



QAD Enterprise Applications  
Standard & Enterprise Edition

# Training Guide Manager Functions

70-3218-2012SE\_EE  
QAD 2012 Standard & Enterprise Edition  
Lab: Enterprise Edition 2011.1 r01 - Training  
Workspace: 10USA > 10USACO  
March 2012

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# **About This Course**

## Course Description

This course provides training on Manager Functions in QAD Enterprise Applications, Standard and Enterprise Editions.

- Certification Preparation
- Other QAD Documentation
- Online Help
- QAD Website
- Conventions

We have provided a QAD on-demand environment to enhance QAD training guide materials. Please read these instructions to launch an environment to use with your QAD product training guide.

## Course Objectives

By the end of this class, students will understand Manager Functions concerning:

- Security
- System Interface
- Printer and Batch Processing
- CIM Data Loads and Data Management
- Sequences

## Audience

System Administrators

## Prerequisites

Basic knowledge of QAD Enterprise Applications Standard Edition

## Course Credit and Scheduling

This course is valid for 6 credit hours.

This course is typically taught in one day.

## Virtual Environment Information

Enterprise Edition 2011.1 r01 - Training

## QAD Web Resources

The QAD website provides product and company overviews.

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

From QAD's main site, you can access QAD's Learning or Support sites.

## 4 Training Guide — Manager Functions

Chapter 1

# **Overview of Manager Functions**

## Course Overview

### Manager Functions—Overview

- Control Files (i.e., Domain/Account Control)
- Security: User/Group, Entity/Account, Menu/Field (Menu Modifications)
- Audit Trails
- Printers
- Batch Processing
- Data Loading: CIM
- Data Transfer: Backups, Archive/Delete, Dump/Load
- Sequencing

## QAD Enterprise Applications Software Main Menu

# Main Menu

The image displays three screenshots of the QAD Enterprise Applications Software Main Menu, each showing a different application category selected in the 'Menu Search' field.

**Left Screenshot: Distribution**


- Applications
- Distribution
- Purchasing
  - Purchase Requisition Menu
    - Purchase Approvals Maintenance
    - Purchase Approvals Browse
    - Purchase Requisition Maintenance
    - Purchase Requisition Browse
    - Purchase Requisition Report
    - Req. Approval Document Print
    - Requisition Approval Maintenance
    - Approved Requisition Print
  - Global Requisition Menu
  - Setup Menu
    - Approval Level Maintenance
    - Approval Level Browse
    - Category Maintenance
    - Category Report
    - Job Maintenance
    - Job Browse
    - Horizontal Approver Maintenance
    - Vertical Approver Maintenance
    - Job Approver Maintenance

**Middle Screenshot: Manufacturing**

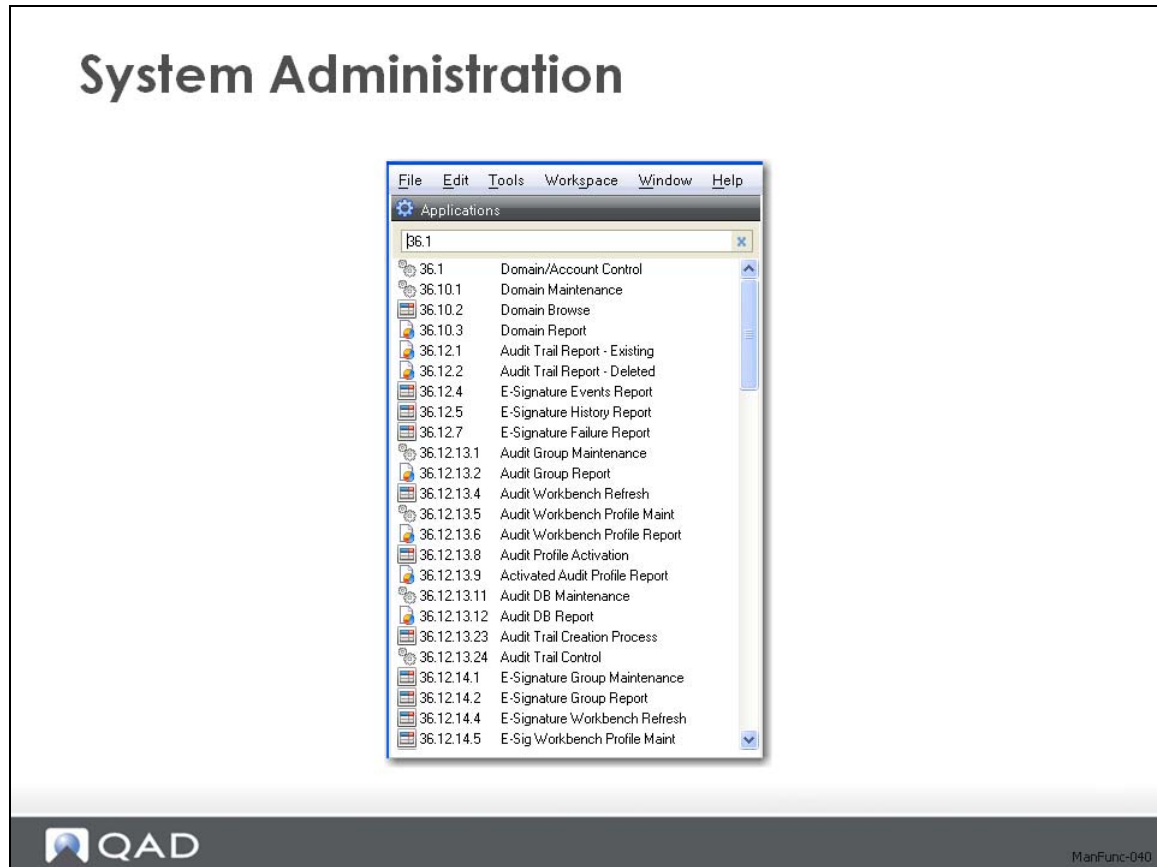
- Applications
- Menu Search
- Distribution
- Manufacturing
  - Product Structures
    - Product Structure Code Maint
    - Product Structure Code Browse
    - Product Structure Code Report
    - Product Structure Maintenance
    - Product Structure Inquiry
    - Where-Used Inquiry
  - Product Structure Reports Menu
  - Product Structure Copy
  - Component Change
  - Cost and Lead Time Roll-Up Menu
  - Engineering Change (ECO) Menu
  - Alternate Structure Maintenance
  - Alternate Structure Inquiry
  - Alternate Structure Report
  - Item Substitution Maintenance
  - Item Substitution Browse
  - Item Substitution Report
  - Co-Products/By-Products Menu
  - Product Structure Delete/Archive
  - Product Structure Utility Menu

**Right Screenshot: Financials**

- Applications
- Menu Search
- Distribution
- Manufacturing
- Financials
  - General Ledger
    - Current Entity Change
    - General Ledger Setup Menu
    - General Ledger Budgets Menu
    - Daybook Menu
    - Master Comment Maintenance
    - General Ledger Transactions Menu
    - General Ledger Reports Menu
    - Custom Reports Menu
    - Transaction Import/Export Menu
    - GL Report Writer
    - General Ledger Control
    - General Ledger Utilities
  - Multiple Currency
    - Currency Maintenance
    - Currency Browse
    - Exchange Rate Maintenance
    - Exchange Rate Browse
    - Currency Account Maintenance
    - Currency Account Browse

