



QAD Enterprise Applications
Enterprise Edition

Training Guide

Financials Overview

70-3209-2013EE
QAD 2013 Enterprise Edition
Workspace: 10USA > 10USACO
March 2013

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Contents

Change Summary	vii
About This Course	1
Course Description	2
Course Objectives	2
Audience	2
Prerequisites	2
Course Credit	2
Virtual Environment Information	2
Additional Resources	2
QAD Learning Center	3
QAD Document Library	3
QAD Support	3
Chapter 1 Richness of Enterprise Financials.....	5
Enterprise Edition vs. Standard Edition	7
Why Financials?	9
Imagine	10
QAD Enterprise Financials	11
Components of QAD Enterprise Financials	12
Chapter 2 UI Navigation	13
Login and Welcome	15
Menu Navigation and Tools	16
Toolbar	16
Menu Search	17
Menu Properties	18
Messaging and Workflow	19
Creating a Workflow	20
Favorites	21
Direct Menu Access with the GoTo Button	22
Direct Menu Access: Context Menu	23
Document Linking	24
Process Maps	25

Lower-Level Process Maps	28
Application Integration	29
XML Integration	30
Advanced Excel Integration	31
Browse Results	34
Browse Highlights	35
Browse Features: Filter Funnel, Sort, Drill-Down	36
Rearrange Display	37
Browse Features: Group, Column Options, Summary Options	39
Browse Features: Export, Print, Favorites, Refresh	40
Chart Designer	41
Hands On Exercise: UI Navigation	42

Chapter 3 Enterprise Financials Components and Concepts 53

Components of QAD Enterprise Financials	55
QAD Financial Analytics	56
QAD Management Reporting	57
QAD Multi-GAAP	58
QAD Budgeting	59
QAD GRC	60
QAD Consolidations	61
QAD Allocations	62
QAD Financial Shared Services	63
QAD Credit Management	64
QAD Tax Management	65
QAD General Ledger	66
QAD Multiple Currency	68
QAD Accounts Receivable	69
QAD Accounts Payable	70
QAD Banking/Cash Management	72
QAD Cost Management	73
Business Model	74
Four Levels of Data	75
Shared Sets	76
Example	77
Business Relation	78
Business Relation	79
Accounting Layers	80
.....	81
Daybooks	82
Operational Transaction Post	83
Journal Entry View - Transactions	84
Journal Entry View - Additional Information	85

Trial Balance View	86
Alternate Chart of Accounts	87
Currencies	88
Definitions: Transaction, Base and Statutory Currency	89
Usage Example for Dual-Base Currency	90
GL Account Create	91
GL Analytical Coding Segments	93
Supplementary Analysis Fields (SAF) Highlights	94
SAF Setup Overview	95
SAF Setup	96
System SAFs	98
User Defined SAFs	99
SAF Example	100
Scenario	101
Chapter 4 AR Processing.....	103
Invoicing Process and Highlights	105
Customer Invoicing Process	106
Invoicing - Highlights	107
Process Payments	108
Customer Payment Instruments	109
Customer Payment Status Codes	110
Introduction to Self Billing	111
Collections	112
Hands On Exercise: AR Processing	113
Chapter 5 AP Processing.....	125
AP Process Functional Overview	127
Supplier Invoicing	128
Supplier Invoice Basic Processing Flow	129
Evaluated Receipts Settlement (ERS)	130
AP Payment Instruments	131
AP Payment Statuses	132
Hands On Exercise: AP Processing	133
Chapter 6 Reporting Overview	147
Standard Reports Selection	149
Standard Reports Output	150
Report Customization Levels	151
Usage Customization	152
Report Variants	153
Cost Center Trans Detail Report - Variants	154

QAD Reporting Framework	155
Hands On Exercise: Report Usage Customization	156
Chapter 7 Screen Customization.....	161
Screen Customization	163
Screen Customization	165
User-Defined Fields	166
Scenario Example	168
User-Defined Fields: Add to Screen	169
Add to Report/View	170
Hands On Exercise	171
Field List/Properties	177
Chapter 8 Financials Report Writer.....	181
Overview	182
Benefits	183
Main Features	184
Financial Report Writer Components	185
Report Chart and Report Cube	186
Real-Time Update of Report Cube	187
Report Cube	188
Report Analysis Codes	190
Report Analysis Code Maintenance	193
Report Tree for a Sales Report	194
Report Tree Maintenance	195
Report Tree Excel Integration	196
Column Group Maintenance	197
Report Master Maintenance	198
Financial Report Run	199

Change Summary

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

Date/Version	Description	Reference
March 2013/2013 EE	Rebranded for QAD 2013 EE	---
September 2012/2012.1 EE	Rebranded for QAD 2012.1 EE	---

About This Course

Course Description

This one-day course has been designed to give an overview of the QAD Enterprise Financials. Students experience the .Net UI interface and some of the QAD Enterprise Financials features.

The format for this course is a combination of presentations, demos, and hands-on exercises. This course is not designed to guide students on how to use QAD Enterprise Financials. Another course, Financials Fundamentals, teaches students about the principal Financials functions and how to use them.

Course Objectives

The overall objectives of the one day introduction course are to learn about the key concepts behind QAD Enterprise Financials, to get an overview of its features, and to experience the application as well as the interface.

Audience

This course is intended for first-time users, and those who want a high-level overview of QAD Enterprise Financials.

Prerequisites

An understanding of basic manufacturing principles is beneficial.

Course Credit

This course is valid for 6 credit hours

This course is typically taught in one day.

Virtual Environment Information

The hands-on exercises in this book should be used with the latest Enterprise Edition learning environment in the 10USA > 10USACO workspace. When prompted to log in, specify *demo* for user ID and *qad* for password.

Additional Resources

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

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

QAD Learning Center

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

QAD Document Library

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

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

Richness of Enterprise Financials

Agenda

- Why Enterprise Financials?
- Benefits of QAD Enterprise Financials
- Components of QAD Enterprise Financials
- Demonstration
- Question and Answer Session

Enterprise Edition vs. Standard Edition

Enterprise Edition vs Standard Edition

<u>Enterprise Financials</u>	
<u>New Customer Management Features</u>	
<u>New Capabilities in Distribution / Manufacturing</u>	
<u>Internal Controls - Corporate Governance</u>	
<u>Centralization / Standardization / Shared Services</u>	
<u>Single Code Base for Internationalization</u>	
<u>Usability: Focus on Human Engineering</u>	



REPORT SMARTER
CLOSE FASTER
MANAGE GLOBAL OPERATIONS
ADOPT TO COMPANY CHANGE
GUARANTEE COMPLIANCE
INCREASE EFFICIENCY

CFO
Now What?
Enforce Payroll Accuracy
A Mezier, Touche-St-C
Rethinking Structured Finance
Analysis Released
Remembering Ethics

EF-WEL-030

Why Financials?

Why Financials?

- Financial applications allow organizations to:
 - **PLAN** → Develop business plans, budgets
 - **RECORD** → Register costs, revenues, tax, cash transactions
 - **REPORT** → Analyze business, consolidate, financial and management reporting
 - **COMPLY** → SOX, IFRS, local GAAP
- Benefits provided
 - Improve profitability
 - Free up working capital / increase cash flow
 - Ensure more effective cost controls
 - Gain greater and faster insight into business drivers when planning and forecasting

Imagine

Imagine



QAD Enterprise Financials

QAD Enterprise Financials

- Focus on **efficiency** and **usability**:
 - **Lean concepts**, eliminate non-value-added steps
- Corporate **Management Reporting**:
 - Multi-GAAP reporting
 - Multi-Currency : Functional, Statutory & Presentation Currency
- **Financial Shared Services**
- Financials are more than accounting:
 - **Budgeting, controlling, allocations, consolidation**
- Corporate Governance / Compliance / **SOX**
 - Role based security, **internal controls**
 - Segregation of Duties
- Power tools for the financial knowledge worker
 - **Workflow**
 - **Document management**
 - Extensive **XLS integration**
 - QAD .NET UI with low learning curve



EF-WEL-060

Components of QAD Enterprise Financials

Components of QAD Enterprise Financials



Chapter 2

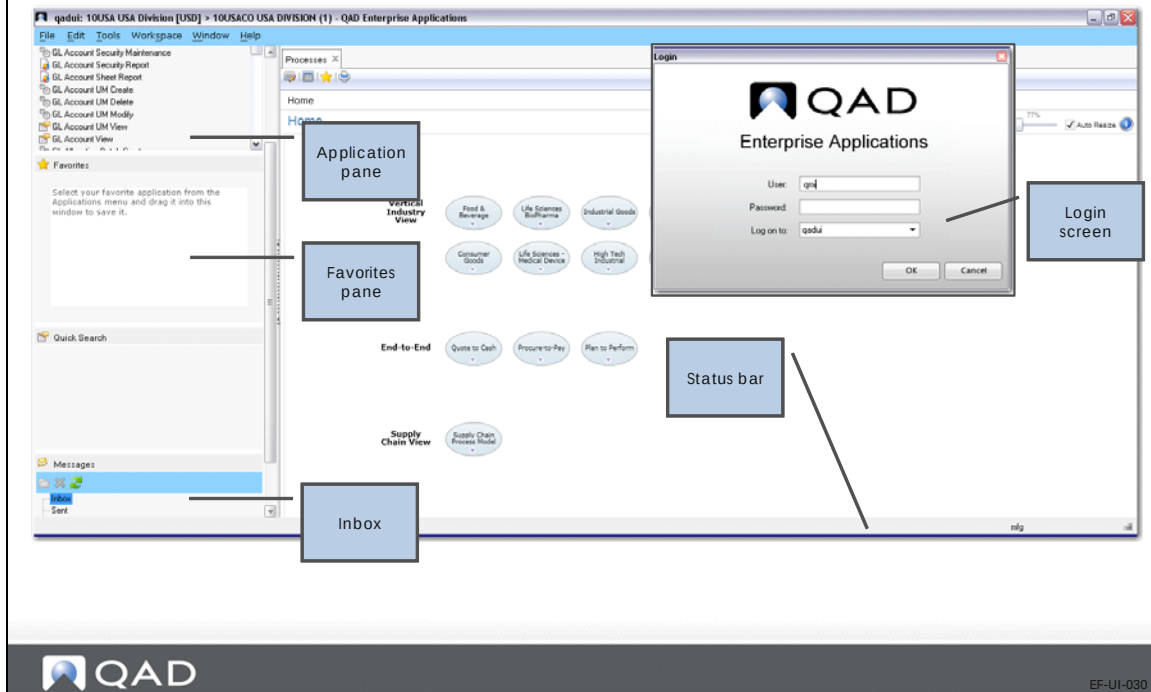
UI Navigation

Overview

- Login and welcome screens
- Menu navigation and tools
 - Search
 - Menu properties
 - Workflow - Inbox
 - Favorites
 - Alternative menu access (GoTo, context menu)
 - Document linking
- Application integration
 - Excel and XML integration
- Browsing features

Login and Welcome

Login and Welcome Screens

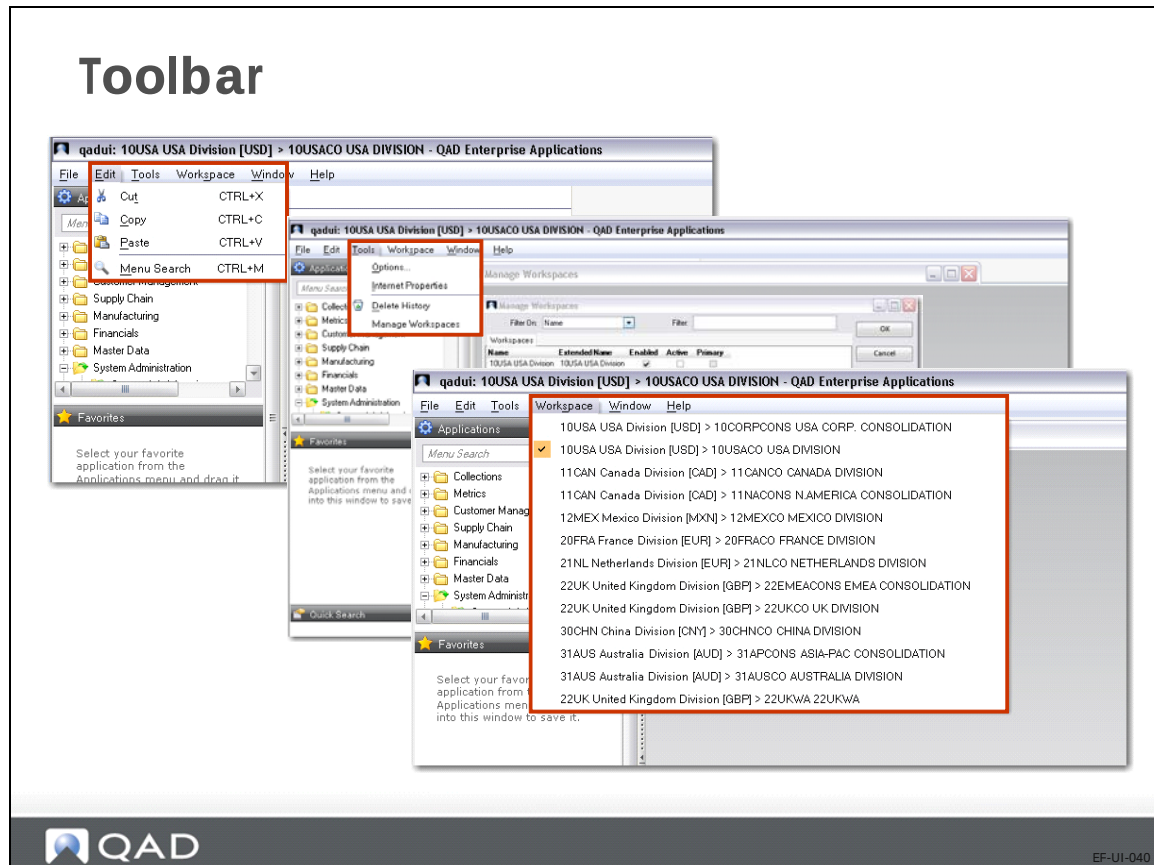


The main Financials screen contains the following UI components:

- Application pane
- Favorites pane
- Inbox
- Workspace selector
- Status bar

Menu Navigation and Tools

Toolbar



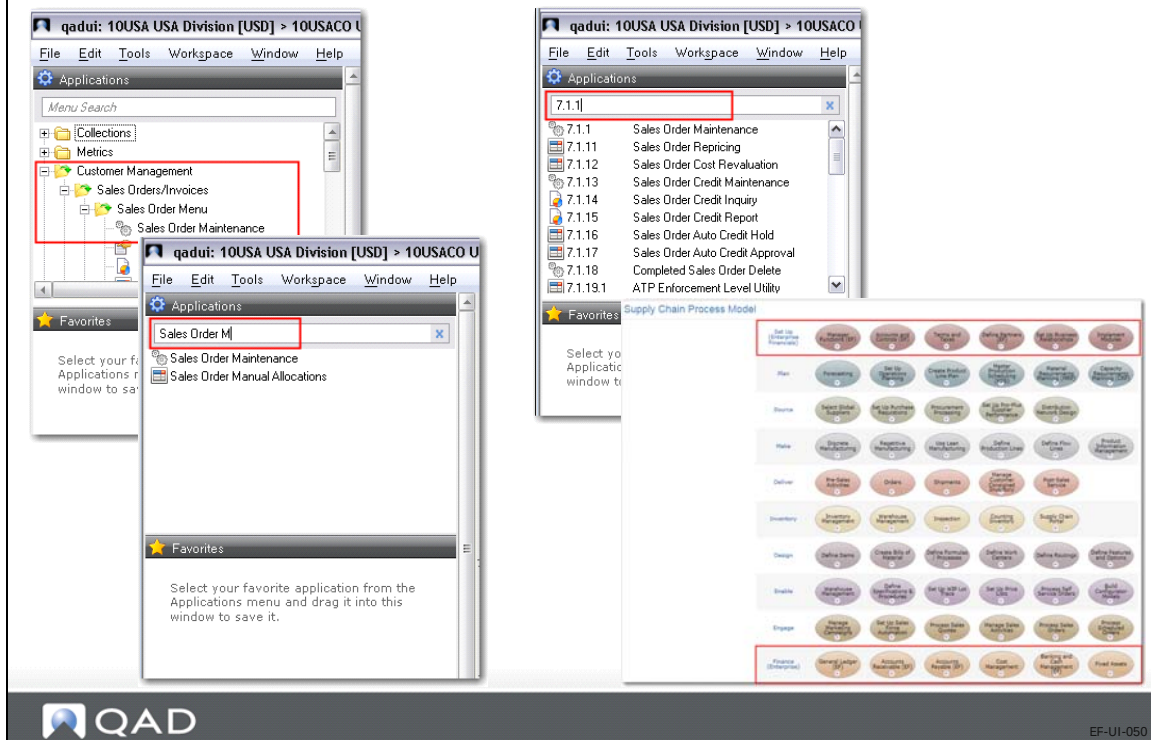
Toolbar

The toolbar provides access to:

- The Edit menu, with standard Windows functions, such as cut, copy, and paste
- The Tools menu, which lets you change various interface attributes, including the workspace (entity) to display
- The Workspace menu, which lets you navigate between workspaces
- The Help menu

Menu Search

Menu Search: Four Options

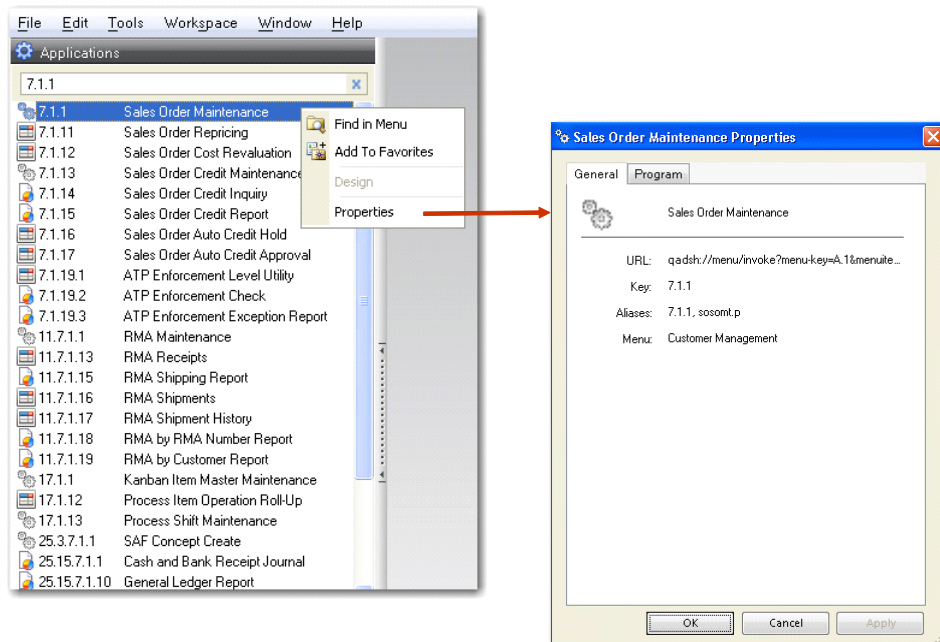


To find a menu, users can:

- Search through folders
- Enter the menu name you need
- Enter the menu number you need
- Navigate to the menu using process maps

Menu Properties

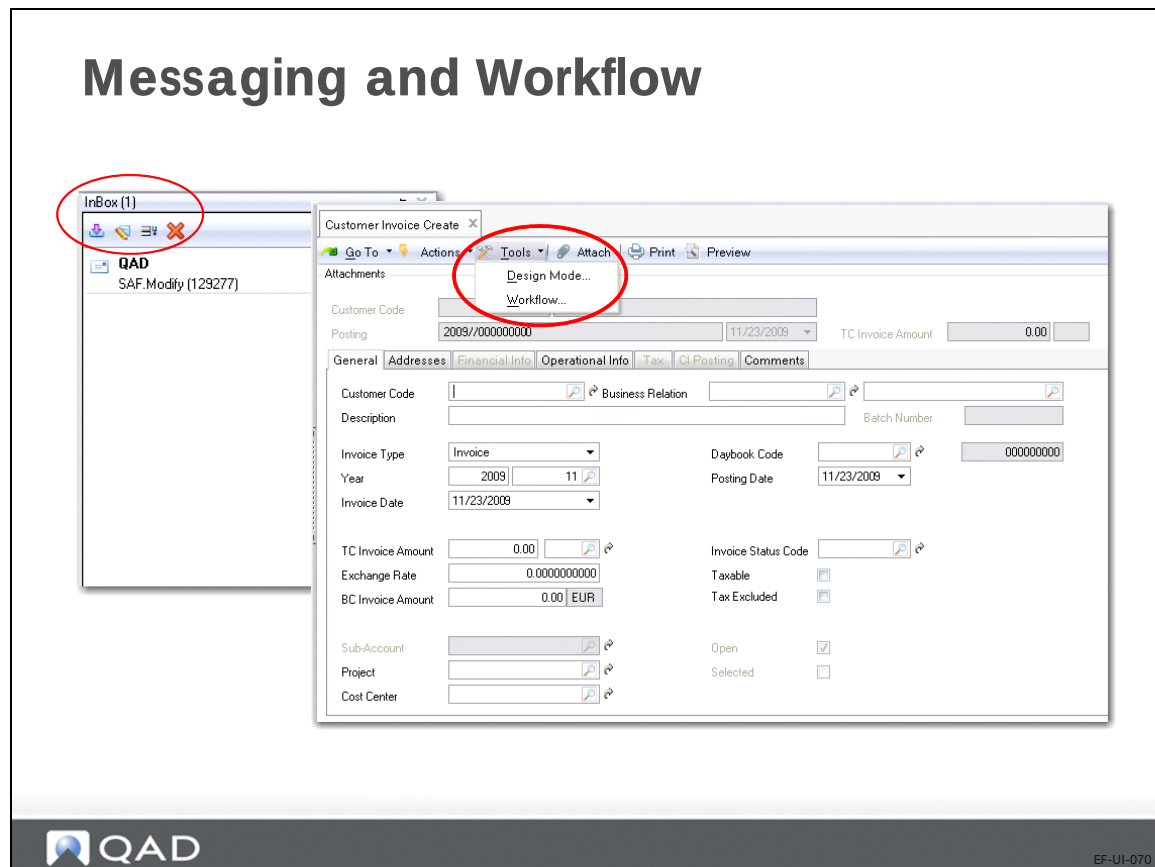
Menu Properties



To find a menu number or name and other menu attributes, right-click the menu name in the menu pane.

Note Using the right-click menu, you can also display the menu in the menu tree.

Messaging and Workflow



The Financials application includes full e-mailing capabilities.

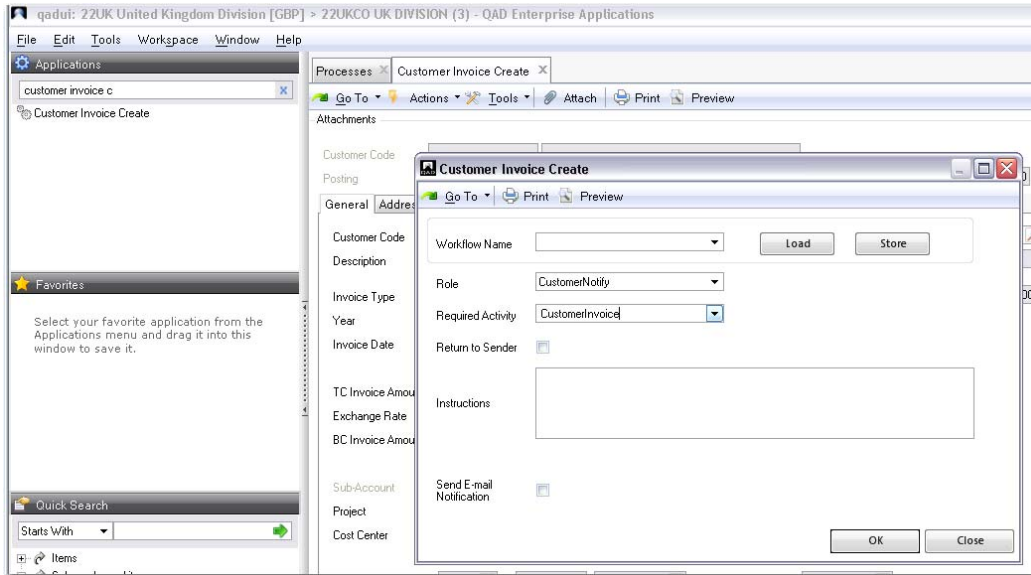
In addition, a workflow functionality is accessible in component based functions (those displaying in tabs). This feature lets you create and initiate workflows between users or roles.

Example When a new customer is created by a user in Financials, a workflow is initiated for the operational user to set up the operational data for the customer.

The workflow supports the segregation of duties and adds efficiency to day-to-day tasks.

Creating a Workflow

Create Workflow



To create a new workflow, select the function from the Tools drop-down list on the menu tool bar. Name the new workflow, assign it to a role, and specify the required activity. Additional instructions can be added in a text comment box.

You can then initiate the workflow or store it for later use and re-use.

Favorites

Favorites

The image illustrates the process of adding an application to the Favorites list in QAD Enterprise Applications. It consists of three screenshots:

- Top Left:** The 'Applications' menu is shown with 'Master Data' highlighted.
- Top Right:** The 'Sales Order Maintenance' context menu is shown with 'Add To Favorites' highlighted.
- Bottom:** The 'Sales Order Browse' window is shown. A red box highlights the 'Add To Favorites' button in the top right corner of the window. A red arrow points from the text 'Add to Favorites' to this button.

The 'Sales Order Browse' window displays a table of sales orders with the following data:

Sales Order	Sold To	Status	Line	Item Number	Unit of Measure
AUT01	12C1001		1	02200	EA
AUT02	22C1000		1	02200	EA
CS1000021	21C1002		1	04001	EA
S0011101	10C1000		1	03021	EA
S0011101	10C1000		2	03022	EA

Use the Favorites pane to provide faster access to the menus that you use every day.

Add menus to your Favorites pane by right-clicking on the menu name on the menu list, by dragging and dropping the item from the menu list, or by clicking the Add to Favorites icon in the menu.

You can rename items in your favorites, and group them in directories.

Direct Menu Access with the GoTo Button

Direct Menu Access: GoTo

The screenshot shows the 'Customer Invoice Create' window. The 'Go To' menu is open, displaying a list of options: Related Views, Related Reports, Create New Customer, Create New Business Relation, Create New Sub-Account, Create New Daybook, Create New Project, Create New Cost Center, Create New Currency, Create New Invoice Status, and Create New Entity GL Period. The background window contains several input fields and buttons. The 'Go To' button is highlighted in the top left corner of the window. The window also features tabs for 'Operational Info', 'Tax', 'GL Posting', and 'Comments'. The 'TC Invoice Amount' field is set to 0.00, and the 'Posting Date' is 11/01/2010. The 'Batch Number' field is set to 000000000. The 'Daybook Code' field is set to 11. The 'Exchange Rate' field is set to 0.000000000. The 'BC Invoice Amount' field is set to 0.00 GBP. The 'Invoice Status Code' field is set to 000000000. The 'Taxable' and 'Tax Excluded' checkboxes are both checked.



EF-UI-110

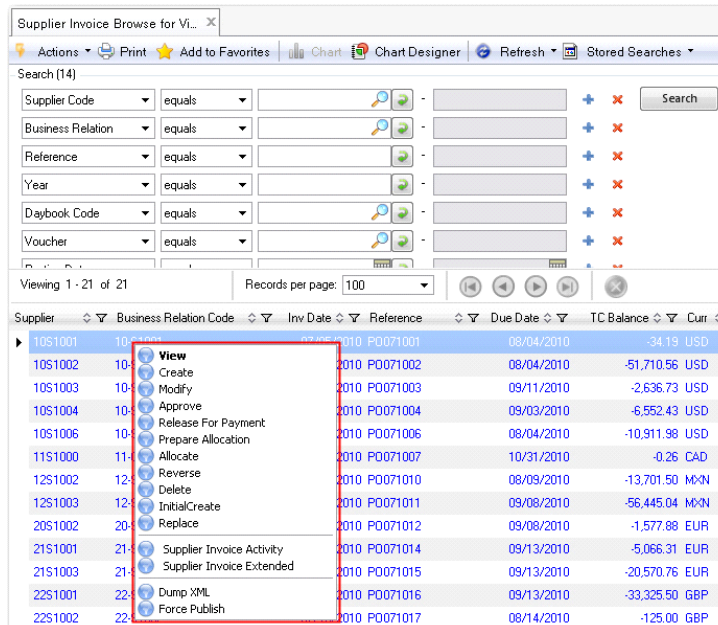
The GoTo function provides another way to access menus faster. Depending on the screen you are currently in, the GoTo menu lists other menus related to the current screen, as well as reports and views.

GoTo behaves differently, depending on whether the current field has data in it:

- If the field has a value, GoTo invokes the View activity
- If the field is blank, GoTo invokes the Create activity.

Direct Menu Access: Context Menu

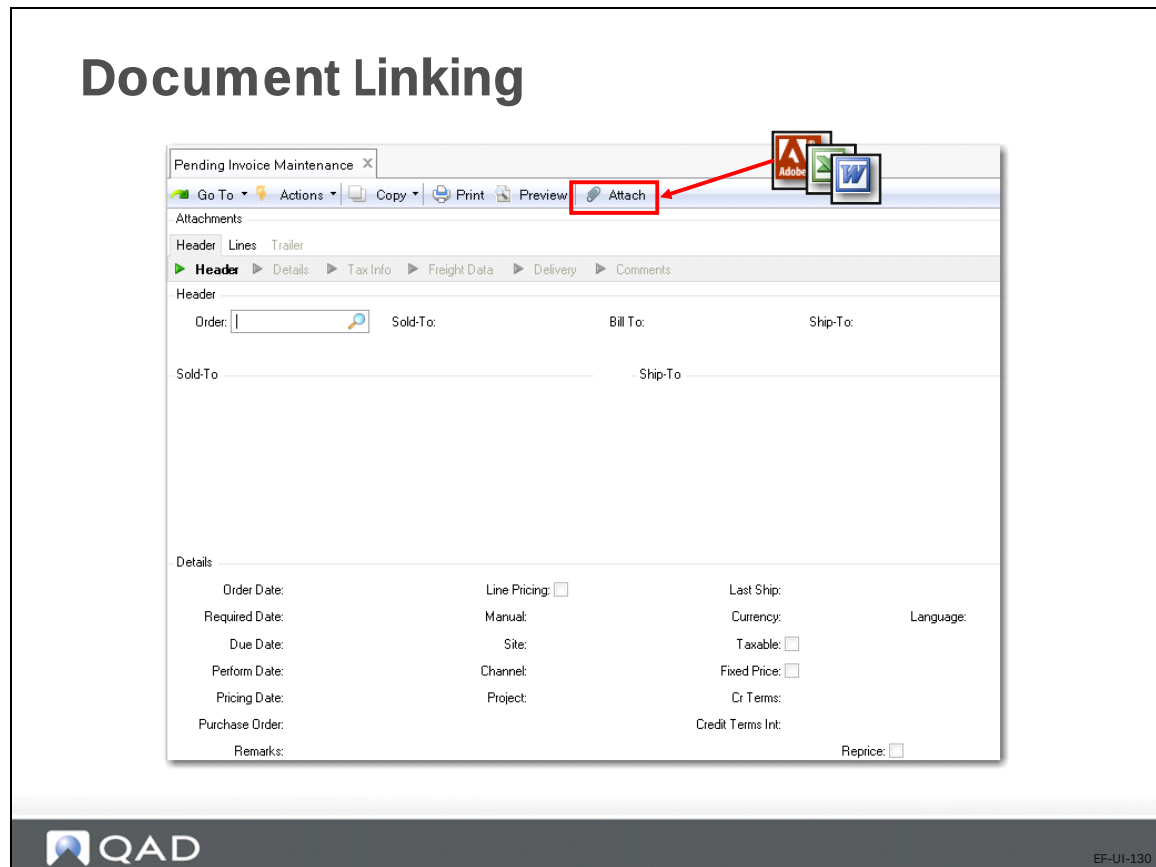
Direct Menu Access: Context Menu



You can access record-specific activities by right-clicking on the blue underlined record. Create, view, modify, and delete are standard activities available for most types of records.

For example, in the Supplier Invoice Browse for View, the links include Release for Payment, Prepare Allocation, Allocate, and Reverse.

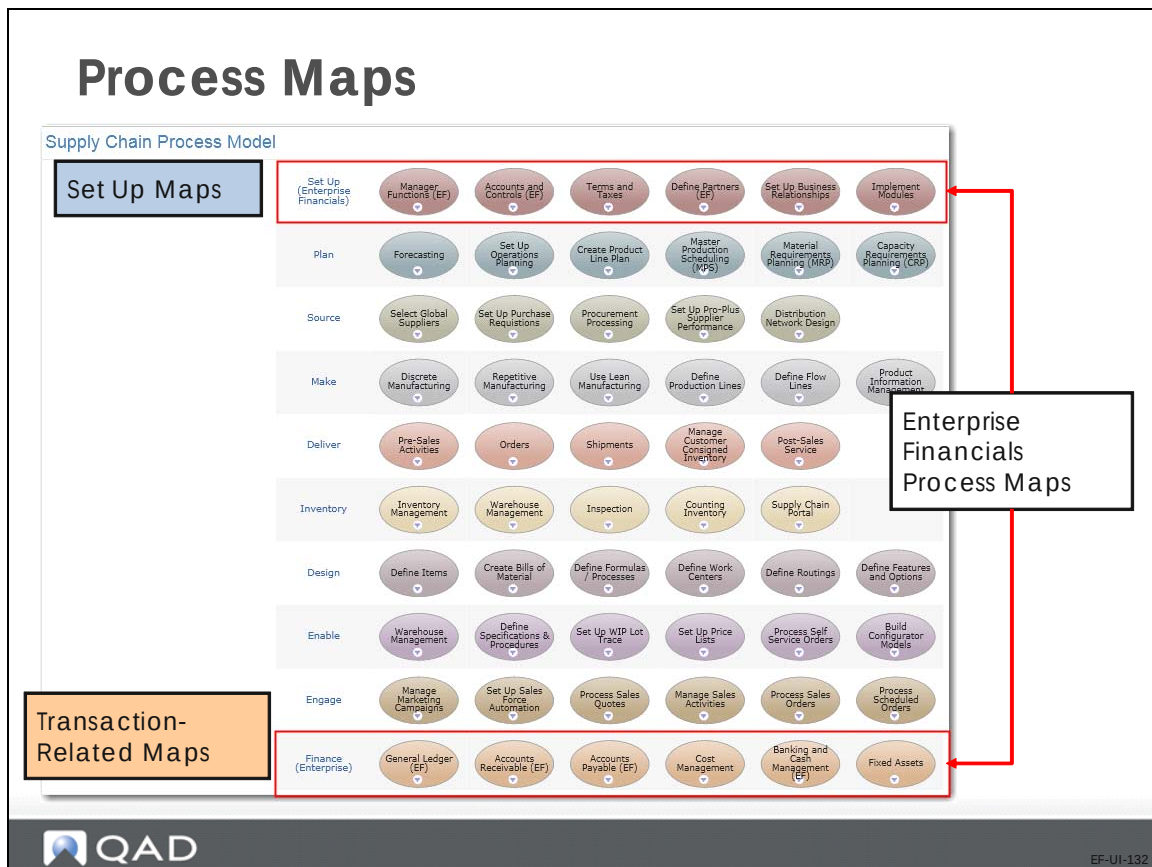
Document Linking



In Financials, you can link documents of various types, such as PDFs, Excel, and Word documents, to records.

Scans of invoices can be attached to supplier or customer invoices.

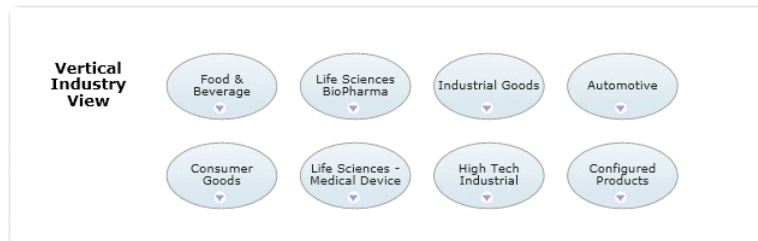
Process Maps



Process maps illustrate the principal business and operational processes within a QAD application, and consequently, provide graphical navigation. The maps are graphical models of workflows that link to programs, browses, and other process maps.

There are three separate views for process maps in QAD applications: the Supply Chain View (shown above), the End-to-End view, and the Vertical Industry View.

