



QAD Enterprise Applications
Enterprise Edition

Training Guide Implementation

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Change Summary

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

Date/Version	Description	Reference
May 2012	Added new chapter on Excelerator	page 37
	Removed all CIM exercises and replaced each with an Excelerator exercise or a manual exercise	---
September 2011.1 EE	Rebranded for QAD 2011.1 EE	---

About This Course

Course Description

This class is designed to build on the knowledge you acquired during the Enterprise Financials Fundamentals and Advanced Financials training courses. You can put the knowledge you gained in the two previous courses into practice using an integrated exercise that mimics a complete functional implementation.

The Financials Implementation course focuses on practical functional implementation skills related to Enterprise Financials, and does not introduce new functional content. The course begins with an empty database, which you then populate, mirroring a real life functional implementation.

You will focus on both the implementation aspects of Enterprise Financials and on the interaction points of Financials with the Operational modules. The course includes functional setup, parameterization, initial data load, and process flow testing.

The course also includes some setup outside of the core Enterprise Financials area, such as items, product lines, costing, and simple bills of material (BOMs).

Course Objectives

During this class, students will:

- Gain advanced knowledge of a functional implementation of QAD Enterprise Financials.
- Experience a real-life implementation from a blank database to a running environment.
- Put Enterprise Financials Fundamentals and Advanced Financials concepts into practice, including system setup and data loading.

Benefits

- Greater understanding of functional setup
- Knowledge of parameterization
- Improved familiarity with initial data load
- Improved understanding of process flow testing

Audience

This class is intended for all QAD employees and for QAD partners, and is beneficial for (financial) consultants who are involved in the overall functional implementation of Enterprise Financials at customer sites.

Prerequisites

An understanding of financial principles is required to obtain full benefit from this class.

Students must have completed both the Enterprise Financials Fundamentals and Advanced Financials classes.

Assumptions

This course is designed to be run either as classroom training or as remote training through AT&T Connect.

This training class requires an extensive amount of independent activity by the student. The training is, however, meant to be interactive.

The instructor will be available at all times during the week to provide guidance and answer ad-hoc questions.

At regular intervals during the day, the instructor will check on the progress of individual students and introduce upcoming content and activities.

Course Credit and Scheduling

This course provides 30 credit units. It is designed to be taught in 5 days, but does not require travel or personal attendance if taught through AT&T Connect.

Virtual Environment Information

Use the hands-on exercises in this book with the 2011 EE Implementation r02 training environment and the system domain. Log in as the user mfg and with a blank password.

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.

Chapter 1

Introduction

Agenda

Agenda

- Day 1: System-Wide Data Setup
- Day 2: Domain Data Setup – Part 1
- Day 3: Domain Data Setup – Part 2
- Day 4: Operational Data Setup
- Day 5: Testing the Implementation

A Typical Day

A Typical Day

- 9.00 – 9.30: Instructor-led session
- 9.30 – 11.00: Assignment
- 11.00 – 11.30: Instructor-led session
- 11.30 – 12.30: Assignment
- 12.30 – 13.30: LUNCH BREAK
- 13.30 – 14.00: Instructor-led session
- 14.00 – 15.00: Assignment
- 15.00 – 15.30: Instructor-led session
- 15.30 – 17.00: Assignment
- 17.00 – 17.30: Instructor-led session

Day 1: Intro and System-Wide Data

Day 1: Intro and System-Wide Data

- Introduction
- Assignment 1
 - Daemon and printer setup
 - Currency-related codes
 - Address-related codes
- Assignment 2
 - Tax setup
- Assignment 3
 - Invoice status code, credit terms, layers
 - Business relations, shared sets
 - SAFs

Day 2: Domain Data Setup—Part 1**Day 2: Domain Data Setup – Part 1**

- Assignment 4
 - Domain and entity setup
 - Role and role permissions
- Assignment 5
 - Company and site addresses
- Assignment 6
 - Sub-accounts, cost centers, projects, and profiles

Day 3: Domain Data Setup—Part 2

Day 3: Domain Data Setup – Part 2

- Assignment 7
 - Tax box, group, rate, and GTM control
 - Daybooks and profiles
 - Default daybook
 - Periods
- Assignment 8
 - GL accounts and profiles
 - Bank GL account
- Assignment 9
 - Payment setup
- Assignment 10
 - Supplier financial setup
- Assignment 11
 - Customer financial setup
 - GL control



Day 4: Operational Data Setup

Day 4: Operational Data Setup

- Assignment 12
 - General operational data
- Assignment 13
 - Customer operational data
 - Supplier operational data
- Assignment 14
 - Item related setup
- Assignment 15
 - Control files
 - Updating security model

Day 5: Testing the Implementation and Conclusion

Day 5: Testing the Implementation and Conclusion

- Test 1: Purchases and Sales
 - From purchase order to supplier invoice and receiver matching
 - From sales order to customer invoice

- Test 2: Customers and Suppliers
 - Opening balance upload
 - Financial invoices and credit notes
 - Open item adjustment
 - Customer collections
 - Supplier payments

Day 5: Testing the Implementation and Conclusion

- Test 3: Work Orders
 - Unplanned receipts
 - Inventory detail
 - Work order maintenance and release
 - Work order component issue and receipt
 - Work order accounting
 - Operational Transaction Post

- Test 4: Financials
 - Journal entries
 - Banking entries

Training Material

Training Material

- VTMS lab
- Files to upload
- Training guide



Imp-Intro-210

Ground Rules (AT&T Connect Only)**Ground Rules (AT&T Connect)**

- Students must log on to the instructor's AT&T meeting room for the whole day
- Students must use an audio device during all conference call sessions and to interact with the instructor
- The data to upload is in the **Implementation Course Data** folder on your lab's desktop



Imp-Intro-240

When the course is delivered remotely through AT&T Connect, the ground rules listed in the slide apply.

Chapter 2

Data Load

Overview

Overview

- Objectives
- Data load methods
- Manual
- Qxtend Excelerator
- XML
- Excel
- Conclusion



Imp-DL-020

Objectives

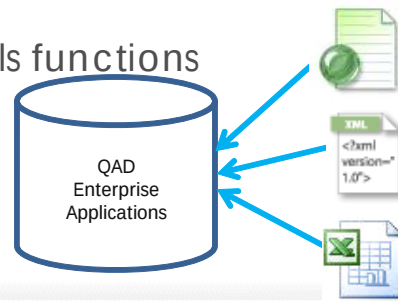
Objectives

- Learn about the different data load methods
- Decide which data load methods to use
- Learn the steps for using each data load method

Types of Data Load

Types of Data Load

- Manual load
 - For all functions throughout the application
- Qxtend Excelerator load
 - For many Manufacturing functions
- XML load
 - For all Enterprise Financials functions
- Excel load
 - For some Enterprise Financials functions



Imp-DL-040

QXtend Excelerator is described in detail in Chapter 3, "Introduction to QXtend Excelerator," on page 37.

When to Use Each Method

When to Use Each Method

- Decision criteria
 - Manual versus non-manual
 - CHUI versus non-CHUI
 - XML versus Excel
- Data definition planning overview

XML Load

XML Load

- Available on all QAD Enterprise Financials functions (non-CHUI screens)
- Standard XML format
- XML Daemon
 - For data upload
 - Steering the behavior
 - XML Queue
- XML dump of a record or a range of records as data example



Imp-DL-090

XML Daemon Functions

XML Daemon Functions

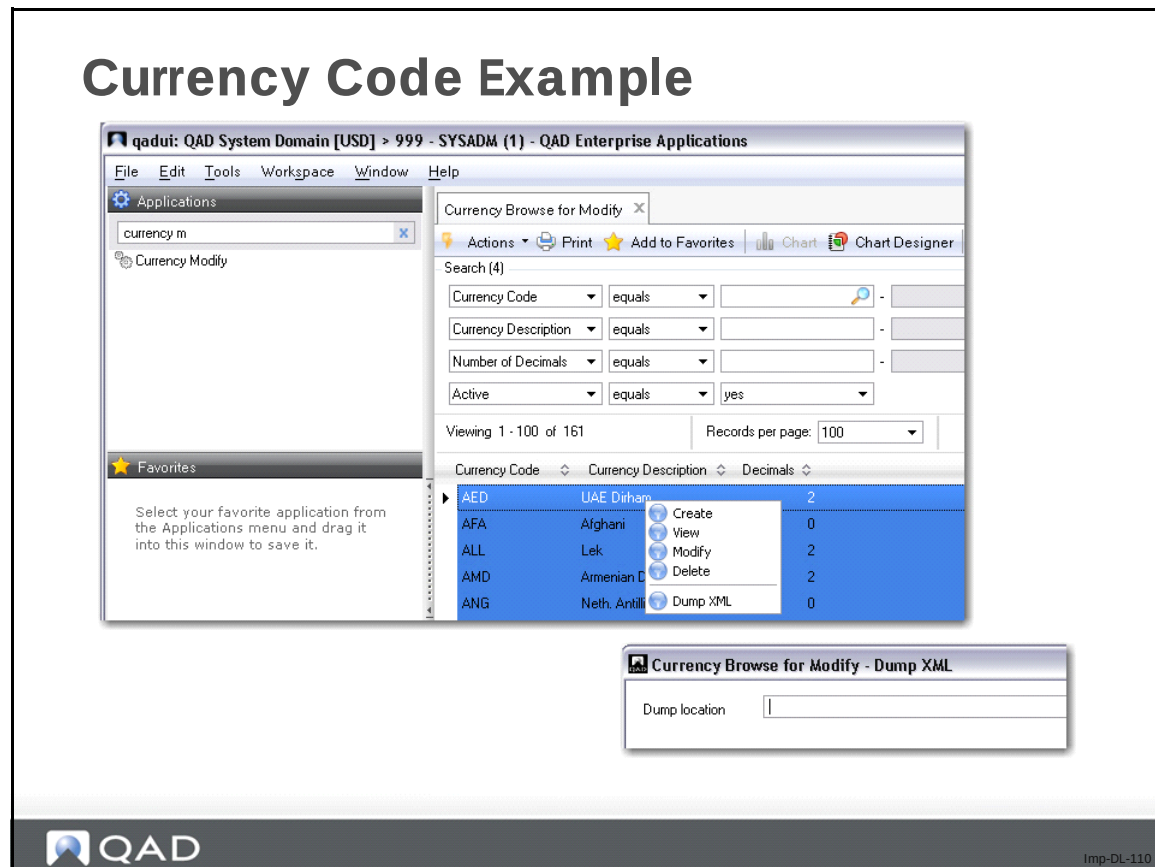
- XML Daemon Configure (36.14.16.6.1)
- XML Daemon Monitor (36.14.16.6.3)
- XML Daemon Start (36.14.16.6.4)
- XML Daemon Stop (36.14.16.6.5)
- XML Daemon Unconditional Stop (36.14.16.6.6)



Imp-DL-100

See *User Guide: QAD System Administration* for more information on the XML daemon.