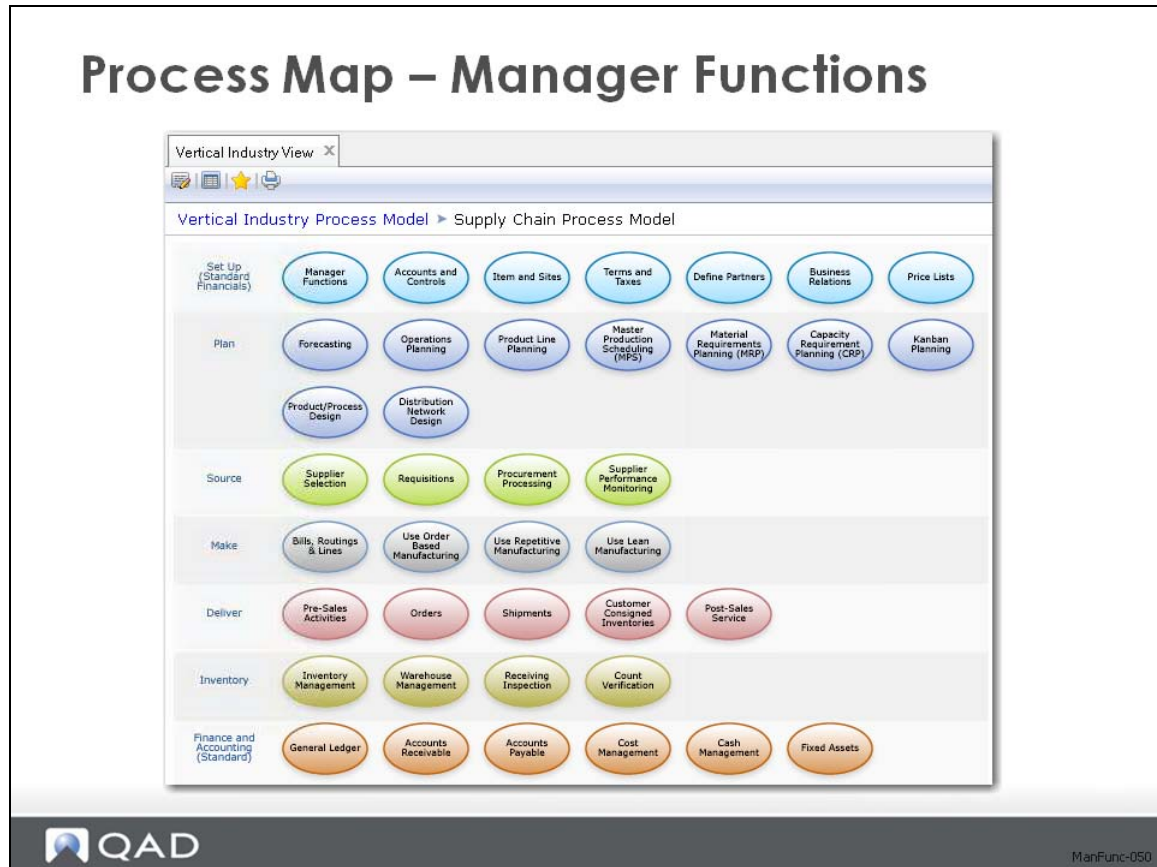

ManFunc-030

## System Administration Menu



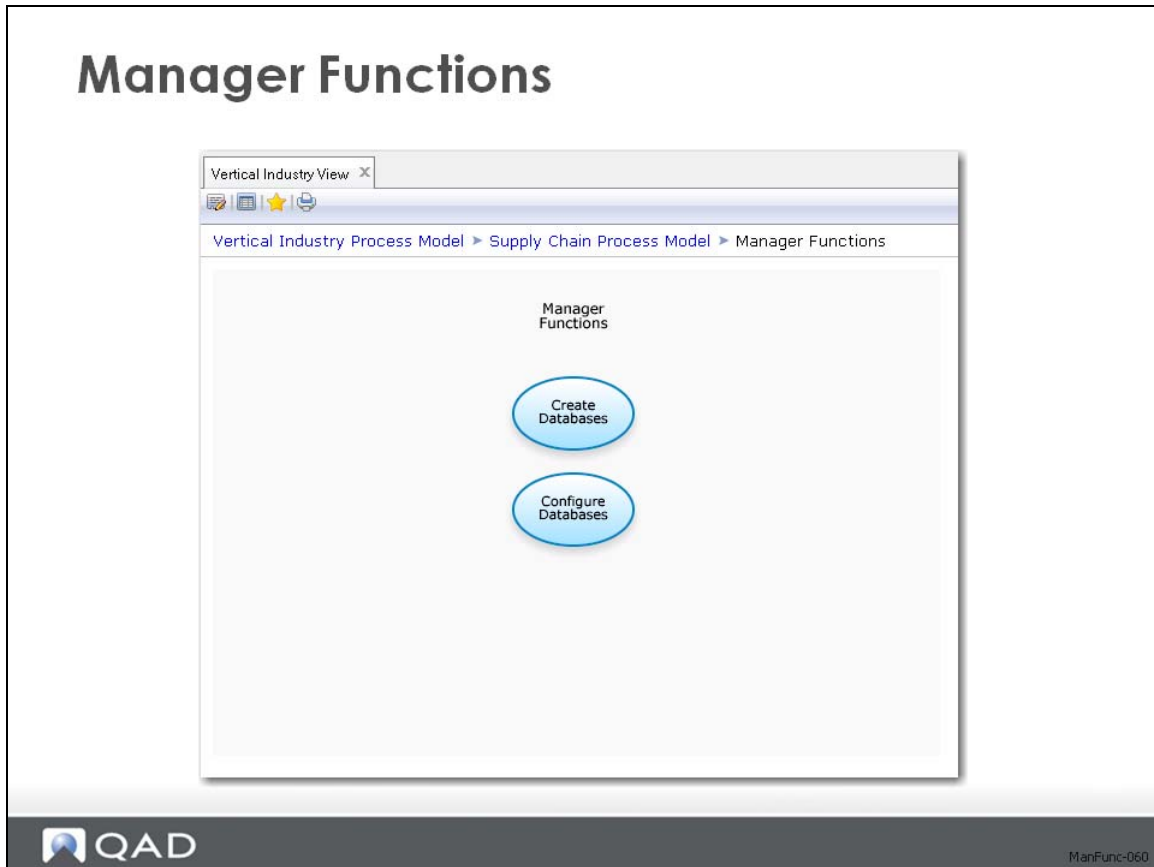
Not all programs are shown, prefix 36. denotes Manager Functions.

