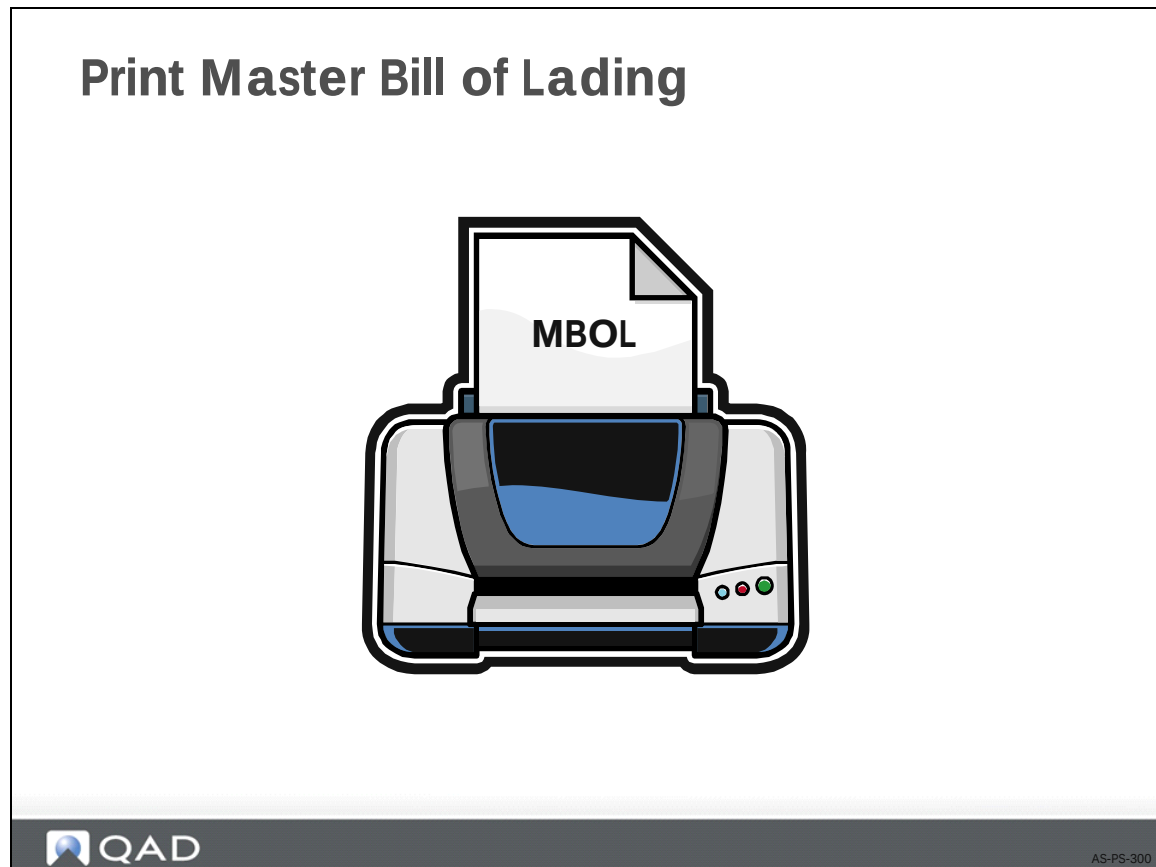
BOL#
from
Carrier
(tracking
number)

Required
Fields

QAD AS-PS-280

- Identified by:
 - Ship-from code
 - Master bill number
 - Ship-to code
- Next master bill number is automatically assigned and is defined in Container/Shipper Control (7.9.24)
- Can assign a shipping group if global shipping functionality is activated
- The next frame lists bills of lading that have been added to this master bill. To add a shipper, press Add for the Add Shipper pop-up
- Choose a ship-from code and a shipper number; press Enter

Print Master Bill of Lading



Print the consolidated shipment documents.

Master Bill of Lading Print

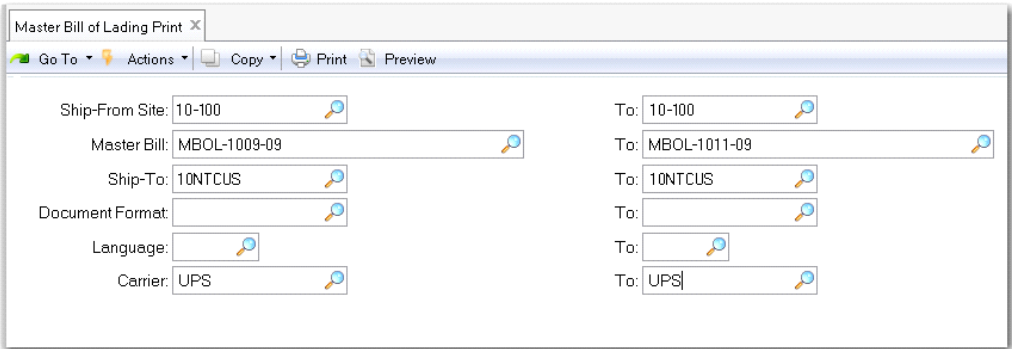
Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- **Print Master Bill of Lading**
- Post & Print Invoice (Optional)

Master Bill of Lading Print

Master Bill of Lading Print



Field	Value
Ship-From Site:	10-100
Master Bill:	MBOL-1009-09
Ship-To:	10NTCUS
Document Format:	
Language:	
Carrier:	UPS
To:	10-100
To:	MBOL-1011-09
To:	10NTCUS
To:	
To:	
To:	UPS

QAD AS-PS-320

Select master bill criteria to print the formal document showing consolidated shipments.

Process Invoices

Process Invoices



AS-PS-330

Discussed in *Training Guide: Sales Orders*

Invoice Post and Print

Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- **Post & Print Invoice (Optional)**



AS-PS-340

- Invoices (which itemize what a customer owes you for products you shipped) are normally printed and sent to the customer for verification and payment
- In Global Tax Management, the tax detail (tax type, tax rate) prints only if Display Detail on Reports is Yes in Global Tax Management Control (29.24 in EE, 2.13.24 in SE)

Posting and Printing an Invoice

Invoice Post and Print

Invoice Post and Print
Go To
Actions
Copy
Print
Preview

Sales Order:

Ship Date:

Daybook Set:

Sold-To:

Bill To:

Language ID:

To:

To:

To:

To:

To:

To:

GL Effective Date: 4/29/2009

Print GL Detail: ☐

☒ Include Debit Invoices

☒ Include Credit Invoices

☐ Consolidate Invoices

☐ Correction Invoices

☐ Print Correction Invoice

☐ Print Invoice

Blank sweeps all not previously posted

☐ Invoice Post Output

☐ Invoice Print Output

Batch ID:

- Each time you process a sales order shipment, QAD Enterprise Applications flags the sales order for invoicing
- After you verify the invoices, run Invoice Post (which updates Accounts Receivable and invoice history)
- If you process more than one shipment against a single SO before printing the invoice, that invoice includes all items shipped
- If you ship additional items after the invoice is printed, QAD Enterprise Applications flags it for reprinting
 - A new invoice replaces the original (which should be discarded), and includes the additional shipment

Standard Allocations and Shipping Process Summary

Standard Allocations and Shipping



- ✓ Automatic Allocations
- ✓ Manual Allocations
- ✓ Available Kits to Ship
- ✓ Sales Order Packing List
- ✓ Print Labels
- ✓ Sales Order Shipments
- ✓ Print Bill of Lading
- ✓ Master Bill of Lading
- ✓ Print Master Bill of Lading
- ✓ Post & Print Invoice (Optional)

Chapter 5

Process Enhanced/Global Allocations and Shipping

Process Enhanced/Global Allocations and Shipping

Process Allocations and Shipping

In this section you learn how to:

- Process Enhanced/Global Allocations and Shipping

Process Enhanced/Global Shipping



Enhanced/Global Allocations and Shipping Life Cycle

Standard Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-030

This illustration is the second of two suggested process sequences of master data for the Allocations and Shipping module, based on information that flows from one master table to another and prerequisites that need to be completed.

Optional steps are noted as such.

New Steps in Enhanced/Global Shipping Process



Global Allocations and Shipping

- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- **Picklist/ Pre-Shipper Automatic**
- **Pre-Shipper/ Shipper Workbench**
- **Confirm Pre-Shipper/ Shipper**
- **Print Shipper**
- **Shipper Gateway**
- **Unconfirm/ Undo Shippers**
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)

AS-PG-040

New Steps in Enhanced/Global Shipping Process

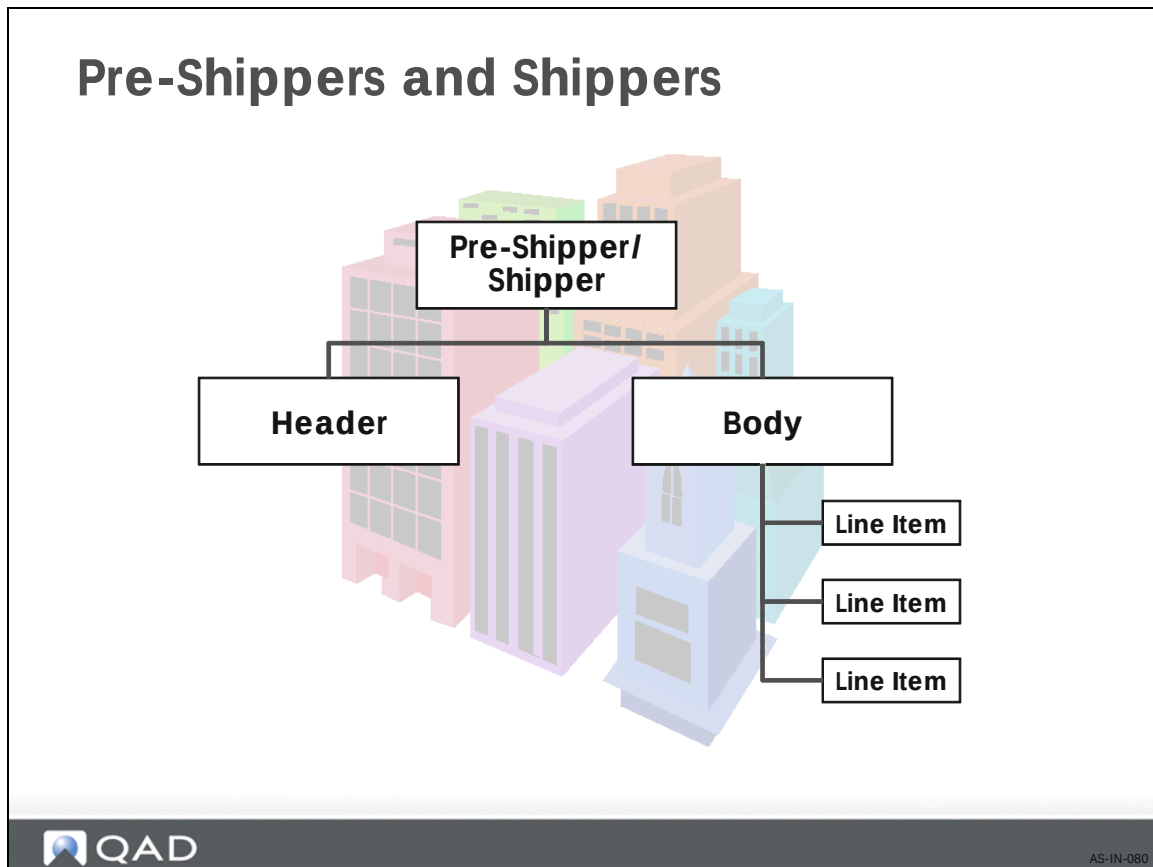
The highlighted steps are specific to the Enhanced/Global Shipping Process. These will be covered in this chapter. See Chapter 4 for steps identical to Standard Shipping Process

Create Picklist/Pre-Shipper



- Enhanced/Global shipping uses the Picklist/Pre-Shipper to indicate finished goods for allocations and picking
- A pre-shipper/shipper is a document that is used to select and ship inventory
 - Send a shipper electronically as an ASN (advance shipping notice)
 - Send it with the shipment like a packing list
- Create picklists using Picklist/Pre-Shipper - Automatic

Pre-Shippers and Shippers



- Header contains generic shipping information
 - Defines customer information
 - Applies to the entire shipment
- Line Items
 - Includes all the items in the shipment
 - Can include containers

Picklist/Pre-Shipper – Automatic

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- **Picklist/ Pre-Shipper Automatic**
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-060

- A pre-shipper is a document describing items and/or containers that should be picked
- Pre-shippers are created based on customer requirements in Sales Orders/Invoicing and Customer Schedules

Picklist/Pre-Shipper – Automatic

Picklist/Pre-Shipper - Automatic

Go To
Actions
Copy
Print
Preview

Due Date:
Sales Order: SO1005
Ship-To:
Language ID:
Site:
Address List Type:
Item Number:
Reference:

To:
To: SO1005
To:
To:
To:
To:
To:

Auto Allocation: ☒
Allocate Components: ☐
Ship Avail Qty for Kit: ☐
Stage Open Quantities: ☐
Override Partial OK Flag: ☐
Use Containers: ☐
Break on Sales Order: ☐
Update: ☒

Break on Maximum Weight: 0.00
Break on Maximum Volume: 0.00
Include Packing List Comments: ☐
Print Only Lines to Pick: ☒
Print Features and Options: ☐
Print Packing List Comments: ☐
Create Pre-Shipper in SO UM: ☒

Form Code: 1
Output:
Batch ID:

- Created based on lines that can be detail allocated only
- If Stage Open Quantities is Yes

Pre-shippers will be created based on open sales order quantities not the quantity allocated
- Print Only Lines to Pick is No

All line items with a non-zero open quantity are printed, regardless of the quantity allocated

Exercise: Global Shipping Process

Create a Non-Sales Shipper

You might need to ship products from your process manufacturing site (10-300) to your distribution site 1 (10-301). This is an inventory transfer transaction but if you use a common carrier you will want a shipping document. Create and print a non-sales shipper.