Process Maps – Vertical Industry View



EF-UI-134

The Vertical Industry maps are categorized using eight groups:

- Food and Beverage
- Life Sciences BioPharma
- Industrial Goods
- Automotive
- Customer Goods
- Life Sciences – Medical Devices
- High Technology Industrial
- Configured Products

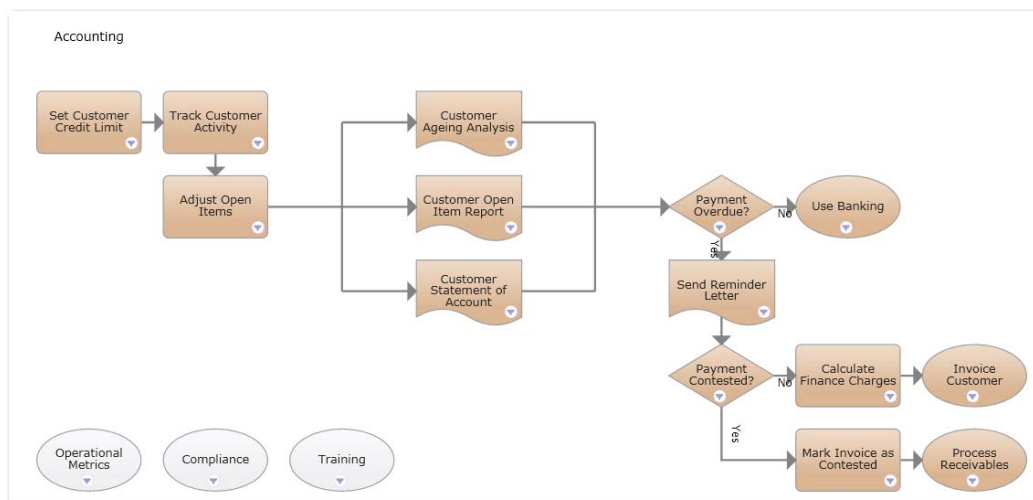
The Vertical Industry maps eventually link to the same lowest level maps as the Supply Chain View.

Process Maps – End-to-End View



Lower-Level Process Maps

Lower-Level Process Maps



Accounts Receivable, Collect Receivables Process Map



EF-UI-136

Detailed Enterprise Financials processes are illustrated using the Finance process maps. At the lowest level in the maps, you can click task nodes to open programs, views, and reports in the QAD Enterprise Financials application.

Application Integration

Application Integration

- XML
- Advanced Excel integration
 - Two way



EF-UI-140

Two powerful features facilitate data exchange between systems, record creation, maintenance, and reporting. These features are XML integration and advanced Excel integration.

XML Integration

XML Integration

Before

Exchange Rate Browse for View						
Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches						
Search (4)						
Viewing 1 - 2 of 2		Records per page: 20				
From Curr	To Curr	Valid From	Rate	Scale Factor	Rate Type	Valid To (incl.)
EUR	USD	02/25/2010	3.0000000000	1.0000000	REVALUATION	12/31/9999
EUR	USD	11/12/2009	1.3500000000	1.0000000	ACCOUNTING	11/21/2009

After

Exchange Rate Browse for View						
Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches						
Search (4)						
Viewing 1 - 4 of 4		Records per page: 20				
From Curr	To Curr	Valid From	Rate	Scale Factor	Rate Type	Valid To (incl.)
EUR	USD	02/25/2010	3.0000000000	1.0000000	REVALUATION	12/31/9999
EUR	USD	11/12/2009	1.3500000000	1.0000000	ACCOUNTING	11/21/2009
EUR	USD	11/01/2009	1.3000000000	1.0000000	ACCOUNTING	11/11/2009
EUR	USD	10/02/2009	1.1045000000	1.0000000	ACCOUNTING	10/31/2009

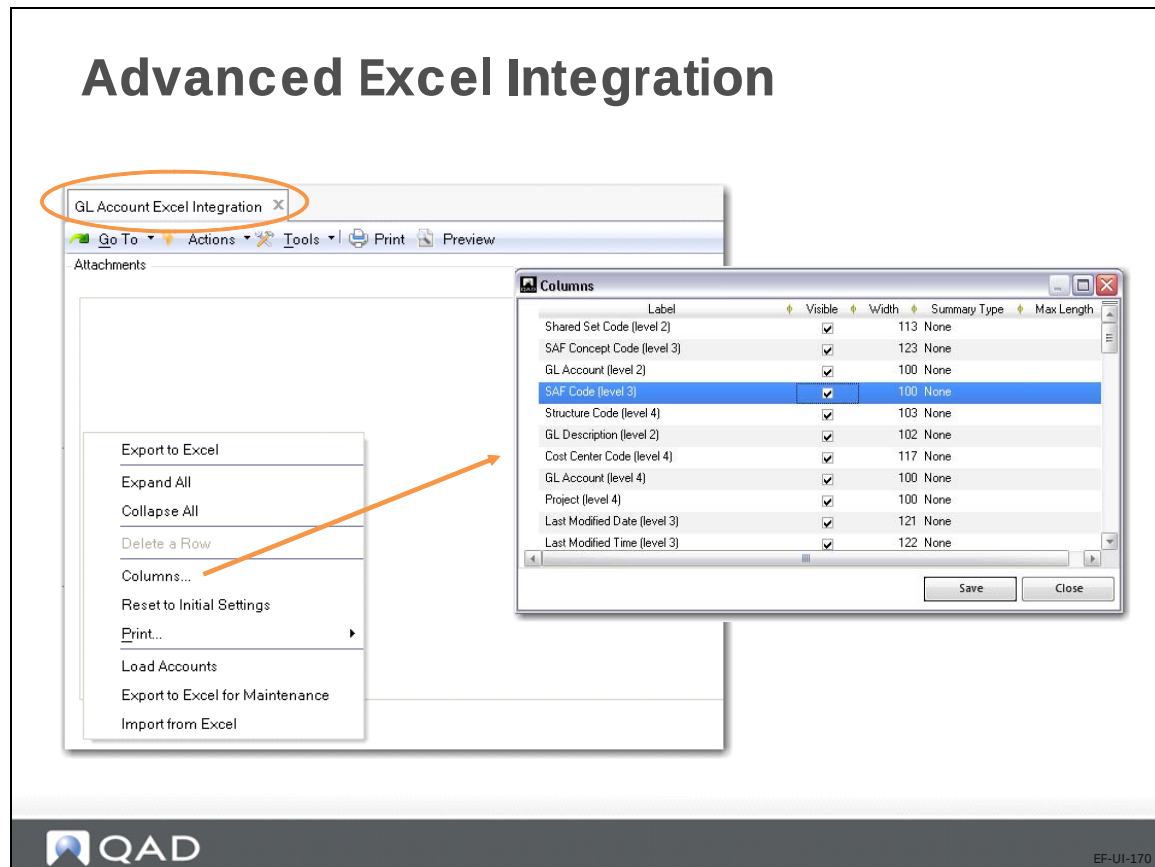


EF-UI-150

XML is mainly used to upload data at the start of an implementation, or to automatically load data, such as exchange rates, that must be imported on a regular basis.

XML integration is very flexible and easy to manage. Refer to *User Guide: QAD System Administration*.

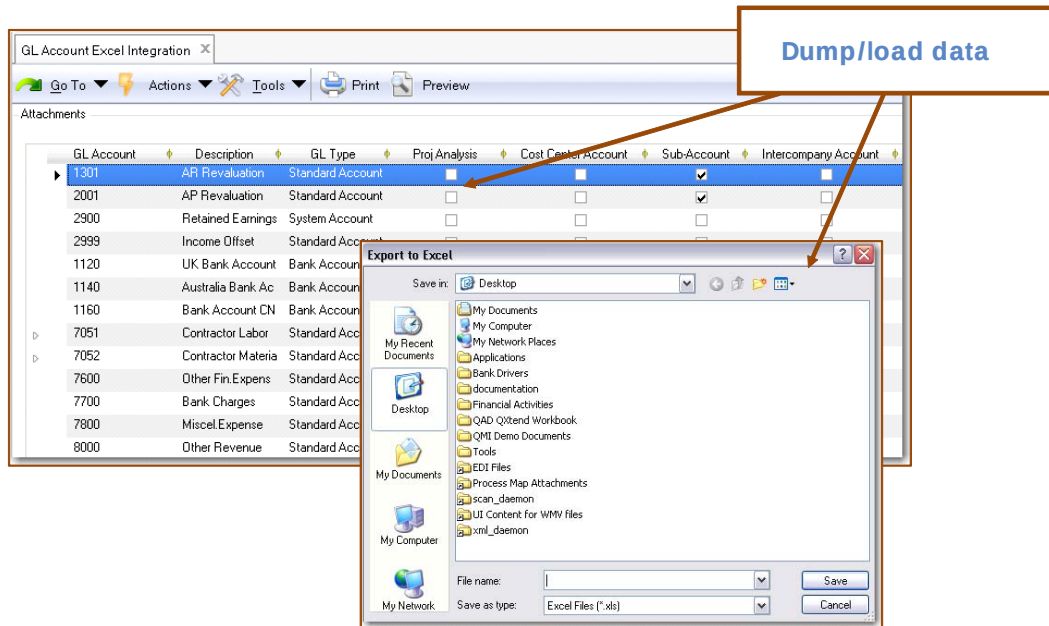
Advanced Excel Integration



Several menus allow for two-way Excel integration. This facilitates the setup, but also batch changes.

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

Advanced Excel Integration



EF-UI-180

Steps for dump and load include:

- 1 Select columns to export data for modification.
- 2 Export to Excel for Maintenance.
- 3 Modify or enter data.
- 4 Re-import to QAD Enterprise Financials.

Advanced integration with Excel is available as a menu activity for the following business components:

- Alternate COA Group
- Alternate COA Structure
- Business Relation
- COA Cross Reference
- Cost Center
- Cost Center Mask
- Country
- County
- Credit Terms
- Customer

- Daybook
- Employee
- End User
- Exchange Rate
- GL Account
- Journal Entry
- Mirroring Daybook
- Mirroring GL Account
- Payment Formats
- Project
- Project Mask
- Reporting Daybook
- SAF Code
- SAF Concept
- SAF Structure
- State
- Sub-Account
- Sub-Account Mask
- Supplier

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

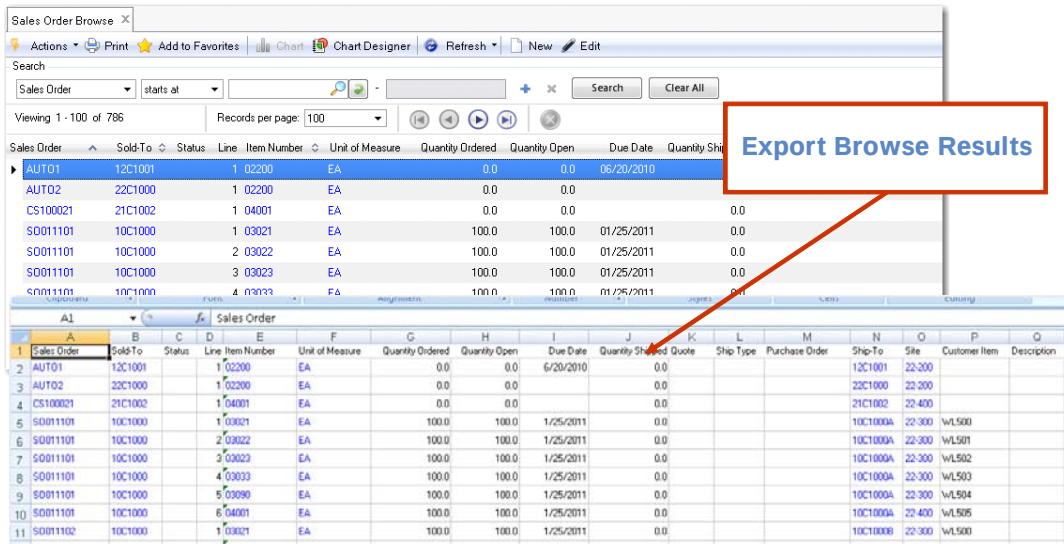
You can also use Excel integration when maintaining budgets. In the Budget module, the integration is maintained in real-time and is referred to as a hotlink. This feature is discussed in more detail in the Advanced Financials class.

To export data for maintenance, choose the Excel integration activity for one of the supported record types, such as GL Account. Select a dump location. In the Excel worksheet, make changes or add data, and save. Then return to the application and import the modified data. The system validates any data before importing it. For example, if a mandatory field is missing, the record cannot be imported.

The Excel integration function is described in full detail in the Advanced Financials class.

Browse Results

Advanced Excel Integration



Export Browse Results

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open	Due Date	Quantity Shipped
AUT01	12C1001		1	02200	EA	0.0	0.0	06/20/2010	
AUT02	22C1000		1	02200	EA	0.0	0.0		
CS100021	21C1002		1	04001	EA	0.0	0.0		
SO011101	10C1000		1	03021	EA	100.0	100.0	01/25/2011	0.0
SO011101	10C1000		2	03022	EA	100.0	100.0	01/25/2011	0.0
SO011101	10C1000		3	03023	EA	100.0	100.0	01/25/2011	0.0
SO011101	10C1000		4	03033	EA	100.0	100.0	01/25/2011	0.0

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open	Due Date	Quantity Shipped	Quote	Ship Type	Purchase Order	Ship-To	Site	Customer Item
2	AUT01	12C1001		1	02200	EA	0.0	0.0	6/20/2010	0.0				12C1001	22-300	
3	AUT02	22C1000		1	02200	EA	0.0	0.0		0.0				22C1000	22-300	
4	CS100021	21C1002		1	04001	EA	0.0	0.0		0.0				21C1002	22-400	
5	SO011101	10C1000		1	03021	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-300	W/L500
6	SO011101	10C1000		2	03022	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-300	W/L501
7	SO011101	10C1000		3	03023	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-300	W/L502
8	SO011101	10C1000		4	03033	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-300	W/L503
9	SO011101	10C1000		5	03090	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-300	W/L504
10	SO011101	10C1000		6	04001	EA	100.0	100.0	1/25/2011	0.0				10C1000A	22-400	W/L505
11	SO011102	10C1000		1	03021	EA	100.0	100.0	1/25/2011	0.0				10C1000B	22-300	W/L500

Browse results can also be easily exported to Excel. To export data directly into an Excel spreadsheet, right-click the results screen, and choose Export to Excel from the Actions menu.

The browse results are displayed in a new Excel window. The formatting of the original grid is preserved in the new spreadsheet.

Note This data cannot be re-imported into the database.

Browse Highlights

Browses Highlights

- Sort (click heading)
- Drill-down (blue underlined values)
- Filter (funnel)
- Group data
- Rearrange display (drag and drop, columns auto size)
- Graph designer
- Export (Excel, Word, PDF, or report)
- Print
- Save to Favorites
- Automatic refresh



EF-BRO-160

The Search options in Financials activities let you filter search results in a number of ways, and to save customized search settings for reuse. Whenever you view, modify, or delete a record created in a financial activity, you begin by launching a browse.

Browses provide many convenient features that let you to manage search criteria and results in an efficient way. These features are described in the following pages.

Browse Features: Filter Funnel, Sort, Drill-Down

Browses Features

Drill-down

Sort

Filter funnel

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open	Due Date
AUT01	12C1001		1	02200	EA	0.0	0.0	06/20/2010
AUT02	22C1000		1	02200	EA	0.0	0.0	
C100021	21C1002		1	04001	EA	0.0	0.0	
S0011101	10C1000		1	03021	EA	100.0	100.0	01/25/2011
S0011101	10C1000		2	03022	EA	100.0	100.0	01/25/2011
S0011101	10C1000		3	03023	EA	100.0	100.0	01/25/2011
S0011101	10C1000		4	03033	EA	100.0	100.0	01/25/2011
S0011101	10C1000		5	03090	EA	100.0	100.0	01/25/2011
S0011101	10C1000		6	04001	EA	100.0	100.0	01/25/2011
S0011102	10C1000		1	03021	EA	100.0	100.0	01/25/2011
S0011102	10C1000		2	03022	EA	100.0	100.0	01/25/2011
S0011102	10C1000		3	03023	EA	100.0	100.0	01/25/2011
S0011102	10C1000		4	03033	EA	100.0	100.0	01/25/2011
S0011102	10C1000		5	03090	EA	100.0	100.0	01/25/2011

- Sort

You can sort all data in a result list on any of the columns just by clicking the column header. Click the header again to sort the data in reverse order.

- Filter funnel

Each column features a drop-down filter option. Click the icon to display the available filters and specify the data to display.

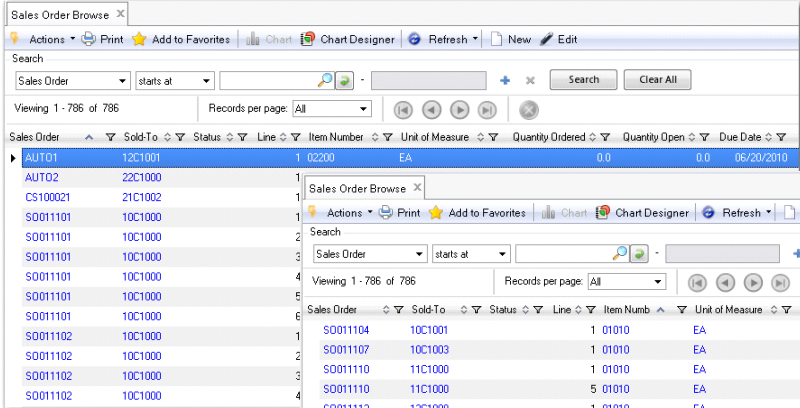
- Drill-down

You can right-click any blue underlined record to access related functions.

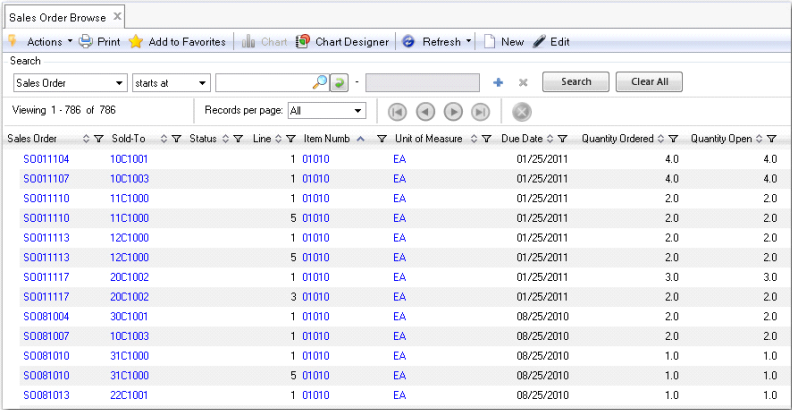
Rearrange Display

Rearrange Display

Before



After



EF-BRO-180

You can change the column order by clicking the column header in the browse screen and dragging it to another position in the results list. A red arrow indicates the place where that column will be dropped when you release the mouse button.

Rearrange Display

Column auto sized

Rearranged columns

Sort by item

The top screenshot shows the 'Sales Order Browse' window with the following columns: Sales Order, Sold-To, Status, Line, Item Number, Unit of Measure, Quantity Ordered, Quantity Open, and Due Date. The bottom screenshot shows the same window with the columns rearranged to: Sales Order, Sold-To, Status, Line, Item Number, Unit of Measure, Due Date, Quantity Ordered, and Quantity Open. The columns are also auto-sized. Red arrows point from the text labels to the corresponding UI elements: 'Column auto sized' points to the column headers, 'Rearranged columns' points to the rearranged column order, and 'Sort by item' points to the 'Item Number' column header.

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Due Date	Quantity Ordered	Quantity Open
AUT01	12C1001		1	02200	EA	06/20/2010	0.0	0.0
AUT02	22C1000		1					
CS100021	21C1002		1					
SO011101	10C1000		1					
SO011101	10C1000		2					
SO011101	10C1000		3					
SO011101	10C1000		4					
SO011101	10C1000		5					
SO011101	10C1000		6					
SO011101	10C1000		7					
SO011102	10C1000		1					
SO011102	10C1000		2					
SO011102	10C1000		3					
SO011102	10C1000		4					
SO011102	10C1000		5					
SO011102	10C1000		6					
SO011102	10C1000		7					
SO011102	10C1000		8					
SO011102	10C1000		9					
SO011102	10C1000		10					
SO011102	10C1000		11					
SO011102	10C1000		12					
SO011102	10C1000		13					
SO011102	10C1000		14					
SO011102	10C1000		15					
SO011102	10C1000		16					
SO011102	10C1000		17					
SO011102	10C1000		18					
SO011102	10C1000		19					
SO011102	10C1000		20					
SO011102	10C1000		21					
SO011102	10C1000		22					
SO011102	10C1000		23					
SO011102	10C1000		24					
SO011102	10C1000		25					
SO011102	10C1000		26					
SO011102	10C1000		27					
SO011102	10C1000		28					
SO011102	10C1000		29					
SO011102	10C1000		30					
SO011102	10C1000		31					
SO011102	10C1000		32					
SO011102	10C1000		33					
SO011102	10C1000		34					
SO011102	10C1000		35					
SO011102	10C1000		36					
SO011102	10C1000		37					
SO011102	10C1000		38					
SO011102	10C1000		39					
SO011102	10C1000		40					
SO011102	10C1000		41					
SO011102	10C1000		42					
SO011102	10C1000		43					
SO011102	10C1000		44					
SO011102	10C1000		45					
SO011102	10C1000		46					
SO011102	10C1000		47					
SO011102	10C1000		48					
SO011102	10C1000		49					
SO011102	10C1000		50					
SO011102	10C1000		51					
SO011102	10C1000		52					
SO011102	10C1000		53					
SO011102	10C1000		54					
SO011102	10C1000		55					
SO011102	10C1000		56					
SO011102	10C1000		57					
SO011102	10C1000		58					
SO011102	10C1000		59					
SO011102	10C1000		60					
SO011102	10C1000		61					
SO011102	10C1000		62					
SO011102	10C1000		63					
SO011102	10C1000		64					
SO011102	10C1000		65					
SO011102	10C1000		66					
SO011102	10C1000		67					
SO011102	10C1000		68					
SO011102	10C1000		69					
SO011102	10C1000		70					
SO011102	10C1000		71					
SO011102	10C1000		72					
SO011102	10C1000		73					
SO011102	10C1000		74					
SO011102	10C1000		75					
SO011102	10C1000		76					
SO011102	10C1000		77					
SO011102	10C1000		78					
SO011102	10C1000		79					
SO011102	10C1000		80					
SO011102	10C1000		81					
SO011102	10C1000		82					
SO011102	10C1000		83					
SO011102	10C1000		84					
SO011102	10C1000		85					
SO011102	10C1000		86					
SO011102	10C1000		87					
SO011102	10C1000		88					
SO011102	10C1000		89					
SO011102	10C1000		90					
SO011102	10C1000		91					
SO011102	10C1000		92					
SO011102	10C1000		93					
SO011102	10C1000		94					
SO011102	10C1000		95					
SO011102	10C1000		96					
SO011102	10C1000		97					
SO011102	10C1000		98					
SO011102	10C1000		99					
SO011102	10C1000		100					

You can also adjust the column size by clicking on the border of the column header and dragging the border to the left or the right.

Browse Features: Group, Column Options, Summary Options

Browses Features

Column options

Group

Summary options

The screenshot shows the 'Sales Order Browse' window with a table of sales orders. The data is grouped by 'Due Date'. A right-click context menu is open over the 'Quantity Ordered' column header. The menu options include: Autosize Columns, Group By Quantity Shipped, Show Group By Box, Remove Grouping, Expand All Groups, Collapse All Groups, Summary, Clear All Filters, Hide Column, Reset to Factory Settings, Columns, and Properties. The 'Summary' option is highlighted, and a sub-menu is visible showing options: Count, Sum, Average, Minimum, and Maximum. Red arrows point from the labels 'Column options', 'Group', and 'Summary options' to their respective features in the screenshot.

You can make additional adjustments to column settings by right-clicking on any column header and choosing the Columns option.

Group

Use the right-click Group option to group data by column type. The grid now displays a summary of the column data, with the different elements sorted into groups. Each group in the list can be expanded using the plus sign next to the group.

Summarizing results

The Summary option lets you display summary information, depending on the column header in which you have clicked: count, sum, average, minimum, or maximum.

Note You only see meaningful results if the operator you choose applies to the data type.

Browse Features: Export, Print, Favorites, Refresh

Browses Features

Export
Print
Add to Favorites
Refresh

The screenshot shows the 'Sales Order Browse' window. The 'Actions' menu is open, displaying options: Export to CSV, Export to Excel, Export to PDF, Workflow, E-mail, and Report. The 'Print' button is also visible in the toolbar. The 'Add to Favorites' button is highlighted with a red arrow. The 'Refresh' button is also visible in the toolbar. The table below shows sales order data.

SO To	Status	Line	Item Numb	Due Date	Unit of Measure	Quantity Ordered	Quantity Open
SO011104	10C1001	1	01010	01/25/2011	EA	4.0	4.0
SO011107	10C1003	1	01010	01/25/2011	EA	4.0	4.0
SO011110	11C1000	1	01010	01/25/2011	EA	2.0	2.0
SO011110	11C1000	5	01010	01/25/2011	EA	2.0	2.0
SO011113	12C1000	1	01010	01/25/2011	EA	2.0	2.0

QAD

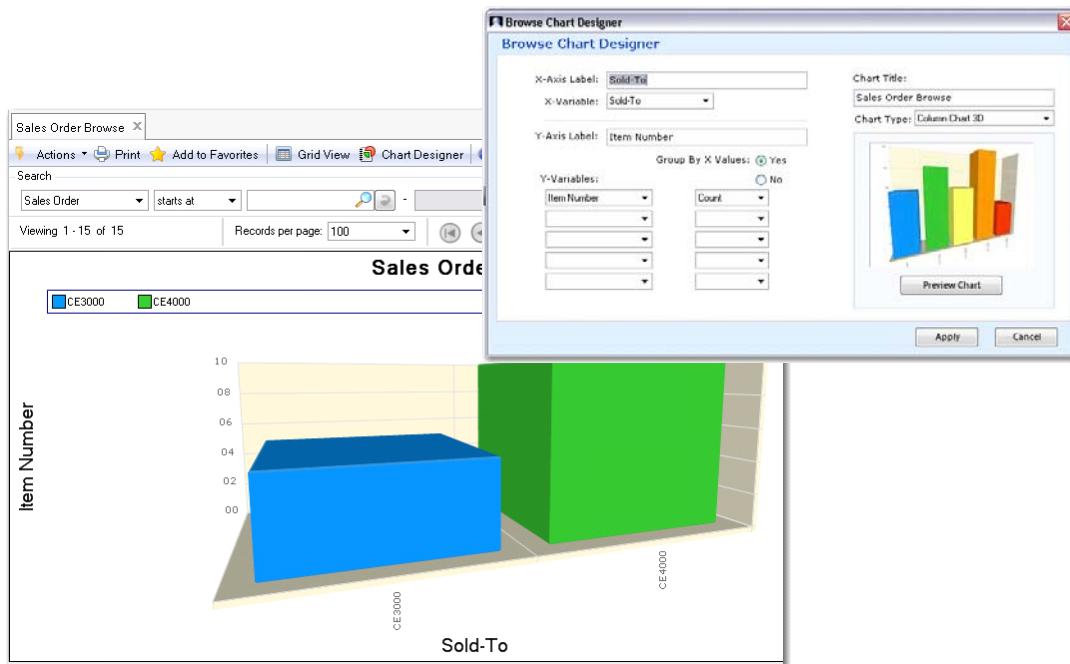
EF-BRO-220

Conveniently, browse results can be exported, printed and automatically refreshed by clicking on the buttons on the menu toolbar.

You can also save a browse with specific search criteria to your Favorites.

Chart Designer

Browses Features: Chart Designer



Using the browse Chart Designer feature, you can quickly generate graphical representations of browse data. You can toggle between the standard browse display (called the grid view) and the new chart view. Using the Chart View editor, you can select data in a browse and display it as a pie chart or bar graph.

Hands On Exercise: UI Navigation

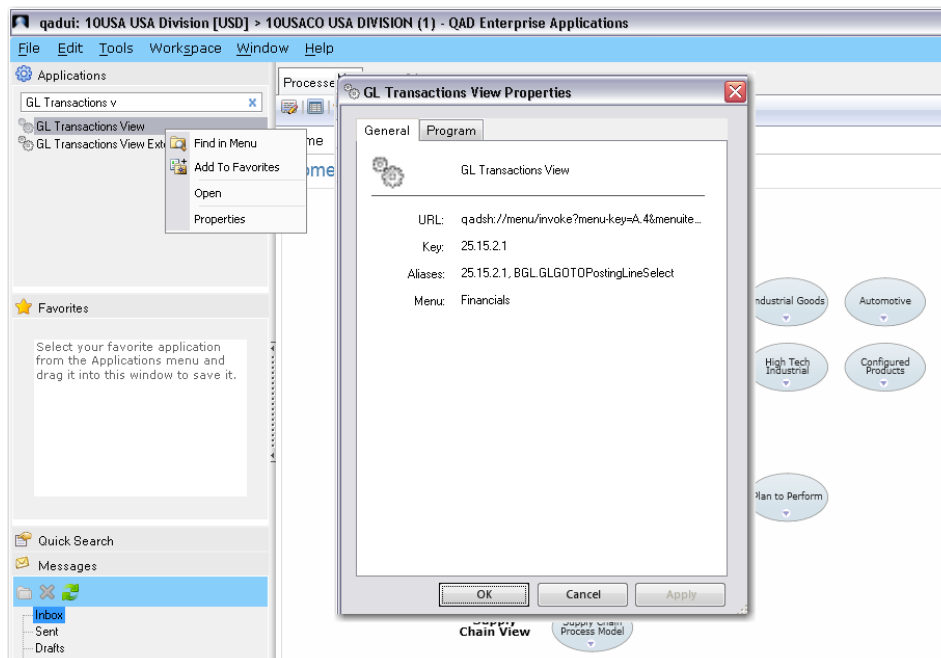
Logon to QAD Enterprise Application with the credentials given by your instructor.

- Familiarize yourself with the interface.
- Click menu options and go down the menu tree.
- Open your inbox.
- Change the active workspace.

- 1 Look for GL Transactions View (25.15.2.1). Remember the options to search for a menu.
 - a Look for the menu number. To obtain the menu number for a function, right-click the menu name and select Menu Properties.

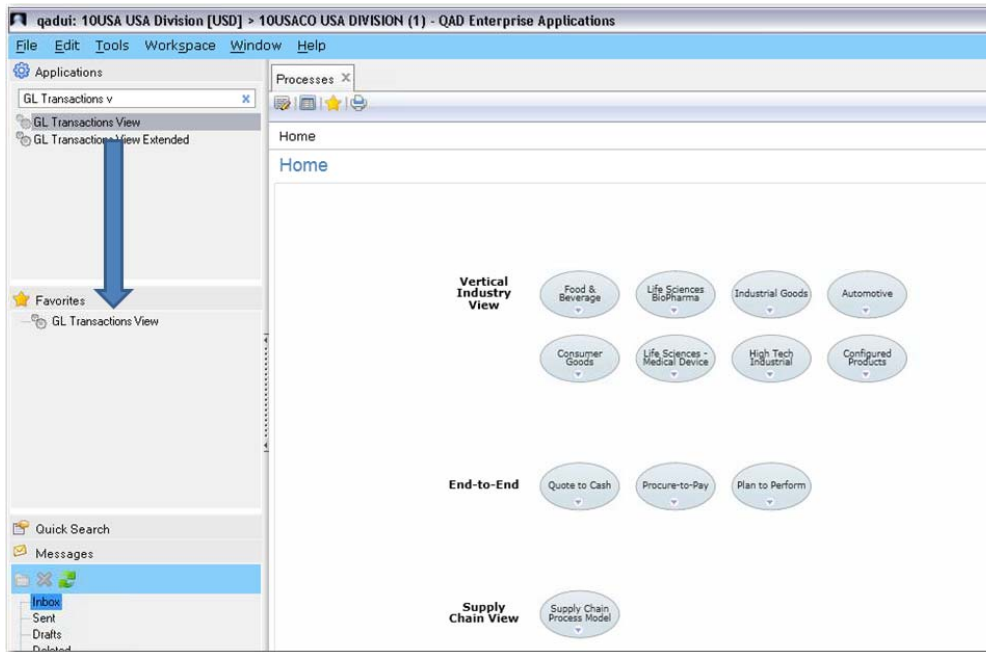
Fig. 2.1

GL Transactions View Properties



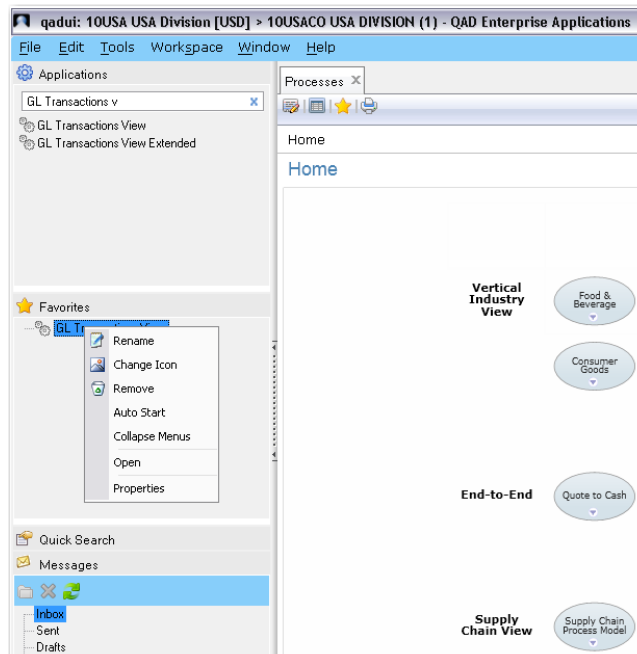
- b** Add GL Transactions View to your Favorites (drag and drop).

Fig. 2.2
Add to Favorites



- c** Rename GL Transactions View in your Favorites pane. Right-click the menu in the Favorites pane, and click Rename.

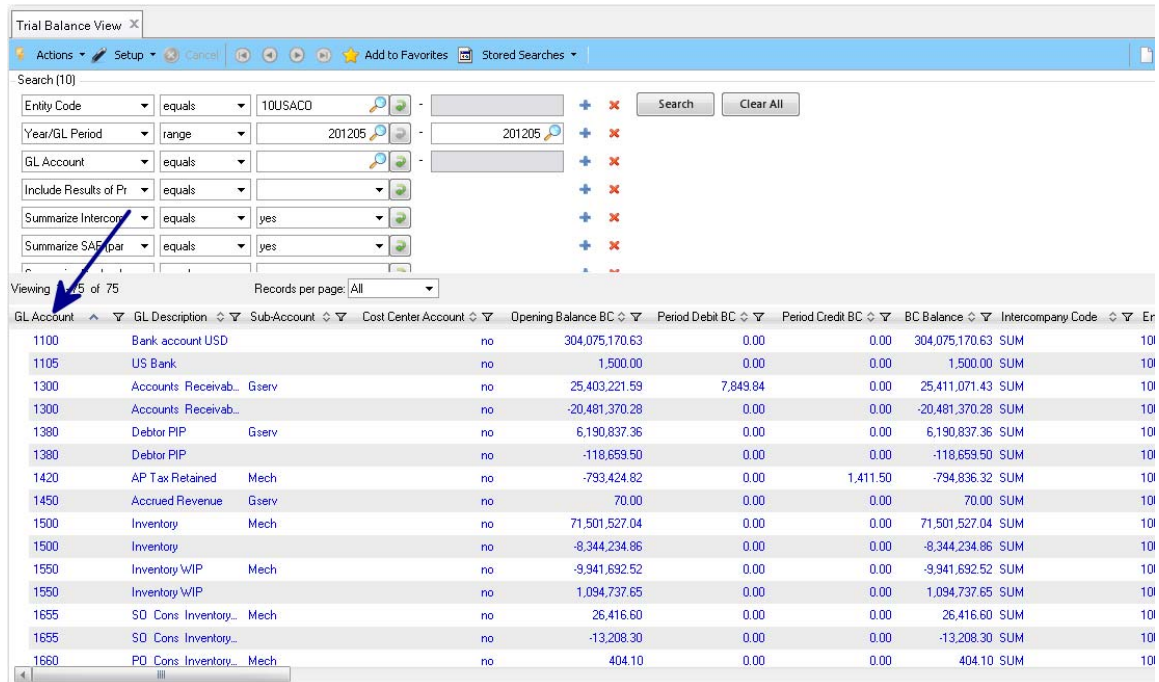
Fig. 2.3
Rename



2 Open Trial Balance View (25.15.2.9).

- a Click one heading to sort, for example, GL Account.