QAD Enterprise Applications Main GUI Menu

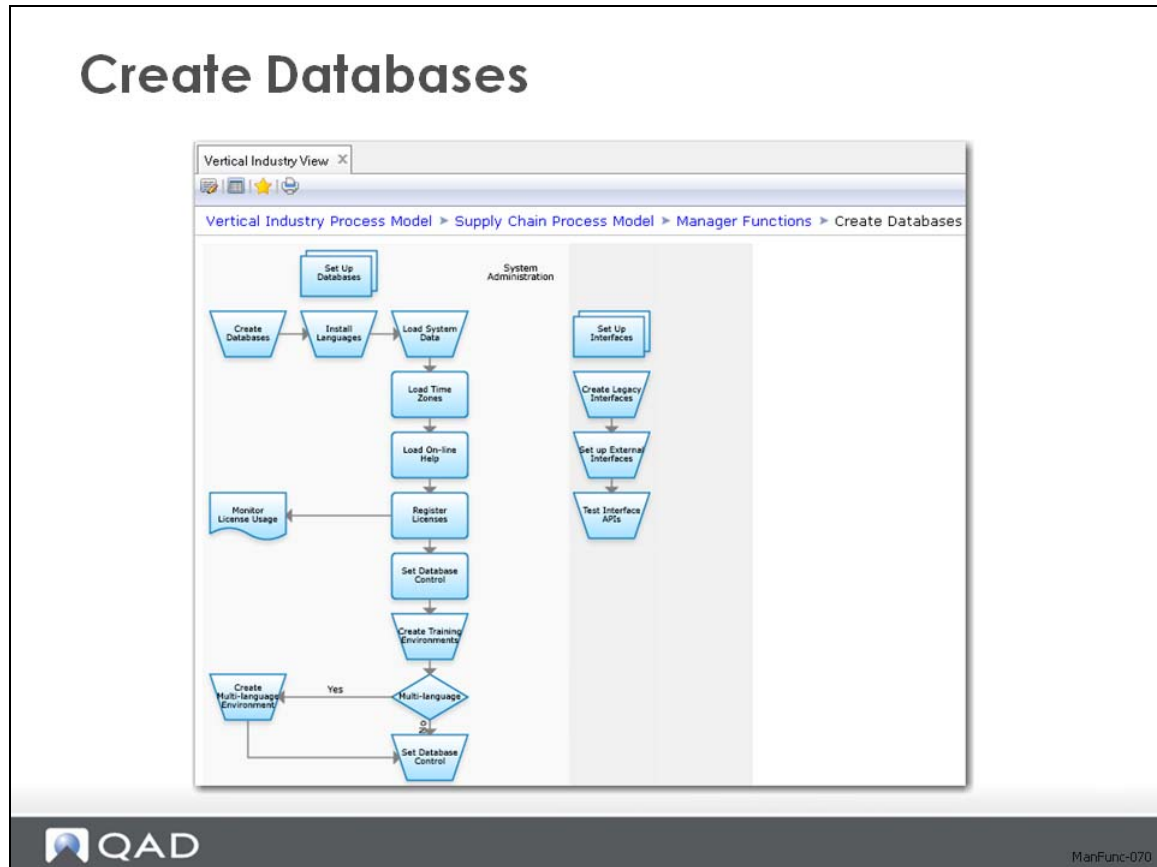


**Note** Manager Functions in upper left hand corner of Icons.

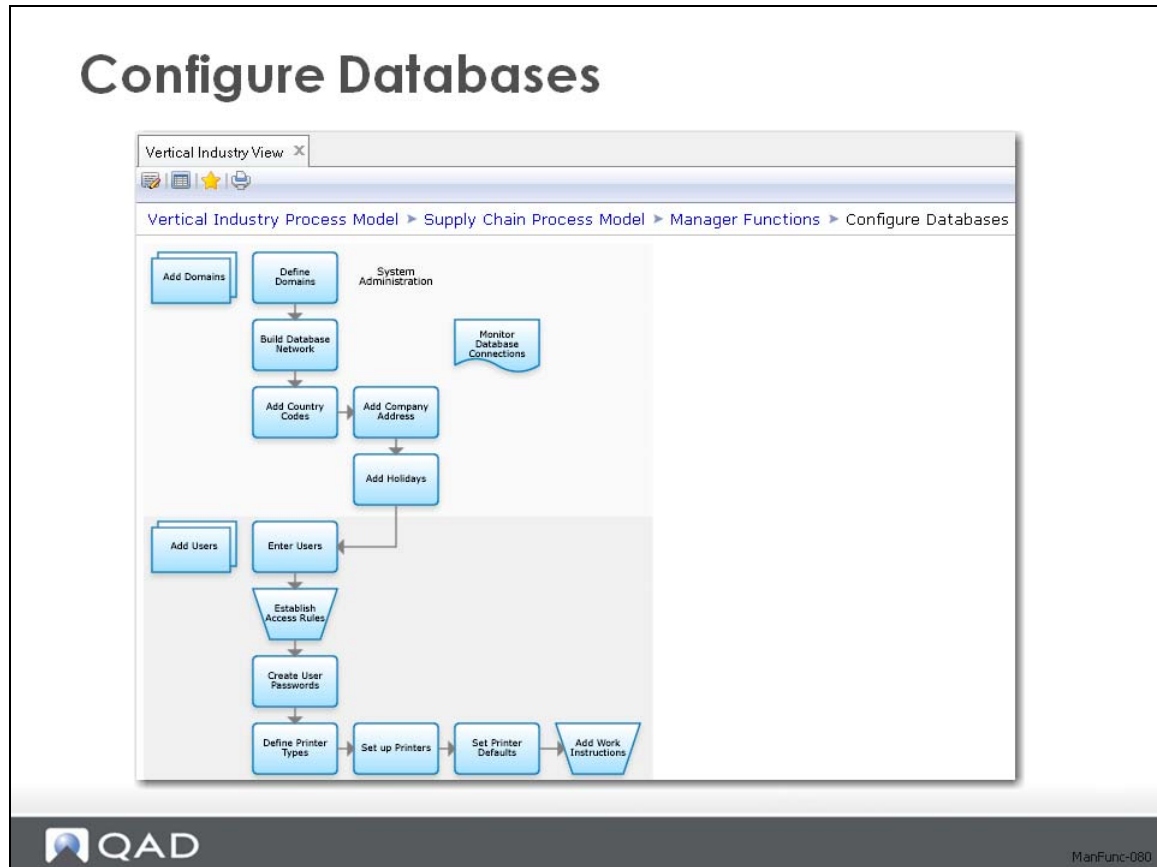
## Manager Functions - Vertical Industry View



## Manager Functions - Create Databases



## Manager Functions - Configure Databases



## Control Files

### Control Files

- Control files are a feature of QAD Standard Edition (SE) that allows for high level control of systems
- Control files exist for many modules in QAD SE and are usually number 24 on the module menu
- Run Master Files–Control Files Report to list all Control File settings in QAD SE
- The Domain/Account Control and Security Control are on the Manager Functions menu 36

## Domain / Account Control

# Domain/Account Control

Domain/Account Control

Go To Actions Copy Print Preview

Verify GL Accounts:

Base Currency: USD

Entity: T100

Bank Acct Validation:

Default System Language: US

Audit Trail:

**Domain/Account Control is a Financial responsibility, but it is so important that it and Audit Control (the bottom field) reside in Manager Functions.  
Note: if Audit Trail = [Yes] Audit Reports can be run.**

Back Next

QAD ManFunc-100

## Generalized Code Example - Item Data Maintenance (1.4.3)

# Generalized Code Example

Item Data Maintenance
Go To Actions Copy Print Preview Attach

Attachments

Item Number: 12-100      Description: Magic Box, Packaged

Unit of Measure: EA

**Item Data**

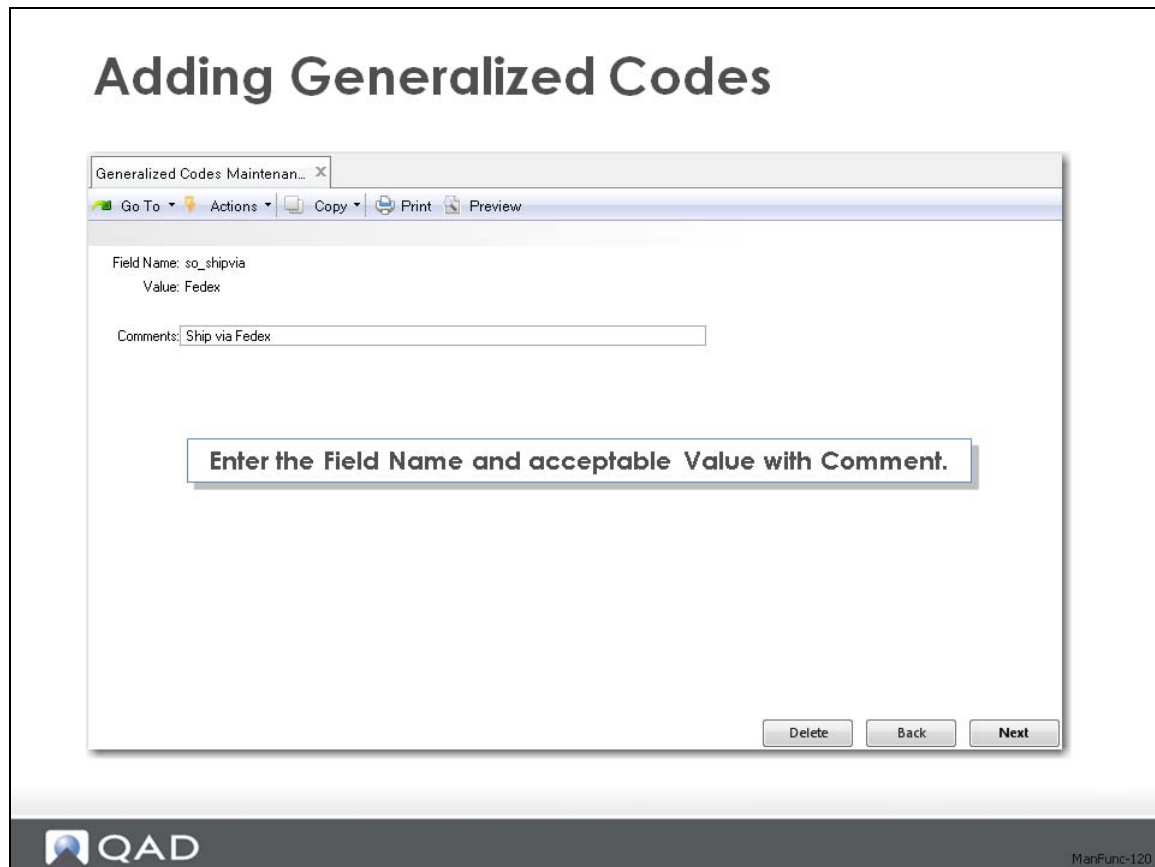
|                      |            |                         |
|----------------------|------------|-------------------------|
| Prod Line: 12        | Item Type: | Drawing:                |
| Added: 2/27/2009     | Status: AC | Rev: A                  |
| Design Group: Design | Group:     | Drawing Loc:      Size: |
| Promo Group:         |            | Price Break Category:   |

**Generalized Codes are a feature of QAD Standard Edition that allow you to customize the way you want to use certain fields:**

- Defining the acceptable values in the field (**Generalized Codes Maint.**)
- Displaying a list of acceptable values for the field (**Window Help Maint.**)
- Defining the field values as validated by the database entry (.v file)

Back    Next

## Generalized Codes Maintenance (36.2.13)



Not all fields in QAD SE allow for generalized codes. Validation Program of Generalized Codes is gpcode.v. All such fields are set up appropriately in the database with gpcode.v.

## Exercise: Checking Fields for Validation

In this activity, you will test field validation.

- 1 Select Item Master Maintenance (1.4.1). With your cursor in the Item Number field, select a record by pressing the Down Arrow key. After selecting a record, press Ctrl-F. The message bar displays:

Field name is pt\_part. Click OK to continue.

This is the name of the field, as defined by the database definition. Since this message does not contain a line indicating validation, there is no association between this field and a validation program.

- 2 Click Next twice to continue. Move your cursor to the Added field, and press Ctrl-F. The message bar displays:

Field name is pt\_added. Password Validation is selected. Press OK to continue.

The Password Validation option shows an association between the field pt\_added and the program gpasswd.v. The login of the person attempting to modify the date (the pt\_added field) is checked against a list of logins allowed to update this field.

**Note** Originally, everyone has access to this field. Once one record is created showing an acceptable login, all other logins are disallowed automatically.