Currency Code Example



- 1 Go to the Implementation Course Data\System-Wide Data folder on the Desktop of your training lab.
- 2 Copy and paste the `currency.xml` file into the `xml_daemon` folder, accessed from the XML and Scan Daemon shortcut on the Desktop.

Currency XML File

```

AUD2.xml
<?xml version="1.0" encoding="UTF-8" ?>
<BCurrency xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <tContextInfo>
    <tcCompanyCode>999 - SYSADM</tcCompanyCode>
    <tcInvolvedCompanyCodes>999 - SYSADM|US-EAST|US-WEST|EMEA-NL|EMEA-DE|CONS-US|CONS-EMEA|Training|USA-01|CAN-01|ME
    <tcAction/>
    <tcOriginator/>
    <tiPriority>0</tiPriority>
    <tiRequestStartDate xsi:nil="true"/>
    <tiRequestStartTime>0</tiRequestStartTime>
    <tcComment/>
    <tcCBFVersion>9.2</tcCBFVersion>
    <tcCorrelationId/>
    <tcComponentVersion/>
    <tcActionCode/>
    <tcObjectIdentifier>44873</tcObjectIdentifier>
  </tContextInfo>
  <tCurrency>
    <Currency_ID>44873</Currency_ID>
    <RoundingMethod_ID>919</RoundingMethod_ID>
    <CurrencyCode>AUD</CurrencyCode>
    <CurrencyDescription>Australian Dollar</CurrencyDescription>
    <CurrencyDecimalDescription/>
    <CurrencyIsActive>true</CurrencyIsActive>
    <CurrencyNumberOfDecimals>2</CurrencyNumberOfDecimals>
    <tcRoundingMethodCode>2</tcRoundingMethodCode>
    <tcRoundingMethodDescription>Round to Hundredths</tcRoundingMethodDescription>
    <CustomShort0/>
    <CustomShort1/>
    <CustomShort2/>
    <CustomShort3/>
    <CustomShort4/>
    <CustomShort5/>
    <CustomShort6/>
  </tCurrency>

```

Excel Load

Excel Load

- Available on selected Enterprise Financials functions
 - GL Account Modify/Create
 - Customer Modify/Create
 - Supplier Modify/Create
 - Business Relation Modify/Create
 - County Modify/Create
 - Payment Format Modify/Create
 - Journal Entry Modify/Create
- Special Excel hotlink function
 - Budget Structure



Imp-DL-130

See *User Guide: Introduction to QAD Enterprise Applications* for more information on Excel integration.

Sample Excel Files



1	Period	Year	Local Currency	Journal Code	Type	Seq	Description	G/L Code	tc Debit	tc Credit	Cost Centre
2	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting	tPosting
3	12	2007	EUR	JE	Official	1	Accrual December 2007	19100	8000		
4						2	Accrual December 2007	40000		1600	Adm
5						3	Accrual December 2007	40100		1200	Adm
6						4	Accrual December 2007	42000		2000	Adm
7						5	Accrual December 2007	43000		3200	Adm
8											
9											

Journal Entry Excel file

1	GL ID	Account	Description	GL Type	Proj Analysis	Cost Center Account	Sub-Account	Intercompany Account	Quantity	Balance Account	Base Curr	SAF
2	nGL ID	nGL Code	nGL Description	nGL GLTypeCode	nGL GLProjAccount	nGL GLCostCenterAccount	nGL GLSubAccount	nGL GLInterCompanyAccount	nGL GLQuantityAccount	nGL GLBalanceAccount	nGL GLBaseCurrency	nGL GLIsSafeAccount
3	50990	13300	Sales Tax Abs CN Acct	VAT	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE
4	50941	40100	ICT Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
5	50942	40200	Car Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
6	50943	40300	Misc Office Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
7	50944	40400	Fees	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
8	50945	42000	Repair & Maintenance	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
9	50946	43000	Housing Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
10	50947	44000	Marketing Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
11	50948	45000	Payroll Expense	STANDARD	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
12	50949	50000	Other Fin Expense	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
13	50950	51000	Bank Charges	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
14	50951	13400	AP Tax Retained	VAT	FALSE	FALSE	TRUE	FALSE	FALSE	TRUE	FALSE	FALSE
15	50952	52000	Miscel Expense	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
16	50953	53000	Other Revenue	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
17	50954	54000	Other Fin Revenue	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
18	50955	55000	Miscel Revenue	STANDARD	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
19	50956	58000	Unrealized exchange gain	SYSTEM	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
20	50957	58500	Realized exchange gain	SYSTEM	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
21	50958	59000	Rounding Differences	SYSTEM	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
22	50959	59900	Unrealized exchange loss	SYSTEM	FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE

GL Account Excel file



Imp-DL-140

Standard Bi-Directional Excel Integration

- GL Account
- Mirror GL Account
- Sub-Account
- Cost Center
- Project
- SAF
- SAF Concept
- SAF Structure
- COA Cross Reference
- Daybook
- Mirror Daybook
- Credit Terms
- Payment Format
- Exchange Rate
- Country
- State
- County
- Business Relation
- Supplier
- Customer
- End User
- Customer Ship To
- Employee
- Bank Number
- Journal Entry
- Customer Opening Balance
- Supplier Opening Balance



Imp-DL-150

Business Relation Excel Integration

Business Relation Excel Integration

Business Relation Excel Integr...

Go To Actions Tools Print Preview

Attachments

Business Relation Code Business Relatio Second Name Search Name Intercompany Code Act Intercompany Internal Entity DR/CR Compensatio EAN Code AV

Rosy's Bike Shop Rosy's Bike Shop

Address Address Address Zip Code City County Code State Country Name Search Name

North Brand Boulevard 433 CA91203 Glendale Los Angeles CA US Rosy's Bike Shop Rosy's Bike Shop

Business Relation Code Business Relatio Second Name Search Name Intercompany Code Act Intercompany Internal Entity DR/CR Compensatio EAN Code AV

Riverside Bicycles Riverside Bicycles

Address Address Address Zip Code City County Code State Country Name Search Name

East Colorado Boulevard 119 CA91105 Pasadena Los Angeles CA US Riverside Bicycles Riverside Bicycles

Business Relation Code Business Relatio Second Name Search Name Intercompany Code Act Intercompany Internal Entity DR/CR Compensatio EAN Code AV

Big Bear Bike Club Big Bear Bike Clu

Address Address Address Zip Code City County Code State Country Name Search Name

Morningside Road 52 CA92252 Joshua Tree San Bernardino CA US Big Bear Bike Clu Big Bear Bike Clu

Business Relation Code Business Relatio Second Name Search Name Intercompany Code Act Intercompany Internal Entity DR/CR Compensatio EAN Code AV

Microsoft Excel - Business relation.xls [Shared]

File Edit View Insert Format Tools Data Window Help

W4 North Brand Boulevard 433

Business Relation Code	Address	Address	Address	Zip Code	City	AA	Name
tBusinessRelation.BusinessRelationCode	tAddress.AddressStreet1	tAddress.Ac	tAddress	tAddress.AddressZip	tAddress.AddressCity		tAddress.AddressName
1 Rosy's Bike Shop	North Brand Boulevard 433			CA91203	Glendale		Rosy's Bike Shop
2							
3 Riverside Bicycles	East Colorado Boulevard 119			CA91105	Pasadena		Riverside Bicycles
4							
5 Big Bear Bike Club	Morningside Road 52			CA92252	Joshua Tree		Big Bear Bike Club
6							
7 Rosy	Carriage Hill Road 139			NY12474	Rosbury		Rosy
8							
9 No.123, Dig Ben Street				12747	New York		Rosy
10							
11							
12							
13							
14							
15							
16							

The Excel import and export functions in Address Maintenance let you easily load address data from Excel and export data to Excel for maintenance.

The screenshot displays the 'Business Relation Excel Integrator' window. It features a list of business relations on the left, including 'Rosy's Bike Shop', 'Riverside Bicycles', and 'Big Bear Bike Club'. An orange callout box highlights the text: 'The Excel import and export functions in Address Maintenance let you easily load address data from Excel and export data to Excel for maintenance.' Below the list, a Microsoft Excel spreadsheet titled 'Business relation.xls' is open, showing a table with columns for Business Relation Code, Address, Zip Code, City, and Name. The data is as follows:

Business Relation Code	Address	Zip Code	City	Name
Rosy's Bike Shop	North Brand Boulevard 433	CA91203	Glendale	Rosy's Bike Shop
Riverside Bicycles	East Colorado Boulevard 119	CA91105	Pasadena	Riverside Bicycles
Big Bear Bike Club	Morningside Road 52	CA92252	Joshua Tree	Big Bear Bike Club
Roxy	Carriage Hill Road 139	NY12474	Roxbury	Roxy
	No.123, Big Ben Street	12747	New York	Roxy

The QAD logo is visible in the bottom left corner, and the text 'Imp-DL-170' is in the bottom right corner.

The Excel import and export functions in Address Maintenance lets you easily load address data from Excel and export data to Excel for maintenance.

The screenshot displays the QAD software interface for Address Maintenance. The top window shows a list of business relations with columns for Business Relation Code, Business Relation Name, Second Name, Address, Zip Code, City, County Code, State, and Country. Below this, a Microsoft Excel spreadsheet titled 'Business relation.xls [Shared]' is open, showing a table with columns for Business Relation Code, Address, Zip Code, City, and Name. The data in the Excel spreadsheet matches the data in the software's list.