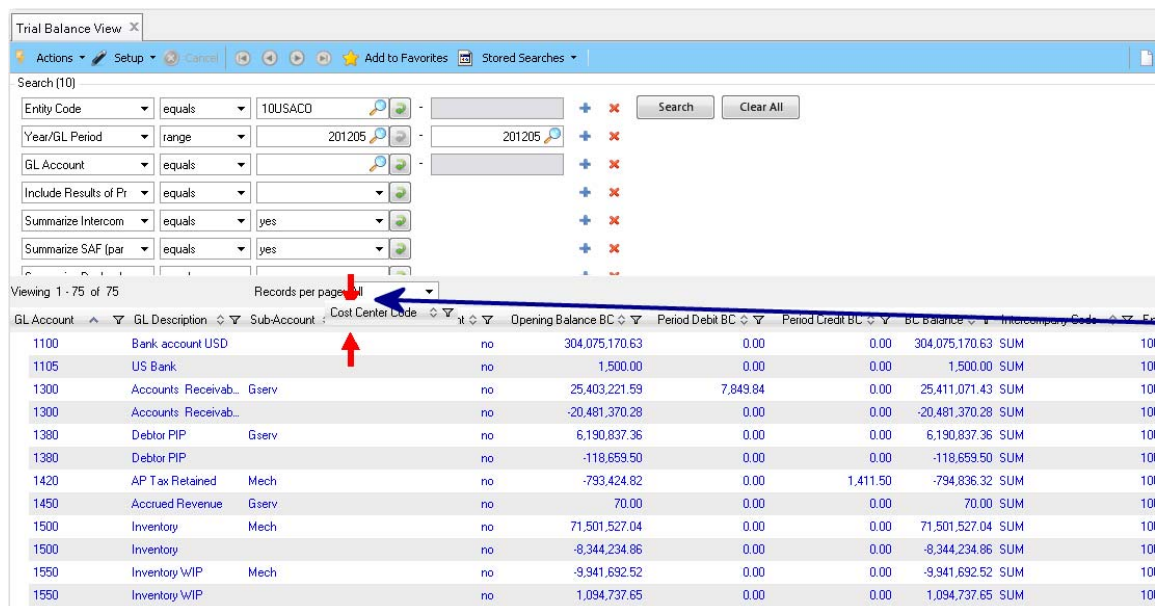
Fig. 2.4
Trial Balance View, GL Account Column



GL Account	GL Description	Sub-Account	Cost Center Account	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance	Intercompany Code	Er
1100	Bank account USD		no	304,075,170.63	0.00	0.00	304,075,170.63	SUM	10i
1105	US Bank		no	1,500.00	0.00	0.00	1,500.00	SUM	10i
1300	Accounts Receivab..	Gserv	no	25,403,221.59	7,849.84	0.00	25,411,071.43	SUM	10i
1300	Accounts Receivab..		no	-20,481,370.28	0.00	0.00	-20,481,370.28	SUM	10i
1380	Debtor PIP	Gserv	no	6,190,837.36	0.00	0.00	6,190,837.36	SUM	10i
1380	Debtor PIP		no	-118,659.50	0.00	0.00	-118,659.50	SUM	10i
1420	AP Tax Retained	Mech	no	-793,424.82	0.00	1,411.50	-794,836.32	SUM	10i
1450	Accrued Revenue	Gserv	no	70.00	0.00	0.00	70.00	SUM	10i
1500	Inventory	Mech	no	71,501,527.04	0.00	0.00	71,501,527.04	SUM	10i
1500	Inventory		no	-8,344,234.86	0.00	0.00	-8,344,234.86	SUM	10i
1550	Inventory WIP	Mech	no	-9,941,692.52	0.00	0.00	-9,941,692.52	SUM	10i
1550	Inventory WIP		no	1,094,737.65	0.00	0.00	1,094,737.65	SUM	10i
1655	SO Cons Inventory..	Mech	no	26,416.60	0.00	0.00	26,416.60	SUM	10i
1655	SO Cons Inventory..		no	-13,208.30	0.00	0.00	-13,208.30	SUM	10i
1660	PO Cons Inventory..	Mech	no	404.10	0.00	0.00	404.10	SUM	10i

- b Move columns using drag and drop to create a more sensible display.

Fig. 2.5
Trial Balance View, Repositioned Column



GL Account	GL Description	Sub-Account	Cost Center Code	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance	Intercompany Code	Er
1100	Bank account USD		no	304,075,170.63	0.00	0.00	304,075,170.63	SUM	10i
1105	US Bank		no	1,500.00	0.00	0.00	1,500.00	SUM	10i
1300	Accounts Receivab..	Gserv	no	25,403,221.59	7,849.84	0.00	25,411,071.43	SUM	10i
1300	Accounts Receivab..		no	-20,481,370.28	0.00	0.00	-20,481,370.28	SUM	10i
1380	Debtor PIP	Gserv	no	6,190,837.36	0.00	0.00	6,190,837.36	SUM	10i
1380	Debtor PIP		no	-118,659.50	0.00	0.00	-118,659.50	SUM	10i
1420	AP Tax Retained	Mech	no	-793,424.82	0.00	1,411.50	-794,836.32	SUM	10i
1450	Accrued Revenue	Gserv	no	70.00	0.00	0.00	70.00	SUM	10i
1500	Inventory	Mech	no	71,501,527.04	0.00	0.00	71,501,527.04	SUM	10i
1500	Inventory		no	-8,344,234.86	0.00	0.00	-8,344,234.86	SUM	10i
1550	Inventory WIP	Mech	no	-9,941,692.52	0.00	0.00	-9,941,692.52	SUM	10i
1550	Inventory WIP		no	1,094,737.65	0.00	0.00	1,094,737.65	SUM	10i

3 Filter the data in Trial Balance View (25.15.2.9).

- a** Try filtering the data, for example, by sub-account (click the Funnel icon). Now, try to remove the filter you added.

Fig. 2.6
Trial Balance View, Data Filters

The screenshot shows the 'Trial Balance View' window. At the top, there's a search bar with 'Search (10)' and a 'Clear All' button. Below the search bar, there are several filter fields: 'Entity Code' (equals 10USACO), 'Year/GL Period' (range 201205 to 201205), 'GL Account' (equals), 'Include Results of Pr' (equals), 'Summarize Intercom' (equals yes), and 'Summarize SAF (par)' (equals yes). A blue arrow points to the 'Sub-Account' filter dropdown menu, which is open and shows options: (All), (Custom), (Blanks), (NonBlanks), Cons, Gserv, and Mech. Below the filters, there's a table with columns: GL Account, GL Description, Sub-Account, Cost Center Code, Cost Center Account, Opening Balance BC, Period Debit BC, Period Credit BC, BC Balance, and Inte. The table lists various accounts like Bank account USD, US Bank, Accounts Receivable, Debtor PIP, AP Tax Retained, Accrued Revenue, Inventory, and Result Previous Year.

- b** Add a filter to search for GL Account = 2000, and then click the Search button. Right-click account 2000 and select View Filtered GL Transactions.

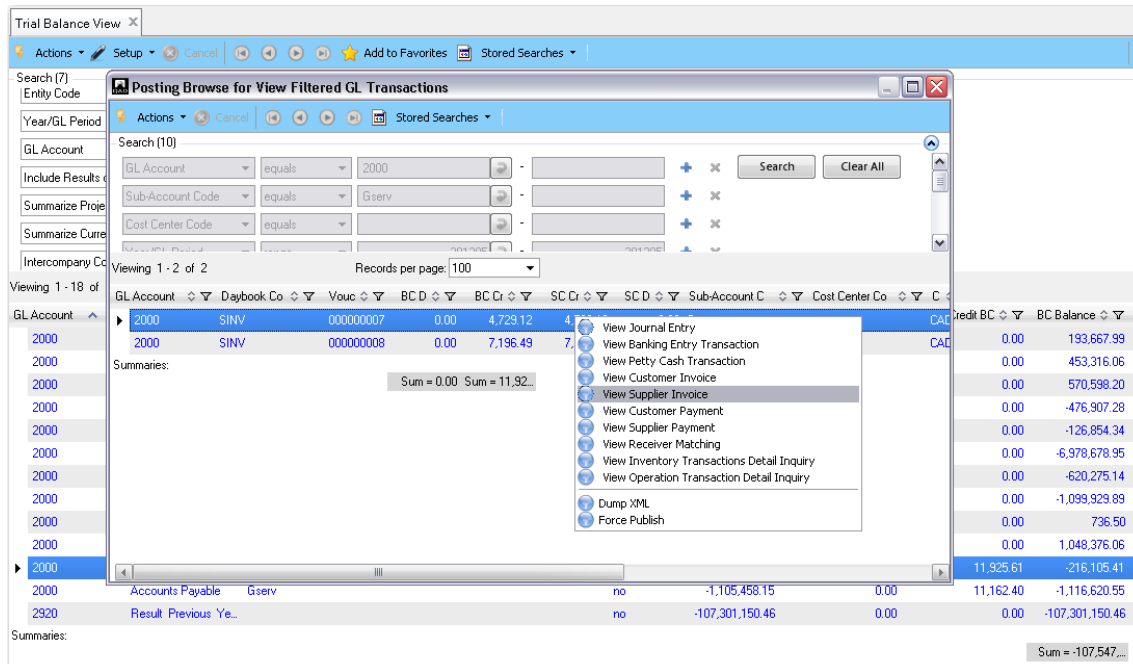
Fig. 2.7
Trial Balance View, Right-Click Menu

The screenshot shows the 'Trial Balance View' window with search filters. The 'GL Account' filter is set to '2000'. The table shows a list of accounts, all with '2000' in the 'GL Account' column. A right-click menu is open over the '2000' account, showing options: Create, Excel Integration, GL Balance, Open Item Activity, GL Transactions, General Ledger Account Extended, Open Items, GL TC Balance, GL Summarized Transactions, Trial Balance View, GL Transactions View Extended, Cross-Company GL Transactions, View Filtered GL Transactions (highlighted), Dump XML, and Force Publish. The table also shows columns for Opening Balance, Period Debit, Period Credit, BC Balance, and Inte.

- c Right-click one of the GL transactions and select View Supplier Invoice.

Fig. 2.8

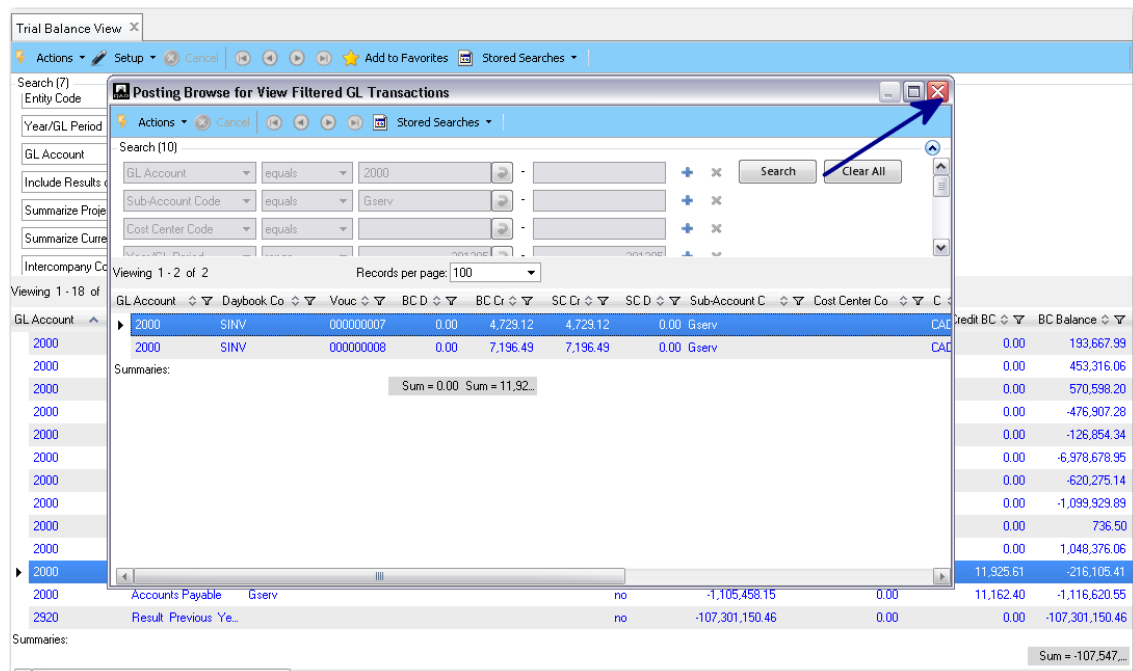
Trial Balance View, Right-Click Menu



- d Return to Trial Balance View by closing the pop-up window.

Fig. 2.9

Trial Balance View



- e Remove the GL Account = 2000 filter by clicking on the x beside it. Then, click Search.

Fig. 2.10
Trial Balance View, Search

Trial Balance View

Search (4)

Entity Code equals 10USACO
Year/GL Period range 201205 - 201205
GL Account equals 2000
Include Results of Pr equals

Viewing 1 - 18 of 18 Records per page: All

GL Account	GL Description	Sub-Account	Cost Center Code	Cost Center Account	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance
2000	Accounts Payable	Gserv		no	193,667.99	0.00	0.00	193,667.99
2000	Accounts Payable	Gserv		no	453,316.06	0.00	0.00	453,316.06
2000	Accounts Payable	Gserv		no	570,598.20	0.00	0.00	570,598.20
2000	Accounts Payable	Gserv		no	476,907.28	0.00	0.00	476,907.28
2000	Accounts Payable	Gserv		no	-126,854.34	0.00	0.00	-126,854.34
2000	Accounts Payable	Gserv		no	-6,978,678.95	0.00	0.00	-6,978,678.95
2000	Accounts Payable	Gserv		no	-620,275.14	0.00	0.00	-620,275.14
2000	Accounts Payable	Gserv		no	-1,099,329.89	0.00	0.00	-1,099,329.89
2000	Accounts Payable	Gserv		no	736.50	0.00	0.00	736.50
2000	Accounts Payable	Gserv		no	1,048,376.06	0.00	0.00	1,048,376.06
2000	Accounts Payable	Gserv		no	-204,179.80	0.00	11,925.61	-216,105.41
2000	Accounts Payable	Gserv		no	-1,105,458.15	0.00	11,162.40	-1,116,620.55
2920	Result Previous Ye...			no	-107,301,150.46	0.00	0.00	-107,301,150.46

Summaries: Sum = -107,547...

- f Right-click any column header and select Show Group By Box.

Fig. 2.11
Trial Balance View, Search

Trial Balance View

Search (3)

Entity Code equals 10USACO
Year/GL Period range 201205 - 201205
Include Results of Pr equals

Viewing 1 - 463 of 463 Records per page: All

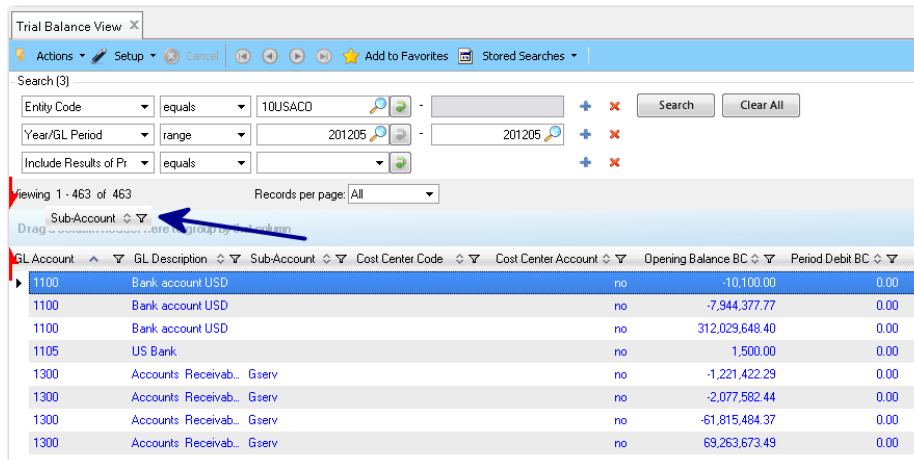
GL Account	GL Description	Sub-Account	Cost Center Code	Cost Center Account	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance
1100				no	-10,100.00	0.00	0.00	-10,100.00
1100				no	-7,944,377.77	0.00	0.00	-7,944,377.77
1100				no	312,029,648.40	0.00	0.00	312,029,648.40
1105				no	1,500.00	0.00	0.00	1,500.00
1300				no	-1,221,422.29	0.00	0.00	-1,221,422.29
1300				no	-2,077,582.44	0.00	0.00	-2,077,582.44
1300				no	-61,815,484.37	0.00	0.00	-61,815,484.37
1300				no	69,263,673.49	0.00	0.00	69,263,673.49
1300				no	-13.00	0.00	0.00	-13.00
1300				no	3,880.00	0.00	0.00	3,880.00
1300				no	-180.00	0.00	0.00	-180.00
1300	Accounts Receivab...	Gserv		no	-29,375,082.00	0.00	0.00	-29,375,082.00
1300	Accounts Receivab...	Gserv		no	-66,540,327.99	0.00	0.00	-66,540,327.99
1300	Accounts Receivab...	Gserv		no	-26,609,784.45	0.00	0.00	-26,609,784.45
1300	Accounts Receivab...	Gserv		no	-225.00	0.00	0.00	-225.00

Right-click context menu for GL Account:

- Autosize Columns
- Card View
- Group By GL Account
- Show Group By Box
- Remove Grouping
- Expand All Groups
- Collapse All Groups
- Summary
- Clear All Filters
- Hide Column
- Reset to Factory Settings
- Columns
- Properties

- g** Drag and drop the Sub-Account column to the blue area at the top of the columns.

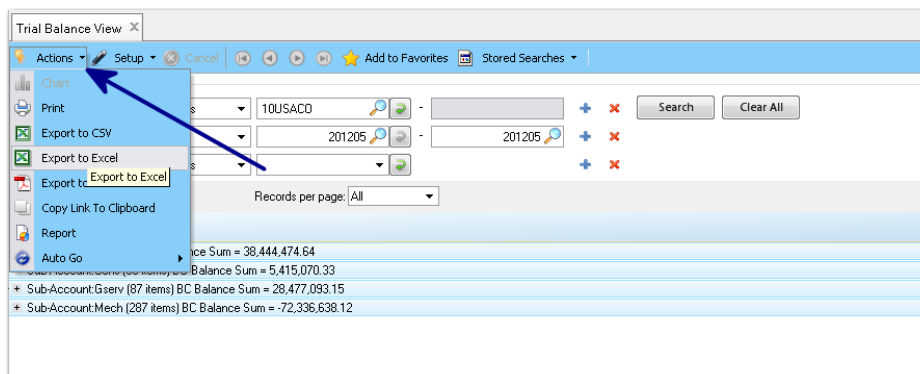
Fig. 2.12
Trial Balance View, Group by Sub-Account



- 4** Export the browse data to Excel.

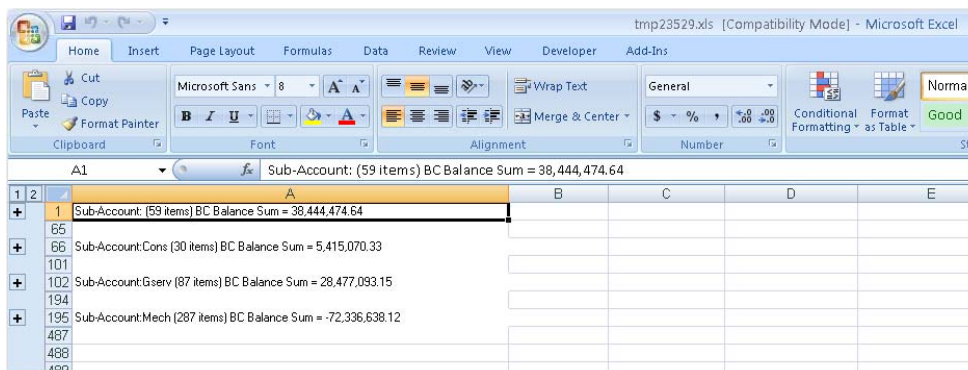
- a** In the menu bar, click Actions, then Export to Excel.

Fig. 2.13
Export to Excel



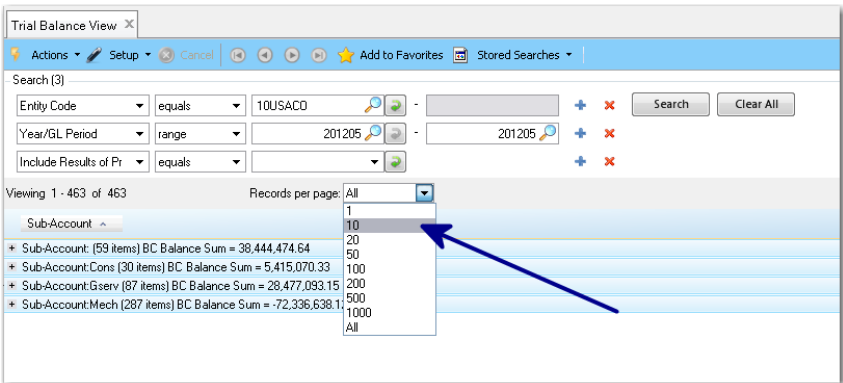
- b** Review the Excel worksheet. The grouping is preserved.

Fig. 2.14
Exported Excel Data



5 Go back to the application. Records per page: select 10

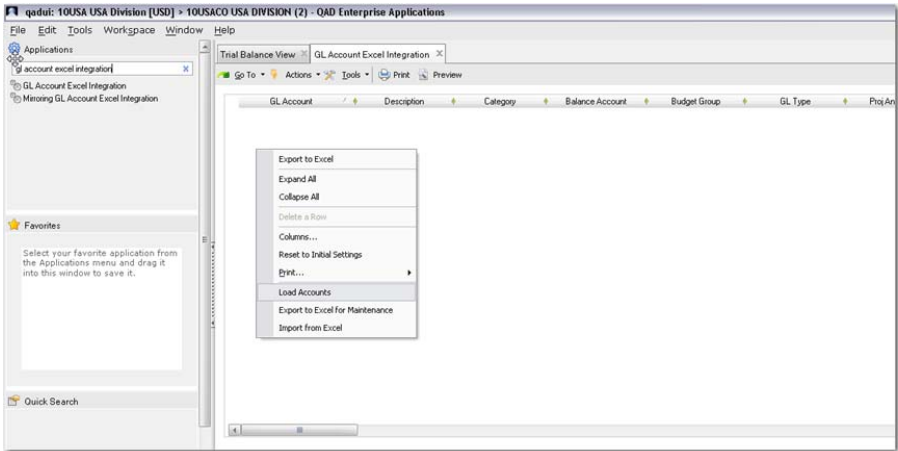
Fig. 2.15
Records per Page



6 Go to the menu GL Account Excel Integration.

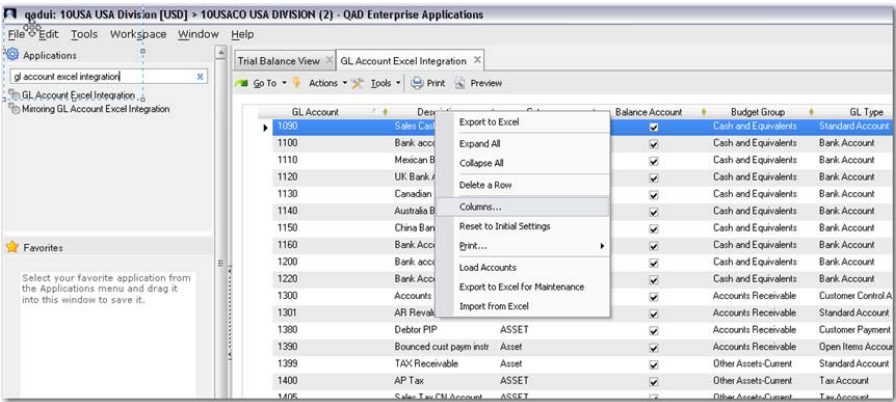
a Right-click and select Load Accounts.

Fig. 2.16
Load Accounts



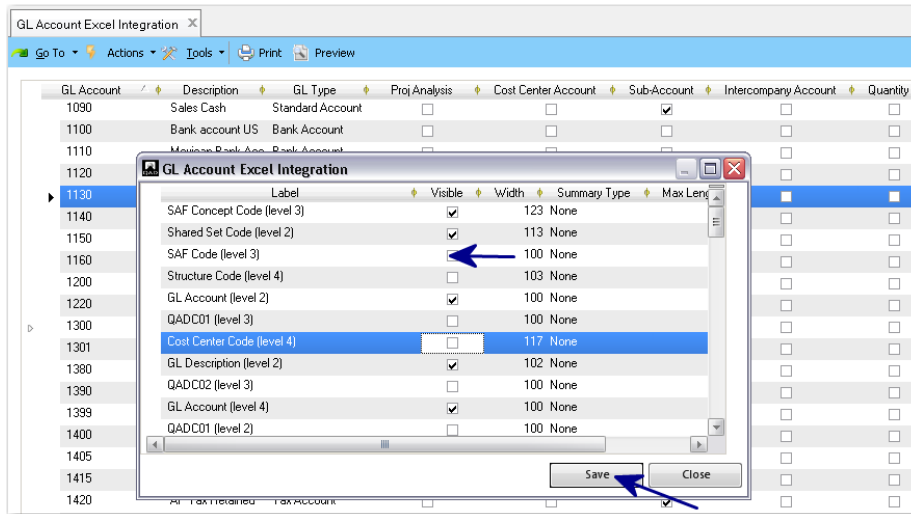
b Right-click any column and select Columns.

Fig. 2.17
Columns



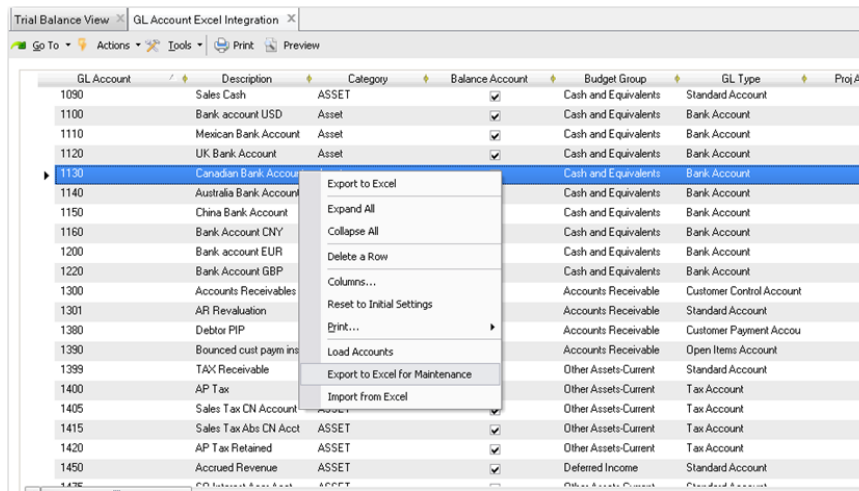
- c Select the columns that you would like to export. Deselect the ones you do not want to export.

Fig. 2.18
Columns for Export



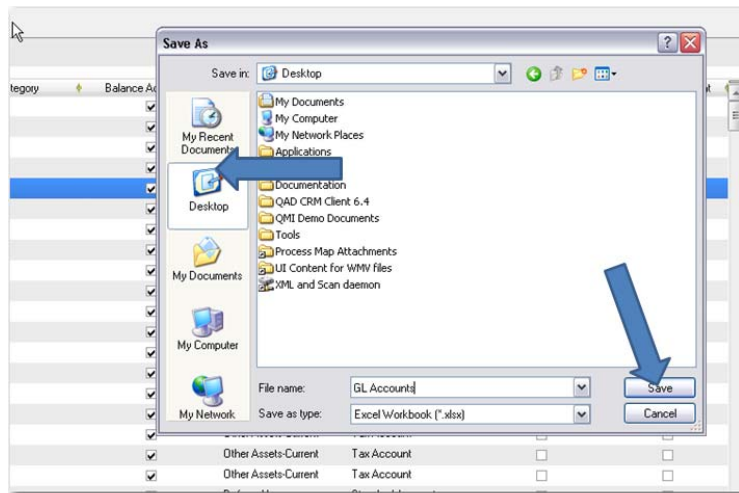
- d Right-click and select Export to Excel for Maintenance.

Fig. 2.19
Export to Excel



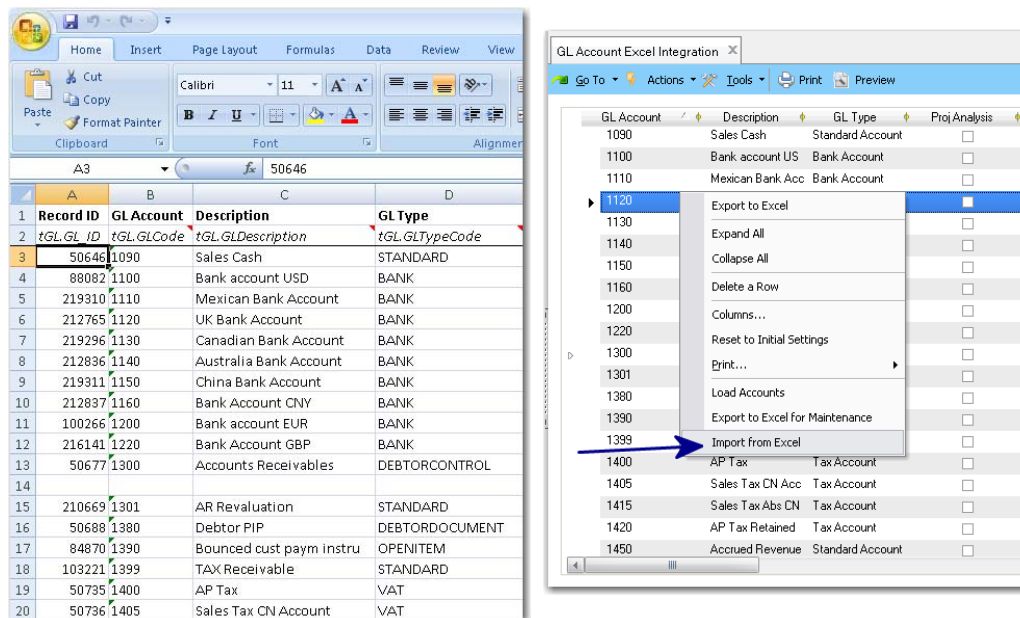
- e Save the file to your desktop.

Fig. 2.20
Save File



- f Review the data. Look at row 2. It contains important information for the system to reload the data after maintenance. Do not modify the data on this row.

Fig. 2.21
Review the Data



- g Now you can modify the data, and re-import it to the system. (Do not re-import the data at the current time to avoid creating issues in the database that might prevent you from completing the other exercises in this course).

Chapter 3

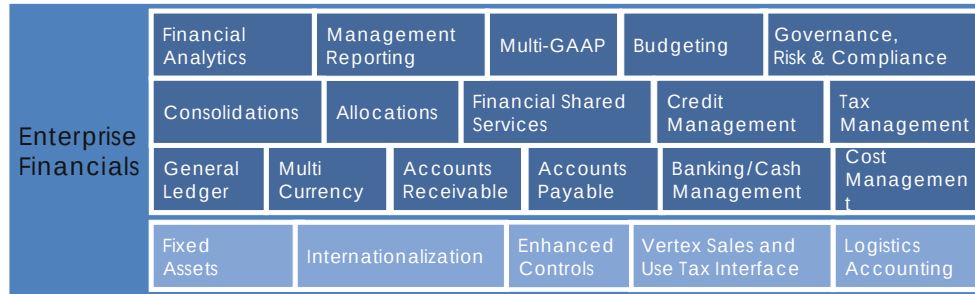
Enterprise Financials Components and Concepts

Overview

- Components
 - From Financial Analytics to Logistic Accounting
- Concepts
 - Business Data Model
 - From Shared Sets
 - Profiles
 - Business Relations
 - Accounting Layers
 - Daybooks
 - GL Analytical Coding Segments (incl. SAF)
 - Alternate Chart of Account
 - Double Base Currency

Components of QAD Enterprise Financials

Components of Enterprise Financials

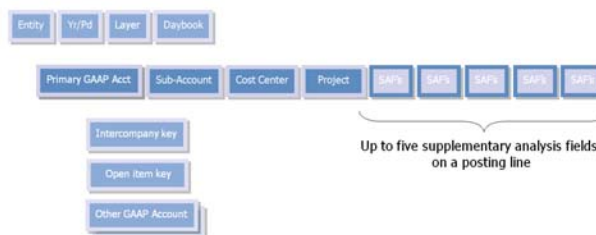


QAD Financial Analytics

QAD Financial Analytics

- Align performance of business units to your overall company objectives
- Analysis and reporting from C-level executives to business unit managers
- Extensive drill-down and analysis capabilities
- Dashboards for customer and supplier information

Ensures overall state of the business analysis as strategic options are analyzed for the CFO



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-040

QAD Management Reporting

QAD Management Reporting

- Extensive set of reports
- Graphical output that is easy to customize
 - Unlimited report variants can be created for any specific requirement
- Reports in company statutory currency and company chart of accounts for comparison of business operations
- Spreadsheet style browses that allow detailed selections and easily generate one-off reports

Board Reporting made simple, and decision making made black and white with flexible, graphical reporting for the CFO

Date	Date Entered	Date Entered/Date	Actuals	% of Income	Budget	% of Income	Variance
Period Result			201 271 42	100.00	201 271 42	100.00	0.00
Income			201 271 42	100.00	201 271 42	100.00	0.00
Cost of Sales			100 000 00	50.00	100 000 00	50.00	0.00
Gross Profit			101 271 42	50.00	101 271 42	50.00	0.00
Operating Expenses			100 000 00	50.00	100 000 00	50.00	0.00
Operating Income			1 271 42	0.63	1 271 42	0.63	0.00
Other Income			100 000 00	50.00	100 000 00	50.00	0.00
Other Expenses			100 000 00	50.00	100 000 00	50.00	0.00
Net Income			1 271 42	0.63	1 271 42	0.63	0.00
Cost of Income			100 000 00	50.00	100 000 00	50.00	0.00
Cost of Sales			100 000 00	50.00	100 000 00	50.00	0.00
Operating Expenses			100 000 00	50.00	100 000 00	50.00	0.00
Other Income			100 000 00	50.00	100 000 00	50.00	0.00
Other Expenses			100 000 00	50.00	100 000 00	50.00	0.00
Net Income			1 271 42	0.63	1 271 42	0.63	0.00

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-050

QAD Financials includes an extensive set of reports and reporting options that let you analyze general ledger transactions, supplier and customer details and activity, banking and cash transactions, and other specialized areas.

QAD Financials offers a robust reporting framework. The extensive reporting features, in conjunction with browses and views that are easily exported to Excel, cover all business requirements and provide maximum flexibility and operational efficiency for users.

QAD Multi-GAAP

QAD Multi-GAAP

- Accounting Layers allow for multi-GAAP reporting
- Multiple charts of accounts (COA) for reporting purposes
- Ability to combine accounting layers in reporting
- Simulate GAAP transformation transactions
- Allocation module and Supplementary Analysis Fields to support IFRS segment reporting

Accounting layers allow multi-GAAP reporting from a single set of books

Layer Code	Description	
IFRS	IFRS adjustments	Management
USGAAP	USGAAP adjustments	Management
Official	Official	Official
Trans-Approve	Approval layer	Transient

- The Alternate Chart of Account function lets you create a separate COA that is different from the operational COA for business or legal reasons

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

EF-QAD-060



EF-QAD-060

Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: official, management, and transient, or with additional user defined layers. Transient layers can be used for simulation and approval processes; management layers can be used for multi-GAAP valuation of balances, such as comparisons between IFRS and local GAAPs.

In addition to the basic components of the general ledger—account, sub-account, cost center, and project—you can define supplementary fields (SAFs) to fine-tune transactions and reporting. These provide basis for powerful and flexible financial reporting and analysis.

See “QAD Allocations” on page 62 for information on allocations.

QAD Budgeting

QAD Budgeting

- Supports multiple versions of budgets
- Budget periods can be different from accounting periods
- Recording of forecasts
- On-line budget checking and warnings
- Import budget data from Microsoft Excel®
- Live modification of budgets using Microsoft Excel®
- Supports multi-level budgeting and actuals coming from multiple companies

Quick, flexible, collaborative budgeting process for the Finance

The screenshot shows the 'Budget Create' window in QAD. It includes fields for 'Budget Code' (Income statement) and 'Description' (Income Statement 2008). Below these are tabs for 'General', 'Budget Period', 'Levels', 'Structures', and 'Versions'. The 'Versions' tab is active, showing a table with columns for 'Topic', 'TC Amt (01)', 'TC Amt (02)', 'TC Amt (03)', 'TC Amt (04)', and 'Forecast Cost (01)'. The table lists various topics like Revenue, Service Income, Direct Sales, Other Income, Adjustments, Direct Cost, and Cost of Goods Sold with their respective amounts.

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-070

Financials supports budgeting for all elements of the chart of accounts: accounts, sub-accounts, cost centers, projects, and supplementary analysis fields. Budget figures can be prepared in Excel or in external systems and then uploaded to the budget structure.

Budget periods can be set up to differ from GL periods. This lets you produce non-period budgeting, for example, in the form of quarterly budgets.

Within the same period and budget structure, multiple versions of a budget can be created and reported against.