- 3 Move your cursor to the Item Type field, and press Ctrl-F. The message bar displays:  
Field Name is pt\_part\_type. The Generalized Code Validation and Password Validation options are selected, which shows that the field is tied to multiple validation programs, and the logic of each is ended together to determine a user's field update capability. Click OK.

- 4 Press Next to continue. Move your cursor to the ABC Class field, and press Ctrl-F. The message bar displays:

Field Name is pt\_abc. The Generalized Code Validation option is selected. Click OK to continue.

- 5 Type g in the ABC class field, and click Next. The error message appears.

In the next activity, you will make g a valid ABC Class entry.

### Exercise: Setting Up Generalized Codes

In this activity, you will set up generalized codes for the ABC Class field.

- 1 In Generalized Codes Maintenance (36.2.13), and enter the following

| <b>Field</b> | <b>Enter</b> |
|--------------|--------------|
| Field Name   | pt_abc       |
| Value        | g            |
| Comments     | Optional     |

- 2 In Item Master Maintenance (1.4.1), type g in the ABC Class field.

Chapter 2

# Security

## Security Overview

- Security Types
  - Menu Security
  - Field Security
  - Entity Security
  - GL Account Security
  - Site Security
  - Inventory Movement Code Security
- Security Setup Issues
  - Security Control
  - User/Group Setup
  - Security Restrictions
- Audits
  - Master File Audit

# Overview of Security Types

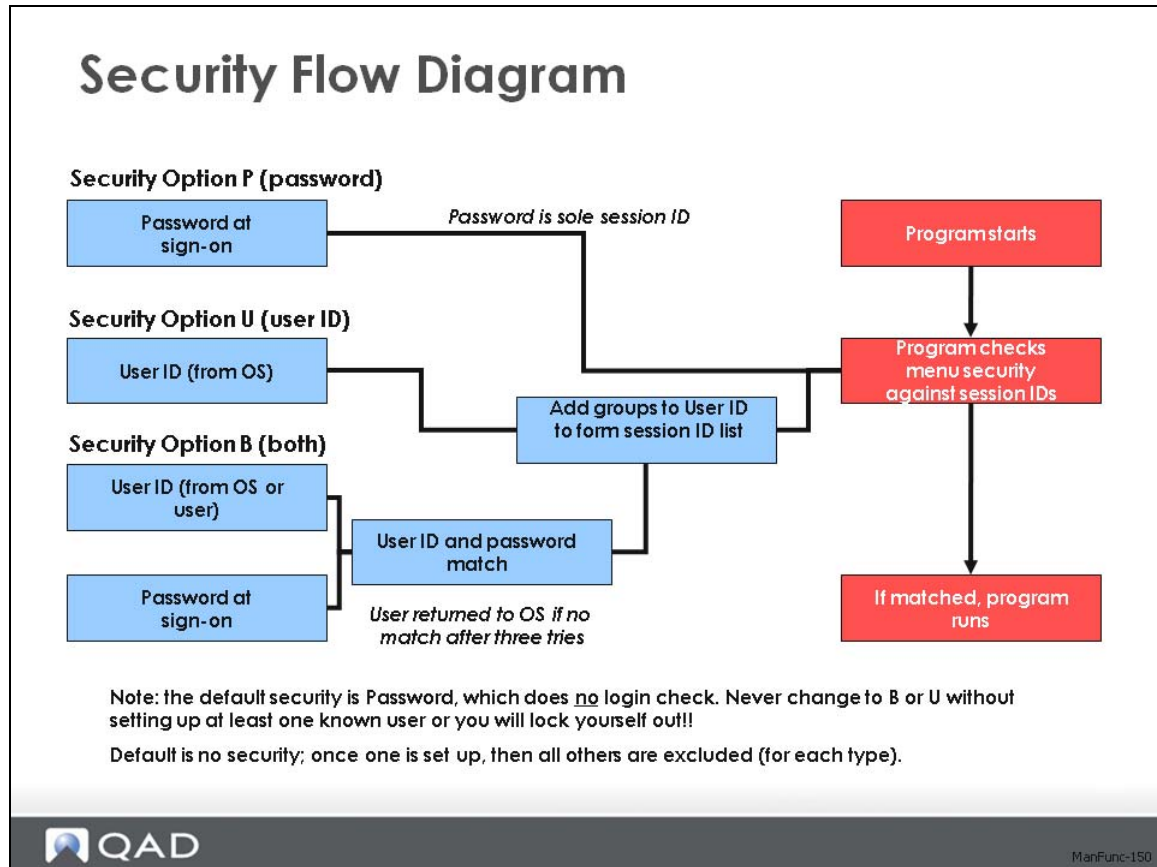
## Overview of Security Types

The screenshot shows a 'Standard Transaction Maint' window for 'QUALITY PRODUCTS COMPANY'. It displays transaction details such as GL Reference, Currency, Daybook, Type, Control, Entry Number, Effective date, Base, Total, and Period. A table below lists transaction lines with columns for Line, Account, Project, Enty, Description, Cur, and Amount. Blue arrows point from labels 'Menu Security', 'Field Security', 'Account Security', and 'Entity Security' to their respective fields in the interface.

| Line | Account | Project | Enty | Description | Cur | Amount    |
|------|---------|---------|------|-------------|-----|-----------|
| 1    | 1200    |         | T100 | RCT-UNP     | USD | 50,000.00 |

Back Next

## Security Flow Diagram



No security is the Default setting; once one option is set up, then all others are excluded.

Security Control (36.3.24)

# Security Control

Security Control XGo To Actions Copy Print Preview

Session ID Prefix:

Timeout Minutes:  ←

Enforce Licensed User Count:

Enforce OS User ID:

Header Display Mode:  Display Date

Maximum Access Failures:

Administrator Group:

Email System:

Logon History Level:  None

Active Reason Type:

Auto-deactivation Reason:  QAD Default

---

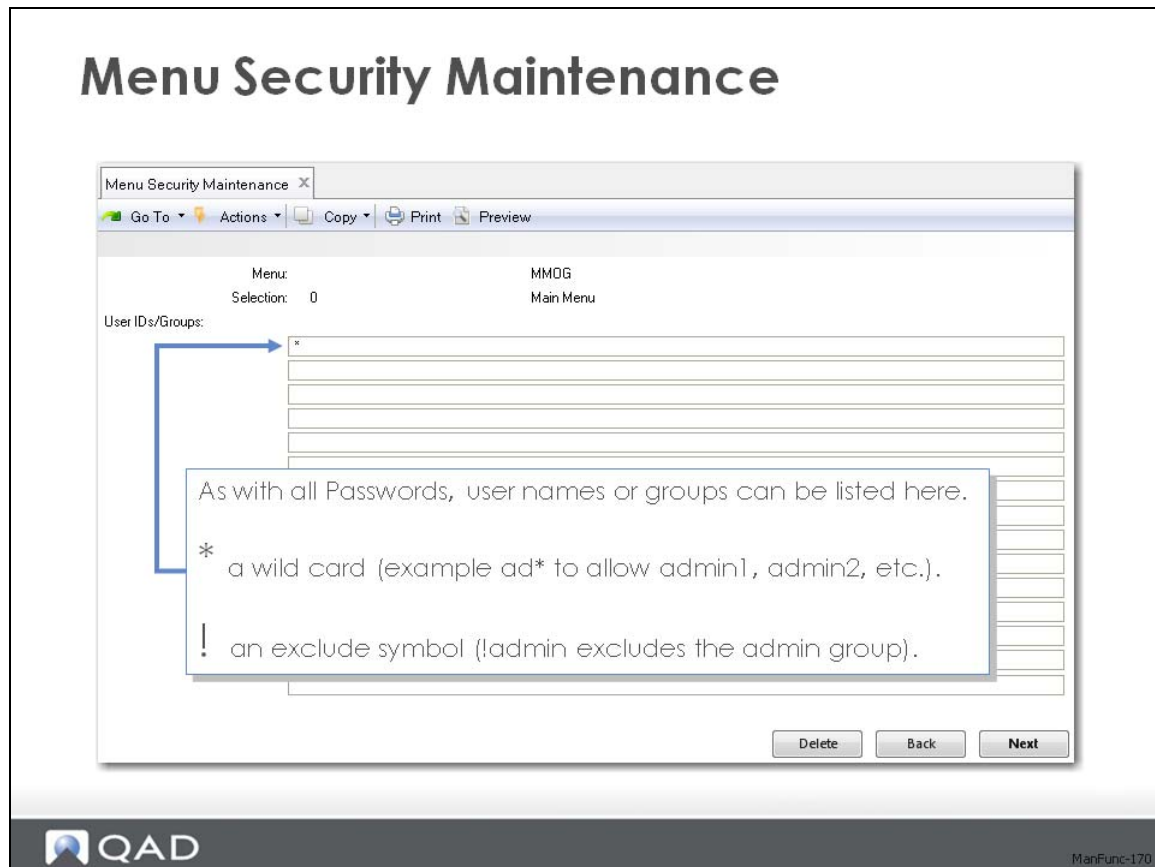
**Password**

|                             |                                |                           |                                 |
|-----------------------------|--------------------------------|---------------------------|---------------------------------|
| Minimum Length:             | <input type="text" value="0"/> | Password Creation Method: | <input type="text" value="No"/> |
| Min Numeric Characters:     | <input type="text" value="0"/> | Password Expiration Days: | <input type="text" value="0"/>  |
| Min Non-Numeric Characters: | <input type="text" value="0"/> | Warning Days:             | <input type="text" value="0"/>  |
| Minimum Reuse Days:         | <input type="text" value="0"/> |                           |                                 |
| Minimum Reuse Changes:      | <input type="text" value="0"/> |                           |                                 |

Note: Timeout minutes states how long the user can sit at a menu without being logged Off. A user can sit indefinitely at a screen.