- 1 Use Receipts Unplanned (3.9) to receive 500 of item 03021 and item 03022 into location 010 at site 10-300. A lot number must be specified for each of these items.
- 2 Use Shipping Group Maintenance (2.18.1) to create a new shipping group.

Field	Data
Shipping Group	INTRAPLT
Description	Intra-plant shipments
Auto Transfers	No
Master Bill Sequence ID	MBOL1
Source Addresses	10-300, 10-301
Destination Addresses	10-300, 10-301
Inventory Movement Code	INV-TSFR
Ship Seq	SHIP1
Format	SHP
Carrier	00009000

- 3 Use Transfer - Single Item (3.4.1) to transfer 100 EA of item 03021 from site 10-300, location 010 to site 10-301, location 010. Because the two sites belong to a shipping group, you will be prompted to enter shipper information.
 - a Accept all the defaults and advance to the shipping information frame. Enter the following shipping information.

Field	Data
Number	[Press Enter for system assigned No]
Inventory Movement Code	INV-TSFR
Carrier	00009000
Ship Via	DHL
[accept other fields at default]	

(Record Shipper Number Assigned:) _____

- b Accept all other defaults. Set Trailer Comments to Yes and enter the following comment:
A receipt should not be processed at the receiving site, since a transfer was used.
 - c Set Output to PAGE to view the shipper.

Create Global Sales Orders

Before you can create a sales shipper, a sales order must exist for the finished goods you plan to ship.

- 4 Use Sales Order Maintenance (7.1.1) to create a sales order for 100 of item 03021, 20 of item 03022 and 10 of item 03023 to customer 10C1000. Record the Sales Order number to refer to later.

Field	Data
Header	
Order	[system assigned order number]
Sold-to	10C1000
Bill-to	[default]
Ship-to	[default]
Site	10-300
Freight Data	
[If a freight list is filled in, delete the default and continue to the next frame.]	
Line 1	
Item	03021
Qty Ordered	100
Line 2	
Item	03022
Qty Ordered	20
Line 3	
Item	03023
Qty Ordered	10

Create Sales Pre-Shippers

You require Pre-Shippers for picking orders. Generate a pre-shipper for the sales order created in the previous exercise.

- 5 Use Pre-Shipper/Shipper Workbench (7.9.2) to create a pre-shipper to ship the order.
 - a Enter the following header information.

Field	Data
Ship-From	10-300
Pre-Shipper/Shipper	Pre-Shipper
Number	[blank]
Ship-To/Dock	10C1000

When the header information is accepted, the system assigns a shipping group based on the Ship-From and Ship-To/Dock sites entered.

(Record Pre-Shipper Number Assigned:) _____

- b The system will find the appropriate shipping group.
- c Set Multi to No. Click Next or Enter.

- d** In the Shipper Workbench, select Insert from the Actions drop down menu. Select 1 (Add Item) from the Add options, and click OK.
- e** In the Item Information frame, tab to the Sales Order field and use the lookup to find and select line 1 of your sales order; then click Next.
- f** In the Quantity field enter the quantity to be shipped, in this case 100; then enter the corresponding lot number. Click Next twice to return to the workbench, where you can add more items or containers.
- g** Select Insert from the Actions drop down menu. Select 3 (Add new container plus contents) from the Add options, and click OK.
- h** In the Container Information frame leave the Next Container field blank and press Next. Use the lookup on the Container Item field to select the standard shipping carton then press Next. Enter a quantity of 2, then click Next.
- i** In the Item Information frame, tab to the Sales Order field and use the lookup to find and select line 2 of your sales order; then click Next.
- j** In the Quantity field enter the quantity to be shipped, in this case 20; then enter the corresponding lot number. Click Next until you return to the workbench, where you can add more items or containers. Note that if you specify multiple containers in the Container Information frame, the system will evenly distribute the item quantity over the number of containers specified.
- k** Select Insert from the Actions drop down menu. Select 4 (Add existing container) from the Add options, and click OK.
- l** In the Container Information frame use the lookup to select one of the containers previously created in the Container Workbench exercise. Click Next to return to the workbench.
- m** The container you have just added to the pre-shipper does not reference a sales order line. You now have to link this container to line 3 of your sales order. Select the pre-shipper line for item 03023 then click Enter.
- n** Use the lookup on the Sales Order field and select line 3 of your sales order. Click next to return to the workbench where you can add more items or containers. In our case, we are finished with adding items, so click Back until you return to the menu. Do not print the pre-shipper. The pre-shipper will be printed in the next exercise.

Modify Pre-Shipper/Shippers

Modify Pre-Shipper/Shipper



AS-PG-080

- Use the workbench to modify existing Pre-Shippers/Shippers

Pre-Shipper/Shipper Workbench

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- **Pre-Shipper/ Shipper Workbench**
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-090

- The system makes a distinction between pre-shippers and shippers
- If your business needs to number shipments consecutively:
 - Always create pre-shippers
 - Using Pre-Shipper/Shipper Print (7.9.4) transforms the pre-shipper into a shipper

Pre-Shipper/Shipper Workbench

Pre-Shipper/Shipper Workbench

Pre-Shipper/Shipper Workbench X
Go To ▾
Actions ▾
Copy ▾
Print
Preview

Shipper Workbench

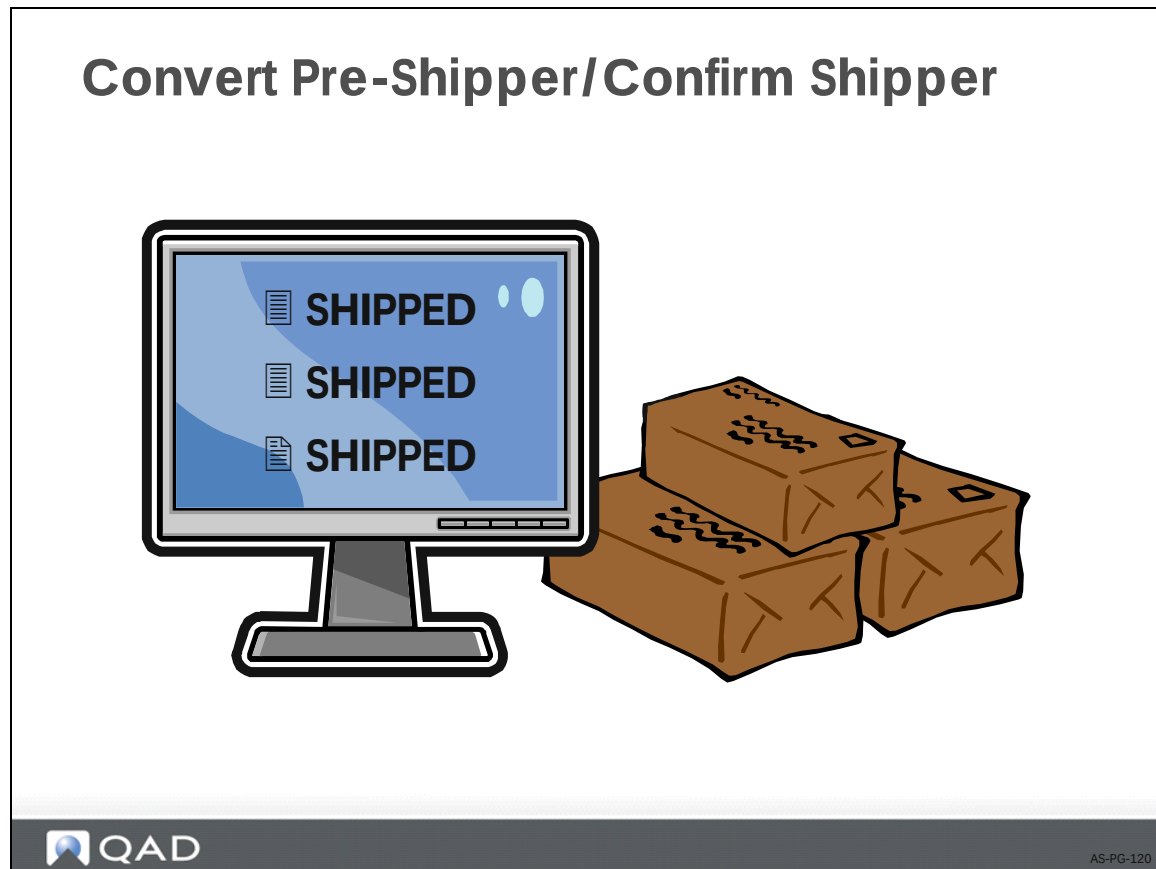
Level	Order Ln	Item Number	Quantity	UM	Container	Canc B/O
0	Pre-Shipper: PROTO/P1000-04.30.09 Ship-To: 10NTCUS					
.1	SO1005 1	01011	100.0	EA		no

Sales Order:	Line:	Order:	
Quantity: 1.0	UM:	Site:	Loc:
Qty Picked: 0.0		Lot/Serial:	
Net Weight: 0.0		Reference:	Type:
Tare Weight: 100.000000000		Consume Req: ☐	ID:
Gross Weight: 100.0		Description:	
Volume: 0.0		Comments: ☐	Cancel B/O: ☐

AS-PG-100

- At the first screen, identify the pre-shipper/shipper
 - Enter information regarding the carrier
- Merge other pre-shippers with this pre-shipper/shipper (optional)
- Enter Carrier Shipper Reference here, the tracking number from the Carrier
 - Rolls information from here into the Bill of Lading
- Add and delete items/containers
- Modify various data items for the item/container records

Convert Pre-Shipper/Confirm Shipper



If you did not assign a shipper number to a pre-shipper at printing time, the system will always assign this number during Pre-Shipper/Shipper Confirm.

Pre-Shipper/Shipper Confirm

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- **Confirm Pre-Shipper/ Shipper**
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-130

- Transform a pre-shipper into a shipper
- Record shipments of orders
- Create, print, and post invoices based on shipments (optional)
- Export a shipper as an Advance Shipping Notice (ASN)
- Inventory and financial effects occur when you confirm the pre-shipper/shipper

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm
Go To
Actions
Copy
Print
Preview

Ship-From ID: 10-100
Pre-Shipper/Shipper: Pre-Shipper
Number: P1000-04.30.09

QMI -USA Division

30 Ridgedale Avenue

Ship-To/Dock: 10NTCUS

Ship Date: 4/30/2009
Effective Date: 4/30/2009

QMI -USA Division

30 Ridgedale Avenue

Vehicle ID:
Ship Time: 00:00
Arrive Date:
Arrival Time: 00:00

Convert Pre-Shipper To Shipper
Shipper Number: S1001-04.30.09

Convert Pre-Shipper to Shipper

AS-PG-140

- Pre-Shipper is converted to a Shipper before the confirmation process
- The shipper number is assigned based on the Number Range Management (NRM) sequence ID from the shipping group of the shipment, or from Container/Shipper Control (7.9.24)
 - If the NRM sequence is an internal sequence (system generated), the system generates and displays the shipper number
 - If the sequence is external, the system prompts you for an entry and validates the results
- The system carries forward the new shipper numbers to all records linked to the converted pre-shippers, including containers, line items, and carrier detail records

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm X
Go To Actions Copy Print Preview

Ship-From ID: 10-100
Pre-Shipper/Shipper: Shipper
Number: S1001-04.30.09

QMI -USA Division

QMI -USA Division
30 Ridgedale Avenue

Ship-To/Dock: 10NTCUS

Ship Date: 4/30/2009
Effective Date: 4/30/2009

QMI -USA Division
30 Ridgedale Avenue

Post Invoice: ☒
Print Invoice: ☐
Daybook Set: train
Consolidate Invoices: ☒
Calculate Freight: ☒

Have all documents printed correctly

Confirmed Shipper = Shipped

AS-PG-150

- Record shipments of orders and to do the following activities in the process:
 - (Optional) Post and Print Invoice
 - Export a shipper as an Advance Shipping Notice (ASN)
- In Cust Sched/Shipper Acct Control (36.9.7), set the field Maintain Trailer Amount to Yes, so the system will display the trailer amount maintenance frame during pre-shipper/shipper confirmation.