QAD GRC

QAD GRC

- Extensive set of solutions for Governance, Risk and Compliance
- Minimizes costs of compliance to government regulations such as Sarbanes-Oxley, IFRS, FDA Part 11 and other governance requirements
- Extensive automated controls
- Role based security up to activity level
- Segregation of duties enforcement and associated reporting
- Trade compliance using QAD TMS
- Access control including forced password complexity, aging and intrusion detection

Helps companies stay compliant

The screenshot shows the 'Role - Permissions' window in QAD. The 'Role Name' is 'CustomerNotify' and the 'Role Description' is 'Create of customer'. Below this, there is a tree view of system components with checkboxes for permissions. The tree includes categories like 'Secured items on menu', 'Customer Management', 'Sales Orders/Invoices (7)', 'Configured Products (8)', 'Service/Support (11)', 'Supply Chain', 'Manufacturing', 'Financials', 'General Ledger (25)', 'Multiple Currency (26)', 'Accounts Receivable (27)', 'Customer Invoice Menu (27.1)', 'Finance Charge Menu (27.5)', 'Customer Payment Activity Menu (27.6)', 'Customer Reports Menu (27.17)', 'Customer Views Menu (27.18)', 'Customer Setup Menu (27.20)', and 'Accounts Payable (28)'.

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance	
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management	
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management



EF-QAD-080

Financials combines local legislative and business processes with cost accounting and management accounting practices specific to an organization's needs, while providing support that enables the organization to comply with Sarbanes-Oxley and International Financial Reporting Standards (IFRS), and other governance requirements.

QAD Consolidations

QAD Consolidations

- A subsidiary entity can be a part of multiple consolidation entities
- Proportional Consolidation is supported
- You can build up hierarchies of consolidation entities
- Fast balance level consolidation
- Automatic tracking of intercompany transactions to support elimination
- Consolidate separately by accounting layer
- Support simulations

Provides quick & complete consolidation process for the Finance Manager



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-090

GL consolidation lets you combine the financial records for two or more entities within a single database into one consolidated set of financial statements. Proportional consolidation lets you consolidate partly-owned subsidiaries based on the percentage of the subsidiary owned by the parent entity. You can perform multiple consolidations within the same organization.

The consolidation process consists of determining the entities with accounts you want to consolidate, and setting up a consolidation entity in which to store the consolidation data. All accounts, sub-accounts, cost centers, and projects in the source entities can be mapped to the corresponding consolidation accounts in the consolidation entity using COA cross-references.

QAD Allocations

QAD Allocations

- Distribute costs and revenues to appropriate accounts, sub-accounts, cost centers and projects
- Supports recursive allocations
 - Reuse result of previous allocation run as input for the next
- Validate results of allocation run before final posting
- Supports different allocation methods, including proportional based on usage/activity
 - For instance distribute electricity costs to production cells based on kWh

The power of control

The screenshot shows the 'GL Allocation Create' window with the following details:

- Allocation Code:** Overhead Sales
- Description:** Redistribute Sales and Marketing
- General | Proportional Allocation:**
 - Source Type:** WGS Topic
 - Source WBS:** Sales and Marketing
 - From Layers:** OFFICIALayer
 - From Amt:** Balance
 - Amt By:** GL Period
 - Quantity:** 0.0000
 - BC Price:** 0.0000
 - Value Of:** 0.0000
 - BC Amount:** 0.00
 - Fraction Type:** Constant Factor
 - From Layers:** OFFICIALayer
 - Constant Fraction:** 0.0000

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-100

The system supports two types of allocations:

- Operational allocation codes are used in operational transactions, such as sales and purchasing.
- More complex allocations can be set up for use in GL transactions within financial modules.

QAD Financial Shared Services

QAD Financial Shared Services

- Sharing of chart of accounts and other key master data
- Sharing of customers and supplier across business units
- Workflow to move documents between business entities
- Link to document management to store electronic versions of paper documents such as invoices
- Cross-company AR and AP payments

Have economies of scale to save back-office costs and support growth

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-110

Financial Shared Services can be as simple as sharing account structures and accounting activities such as accounts payables and receivables processing; or as complex as standardizing and rationalizing the customer and supplier base across regions.

Any sized company can benefit from Financial Shared Services – cutting back-office costs and gaining economy of scale in AR and AP; generating company-wide savings through better supplier relationships; decreasing risk and maximize cash flow by maintaining a central view of customer balances and netting payables against receivables; and saving time by ensuring consistency in financial reporting – while supporting a growing, ever-changing organization.

QAD Credit Management

QAD Credit Management

- Extensive and flexible credit check
 - Based on percentage of turnover
 - Fixed credit limit
 - Maximum days of overdue
 - Option to overrule
 - Share credit limit of shared customers across companies
- Configurable warning level
- Dashboard for customer activity and credit information
- Multi-level reminder letters

Ensures visibility of customers with credit issues for the Finance Manager

The screenshot displays the 'Customer Activity Dashboard' for 'ABC Company'. It includes fields for Customer Code (4000), Business Relation (4000), Name (ABC Company), Currency Code (USD), and Entity (1000). The 'Credit Details' section shows Fixed Credit Limit (1,000,000.00), Turnover Credit Limit (0.00), High Credit (110,425.50), Credit Terms Code (BASE), and Credit Hold (unchecked). It also shows Last Payment Date (11/09/2009), Last Sale Date (11/09/2009), High Credit Date (11/09/2009), Credit Agency Reference, Credit Rating (A2), and Average Days Paid Late (9). The 'All Entities' section shows Balance of Open Items (108,563.04), Balance of Sales Orders (-9,826.66), and Balance Of Drafts (320.00). The 'Selected Entities' section shows Balance of Open Items (106,362.43), Balance of Sales Orders (-9,826.66), and Balance Of Drafts (320.00).

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-120

Credit terms are used to calculate invoice due dates and to apply settlement discounts on early payments. You can also use credit terms to define staged payments, which allow multiple payments to be made in stages based on invoice percentages.

The Customer Activity Dashboard (27.18.1) lets you display credit information for a customer. The Supplier Activity Dashboard (28.18.1) lets you use grid features to group and sort information by key credit-related details such as the number of weeks overdue, or see all invoices due in a certain week.

You can use the Reminder Letter report (27.17.10) to print various levels of reminder letter that list open items for a customer and include text that depends on the reminder level of the invoice.

QAD Tax Management

QAD Tax Management

- Allows global tax treatment for multiple tax environments in the same database
- Unlimited number of tax types and rates
 - VAT, luxury, capped, non-recoverable
- Considers
 - Geography
 - Item status (taxable, non-taxable)
 - Customer / Supplier status
 - Effective date
- Includes flexible reporting

Serves the different sales, use and VAT taxes globally

Ensures correct tax registrations and smooth tax reporting



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-130

GTM offers precise tax calculations and flexible setup for calculating taxes for multiple countries. With GTM, you can set up an unlimited number of taxes and rates—each associated with customers, suppliers, or items. You can define when taxes are calculated, the formula used to calculate them, and the amount subject to tax.

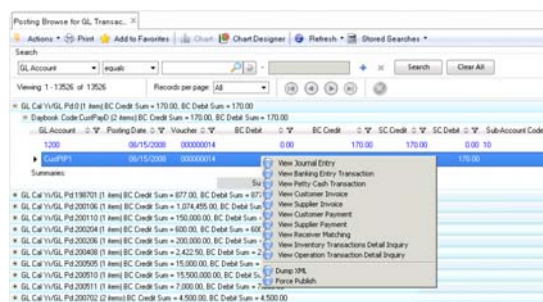
You can also set up reports to accommodate the legal reporting requirements of various jurisdictions.

QAD General Ledger

QAD General Ledger

- Multi-Entity, Multi-Currency, Multi-Layer
- Support for recurring/reversing entries
- Extensive drill-down capabilities
- Flexible account structure with up to 5 optional Supplementary Analysis Fields per account combination
- Posting templates
- Multi-stage period closing process including period marks, closing validations and reporting
- Separate period for year-end corrections
- Bi-directional Microsoft Excel® integration for journal entries as well as for account setup

Ensures all financial data is quickly accessible for drill down and corporate reporting



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management



EF-QAD-140

QAD Financials uses standard, industry-recognized components to implement your chart of accounts (COA). The strength of the application is in its flexibility—you can configure the model to generate many different types of accounting information.

GL Account. GL accounts track financial transactions, manage account balances, and are used to produce financial statements and comparisons. GL reporting is detailed or summarized and includes information on one or a range of entities. Banks are defined as a special type of GL account with additional banking attributes.

Sub-Account. As a further level of detail within an account, sub-accounts can be defined. Sub-accounts can be linked to customers and suppliers and their individual transactions.

Cost Center. You can refine account and sub-account information further by defining cost centers. For example, a cost center can be a profit center or department within the account or sub-account.

Project. The project provides analysis on costs and revenue for the projects defined in your organization.

The combinations of COA elements that are considered valid are defined through a *COA mask*. These combinations are validated when transactions are posted, preventing any errors.

In addition to the basic components of the general ledger—account, sub-account, cost center, and project—you can define supplementary analysis fields (SAFs) to fine-tune transactions and reporting. These provide the basis for powerful and flexible financial reporting and analysis.

Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: official, management, and transient, or with additional user defined layers.

Once you have set up your chart of accounts and other general ledger features, you can use them to manage transactions in the system. GL transactions are of two basic types:

- Transactions from other operational areas such as inventory movements, sales order shipments, and purchase order receipts
- Transactions created in financial functions, such as supplier invoices, bank and cash transactions, journal entries, open item adjustments, and AR and AP payments.

Monthly closing and reporting processes provide a broad range of reports with which to check the completeness and consistency of data before proceeding with formal reporting.

You can manage year-end processing and consolidation with General Ledger functions. A wide-range of analytical and structural reports lets you view accounting data in many different formats.

Monetary amounts can be expressed in either the domain base currency, a non-base (foreign) currency, or a statutory currency used for reporting. This three-currency system lets you display a transaction or create a report in any of the defined currencies. This is especially important in environments with high inflation and strong currency fluctuation.

QAD Accounts Receivable

QAD Accounts Receivable

- Flexible aging reports
- Supports Self Billing
- Retro Billing allows price changes on items after items shipped and invoiced (Automotive)
- Sharing of customers and credit limits between business units
- Automatic netting of invoices and credit notes
- Netting between customers and suppliers
- Write-offs and open item adjustments
- Automatic reminder letters generated
- Customer Activity Dashboard

Full control on the total process between billing and collecting

The screenshot displays the 'Customer Aging Analysis History' report. It includes a header with the QAD logo and company information. The main table lists customers and their associated invoices, categorized by aging periods. The report provides a detailed view of the accounts receivable aging process.

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
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EF-QAD-160

The Accounts Receivable module covers all accounting processes related to customer invoices and payments. This module also manages customer definition, credit terms, credit limits, finance charges, aging analysis, and reminder letters.

Most customer invoices are generated from sales transactions in the Sales Orders/Invoices module. When customer invoices are created from confirmed shipments or deliveries, the system creates customer invoices using Invoice Post and Print. You then process the invoice using the AR functions. You collect receivables by tracking customer activity and identifying and resolving overdue invoices. The sales invoices and the payments received against them are recorded in the Accounts Receivable ledger.

Invoice handling supports a complete follow-up procedure for payments. The system manages payments in the form of checks, direct debits, drafts, promissory notes, and summary statements. After recording the payment, you manage it through various statuses.

Direct debits and electronic drafts can be automatically formatted in electronic files based on bank requirements.

Reports on open items, transactions, history, and summary are supported with extensive selection criteria. Aging lists can be drawn per customer, group, or sub-account.

QAD Accounts Payable

QAD Accounts Payable

- Variances are generated based on 3-way match of PO, receipt and invoice
- Flexible matching and approval process
- Automate process of entering and approving supplier invoices with Scan daemon, document management and workflow routing
- Evaluated Receipts Settlement (ERS) eliminates the need to enter supplier invoices
- Netting between customers and suppliers
- Write-offs and open item adjustments
- Supplier Activity Dashboard

Streamline the process from purchase order to supplier payments

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
				Cost Management	



EF-QAD-170

The Accounts Payable module covers all accounting processes that relate to suppliers. This module manages supplier definition and all other criteria necessary for supplier management, such as credit terms, aging analysis, locking, and payment procedures.

The system manages payments in the form of checks, drafts, promissory notes, transfers, electronic transfers, and summary statements. Electronic transfers can be automatically formatted based on bank requirements.

Invoice status codes let you manage the stages of invoice processing, and are primarily used with suppliers. Using invoice status codes you can manage the approval, allocation status, and payment of invoices for suppliers, and identify contested invoices. You approve supplier invoices and release them for payment by modifying the invoice status code applied to the invoice. You can also control when and how postings occur by specifying an invoice status code with a different allocation status.

A flexible approval process supports simple or complex segregation of roles in the generation of payments. After recording the payment, you manage it through various statuses.

You can generate reports on open items, transactions, history, and summary. Aging lists can be generated for supplier, group, or sub-account. You can easily select held invoices by supplier or approval status and due date, providing complete control of the invoice approval process in your organization.

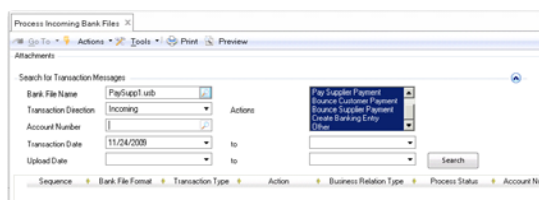
The Supplier Activity Dashboard (28.18.1) offers a comprehensive overview of all activity related to a single supplier, in a single entity or over multiple entities. The drill-down generates read-only information that includes invoices, credit notes, and payments. You can select open or closed payments and display individual payment details, as well as total amounts for each selection you make. You can filter by currency.

QAD Banking/Cash Management

QAD Banking/Cash Management

- Powerful cash flow projection reporting
- Electronic import of bank files
- Supports US Lockbox processing
- Extensive support for automated payments, including drafts and direct debit
- Support for local payment and file formats using QAD Internationalization
- Flexible mapping of payment formats using EDI eCommerce
- Petty cash handling
- Bank account validation according to local formats including IBAN

Automatic monitoring of cash flows to quickly make key decisions based on the cash position of the business



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
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EF-QAD-180

To process banking transactions, you set up your own bank accounts—as well as customer and supplier accounts—as GL accounts of type Bank. You can then add details to the account to manage the banking transactions. A business relation contains the bank address, contact, and tax details.

Banking features let you process banking transactions and allocations to open items or GL accounts. This process also supports discounts, prepayments, and multiple currencies. Realized currency differences are automatically analyzed, and each bank account can be linked to a separate daybook.

The import of bank statements is automated. Automation also includes customer invoice collection, supplier payment processing, and allocation of miscellaneous banking transactions. The module supports a large variety of global banking standards.

Banking features let you define payment formats for delivery of electronic files to your bank.

Banking supports full coverage on the following transaction types:

- Accounts receivable bank transactions
- Accounts payable bank transactions
- Miscellaneous bank transactions

Cash management reports present information on open items, bank and cash accounts, loans and deposits, and accruals.

QAD Cost Management

QAD Cost Management

- Supplements standard costing model to allow actual cost analysis
- Powerful tools to model and implement cost changes to standard costs
- Set up cost structures as required for the corporation or make them unique by plant by utilizing unlimited cost sets, multiple costing methods and cost elements
- Support for periodic valuation using average or FIFO

Accurately costs parts and track variances to standards based on flexible cost components

Item Cost Maintenance					
ITEM: 30-10000-001 GO_TO - ACTIONS -					
Item Number: 30-10000-001			Description: Wheel - 26 - Narrow 2		
Unit of Measure: EA			High Tension-Extra Light		
Totals					
Totals:	8.50	41.58	50.08	☐	10/29/07
GL Cost Data (GL Cost Source Site: EMEA-NLS / Set: Standard)					
Element	This Level	Lower Level	Total	Pri	Category
Material	0.00	37.80	37.80	☒	Material
Labor	6.80	0.00	6.80	☒	Labor
Burden	1.70	0.00	1.70	☒	Burden
Overhead	0.00	3.78	3.78	☒	Overhead
Subcontr	0.00	0.00	0.00	☒	Subcontr

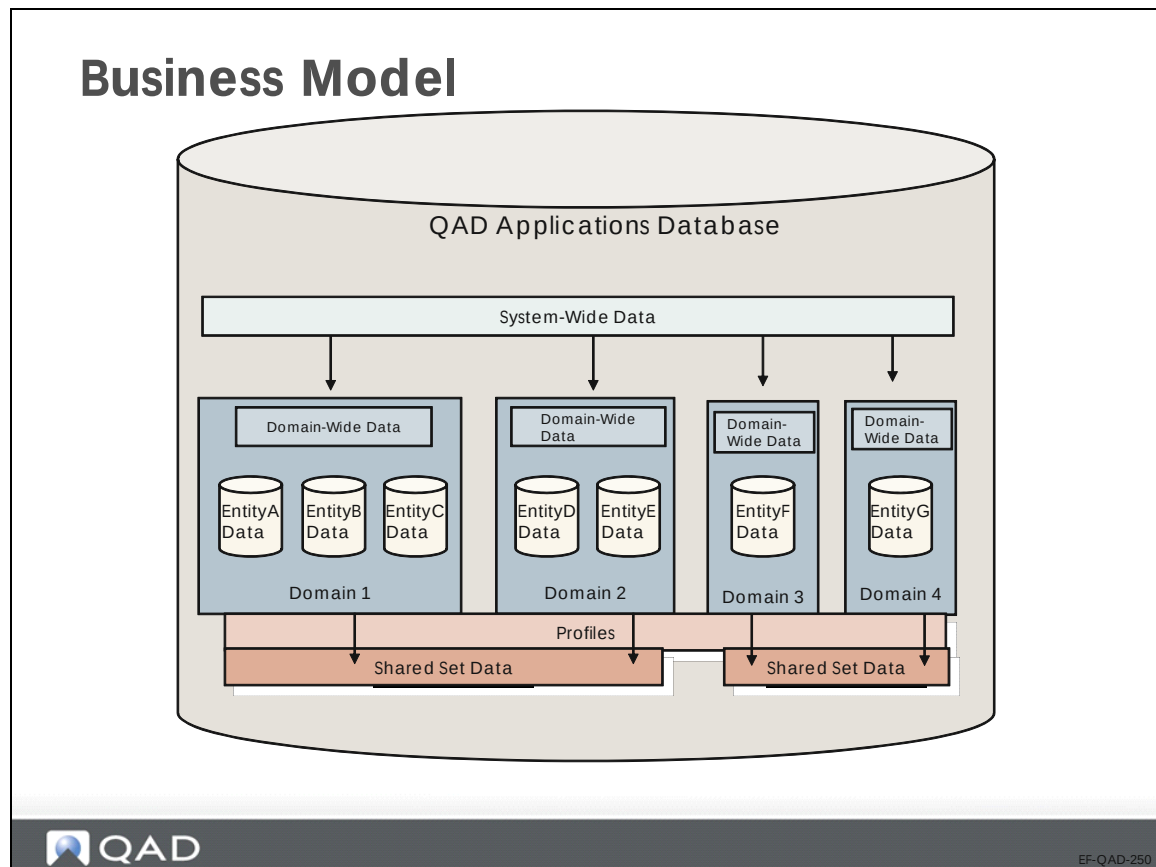
Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
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					Cost Management



EF-QAD-190

Costing covers how costs are applied and tracked. It provides information for setting up and using costing features with the Cost Management module, as well as using standard inventory functions.

Business Model



When planning your financial implementation, you must set up the infrastructure of your business organization. Domains and entities represent business operations and specific business units for which you want to produce profit and loss statements, and financial reports.

There are four levels of data in the QAD Enterprise Edition business model.

Four Levels of Data

Four Levels of Data

- System wide
 - Country codes, currencies, tax zones, alternate COA.
- Shared sets
 - GL accounts, sub-accounts, sub-account mask, cost centers, cost center mask, projects, project mask, suppliers, customers, daybooks, exchange rates.
- Domain
 - Base currency, statutory currency, GL calendar, combination of shared sets.
- Entity
 - Transactions, own bank account number.



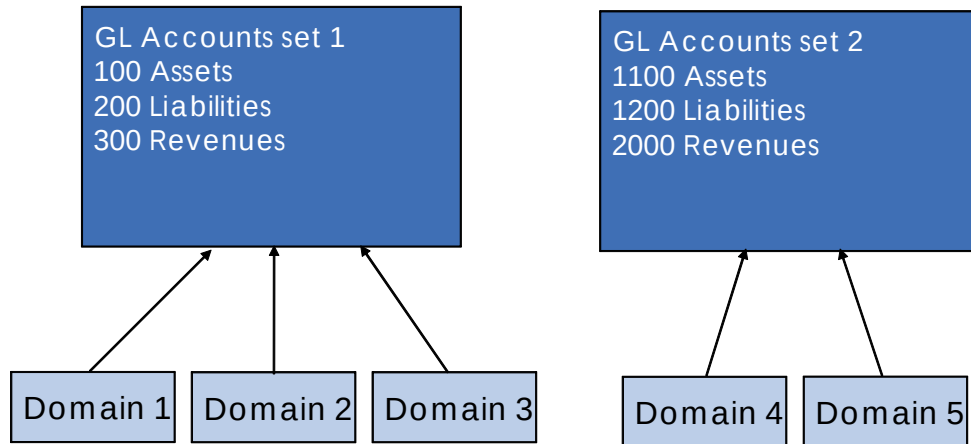
EF-QAD-260

- Some financial data is shared throughout the system, such as currency and country codes, and tax zones. This data is never different from one business unit (entity or domain) to the other, so it makes sense to share it across all business organizations.
- Shared sets group data that can be shared across domains. A single domain can have an independent chart of accounts or several domains can share the same chart of accounts, streamlining setup and maintenance.
- A domain represents the base unit of the system and comprises one or more entities. Each domain has its own base currency, and, optionally, statutory currency, which is then shared by the entities within the domain.
- Entity-level data is limited, for example, the organization's own bank account number. Transactions are entered at entity level.

Shared Sets

Shared Sets

- A domain points to one shared set by type.
- Multiple domains can use the same shared set.



EF-QAD-270

Shared sets provide great flexibility in how you can set up a system.

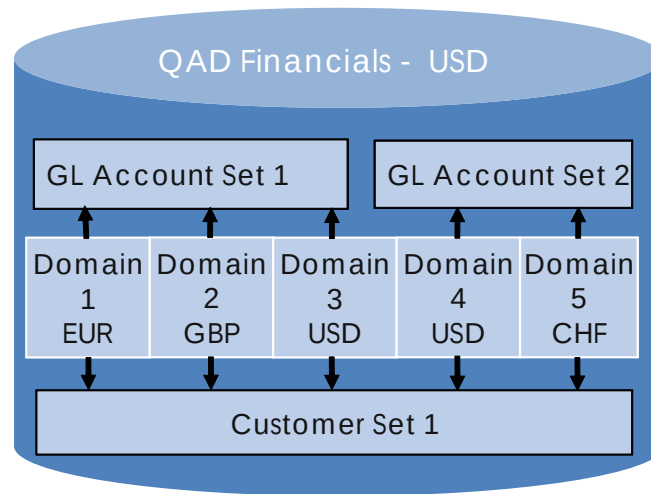
A default set of shared set codes is supplied with the system. However, you can create as many shared sets as required. The following types of data can be shared: customers, suppliers, accounts, sub-accounts, cost centers, projects, exchange rates, and daybooks.

For example, three US domains can use the same chart of accounts, while two other domains in Japan can use another accounts shared set.

You might need to connect data in one shared set to another. For example, if several domains share a customer set, but refer to two different chart of accounts, you would need to link different customer control accounts to a single customer.

Example**Shared Sets**

- Example: a customer refers to an AR account
- What if the same customer set is used by domains that point to different GL account sets?



Business Relation

Business Relation

- Each customer / supplier / entity / employee is linked to a business relation code
- Defined at database or domain level
- Can be created on-the-fly when creating a new customer/supplier
- Business Relations have different address types:
 - Head office
 - Ship-to
 - Reminder
 - Remittance
 - Dock
 - End User



EF-QAD-300

Business relations represent any organization or person that a company does business with, for example, customers, suppliers, employees, or an internal entity. A business relation address is a prerequisite for creating any of these records.

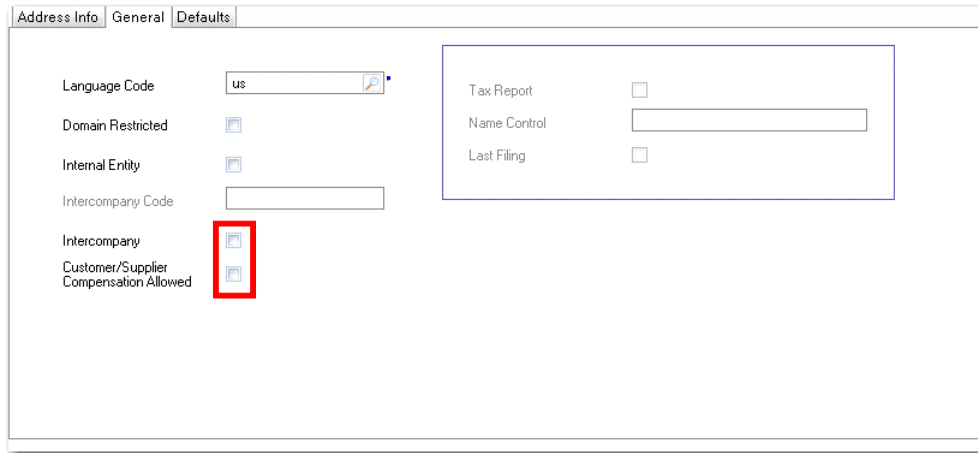
You can also create a business relation from within the customer or supplier creation menus.

Business relations can have different address types, as shown above.

Business Relation

Business Relation

- Combine multiple debtor/creditor positions
- Allows for AR/AP netting and inter-company transactions



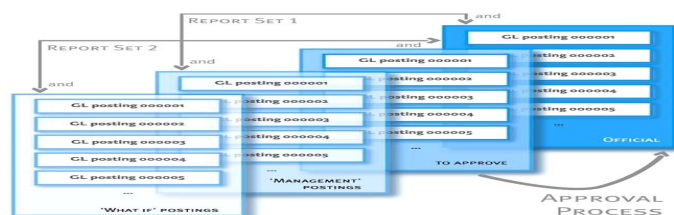
The screenshot shows the 'Defaults' tab of a 'Business Relation' window. The window has three tabs: 'Address Info', 'General', and 'Defaults'. The 'Defaults' tab is active. It contains several fields and checkboxes. On the left, there is a 'Language Code' field with 'us' selected, a 'Domain Restricted' checkbox, an 'Internal Entity' checkbox, an 'Intercompany Code' text field, and an 'Intercompany' checkbox which is highlighted with a red rectangle. Below the 'Intercompany' checkbox are two more checkboxes: 'Customer/Supplier' and 'Compensation Allowed'. On the right, there is a 'Tax Report' checkbox, a 'Name Control' text field, and a 'Last Filing' checkbox. A blue box highlights the 'Tax Report', 'Name Control', and 'Last Filing' fields.

Field	Value/Status
Language Code	us
Domain Restricted	☐
Internal Entity	☐
Intercompany Code	
Intercompany	☐
Customer/Supplier	☐
Compensation Allowed	☐
Tax Report	☐
Name Control	
Last Filing	☐

Accounting Layers

Accounting Layers

- Three accounting layers:
 - Primary layer
 - For daily transaction posting
 - Secondary layer(s)
 - For adjustments (GAAP/IFRS compliance, or management reporting adjustments)
 - Transient layer(s)
 - for temporary postings e.g. for what-if simulations, or before approval



EF-QAD-330

Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: primary (labelled “official” in the system), secondary (labelled “management” in the system), and transient.

The primary layer is used for daily transaction posting.

Define one or more secondary layers to allow for adjustments required to meet different GAAP/IFRS requirements, or for management reporting.

The transient layer is used to temporarily post transactions pending approval, or to simulate postings.

Accounting Layers

- Daybooks refer to layers
- GL entries can be moved from layers by changing the daybook
- Use Mass Layer Transfer modify transactions in batch
- In reporting, multiple layers can be selected

Layer Code	Description	Type
MANAGEMENTLayer	MANAGEMENTLayer	Management
MGTLayer_CANADA	GAAP Layer for Canada Reporting	Management
OFFICIALLayer	OFFICIALLayer	Official
Trans1	RVD trans 1	Transient
trans2	RVD transient 2	Transient
trans3	RVD transient 3	Transient
TRANSIENTLayer	TRANSIENTLayer	Transient

Daybooks

Daybooks

- Mandatory
 - Multiple daybooks possible (recommended)
 - Default when single daybook by type
- Control document numbering
- Linked to an accounting layer
- Controlled by
 - Financials
 - Operational
 - External
- AR and AP daybook sets



EF-QAD-360

Daybooks, also known as journals, are system or user-defined views of the general ledger and contain all transactions.

Daybooks play an important role in QAD Enterprise Financials, and their use is mandatory. It is recommended to use more than one daybook as a means of grouping transactions. Daybooks can be used to distinguish between different types of journal entries, such as auditor adjustments, payroll entries, GAAP adjustments, and manually prepared accruals.

Daybooks also control the numbering of invoices and credit notes, in addition to GL transaction numbers. Daybooks are linked to an accounting layer, and can be controlled by the financial functions, the operational functions, or externally when a third-party add-on product interface.

Operational Transaction Post

Operational Transaction Post

Operational Transaction Post-- X



Operational Transaction Post

11/04/10 17:19:05

22UK

Page:1

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount	Cur	Entry Number
IC101101000002	11/01/10 qmi	11/01/10	1	5010-mech-adm		22UKCO	ISS-SO SC1111.1	220.00	GBP	2010/ISS-S000
			2	1500-mech		22UKCO	ISS-SO SC1111.1	-220.00	GBP	2010/ISS-S000
										0.00

Running Operational Transaction Post creates the final postings in Financials.

Journal Entry View - Transactions

Journal Entry View

Journal Entry View X

Go To Actions Tools Attach Print Preview

Attachments

Year: 2010 10 Posting Date: 10/01/2010 Additional GL Numbering Date: 10/01/2010

Daybook Code: W/OISS 000000566 Layer Type: OFFICIAL Save As Template: ☐

Description: ISS-W/O W1010050 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

Second Description:

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
1550	Mech		ISS-W/O W1010050	GBP	0.01	0.00
1500	Mech		ISS-W/O W1010050	GBP	0.00	0.01

Transactions can be reviewed for example in Journal Entry View.
Here zooming in on the individual transaction.
Let's now drill down to review the details.

Journal Entry View - Additional Information

Journal Entry View

Journal Entry View X

Go To Actions Tools Attach Print Preview

Attachments

Year 2010 10

Posting Date 10/01/2010

Additional GL Numbering Date 10/01/2010

Daybook Code WDISS 000000566

Layer Type OFFICIAL

Save As Template

Description ISS-WD W1010050

Template Code

Replacement

Original Posting Reference

Sequence Number 000000000

Reversal

Second Description

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
1550	Mech		ISS-WD W1010050	GBP	0.01	0.00

TC Debit	TC Credit	SC Exchange Rate	SC Scale Factor	SC Debit (USD)	SC Credit (USD)
0.01	0.00	0.000000000	1.000000000	0.00	0.00

Sub-Account Code Sub Account Description

Mech Mechanical

SAF Concept Code SAF Code

Item Type COMP

Product Line 20

Site 22-400

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr
1500	Mech		ISS-WD W1010050	GBP

The SAF setup triggers the journal entry to carry additional information. Here, we find the site, product line, item type, item group, and supplier type at the origin of the transaction.

EF-SAF-130

Trial Balance View

Trial Balance View

Trial Balance View

Actions Setup Cancel Add to Favorites Stored Searches

Search (8)

Entity Code equals 10USACO

Year/GL Period range 201104 201104

GL Account equals

Summarize Intercom equals yes

Summarize SAF (par) equals yes

Summarize Daybook equals yes

Viewing 1 - 53 of 53 Records per page: All

GL Account	GL Description	Sub-Acc	Opening Balance	Period Debit BC	Period Credit BC	BC Balance	Inter
2520	Result Previous Yr.		-69,333,358.67	0.00	0.00	-69,333,358.67	
1100	Bank account USD		70,268,205.29	0.00	0.00	70,268,205.29	
1300	Accounts Receivable	Gserv	12,235,604.92	0.00	0.00	12,235,604.92	
1380	Debtor PIP	Gserv	118,659.50	0.00	0.00	118,659.50	
1420	AP Tax Retained	Mech	-780,216.88	0.00	0.00	-780,216.88	
1500	Inventory		-219,224.78	0.00	0.00	-219,224.78	
1500	Inventory	Mech	8,260,147.03	0.00	0.00	8,260,147.03	
1500	Inventory WIP	Mech	-2,233,218.68	0.00	0.00	-2,233,218.68	
1655	SO Cons Inventory	Mech	13,208.30	0.00	0.00	13,208.30	
2000	Accounts Payable	Gserv	-137,606.03	0.00	0.00	-137,606.03	
2080	Payment In Process	Gserv	-631,808.93	0.00	0.00	-631,808.93	
2180	Sales Freight Accru.	Mech	-95,856.01	0.00	0.00	-95,856.01	
2400	Sales Tax	Mech	-414,120.17	0.00	0.00	-414,120.17	
2455	SO Cons Offset Acct	Mech	-13,208.30	0.00	0.00	-13,208.30	
2465	Expense Offset		10,350.00	3,320.00	0.00	13,670.00	



EF-QAD-385

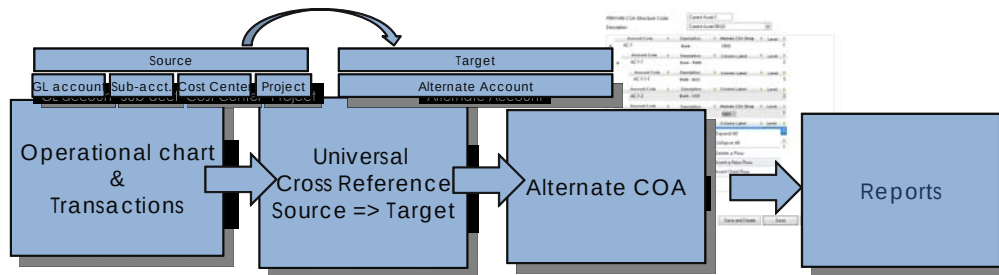
The Trial Balance View (25.15.2.9) lets you view balance details for the combinations of analytical elements that meet the selection criteria. You can use the view to ensure that the total of the debit balances equals the total of the credit balances for the selected GL periods.

The right-click option gives you direct access to other reports and views as well as record creation and Excel integration menus.

Alternate Chart of Accounts

Alternate Chart Of Accounts

- Secondary grouping of accounts
- Cross-domain
 - Maintained at system level
- Multiple structures
- Mapping with cross references



EF-QAD-395

The Alternate Chart of Accounts functionality was introduced in QAD 2009 Enterprise Edition to provide the ability to report accounting activity using a standardized chart of accounts provided by local legal authorities (required among others in China, Russia, France).

Alternate COAs are maintained at system level to be used across domains, and you can set up as many as required.

No posting occurs to the alternate COAs, which are only used for reporting.

You set up alternate COAs by defining cross-references from source GL combinations to target alternate accounts.

Learn more about alternate COAs in the Advanced Financials class.

Currencies

Currencies

- Transaction amounts always stored in
 - transaction currency
 - base currency
 - statutory currency

Sample Supplier Invoice

In USD (base) In USD (transaction) In MXN (statutory)

Invoice Number	Invoice Date	Due Date	Currency Code	BC Original Amount	TC Original Amount	SC Original Amount
2009/QADAPINV/0	07/17/2009	09/09/2009	USD	120.00	120.00	408.00



EF-QAD-400

In addition to the primary base currency at domain level, you can define a second management currency at database level, for reporting purposes. This currency is known as the statutory currency, and is normally the local currency of the country in which the organization must produce its declarations and financial reports.

The need for a statutory currency is most likely to arise in a country that is geographically close to a strong currency zone (for example, Mexico and Poland), where the country itself has another local currency. Companies operating in countries close to strong currency zones, such as the Euro and US Dollars, might use the stronger currency as their base currency (functional currency). However, local auditors and tax controllers can mandate that companies submit their declarations and financial reports in the local currency of the country. In these cases, the local country currency becomes the organizations' statutory currency.

Definitions: Transaction, Base and Statutory Currency

Definitions

- Transaction currency:
 - Functional currency of the transaction that is recorded.
- Base currency:
 - Functional currency of the entity in which the transaction is recorded.
- Statutory currency:
 - Local currency in which the organization must produce declarations and reports



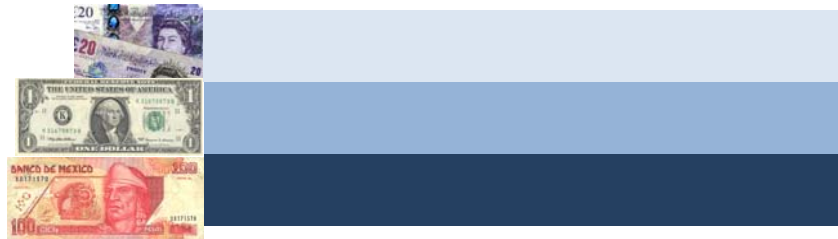
EF-QAD-410

Foreign currency transactions can be stored in a maximum of three currencies: the transaction currency, the base currency, and the statutory currency. This three-currency system lets you display a transaction or create a report in any of the defined currencies. This feature is especially important in environments with high inflation and strong currency fluctuation.