Business Relation Code	Address	Zip Code	City	Name
Rosy's Bike Shop	North Brand Boulevard 433	CA91203	Glendale	Rosy's Bike Shop
Riverside Bicycles	East Colorado Boulevard 119	CA91105	Pasadena	Riverside Bicycles
Big Bear Bike Club	Morningside Road 52	CA92252	Joshua Tree	Big Bear Bike Club
Roxy	Carriage Hill Road 139	NY12474	Roxbury	Roxy
	No.123, Big Ben Street	12747	New York	Roxy

Excel Hotlink/Synchronization for Budgets

Excel Hotlink/Synchronization for Budgets

Budget Create

Excel Hotlink

Attachments

Budget Details

Budget Code: 1/5 2009 Status: Valid

Description: Income statement budget 2009

Used for Allocation: ☐ Use as Report: ☐

General | Budget Period | Levels | Structures | Versions

Versions: Initial Version (0/0) Auto Roll Up: ☒

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)	Forecast Cost (02)	Forecast Cost (03)	Forecast Cost (04)
Revenue	1,231,972.96	1,231,972.96	1,231,972.96	1,231,972.96	0.00	0.00	0.00	0.00
Service Income	516,991.67	516,991.67	516,991.67	516,991.67	0.00	0.00	0.00	0.00
Direct Sales	621,583.33	621,583.33	621,583.33	621,583.33	0.00	0.00	0.00	0.00
New Material	513,250.00	513,250.00	513,250.00	513,250.00	0.00	0.00	0.00	0.00
Sale of Scrap	108,333.33	108,333.33	108,333.33	108,333.33	0.00	0.00	0.00	0.00

Microsoft Excel - Income statement budget.xls

Direct Cost

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)	Forecast Cost (02)	Forecast Cost (03)	Forecast Cost (04)
Revenue	1,231,973	1,231,973	1,231,973	1,231,973				
Service Income	516,992	516,992	516,992	516,992				
Billed Hours	300,000	300,000	300,000	300,000				
Other Service Income	216,992	216,992	216,992	216,992				
Direct Sales	621,583	621,583	621,583	621,583				
New Material	513,250	513,250	513,250	513,250				
Sale of Scrap	108,333	108,333	108,333	108,333				
Other Income	200,200	200,200	200,200	200,200				
Finance Charge	134,406	134,406	134,406	134,406				
Extended Warranty	65,795	65,795	65,795	65,795				
Adjustments	-106,802	-106,802	-106,802	-106,802				
Discount Allowed	-25,083	-25,083	-25,083	-25,083				
Rework Done	-81,719	-81,719	-81,719	-81,719				
Direct Cost	570,891	570,891	570,891	570,891				

Budget Create

Go To Actions Tools Attach Print Preview

Excel Hotlink

Attachments

Budget Details

Budget Code I/S 2009

Description Income statement budget 2009

General Budget Period Levels Structures Versions

Initial Version (0/0)

Auto Roll-Up

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)	Forecast Cost (02)	Forecast Cost (03)	Forecast Cost (04)
Revenue	1,231,972.96	1,231,972.96	1,231,972.96	1,231,972.96	0.00	0.00	0.00	0.00
Service income	516,891.67	516,891.67	516,891.67	516,891.67	0.00	0.00	0.00	0.00
Direct Sales	621,583.33	621,583.33	621,583.33	621,583.33	0.00	0.00	0.00	0.00
New Material	513,250.00	513,250.00	513,250.00	513,250.00	0.00	0.00	0.00	0.00
Sale of Scrap	108,333.33	108,333.33	108,333.33	108,333.33	0.00	0.00	0.00	0.00

Microsoft Excel - income statement budget.xls

File Edit View Insert Format Tools Data Window Help

Verdana 10

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)	Forecast Cost (02)	Forecast Cost (03)	Forecast Cost (04)
Revenue	1,231,973	1,231,973	1,231,973	1,231,973				
Service income	516,992	516,992	516,992	516,992				
Billed Hours	300,000	300,000	300,000	300,000				
Other Service Income	216,992	216,992	216,992	216,992				
Direct Sales	621,583	621,583	621,583	621,583				
New Material	513,250	513,250	513,250	513,250				
Sale of Scrap	108,333	108,333	108,333	108,333				
Other Income	200,200	200,200	200,200	200,200				
Finance Charge	134,406	134,406	134,406	134,406				
Extended Warranty	65,795	65,795	65,795	65,795				
Adjustments	-106,802	-106,802	-106,802	-106,802				
Discount Allowed	-25,083	-25,083	-25,083	-25,083				
Rework Done	-81,719	-81,719	-81,719	-81,719				
Direct Cost	570,891	570,891	570,891	570,891				

The Excel Hotlink function in the Financials Budgeting module creates a dynamic link between the budget in QAD and budget revisions in Excel.

QAD

Imp-DL-200

QAD

The Excel Hotlink function in the Financials Budgeting module creates a dynamic link between the budget in QAD and budget revisions in Excel.

The screenshot shows the 'Budget Create' window in QAD with the 'Excel Hotlink' menu open. The menu options are: Create Hotlink, Restore Hotlink, Synchronize, Create From Excel, and Create Excel Template. The 'Create From Excel' option is selected. The 'Budget Period' is set to 'Fiscal Year 2009'.

The 'Versions' tab is active, showing a table of budget data. The table has columns for 'Topic', 'TC Amt (01)', 'TC Amt (02)', 'TC Amt (03)', 'TC Amt (04)', 'Forecast Cost (01)', 'Forecast Cost (02)', 'Forecast Cost (03)', and 'Forecast Cost (04)'. The data is organized into sections: Revenue, Service Income, Direct Sales, New Material, Sale of Scrap, Other Income, Adjustments, and Direct Cost.

The 'Microsoft Excel - income statement budget.xls' window is open, showing a spreadsheet with columns A through H. The data in the spreadsheet corresponds to the data in the QAD 'Versions' tab. The 'New Material' row is highlighted in blue, and the 'Direct Cost' row is highlighted in blue.

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)	Forecast Cost (02)	Forecast Cost (03)	Forecast Cost (04)
Revenue	1,231,973	1,231,972.96	1,231,972.96	1,231,972.96	0.00	0.00	0.00	0.00
Service Income	516,991.67	516,991.67	516,991.67	516,991.67	0.00	0.00	0.00	0.00
Direct Sales	621,583.33	621,583.33	621,583.33	621,583.33	0.00	0.00	0.00	0.00
New Material	513,250.00	513,250.00	513,250.00	513,250.00	0.00	0.00	0.00	0.00
Sale of Scrap	108,333.33	108,333.33	108,333.33	108,333.33	0.00	0.00	0.00	0.00
Other Income	200,200	200,200	200,200	200,200	0.00	0.00	0.00	0.00
Adjustments	-106,802	-106,802	-106,802	-106,802	-106,802	-106,802	-106,802	-106,802
Direct Cost	570,891	570,891	570,891	570,891	0.00	0.00	0.00	0.00

QAD

Imp-DL-210

Summary

Summary

- Learn the different data load methods
- How to decide which data load method to use
- Learn the different steps for using each data load method

Chapter 3

Introduction to QXtend Excelerator

Overview

Overview

- Configure Excel settings
 - Developer tab in Excel
 - Macro settings
- Open the QXtend Excelerator worksheet
- Features of the QXtend Excelerator worksheet
- Design template settings
- Load QDoc schema



Imp-XL-020

This chapter describes how to configure and use QXtend Excelerator to upload data to the QAD database.

Overview – Continued

- Configure worksheet
- Create worksheet
- Update worksheet
- Update QAD application using Qxtend Excelerator

Objectives

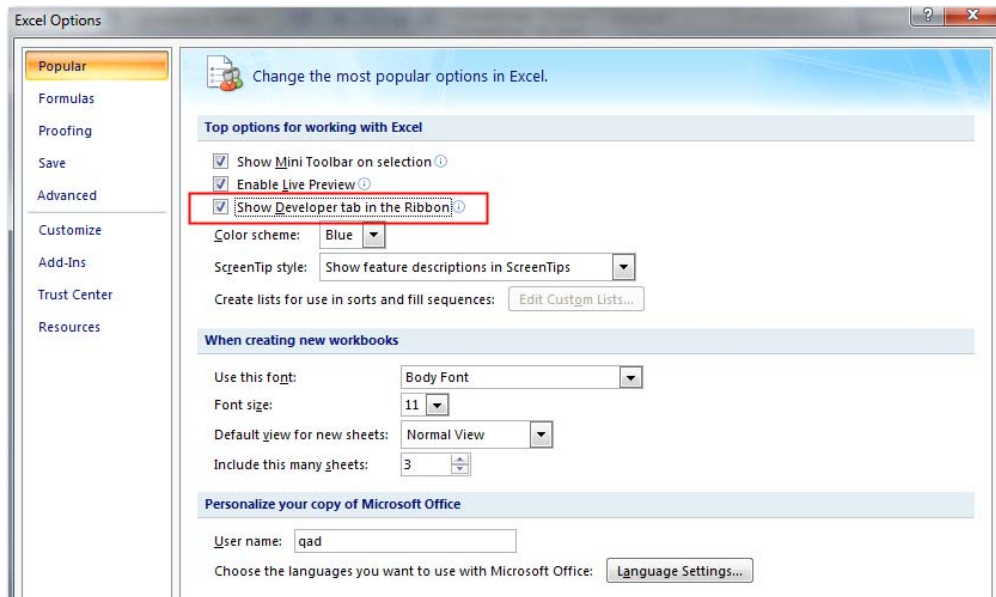
Objectives

- Learn how to configure QXtend Excelerator
- Learn how to load data using QXtend Excelerator

Configure Developer Tab

Configure Developer Tab

- In Excel Options, enable the Developer tab

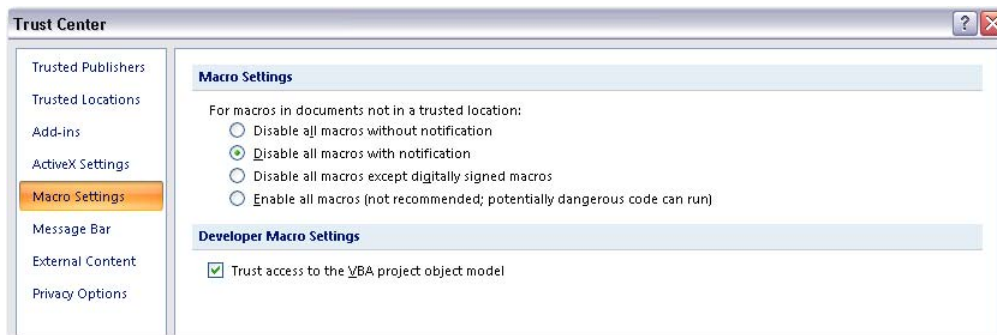


- 1 Open Excel and access the Excel Options. The Excel Options are in the main Excel menu, accessed from the Excel icon at the top left of the Excel window.
- 2 Configure the options shown in the slide.