Print Sales Order Shipper



Shipper can also be Packing List.

Sales Order Shipper Print

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- **Print Shipper**
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-170

- Print a Shipper (Type = Shipper) or a Packing List (Type = Container)
- Documents show:
 - Items being shipped
 - Purchase order number associated with the shipment
 - Cumulative quantity
 - Quantity being shipped

Sales Order Shipper Print

Sales Order Shipper Print

X
Go To Actions Copy Print Preview

Type: Shipper

Ship-From: 10-100

Shipper/Container ID: S1001-04.30.09

Print Lot/Serial Numbers: ☐

Print Sales Order Detail: ☒

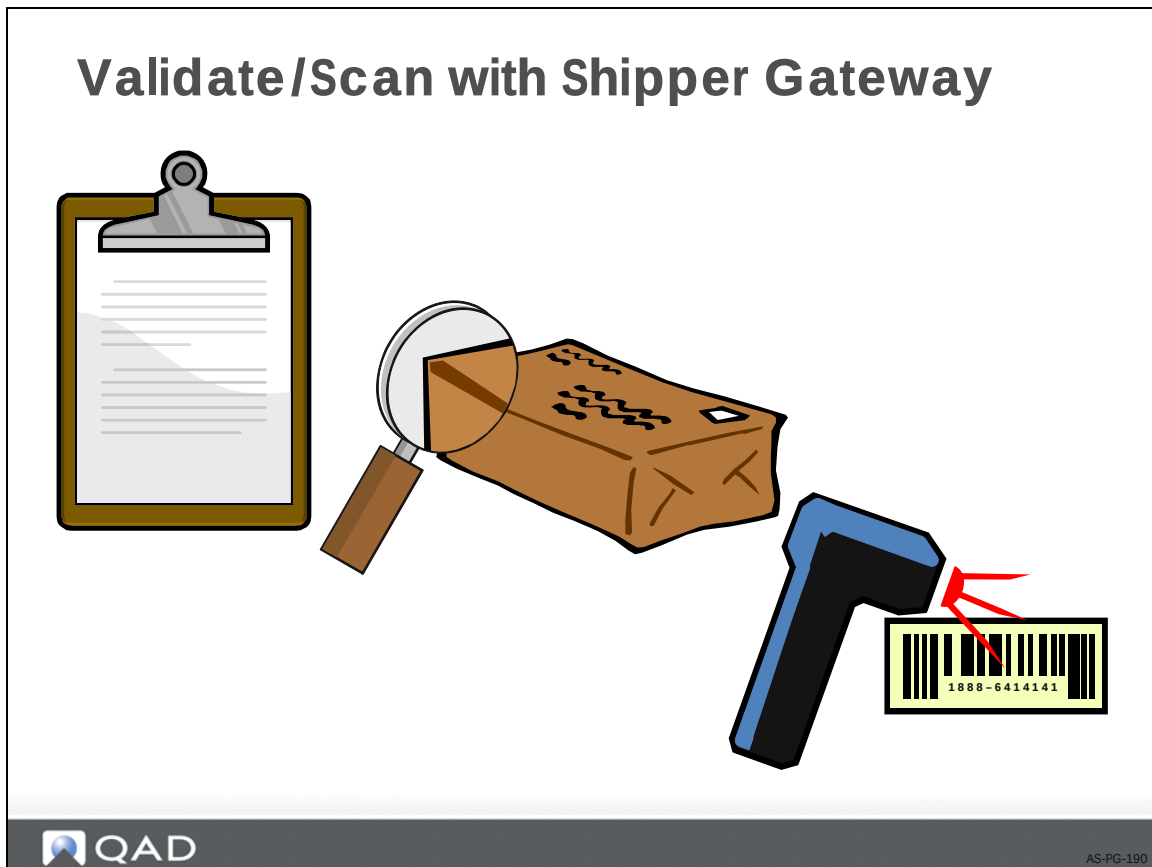
Entity Address: 10-100

Output


AS-PG-180

Normally prints allocated quantities.

Validate/Scan with Shipper Gateway



- Automated method of pegging the Required Ship Schedule (RSS) requirement to the shipper line
- Two processing options in the normal shipment flow from pre-shipper to shipper:
 - Validate the actual shipment contents against the suggested shipment contents on the pre-shipper
 - Create shippers from scanned information

Shipper Gateway

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- **Shipper Gateway**
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)


AS-PG-200

- Use to create and peg shipper lines based on an imported ASCII file
 - File contains records that represent containers, pre-shippers, and shippers
- If using scanned data, you do not need to use a pre-shipper
 - Scan in the shipment information as you go and create the shipper from the scanned data
 - Can satisfy some customer requirements to create shippers and ASNs electronically, rather than manually

Shipper Gateway

Shipper Gateway

Shipper Gateway

Go To Actions Copy Print Preview

Process/File: File

File Name: ascii/shipperdataload.prm

Load Multiple Containers: ☒

Verify Only: ☐

Output



AS-PG-210

- Type of input to be read, default is File. Process is only used with UNIX: Enables you to connect real-time processes with Shipper Gateway

Verify Only.

- No = The picklists, shipper and container records will be validated, and stored in the database if they meet all validations
- Yes = The picklists, shippers and container records are only validated and are not stored in database

Unconfirm/Undo Shippers

Unconfirm/Undo Shippers



AS-PG-220

- Unconfirm reverses confirmation
- Undo reverses the shipper number assignment

Unconfirm/Undo Shippers

Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- **Unconfirm/ Undo Shippers**
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Invoice Post and Print(Optional)



AS-PG-230

- Unconfirm reverses most actions performed by the system at confirmation
 - Returns shipment to its pre-confirmed state
 - Allows it to be subsequently modified, canceled, reprinted, and reconfirmed
- Undo reverses the shipper number assignment done by Pre-Shipper/Shipper Print (7.9.4)

Shipper Unconfirm

Shipper Unconfirm



AS-PG-240

- The shipment must have been confirmed
 - Selection of the shipper must be permitted by both site and inventory movement security
 - The effective date must be in a valid open fiscal period for all entities, with inventory affected by the confirmed shipper
 - Sites and locations where the inventory was issued from must still exist
- When you unconfirm a shipper, the system performs the following actions
 - Reverses the movement of inventory
 - Reverses any automatic transfers
 - Creates IC and SO general ledger (GL) transactions, reversing the GL transactions
 - Reverses modifications to sales order fields updated at confirmation, including line item quantities, calculated freight charges included in the price, and schedule details
 - Updates the Materials Requirement Plan (MRP) to reflect items returned to inventory
 - Creates reversing entries to Global Tax Management History

Warning Some actions performed during or after unconfirm are not reversible

- Unconfirm does not fully populate all fields of re-created location and lot/serial records
 - If such information is required (for example, if the unconfirmed shipper is not intended to be reconfirmed), you must enter the information manually
- Unconfirm does not fully reverse changes to GL average costs for line items

After the original confirmation, average costs could have been changed and recorded in various other transactions that are not reversible (for example, if other receipts or issues were made in that time period)

- Unconfirm does not reverse trailer amounts entered or modified during or following the original confirmation
- Unconfirm does not reverse the issue of any invoice numbers assigned during or following the original confirmation

You can edit the invoice number manually using Pending Invoice Maintenance (7.13.1)

Undo Shipper Number Assignment

Undo Shipper Numbers Assignment

Undo Shipper Number Assign... X

Go To Actions Copy Print Preview

Ship-From: 10-100
Shipper: S1001-04.30.09
Ship-To: 10NTCUS

To: 10-100
To: S1001-04.30.09
To: 10NTCUS

Output:
Batch ID:

AS-PG-250

- Reverses the shipper number assignment done by Pre-Shipper/Shipper Print (7.9.4)

If you accidentally assign shipper numbers to picklists, you can use this function to undo the shipper number assignment

Restore the original picklist number, and change the type of the document from shipper to picklist again

You can reverse the shipper number assignment for unconfirmed shippers only

Exercise: Global Shipping Process

Important You must have completed all the setup exercises before you can work on the processing exercises.

Print the Sales Pre-Shippers and Assign the Shipper Numbers

When you use Pre-Shipper/Shipper Print (7.9.4) to print a pre-shipper, you can convert it to a shipper by specifying that the system assigns the shipper number.

- 1 Select the pre-shipper you created in the previous exercise by entering the following fields.

Field	Data	Field	Data
Ship-From	10-300	To	10-300
Ship-To/Dock	10C1000	To	10C1000
Number	[Pre-shipper Number]	To	[Pre-Shipper Number]

- 2 Enter the remaining key fields as follows, allowing the other fields to default.

Field	Data
Print Pre-Shippers/Shippers	Pre-Shipper
Assign Shipper Number	Yes
Include Printed Pre-Shippers/Shippers	Yes

- 3 Direct your output to PAGE.
- 4 After the shipper is printed, the system prompts you to indicate whether the documents have printed correctly. If they have, click Yes. If you enter No, the shippers are not flagged as printed and are returned to pre-shipper status.

(Record Shipper Number Assigned:) _____

Confirm Shippers

Once the pre-shippers have been printed and converted to shippers, you can confirm them.

- 5 Use Pre-Shipper/Shipper Confirm (7.9.5) to confirm the shipper you created.

Field	Data
Ship-From	10-300
Pre-Shipper/Shipper	Shipper
Number	[The assigned shipper number]
Ship-To/Dock	10C1000
Post Invoice	Yes
Consolidate Invoices	No

When the system prompts you to indicate if all the information is correct, enter Yes to confirm the shipper, if appropriate. Print the invoice.

- 6 Use Bill of Lading Print (7.9.12.1) to print a bill of lading for the shipper you have just confirmed.

Enhanced/Global Allocations and Shipping Process Summary

Review Global Allocations and Shipping



- ✓ Automatic/ Manual Allocations
- ✓ Available Kits to Ship
- ✓ Sales Order Packing List
- ✓ Print Labels
- ✓ Process Sales Order Shipments
- ✓ Picklist/ Pre-Shipper Automatic
- ✓ Pre-Shipper/ Shipper Workbench
- ✓ Confirm Pre-Shipper/ Shipper
- ✓ Print Shipper
- ✓ Shipper Gateway
- ✓ Unconfirm/ Undo Shippers
- ✓ Print Bill of Lading
- ✓ Master Bill of Lading
- ✓ Print Master Bill of Lading
- ✓ Invoice Post and Print(Optional)

Chapter 6

Use Reserved Locations

Reserve Locations (Inventory Control)

In this section you will learn how to:

- Set up Reserved Locations
- Use Reserved Locations

Introduction

Reserve Locations Introduction

- Reserved locations let you dedicate inventory to a specific customer or customers to ensure an adequate supply for sales orders
- When you create a sales order for a customer with a reserved location, the reserved location defaults during line-item entry



AS-IC-020

When you create a sales order for a customer with a reserved location, the reserved location defaults during line-item entry. For other customers, the system automatically blocks sales order line-item entry or shipment from a reserved location.

The location you specify must be set up with an inventory status that prevents items from being allocated or considered by planning functions.

You can use the report and inquiry on this menu to view the inventory in reserved locations associated with various customer addresses and drill down to associated sales order detail:

- Detail Allocation Inventory Inquiry (2.1.9.5)
- Detail Allocation Inventory Report (2.1.9.6)

Set Up Reserved Locations

Set Up Reserved Locations

Location Maintenance X

Site: 10-200
Location: R010

Description: Reserved Location
Inventory Status: N-NY
Project:
Date Created: 11/14/2011
Permanent: ☒
Type:
Single Item: ☐
Single Lot/Reference: ☐
Capacity:
Reserved Locations: ☒
Transfer Ownership: ☒
Physical Address:

Automotive Mfg

Location Maintenance X

Site: 10-200
Location: R010
Automotive Mfg
Reserved Location

Reserved Location Maintenance X

Address: 10c1001 MedLogic

Site	Location	Description	Inv Status	Primary
10-200	R010	Reserved Location	N-NY	☐

Address Name
10c1001 MedLogic

Site	Location	Description	Inv Status	Primary
10-200	R010	Reserved Location	N-NY	☐

QAD AS-1C-030

- To assign reserved locations to specific customers, use Reserved Location Maintenance to make adjustments to the reserved location data set up in Location Maintenance.
- The management of inventory in a reserved location depends on assigning an appropriate inventory status code to the location.

Important Since all inventory detail records in the location must have the correct status code, you should create new locations for the reserved inventory.