Usage Example for Dual-Base Currency

Example

- A US Company in Mexico
 - keeps its accounting records in USD
 - Submits reports to the Mexican government in MXN
 - receives a supplier invoice from a UK supplier in GBP



EF-QAD-420

A multinational corporation has a subsidiary in Mexico. In the Mexican subsidiary, most business transactions are conducted in USD, which is the base currency. However, all reports that the subsidiary must produce for the Mexican government are in Mexican pesos, which is the statutory currency.

GL Account Create

GL Account Create

- GL Type
 - Standard
 - Bank
 - Customer / Supplier Control
 - System
 - Types – gains / losses
- Posting Control
 - Debit / Credit
 - Balance Sheet / P&L
 - Inter Company
 - Quantities
- Analysis
 - Cost Center, SAF, Sub Accounts, (Default Values)

The screenshot displays the 'GL Account Create' form in QAD Enterprise Financials. The form is divided into several sections with tabs at the top: Posting, Currency, Analysis, Report Link, Banking, Cash, and Defaults. The 'Analysis' tab is currently selected. The form includes the following fields and options:

- Sub-Account Analysis:** A checkbox labeled 'Sub-Account' is checked. A 'Default Sub-Account' field is present.
- Cost Center/Project Analysis:**
 - Cost Center Analysis:** A checkbox is checked.
 - Project Analysis:** A checkbox is checked.
 - Analysis Limitation:** A dropdown menu is set to 'None'.
 - Default Cost Center:** An empty text field.
 - Default Project:** An empty text field.
 - Default SAF Structure:** An empty text field.
- SAF Analysis:** A checkbox labeled 'SAF Analysis' is checked. A 'SAF Structure Code' field is present.
- GL Analysis Set On Date:** A dropdown menu.
- GL Analysis Set on by:** An empty text field.
- GL Sub-Account Set On Date:** A dropdown menu.
- GL Sub-Account Set on by:** An empty text field.



EF-QAD-370

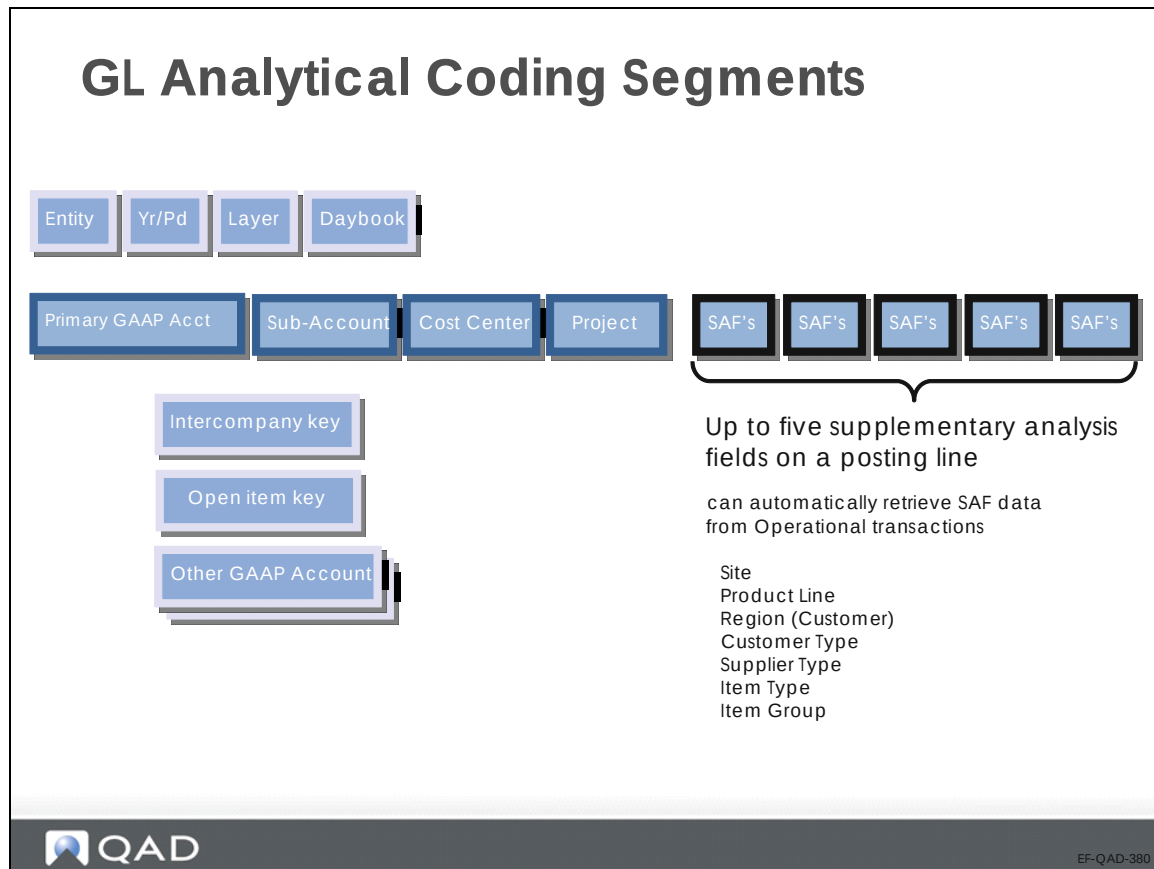
Some of the features of General Ledger accounts in QAD Enterprise Financials include:

- Several GL types with added functionality for each.
- Posting control, where some of the attributes are mandatory.
- Extensive analysis capabilities with sub-accounts, cost centers, projects, and Supplementary Analysis Fields (SAFs).

GL Account Create

Posting	Currency	Analysis	Report Link	Banking	Cash	Defaults
Sub-Account Analysis						
Sub-Account		☐	Default Sub-Account			
Cost Center/Project Analysis						
Cost Center Analysis		☐	Project Analysis	☐	Analysis Limitation	
Default Cost Center				None		
Default Project						
Default SAF Structure						
SAF Analysis						
SAF Analysis		☐	SAF Structure Code			
GL Analysis Set On Date				GL Analysis Set on by		
GL Sub-Account Set On Date				GL Sub-Account Set on by		

GL Analytical Coding Segments



QAD Financials uses standard, industry-recognized components to implement your chart of accounts. The strength of the application is its flexibility; you can configure the business model to generate many different types of accounting information.

GL accounts, sub-accounts, cost centers, and projects combinations can be validated using a GL mask. The GL mask validates account element combinations when transactions are posted, preventing any posting errors.

Supplementary Analysis Fields (SAF) Highlights

SAFs Highlights

- Provide flexible, powerful, and detailed financial reporting and analysis
- Eliminate need to create separate COA elements for individual reporting.
- Use with standard accounts
 - Exception: bank, closing, and tax accounts.
- Not applicable to system accounts
 - Exception: PO receipts
- Two types:
 - System SAFs
 - User-Defined SAFs
- Link SAFs to accounts, cost centers, and projects



EF-SAF-030

The system provides sub-account, cost center, project, and SAF analysis to be used for additional analytical reporting on transactions. SAF analysis is optional, but lets you create detailed views of data.

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

SAF analysis can be applied to all standard GL accounts except for bank, closing, and tax accounts. SAF analysis is not supported for system accounts, except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and you would normally create a separate SAF structure for each of these types of transaction.

SAF Setup Overview

SAF Setup Overview

- SAF structures
 - SAF Concepts
 - Use SAF concepts to streamline SAF analysis
 - System SAF concepts **automatically** retrieve data from operational transactions
 - SAF Codes
 - Define the analysis details
- GL Ledger Account
 - Analysis Tab
 - Analysis Type = SAF
 - SAF Structure Code, for example, Manufacturing, Travel...



EF-SAF-050

SAF analysis is managed through a combination of three elements:

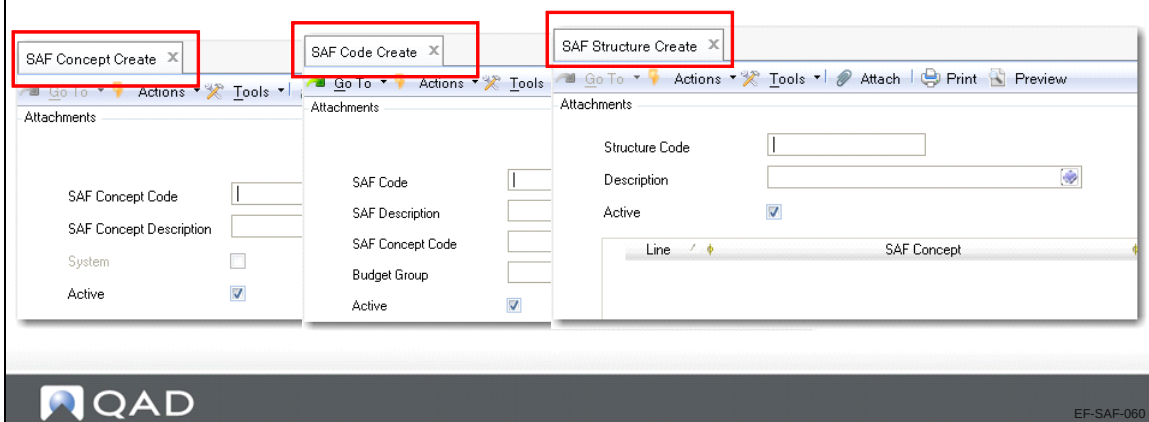
- SAF concepts identify the type of analysis required
- SAF codes define the analysis details. Associate the codes with an existing concept.
- SAF structures contain a selection of concepts in a logical sequence.

You associate the structure with a GL account, cost center, or project.

SAF Setup

SAF Setup

- Step 1: Create SAF concept and codes
- Step 2: Create SAF structure and add concepts and codes to it
- Step 3: Link structure to GL account, cost center or project



Creating SAF Concepts

Use the SAF Concept activities (25.3.7.1) to create, view, modify, and delete SAF concepts. Changing concepts has the following restrictions:

- You cannot delete a system SAF concept. You cannot delete a user-defined SAF concept if it has already been used in a transaction.
- You cannot create system concepts.
- The only value you can modify for a system concept is the Active setting.
- You cannot deactivate a concept if it is linked to an active SAF structure.

Creating SAF Codes

Use the SAF Code Activities (25.3.7.2) to create the values that you assign to an SAF concept. They generally correspond to the individual item that requires analysis. For example, you can track transactions relating to a particular vehicle belonging to the organization by creating an SAF code of the vehicle registration number.

Every SAF concept must have at least one default SAF code—defined in the SAF structure where it is used—and you can link any number of codes to the same concept.

Creating SAF Structures

Use the SAF Structure activities (25.3.7.4) to combine up to five SAF concepts in a sequence. You then link the structure to general ledger accounts, cost centers, or projects. You can associate only one SAF structure with a GL account, cost center, or project.

When an SAF structure is associated with a project, cost center, or GL account and a transaction updates that element, the SAF concepts and default codes are displayed in the transaction posting lines.

- For system concepts based on operational transactions, values are retrieved automatically.

When user-defined concepts have more than one value, you must select the value to use when you create the transaction.

System SAFs

System SAFs

- Do not require additional setup.
- Automatically retrieve data for manufacturing, sales and purchase orders, and inventory transactions.
- Predefined system SAF concepts:
 - Product Line
 - Site
 - Item Type
 - Item Group
 - Region
 - Customer Type
 - Supplier Type



EF-SAF-062

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

User Defined SAFs

User-Defined SAFs

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



EF-SAF-064

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

SAF Example

SAF Example				
SAF concept	SAF code	SAF code	SAF code	SAF code
Site	10-100	10-200	10-300	10-400
Product Line	10 (Finished Goods)	40 (Service)	99 (Tooling)	22 (Intersite)
Item Type	FINGOOD	KIT	RAW	COMP



EF-SAF-068

In the above example, the SAF structure produces analysis data on sites, product lines and items (SAF concepts), at the detail level of the SAF codes listed in the table.

Scenario

Scenario Example

1. Create a sales order
2. Sales order is shipped
3. Operational Transaction Post.
4. Review posting and SAF analysis
 - A. GL Transactions Extended view
 - B. GL Transactions by SAF View

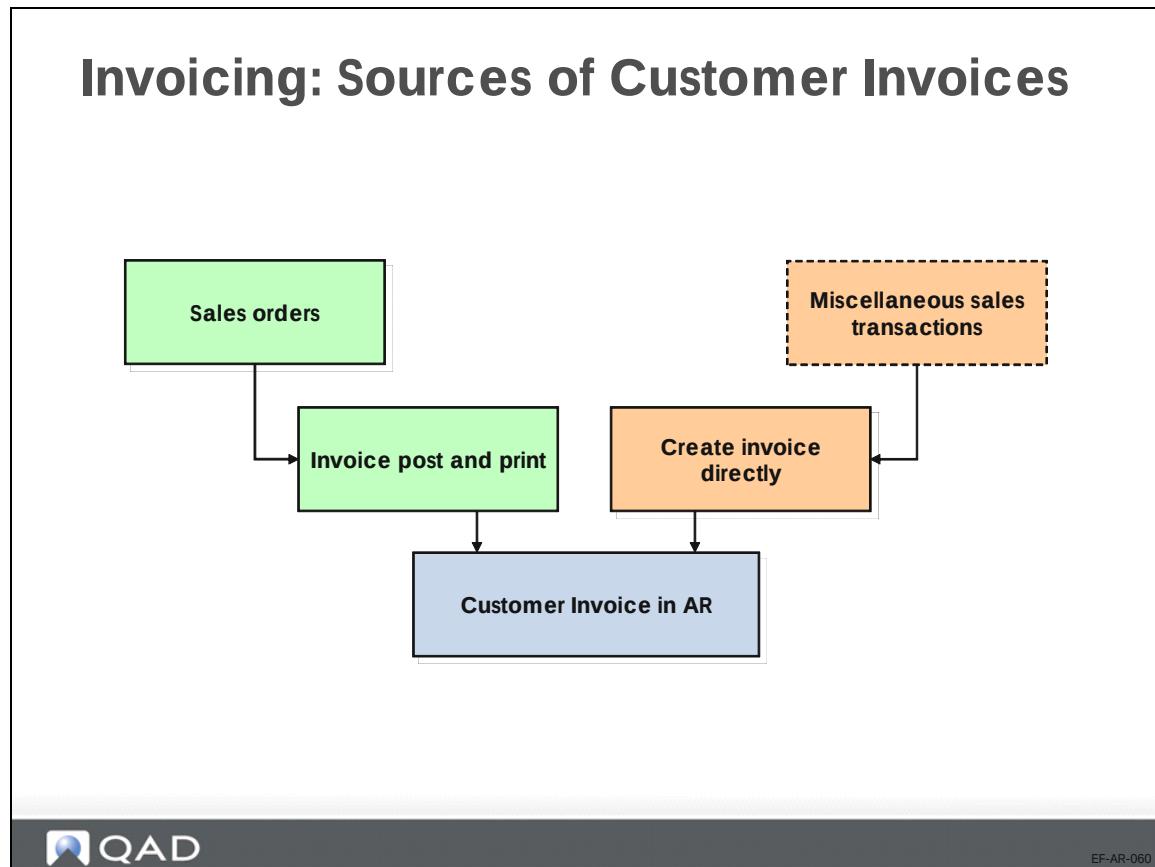
Chapter 4

AR Processing

Overview

- Quick demo
- Functional overview
 - Invoicing process and highlights
 - AR Payment Process and Instruments
- Hands-on exercise

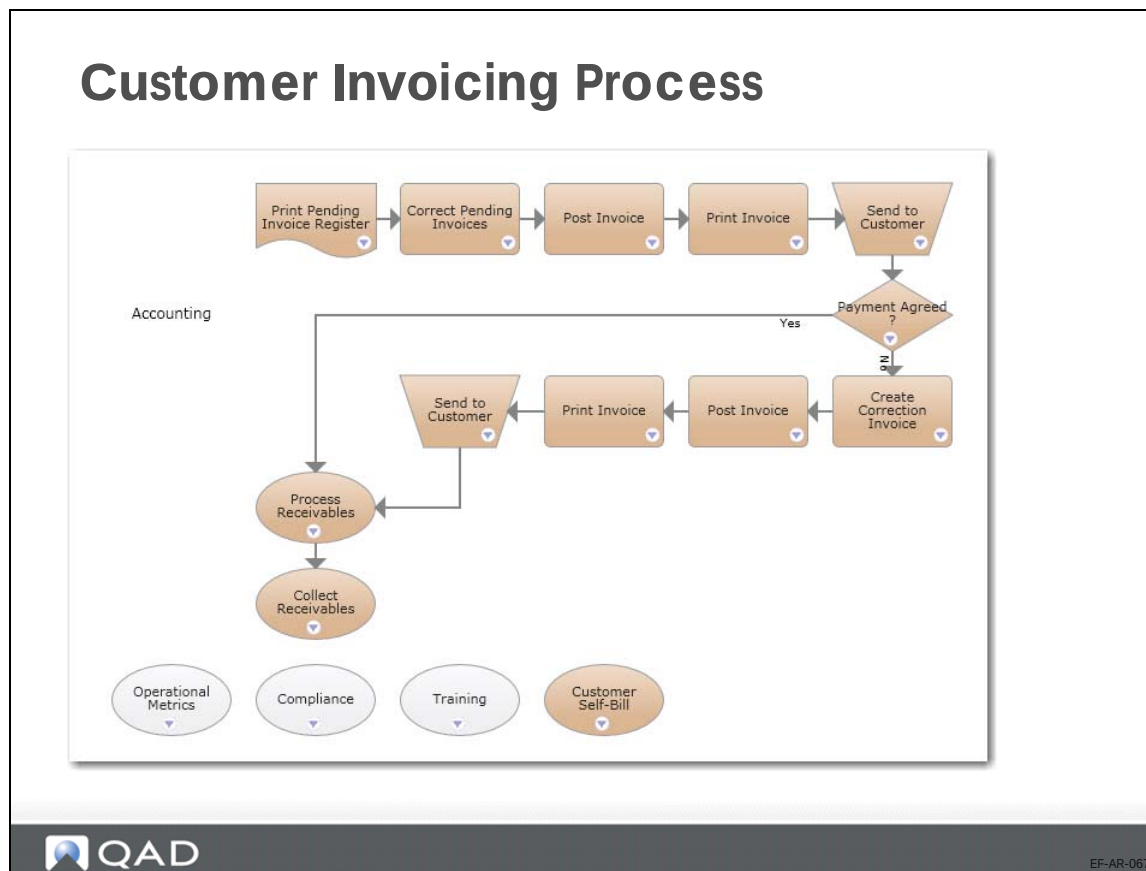
Invoicing Process and Highlights



The Customer Invoice function is used for two purposes:

- You can view and modify invoices and credit notes created by Invoice Post and Print (7.13.4). Most of the information on these sales-related invoices defaults from the associated sales order and is set during invoice post; you can modify only a small subset of fields.
- You can directly create invoices for miscellaneous customer charges or credit notes. For this type of manual invoice, you must specify most of the fields that are automatically populated during invoice post.

Customer Invoicing Process



Most customer invoices are generated from sales transactions in the Sales Orders/Invoices (7) module. The process of creating and modifying sales orders, shipping goods, and posting and printing invoices is described in detail in *User Guide: QAD Sales*.

Shipping a sales order creates a pending invoice, which can be printed using Preview Invoice Print (7.13.3), reviewed, and corrected using Pending Invoice Maintenance (7.13.1). Additionally, a credit controller can review credit-related information using Sales Order Credit Maintenance (7.1.13) and indicate that the order has been reviewed. A field in Sales Order Acct Control (36.9.6) determines if an order can be updated after it has been marked as reviewed. Once the pending invoice is reviewed, you can post and print the final invoice.

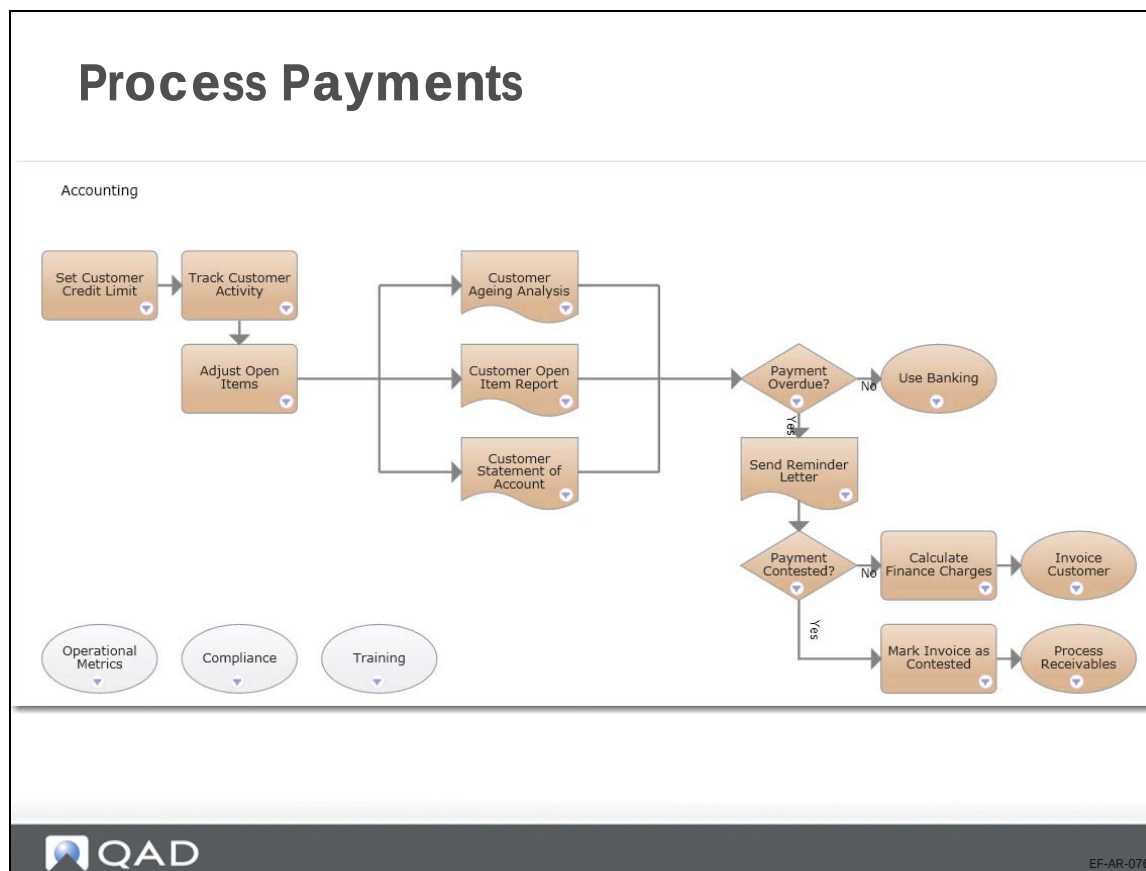
Posting the invoice creates the customer invoice in the AR module. Only a limited number of fields can be modified on customer invoices generated from sales orders; most corrections need to be made through the sales order functions.

Invoicing - Highlights

Invoicing - Highlights

- Invoice numbers generated using daybooks
 - Daybook set functionality supports separate numbering by site
 - Separate daybooks needed for SO based invoices and those created directly in financials
 - No longer possible to manually enter invoice # on sales orders
- Invoice post and print combined
 - Only posted invoices can be printed
 - Reprinting possible (Invoice print or reprint)
 - Preview invoice print possible
- Correction invoices
 - Keep relationship with original invoice
 - All relevant detail automatically copied to the new sales order
 - Ship correction order to process return
- Reports
 - Invoice History Report (7.13.8)
 - Sales Order Tracking Inquiry (7.13.10)
 - Correction Invoice Link Report (7.13.6)

Process Payments



When processing customer transfer payments, you can use Banking functions to record the payments directly in your bank account while allocating the payment directly to invoices.

For other payment instruments, such as check payments, draft payments, and direct debit payments, you typically use Customer Payment and Customer Payment Selection functions to complete the payment process. These functions let you process a payment through a series of statuses, with postings to payment accounts for each status change. In this way, the payment is fully recorded in the AR sub-ledger, from allocation of the payment to an invoice to acknowledgement from the bank that the payment amount has been transferred to your bank account.

Once the amount is paid, you use Banking functions to update your account statement. The Payment functions handle all types of payment instrument (including checks, drafts, credit card, and direct debits), and both paper and electronic payment formats.

Customer Payment Instruments

Customer Payment Instruments

- Checks
- Drafts
 - Initiated by customer or supplier
- Direct Debit
- Promissory notes
- Summary statements
- Transfer
- Cash
- Lockbox

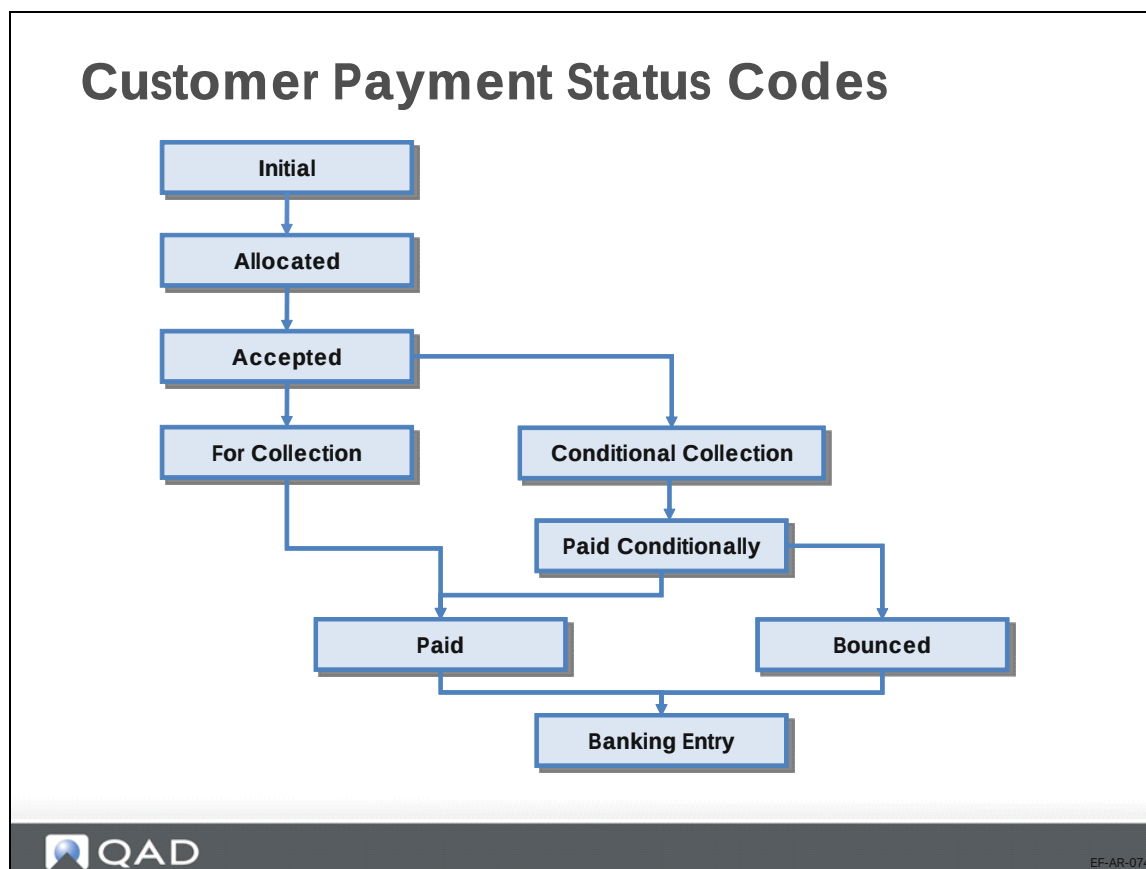


EF-AR-071

The system offers a number of pre-defined types of customer payment instruments, as listed above.

You will now review process flows for some of these payment instruments.

Customer Payment Status Codes



Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Bounced. Typically, you also use a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a draft through the Initial, Allocated, Accepted, For Collection, and Paid statuses, you can define a GL account of type Customer Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or payment accounts. The posting information, including account and daybook details, is contained in the payment status definition.

Note also that you cannot undo a Paid document. You must reopen the invoice manually using Open Item Adjustment.

Introduction to Self Billing

Introduction to Self-Billing

- Used to process customer-initiated payments based on the information remitted on a customer document.
- Commonly used in the automotive industry.
- Customer remittance document can contain different details, depending on the specific industry.
 - Customer bill-to, PO numbers, kanban numbers, RANs, shipper numbers, invoice line-item numbers, sales order (SO) numbers, and others
- Customer remittance document must include the amount payable to you, the supplier.



EF-AR-077

Use the Self-Billing module to process customer-initiated payments by applying payment to invoices based on line-item shipper details, including:

- Customer details
- Purchase order (PO) number
- Kanban number
- Release authorization number (RAN)
- Evaluated receipt settlement (ERS) payment references

In the automotive industry, suppliers often do not send invoices to their customers. Instead, the customer remits a self-bill. This document details shipments received and amount due to the supplier for these shipments. The amount also reflects any deductions for defective or damaged parts, and any other pertinent credits due. This document is called a self-bill because the customer decides the payable amount instead of relying on an invoice from the supplier.

Collections

The screenshot displays the QAD Collections interface. The top section shows a list of customer records with columns for Customer Code, Business Relation Code, Name, Address, Zip Code, City, County, State, and Country. The bottom section shows a detailed view of a specific customer's aging data, including columns for Name, Bill To, Description, Voucher, Salesperson, Due Date, TC Balance, Current, and various aging periods (1 DAY, 31 DAYS, 61 DAYS, 91 DAYS, 121 OR GREATER DAYS).

Customer Code	Business Relation Code	Name	Address	Zip Code	City	County	State	Country
11C1001	11-CS1001	Chio Foods Limited	5041 Gateway Blvd. NW	T5A 0A7	Edmonton	AB	CA	
11C1002	11-C1002	General Motors of Canada	1309 Colonel Sam Drive	L1H 8P7	Oshawa	CA		
11C1002B	11-C1002	General Motors of Canada	1309 Colonel Sam Drive	L1H 8P7	Oshawa	CA		
11INTCUS	11-CAN-CD	QMI- Canada Division	500 Singleton Blvd.	T5A 0A7	Edmonton	AB	CA	
12-100	12-MEX-CD	QMI-Mexico Division	Poniente 150 No. 532	2300	Mexico City		MX	
12-300	12-MEX-CD	QMI-Mexico Division	Poniente 150 No. 532	2300	Mexico City		MX	
12C1000	12-C1000	Alcon Laboratories	Jose Ma. Rico No. 418	3100	Mexico City		MX	

Name	Bill To	Description	Voucher	Salesperson	Due Date	TC Balance	Current	1 DAY	31 DAYS	61 DAYS	91 DAYS	121 OR GREATER DAYS
General Motors of Canada	11C1002B	2011/CINV/000000013	000000013	11SP01	3/18/2011	6,537.34	0.00	0.00	6,537.34	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CINV/000000013	000000013	11SP01	3/18/2011	5,454.72	0.00	0.00	5,454.72	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CINV/000000013	000000013	11SP01	3/19/2011	11,427.75	0.00	0.00	11,427.75	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CINV/000000013	000000013	11SP01	3/21/2011	6,151.12	0.00	0.00	6,151.12	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CINV/000000013	000000013	20SP01	4/30/2011	1,123.22	1,123.22	0.00	0.00	0.00	0.00	0.00

To help you browse and maintain related item, site, sales, location, and customer data, you can define collections of related browse and maintenance programs using Browse Collection Maintenance.

In a browse collection, a main browse drives the fields selected in the other browses and programs. The QAD .NET UI displays the other browses and programs in the lower part of a horizontal split-screen, with the main browse located in the upper part.

Hands On Exercise: AR Processing

In this exercise, you will learn to create, post and pay customer invoices based on sales orders.

- 1 Use the following data throughout the exercise where it does not default.

Field	Value
Entity:	10USACO
Site:	10-100
Location:	010
Output:	PAGE
All other fields:	Choose any from the drop-down list when necessary

- 2 Run Sales Order Shipped Not Invoiced (7.15.20) for the date range 5/6/12 to 5/12/12.

Fig. 4.1
Sales Order Shipped Not Invoiced

- 3 Run Pending Invoice Register (7.13.2) for sales order 10S10013. Click Next twice to run the report. Note the item number for later: _____

Fig. 4.2
Pending Invoice Register

4 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.

- a Enter the sales order number (10S10013).

Fig. 4.3
Invoice Post and Print

The screenshot shows the 'Invoice Post and Print' window. The top bar contains 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main form has the following fields:

- Sales Order: 10S10013
- Ship Date: (dropdown)
- Daybook Set: (text field)
- Sold To: (text field)
- Bill To: (text field)
- Language ID: (text field)
- To: 10S10013
- To: (dropdown)
- To: (text field)
- To: (text field)
- To: (text field)
- GL Effective Date: 5/11/2012
- Print GL Detail: (checkbox)
- Error Summary: (checkbox)

- b Select the Print Invoice field.

Fig. 4.4
Invoice Post and Print, Print Invoice Field

The screenshot shows the 'Invoice Post and Print' window with the same fields as Fig. 4.3. Below the main form, there are several checkboxes:

- Include Debit Invoices: ☒
- Include Credit Invoices: ☒
- Consolidate Invoices: ☐
- Correction Invoices: ☐
- Print Correction Invoice: ☐
- Print Invoice: ☒ (indicated by a blue arrow)

- c Click Next until the GL transactions are displayed.

Fig. 4.5

Invoice Post and Print, GL Transactions

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	01010	EA	4010	mech	ADM	1.0	No	2,500.00	2,500.00	694.55
Medical Ultrasound										
Non-Taxable: 2,509.31		Currency: USD		Line Total:		2,500.00				
Taxable: 0.00		0.00%		Discount:		0.00				
Tax Date: 05/05/12				Freight 20 :		9.31				
Containers: 0.00				Freight 20 :		0.00				
Line Charges: 0.00				Special 30 :		0.00				
				Total Tax:		0.00				
				Total:		2,509.31				
USD Report Totals:									2,500.00	694.55

QAD **Invoice Post and Print** **10USA** 04/18/12 04:16:24 **Page:2**

Sales Journal Reference: 2012/CINV000000099 AR Batch: 743

				Consolidated Dr		Consolidated Cr			
10USACO	1300	Gserv		05/11/12	2,509.31	.00	Invoice	2012/CINV000000099	
10USACO	4010	mech	ADM	05/11/12	.00	2,500.00	Invoice	2012/CINV000000099	
10USACO	4691			05/11/12	.00	9.31	Invoice	2012/CINV000000099	
					2,509.31	2,509.31			

- d Close the GL transactions window.

Fig. 4.6

Invoice Post and Print, GL Transactions

Invoice Post and Print - 4/18/12...

QAD **Invoice Post and Print** **10USA** 04/18/12 04:16:24 **Page:1**

Sales Journal Reference: 2012/CINV000000099 AR Batch: 743

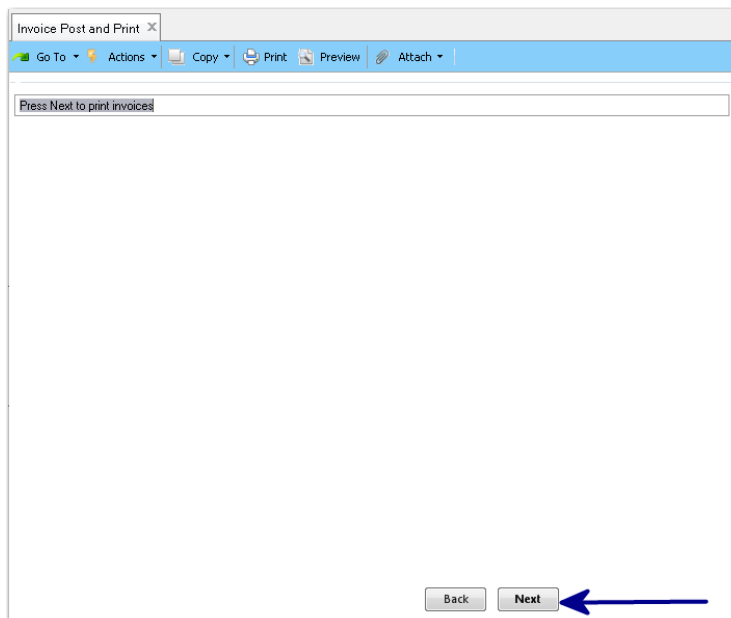
Invoice Number	Bill To	Name	Sold-To	Name	Slpsn
2012/CINV000000099	10C1003	Pacific Health Care Systems	10C1003	Pacific Health Care Systems	10SP01

Sales Order: 10S10013 Ship-To: 10C1003 Pacific Health Care Systems Order Date: 05/05/12 P0:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	01010	EA	4010	mech	ADM	1.0	No	2,500.00	2,500.00	694.55
Medical Ultrasound										
Non-Taxable: 2,509.31		Currency: USD		Line Total:		2,500.00				
Taxable: 0.00		0.00%		Discount:		0.00				
Tax Date: 05/05/12				Freight 20 :		9.31				
Containers: 0.00				Freight 20 :		0.00				
Line Charges: 0.00				Special 30 :		0.00				
				Total Tax:		0.00				
				Total:		2,509.31				

- e Click Next again to print the invoice.