Configure Macro Settings

Configure Macro Settings

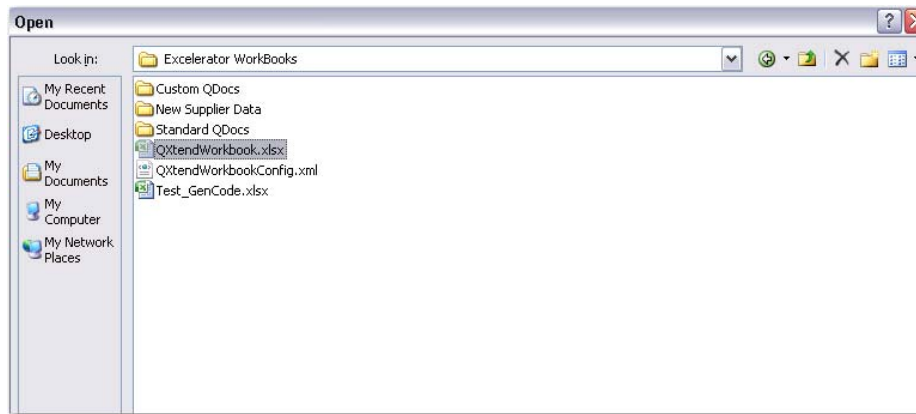
- In Excel Options, click Trust Center,
 - Then, the Trust Center Settings button
 - Then, Macro Settings



Open the QXtend Excelerator Workbook

Open the QXtend Excelerator Workbook

- Desktop->Implementation Course Data->Excelerator WorkBooks



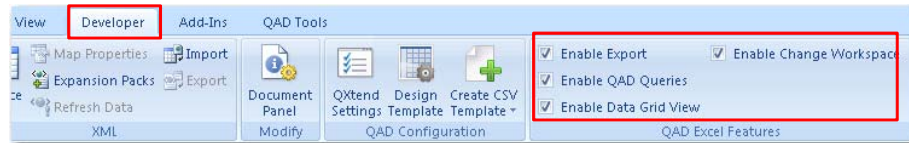
Imp-XL-060

In Excel, open the QXtend Excelerator workbook, `QXtendWorkbook.xlsx`. The file is located in the Implementation Course Data\Excelerator WorkBooks folder on the Desktop.

QXtend Excelerator Workbook

Qxtend Excelerator Workbook

- Enable all options in the Developer tab



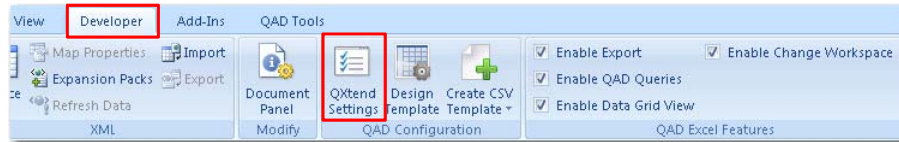
- Excelerator's data integration features are grouped under the QAD Tools tab.



QXtend Settings in Excel

Qxtend Settings in Excel

- In the Developer tab, click Qxtend Settings



QAD QXtend Excelerator Settings

QAD QXtend Excelerator Settings

QAD Application Settings

Domain: QAD Mnemonics Raw: ☒
 Entity: 999 Encode Passwords: ☐

QXtend Location

Tomcat Host: qaddemo
 Tomcat Port: 8080
 QXI Instance Name: qxi
 Use SSL: ☐
 Request Timeout: 120

Update Settings

Update Receiver: QADERP
 Qdoc Name:
 Template Type: Data Load Template

Query Settings

Query Receiver: QADQXO
 Source Application: QADERP
 Profile:
 Qdoc Version:
 Max Rows: 0

Menu Program: QAD Release: QAD EE
 Qdoc Version:
 Key Prefix: ☐ Process Response Qdoc

Filter:

QAD Imp-XL-090

1 Configure the QAD QXtend Excelerator Settings

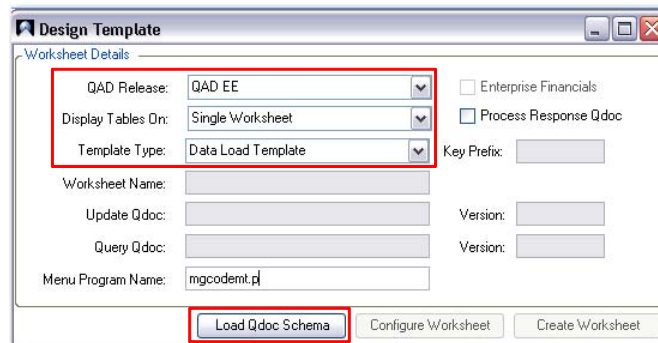
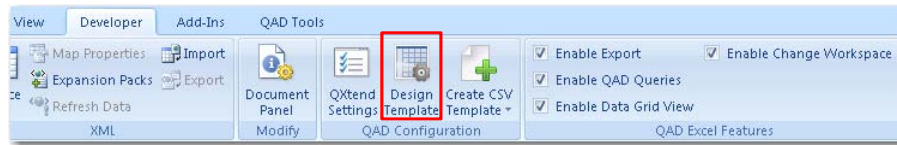
- Domain: QAD
- Entity: 999
- Update Receiver: QADERP
- Query Receiver: QADQXO
- Source Application: QADERP

When you first set up QXtend Excelerator and set the QAD QXtend Excelerator Settings as above, you set the domain to QAD and the entity to 999. This is the domain you will load to for several chapters.

Important As you progress through the course exercises, you will create a new domain (10USA) and entity (10USACO). You use QXtend Excelerator to load data into the new domain for the first time in Chapter 7, “Operational Data Setup,” on page 157. At this point, the steps in that chapter highlight that you must change the domain and entity from QAD and 999 to 10USA and 10USACO.

Design Template Settings

Design Template Settings

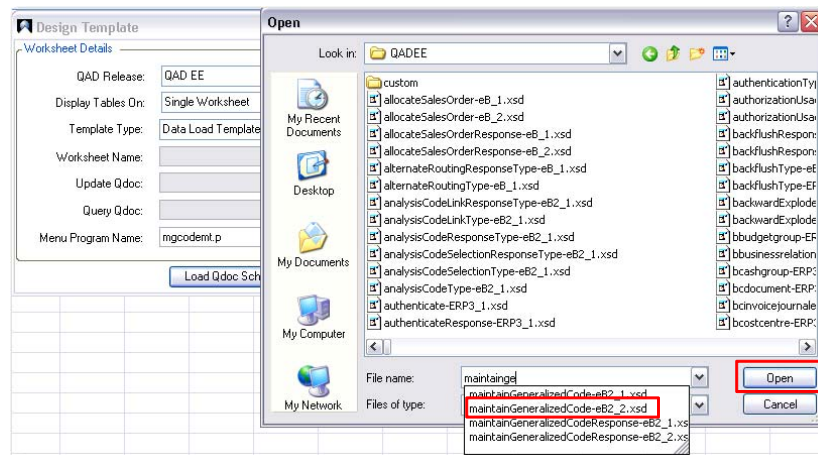


- 1 In the Developer Excel menu, click Design Template and specify the worksheet details.
The value you specify in the Menu Program Name field varies, depending on the program for which you are loading data. The above example shows the Progress program name for Generalized Codes Maintenance.
- 2 When you have specified the worksheet details, click Load Qdoc Schema.
A field selection window opens, described on the next page.

Load QDoc Schema

Load QDoc Schema

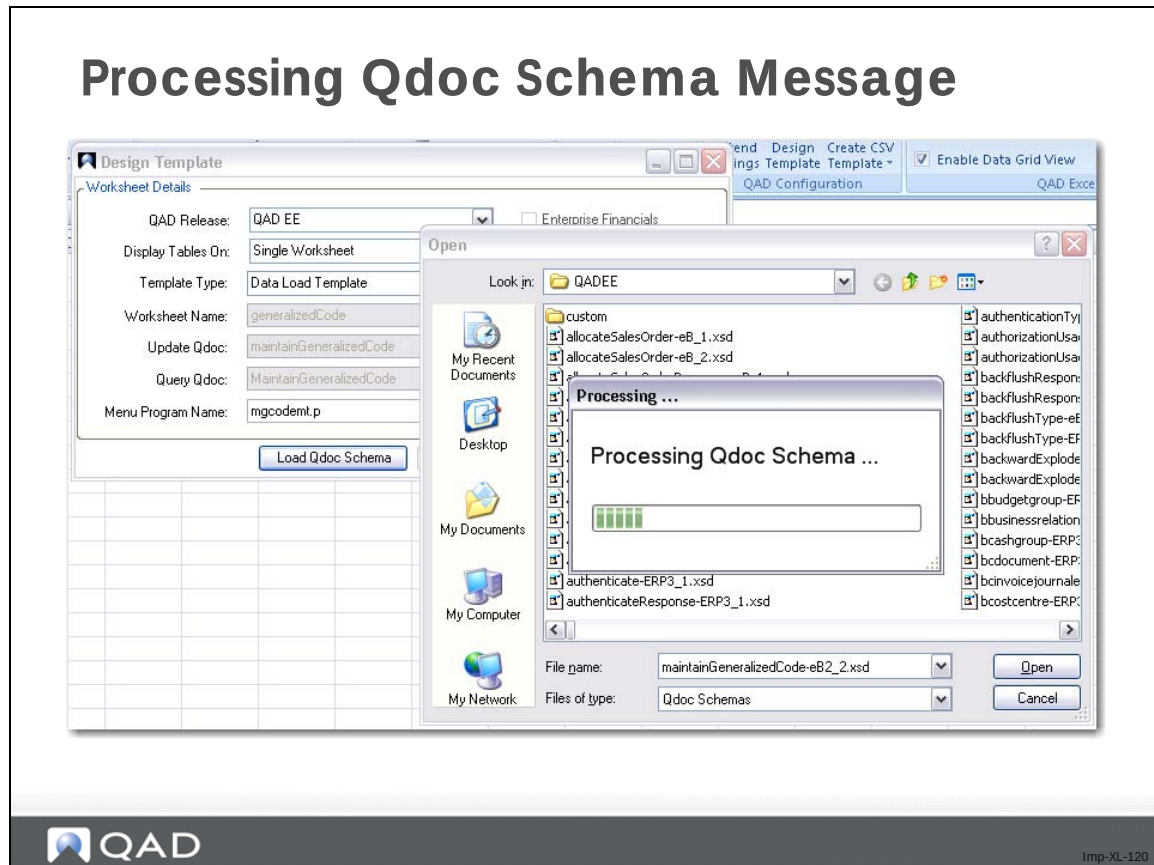
- /dr01/tomcat/8080/qxi/webapps/WEB-INF/schemas/QADEE



Navigate to /dr01/tomcat/8080/webapps/qxi/WEB_INF/schemas/QADEE and select the schema for the type of data you need to load. In the QXtend Excelerator load exercises later in this book, the steps indicate the schema to choose for each program.

The example in this slide shows the schema for generalized codes.