- Set Available to Allocate to No. This prohibits allocating inventory from reserved inventory to undesignated customers. This setting does not affect customers who have been assigned a reserved location.
- Set Nettable to No. This excludes reserved inventory from Materials Requirement Planning (MRP) functions. Otherwise, the system counts reserved inventory in its planning functions, and inventory shortages for other customers can occur.
- Set Overissue to Yes or No, depending on your inventory management policy on issuing inventory from a location that has a zero or negative inventory balance.
- Set up restricted transactions for all non-sales order transactions. This prohibits non-sales order transactions for reserved locations inventory. For example, apply restrictions to work order component issue, DRP shipments, RMA shipments, issue and receipt transactions, and others that can allow other order functions to access reserved-location inventory.

Use Reserved locations

Use Reserved Locations in SO Functions

- When an item is entered on a sales order, the default location is normally the one associated with the item in Item Master Maintenance
- When reserved locations exist for the order customer, a new method is used to determine the default location



AS-1C-040

- The system checks for reserved location records for the
 - Ship-to customer address, then
 - Sold-to address, and finally
 - Bill-to address
- If a record is found with Primary set to Yes, this location is used as the default.
- If reserved locations are found but none are designated as primary, the first reserved location found alphabetically within the site is used as the default.

Chapter 7

Track Shipment Performance

Track Shipment Performance

In this section you will learn how to:

- Set Up Shipment Performance
- Create and Modify Shipment Performance Transaction Records
- Report and Export Shipment Performance Data

Introduction

Track Shipment Performance Introduction

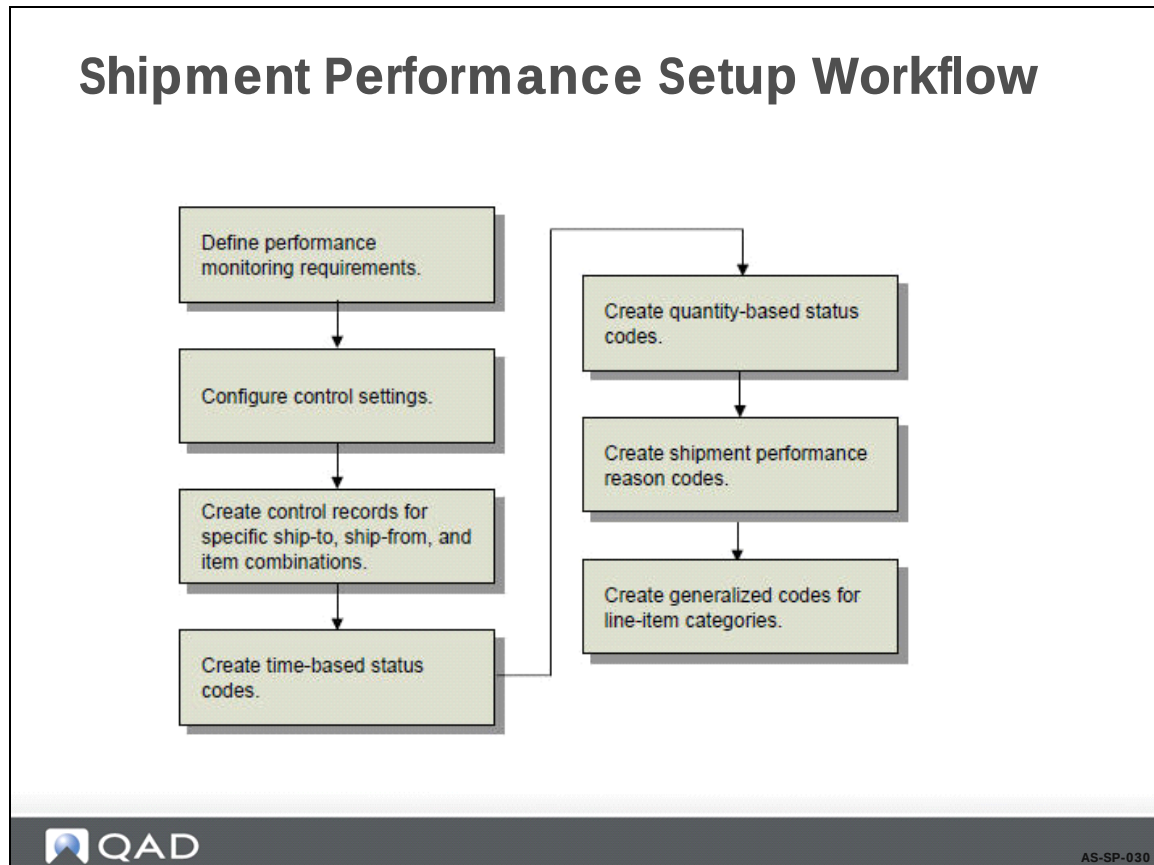
- Companies need detailed shipment information to improve their current processes and remain competitive
- Shipment Performance is measured by comparing planned ship dates and quantities to actual ship dates and quantities
 - *Time-based status code*
 - *Quantity-based status code*



AS-SP-020

Example Shipment transactions that are fed through your company's warehouse system will be delayed one day due to unexpected freeway closure. You can define a time-based status code for a one-day delay and a related reason code using ShipTime as the reason type and Traffic as the reason code. Shipper personnel at the warehouse use Pre-Shipper/Shipper Workbench to enter the Traffic reason code during the actual shipper transaction to indicate why shipment timeline is impacted. In the Comments field, they can enter specific information about the delay.

Set Up Shipment Performance



Before beginning module setup, consider the following questions:

- Are you setting up a shipment performance system for one ship-from site or multiple sites?
- Will you monitor shipment performance for shipments to all receiving addresses or only specific ones?
- Will you monitor shipment performance for shipments of all items or selected items?
- Will you monitor shipment timeliness, completeness, or both?
- Do you want to apply the same shipping standards for all receive addresses, ship-froms, and items, or do your shipping standards vary?

Consider which shipments need to be monitored based on the following elements:

- Customer source of the shipment, including sales order shipments, distribution order shipments, and material order shipments.
- Site where the shipment was made. If you have multiple ship-from sites, determine which of these you want to monitor.
 - Address receiving the shipment. Compile a list of the sites (if DO is your source) or customer addresses receiving shipments (if SO is your source) that should be monitored.
 - Item being shipped. Compile a list of the items you want to monitor.

Define Control Program Settings

Define Control Program Settings

Shipment Performance Control X

Go To Actions Copy Print Preview

Enable Shipment Performance: ☒

Measurement Sub Type:

Enter Reason Codes in Workbench: ☐

Include Sales Orders: ☒

Include Distribution Orders: ☐

Include RMA Shipments: ☐

Include Material Orders: ☐

Include Scheduled Orders: ☐

Schedule Type:

Use Current Release: ☒


AS-SP-040

Use Shipment Performance Control (7.9.17.24) to activate this module and to create generic shipment performance default settings for the current domain. These generic defaults should reflect the information you compiled in the planning stage. They represent the typical way your business environment operates.

Note Once this module is activated, the system creates performance transaction records for all shipments matching control records, even when applicable status codes are not found.

Most of the values you define in the control program default to Performance Controls Maintenance (7.9.17.1). In that program, you can override control program settings for specific combinations of customer source, receive address, ship-from, and item number.

Create Control Program Exceptions

Create Control Program Exceptions

Performance Controls Maintenance

Go To Actions Copy Print Preview Attach

Customer Source: SO

Ship-From:

Receive Address: 10C1002 Houston Automotive Group

Item Number:

Enable Shipment Performance: ☒

Transit Lead Time: 0

Include Sales Orders: ☒

Include RMA Shipments: ☐

Include Material Orders: ☐

Include Scheduled Orders: ☐

Schedule Type: 3

Use Current Release: ☒

QAD AS-SP-050

Use Performance Controls Maintenance to create control records that override general settings in Shipment Performance Control. The detailed control records are used to collect performance data for unique key combinations of customer source, ship-from, receive address, and item number.

Enable Shipment Performance. Enter Yes to collect performance data for the specified combination of customer source, ship-from site, receiving address, and item number. Enter No if you do not want performance data for this key combination.

Transit Lead Time. Optionally enter the number of days it normally takes a shipment to reach the receive address after that shipment leaves your dock. Leave the default 0 (zero) to indicate that transit time should not be considered.

Create Time-Based Status Codes Example

Status Code	Status Code Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	On time	0	0	0	0
02	1 day late			1	1
03	1 day early	-1	-1		
04	2 days late			2	2
05	2 days early	-2	-2		
06	More than 2 days late			3	999
07	More than 2 days early	-999	-3		



AS-SP-060

In your baseline, create status codes that cover all shipment situations. For example, even if you do not normally make shipments more than two days late, you should create a status code to address that possibility. For this status code, the minimum late value would be 3. The maximum late value would be 999. The system assigns this status code to all shipments made more than two days late.

If you do not create contingency status codes and the system encounters a shipment where none of the available status codes apply, the performance transaction record is created with a blank status code. Use Shipment Performance Data Maintenance (7.9.17.13) to add status codes to these transaction records.

Once you establish a baseline, you can specify codes for unique combinations of shipment areas, like a specific customer or item, so that you can monitor performance trends.

Create Time-Based Status Codes

Create Time-Based Status Codes

Time-Based Status Code Maint X

Go To
Actions
Copy
Print
Preview
Attach

Status Code: 07

Description: More than 2 days early

Customer Source: so

Ship-From:

Receive Address:

Item Number:

Active: ☒

Acceptable: ☐

Track By: Days

Minimum Value: -999
 Maximum Value: 3

AS-SP-070

Note Status codes must be unique for a customer source.

Minimum. Enter the minimum number of hours or days a shipment can be early or late to be assigned this status code. This value must be the same or less than the value entered in the Maximum field. If you specified Hours in Track By, the values in Minimum and Maximum represent hours. If you specified Days, the values represent days. To designate an early status code, use negative numbers. To designate a late status code, use positive numbers.

Maximum. Enter the maximum number of hours or days a shipment can be early or late to be assigned this status code. This value must be the same or greater than the value in the Minimum field.

Create Quantity-Based Status Codes

Create Quantity-Based Status Codes

Quantity-Based Status Code M... X

Go To ▾ Actions ▾ Copy ▾ Print Preview Attach ▾

Status Code: 10	Description: Over up to 10%
Customer Source: so	
Ship-From:	
Receive Address:	
Item Number:	
Active: ☒	
Acceptable: ☐	
Track By: Percent	
Minimum Value:	1
Maximum Value:	10

AS-SP-080

Similar rules apply to creating quantity-based status codes as time-based status codes. Use the same key values to assign status codes for specific shipping situations. You create quantity-based exception status codes by setting Acceptable to No.

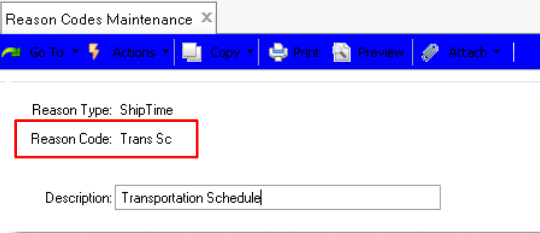
Indicate how the system should measure shipment completeness by entering Number or Percent in the Track By field. Shipment percent is calculated as the actual shipment quantity, divided by the required ship quantity.

When Track By is set to Number, beginning and ending ranges associated with status codes cannot overlap. When Track By is set to Percent, the beginning or ending range for one status code can overlap with another.

The Minimum and Maximum field range indicates an overshipped and undershipped quantity or percentage range for each status code. To designate an undershipment status code, use negative numbers. To designate an overshipment status code, use positive numbers.

Create Reason Codes

Create Reason Codes



Reason Codes Maintenance

Go To Actions Copy Print Preview Attach

Reason Type: ShipTime

Reason Code: Trans Sc

Description: Transportation Schedule

AS-SP-090

After the reason codes are created, reason codes can be entered before or after a shipment.

- To enter reason codes before making a shipment, use Pre-Shipper/Shipper Workbench. In Shipment Performance Control, set the field Enter Reason Codes in Workbench to Yes.
- To enter reason codes after a shipment has been completed, use Shipment Reason Code Entry or Shipment Performance Data Maintenance.

Create Line-Item Categories

Create Line-Item Categories

Generalized Codes Maintenance X

Go To Actions Copy Print Preview

Generalized Codes

Field Name: line_category

Value: Expedite

Comments: Expedite Order

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Header Lines Trailer

Lines

Header

Order: 10S10010 Sold-To: 10c1002 Ln For: Single Org:

Ln	Item Number	Site	Qty Ordered	UM	List Price	Discount	Net Price
1	02002	10-200	10.0	EA	5.00	0.0	5.00

Line Details

Desc: Electrical Connector

Loc: 010

USD

Cost: 0.50

Lot/Serial

Qty Allocated: 0.0

Qty Picked: 0.0

Qty Shipped: 10.0

Qty to Invoice: 10.0

Salesperson 1: 10SP01

Commission 1: 5.00%

Site: 10-200

Sales Acct: 4010

Disc Acct: 4200

Confirmed

Required: 11/14/2011

Promised: 11/14/2011

Due Date: 11/14/2011

Perform Date: 11/14/2011

Pricing Date: 11/13/2011

Multiple

Category: Expedite

Fixed Price

mech

ADM

Mech

Credit Terms Int: 0.00

Ship Type:

UM Conversion: 1.0000

Consume Foot:

Detail Alloc:

Taxable

Freight List: 10FRT

Comments

You can assign categories to line items on sales and distribution orders. This feature is available to all users. When you use the Shipment Performance module, the line-item category is included in the performance transaction record and can have special significance for performance reporting.