Fig. 4.7
Invoice Post and Print



- f Note the invoice number for later: _____

Fig. 4.8
Printed Invoice

QMI -USA Division
30 Ridgedale Avenue

East Hanover, NJ 07950
USA - TAX PURPOSE

Bill To: 10C1003
Pacific Health Care Systems
600 Calle de Los Caminos
Los Angeles, CA 90212
USA - TAX PURPOSE

Sales Order: 10S10013
Order Date: 05/05/12
Salesperson(s): 10SP01
Credit Terms: 2M
2 months after month end of invoice date
Resale:
Remarks:

Ship Date: 05/05/12
Purchase Order:
Ship To: 10C1003
Ship Via: FEDX
BOL:
FOB Point:

INVOICE
Invoice: 2012/CINV000000099
Revision: 0
Page: 1
Invoice Date: 04/18/12
Print Date: 04/18/12
Sold To: 10C1003
Pacific Health Care Systems
600 Calle de Los Caminos
Los Angeles, CA 90212
USA - TAX PURPOSE

Item Number	UM	Shipped	Qty	B/O	Tax	Price	Extended Price
01010 Medical Ultrasound	EA	1.0	0.0	No		2,500.00	2,500.00

***** CONTINUED *****

5 Go to the GL Transactions View (25.15.2.1).

Fig. 4.9
GL Transactions View

GL Transactions View

Actions Setup Cancel Add to Favorites Stored Searches

Search (2)

Posting Date equals 5/11/2012

Daybook Code equals CINV

Viewing 1 - 3 of 3 Records per page: 100

GL Account	Daybook Co	Vouc	BC D	BC Cr	SC Cr	SC D	Sub-Account C	Cost Center Co	C	Description
4010	CINV	000000099	0.00	2,500.00	2,500.00	0.00	Mech	Adm	USD	Posted Invoice
1300	CINV	000000099	2,509.31	0.00	0.00	2,509.31	Gserv		USD	Posted Invoice
4691	CINV	000000099	0.00	9.31	9.31	0.00			USD	Posted Invoice

Summaries: Sum = 2,50... Sum = 2,509...

6 Select the relevant customer invoice transaction. Right-click and select View Customer Invoice.

Fig. 4.10
GL Transactions View, Right-Click Menu

GL Transactions View

Actions Setup Cancel Add to Favorites Stored Searches

Search (2)

Posting Date equals 5/11/2012

Daybook Code equals CINV

Viewing 1 - 3 of 3 Records per page: 100

GL Account	Daybook Co	Vouc	BC D	BC Cr	SC Cr	SC D	Sub-Account C	Cost Center Co	C	Description
4010	CINV	000000099	0.00	2,500.00	2,500.00	0.00	Mech	Adm	USD	Posted Invoice
1300	CINV	000000099	2,509.31	0.00	0.00	2,509.31	Gserv		USD	Posted Invoice
4691	CINV	000000099	0.00	9.31	9.31	0.00			USD	Posted Invoice

Summaries: Sum = 2,50...

- View Journal Entry
- View Banking Entry Transaction
- View Petty Cash Transaction
- View Customer Invoice
- View Supplier Invoice
- View Customer Payment
- View Supplier Payment
- View Receiver Matching
- View Inventory Transactions Detail Inquiry
- View Operation Transaction Detail Inquiry
- Dump XML
- Force Publish

7 Close the customer invoice.

Fig. 4.11

Customer Invoice View

The screenshot shows the 'Customer Invoice View' window. At the top, there are tabs for 'GL Transactions View' and 'Customer Invoice View'. Below the tabs is a toolbar with icons for 'Go To', 'Actions', 'Tools', 'Print', 'Preview', and 'Attach'. The main area contains various fields for invoice details:

- Customer Code:** 10C1003, **Pacific Health Care Systems**
- Posting:** 2012/CINV/000000099, **TC Invoice Amount:** 2,509.31 USD
- General Tab:** Includes fields for Customer Code, Business Relation, Description, Batch Number, Invoice Type, Daybook Code, Year, Posting Date, Invoice Date, TC Invoice Amount, Exchange Rate, BC Invoice Amount, Invoice Status Code, Taxable, Tax Excluded, Sub-Account, Project, Cost Center, Link to Invoice, and Adjustment.

8 In GL Transactions View (25.15.2.1), right-click the GL transaction and select View Journal Entry.

Fig. 4.12

GL Transactions View, Right-Click Menu

The screenshot shows the 'GL Transactions View' window. At the top, there are tabs for 'GL Transactions View' and 'Customer Invoice View'. Below the tabs is a toolbar with icons for 'Actions', 'Setup', 'Cancel', 'Find', 'Print', 'Add to Favorites', and 'Stored Searches'. The main area displays a list of transactions with columns for GL Account, Daybook Co, Vouc, BCD, BC Cr, SC Cr, SC D, Sub-Account C, Cost Center Co, C, and Description. A right-click context menu is open over the first transaction (4010 CINV 000000099 0.00 2,500.00 2,500.00 0.00 Mech Adm USD Posted Invoice), showing options such as 'View Journal Entry', 'View Banking Entry Transaction', 'View Petty Cash Transaction', 'View Customer Invoice', 'View Supplier Invoice', 'View Customer Payment', 'View Supplier Payment', 'View Receiver Matching', 'View Inventory Transactions Detail Inquiry', 'View Operation Transaction Detail Inquiry', 'Dump XML', and 'Force Publish'.

9 Review the SAF details and confirm that the system used the correct SAF codes.

Fig. 4.13
Journal Entry View

Journal Entry View

Go To Actions Tools Print Preview Attach

Year: 2012 05 Posting Date: 05/11/2012 Additional GL Numbering Date: 05/11/2012

Daybook Code: CINV 000000101 Layer Type: OFFICIAL Save As Template: ☐

Description: Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

Second Description:

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

Sub-Account Code: Sub-Account Description: General Services

SAF Concept Code: SAF Code:

Item Type: FINGOOD

Product Line: 10

Site: 10-100

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
4691			Posted Invoice	USD	0.00	9.31

- a Use Item Master Maintenance (1.4.1) and enter the item number that you noted in Step 3.

Fig. 4.14
Item Master Maintenance

Item Master Maintenance

Go To Actions Copy Print Preview Attach (2)

Item Planning Price

Item Item Data Inventory Item Shipping Data

Item

Item Number: 0101Q Description:

Unit of Measure:

Item Data

Prod Line: Item Type: Drawing:

Added: Status: Revision:

Design Group: Group: Drawing Loc: Size:

Promo Group: Price Break Category:

Item Inventory Data

ABC Class: Average Interval:

Lot/Serial Control: Cycle Count Interval:

Site: Shelf Life:

Location: 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:

Back Next

- b Click Next to see the product line and item type.

Fig. 4.15
Item Master Maintenance

- c Open the menu Transactions by SAF View (25.15.4.4).

Fig. 4.16
Transactions by SAF View

SAF Code	GL Acct	BC Debit	BC Credit	Posting Date	GL Cal	GL Pd	Sub-Acc	Cost C	Project	Dayboo
ASSY	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
30	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
10-100	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
10	6100	61,523.25	0.00	5/10/2010	2010	05	Mech			SYS-DB
10-200	6100	61,523.25	0.00	5/10/2010	2010	05	Mech			SYS-DB
20	6100	0.00	189.38	6/28/2010	2010	06	Mech			SYS-DB
10-100	6100	0.00	189.38	6/28/2010	2010	06	Mech			SYS-DB
COMP	1550	0.18	0.00	5/11/2010	2010	05	Mech			W/OISS
20	1550	0.18	0.00	5/11/2010	2010	05	Mech			W/OISS

- d Specify the site code as the SAF code, and click the Search button.

Fig. 4.17
Transactions by SAF View, Search

Transactions by SAF View

Search (11)

Field	Operator	Value	Buttons
SAF Code	equals	10-100	+ -
GL Calendar Year	equals	2012	+ -
GL Period	equals	5	+ -
Layer Code	equals		+ -
Daybook Code	equals		+ -
Voucher	equals		+ -

Viewing 1 - 1 of 1 Records per page: 100

SAF Code	GLA	BC Debit	BC Credit	Posting	GL	Sub	Cost	Proj	Dayb	Vouch	Description
10-100	1300	2,509.31	0.00	5/11/2012	2012	05	Gserv		CINV	000000100	Posted Invoice

Summaries:

Sum = 2,509.31 Sum = 0.00

- 10 Use Customer Payment Create (27.6.4.1) to record the invoice payment.

Fig. 4.18
Customer Payment Create

Customer Payment Create

Go To Actions Tools Print Preview Attach

Customer

Customer Code Business Relation

Name

Bank

Bank GL Account Own Bank Number

Customer Bank No Payment Format

Amount 0.00 Reference

Due Date 04/18/2012 Subtype Manual

Value Days 0 Status For Collection

Year/Number 2012 000000000 Creation Date 04/18/2012

Last Printed Date

Times Printed 0

Allocate

Field	Value
Customer:	10C1003
Amount:	Enter the full amount of the invoice you printed above.
Reference:	Enter a random check number.
Status:	Paid

a Click Allocate.

Fig. 4.19
Customer Payment Create, Allocate

b Verify the search criteria and click Search. For example, enter Voucher Number = 99.

Fig. 4.20
Customer Payment - Allocate

- c Select the Full field on the invoice detail line to record a payment for the full invoice amount.

Fig. 4.21

Customer Payment - Allocate

The screenshot shows the 'Customer Payment - Allocate' window. At the top, there are buttons for 'Prepay' and 'Deduction'. Below these are fields for 'Amount to Allocate' (2,509.31 CR) and 'Amount Allocated' (2,509.31 DR). A 'Balance' field shows 0.00 CR. The 'Search for Invoices' section contains various filters: Customer (10C1003), Business Relation Code (10-C1003), Payment Reference (Inv/Pay No), Shipper, Group Name, Year/Daybook/Voucher (0, 99), Amount (0.00 USD), and Operators/Margin (=, 0.00). A 'Search' button is at the bottom right. Below the search filters is a table with columns: Business Relati, Invoice/Payme, Reference, Shipper, Due Da, Disc, Invoice D, Balance, Cur, F. The first row is highlighted in blue, and a blue arrow points to the 'Full' checkbox in the 'F' column.

Business Relati	Invoice/Payme	Reference	Shipper	Due Da	Disc	Invoice D	Balance	Cur	F
10-C1003	Invoice	2012/CINV/0000000		06/30/2012	04/18/	04/18/2012	2,509.31	D	USD

- d Click OK and then Save.

Fig. 4.22

Customer Payment - Allocate

The screenshot shows the 'Customer Payment - Allocate' window. At the top, there are buttons for 'Go To', 'Tools', 'Print', 'Preview', and 'Attach'. Below these is a 'Posting Date' dropdown set to 04/18/2012. There are buttons for 'Prepay' and 'Deduction'. Below these are fields for 'Balance', 'Amount to Allocate' (2,509.31 CR), 'Amount Allocated' (2,509.31 DR), and 'Balance' (0.00 CR). The 'Search for Invoices' section contains various filters: Customer (10C1003), Business Relation Code (10-C1003), Payment Reference (Inv/Pay No), Shipper, Group Name, Year/Daybook/Voucher (0, 99), Amount (0.00 USD), and Operators/Margin (=, 0.00). A 'Search' button is at the bottom right. Below the search filters is a table with columns: Business Relati, Invoice/Payme, Reference, Shipper, Due Da, Disc, Invoice D, Balance, Cur, F. The first row is highlighted in blue. At the bottom of the window, there are 'OK' and 'Close' buttons. A blue arrow points to the 'OK' button.

Business Relati	Invoice/Payme	Reference	Shipper	Due Da	Disc	Invoice D	Balance	Cur	F
10-C1003	Invoice	2012/CINV/0000000		06/30/2012	04/18/	04/18/2012	2,509.31	D	USD

11 Open Customer Activity Dashboard (27.18.1).

Fig. 4.23

Customer Browse for Activity Dashboard

- a Enter the customer code on the browse and click Search.
- b Double-click the customer to launch the dashboard for that customer.
- c On the Activity tab, select the Closed status to review closed items (paid invoices).

Fig. 4.24

Customer Activity Dashboard

Chapter 5

AP Processing

Overview

- Quick process demo
- Functional overview
 - From Purchase Order to Payment – Process Flows
 - AP Payment Instruments and Process Flows
- Hands-on exercise

AP Process Functional Overview

AP Processing Functional Overview

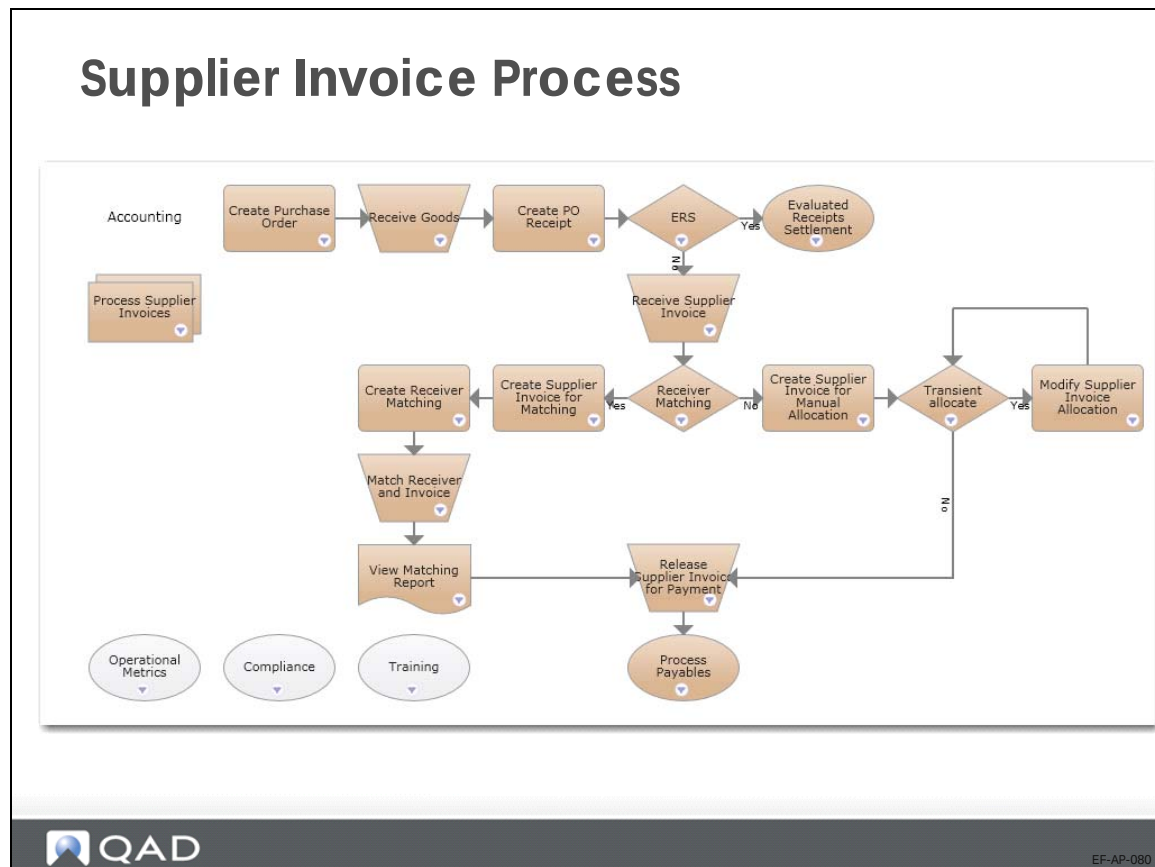
- Operational
 - Purchase Order Maintenance
 - Purchase Order Receipt
- Financial
 - AP Invoicing
 - Supplier Invoice Create
 - Receiver Matching
 - AP Payment
 - Supplier Payment Selection
 - Create
 - Register
 - Execute or Supplier Check Print
 - Banking Entry Create or Supplier Payment Status Change

Supplier Invoicing

Supplier Invoicing

- Purchase Order Invoice (inventory or memo)
 - PO Receipt
 - Receiver Matching
- Expense Invoice (without PO)
 - No PO Receipt
 - Manual Allocation
 - Templates (optional)
- Evaluated Receipts Settlement
 - Generate supplier invoices and corresponding receiver matching
 - Based on completed PO receipts

Supplier Invoice Basic Processing Flow



Use the Supplier Invoice function (28.1.1) to create, view, modify, and delete supplier invoices and credit notes. You also use this function to:

- Create initial invoices to enter supplier documents immediately into the system.
- Match current invoices against original purchase order receipts.
- Prepare invoices for allocation and allocate the invoice.
- Approve invoices.
- Place invoices on payment hold or release invoices for payment that are currently on hold.
- Reverse incorrect invoices and their postings, and optionally replace these with new invoices.

Evaluated Receipts Settlement (ERS)

Evaluated Receipts Settlement (ERS)

- Optional functionality
- Generates
 - Supplier invoices/credit notes
 - Receiver matching records
- Based on completed purchase order receipts
- Supplier invoices can be:
 - Initial
 - Confirmed
- Streamline business processes
 - Reduced costs
 - Reduced errors
 - Eliminate non-value added activities
- Improve supplier relationships
 - More timely payments
 - Maximized discounts
 - Lower prices from suppliers



EF-AP-082

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

You can use ERS to generate supplier invoices and receiver matching for purchase orders, scheduled orders, blanket orders, and supplier consignment inventory consumption. ERS can also process non-inventory PO receipts.

ERS can process receipts across multiple entities and sites within a domain, where the entity that recorded the purchase order and incurred the AP liability is different from the receiving entity.

AP Payment Instruments

AP Payment Instruments

- Electronic Transfer
 - Use Payment Selection Execute
 - Uses EDI for Payment format transformation
- Check Payment
 - Use Supplier Check Print
 - With or without PIP account (with PIP is recommended)
- Other Payment Instruments
 - Drafts, similar to checks
 - Paper transfers, similar to electronic transfer
 - Promissory notes/Summary statements, similar to checks
 - Cash, processed directly in Bank/Cash entry



EF-AP-090

The system has a number of pre-defined payment instruments other than check or electronic payment:

- Draft

The draft or bill of exchange is a negotiable security signed and dated by its issuer (the bank). It contains an unconditional order or instruction to pay a fixed amount to the supplier on the agreed due date. Once signed, the draft is considered a collection instrument. Its form, content, and legal consequences are governed by law.

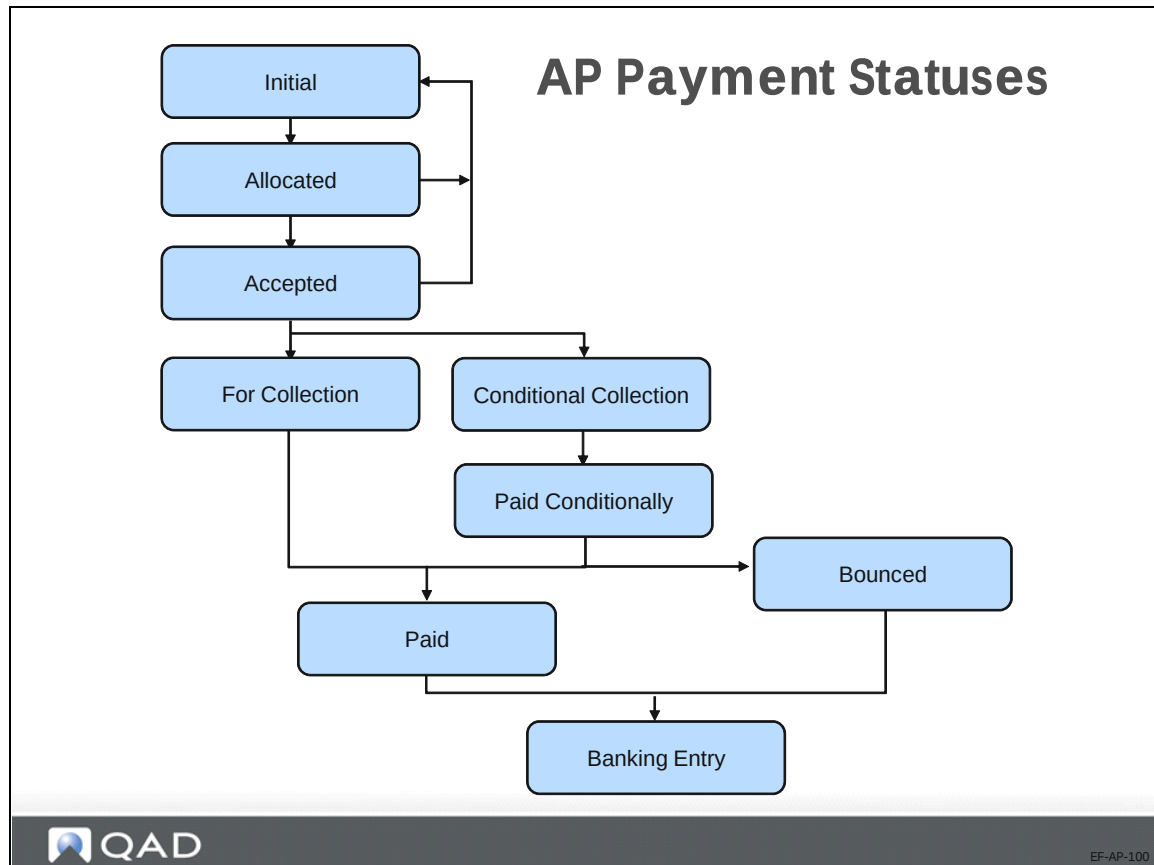
- Paper Transfer

The transfer payment instrument is an order for payment that you submit to your bank. The bank ensures that the amount is transferred to the supplier's bank account. Transfers are in paper format.

- Promissory Notes

The promissory note is a promise to pay the supplier, instead of an unconditional payment order. The promissory note carries more risk for the beneficiary and has fewer legal consequences for the issuer if payment is defaulted summary statements: You send summary statements to the supplier. Factoring companies and banks that provide credit card services use summary statements.

AP Payment Statuses



Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Bounced. Typically, you also want to have a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a check through the Initial, Allocated, For Collection, and Paid statuses, you can define a GL account of type Supplier Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or liability accounts.

Hands On Exercise: AP Processing

In this exercise, you will receive a purchase order, create a supplier invoice and match it against the received purchase order. You will then create and print the payment for the supplier.

Use the following data throughout the exercise where it does not default.

Field	Value
Entity:	10USACO
Site:	10-100
Output:	PAGE
All other fields:	Choose any from the drop-down list when necessary

- 1 Use Purchase Order Receipts (5.13.1) to receive order P1010002 in full.
 - a Enter the purchase order number (P1010002).

Fig. 5.1
Purchase Order Receipts

- b Click Next.

Fig. 5.2
Purchase Order Receipts

- c Select the Receive All field.

Fig. 5.3
Purchase Order Receipts, Receive All Field

The screenshot shows the 'Purchase Order Receipts' window. The 'Order' field is P1010002, 'Supplier' is 10S1005, and 'Effective' date is 4/18/2012. The 'Receiver' field is set to 'Absolute Electronics Company'. The 'Receive All' checkbox is checked, indicated by a blue arrow. Other fields include 'Packing Slip', 'Move to Next Operation' (checked), 'Comments', and 'Ship Date'.

- d Press Enter until you return to the first frame with the PO number.

Fig. 5.4
Purchase Order Receipts, PO Number

The screenshot shows the 'Purchase Order Receipts' window with the PO number P1010002 and Supplier 10S1005. The 'Packing Slip' field is empty. Below the header, there is a table showing tax details:

Non-Taxable:	0.00	Currency: USD	Line Total:	625.00
Taxable:	625.00		Total Tax:	43.75
Tax Date: 4/18/2012			Total:	668.75

At the bottom, there is a 'View/Edit Tax Detail' checkbox.

- 2 Use Operational Transaction Post (25.13.7) to post the GL transactions for the purchase order receipt. Limit posting to purchase order receipts to save time: enter daybook RCT-PO.

Fig. 5.5
Operational Transaction Post

The screenshot shows the 'Operational Transaction Post' window. The 'Entity' field is 10USACO, 'Effective Date' is 5/7/2012, and 'Daybook' is RCT-PO. The 'To' field is also 10USACO, and the 'To' field for the daybook is RCT-PO. A blue arrow points to the 'Daybook' field. The 'Type' field is empty. At the bottom, there are fields for 'Number of Postings' (0), 'Number of Posting Lines' (0), 'Output', and 'Batch ID'.

- 3 Click Next twice to post the GL transactions.

Fig. 5.6
Operational Transaction Post, Postings

Operational Transaction Post

Go To Actions Copy Print Preview Attach

USA DIVISION

Entity: 10USACO To: 10USACO

Effective Date: 5/7/2012 To: 5/11/2012

Daybook: RCT-PO To: RCT-PO

Type:

Number of Postings: 0

Number of Posting Lines: 0

Output:

Batch ID:

Back Next

- 4 Use GL Transactions View (25.15.2.1) to review the posted transaction. Use the filter fields to find it easily (daybook, posting date...).

Fig. 5.7
GL Transactions View

GL Transactions View

Actions Setup Cancel Add to Favorites Stored Searches

Search (8)

GL Account equals P1010002

Description contains P1010002

Cost Center Code equals RCT-PO

Daybook Code equals RCT-PO

Voucher equals

Responsable du com equals

Viewing 1 - 2 of 2 Records per page: 100

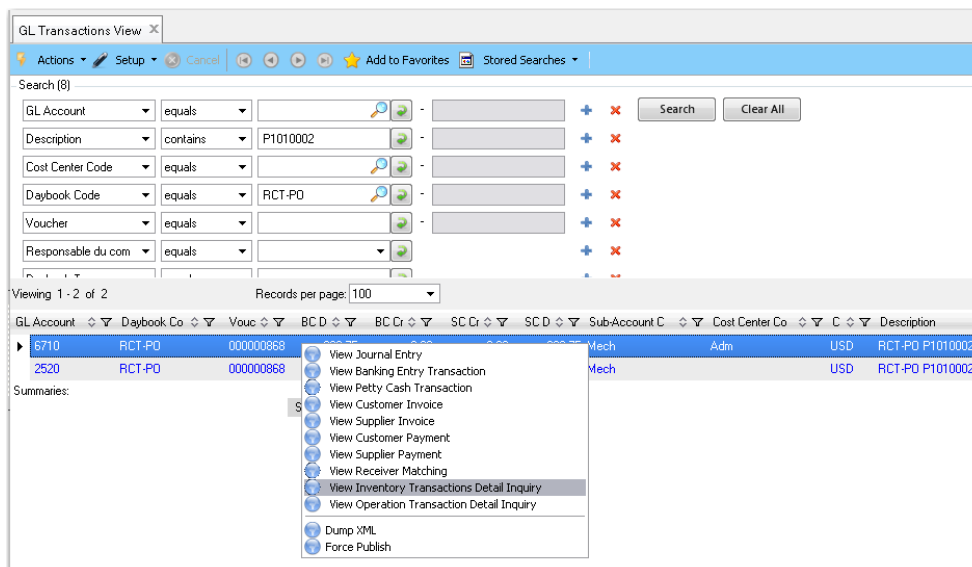
GL Account	Daybook Co	Vouc	BC D	BC Cr	SC Cr	SC D	Sub-Account C	Cost Center Co	C	Description
6710	RCT-PO	000000868	668.75	0.00	0.00	668.75	Mech	Adm	USD	RCT-PO P1010002
2520	RCT-PO	000000868	0.00	668.75	668.75	0.00	Mech		USD	RCT-PO P1010002

Summaries:

Sum = 668.75 Sum = 668.75

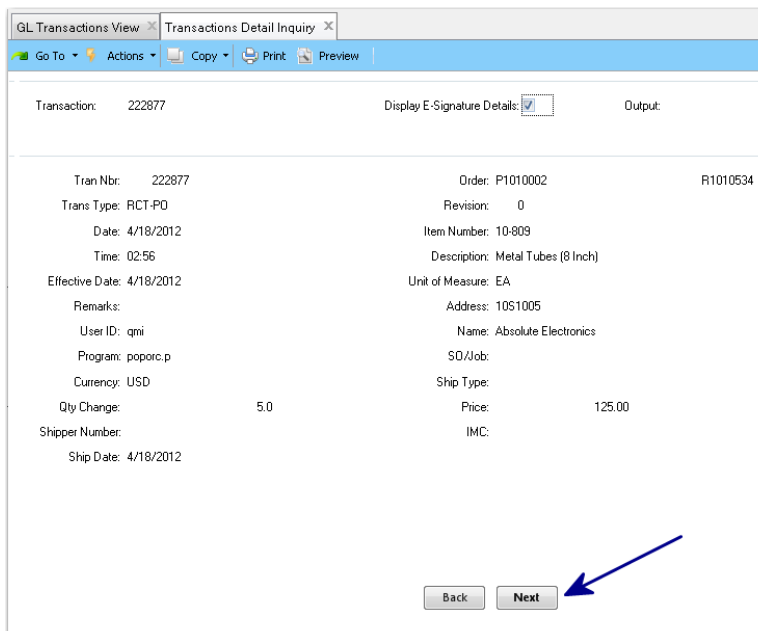
- a Right-click and select View Inventory Transactions Detail Inquiry.

Fig. 5.8
GL Transactions View, Right-Click Menu



- b Click Next to run the report.

Fig. 5.9
Transactions Detail Inquiry



5 Use Supplier Invoice Create (28.1.1.1) to create an invoice for the received materials.

Fig. 5.10
Supplier Invoice Create

Field	Value
Reference:	INV-PO1 (the invoice reference you received from your supplier)
PO Number:	Select from the lookup or type "P1010002".
TC Invoice Amount:	668.75

6 Click the Matching button.

Fig. 5.11
Supplier Invoice Create, Matching Button

The screenshot shows the 'Supplier Invoice Create' window. At the bottom left, there is a 'Matching' button, which is highlighted with a blue arrow. The window contains various fields for invoice creation, including Supplier Code (10S1005), Reference (inv-P01), Posting Date (05/11/2012), and TC Invoice Amount (668.75 USD). There are also tabs for General, Addresses, Financial Info, Tax, SI Posting, Matching Posting, Comments, and Withholding Tax.

This opens a pop-up window.

7 In that window, click the Search button to display the open receivers for your purchase order. The amounts are automatically applied.

Fig. 5.12
Receiver Matching Create

The screenshot shows the 'Receiver Matching Create' window. At the bottom right, there is a 'Search' button, which is highlighted with a blue arrow. The window contains fields for Matching Data, including Date (05/11/2012), Year/Pd (2012/05), Daybook (SIREC), Invoice Type (Invoice), and Supplier Code (10S1005). There is also a 'Search for Pending Invoices' section with tabs for Purchase Order Receipt, Purchase Order Shipper, and Logistic Charge. A table at the bottom shows matching details for item 10-809, including TC Open Amt (625.00) and TC Matched Amount (625.00).

8 Click Save.

Fig. 5.13
Receiver Matching Create, Save

Supplier Invoice | Receiver Matching Create

Matching Data

Date: 05/11/2012 Year/Pd: 2012 05 Daybook: SIREC 000000095

Invoice: 2012 SINV 000000096 Invoice Type: Invoice

Reference: inv-P01 Supplier Code: 10S1005 10-S1005

Registration Number: 0000000561 Invoice Status Code: 111 Status: Finished

Search for Pending Invoices

Purchase Order Receipt | Purchase Order Shipper | Logistic Charge

Order: P1010002

Transaction Date: External Reference: Internal Reference: Ship-To: Item Number: Buyer: Approved By:

Auto Select: Recalculate Tax Rates: Search

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Matched Amount	Finished
☒	☒	10-809		5.00	125.00000	625.00	5.00	125.00000	625.00	☒

Matching Overview

To Match: 668.75 Matched: 668.75 Difference: 0.00 USD

9 Use Supplier Activity Dashboard (28.18.1) to view the transactions for the supplier.
Supplier Code: 10S1005

Fig. 5.14
Supplier Activity Dashboard

Supplier Browse for Activity Dashboard

Actions | Setup | Cancel | Add to Favorites | Stored Searches

Search (5)

Supplier Code: equals 10S1005

Business Relation: equals

Name: equals

Search Name: equals

Active: equals

Viewing 1 - 1 of 1 Records per page: 100

Supplier	Business Relation Name	Coun	Curr
10S1005	Absolute Electronics Company	USA	USD

- 10 Double-click the invoice date in the Activity tab to open the invoice.

Fig. 5.15
Supplier Activity Dashboard, Activity Tab

Fig. 5.16
Supplier Invoice View

- 11 Use Supplier Payment Selection Create (28.9.4.1) to prepare the invoice payment.

Field	Value
Code:	Type "Check2012-5-13"
Bank GL Account:	1100

In the Details tab in the center of Supplier Payment Selection Create, specify the following values:

Field	Value
Set Selected:	Due Only
Execution Date:	Today's date
Visible Items:	Show All

Fig. 5.17
Supplier Payment Selection Create

12 Click the Search button and select the invoice to pay.

Fig. 5.18
Supplier Payment Selection Create, Search

13 Use Supplier Payment Selection Confirm (28.9.4.5) to confirm your payment selection.

Fig. 5.19
Menu Search

14 Double-click the code to select the payment selection.

Fig. 5.20
Payment Selection Browse

Payment Selection Browse for...

Search (6)

Selection Code equals [] - [] + -

Selection Code starts at [] - [] + -

Payment Format equals [] - [] + -

Status equals [] - [] + -

Responsible du com equals [] - [] + -

GL Account equals [] - [] + -

Viewing 1 - 1 of 1 Records per page: 100

Selection Code	Payment Format	Status	GL Acco	Execution D	Responsible du cpt
Check:2012-5-13	CHECK-AP	Initial	1100	5/13/2012	

15 Click Confirm. Click Close.

Fig. 5.21
Supplier Payment Selection Confirm

Payment Selection Browse for... Supplier Payment Selection Co...

Go To Actions Tools Print Preview Attach

Selection Code: Check:2012-5-13 Execution Date: 05/13/2012 Payment Total: 668.75 USD

Status: Initial

Bank GL Account: 1100 55667342 Bank account USD

Posting Year/GL Period: 2012 5 Posting Date: 05/13/2012

Daybook/Voucher: APPAY Layer:

Credit Directly on Bank: ☐ Create Payment Per Due Date ☐

Transfer Account: 2080 Payment In Process

Discount Account: 5700 AP Discount

Sele	Business Relatio	Supplier	Type	Int No	Open Balance TC	D	TC Payment Amount	D
10-S1005	10S1005	Invoice	2012/SINV/00000	668.75	CR	668.75	D	

16 Use Supplier Check Print (28.9.9.3) to print your check.

Fig. 5.22
Supplier Check Print

Supplier Check Print - Viewer X

Filter | Viewer

New Filter Open Save Save As Delete Settings Layout Schedule Document Run

Search Conditions

Field	Operator	Value	Buttons
Bank Payment Form	equals	342 CHECK-AP #100	+ x
Payment Selection	equals	Check2012-5-13	+ x
Print Type	equals	Final Print	+ x
Document Year	equals		+ x
Document Number	range		+ x
Selection Number	equals		+ x
Creation Date	range		+ x
Due Date	range		+ x
Open	equals		+ x
Preprinted Number	range		+ x
Document Reference	equals		+ x
Status	equals		+ x
Subtype	equals		+ x
Supplier Code	equals		+ x
Currency	equals		+ x
From - To Supplier B	range		+ x
Sort by	equals	Supplier Address Na	+ x

Field	Value
Bank Format:	55667342 CHECK-AP (select from the drop-down list)
Payment Selection:	Type "Check2012-5-13" or use the look-up to select this value.
Print Type:	Select Final Print from the drop-down list.

17 Click Run to print your check (2 pages of output).

Fig. 5.23
Supplier Check Print, Run

Supplier Check Print - Viewer X

Filter | Viewer

New Filter Open Save Save As Delete Settings Layout Schedule Document Run

Search Conditions

Field	Operator	Value	Buttons
Bank Payment Form	equals	342 CHECK-AP #100	+ x
Payment Selection	equals	Check2012-5-13	+ x
Print Type	equals	Final Print	+ x
Document Year	equals		+ x
Document Number	range		+ x
Selection Number	equals		+ x
Creation Date	range		+ x
Due Date	range		+ x
Open	equals		+ x
Preprinted Number	range		+ x
Document Reference	equals		+ x
Status	equals		+ x
Subtype	equals		+ x
Supplier Code	equals		+ x
Currency	equals		+ x
From - To Supplier B	range		+ x
Sort by	equals	Supplier Address Na	+ x

Fig. 5.24
Supplier Check Print, Report

Supplier Check Print - Viewer

Filter Viewer

Print Save Refresh

Page 2 100%

Invoice	Invoice Date	Gross Amount	Discount	Net Amount
###0.00	###0.00	668.75	0.00	668.75
		668.75	0.00	668.75

Check: 0000000100

Search Criteria

Bank Payment Format	equals	55667342 CHECK-AP #100
Payment Selection	equals	Check2012-5-13
Print Type	equals	Final Print
Sort by	equals	Supplier Address Name

18 Use Supplier Activity Dashboard (28.18.1) to review.

Field	Value
Supplier Code:	10S1005

Fig. 5.25
Supplier Browse for Activity

Supplier Browse for Activity Da...