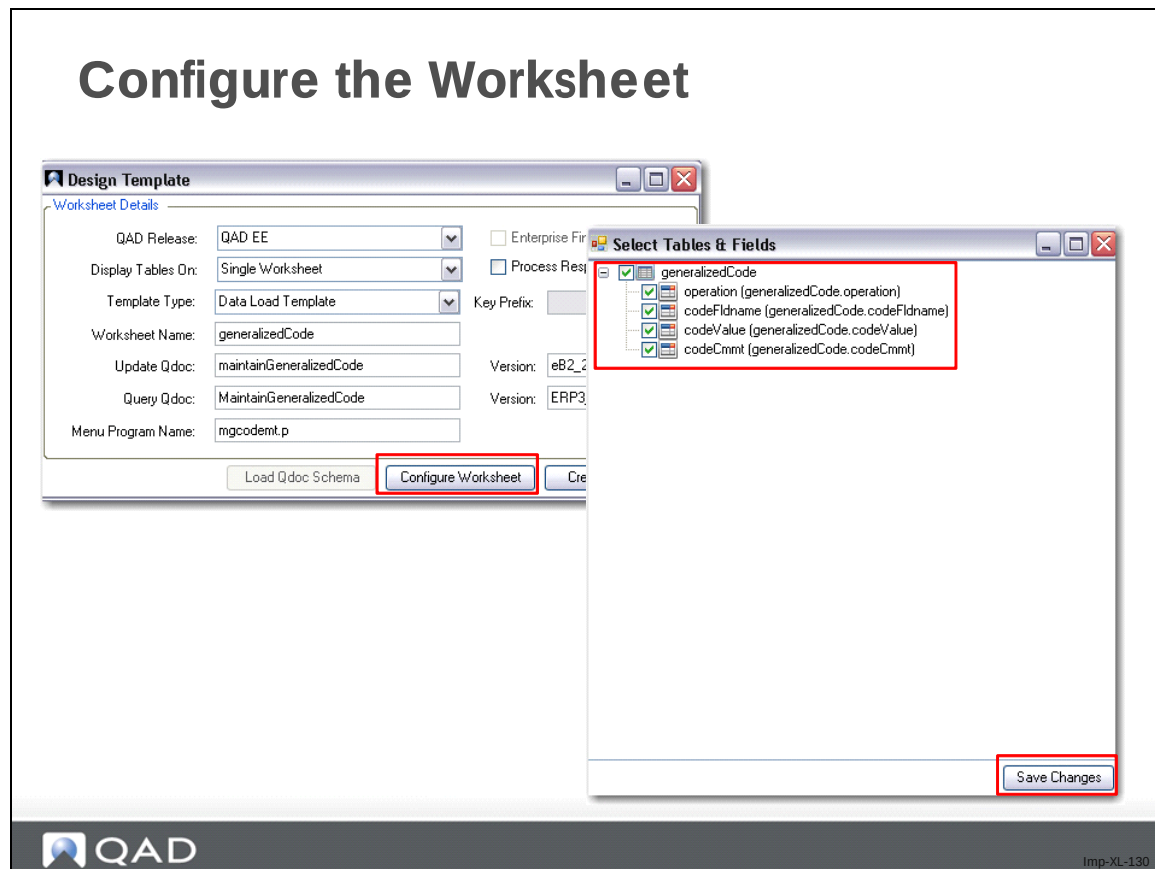
Processing Qdoc Schema Message



When you select the schema and click Open, a Processing Qdoc Schema message is displayed as shown in the slide.

When the message finishes, you must configure the QXtend Excelerator worksheet, as shown on the next page.

Configure the Worksheet



- 1 When the message shown in the previous slide disappears, click **Configure Worksheet**.
- 2 Select the fields you want to display for the program you specified in the **Menu Program Name** field.
For this course, accept all the defaults selected by the system.
- 3 Click **Save Changes**.
The **Select Tables & Fields** window closes.

Create Worksheet

Create Worksheet

The screenshot shows the 'Design Template' dialog box in the foreground, which is used to configure the worksheet. The dialog has the following fields and options:

- QAD Release:** QAD EE (dropdown)
- Display Tables On:** Single Worksheet (dropdown)
- Template Type:** Data Load Template (dropdown)
- Worksheet Name:** generalizedCode (text box)
- Update Qdoc:** maintainGeneralizedCode (text box)
- Query Qdoc:** MaintainGeneralizedCode (text box)
- Menu Program Name:** mgcodemt.p (text box)
- Enterprise Financials:** ☐ (checkbox)
- Process Response Qdoc:** ☐ (checkbox)
- Key Prefix:** (text box)
- Version:** eB2_2 (text box)
- Version:** ERP3_1 (text box)

At the bottom of the dialog are three buttons: 'Load Qdoc Schema', 'Configure Worksheet', and 'Create Worksheet' (which is highlighted with a red rectangle).

In the background, the Excel spreadsheet is visible. The worksheet is named 'generalizedCode'. The first row (row 1) contains the text 'generalizedCode'. The second row (row 2) contains the text 'operation', 'codeFldname *', 'codeValue *', and 'codeCmmt *'. The subsequent rows (rows 3-14) are empty.

The QAD logo is visible in the bottom left corner of the interface, and the text 'Imp-XL-140' is visible in the bottom right corner.

- 1 Click Create Worksheet.

QXtend Excelerator loads the field and column layout for the schema and program you specified.

Update Worksheet

Update Worksheet

	A	B	C	D
1	generalizedCode			
2	operation	codeFldname *	codeValue *	codeCmmt
3		pt_part_type	ACCESSOR	Accessory
4		pt_part_type	ASSY	Assembly
5		pt_part_type	AUTO	Automotive Products
6		pt_part_type	BULK	Bulk
7		pt_part_type	COMP	Component
8		pt_part_type	CONFIG	Configured Items
9		pt_part_type	ELEC	Electronic Items
10		pt_part_type	FAB	Fabricated Items
11		pt_part_type	Family	Family Planning Items
12		pt_part_type	FINGOOD	Finished Good
13		pt_part_type	FLD-SRVC	Field Service Warranty Or Contract
14		pt_part_type	FOOD	Foods
15		pt_part_type	KIT	Kit
16		pt_part_type	MEDICAL	Medical Products
17		pt_part_type	PACK	Pack
18		pt_part_type	PROCESS	Process Items
19		pt_part_type	RAW	Raw Materials
20		pt_part_type	REPET	Repetitive Items
21		pt_part_type	SUBASSY	Sub Assembly
22		pt_part_type	SUPPLY	Supply
23		pt_part_type	TOOL	Tool

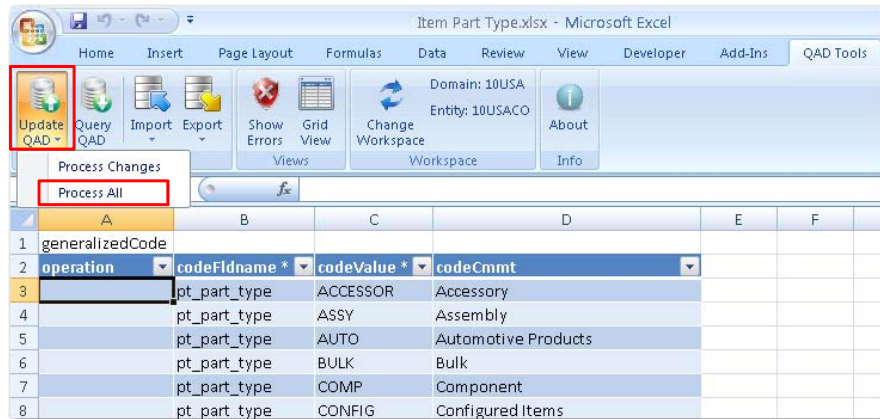


Imp-XL-150

You then update the blank worksheet with the data you want to load or update. In the QXtend Excelerator exercises further on in this book, you open an Excel sheet that has the data to load. This is described in the steps for each QXtend Excelerator exercise.

Update QAD–Process All

Update QAD – Process All



- 1 When you are ready to load data, go to the QAD Tools tab in Excel.
- 2 In the QAD Tools tab, click Update QAD|Process All and enter the username (mfg) and password (blank).
- 3 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 4 After upload, you can verify the data in the relevant browse or inquiry for the program you are working with. A verification step is included in each exercise.
You are now ready to use QXtend Excelsator.

Chapter 4

System-Wide Data Setup

Overview

System-Wide Data Setup - Overview

- XML daemon setup
- Printer setup
- Currencies, exchange rates, and rounding
- Countries
- Alternate country codes
- States
- Counties



Imp-Sys-Wide-SU-020

System-Wide Data Setup - Overview

- Taxes
 - Tax zones
 - Tax types
 - Tax classes
 - Tax usages
 - Tax environments
- Invoice status codes
- Credit terms
- Business relations

System-Wide Data Setup - Overview

- Shared sets
- GL layers
- SAFs
 - SAF concepts
 - SAF codes
 - SAF structures

Daemon Setup

The screenshot shows the 'XML Daemon Configure' window. The title bar reads 'XML Daemon Configure'. The window contains the following fields and controls:

- Daemon Name:** XmlDaemon
- # Instances:** 1
- Interval (Sec):** 10
- Keep Processed Items:** ☒
- Number Treated in One Run:** 999,999
- Login ID for this Daemon:** sysadmin
- Password for this Daemon:** [masked]
- Daemon Log File:** \$ENVROOT/daemons/MLDAEMON/output.log
- Daemon Start Directory:** \$ENVROOT/daemons/MLDAEMON
- OS Command String:** <DaemonExecutable>
- Appserver URL:** [empty]
- Input Directory for XML Files:** /qad/daemon/xml_daemon
- Action to be Performed:** Save
- Overrule XML Action:** ☐
- Overrule Originator Action:** ☐
- Originators Table:**

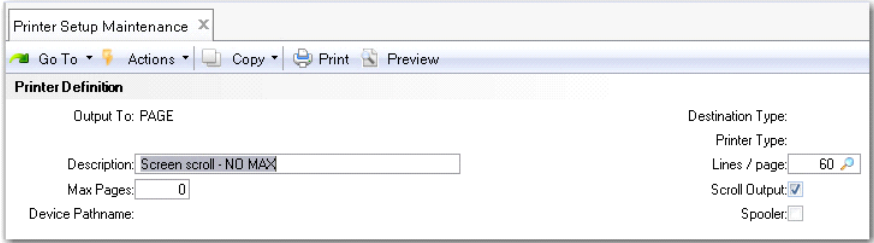
Originator	Activity	Overrule XML
Click to add a new row, right click for further options		
- Buttons:** Save, Close

At the bottom of the window, there is a QAD logo on the left and the text 'Imp-Sys-Wide-SU-060' on the right.