Using Generalized Codes Maintenance for field name line_category, you can define any number of categories to describe an order line, such as Rush and Emergency.

Create and Modify Shipment Performance Transaction Records

Create Performance Transactions

- Transaction records are created by the following shipment processing functions
 - Pre-Shipper/Shipper Confirm
 - Sales Order Shipments
 - Pending Invoice Maintenance
 - Material Order Maintenance
 - Material Order Shipments
 - RMA Maintenance
 - RMA Shipments
 - Distribution Order Processing
 - Distribution Order Shipments



AS-SP-110

The system reviews Shipment Performance Control settings for the particular activity. For example, if you are processing a discrete order, it checks Shipment Performance Control to see if shipment performance should be monitored for discrete orders. Before assigning shipment performance status codes to scheduled orders, the system checks to see which schedule release should be used for shipment time and quantity comparisons.

The system creates performance transaction records even when no status codes are assigned. For example, if a shipment is processed and no predefined status codes apply, the system creates a transaction record with blank status codes. Use Shipment Performance Data Maintenance (7.9.17.13) to add status codes to these transaction records. Make sure you create new status codes for use with similar future shipments.

Note Whenever you unconfirm a shipper using Shipper Unconfirm (7.9.21), associated performance transactions are removed from the system. Shipper Unconfirm deletes shp_hist and associated shpd_det records.

Modify Performance Transactions

Shipment Performance Data M... X

Go To Actions Copy Print Preview

Transaction ID: 1

Customer Source:

Customer:

Receive Address:

Customer Type:

Class:

Order:

Requisition:

Item Number:

Ship-From:

Customer Item:

Shipper:

Release:

User ID:

Line:

Modified Date:

Use Shipment Performance Data Maintenance (7.9.17.13) to modify performance data and add comments to any performance transaction record. You cannot use this program to delete existing records or to create new ones.

Report and Export Shipment Performance Data

Report Shipment Performance

Shipment Performance Report		Shipment Performance Report..			
		Performance Report		11/13/11 19:31:06	
		10USA		Page: 1	
Ship-From: 10-200 Customer: 10c1002 Receive Address: 10c1002 Item Number: 02002		Automotive Mfg Houston Automotive Grop Electrical Connector		Customer Type: OTH Class: OEM Category: Expedite Customer Item:	
UOM: EA Currency: USD					
Inventory UOM: EA		Ship Qty: 10.0		Currency Amount: 50.00	
		Inventory Quantity: 10.0		Base Currency Amount: 50.00	
Item Totals: 02002					
		Amount	Percent	Quantity UM	Percent
		50.00	100.0	10.0 EA	100.0
		50.00	100.0	10.0 EA	100.0
One Day Early					
Totals				1	100.0
				1	100.0
Customer Totals: 10c1002					
		Amount	Percent	Quantity UM	Percent
		50.00	100.0	10.0 EA	100.0
		50.00	100.0	10.0 EA	100.0
One Day Early					
Totals				1	100.0
				1	100.0
Site Totals: 10-200					
		Amount	Percent	Quantity UM	Percent
		50.00	100.0	10.0 EA	100.0
		50.00	100.0	10.0 EA	100.0
One Day Early					
Totals				1	100.0
				1	100.0
End of Report					



AS-SP-130

Shipment reports can be used to display performance-related data.

- Backlog/Missed Shipment Report
- Fill Rate Report
- Missing Reason Code Report
- Shipment Performance Report, displays overall shipping performance by time-based status code
- Item Analysis Report
- Customer Analysis Report
- Reason Code Analysis Report

Export Historical Performance Data

The screenshot shows a web application window titled "Performance Data Extract". The window has a toolbar with buttons for "Go To", "Actions", "Copy", "Print", and "Preview". Below the toolbar, there are two dropdown menus for "Ship Date:" and "To:". Underneath these are two text input fields for "Export Directory:" and "Export File Name:". At the bottom left, there are two buttons: "Export:" (which is highlighted with a red rectangular box) and "Report:". To the right of these buttons, there are labels for "Output:" and "Batch ID:".



AS-SP-140

- Use Performance Data Extract (7.9.17.22) to generate a space-delimited file containing shipment performance history (shp_hist) and shipment performance detail (shp_det) data. The export file lists each complete shp_hist record, followed by the related shpd_det records, which are followed by the next shp_hist record and so on.
- Use data management software, such as a spreadsheet application, to import the data file for analysis purposes.

Exercise: Shipment Performance

Set Up Shipment Performance

- 1 Use Shipment Performance Control (7.9.17.24) to enable shipment performance for sales orders.

Field	Data
Enable Shipment Performance	Yes
Measurement Sub Type	Perf
Enter Reason Codes in Workbench	Yes
Include sales Orders	Yes

- 2 Use Performance Controls Maintenance (7.9.17.1) to monitor shipments to a customer 10C1002.

- a Disable shipment performance for all customers.

Field	Data
Customer Source	SO
Ship-From	blank
Receive Address	blank
Item Number	blank
Enable Shipment Performance	No

- b Enable shipment performance for a customers 10C1002. Shipments performance will be tracked for shipments of any item from any site to the customer.

Field	Data
Customer Source	SO
Ship-From	blank
Receive Address	10C1002
Item Number	blank
Enable Shipment Performance	Yes
Transit Lead Time	0
Include Sales Orders	Yes

- 3 Use Time-Based Status Code Maintenance (7.9.17.3) to create the following time-based status codes for measuring shipment performance.

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	On Time	0	0	0	0
02	One Day Late			1	1
03	One Day Early	-1	-1		
04	Two Days Late			2	2
05	Two Days Early	-2	-2		

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
06	More Than Two Days Late			3	999
07	More Than Two Days Early	-999	-3		

Field	Data
Status Code	01
Description	On Time
Customer Source	SO
Ship-From	blank
Receive Address	blank
Item Number	blank
Active	Yes
Acceptable	Yes
Track By	Days
Minimum value	0
Maximum value	0

Set time-based status codes for measuring shipment of one day late, one day early and so on.

- 4 Use Quantity-Based Status Code Maintenance (7.9.17.6) to create the following quantity-based status codes for measuring shipment performance.

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	In Full	0	0	0	0
02	Over Up To 10%			1	10
03	Under Up To 10%	-10	-1		
04	Over More Than 10%			11	999
05	Under More Than 10%	-999	-11		

Field	Data
Status Code	01
Description	In Full
Customer Source	SO
Ship-From	blank
Receive Address	blank
Item Number	blank
Active	Yes
Acceptable	Yes
Track By	Percent
Minimum value	0
Maximum value	0

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	In Full	0	0	0	0
02	Over Up To 10%			1	10
03	Under Up To 10%	-10	-1		
04	Over More Than 10%			11	999
05	Under More Than 10%	-999	-11		

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	In Full	0	0	0	0
02	Over Up To 10%			1	10
03	Under Up To 10%	-10	-1		
04	Over More Than 10%			11	999
05	Under More Than 10%	-999	-11		

Status Code	Description	Minimum Early	Maximum Early	Minimum Late	Maximum Late
01	In Full	0	0	0	0
02	Over Up To 10%			1	10
03	Under Up To 10%	-10	-1		
04	Over More Than 10%			11	999
05	Under More Than 10%	-999	-11		

Also set time-based status codes for measuring quantity deviation.

5 Use Reason Codes Maintenance (36.2.17) to create reason codes for shipment performance history.

- Use ShipTime as the reason type for time-based reason codes.
- Use ShipQty as the reason type for quantity-based reason codes.

Field	Data
Reason Type	ShipTime
Reason Code	Trans SC
Description	Transportation Schedule
Reason Type	ShipQty
Reason Code	Inv AC
Description	Inventory Accuracy

6 Use Generalized Codes Maintenance (36.2.13) to create a line category.

Field	Data
Field Name	line_category
Value	Expedite
Comment	Expedite Order

Create and Modify Shipment Performance Transaction Records

We will create a sales order and ship the order two days early. Then we will modify the performance transaction record.

- 1 Use Sales Order Maintenance (7.1.1) to create a confirmed sales order.

Field	Data
Sold-To	10C1002
Required Date	Today + 2 days
Site	10-200
Line	01
Item Number	02002
Qty Ordered	10
Category	Expedite

- 2 Use Sales Order Shipments (7.9.15) to ship the sales order.
- 3 Use Shipment Performance Data Maintenance (7.9.17.13) to review the shipment performance data and add a reason code to specify why the order was delivered early.

Report Shipment Performance Data

- 1 Use Shipment Performance Report (7.9.17.15) to view the performance of shipments to the selected customer.

Chapter 8

Process Container and Line Charges

Process Container and Line Charges

In this section you will learn how to:

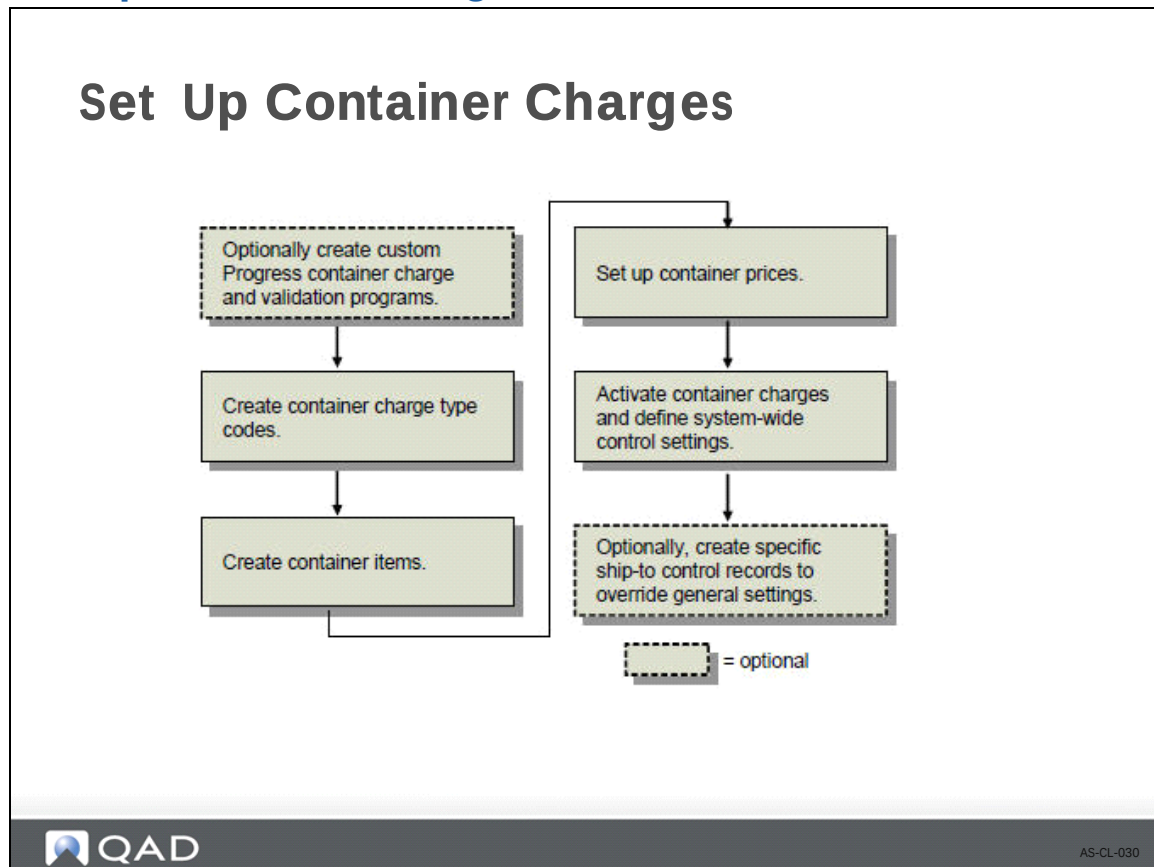
- Set Up Container and Line Charges
- Enter Container and Line Charges
- Ship and Invoice Container and Line Charges

Introduction

Process Container and Line Charges Introduction

- The Container and Line Charges module provides suppliers with a way to track and invoice customers for
 - Shipping containers such as pallets, crates or bins
 - Extra line charges such as handling
- Line charges and container charges are entered at the order line-item level
- You can choose to activate only container charges, only line charges, or both

Set Up Container Charges



Setting up the container charge functions involves the following tasks:

- (Optionally) Design and code custom Progress container charge and validation programs.
- Create container charge type codes.
- Create container items and associate them with optional container groups.
- Set up container prices.
- Activate container charges in the control program and define system-wide control settings.
- (Optionally) Create ship-to control records to override control program container charge settings.