Actions Setup Cancel Add to Favorites Stored Searches

Search (5)

Supplier Code	equals	10S1005			
Business Relation	equals				
Name	equals				
Search Name	equals				
Active	equals				

Viewing 1 - 1 of 1 Records per page: 100

Supplier	Business Relation Name	Coun	Curr
10S1005	Absolute Electronics Company	USA	USD

19 Double-click the supplier in the browse to launch the dashboard for that supplier.

20 Click the Activity tab in the dashboard to review the activity.

Fig. 5.26
Supplier Activity Dashboard, Activity Tab

Supplier Browse for Activity Da... Supplier Activity Dashboard

Go To Actions Tools Print Preview Attach

Supplier Code: 10S1005 Entity: 10CORPCONS 10USACO 11NACONS 11CANCO 12MEXCO Apply

Business Relation: 10-S1005

Name: Absolute Electronics Company

Summary Activity Invoices Payments Address Info Comments

Start Date: 01/19/2012 End Date: 05/13/2012 Status: Closed

Drag a column header here to group by that column

Invoice Number	Invoice Date	Reference	Due Date	Discount Due Date	Open	Curr	TC Open Amount	BC Original Amount	TC Original Amount
2012/SINV/000000	02/15/2012	P0021205	02/15/2012	02/15/2012	☐	USD	0.00	325.00	
2012/SINV/000000	05/11/2012	inv-P01	05/11/2012	05/11/2012	☐	USD	0.00	668.75	
Payment Number	Payment Reference	Status	Due Date	TC Payment Original Amount	Currency Code	BC Original Amount			
2012/Check/0000000		For Collection	04/18/2012	05/13/2012		-668.75 USD			

Chapter 6

Reporting Overview

Overview

- Reporting features
- Customizations

Standard Reports Selection

Standard Reports Selection

Note: relevant user-defined fields are included

Report Variants: FACTORYDEFAULT

Filter:

- Entity: 999 - SYSADM, CAN-01, **CONS-EMEA**, CONS-US, EMEA-DE
- SAF Code 1
- SAF Concept 1
- GL
- GL Cal Year: 2009, 2009
- GL Period: 11, 11
- Posting Date
- Check that transaction history is: Yes
- Daybook
- Sub-Account
- Intercompany
- From Voucher: All
- Grouping Level 1: SAF 1
- Grouping Level 2: GL
- Grouping Level 3: Sub-Account
- Language
- Print Details
- Subtotals: All
- With Opening Balance
- Layer

Server Output Process

Execute now or schedule for later

Schedule... Execute Close

QAD EF-BRO-040

The Schedule option lets you schedule reports to be generated in batches, and specify iterations of each batch.

Standard Reports Output

Standard Reports Output

- View in new window
- Print, export, email

The screenshot displays the QAD Cost Center Transaction Summary report output. On the left, a 'Cost Center Trans Summary R...' window shows the 'Report Variants' dropdown set to 'FACTORYDEFAULT'. Below this, the 'Filter' section includes 'Entity' (1000, 1000EK, 1444, 2000, 2001), 'GL Period' (6), 'Sub-Account' (R), and 'Server Output Processing' options: 'To Printer' (unchecked), 'To File' (checked), 'E-Mail to Addresses' (unchecked), and 'E-Mail to Roles' (unchecked). The 'Output Format' is set to 'Adobe Acrobat (PDF)'. On the right, the 'Cost Center Transaction Summary' report is displayed, showing a table of transactions with columns: COA Code, Description, Compase Period, Opening Balance, Period Activity, Closing Balance, Curr, Period Activity TO, Unit, and Period Quantity. The table lists various transactions including 'Default Cost Center', 'Inventory', 'Default Sub-Account', 'PO receipts (AP Holding)', 'Imported Items', 'Residential Sales', 'Accounts Receivable', and 'Replace 1200AR'.

COA Code	Description	Compase Period	Opening Balance	Period Activity	Closing Balance	Curr	Period Activity TO	Unit	Period Quantity
0001	Default Cost Center	0.00 DT	0.00 DT	1,004.76 CR	1,004.76 CR	USD	1,004.76 CR test	0.00	
1500	Inventory	0.00 DT	0.00 DT	1,950.00 DT	1,950.00 DT	USD	1,950.00 DT test	0.00	
0001	Default Sub-Account	0.00 DT	0.00 DT	1,900.00 DT	1,900.00 DT	USD	1,900.00 DT test	0.00	
2200	PO receipts (AP Holding)	0.00 DT	0.00 DT	1,950.00 DT	1,950.00 DT	USD	1,950.00 DT test	0.00	
1500	Imported Items	0.00 DT	0.00 DT	2,954.76 CR	2,954.76 CR	USD	2,954.76 CR test	0.00	
0100	Residential Sales	0.00 DT	0.00 DT	14,753.00 DT	14,753.00 DT	USD	14,753.00 DT test	0.00	
111A2CR	Accounts Receivable	0.00 DT	0.00 DT	101.00 DT	101.00 DT	USD	101.00 DT test	0.00	
1200	Accounts Receivable	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT test	0.00	
1200EK	Replace 1200AR	0.00 DT	0.00 DT	150.00 DT	150.00 DT	USD	150.00 DT test	0.00	
1500	Inventory	0.00 DT	0.00 DT	55,483.00 CR	55,483.00 CR	USD	55,483.00 CR test	0.00	

Report output is first shown in a viewer, where powerful functionality is available for navigating and searching through the data. In addition to sending reports to a printer, data can be exported in many standard formats, such as PDF, XLS, and DOC.

Report Customization Levels

Report Customization Levels

- Usage
 - Filter fields management, report options, variants
 - Using QAD .Net UI
- Layout
 - Using Crystal reports designer or the QRF Framework
- Business Logic
 - Requires source code customization



EF-BRO-060

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

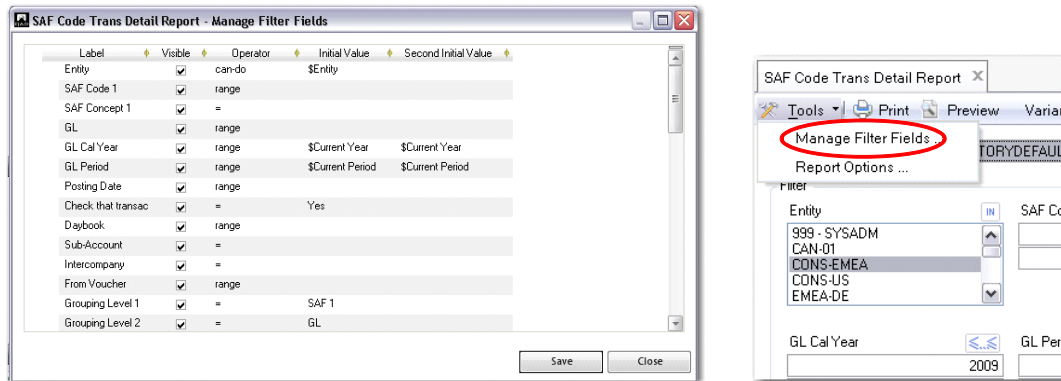
- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the Crystal Reports designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied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

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

Usage Customization

Usage Customization

- Use filter fields
 - Define how data is filtered
- Manage filter fields
 - Select from the list of available filter fields
 - Set the sequence of the fields on the UI
 - Set initial values



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

You can use Manage Filter Fields to:

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

Report Variants

Report Variants

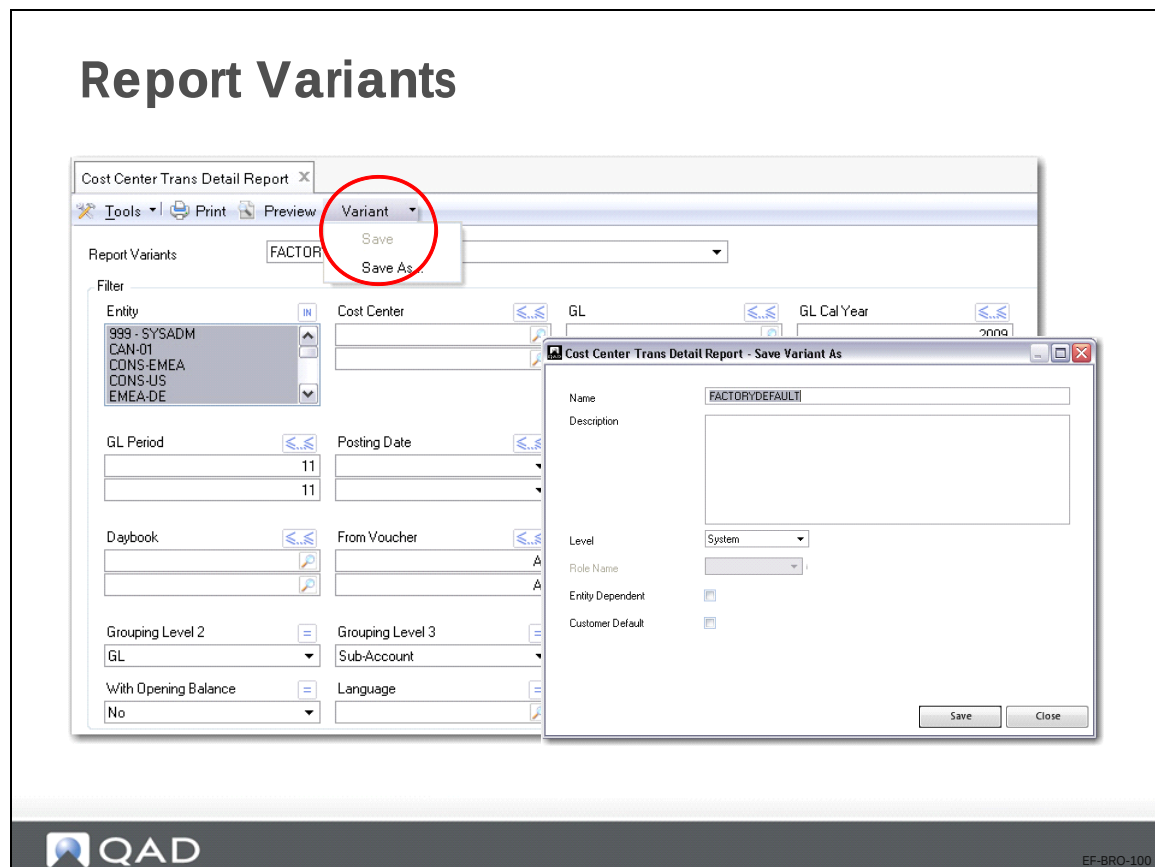
- Specific selection criteria can be stored
 - Available next time the report is started
 - Unlimited number of variants
 - Saved for personal usage or shared with other users
- All variants...
 - Are based on the same data
 - Use different filter criteria
 - Can use a different report layout



EF-BRO-090

Report Variants are similar to stored searches, and let you store the settings for a report under a user-defined name. By storing settings in a variant, you avoid defining report settings each time the report is run.

Cost Center Trans Detail Report - Variants



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

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

QAD Reporting Framework

QAD Reporting Framework

- As of release QAD 2009.1, QAD will use the new QAD Reporting Framework (QRF)
- All new reports as of QAD 2009.1 EE were created with QRF
- All new reports for subsequent releases will use QRF



EF-BRO-095

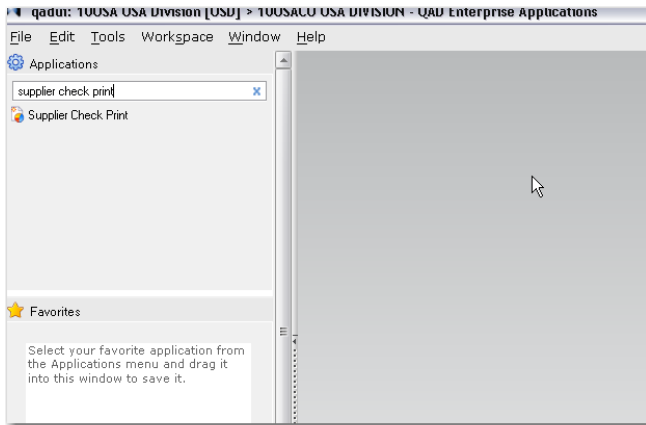
Hands On Exercise: Report Usage Customization

In this exercise, familiarize yourself with the customization options available to you.

- 1 In the menu search, type “Supplier Check Print”.

Fig. 6.1

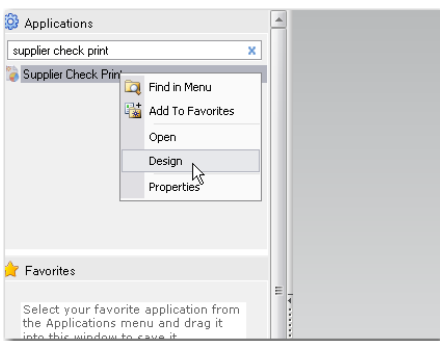
Menu Search



- 2 Right-click the menu and select Design.

Fig. 6.2

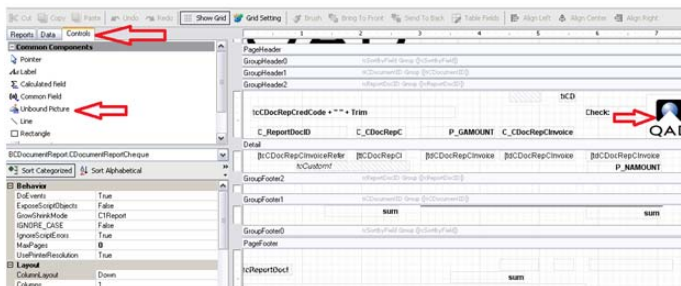
Right-Click Menu



- 3 Select the Controls tab.

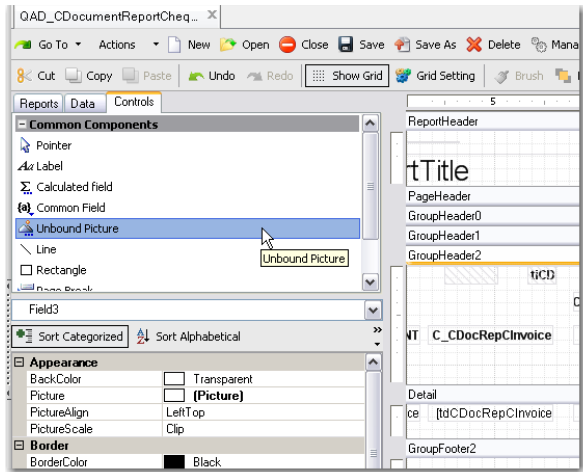
Fig. 6.3

Supplier Check Print, Design



4 Select Unbound Picture under the Controls tab.

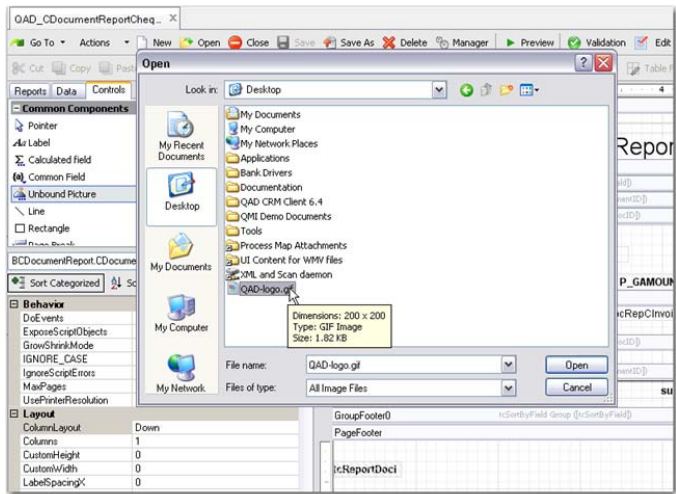
Fig. 6.4
Controls Tab



A window opens.

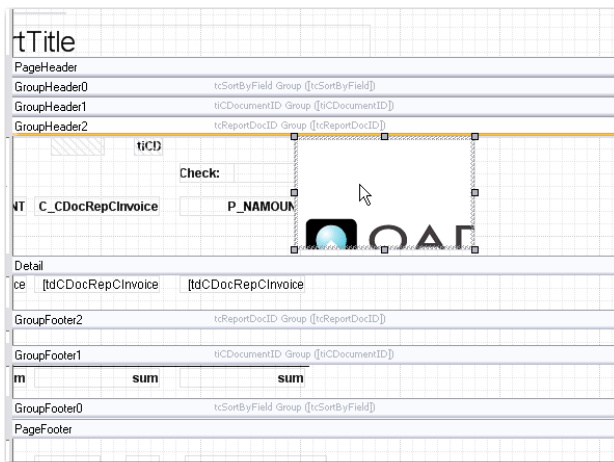
5 Select the QAD icon on your desktop.

Fig. 6.5
Unbound Picture, Open Window



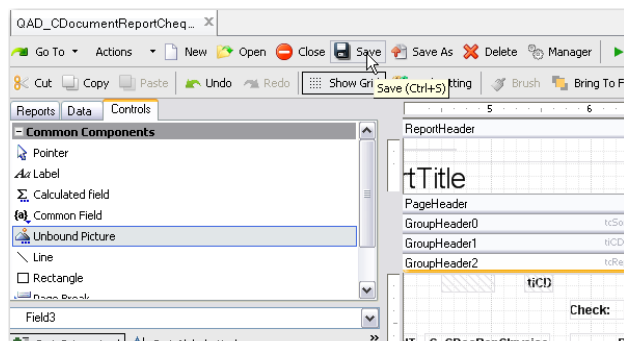
- 6 Insert the icon under Group Header 2 on the right side of the report, as displayed in the screenshot.

Fig. 6.6
Inserted Graphic



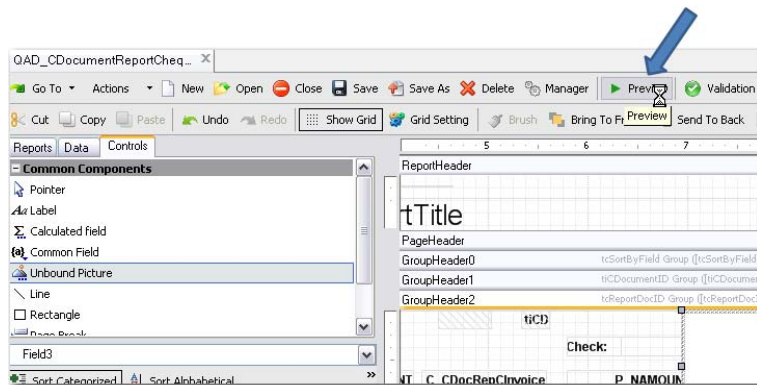
- 7 Click Save.

Fig. 6.7
Save



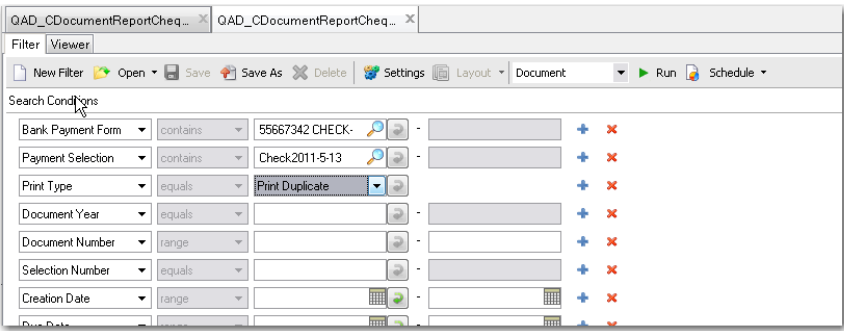
- 8 Click Preview.

Fig. 6.8
Preview



9 Use the report filters to print your check.

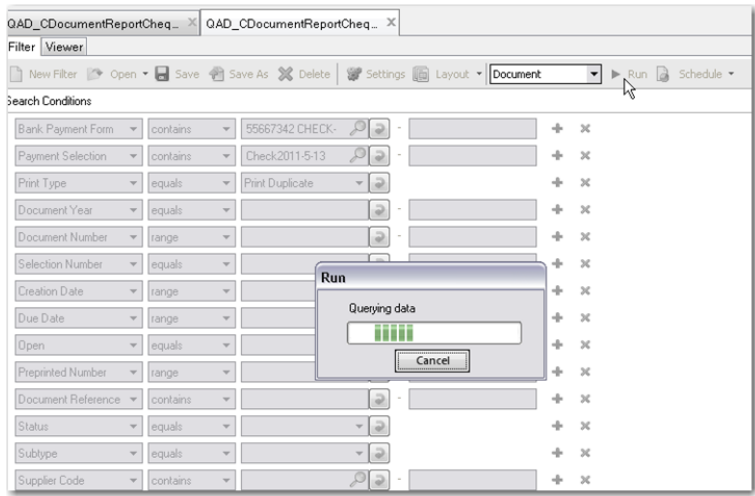
Fig. 6.9
Report Filters



Field	Value
Bank Format:	55667342 CHECK-AP #100
Payment Selection:	Type "Check2011-5-13" or use the look-up to select this value
Print Type:	Select Print Duplicate from the drop down

10 Click Run.

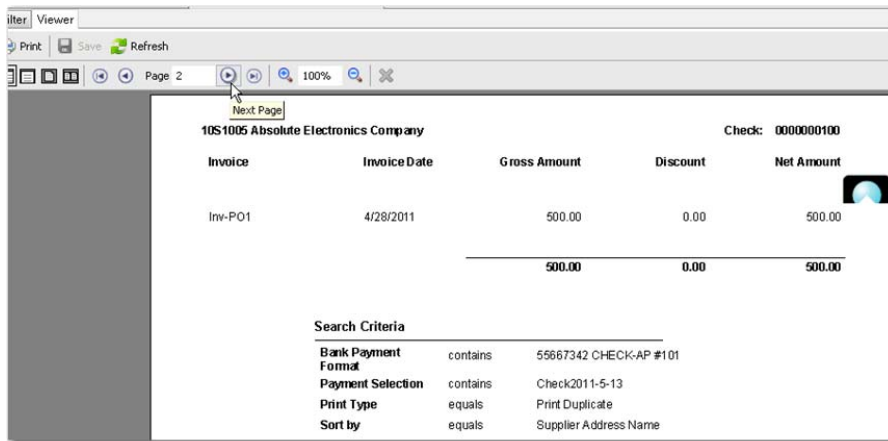
Fig. 6.10
Running Report



11 Go to page 2 of the report to view the changes that you made.

Fig. 6.11

Supplier Check Print Report, Page 2



filter Viewer

Print Save Refresh

Page 2 100%

Next Page

10S1005 Absolute Electronics Company Check: 0000000100

Invoice	Invoice Date	Gross Amount	Discount	Net Amount
Inv-PO1	4/28/2011	500.00	0.00	500.00
		500.00	0.00	500.00

Search Criteria

Bank Payment Format	contains	55667342 CHECK-AP #101
Payment Selection	contains	Check2011-5-13
Print Type	equals	Print Duplicate
Sort by	equals	Supplier Address Name

Chapter 7

Screen Customization

Overview

- Understand the benefits of screen customization
- Learn how to customize screens for your own business case
- Learn how to create and use user-defined fields in QAD Enterprise Applications



EF-SCR-020

The component-based user interface supports many ways that users and administrators can tailor it based on your organizational requirements, including the following:

- Customize the user interface using the Design Mode feature.
- Create your own user-defined fields and add them to the user interface using the User-Defined Fields (UDFs) feature.

Screen Customization

Scope

- UI customization using Design Mode feature
- User-defined fields



EF-SCR-030

Design mode lets you add, move, or remove fields and tabs, and modify field properties. In addition, you can create predefined column views for screens that contain grids.

The customizations you create can apply to yourself, all users with the same default role, or to all users in the system. You are prompted to specify the customization level when you start and save the customization.

Screen Customization Highlights

- Design mode access restrictions
 - Permission and settings
- Customization level
 - General, Role, User
- Modify field properties
 - Position, appearance, description, initial value, enable (Y/N), visible (Y/N)
- Customized views
 - Rearrange entire screens for faster data entry
- Review/Delete customizations
 - Customization Delete (36.4.19)



EF-SCR-040

You access design mode by selecting Design Mode in the Tools menu in the screen that you want to customize.

When you select Design Mode, the system prompts you to choose one of the following customization levels:

- General. The customizations are effective for all users.
- Role. The customizations are effective for all users who have the selected role as their default role.
- User. The customizations are effective for you only.

In design mode, a gray border is displayed around all fields. When you select a field, its border color changes to red. By selecting the border, you can drag and drop a field or modify its properties.

The Field list/properties window displays the properties that control the appearance of the selected field.

Screen Customization

Screen Customization

The screenshot displays the QAD Screen Customization interface. The main window shows a form titled "GL Account Create [Customize... X]". The "Tools" menu is open, highlighting "Design Mode..." and "Workflow...". A "Set Design Mode" dialog box is open, showing "Customization Level" set to "User", "Role" set to "SuperUser", and "Activity" set to "Create". The "Field Properties" panel on the left shows various properties for the "BackColor" field, including "BackColor", "DisabledByFieldSecurity", "Height", "HiddenByFieldSecurity", "Left", "ScButtonDisplayStyle", "ScEnabled", "ScInitialValue", "ScLabelSize", and "ScLabelText". A red box highlights the "Field Properties" label, and a red arrow points to the "BackColor" field in the main form. The "Field Properties" panel also includes buttons for "Reset to Initial Settings" and "Copy settings", and a "BusinessFieldLabel" dropdown. The main form includes fields for "GL Account", "Description", "GL Type" (set to "Standard Account"), "Active" (checked), "Referenced", "In Posting", "System Type", "Budget Group", "Budget Enabled" (checked), "Category" (set to "Asset"), "Posting" (set to "Currency"), "Analysis", "Report Link", "Banking", "Cash", "Defaults", "Balance/PL", "Balance Sheet Account", "Debit/Credit" (set to "Debit"), "Auto/Manual" (set to "Manual"), "Intercompany Account", and "Default Intercompany".

Field Properties

QAD EF-SCR-060

User-Defined Fields

User-Defined Fields: Definition

- Predefined fields in the database tables
- Not used in the business logic
- Can be customized to store additional information

User Defined Fields (UDF)

- UDF activities (36.4.12)
- Activate UDF
 - Format
 - Associate look-up
 - Drop-down list UDF
- Use Design Mode to add to UI
- Use UDF in searches, export to Excel, etc...



EF-SCR-080

Use User Defined Field Create to activate a UDF before you can add it to the UI.

When activated, a UDF can be designated as a filter field in the Search Criteria and can be added to the Search Criteria Result Grid. UDFs are also available for Excel integration, if this functionality is available for the component you have customized.

Scenario Example

Create User-Defined Field

Value List

- Only for type combo
- Create your own list

Field Name: Type and Validation

Combo: user-defined value list

Date: valid date

Decimal: valid decimal

Integer: valid integer

Short: free text (max 20 char)

Long: free text (max 255 char)

Note: free text (max 2000 char)

Lookup Reference

- Only for type short or long
- Select a query from drop down list

The screenshot shows the 'User-Defined Field Create' dialog box with the 'General' tab selected. The 'Field Name' is set to 'Address.CustomCombo1'. The 'Lookup Reference' field is highlighted with a blue arrow. The 'Value List' tab is also visible, with a blue arrow pointing to it from the 'Value List' header.

User-Defined Fields: Add to Screen

Add UDF to UI

From within the target menu, access design mode

Make field available to all, or limit availability to user or role

Drag & drop UDF to the desired area on the UI

QAD EF-SCR-100

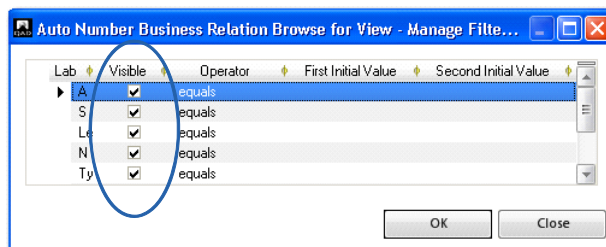
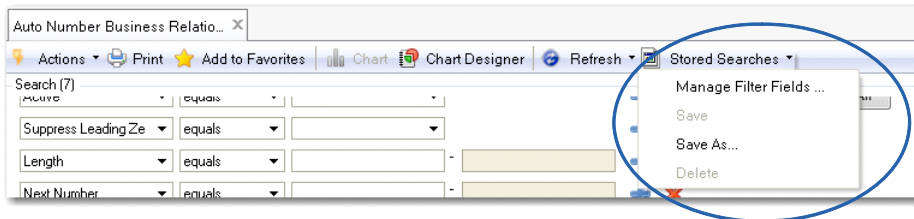
Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

To add a UDF to a screen, select it and drag it from the Business Field Label section to its new position on the screen.

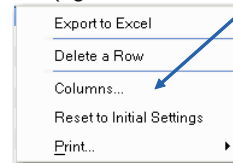
Add to Report/View

Add to Report/View

- Use Manage Filter Fields



- ▲ Add to report results grid
(right-mouse click – Columns)



Hands On Exercise

- 1 Use User-Defined Field Create (36.4.12.2.1) and enter the information noted in the graphic below.

User-Defined Field Create

The screenshot shows the 'User-Defined Field Create' window with the following configuration and callouts:

- 1. Select the GL Account business component.** Points to the 'Business Component' field set to 'GL Account'.
- 2. Select the type of field to activate. Choose the first available field of type Combo.** Points to the 'Field Name' field set to 'tGL.CustomCombo1'.
- 3. Name the field for reference.** Points to the 'Description' field set to 'Under Control Of'.
- 4. Side label defines how the field is named on maintenance/ transaction.** Points to the 'Side Label' field set to 'Under Control'.
- 5. Column label defines how the field is named in browses. In order to conserve space in browser columns, specify an abbreviated name.** Points to the 'Column Label' field set to 'Control'.
- 6. We have the option to make the field mandatory.** Points to the 'Mandatory' checkbox, which is checked.

Other visible fields include: Display Format (x(20)), Display Length (20), Decimal Precision (0), Lookup (None), Lookup Reference, Stored Search, and Return Field.

EF-SCR-130

User-Defined Field Create

The screenshot shows the 'User-Defined Field Create' window. The 'Attachments' section contains the following fields:

- Business Component: GL Account
- Field Name: IGL.CustomCombo1
- Description: Under Control Of

The 'General' tab is selected, and the 'Value List' sub-tab is active. It displays a table with the following data:

Custom Value	Seq
Corporate	1
Local	2
Regional	3

- 2 Open the Value List tab.
 - a Right-click and select Insert a new row, enter “Corporate.”
 - b Right-click and select Insert a new row, enter “Regional.”
 - c Right-click and select Insert a new row, enter “Local.”
 - d Click Save.

GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account
Description
GL Type: Standard Account
Active: ☒

Referenced: ☐
In Posting: ☐
System Type:
Budget Group:
Budget Enabled: ☒ Category: Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/P&L: Balance Sheet Account Debit/Credit: Debit
Auto/Manual: Manual
Intercompany Account: ☐ Default Intercompany:
Fixed Intercompany: ☐
Quantity: ☐ GL Account Unit of Measure:



EF-SCR-150

- 3 Open GL Account Create (25.3.13.1).
- 4 In the Tools menu, select Design Mode.

Note Use Tools in the submenu of the screen to enter Design Mode, and not the Tools menu of the overall QAD Enterprise Applications top menu bar.

GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account ☐ Referenced ☐

Description In Posting ☐

GL Type Standard Account System Type

Active ☒ Budget Group

Budget Enabled ☒ Category Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/P&L Balance Sheet Account Debit/Credit Debit

Auto/Manual Manual

Intercompany Account ☐ Default Intercompany

Fixed Intercompany ☐

Quantity ☐ GL Account Unit of Measure

GL Account Create

GL Account Create [Customize...]

Go To Actions Tools Attach Print Preview

Attachments

GL Account
Description
GL Type: Standard Account
Active: ☒

Referenced
In Posting
System Type
Budget Group
Budget Enabled: ☒
Category: Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/PL: Balance Sheet Account
Auto/Manual: Manual
Intercompany Account: ☐

Debit/Credit: Debit
Default Intercompany

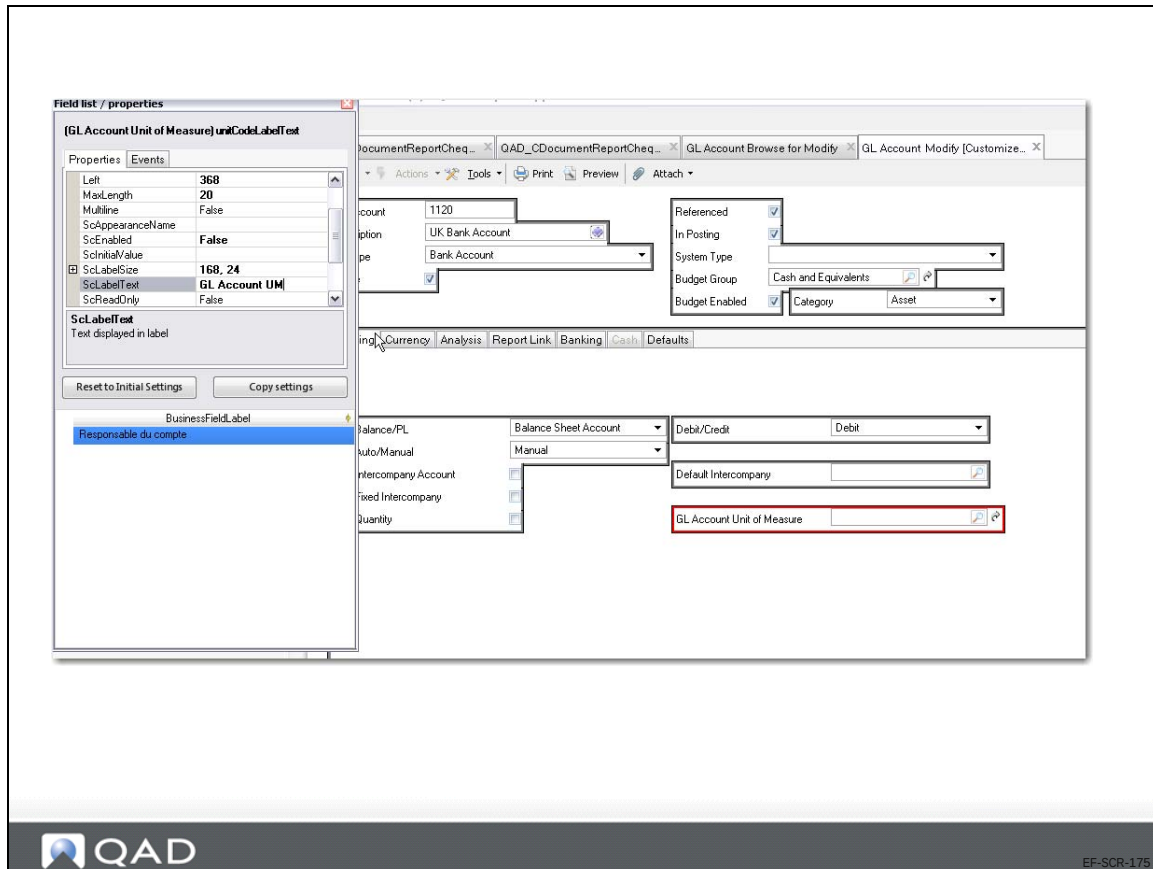
GL Account Unit of Measure

1. Select any field on the screen. When the focus is on a field, it will get a red boundary.



EF-SCR-170

- 5 In the Customization Level drop-down menu, select General and click Ok.
- 6 Select the GL Account Unit of Measure field. A red border will appear around the field.
- 7 Change the SCLabelText to "GL Account UM".



Field List/Properties

Field List/Properties

2. The panel to the left shows you your newly created field.

The panel on the left of the Design Mode field list displays the field you created.

GL Account Create

- 8 Click this field and drag it on the screen. It can be positioned and modified just like any other field.
- 9 Once you have positioned your field where you want it, close Design Mode by selecting Tools - Design Mode again.
A window pops up, asking what activities you want to implement the screen changes in.
- 10 Mark them all like the screen shown next.
- 11 Click Yes to save your changes.

Save Customization

GL Account Create

Would you like to save the changes made to this document?