ManFunc-160

## Menu Security Maintenance (36.3.10)



- QAD SE interprets the access term in menu security as a literal password, matched to the login password.
- QAD SE interprets the access term as a user/group ID. The password used is the password in the User Maintenance screen.

## Exercise: Setting Up Password Security

In this activity, you will establish the parameters for the system to use for password security.

- 1 Select Security Control (36.3.24).
- 2 Enter a three-character prefix in the Session ID Prefix field. Progress uses this prefix when creating and naming temporary files. Progress creates and uses temporary files for many of its internal operations. These temporary files get created in the directory where you started QAD SE. This is the directory where the client startup script was run from (character) or the working directory on the icon used to start QAD SE (Windows). These temporary files can be redirected if the -T startup parameter was used. Wherever these temporary files are created, they have the prefix specified in this field, followed by a number.

Since all the databases are copies of mfg (mfgtrain, mfgdemo, production, etc.), they all have the same prefix, and use a number from an internal counter, which is initialized at the same value on each. As this may imply, if multiple QAD SE sessions are started against different databases, but from the same directory, temporary file name conflicts can overwrite or corrupt other sessions' temporary files. For this reason, you should make the Session ID Prefix unique in each database.

- 3 In the Timeout minutes field, enter the number of minutes a user's screen can sit idle (without keyboard interaction) before being automatically logged off. If set to 0 (zero), this option is disabled. Enter all required fields.
- 4 In the Password Expiration Days field, enter the number of days a user can use the same password before being prompted to change to a new one. If set to 0 (zero), this option is not activated.
- 5 The system prompts is all of the information correct? Answer Yes.

## User Group Maintenance (36.3.4)

### Type B and U Security

- When using type P security, QAD Enterprise Applications interprets the access term in menu security as a literal password, matched to the login password.
- When using type B or U securities, QAD Enterprise Applications interprets the access term as a user/group ID. The password used in B is the password in the User Maintenance screen.



ManFunc-180

#### Users and Groups

- A user can belong to several groups and a group can contain several users, (no max).
- Group access allows for easy setup of many similar users.
- Group names can contain letters, numbers, and some special characters. Not \* ! or ,
- Suggested group names reference sites or roles: site100, site200, admin.
- Enter multiple groups, separating by (,).
- The system does not validate group names when entered.

**Note** When setting up group security, to exclude a specific userID from that group, you use the following syntax (order is critical) admin, !tph where tph is the userID and admin is the group.

## Exercise: adding a user User to a Group

In this activity, you will set up a user to be part of a group.

### 1 Select User Maintenance (36.3.1).

Enter:

| <b>Field</b>    | <b>Enter</b>               |
|-----------------|----------------------------|
| User ID         | A user ID                  |
| Country Code    | US                         |
| Language        | US                         |
| User Name       | User Name                  |
| User Type       | Employee                   |
| Restricted      | Make sure it is unselected |
| Access Location | Corp                       |

### 2 Press Next to accept the information.

| <b>Field</b>   | <b>Enter</b>   |
|----------------|----------------|
| Enabled Reason | QAD_DEF        |
| Password       | Set a password |

## Field Security Maintenance

The screenshot displays a web browser window titled "Field Security Maintenance". The browser's address bar is empty, and the menu bar includes "Go To", "Actions", "Copy", "Print", and "Preview". The main content area features a form with the following fields:

- Field Name:
- User ID:
- Comments:

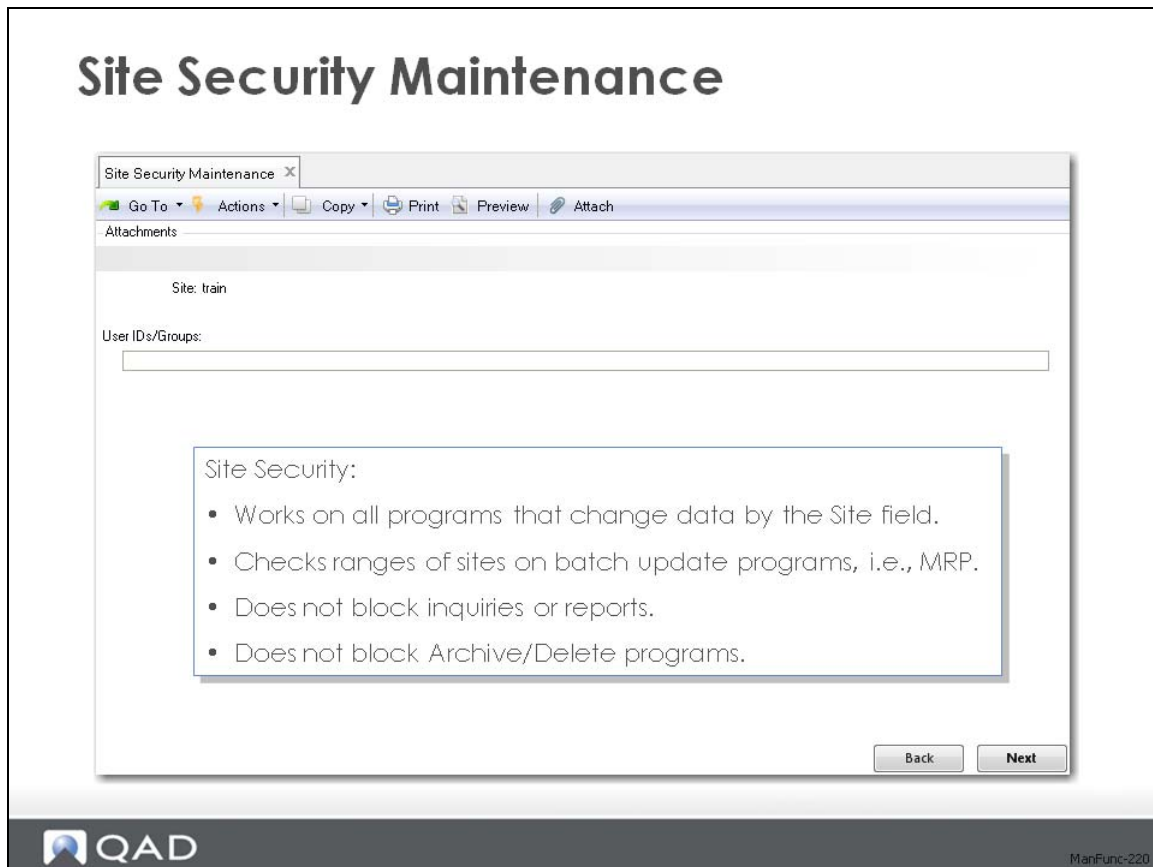
Below the form is a callout box with the heading "Using Field Security:" and a bulleted list:

- Activated Field Security Report lists all the secured fields.
- Dictionary Field Security Report lists all fields that can be secured.
- Field Security by Groups adds a group of users to the list of authorized users for a field.

At the bottom right of the form area, there are two buttons: "Back" and "Next".

The footer of the page contains the QAD logo on the left and the text "ManFunc-210" on the right.