- 1 Open XML Daemon Configure (36.14.16.6.1).
- 2 Validate the setup of the XML daemon.
- 3 Specify the input directory for XML files (/dr01/daemon/xml_daemon).
- 4 Click Save.
- 5 Open XML Daemon Monitor (36.14.16.6.3) and verify that the XML daemon is running.

Printer Setup

Printer Setup



Printer Setup Maintenance X

Go To Actions Copy Print Preview

Printer Definition

Output To: PAGE

Description: Screen scroll - NO MAX

Max Pages: 0

Device Pathname:

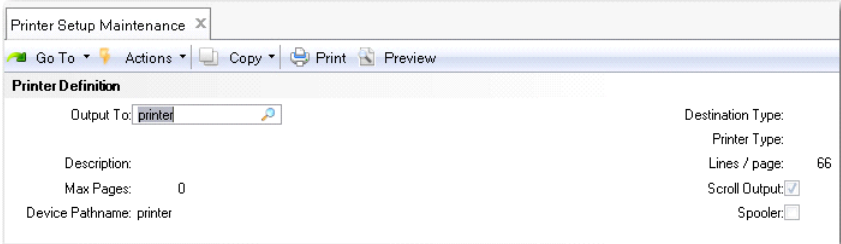
Destination Type:

Printer Type:

Lines / page: 60

Scroll Output: ☒

Spooler: ☐



Printer Setup Maintenance X

Go To Actions Copy Print Preview

Printer Definition

Output To: printer

Description:

Max Pages: 0

Device Pathname: printer

Destination Type:

Printer Type:

Lines / page: 66

Scroll Output: ☒

Spooler: ☐


Imp-Sys-Wide-SU-070

- 1 In Printer Setup Maintenance (36.13.2), create records for the values PAGE and printer, as shown in the slide.
- 2 Select the Scroll Output field for both records.

Exchange Rate Types

Exchange Rate Types

Exchange Rate Type Browse f... X

Actions Setup Cancel Add to Favorites Stored Searches

Search (6)

Exchange Rate Type equals

System-Owned equals

Active equals

Fallback to ACCOUN equals

Use Validity End Dat equals

Default Validity (in da equals

Search Clear All

Viewing 1 - 8 of 8 Records per page: 100

Rate Type	Syst	Acti	Default Validity (in days)	Fallback to ACCOUNTING
ACCOUNTING	yes	yes	0	no
BUDGET	yes	yes	0	no
CASH	yes	yes	0	no
INTRASTAT	yes	yes	0	no
INVENTORY	yes	yes	0	no
REVALUATION	yes	yes	0	no
STATUTORY	yes	yes	0	yes
VAT	yes	yes	0	no

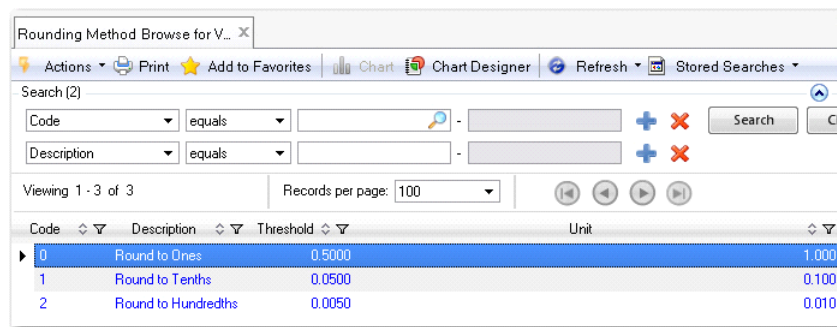
 QAD

Imp-Sys-Wide-SU-080

- 1 Open Exchange Rate Type View (26.3.3) to validate the preloaded system exchange rate types according to the slide.
- You can create your own exchange rate types in Exchange Rate Type Create (26.3.1).

Rounding Methods

Rounding Methods



The screenshot shows a software window titled "Rounding Method Browse for V...". It features a toolbar with icons for Actions, Print, Add to Favorites, Chart, Chart Designer, Refresh, and Stored Searches. Below the toolbar is a search section with two rows: "Code" and "Description", each with a dropdown menu set to "equals", a search input field, and a search button. The main area displays a table of rounding methods. The table has columns for Code, Description, Threshold, and Unit. The first row is selected and highlighted in blue.

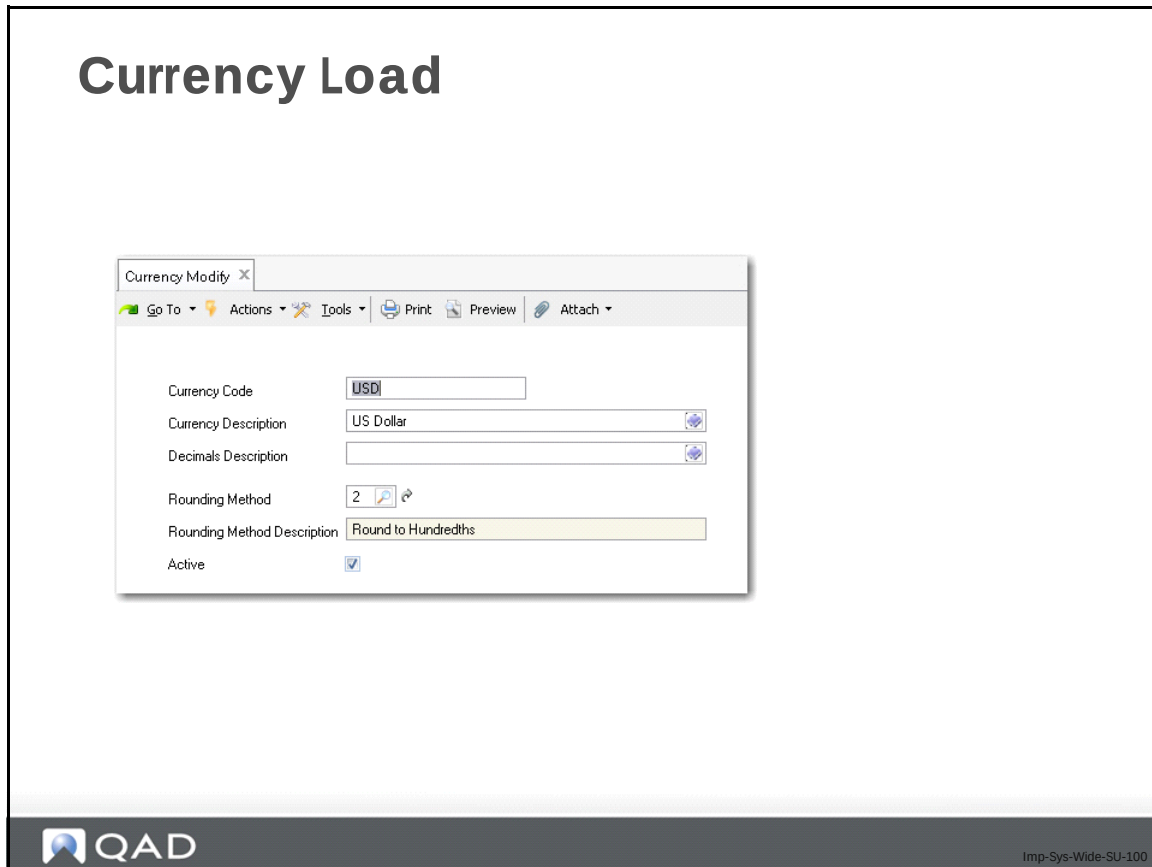
Code	Description	Threshold	Unit
0	Round to Ones	0.5000	1.000
1	Round to Tenths	0.0500	0.100
2	Round to Hundredths	0.0050	0.010



Imp-Sys-Wide-SU-090

In Rounding Method View (26.2.3), verify that the rounding methods shown in the slide are preloaded.

Currency Load

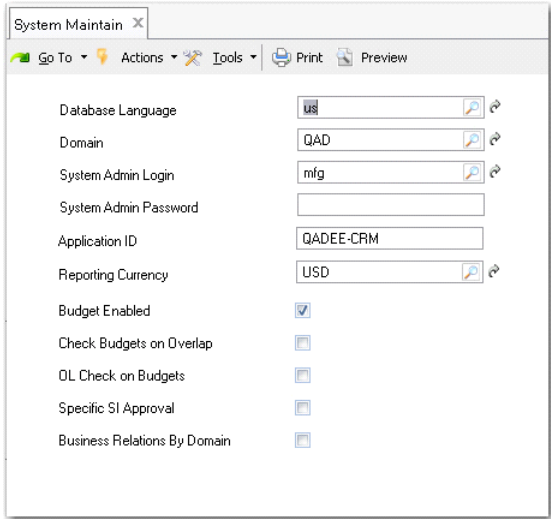


Use the XML load method to load currency codes.

- 1 Use XML Daemon Monitor to check if the XML daemon is active. If the daemon is not active, start the daemon using XML Daemon Start.
- 2 Go to the Implementation Course Data\System-Wide Data folder on the Desktop.
- 3 Copy the `currency.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 4 Open XML Daemon Monitor (36.14.16.6.3).
- 5 Click the Refresh button a few times until you see that the daemon has processed the currency file.
The daemon request status should be PROCESSED-OK.
- 6 After the load, open Currency View (26.1.3) to verify the upload.

Set Reporting Currency

Set Reporting Currency



The screenshot shows the 'System Maintain' window with the following fields and values:

Field	Value
Database Language	us
Domain	QAD
System Admin Login	mfg
System Admin Password	
Application ID	QADEE-CRM
Reporting Currency	USD
Budget Enabled	☒
Check Budgets on Overlap	☐
OL Check on Budgets	☐
Specific SI Approval	☐
Business Relations By Domain	☐

Imp-Sys-Wide-SU-110

- 1 Open System Maintain (36.24.3.1).
- 2 In the Reporting Currency field, ensure that USD (the default value) is set as the reporting currency.