Customization Level: General

Activity	Save
Create	☒
View	☒
Modify	☒
Delete	☒

Role Name	Save
Physical Inventory Count	☒
Scrap repoting	☐
Receiving Material, Ship	☐
Logistic Tychy	☐
Production Ctrl Tychy	☐
Only for Radley user	☐
Physical Inventory Count	☐
Scrap repoting	☐
Receiving Material, Ship	☐
PC&L Logistic	☐

Yes No

12 The screen now shows the new field with all of the drop-down values defined.

GL Account Create

GL Account Create x

Go To Actions Tools Print Preview

GL Account		Referenced	☐	Control Of	Corporate Local Regional
Description		In Posting	☐		
GL Type	Standard Account	System Type			
Active	☒	Budget Group			
		Budget Enabled	☐	Category	Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/PL	Balance Sheet Account	Debit/Credit	Debit
Auto/Manual	Manual		
Intercompany Account	☐	Default Intercompany	
Fixed Intercompany	☐		
Quantity	☐	GL Account UM	

Chapter 8

Financials Report Writer

Overview

Introduction to Financial Report Writer

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



AF-FRW-020

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

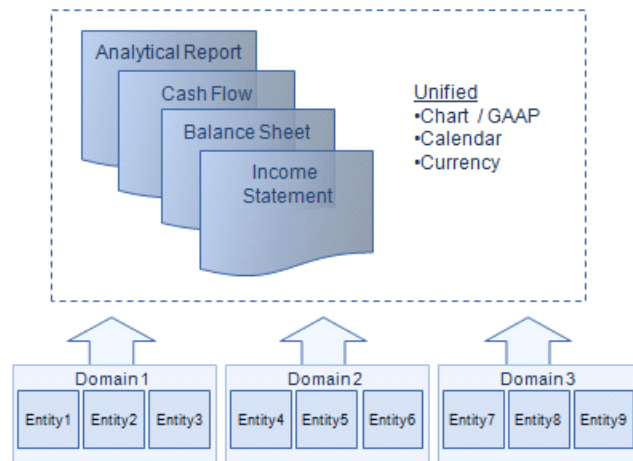
Financial Report Writer aggregates financial statements that are built on:

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

Benefits

Benefits

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



AF-FRW-030

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

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

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

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

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

Main Features

Financial Report Writer – Main Features

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



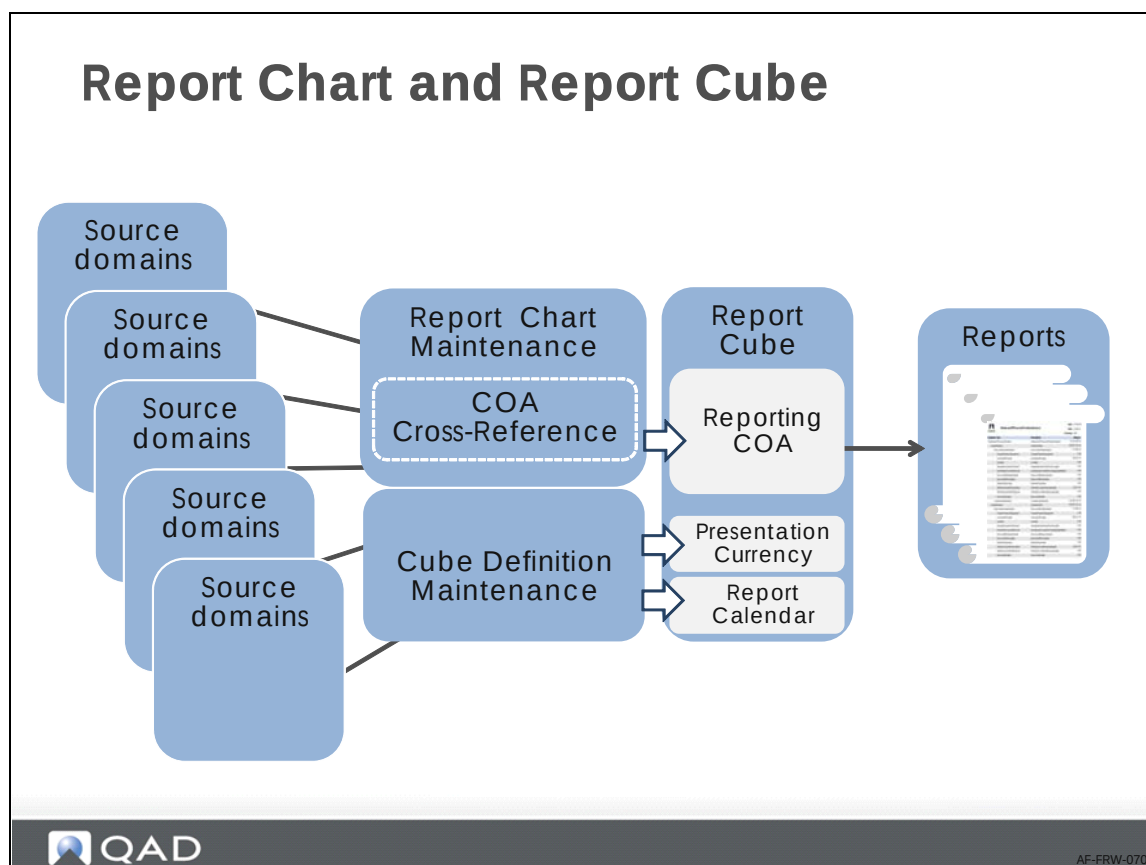
AF-FRW-040

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

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

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

Report Chart and Report Cube



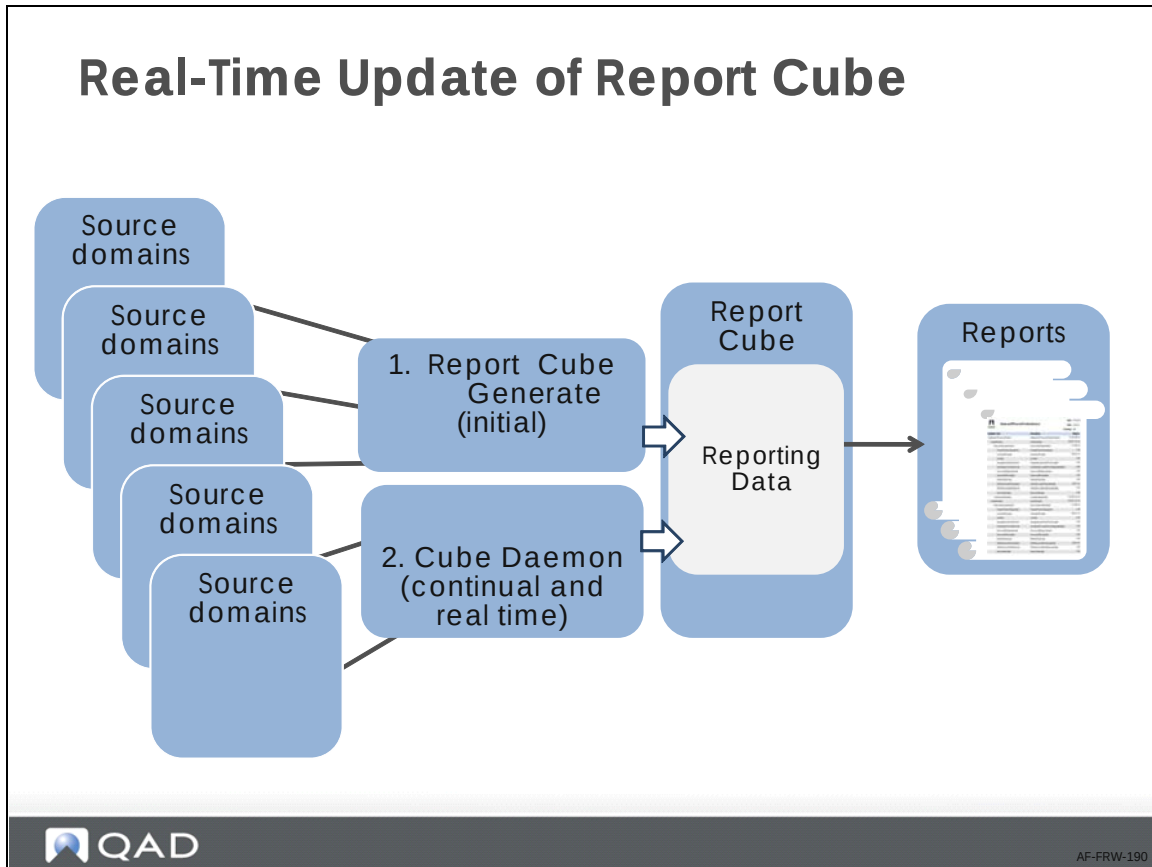
To collect data from different domains in a single report cube, you must perform three setup steps:

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

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

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

Real-Time Update of Report Cube

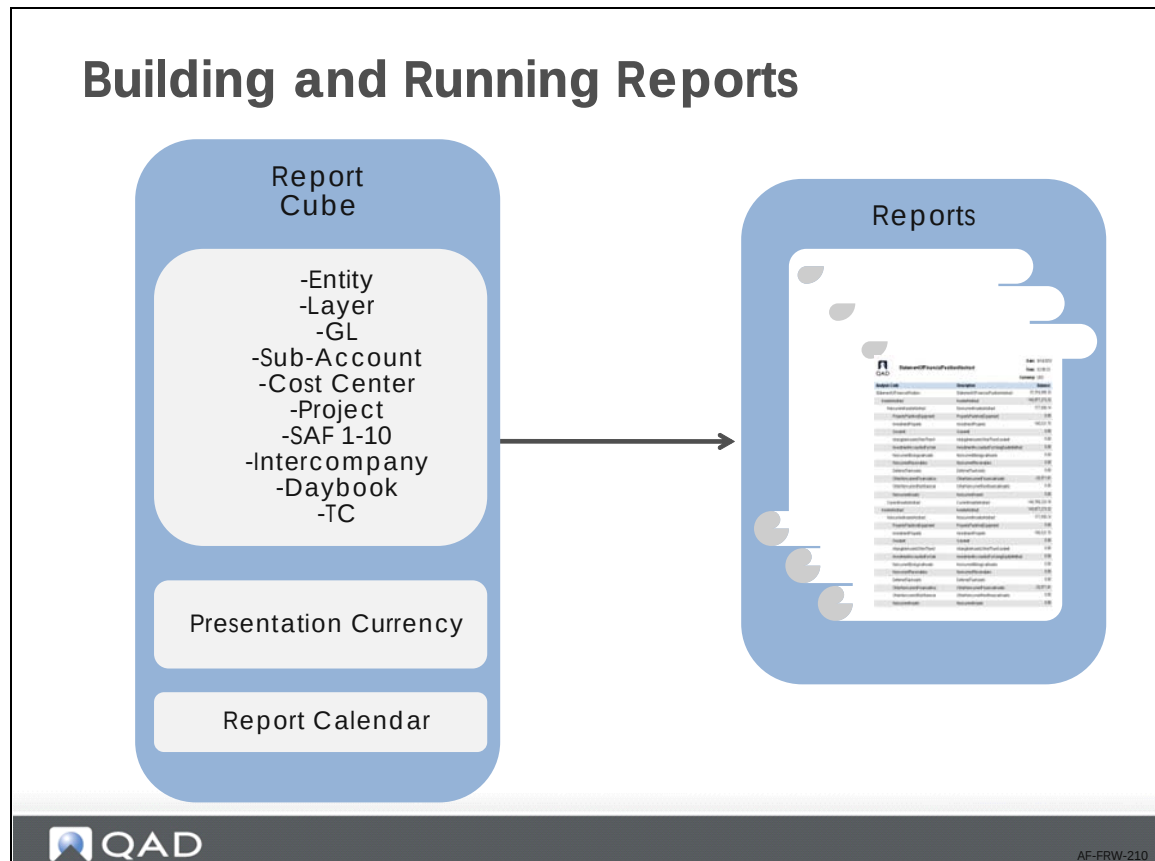


Once the setup is complete, you can populate the report cube with the required information.

You run Report Cube Generate, which builds the initial balances for the cube. During the generation, the GL data of the source entities is read, translated, and the result is stored in the report cube. At the same time, a log file is created that contains information on the build process. After the first successful build, the status of the cube becomes Operational and it is ready for reporting.

From that point onwards, the Cube daemon automatically keeps the balances in the cube up to date in real time.

Report Cube



Now let's look at how to build and run reports.

Financial Report Writer

Consolidated Financial Statement Abstract

Account Code	Description	Balance
010000	Statement of Financial Position Abstract	145,888,199.00
010000	Assets	127,878,199.00
010000	Non-current assets	87,336,755.40
010000	Current assets	40,541,443.60
010000	Liabilities	18,000,000.00
010000	Non-current liabilities	10,000,000.00
010000	Current liabilities	8,000,000.00
010000	Equity	127,878,199.00
010000	Non-current equity	10,000,000.00
010000	Current equity	117,878,199.00
010000	Income Statement Abstract	10,000,000.00
010000	Income	10,000,000.00
010000	Expenses	10,000,000.00
010000	Profit	10,000,000.00

USA

- 111100 Petty Cash
- 111110 Cash Account
- 111120 Unsettled Exch. Gain/USD
- 112000 Bank Account
- 113000 Bank in Transit
- 113100 Accounts Receivable
- 113200 Drafts Receivable
- 113300 Interest Inv. Transf.
- 114000 Accounts receivable
- 115000 Inventory
- 116000 Tax Receivables
- 117000 Intercompany Due From
- 119100 Petty Cash In Transit
- 120000 Fixed Assets
- 121000 Goods in Process
- 122000 Product asset
- 123000 Trucks
- 124000 Plants

France

- 101000 Capital
- 104100 Primes d'émission
- 105000 Ecarts de réévaluation
- 106000 Réserves
- 107000 Ecarts d'équivalence
- 108000 Compte de l'exercice
- 110000 Report à nouveau (solde)
- 119000 Report à nouveau (solde)
- 120000 Résultat de l'exercice
- 129000 Résultat de l'exercice
- 131000 Subventions d'équipement
- 142000 Provisions réglementées
- 143000 Provisions réglementées
- 147000 Plus-values réinvesties
- 151000 Provisions pour risques
- 153000 Provisions pour pensions
- 155000 Provisions pour impôts
- 161000 Emprunts obligataires co

China

- 011001 现金
- 021002 银行存款
- 031008 其他货币资金
- 041101 短期投资
- 051102 短期投资跌价准备
- 061111 应收票据
- 071121 应收账款
- 081122 应收账款
- 091131 应收账款
- 101133 其他应收账款
- 111141 坏账准备
- 121151 预付账款
- 131161 应收利息
- 141201 物资采购
- 151211 原材料
- 161221 包装物
- 171231 低值易耗品
- 181232 材料成本差异

Japan

- 11001 現金
- 11012 小口現金
- 11013 当座預金
- 11014 小口現金と当座預金
- 11020 受取手形
- 11030 売掛金
- 11031 電子記録簿
- 11040 有価証券
- 11051 商品
- 11052 製品
- 11053 半製品
- 11060 仕掛品
- 11071 原材料
- 11072 貯蔵品
- 11073 その他固定資産
- 11080 前払金
- 11090 前払費用
- 11095 繰上償還金

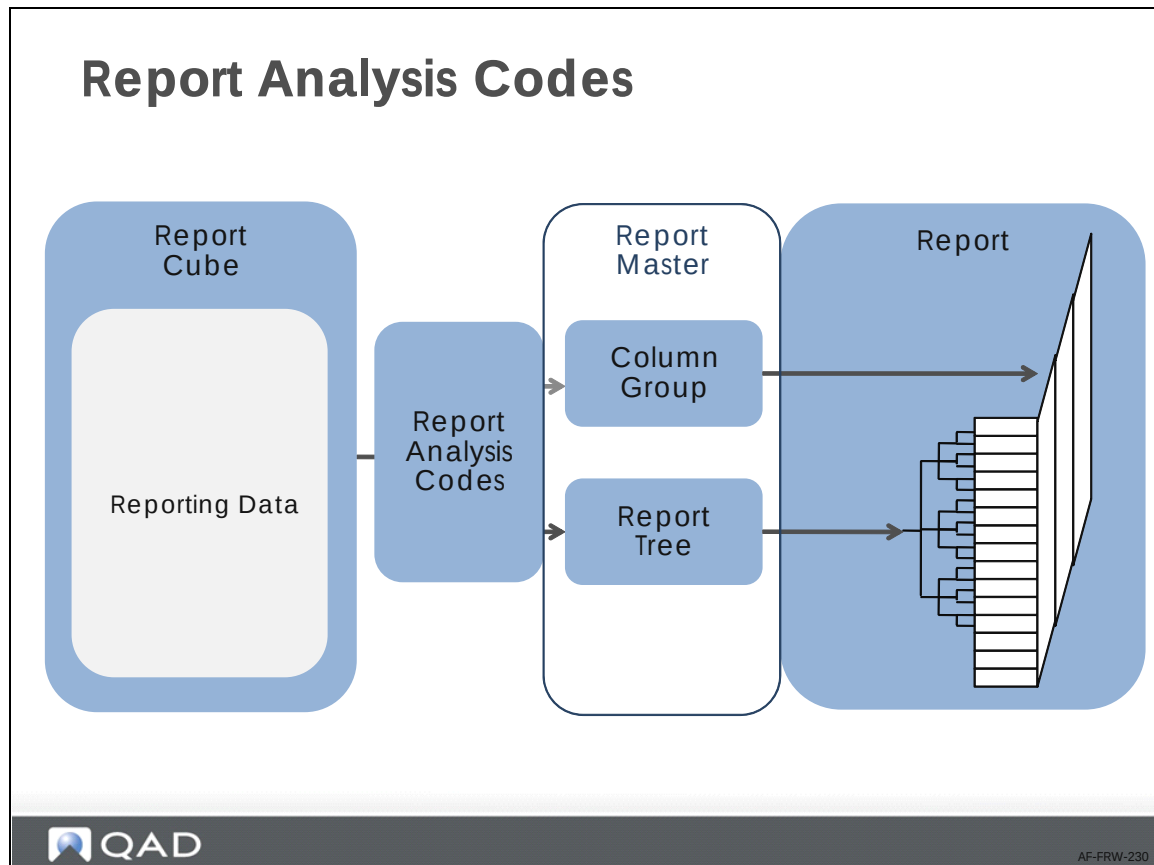
QAD

AF-FRW-220

Let's assume you are running a multi-national company, with operations in different regions around the globe.

Using Financial Report Writer, you can create a consolidated balance sheet, income statement, or management report at any time, which contains the latest figures.

Report Analysis Codes



To create a report, you must create four components:

- Report analysis codes

Report cube data is stored for each combination of COA elements. This means that a report cube can contain thousands of combinations of COA elements.

When building a report, it is not very convenient to specify all these combinations individually. Therefore, you can create a new object called a report analysis code. Each analysis code contains a set of filters on the accounting dimensions so that data can be retrieved selectively from the cube.

The report analysis codes are the elementary building blocks for a report tree and, in some cases, for column groups.

- Report tree

A report tree represents the hierarchy of a report. You build a report tree using report analysis codes as building blocks. Report trees are reusable in multiple reports, and can be built recursively from smaller trees.

- Column group

In a column group, you define of a set of columns that you want to see on a report.

- Report master

The report master brings together all the elements required to run a report. In the report master, you can combine a report tree with a column group and give the report a meaningful title. The report master also lets you apply security to a report.

Report Analysis Codes for a Sales Report

Report Cube Data

China01	41100	Auto
China 01	41200	Auto
USA01	41100	Auto
France01	41200	Auto
....		
Japan01	51100	Pack
China01	51100	Pack
USA01	55100	Pack
France01	55100	Pack
...		
USA01	63010	Auto
USA01	63010	Auto
...		

Report Analysis Codes

Europe	Americas	Asia
<u>Entities</u> France01	<u>Entities</u> USA01 ...	<u>Entities</u> China01 Japan01 ...

Sales Auto	Sales Pack	Global Sales
<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Auto	<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Pack	<u>Sub-Total</u>



AF-FRW-240

In the example of the Global Sales report, we first create report analysis codes. For each of the regions Europe, Americas, and Asia, we create a report analysis code that lists the entities that belong to the region.

Next, we need two analysis codes for Sales Automotive and Sales Packaging.

- The GL account range 41100 to 41200 contains the sales accounts.
- The sub-accounts Auto and Pack represent the automotive and packaging divisions of the company.

For each report analysis code, you link the appropriate GL account range and sub-account to it.

We also need a report analysis code that represents the global sales total. This analysis code has type S (sub-total) and no COA details.

Report Analysis Code Maintenance

Report Analysis Code Maintenance

Chart: corp

Analysis Code: Sales Auto

Description: Sales Automotive

Analysis Type: A

XBRL Element:

Taxonomy Name:

ELR:

COA Element Type **Selected**

GL **Yes**

Sub-Account yes

Cost Center no

Project no

Entity no

Layer no

Daybook no

Currency no

Interco no

SAF1 no

SAF2 no

SAF3 no

SAF4 no

SAF5 no

SAF6 no

SAF7 no

GL Begins: 41

GL Range: |

isSelected

	ElementCode	ElementDesc
yes	41100	Sales
yes	41200	Services
no	11100	Petty Cash
no	11110	Cash Account
no	11120	Unreal Exch Gain-L
no	11200	Bank Account
no	11300	Bank in Transit
no	11310	Accounts Receiva
no	11320	Drafts Receivable
no	11330	Interco Inv. Transf.
no	11400	Accounts receivab
no	11500	Inventory
no	11600	Tax Receivables


AF-FRW-250

This slide shows Report Analysis Code Maintenance.

You can use all accounting dimensions and combine them in report analysis codes—entities, GL accounts, sub-accounts, cost centers, projects, layers, daybooks, intercompany, transaction currency, and up to 10 SAF concepts.

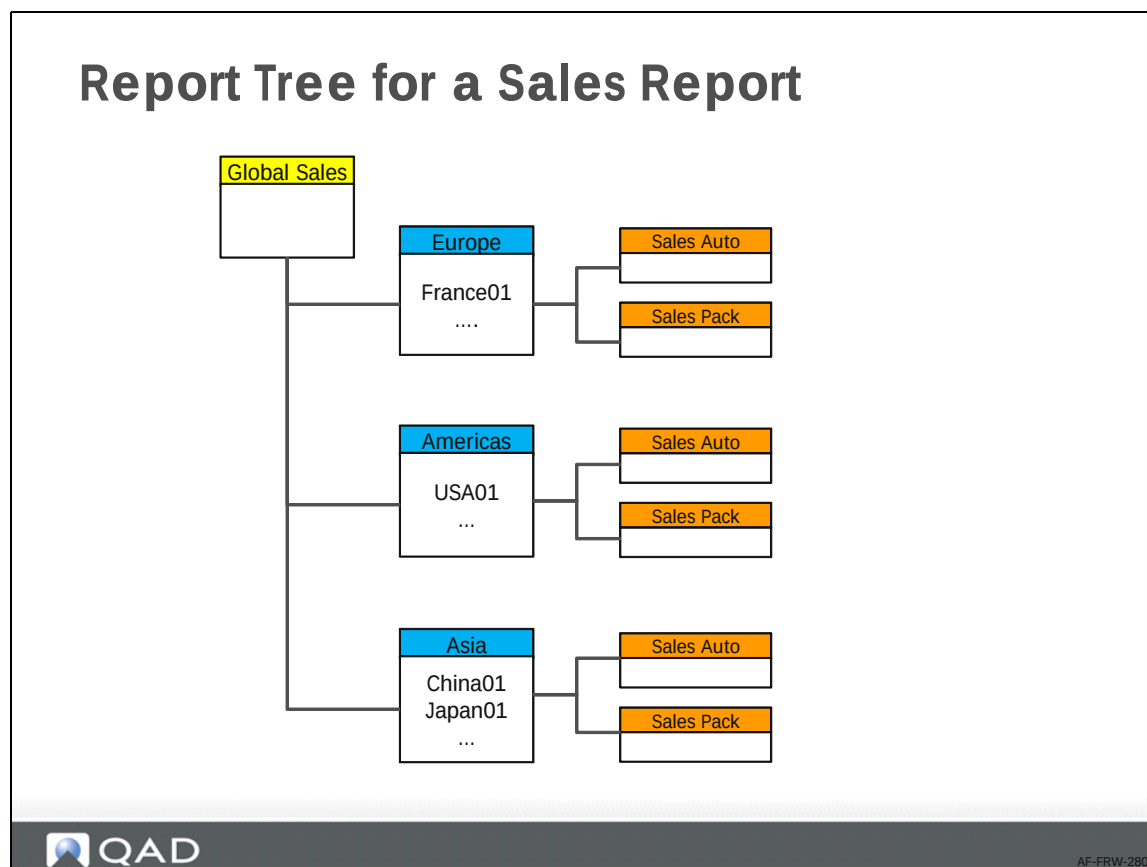
You can create a selection using:

- Ranges
- Begins with
- Manually selected codes

Range and begins with are dynamically completed when new accounts are created later on

A report analysis code can also contain fields for XBRL reporting (taxonomy name, ELR, and XBRL element name).

Report Tree for a Sales Report



Now, you can build a report tree for the Global Sales report with sub-totals by region (Asia, Europe, and Americas) and, for each region, the sales for Sales Automotive and Sales Packaging.

The higher levels in the report hierarchy automatically represent the sum of the underlying details, but, in some cases, special calculations are required. For the calculations, you can create report analysis codes of type Calculation. Calculation analysis codes let you define calculations using other analysis codes as components.

Addition, subtraction, percentages, and ratios are typical calculations.

Report Tree Maintenance

Report Tree Maintenance

Processes Report Tree Maintenance

Go To

Actions

Tools

Print

Preview

Attach

Analysis Code Report Tree

Search (1)

Chart equals Corp - Search Clear All

Viewing 1 - 7 of 7Records per page: 100

Analysis Code	Analysis Code Description	Chart	Taxonomy	XBRL Report	XBRL Element	Analysis Type	Is Used as Root	Summary
Americas	Americas	Corp				A		No Entity: Begins with: U
Asia	Asia	Corp				A		No Entity: China01,Japan01
Europe	Europe	Corp				A		No Entity: Begins with: fr
Global Sales	Global Sales	Corp				S		Yes Subtotal
Other countries		corp				A		No Entity: 1000,2001
Sales Auto	Sales Automotive	corp				A		No GL: Begins with: 41 Sub-Account: Be
Sales Packaging	Sales Packaging	Corp				A		No GL: Begins with: 41 Sub-Account: Be

Report Tree

Node Name	Description	Chart
Global Sales	Global Sales	corp
Americas	Americas	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp
Asia	Asia	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp
Europe	Europe	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp

AF-FRW-290

This slide shows Report Tree Maintenance.

You select report analysis codes from the list (browser), and drag them to the work area and drop them on any location in the tree.

Report Tree Excel Integration

Report Tree Excel Integration

Analysis Code: Report Tree

Search (2)

Chart: equals C01

Analysis Code: equals sales p

Viewing 1 - 1 of 1 Records per page: 100

Analysis Code: Analysis Code Description: Chart: Taxonomy: XBRL Report: XBRL Element: Analysis Type: Is Us:

Report Tree

Node Name	Description	Chart
Global Sales	Global Sales	C01
Asia	Asia	C01
Sales Automotive	Sales Automotive	C01
Sales Packaging	Sales Packaging	C01

Report Grid

Level	Analysis code & Description (flat list or hierarchy up to 12 levels)	Analysis T	COA Type	From code	To code	Begins	Calculation
1	1 statement Balance sheet	S					
2	Assets Abstract	S					
3	Noncurrent Assets Abstract	S					
4	Property Plant And Equipment	A	GL	21	219999		
5	Investment Property	A	GL	25	269999		
6	Goodwill	A	GL	22	229999		
7	Intangible Assets Other Than Goodwill	A	GL	20	209999		
8	Deferred Tax Assets	A	GL	24	249999		
9	Other Noncurrent Financial Assets	A	GL	27	279999		
10	Other Noncurrent Nonfinancial Assets	A	GL	23	239999		
11	Noncurrent Assets	A	GL	36	379999		
12	Noncurrent Receivables	A	GL	38	399999		
13	Investment Accounted For Using Equity	A	GL	29	299999		
14	Noncurrent Biological Assets	A	OL	20	209999		
15	Current Assets Abstract	S					
16	Inventories	A	GL	30	359999		
17	Current Tax Assets	A	GL	440	445999		
18	Other Current Financial Assets	A	GL	447	449999		
19	Other Current Nonfinancial Assets	A	GL	46	499999		
20	Cash And Cash Equivalents	A	GL	51	589999		
21	Current Assets Other Than Assets Or Disposal Groups	A	OL	446	446999		
22	Noncurrent Assets Or Disposal Groups	S					
23							

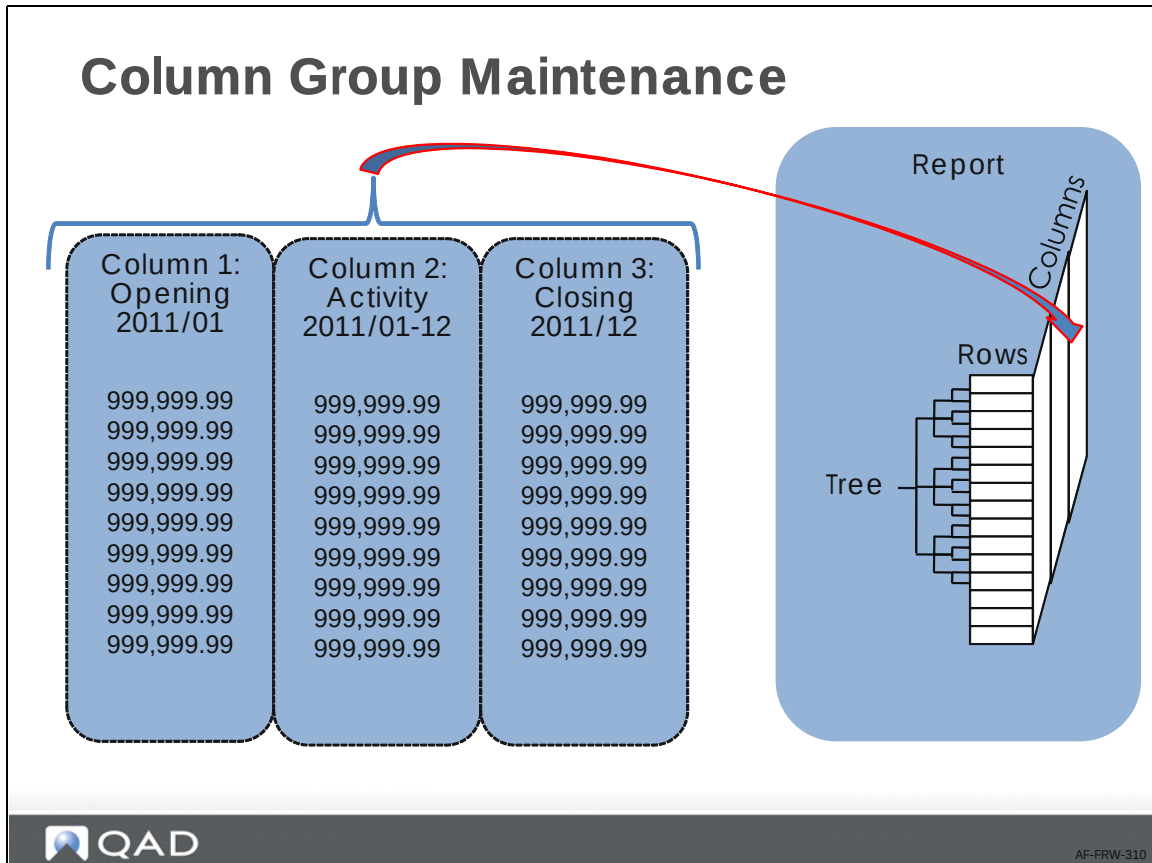
QAD

AF-FRW-300

The Financial Report Writer has an Excel Integration function that allows you to import and export report trees and the underlying report analysis codes.

When you import a report tree automatically, the system creates the underlying report analysis codes or updates the existing analysis codes. Excel integration is a powerful tool that lets you create many different reports in a short time and maintain report hierarchies.

Column Group Maintenance

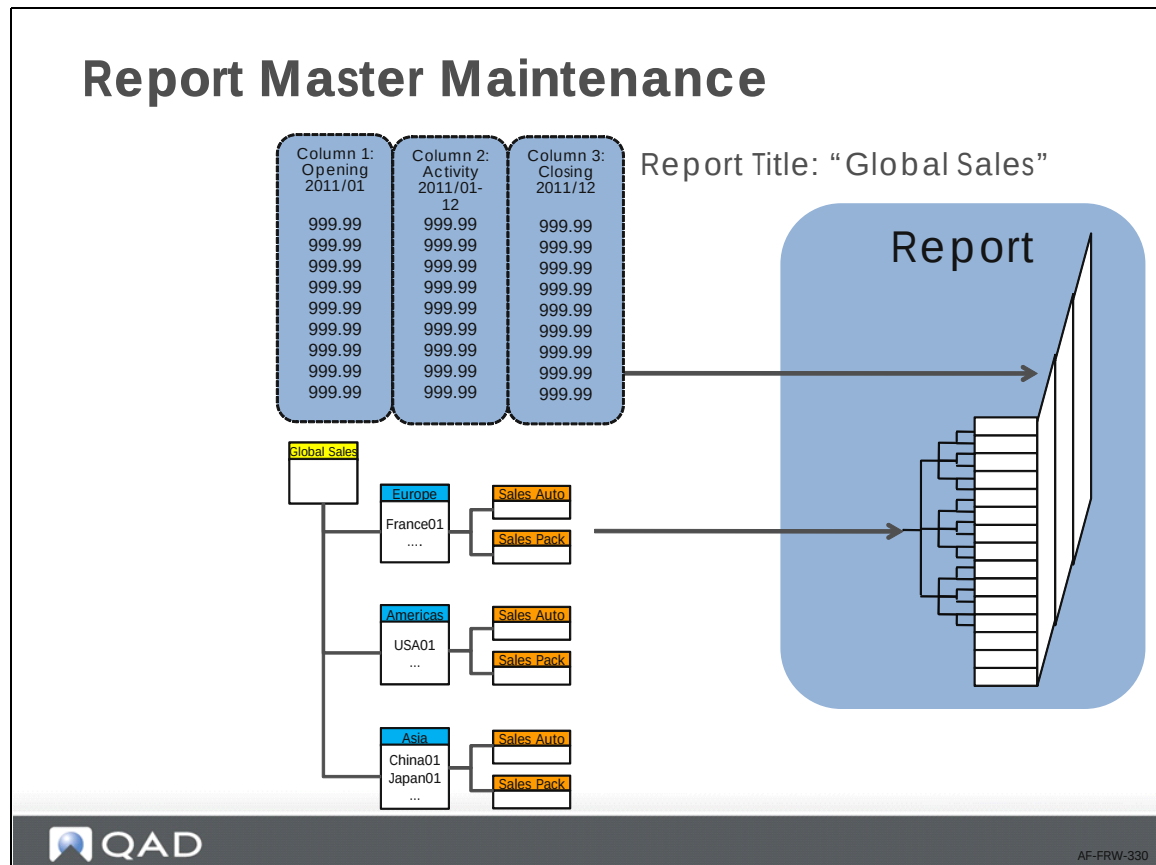


Use Column Group Maintenance to define the columns that you want to display on a report. For each column, you can define the type of content, for example, opening balances, closing balances, activities, quantities, and so on.

You can use columns to compare results with those of previous periods. You can create calculations using columns, and have separate columns for entities, cost centers, and so on. This allows side-by-side comparisons on a single report.

The Sales Report example uses three columns: the opening balance, the activity in the selected period, and a closing balance.

Report Master Maintenance



Financial Report Run

Financial Report Run

ProcessesFinancial Report Run - Viewer

FilterViewer

New FilterOpenSaveSave AsDeleteSettingsLayoutDocumentRunSchedule

Search Conditions

Report Master Code	equals	Global Sales	-		+	x
Cube Name	equals	Corp01	-		+	x
COA Type	equals		-		+	x
Filter Analysis Code	equals		-		+	x
From Year	equals	2011	-		+	x
To Year	equals		-		+	x
From Period	equals	2	-		+	x
To Period	equals		-		+	x

QAD

AF-FRW-350

Global Sales Report

Processes: Financial Report Run - Viewer

Filter Viewer

Print Save Refresh

Page 1 125%

Global Sales 2011/02

Date: 12/18/20
Time: 12:07:43
Currency: USD

Report Analysis Code	Opening Balance	Activity 2011/02	YTD
Global Sales Global Sales	1,900,260.73	2,804,620.40	4,704,881.13
Americas Americas	422,866.20	431,323.52	854,189.72
Sales Auto Sales Automotive	238,300.12	241,026.12	477,326.24
Sales Packaging Sales Packaging	186,566.08	190,297.40	376,863.48
Asia Asia	1,018,452.91	1,808,261.11	2,826,714.02
Sales Auto Sales Automotive	568,455.69	1,010,466.81	1,578,922.50
Sales Packaging Sales Packaging	449,997.22	797,794.30	1,247,791.52
Europe Europe	458,941.62	565,035.77	1,023,977.39
Sales Auto Sales Automotive	256,459.28	315,745.32	572,204.60
Sales Packaging Sales Packaging	202,482.34	249,290.45	451,772.79

Ready Page 1 of 1 Zoom: 125%