## Site Security Maintenance



The screenshot displays a web browser window titled "Site Security Maintenance". The browser's address bar shows "Go To" and "Actions" menus, along with icons for "Copy", "Print", "Preview", and "Attach". Below the browser window, the main content area is titled "Attachments" and contains the following text:

Site: train

User IDs/Groups:

Site Security:

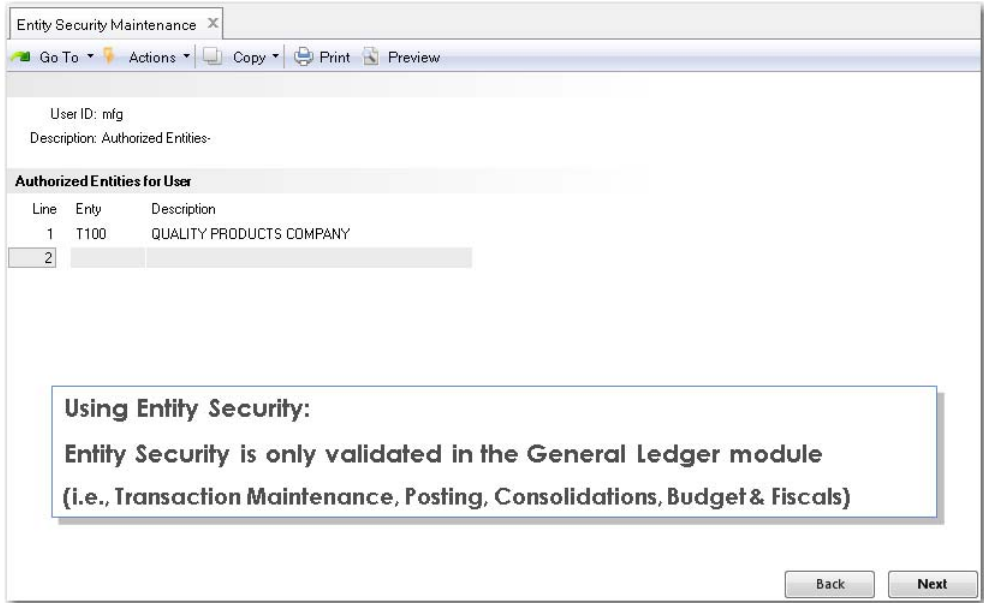
- Works on all programs that change data by the Site field.
- Checks ranges of sites on batch update programs, i.e., MRP.
- Does not block inquiries or reports.
- Does not block Archive/Delete programs.

At the bottom right of the main content area, there are two buttons: "Back" and "Next".

The QAD logo is visible in the bottom left corner of the page, and the text "ManFunc-220" is in the bottom right corner.

## Setting Up Entity Security

# Entity Security Detail



The screenshot shows a web browser window titled "Entity Security Maintenance". The browser's address bar contains "Go To", "Actions", "Copy", "Print", and "Preview". The main content area displays the following information:

User ID: mfg  
Description: Authorized Entities-


**Authorized Entities for User**

| Line | Enty | Description              |
|------|------|--------------------------|
| 1    | T100 | QUALITY PRODUCTS COMPANY |
| 2    |      |                          |

Below the table, there is a callout box with the following text:

**Using Entity Security:**  
Entity Security is only validated in the General Ledger module  
(i.e., Transaction Maintenance, Posting, Consolidations, Budget & Fiscals)

At the bottom right of the window, there are two buttons: "Back" and "Next".

 ManFunc-230


## GL Account Security Maintenance

# GL Account Security Maintenance

The screenshot shows a web browser window titled "GL Account Security Maintena...". The browser's address bar contains "Go To", "Actions", "Copy", "Print", and "Preview" options. The main content area displays "Account: 1040" and "CASH". Below this, a section labeled "Security Users/Groups:" contains a text input field with the value "admin, GL, mgr, is". A prominent box titled "Using Account Security:" contains the following instructions:

- Verify GL Accounts must be set to Yes in 36.1
- You must use Security Option U or B (Security Control File)
- Account security groups are validated against user groups (User Security Maint.)

At the bottom right of the main content area, there are two buttons: "Back" and "Next".

 ManFunc-240

### **Exercise: Setting Up GL Account Security**

- 1 Select GL Account Security Maintenance (36.3.13.1).
- 2 Select an account for the Account field.
- 3 In the SECURITY\_USERS\_ROLES field, enter qadadmin.



## Exercise: Inventory Movement Code Security

- 1 Choose Inventory Movement Code Security (36.3.13.13).
- 2 Assign or modify access rights to users/groups by entering the appropriate data in the following fields.
 

**Site.** This field is used in conjunction with the Inventory Movement Code field to determine whether a given user (defined in the Groups field) has access to the specified inventory movement code at the site entered. Enter an existing site code, up to eight alphanumeric characters.

**Inventory Movement Code.** Enter a valid inventory movement code to be secured at the defined site. It is used in combination with the Site field to determine whether a given user has access to the inventory movement at the site.

**User IDs/Roles.** Specify the users/groups who are granted or denied access.

|                                      |                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [user/group name]                    | Grants access to the individual or group. Separate multiple entries with a comma. For example, User1, User2, Group1.                                        |
| (Exclamation point)[user/group name] | (Exclamation point)[user/group name]: Denies access to an individual or group. Separate multiple entries with a comma. For example, !User1, !User2, !User3. |
|                                      | A blank entry grants access to all users.                                                                                                                   |
| An asterisk (*)                      | Can be used as a wildcard for group selections. For example, Group* selects all user groups that begin with Group.                                          |
|                                      | If a user belongs to both a group granted access and a group denied access, the user is denied access.                                                      |
- 3 To delete a user/group, select the appropriate user/group and press Delete.
- 4 Save your changes.

## Deleting Inventory Movement Code Records

- 1 Choose Inventory Movement Code Security.
- 2 Enter the site and inventory movement code combination you want to delete in the Site and Inventory Movement Code fields, and press Next.
- 3 Press Delete. The selected inventory movement code security record is deleted.

## Audit Trails

Using Audit Trails:

- Set Audit Trail to Yes in System/Account Control File.
- Tracks changes to the following files:

|                           |                            |
|---------------------------|----------------------------|
| ac_mstr (Accounts)        | ad_mstr (Addresses)        |
| cm_mstr (Customer Info)   | flpw_mstr (Field Security) |
| gl_ctrl (Account Control) | mnd_det (Menu System)      |
| usr_mstr (User Info)      | vd_mstr (Supplier Info)    |
- Use the Audit Trail Reports(36.12.1)to view audit trails.
- Use Audit Trail Delete/Archive for existing audit trails.

There is an audit trail of all Inventory Type Transactions in Transactions Detail Inquiry (3.21.1).



Chapter 3

# **System Interface Menu**

## Audit Trails

### Using Audit Trails:

- Set Audit Trail to Yes in System/Account Control File.
- Tracks changes to the following files:

|                          |                           |
|--------------------------|---------------------------|
| ac_mstr(Accounts)        | ad_mstr(Addresses)        |
| cm_mstr(Customer Info)   | flpw_mstr(Field Security) |
| gl_ctrl(Account Control) | mnd_def(Menu System)      |
| usr_mstr(User Info)      | vd_mstr(Supplier Info)    |
- Use the Audit Trail Reports to view audit trails.
- Use Audit Trail Delete/Archive for existing audit trails.

There is also an audit trail of all Inventory Type Transactions in the Transaction History Menu (3.21...)

## Menu Execution Options

### System Interface Module

- Menu Execution
- Adding Menu Items
- Adding Custom Help
  - Field Help
  - Procedure Help
  - \*\*\*\*User Function Maintenance
  - \*\*\*\*Scrolling Windows Setup

## Menu System Maintenance

### Menu Execution Options

- Type full menu number at any prompt (1.4.5)
- Type program name at menu prompt (apvomt.p)
- Type partial menu number at a submenu (6.12 at the 36 menu or "." to start from main)
- Type string from the Name field in Menu System Maintenance at any menu prompt
- Select program from the User Function menu



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The Name field lets you enter a string that you can enter in the command line of any QAD SE menu to run the program.

## Exercise: Using Menu System Maintenance

In this activity, you customize a menu by adding a new menu item.

- 1 Select Menu System Maintenance (36.4.4.1), and enter the following:

| Field       | Enter           |
|-------------|-----------------|
| Language ID | A language code |
| Menu        | 36              |

- 2 Click Next to enter the following:

| Field     | Enter               |
|-----------|---------------------|
| Selection | 9                   |
| Label     | Your three initials |
| Name      | A name              |
| Exec File | ppptmt.p            |

- 3 Press Next, then press Back until you exit.
- 4 Select Manager Functions menu (36). Does your label appear?
- 5 Select your newly added item. Does Item Master Maintenance display?
- 6 Press Back to exit.
- 7 On the menu line, type your-three-initials. Does the same program run? This is because you entered your-three-initials in the Name field (step 2) of the menu entry. This is a shortcut name that you can use to call this program.

## Adding Custom Help

### Adding Your Own Field and Procedure Help

- In User Tool Maintenance (36.20.4), verify that Windows Help is inactive
- Determine the field name (Ctl^F) and/or the procedure name
  - (Click Help in the menu bar, then click About.)
- Go to Field Help Maintenance
  - Calling Field: This is the field name from step 1
  - (To add procedure help, leave Calling Field blank)
  - Calling Proc: This is the procedure name from step 1
  - Enter the help text
- Note: The text entered in Field Help Maintenance appears above and before the field and procedure help supplied by QAD.

## Exercise: Creating Custom Field Help

### Identify the Field and Procedure Names

In this activity you get the field name and procedure name to use in creating custom help. All students can perform this activity.

- 1 Select Item Master Maintenance (1.4.1). Move your cursor to the Unit of Measure field.
- 2 Press Ctrl-F to see the field name for the Unit of Measure field.
- 3 Select Help|Application Help.
- 4 To get the program name, press Ctrl-F.

### Entering Custom Field Help

In this activity, you create custom field help. Only one student can perform this activity if the help database is shared.