Container Charges Setup Work Flow shows a typical container charge setup work flow. Some environments do not require every setup step. For example, in some environments the control program settings apply throughout the system to all ship-to addresses and containers. In other environments, control program settings need to be changed for specific combinations of ship-to address and container. In these environments, additional setup steps are required to create ship-to control records to override the control program container charge settings.

Create Container Charge Type Codes

The screenshot shows the 'Charge Type 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', and 'Preview'. The main area contains the following fields:

- Charge Type:** Crates
- Applies To Container/Line:** Container (highlighted with a red box)
- Description:** Crates
- Run Program:** cctflat.p (highlighted with a red box)

The QAD logo is in the bottom left corner, and the text 'AS-CL-040' is in the bottom right corner.

- Charge type codes apply to either container charges or line charges and reference an external calculation or validation program to execute.
- Use your own custom Progress program or a system-supplied program.

System-supplied charge type calculation programs:

- cctflat.p calculates the container flat charge by multiplying the container price by the number of containers.
- cctunit.p calculates the container unit charge by multiplying the number of items in a container by the container price. This amount is then multiplied by the number of containers.

Create Container Items

Create Container Items

Container Item Maintenance
✕

Go To
Actions
Copy
Print
Preview
Attach

Container: crate
Cardboard Crate

Description:

Apply Charges:

☒

Charge Type:

Crates

Container Type:

AS-CL-050

The item must exist in the item master.

Apply Charges. Indicates whether charges are applied when the container is used.

No: Charges are not applied when the container is used.

Yes: The charge type is applied to all order lines using this container.

Set Apply Charges to No for container items that are invoiced without a charge amount. This might include returnable containers not requiring a deposit or nonreturnable containers when the container cost is included in the product's price.

Container Type. Optionally enter a user-defined type code associated with this container. Codes are not validated. They display on some reports and inquiries.

Set Up Container Charge Amounts

Set Up Container Charge Amounts

Start	Expire	Price	Reference
9/1/2011	12/31/2011	3.00	Latest price

Use Ship-To/Container Charge Maintenance (7.22.5) to create records defining the amount charged for specific container items or specific container items used at specific ship-to addresses. You can set up these records in different currencies and with different charge amounts based on one or multiple date ranges. Typically, the charge amount is per container.

Leave Ship-To/Dock blank for price details to apply to all ship-to addresses without associated ship-to/container records.

Price defaults from the item master record.

Configure Container/Line Charge Control

Configure Control Settings

Container/Line Charge Control X

Go To
Actions
Copy
Print
Preview

Enable Line Charges: ☒

Enable Container Charges: ☒

Edit Line Charges On Shipper: ☒

Line Charge Calculation Type:

Container	Line
Charges	Charges
Summary Only On Invoice: ☐	☐
Include On ASN: ☒	☐

AS-CL-070

Use Container/Line Charge Control (7.22.24) to activate container charge functions.

Note Container charge and line charge functions can be used separately or together. You must activate one or the other in order to use the user field functions.

The values you define here default to corresponding fields in Ship-To Control Maintenance (7.22.15). Use that program to change this value for specific combinations of ship-from sites and ship-to addresses.

Create Control Program Exceptions

Create Control Program Exceptions

Ship-To Control Maintenance
✕

Go To ▾
⚡ Actions ▾
📄 Copy ▾
🖨️ Print
📄 Preview
📎 Attach

Ship-From: 10-200
Ship-To/Dock: 10C1002

Automotive Mfg
Houston Automotive Group

Edit Line Charges On Shipper: ☒

Line Charge Calculation Type: 🔍

Container
Charges

Line
Charges

Summary Only On Invoice: ☐

☐

Include On ASN: ☒

☐

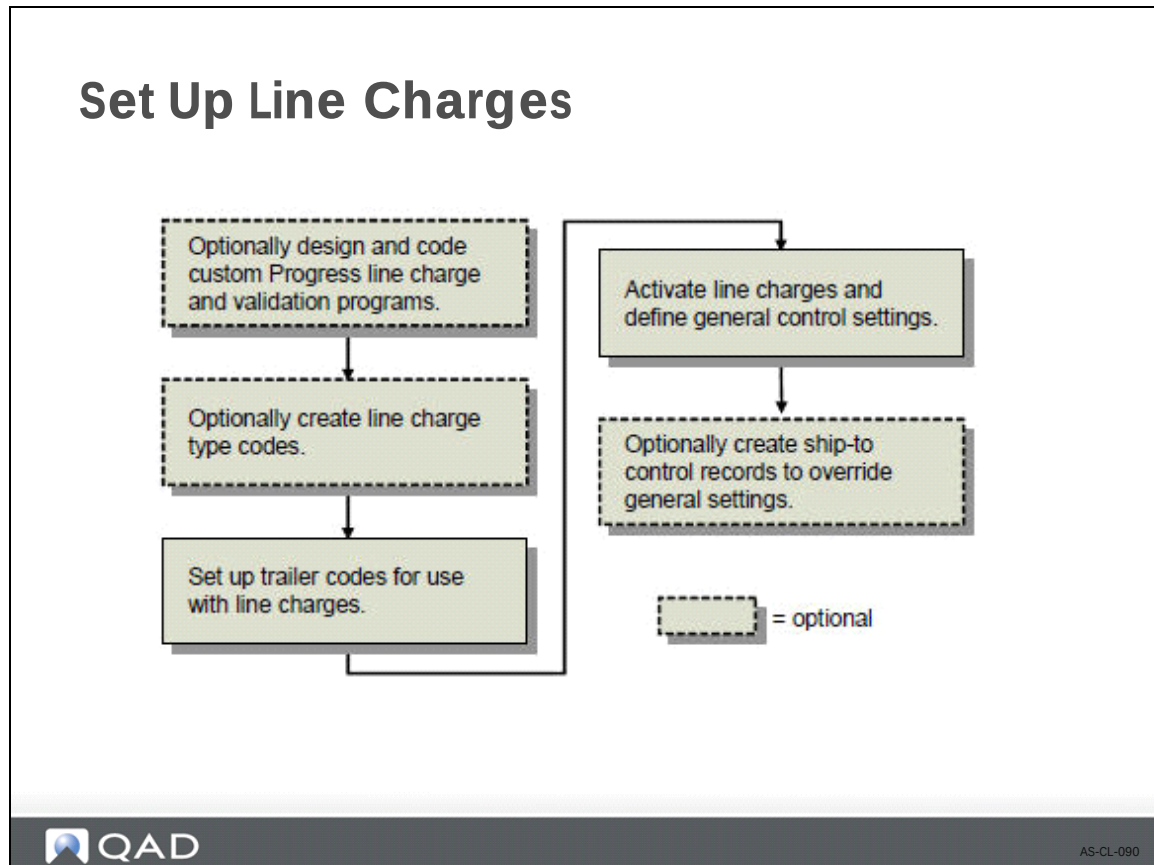
AS-CL-080

(Optionally) Use Ship-To Control Maintenance (7.22.15) to create control records that override the settings in Container/Line Charges Control for specified ship-from and ship-to combinations.

Most of the field values in this program default from corresponding fields in the control program. The field descriptions in the control program also apply to the fields in this program.

Note The settings in this program only apply to the specific ship-from/ship-to combination specified in the header frame.

Set Up Line Charges



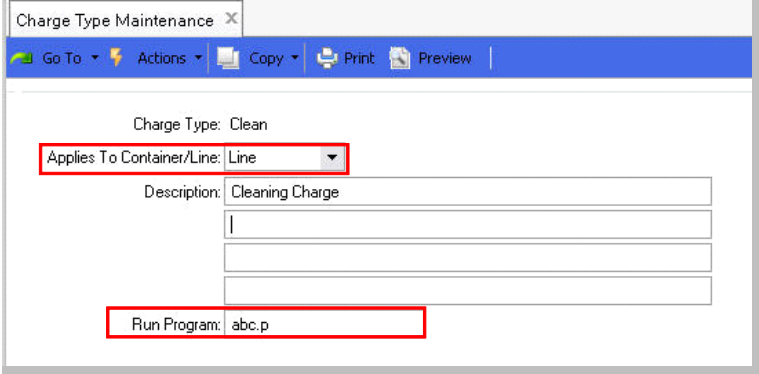
Setting up the line charge functions is very similar to setting up the container charge functions. It involves the following tasks:

- (Optionally) Design and code custom Progress line charge and validation programs.
- (Optionally) Create line charge type codes.
- Set up trailer codes for use with line charges.
- Activate line charges in the control program and define system-wide control settings.
- (Optionally) Create ship-to control records to override control program line charge settings.

Line Charges Setup Work Flow shows a typical line charge setup work flow. Some environments do not require every setup step. For example, in some environments the control program settings apply throughout the system to all ship-to addresses. In other environments, control program settings need to be changed for specific ship-to addresses. In these environments, additional setup steps are required to create ship-to control records to override the control program line charge settings.

Create Line Charge Type Codes

Create Line Charge Type Codes



Charge type codes can be used when applying a line charge as well as a container charge. However, while charge types are required with container charges, they are optional with line charges. If you decide to implement them, use Charge Type Maintenance (7.22.1) to create charge type codes for line charges.

Specify Line for Applies To Container/Line to indicate that the charge type is used for line charges.

Set Up Trailer Codes for Line Charges

Set Up Trailer Codes for Line Charges

Trailer Code Maintenance

Trailer Code: 50

Description: Handling Charge

Trailer Acct: 4690

Project:

Taxable: ☒

Tax Class:

Discount at Payment: ☒



AS-CL-110

- An additional line charge is a special kind of trailer code that applies to a line rather than to an entire order. Use Trailer Code Maintenance (2.19.13) to create trailer codes for your line charges.
- The trailer code details let you specify a GL account for reporting line charge amounts and let you indicate if the charge is taxable.

Configure Container/Line Charge Control

Configure Control Settings

Container/Line Charge Control X

Go To
Actions
Copy
Print
Preview

Enable Line Charges: ☒

Enable Container Charges: ☒

Edit Line Charges On Shipper: ☒

Line Charge Calculation Type:

Container	Line
Charges	Charges
Summary Only On Invoice: ☐	☐
Include On ASN: ☒	☐

AS-CL-120

Use Container/Line Charge Control (7.22.24) to activate line charge functions.

Note Container charge and line charge functions can be used separately or together. You must activate one or the other in order to use the user field functions.

The values you define here default to corresponding fields in Ship-To Control Maintenance (7.22.15). Use that program to change this value for specific combinations of ship-from sites and ship-to addresses

Create Control Program Exceptions

Create Control Program Exceptions

Ship-To Control Maintenance

Go To Actions Copy Print Preview Attach

Ship-From: 10-200 Automotive Mfg
 Ship-To/Dock: 10C1002 Houston Automotive Group

Edit Line Charges On Shipper: ☒

Line Charge Calculation Type:

Container Charges Line Charges

Summary Only On Invoice: ☐ ☐

Include On ASN: ☒ ☐



AS-CL-130

(Optionally) Use Ship-To Control Maintenance (7.22.15) to create control records that override the settings in Container/Line Charges Control for specified ship-from and ship-to combinations.

Field values in this program default from corresponding fields in the control program. The field descriptions in the control program also apply to the fields in this program.

Note The settings in this program only apply to the specific ship-from/ship-to combination specified in the header frame.

Enter Container and Line Charges

Enter Container and Line Charges

- Enter Container and Line Charge information in
 - Sales Order Maintenance
 - Pending Invoice Maintenances
 - Scheduled Order Maintenance
- Line charges can also be edited directly in Order Line Charge Maintenance



AS-CL-140

If Edit Line Charges on Shipper is set to Yes in Container/Line Charges Control or in Ship-To Control Maintenance, the Additional Line Charges frame also displays Container and Line Charge information in:

- Container Workbench
- SO Container Maintenance
- Pre-Shipper/Shipper Maintenance
- Sales Order Shipper Maintenance

Example: Enter Container Charges

Example: Enter Container Charges

The screenshot shows the 'Sales Order Maintenance' window. The 'Lines' tab is active, displaying a table with one line item:

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	02002	10.0	EA	5.00	0.0	5.00

Below the table, the 'Container Item' dropdown is set to 'crate' and the 'Charge Type' dropdown is set to 'Crates'. A red box highlights these two dropdowns. Other fields include 'Sales Acct: 4010', 'mech: ADM', 'Credit Terms Int: 0.00', 'Ship Type:', 'UM Conversion: 1.0000', 'Consume Fcost: [X]', 'Detail Alloc: [X]', 'Taxable: [X]', 'Freight List: 10FRIT', and 'Comments: [X]'.

Select the container item and the charge type.