Country Code Load

Country Code Load

Country Modify

Go To Actions Tools Print Preview Attach

Country Code: BE

Description: BELGIUM

EU Member: ☒

Postal Format: Before

Active: ☒

Tax Format: BE 999999999

QAD

Imp-Sys-Wide-SU-120

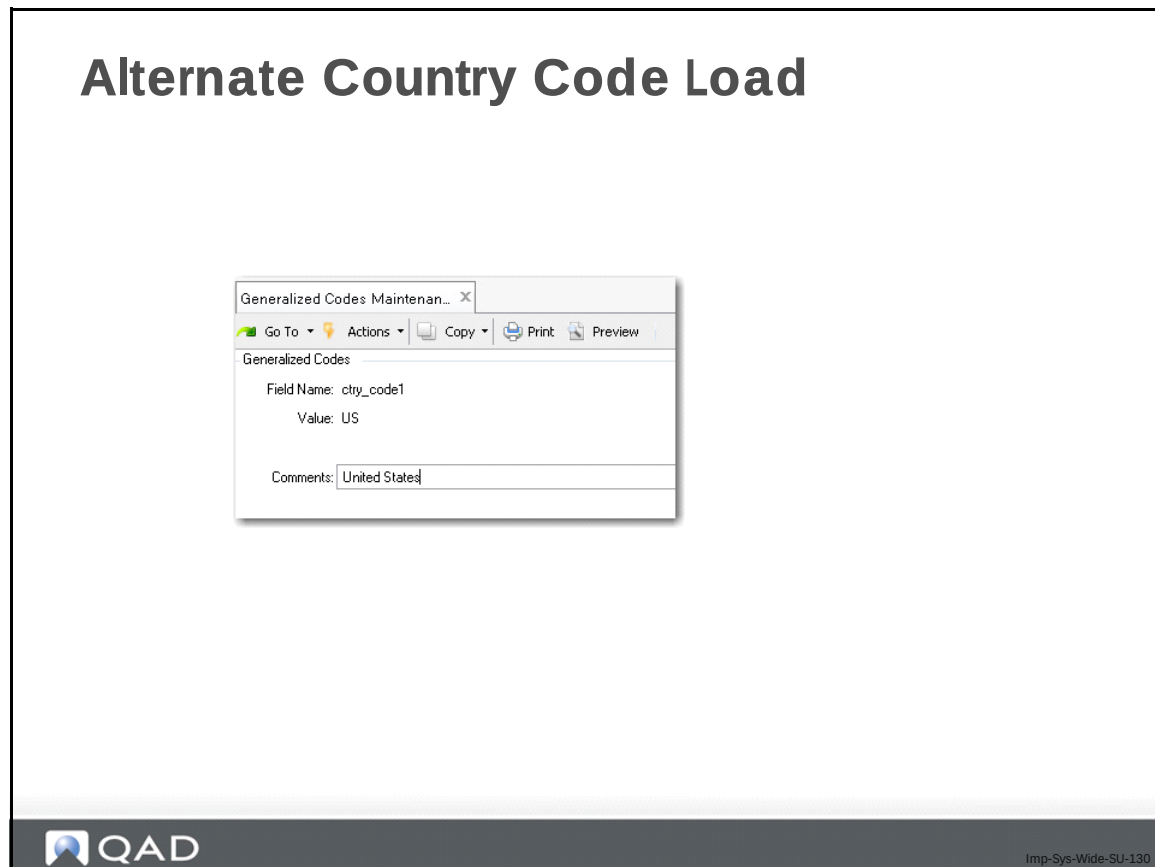
Use Excel integration to upload country codes.

- 1 Use Country Excel Integration (36.1.3.1.5) to upload the file, `country.xlsx`, which is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.

Note Ignore any warnings.

- 2 Save the uploaded data.
- 3 View the result of the upload in Country View (36.1.3.1.3).
If needed, you can change the uploaded data using Country Modify (36.1.3.1.2).

Alternate Country Code Load



The alternate country codes are the ISO codes for each country. Each user is associated with a country code in User Maintenance. The ISO country code helps determine the locale for the user. See *User Guide: QAD Master Data* for more information.

Exercise

- 1 If you have not already done so, complete the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46.
- 2 When you have configured the QAD QXtend Excelerator Settings, click Design Template in the Developer tab in Excel.
- 3 Specify mgcodemt.p in the Menu Program Name field. (Ensure that the QAD Release field is set to QAD EE).
- 4 Click Load Qdoc Schema.
- 5 Select and open the file maintainGeneralizedCode-eB2_2.xsd (dr01 drive, /tomcat/8080/webapps/qxi/WEB_INF/schemas/QADEE).
- 6 Click Configure Worksheet and then Save Changes.
- 7 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 8 From Excel, open the file `AlternateCountryCodes.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 9 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 10 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 11 In Generalized Codes Browse (36.2.14), search using field name `ctry_code1` to ensure that the upload was successful.
If you need to make any changes to the uploaded values, use Generalized Codes Maintenance (36.2.13).

Country Code Data Load

Country Code Data Load

Country Code Data Maintenan... X

Go To Actions Copy Print Preview

Country Code: US

Name: UNITED STATES

Active: ☒

Alternate Code: ▼

European Union Member: ☐

NAFTA Country: ☐

DEA Country: ☐

GATT Country: ☐

Country Group:

Country Type:

Comments:


Imp-Sys-Wide-SU-140

Set up additional operational data in Country Code Data Maintenance (2.14.1). See *User Guide: QAD Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46.

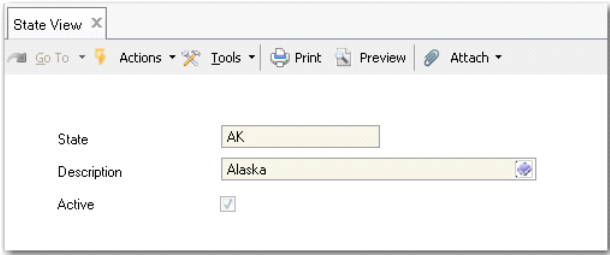
- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify adcrymt.p in the Menu Program Name field. (Ensure that the QAD Release field is set to QAD EE).
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainCountryData-eB_1.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE\custom).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If the previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `CountryData.xlsx` in Implementation Course Data\ExceleratorWorkbooks\Custom QDocs on the Desktop.
- 8 In the QAD Tools tab, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 Use Country Code Browse (2.14.2) to verify that the upload was successful.
If you need to make any changes to the uploaded values, use Country Code Data Maintenance (2.14.1).

State Load

State Load



State	AK
Description	Alaska
Active	☒

Imp-Sys-Wide-SU-150

Use Excel integration to upload state codes.

- 1 Use State Excel Integration (36.1.3.2.5) to upload the file `state.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.

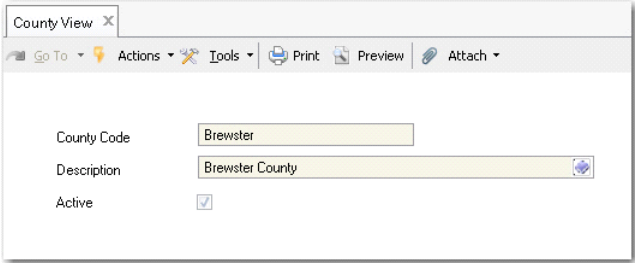
Note Ignore any warnings.

- 2 Save the uploaded data.
- 3 View the result of the upload in State View (36.1.3.2.3).

If you need to make any changes to the uploaded values, use State Modify (36.1.3.2.2).

County Load

County Load



County Code	Brewster
Description	Brewster County
Active	☒

QAD

Imp-Sys-Wide-SU-160

Use Excel integration to upload county codes.

- 1 Use County Excel Integration (36.1.3.3.5) to upload the file `county.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.

Note Ignore any warnings.

- 2 Save the uploaded data.
- 3 Verify the result of the upload in County View (36.1.3.3.3).

If you need to make any changes to the uploaded values, use County Modify (36.1.3.3.2).

Tax Zone Load

Tax zones identify geographic regions subject to the same set of tax types and levels of tax reporting. They apply to all domains in the database. All business relations, customers, suppliers, and site address records belong to a tax zone based on geographical elements associated with the address. See *User Guide: QAD Global Tax Management* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify txtzmt.p in the Menu Program Name field. (Ensure that the QAD Release field is set to QAD EE).
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainTaxZoneData-eB_1.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE\custom).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If the previously loaded worksheet is still open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `Tax Zone.xlsx` in Implementation Course Data\Excelerator Workbooks\Custom QDocs on the Desktop.
- 8 In the QAD Tools tab in Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 In Tax Zone Browse (29.2.2), verify that the upload was successful.
You can also enter tax zones manually using Tax Zone Maintenance (29.2.1).

Tax Type Load

Tax Type Load

Tax Type Maintenance

Go To Actions Copy Print Preview Attach

Tax Type: NON-TAX Withholding Tax Type: [dropdown]

Description: Non-tax US

QAD Imp-Sys-Wide-SU-180

Tax types are individually calculated and reported as regional taxes or tax exemptions. They apply to all domains in the database. Examples include Canadian PST/GST, California sales tax and federal excise tax. See *User Guide: QAD Global Tax Management* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify txtxtmt.p in the Menu Program Name field. (Ensure that the QAD Release field is set to QAD EE).
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainTaxType-eB_1.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE\custom).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If the previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `Tax Type.xlsx` in `Implementation Course Data\Excelerator Workbooks\Custom QDocs` on the Desktop.
- 8 In the QAD Tools tab in Excel, click `Update QAD|Process All` and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 In Tax Type Browse (29.1.2), verify that the upload was successful.
If you need to make any changes to the uploaded values, use Tax Type Maintenance (29.1.1).