- 1 Select Field Help Maintenance (36.4.13), and enter the following

| Field         | Enter                   |
|---------------|-------------------------|
| Language      | A language code         |
| Calling Field | pt_um                   |
| Calling Proc  | Leave blank             |
| Text          | This is test field help |

- 2 Press Next to process the update. Then press Back to exit.
- 3 With the cursor on the um field click help and then application help and view the modification to field help.



Chapter 4

# **Printing and Batch Processing**

## Printer Setup

### Printing and Batch Processing

- Printing
- QAD Enterprise Applications Batch Processing



## Printer Type Maintenance

### Printer Setup

- QAD Standard Edition facilitates 80 & 132 character-width and bar code printing on most standard printer types
- Verify that your printer type is defined in Printer Type Maintenance, or define control sequences appropriate to your printer
- Associate a unique Printer Name in Printer Setup Maintenance to the Printer Type. Other fields are optional
- Assign printers to users/menus (Printer Default Maint.)

## Printer Setup Maintenance

# Printer Type Maintenance

Printer Type Maintenance

Go To Actions Copy Print Preview

Printer Type: HP LASER

Description: Hewlett Packard Laser Lines / page: 60

Initialize:

80 Col Start: /027E/027&i0Q/027(8U/027(s0p10h12v0s0b3T/027&i66P  
/027&i2E/027&i7.8689C/027&i66F/027&k2G

132 Col Start: /027E/027&i0Q/027(0U/027(s0p16.66h8.5v0s0b0T/027&i  
66P/027&i2E/027&i7.8689C/027&i66F/027&k2G

Bar Code Start:

Bar Code End:

Neg Line Feed:

Reset:

Delete Back Next

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## Exercise: Setting Up a Printer

In this activity you set up a basic Hewlett-Packard printer.

- 1 Verify that your printer type is defined in Printer Type Maintenance.
- 2 Select Printer Setup Maintenance (36.13.2), and enter the following:

| <b>Field</b>                   | <b>Enter</b> |
|--------------------------------|--------------|
| Output to                      | printer      |
| Destination Type (eb or later) | <blank>      |
| Printer Type                   | HP Laser     |
| Device Pathname                | printer      |

- 3 Press Next to finish.

## Batch Processing

### Batch Processing

- Create a batch ID
- Execute QAD Standard Edition reports (and some other programs) in batch by entering the Batch ID in the output field rather than a printer
- Run Batch Request Detail to monitor
- Use the Batch Request Processor to run batch processes

## Batch ID Maintenance

The screenshot shows a web browser window titled "Batch ID Maintenance". The browser's address bar contains "Go To", "Actions", "Copy", "Print", and "Preview". The main content area displays the following information:

- Batch ID: WEEKLY
- Permanent:
- Priority:

A blue arrow points from a callout box to the Priority input field. The callout box contains the text: "Batch ID Order among IDs is controlled by Priority".

At the bottom right of the window, there are three buttons: "Delete", "Back", and "Next".

The QAD logo is visible in the bottom left corner of the page, and "ManFunc-380" is in the bottom right corner.

## Batch Request Detail Maintenance

# Batch Detail–Job Assignment

Batch Request Detail Maintena... X

Go To Actions Copy Print Preview

Domain: QP

Batch ID: WEEKLY

Submit Date: 3/25/2009

Submit Time: 23:06:37

Submitted By: mfg

Program:

Run Date:

Run Time:

Parameter Data:

Priority:


Run Status:

Permanent:

Process:

Output:

Back Next

 ManFunc-390

## Batch Request Processor

# Batch Request Processing

| Domain | Batch ID | Domain | Batch ID | Domain | Batch ID | Domain |
|--------|----------|--------|----------|--------|----------|--------|
| train  | DAILY    | train  | WEEKLY   | train  | MONTHLY  | train  |
| train  |          | train  |          | train  |          | train  |
| train  |          | train  |          |        |          |        |

Repeat Processing:

Pause Seconds Before Repeat:

You can process up to 10 batch IDs at once.  
Items in each Batch ID processed in the order requested within each ID.  
You can setup batch jobs to run automatically.

Back Next

QAD ManFunc-400

## Exercise: Creating and Running A Batch

In this activity, you will process a batch job that begins with setting up a batch ID and goes through processing the batch reports.

- 1 Select Batch ID Maintenance (36.14.1), and enter the following:

| Field     | Enter      |
|-----------|------------|
| Batch ID  | YourNameID |
| Permanent | Yes        |
| Priority  | 0          |

**Note** Setting Permanent to yes means the batch ID is reusable.

Priority controls when this batch ID process runs, compared to other batch ID processes you have scheduled. Requests with a priority of 0 (zero) are executed last.

- 2 Press Next, and Back to exit.
- 3 Use Batch Request Detail Browse (36.14.4) to print a weekly batch job.:
- 4 Select Batch Request Detail Maintenance (36.14.3). With your cursor in the Batch ID field, use the arrow keys to scroll through the batch requests you created under the batch ID yournameID. You can change the remaining fields if needed. The Run Date and Run Time fields are blank because no processes have been run. The batch requests you queued display.
- 5 Use Batch Request Processor (36.14.13) to execute the batch process.

Chapter 5

# **CIM Data Loads and Data Management**

## CIM Overview

- CIM (Computer Interface Module) is a utility to import data into QAD Standard Edition through system modules, maintaining data integrity and file relationships, without having to key it in
- CIM requires a flat ASCII file for input that contains each input data field necessary for the input screen CIMing through
  - The first/last line of the CIM file are:  
@@batchload <programname>.p
  - @@end

## CIM Data Rules

### CIM Data Rules

- Input Rules
- EOL (End of Line) represents a Commit
  - Used to commit an entire update frame
- A space represents an Enter Key
  - Used to move through empty fields in an update frame
- A hyphen and a space represent a Tab Key
  - Used to move through populated fields without change

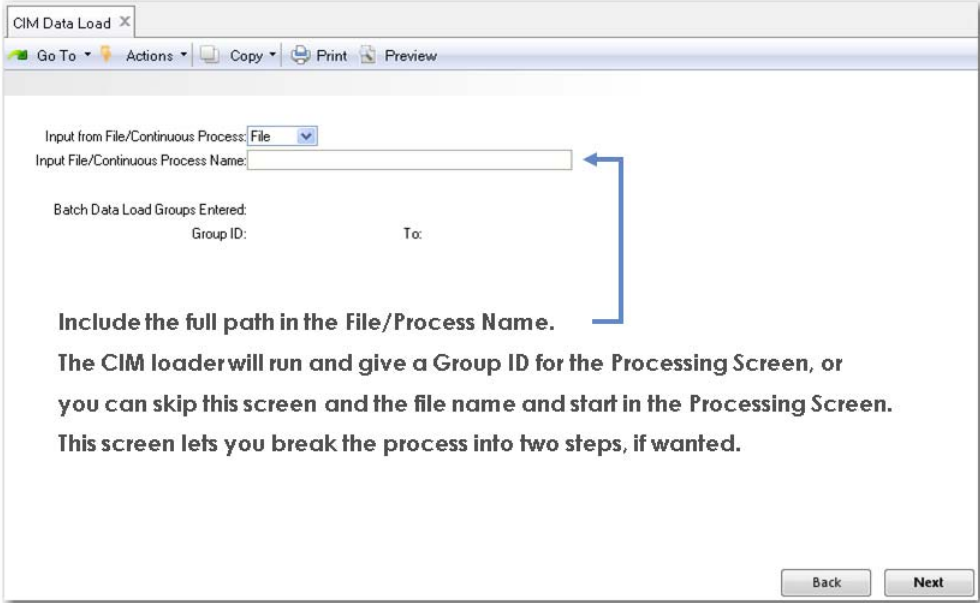
## CIM Data Rules

- Input Rules
- A period represents an End • Quotes ("text") surround all character fields
- A tilde (~) continues a line past 256 chars
- Data should be formatted as entered
- Skip to end of update group with end-of-line
- Enter date fields in quotes in mm/dd/yy



## CIM Data Load

# CIM Loading



Input from File/Continuous Process: File

Input File/Continuous Process Name:

Batch Data Load Groups Entered:


Group ID: To:

**Include the full path in the File/Process Name.**

**The CIM loader will run and give a Group ID for the Processing Screen, or you can skip this screen and the file name and start in the Processing Screen.**

**This screen lets you break the process into two steps, if wanted.**

Back Next

 QAD ManFunc-460

## CIM Data Load Processor

# CIM Processing

CIM Data Load Processor

Go To Actions Copy Print Preview

Group ID:  To:

Repeat Processing:

Pause Seconds Before Repeat:

Process Direct From File:

Input File Name:

Output:

Back Next

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## Exercise: Using The CIM Data Load

### Creating CIM Input File Template

In this activity, you select a program and determine which fields you want to use as input data for a CIM input file.