Example: Enter Line Charges

Example: Enter Line Charges

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Order: 10S10010 Sold-To: 10C1002 Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	02002	10.0	EA	5.00	0.0	5.00

Additional Line Charges

Ln	Additional Charges	Code	Charge	OTC	Charge Type	Reference
1	Handling Charge	50	25.00	☒		

AS-CL-160

Enter the amount of each line charge. Up to 999 line charges can be entered.

Ship Container and Line Charges

The screenshot displays the 'Pre-Shipper/Shipper Workbench' window. At the top, there is a title bar and a menu bar with options: Go To, Actions, Copy, Print, Preview, and Attach. Below the menu bar, the 'Container Information' section is visible. It includes a 'Next Container' field with the value '00000013'. A red box highlights the 'Container Item' field, which contains the text 'crate'. Below this, the text 'Cardboard Crate' is displayed. Further down, there are several input fields: 'Quantity' (1), 'Unit of Measure' (EA), 'Tare Weight' (0.00), 'Volume' (0.00), 'Site' (10-200), 'Location' (010), 'Lot/Serial' (empty), 'Reference' (empty), 'Multi Entry' (checkbox), 'Sales Order' (SD10012), and 'Order Line' (1). A red box highlights the 'Sales Order' and 'Order Line' fields. At the bottom of the window, there is a QAD logo and the text 'AS-CL-180'.

In the Pre-Shipper/Shipper Workbench,

- Specify a valid container item
- Specify an order and line number

The system then tries to match container information with the sales order line. It retrieves the charge type if the container item specified in the workbench matches the primary or an alternate container item associated with the order line. If no match is found, the system looks for a charge type in Ship-To/Container Charge Maintenance or Container Item Maintenance.

If defined, the ship-to/container price is used. Otherwise, the item master price is used.

Invoice Container and Line Charges

Invoice Container and Line Charges

Pending Invoice Maintenance X

Go To
Actions
Copy
Print
Preview
Attach

Header
Lines
Trailer

Trailer
Tax Info
Trailer Information

Header

Order: 10S10012
Sold-To: 10C1002
Bill To: 10C1002B
Ship-To: 10C1002

Trailer

Non-Taxable:	61.50	Currency: USD	Line Total:	156.00
Taxable:	106.00	Discount: 0.00%		
Tax Date: 9/15/2011 Containers: 6.00 Line Charges: 50.00 Freight Taxable Freight Taxable Service				
			20	11.50
			21	0.00
			31	0.00
Total Tax:				7.42
Total:				174.92

View/Edit Tax Detail:

Trailer Information

CR Initials:
 Credit card:
 Action Status:
 Revision: 0
 FOB Point:

Ready to Invoice: ☒
 Print Sales Order: ☒
 Print Pack List: ☒
 Prepaid: 0.00

AS-CL-190

The level of detail on printed invoices is determined by the Summary Only on Invoice field in

- Ship-To Control Maintenance
- Container/Line Charge Control

Exercise: Container and Line Charges

Set up Container and Line Charges

- 1 Use Charge Type Maintenance (7.22.1) to create a container charge type for disposable cardboard boxes. Customers will be charged for each box on a shipment.

Field	Data
Charge Type	Boxes
Applies to Container/Line	Container
Description	Expendable Boxes
Run Program	cctflat.p

- 2 Use Container Item Maintenance (7.22.10) to create a container item for the disposable cardboard box.

Field	Data
Container	90099
Description	Reinforced Cardboard Box
Apply Charges	Yes
Charge Type	Boxes

- 3 Use Ship-To/Container Charge Maint (7.22.5) to define charge amounts for disposable cardboard box. The charges will apply to all ship-to addresses that do not have associated ship-to/container records.

Field	Data
Ship-To/Dock	blank
Container	90099
Charge Type	Boxes
Start	today
Expire	Three months from today
Price	2.50

- 4 Use Container/Line Charges Control (7.22.24) to enable both container and line charges.

Field	Data
Enable Line Charges	Yes
Enable Container Charges	Yes
Edit Line Charges on Shipper	Yes
Line Charge Calculation Type	blank

- 5 Use Trailer Code Maintenance (2.19.13) to create a trailer code for handling charges and the cleaning charge.

Field	Data
Trailer Code	50
Description	Handling Charge
Trailer Account	4680 - Gserv
Taxable	No

Trailer Code	51
Description	Cleaning Charge
Trailer Account	4680 - Gserv
Taxable	No

Enter/Ship/Invoice Container and Line Charges

We will create a sales order with line and container charges.

- 1 Use Sales Order Maintenance (7.1.1) to create a confirmed sales order.

Field	Data
Sold-To	10C1002
Site	10-200
Line	01
Item Number	02002
Qty Ordered	20
In the Container Charge frame,	
Container Item	90099
In the Additional Line Charges frame	
Ln	1
Code	50
Charge	25
OTC	Yes
Ln	2
Code	51
Charge	30
OTC	Yes

Notice that the line charges appear on the order trailer.

- 2 Use Pre-Shipper/Shipper Workbench (7.9.2) to ship the sales order; the shipment uses two cardboard boxes, with each crate containing 10 of item 02002.

Field	Data
Ship-From	10-200
Pre-Shipper/Shipper	Shipper
Ship-to/Dock	10C1002
In the Container Information frame	
Container Item	90099
Quantity	2
Sales Order	The order number from the previous step
Line	1
In the Item Information frame	
Sales Order	The order number from the previous step
Line	1
Quantity	20

Print the shipper. Notice that the containers information appear on the shipper document.

- 3 Use Pre-Shipper/Shipper Confirm (7.9.5) to confirm the shipper. But do not post the invoice yet.
- 4 Use Pending Invoice Maintenance (7.13.1) to review the pending invoice. Notice that the container and line charges appear on the pending invoice trailer.
- 5 Use Invoice Post and Print (7.13.4) to post and print the invoice. Notice that full details of the container and line charges appear on the invoice document.

Chapter 9

Work With Legal Documents

Work With Legal Documents

In this section you will learn how to:

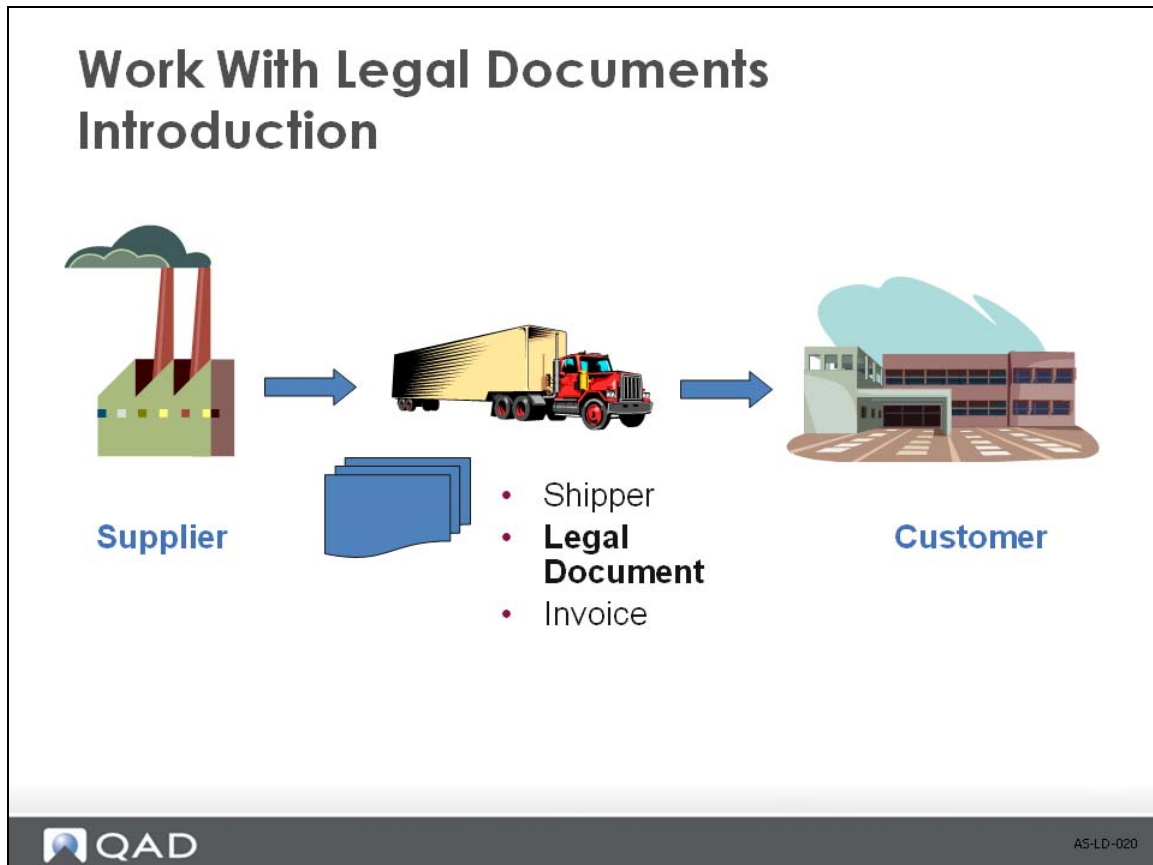
- Set Up Legal Documents
- Create Legal Documents
- Print Legal Documents
- Cancel and Delete Legal Documents



AS-LD-010

Note This topic applies only to QAD Enterprise Edition (EE).

Introduction



In some countries, transportation of merchandise requires a document to prove legality and possession of the inventory being moved.

Legal documents include shipping information, such as item and tax.

Legal Documents are generated along with the shipper.

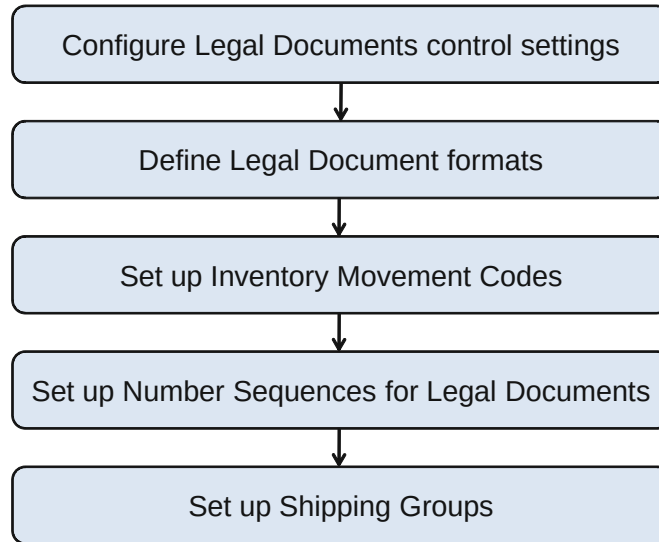
Note To implement Legal Documents you must use the Global Shipping functionality.

AS-LD-030

Country	Legal Document
Brazil	Nota Fiscal
Argentina	Remito
Chile	Despacho
Poland	Dokumenty magazynowe
Turkey	Irsaliye
Thailand	Stock Card

Set Up Legal Documents

Set Up Legal Documents



AS-LD-040

Note To implement legal documents in your system, you must use the global shipping functionality.

Configure Control Settings

Legal Document Control

Go To Actions Copy Print

Legal Document Form Code: 51

Legal Document Cancel Time Fence: 1

Update Effective Date: ☒

Print Legal Document: ☒

Maintain Operation Type in Tax Usage: ☒

Allow Same NRM for Multiple Addresses: ☐

Enable Electronic Legal Doc: ☒

QAD AS-LD-050

Legal Document Form Code. Specify the default legal document form code used in Document Format maintenance (2.18.13). Supported legal document form codes for different countries are as follows.

- 11 = Poland
- 21 = Chile
- 31 = Argentina
- 41 = Turkey
- 51 = Brazil

Legal Document Cancel Time Fence. Specify the number of days after the creation date within which legal documents can be cancelled during shipper unconfirm.

Update Effective Date. Specify whether the effective date can be updated in Pre-Shipper/Shipper Confirm. Enter Yes to allow update; otherwise, enter No.

Print Legal Document. Specify whether you want to print legal documents along with shippers by default.

Maintain Operation Type in Tax Usage. This field is specific for Brazil legal documents. Enter Yes to enable the following legal documents features specific for Brazil:

- Display the Legal Information frame in Tax Usage Maintenance (29.1.9).

- Enforce that the tax usages specified in Simultaneous Operation Maintenance (7.10.13) must have the operation type of 11 Sales or 12 Other.
- Dictate the mandatory use of tax usage with operation type set to 11 Sales or 12 Other when you process retrobilling in Retrobill Report (7.13.3).

Allow Same NRM for Multiple Addresses. Specify whether it is allowed to assign the same NRM sequence to multiple addresses with different Federal Tax IDs.

Enable Electronic Legal Doc. Specify whether to enable electronic legal documents.