- 1 Select Item Master Maintenance (1.4.1).
- 2 Determine the following:
  - Which fields are required. You must include at least the required fields in your input file to create a valid record according to the ppptmt04.p program. Of course, you can update other fields.
  - Which fields must be followed by Next.
  - Which field(s) are validated against generalized codes. If they are, what is a valid value? For example, in the second window, press Next before you enter any data. The system displays:  
ERROR: PRODUCT LINE MUST EXIST IN pl\_mstr. Please re-enter.

This error message tells you the Product Line field is required. Your CIM input file must contain a valid value for this field. (You can use a look-up browse to see a list of values.)

- 3 Continue creating the test record using this process, recording your findings, and creating a template of how the actual CIM file will be structured. For example, you may determine the CIM file will look like:

```
@@batchload ppptmt04.p
"999"
"EA" "CIM Test Item"
"1000" "01/01/99" - "process"
@@End
```

This file is one record, in one group. The following file contains two records, in one group:

```
@@batchload ppptmt04.p
"999"
"EA" "CIM Test Item"
"1000" "01/01/99" - "process"
"333"
"EA" "CIM Test Item"
"1000" "01/01/99" - "process"
@@End
```

This last file creates three records, using two groups:

```
@@batchload ppptmt04.p
"999"
"EA" "CIM Test Item"
"1000" "01/01/99" - "process"
"333"
```

```

“EA” “CIM Test Item”
“1000” “01/01/99” - “process”
@@End
@@batchload pptmt04.p
“555”
“EA” “CIM Test Item”
“1000” “01/01/99” - “process”
@@End
    
```

Once your template is complete, you can create the CIM input file, and load and/or process the records.

### Creating a CIM Input File

In this activity, you create a CIM input file.

- 1 Edit a new file named cim.dat in your working directory.
- 2 Create a CIM input file containing the following criteria:
  - One Group
  - One Record
  - Populate All Mandatory Fields
  - Populate First Description Line
  - Populate Status
  - Populate Drawing
  - Populate Revision
- 3 Save the file and return to the training environment.

### Loading the CIM Input File

In this activity, you load the CIM input file you just created.

- 1 Select CIM Data Load (36.15.1), and enter the following:

| Field                                        | Enter   |
|----------------------------------------------|---------|
| Input from File or Continuous Process (F/C): | File    |
| Input File/Continuous Process Name:          | cim.dat |

- 2 Press Next.

The system loads the input file. The number of records/groups appears in the Batch Data Load Groups Entered field. A system-assigned group ID appears in the Group ID field. (A group is defined by a set of @@batchload and @@end in the input file.)

### Processing the Input Data

In this activity you process the input data you just loaded.

- 1 Select CIM Data Load Processor (36.15.2).
- 2 Specify the group ID number in the Group ID and To fields. (If you loaded a CIM file with multiple groups, specify a range.) Skip the remaining fields. In the Output field, specify a file name (for example, cimout). The system appends a .prn extension and displays the warning: The output device is not a defined printer.
- 3 Press Next, and review the CIM data load report output file (cimout.prn).
- 4 Open Item Master Maintenance (1.4.1), and find the item number(s) you loaded. Verify that the data appears in the correct fields, as specified in the same CIM input file.

## Archive/Delete

### Archive/Delete in QAD Enterprise Applications

- QAD Standard Edition includes delete/archive functionality throughout the system
  - Delete/archive records across the system, not isolated modules
- Delete/Archive functions use criteria to identify which records to delete
- Result:
  - Deletes the data from the database
  - Produces a flat ASCII history file containing the raw data that was deleted

## Archive/Delete

- To determine candidates for delete/archive, run the Database File Size Report
  - Contact users to determine what to delete
- Always run delete/archives in report mode first to verify proper deletion
  - For a report, set Delete/Archive flag to No
- You can reload data into the database using Archive File Reload
- Mass deletes cause database fragmentation

Archive/Delete Decisions

# Archive/Delete Decisions

- When to archive and delete

1. Run the Database File Size Report monthly.
2. Determine from reports which files are candidates for delete/archive.
3. Contact users to determine data available for delete/archive.
4. Execute plan.
5. Delete/Archive exists for:
 

|                         |                                |                      |
|-------------------------|--------------------------------|----------------------|
| Zero Inventory Balances | Service/Repair Orders          | Product Structures   |
| Physical Inventory Tags | Work Orders Repetitive History |                      |
| Closed Purchase Orders  | Accounts Receivable            | Quality Orders       |
| Closed PO Receipts      | Accounts Payable               | GL Transactions      |
| Expired Quotes          | Closed Payroll                 | Window Help          |
| Sales Analysis          | Supplier Schedules             | Service Requests     |
| Transaction History     | Invoice History                | Service Contracts    |
| Customer Schedulers     | Closed Calls                   | Quality Test Results |
| RMA History             | Intersite Requests             | Routings             |
| Operation History       | Uninvoiced Receipts            | Audit Detail         |
| Shippers                |                                |                      |

## Archive/Delete Procedures

### Archive/Delete Procedures

- Back up the database
- Run historical reports
- Archive/Delete selected data
  - Process creates xxyymmdd.hst file on disk in default directory
- Verify deletion of records in database
  - For records resistant to deletion, resolve problem and then A/D
- Verify contents of .hst file using | more, pg, or cat
- Back up .hst file on disk to tape, and then delete off disk from system
  - Archive/Delete does not reduce .db size. Only with dump/load
- To recover archived data, use Archive File Reload
  - Before reloading data from earlier versions of the software, the data must be converted to your current release

Run the report first to check records to be cleared out.

**Audit Detail Delete/Archive**

## Delete/Archive

x
Audit Detail Delete/Archive


---

Go To
Actions
Copy
Print
Preview

Date:

Table Name:  To:

Delete:

Archive:

Archive File:  Output:

All Delete/Archive screens have the same basic look and functionality.  
 Date is date of records *before which* to Archive/Delete, usually 6mth-1yr+ prior.  
 In the case of Audit, there are a list of files that may be Archive/Deleted.  
 Always archive when deleting, otherwise data is gone.


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## Exercise: Delete and Archive

### Deleting and Archiving an Item Record

- 1 Use Product Structure Delete/Archive (13.23) to print the product structure for item 01010, with Delete and Archive set to No.
- 2 Use Product Structure Delete/Archive (13.23) to print the product structure for item 01010, with Delete and Archive set to Yes. Write down the name of .hst file where your information will be archived.

## Dump/Load Types and Methods

### Dump/Load Types and Methods

- Database Dump Methods
  - QAD Standard Edition dump/load program
  - Progress Data Dictionary dump/load
  - Progress binary dump (individual table)
  - MFG/UTIL (eB and beyond)
- Database Load Methods
  - QAD Standard Edition dump/load program
  - Progress Data Dictionary Dump/Load
  - Progress bulk load utility (proutil)
  - Progress binary load (individual table)
  - MFG/UTIL data load

## QAD Enterprise Applications Dump/Load

### QAD Standard Edition Dump/Load

- Ensure you are the only user logged into QAD Standard Edition
- Run QAD Standard Edition Dump/Load
- Back up the old database
- Reload data into the desired database
  - Usually a copy of mfgempty
- You should perform dump/loads in host mode

## Load Procedure Notes

### Load Procedure Notes

- If reloading onto a database with data in it, .d records will not overwrite existing records for files with unique indexes
- Duplicate records can occur in files with no unique indexes
- Loading into database with existing data is not recommended
- Errors in loading a file are recorded in .e files.
- Loaded files (.d files) must be in a directory referenced by PROPATH.
- Progress bulk load is faster, but requires an index rebuild

## Load Procedures

### QAD Standard Edition Load Procedure

- Place .d files in load directory
- Run Database File Dump/Load w/ Batch choosing LOAD
- Check dumpload.e, dumpload.log

There is no performance advantage to performing a multi-stream load.

Chapter 6

# Sequences

## Sequences

- Sequences are a data structure in Progress 7+
- Sequences generate a value for records to be uniquely identified
- Sequences are faster than recids, reducing validation
- QAD Enterprise Applications 8.5+ uses sequences on several files
- In general, sequences are self-maintained. However, you may need to update sequences when you perform delete/archives, dump and loading

## Sequence Maintenance

# Sequence Maintenance

Sequence Maintenance X

This utility performs sequence maintenance. It must be run from a single user mode PROGRESS session. A single user mode session will guarantee the integrity of the sequences within the database. Once the sequence maintenance is completed, review the <terminal>.log file. <terminal> is the filename of the log selected by the user.

To guarantee the integrity of the database, run Sequence Maintenance in single-user mode Progress.

1. Enter an error log name and output directory.
2. Enter the Sequence Name to be maintained (blank = all) and the maintenance activity, dumping, loading, manual maintenance.
3. For manual maintenance, another screen appears where you define values.

## Establish Log File Name

# Sequence Maintenance (2)

Sequence Maintenance x

Establish Log File Name

Log File Name:     TMP2255 44454.log    

Log File Output Full Directory Path:

Directory: \_\_\_\_\_