Define Legal Document Formats

Define Legal Document Formats

Document Format Maintenance

Go To Actions Copy Print Preview Attach

Document Type: SHP Shipper

Document Format: BRA

Description: Document Format for Brazil

Form Code: 1

Legal Document Form Code: 51 Brazil Legal Document

Legal Document Max Items: 20

QAD AS-LD-060

This setup is to associate legal document form code with document form code.

Legal Document Max Items. Specifies the maximum number of lines that can printed on a shipper and related legal document. If the value is zero, this option has no effect.

Set Up Inventory Movement Codes

Set Up Inventory Movement Codes

Inventory Movement Code Mai... x

Go To Actions Copy Print Preview Attach

Inventory Movement Code: SO-OUT

Description: Sales Order Shipments

Transaction Type: ISS-SO

Transaction Flow: Outbound

 QAD AS-LD-070

For the field Transaction Flow:

- Inbound means inventory moves into the plant/site and can require receiving legal documents.
- Outbound means inventory moves out of the plant/site and can require issuing legal documents.
- Internal means inventory moves within the plant/site and does not require legal documents.

Define Number Sequences

Define Number Sequences

Number Range Maintenance X

Go To Actions Copy Print Preview

Sequence Master

Sequence ID: LDO

Description: Outbound Legal Documents

Target Dataset: abs_id.LegalDoc

Internal: ☒

Allow Discarding: ☒ Effective Date: 9/12/2011

Allow Voiding: ☒ Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	LDO	
2	INT	00001,99999,00001,99999	


AS-LD-080

Note Target Dataset must be abs_id.LegalDoc.

Assign Number Sequences

Assign Number Sequences to Addresses

Legal Document NRM ×

Go To ▾ Actions ▾ Copy ▾ Print Preview Attach ▾

Address: 10-300

Name: QMI-USA Division
Tax ID - Federal:

Seq ID	Description	Trans Flow	Form Code	Default
LDI	Legal Documents Inbound	Inbound	51	☐
LDO	Legal Documents Outbound	OutBound	51	☐

Add Sequence

Sequence ID: LDO

Description: Legal Documents Outbound

Movement: OutBound ▾

Form Code: 51 🔍

Default: 📄



AS-LD-090

The Address represents the actual physical address of the ship-from site or location.

Note Only sites or locations with physical addresses can be assigned legal document NRM sequences.

In Legal Document Control, if you set Allow Same NRM for Multiple Addresses to Yes, you can assign the same NRM sequence to multiple addresses with different Federal Tax IDs.

Set Up Shipping Group

Set Up Shipping Groups

Shipping Group Maintenance

Shipping Group: LD

Description: Legal Documents

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Source Addresses

Address	Name
10-300	QMI -USA Division
10S1001	Taylor & Fulton Fruit Co.

Inventory Movement Details

IMC	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
SO OUT	ISS-SO	☒	PRE	SHIP	BRA		

QAD AS-LD-100

Use Shipping Group Maintenance to set up Source Addresses and Destination Addresses, and proper inventory movement details.

The combination of shipping group, transaction type, inventory movement code, and legal document format determines whether legal documents will be generated along with shippers for a specific type of transaction at a particular site, and if so, the exact content, format, and layout of the legal documents.

Create Legal Documents

Create Legal Documents

Any function that generates shippers will enable you to generate legal documents along with the shipper.



AS-LD-120

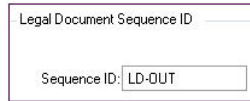
Examples of issuing functions that generate legal documents are as follows.

- Pre-Shipper/Shipper Workbench (7.9.2)
- Pre-Shipper/Shipper Print (7.9.4)
- Sales Order Shipper Maintenance (7.9.8)
- Sales Order Shipments (7.9.15)
- Unplanned Issue (3.7)
- Item Transfer (3.4)
- Distribution Order Shipments (12.17.22)
- Sub Shipper Maintenance (18.22.5.5)
- Material Order Maintenance (10.7.1 and 11.11.1)
- Material Order Shipments (10.7.6 and 11.11.6)
- Call Activity Recording (11.1.1.13)
- RMA Maintenance (11.7.1.1)
- RMA Shipments (11.7.1.16)
- RTS Shipments (11.7.3.16)
- Distribution Order Shipments (12.17.22)
- Sub Shipper Maintenance (18.22.5.5)

- Material Order Maintenance (10.7.1 and 11.11.1)
- Material Order Shipments (10.7.6 and 11.11.6)
- Call Activity Recording (11.1.1.13)
- RMA Maintenance (11.7.1.1)
- RMA Shipments (11.7.1.16)
- RTS Shipments (11.7.3.16)

Additional Pop-ups During Legal Document Creation

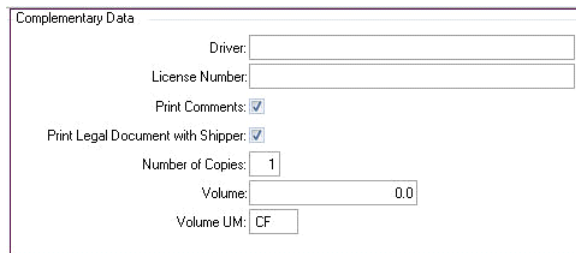
- When prompted, select a Legal Document sequence ID



Legal Document Sequence ID

Sequence ID: LD-OUT

- Input optional data in the Complementary Data frame



Complementary Data

Driver:

License Number:

Print Comments: ☒

Print Legal Document with Shipper: ☒

Number of Copies:

Volume:

Volume UM:



AS-LD-120

During shipper processing, additional legal document pop-up window will display when

- The current shipment belongs to a shipping group with the appropriate inventory movement details set up:
 - The transaction flow of the inventory movement code is Outbound or Inbound;
 - The document format defined for the shipper is associated with a valid legal document form code.
- A legal document NRM sequence has been defined and assigned to the issuing site with Transaction Flow set to Outbound.

Print Legal Documents

Print Legal Documents

Legal Document Print X

Go To • Actions • Copy • Print • Preview • Attach •

Document Type:

Federal Tax ID:

Ship-From:

Location:

Transaction Type:

Order:

Effective Date:

Legal Doc Nbr:

Shipper:

To:

To:

To:

To:

Reprint: ☐

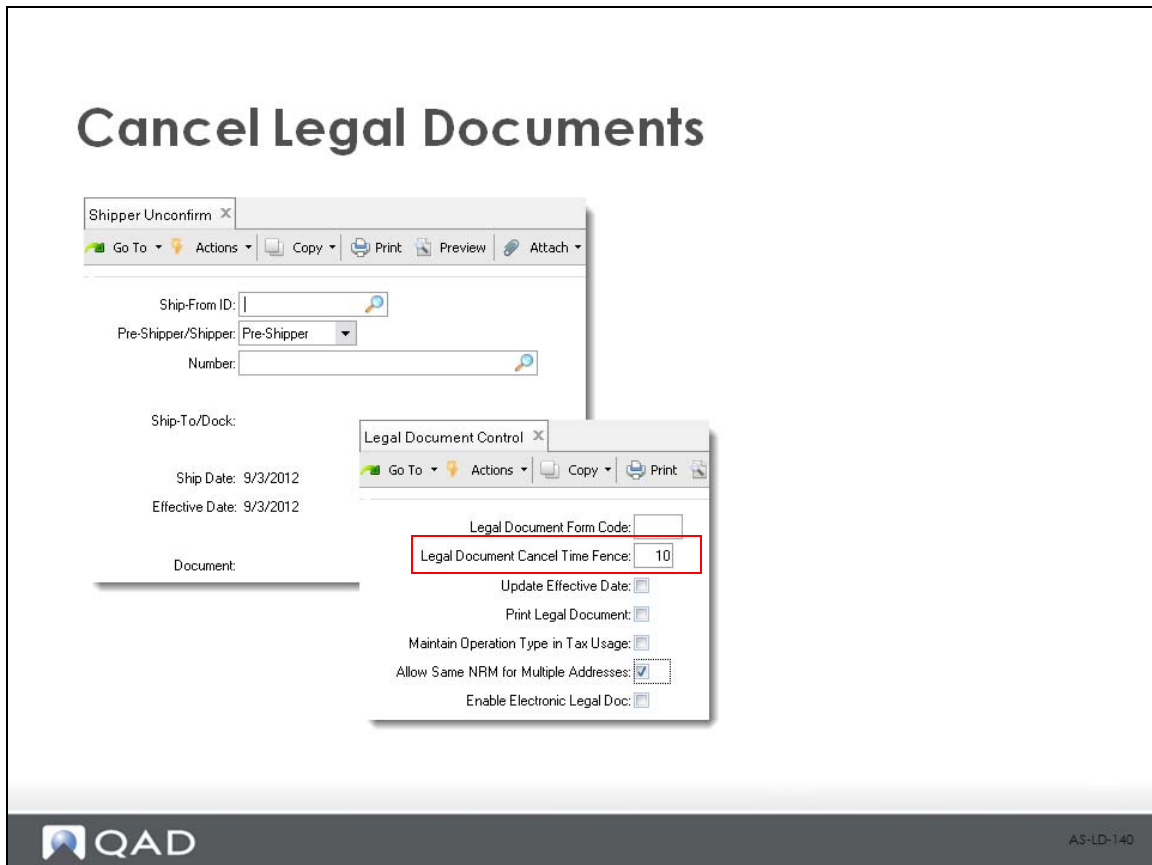
Output: printer
Batch ID:

AS-LD-130

Use Legal Document Print to

- print Legal Documents that have not been printed
- reprint previously printed Legal Documents

Cancel Legal Documents



When Legal Document Cancel Time Fence is set to an integer value in Legal Document Control (7.10.24), within this number of days since a legal document was created, it can be cancelled along with its associated shipper during shipper unconfirm.

To cancel a legal document, unconfirm its corresponding shipper in Shipper Unconfirm (7.9.2) and the system will automatically set the legal document status to Cancelled.

Delete/Archive Legal Documents

Delete/Archive Legal Documents

Legal Document Delete/Archive X

Go To Actions Copy Print Preview Attach

Supplier:

Ship-To:

Legal Document Number:

Shipper:

Generation Date:

Delete: ☐

Archive: ☐

Archive File:

To:

To:

To:

To:

To:

To:

Output:

Batch ID:

AS-LD-150

Use Legal Document Delete/Archive for legal documents whose online records are no longer needed.

Exercise: Legal Documents

Set Up Legal Documents

- 1 Use Legal Document Control (7.10.24) to define implementation settings.

Field	Data
Format Code	51
Legal Document Cancel Time Fence	1
Update Effective Date	Yes
Print Legal Document	No
Maintain Operation Type in Tax Usage	No
Allow Same NRM for Multiple Addresses	Yes
Enable Electronic Legal Doc	No

- 2 Use Document Format Maintenance (2.18.13) to set up a document format for shippers and the Nota Fiscal.

Field	Data
Document Type	Shp
Document Format	BRA
Description	Document Format for Brazil
Form Code	01
Legal Document Form Code	51
Legal Document Max Items	20

- 3 Use Number Range Maintenance (36.2.21.1) to define number ranges for inbound and outbound legal documents.

Field	Data
Sequence ID	LD
Description	Legal Documents
Target Dataset	abs_id.LegalDoc
Internal	Yes
Allow Discarding	Yes
Allow Voiding	Yes
Segment List	
1	FIXED, LD
2	INT, 1, 999999, 1, 1

- 4 Use Legal Document NRM (36.2.21.9) to assign number ranges for inbound and outbound legal documents to sites.

Field	Data
Address	10-200

Sequence ID	LD
Transaction Flow	Outbound
Form Code	51

- 5 Use Inventory Movement Code Maint (1.1.9) to define an inventory movement code for sales order shipments.

Field	Data
Inventory Movement Code	SO-OUT
Description	Sales Order Shipments
Transaction Type	ISS-SO
Transaction Flow	Outbound

- 6 Use Shipping Group Maintenance (2.18.1) to create a shipping group for legal documents.

Field	Data
Shipping Group	LD
Description	Legal Documents
Auto Transfers	Yes
Master Bill Sequence ID	MBOL
Source Addresses	
Address	10-200
Consolidate Ship	Optional
Destination Addresses	
Address	10C1002
Consolidate Ship	Optional
Inventory Movement Details	
IMC	SO-OUT
Default	Yes
PS Seq	PRE
Ship Sequence	SHIP
Format	BRA

Create and Print Legal Documents

We will create a sales order, ship the order and print the legal document when the shipper is created.

- 1 Use Sales Order Maintenance (7.1.1) to create a confirmed sales order.

Field	Data
Sold-To	10C1002
Site	10-200
Line	01

Item Number	02002
Qty Ordered	10

- 2 Use Sales Order Shipments (7.9.15) to ship the sales order and create a legal document. Print the legal document.
- 3 Use Legal Document Browse (7.10.3) to see the status of the legal document.
- 4 Use Invoice Post and Print (7.13.4) to post the invoice of the sales order that was shipped. Then use Legal Document Browse (7.10.3) to see the status of the legal document again.