Tax Class Load

Tax Class Load

Tax Class Maintenance

Go To Actions Copy Print Preview Attach

Tax Class: E

Description: Exempt

QAD

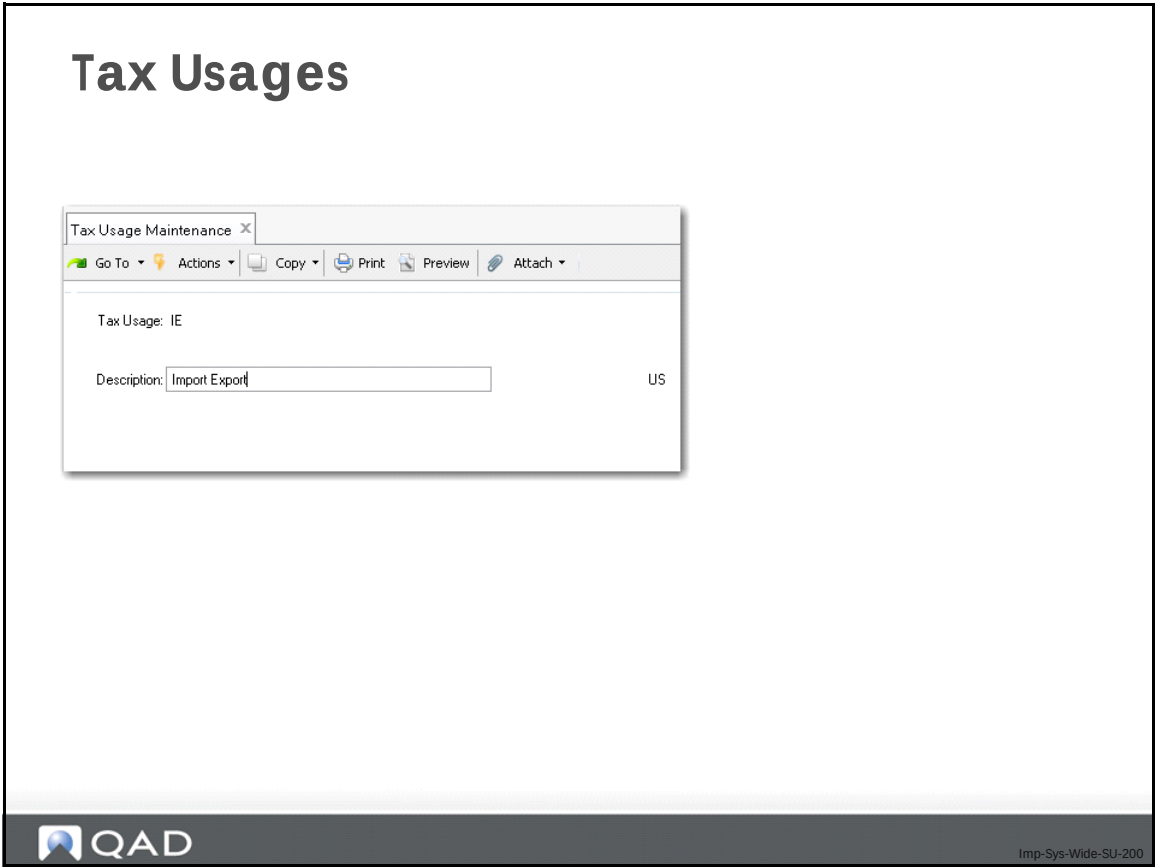
Imp-Sys-Wide-SU-190

Set up tax class codes to accommodate differences in taxation within a tax zone. See *User Guide: QAD Global Tax Management* for more information.

- 1 In Tax Class Maintenance, create the following tax classes:

Field	Description
Tax Class:	E
Description:	Exempt
Tax Class:	H
Description:	High
Tax Class:	M
Description:	Medium
Tax Class:	L
Description:	Low

Tax Usages



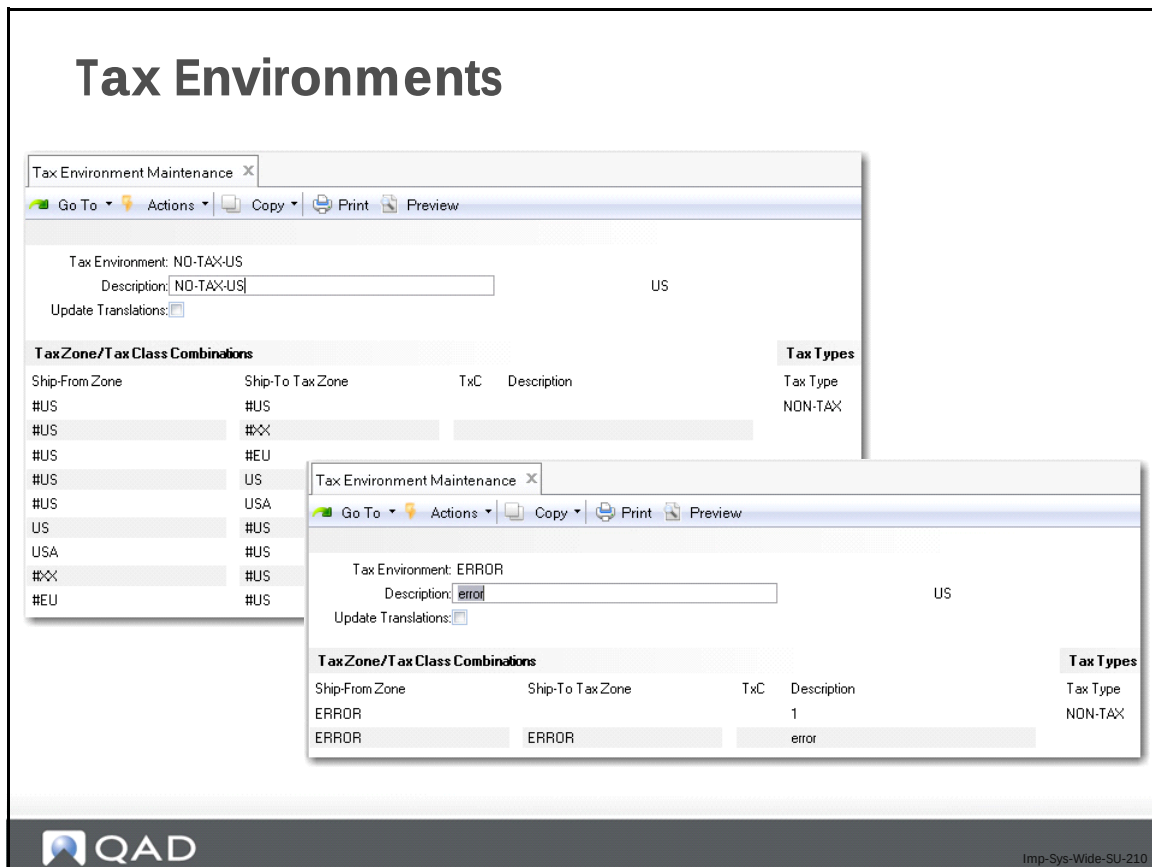
Use Tax Usage Maintenance to define codes that identify the intended usage of the item relative to tax reporting requirements. Tax usage codes apply system wide and can be used in all domains in the database. See *User Guide: QAD Global Tax Management* for more information.

Exercise

- 1 In Tax Usage Maintenance (29.1.9), create the following tax usages:

Field	Description
Tax Usage:	IE
Description:	Import Export
Code:	VATH
Description:	VAT High

Tax Environments



A tax environment is the set of tax types that applies to a combination of ship-from and ship-to tax zones and optionally a customer or supplier tax class. Tax environments apply to all domains in the database. See *User Guide: QAD Global Tax Management* for more information.

Exercise

- 1 In Tax Environment Maintenance (29.3.1), create the following tax environments:

Environment 1

Field	Description
Code:	ERROR
Description:	Error
Ship-from Zone	Ship-to Tax Zone
ERROR	
ERROR	ERROR
Tax Type:	NON-TAX

Environment 2

Field	Description
Code:	NO-TAX-US
Description:	NO-TAX-US
Ship-from Zone	Ship-to Tax Zone
#US	#US
#US	#XX
#US	#EU
#US	USA
USA	#US
USA	USA
#XX	#US
#EU	#US
#XX	USA
#US	CA
USA	CA
USA	#XX
Tax Type:	NON-TAX

Invoice Status Code Load

Invoice Status Code Load

Invoice Status - Modify X

Go To Actions Tools Attach Print Preview

Attachments

Invoice Status Code: RM-HOLD

Description: Receiver Match - Not Matched Locked

Lock Payment: ☒

Invoice Approved: ☐

Allocation Status: No Allocation

Initial Status: ☐

Receiver Matching: ☒

Status After Match: RM-OK2PAY

Do not Increment Reminder Count: ☐

Active: ☒

Invoice Status - Modify X

Go To Actions Tools Attach Print Preview

Attachments

Invoice Status Code: RM-OK2PAY

Description: Receiver Match - Matched Approve Release

Lock Payment: ☐

Invoice Approved: ☒

Allocation Status: Allocation

Initial Status: ☐

Receiver Matching: ☒

Status After Match:

Do not Increment Reminder Count: ☐

Active: ☒


Imp-Sys-Wide-SU-220

Use XML integration to upload two invoice status code files. (The files are stored in the Implementation Course Data\System-Wide Data folder on the Desktop.):

- 1 Copy the `instcobef.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop. This file contains the invoice status codes for which the Status After Match field is empty.
- 2 Copy the `instcoaft.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop. This file contains the invoice status codes for which the Status After Match field is populated.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the files. The daemon request status should be PROCESSED-OK.
- 5 In Invoice Status Code View (36.1.11.3), verify that the upload was successful.
If you need to make any changes to the uploaded values, use Invoice Status Code Modify (36.1.11.2).

Credit Term Load

Credit Term Load

Credit Terms View

Go To Actions Tools Print Preview Attach

Credit Terms Code: 30D
 Description: 30 days after invoice date
 Payment Type: Normal
 Active: ☒

Normal Discount Staged

Credit Terms	Percentage	Description
30D	40.00	30 days after invoi
60D	60.00	60days after invoi

Normal Discount Staged

Period Type: Days
 No of Periods: 30
 Supplementary Days: 0
 Min Due Days: 0

Base Date / Fixed Due Date
 Base Days
 Grace Days
 Terms Interest Percentage
 Daily Overdue Int Percentage

Normal Discount Staged

Discount Percentage: 0.00
 Period Type: Days
 No of Periods: 0
 Supplementary Days: 0

QAD Imp-Sys-Wide-SU-230

In this section, you upload two credit term files. Two files are required because a staged credit term is a combination of normal credit terms.

- 1 Use Credit Term Excel Integration (36.1.10.5) to upload the following files. (The files are stored in the Implementation Course Data\System-Wide Data folder on the Desktop.):
 - Normal credit terms (creditnorm.xlsx)
 - Staged credit terms (creditstag.xlsx)

Note Ignore any Excel warnings.

- 2 Save the uploaded data.
- 3 In Credit Term View (36.1.10.3), verify that the upload was successful.
 If you need to change the uploaded values, use Credit Term Modify (36.1.10.2).

Business Relation Load

Business Relation Load

Business Relation Modify - Address Info

Go To Tools Print Preview

Name: QMI - USA Division
 Search Name: QMI - USA Division
 Address Type: HEADOFFICE

Address Info Tax Information Contact Pers

Address: 30 Ridgedale Avenue
 Zip/City: 7950
 State: NJ
 County Code:
 Country Code: USA
 Language Code: us
 Telephone:
 Fax:
 E-Mail:
 Internet:

Business Relation Modify

Go To Actions Tools Print Preview Attach

Business Relation: 10-USA-CO

Name: QMI - USA Division
 Search Name: QMI - USA Division
 Second Name:
 Third Name:
 Group Name:
 Active: ☒

Address Info General Defaults

Address	Address	Address	Zip Code	City	Name	Search Name
30 Ridgedale Ave			7950	East Hanover	QMI - USA Divisio	QMI - USA Divisio

Address Info General Defaults

Language Code: us
 Domain Restricted: ☐
 Internal Entity: ☒
 Intercompany Code: 10-USA-CO
 Intercompany: ☒
 Customer/Supplier Compensation Allowed: ☐

Tax Report: ☐
 Name Control: ☐
 Last Filing: ☐

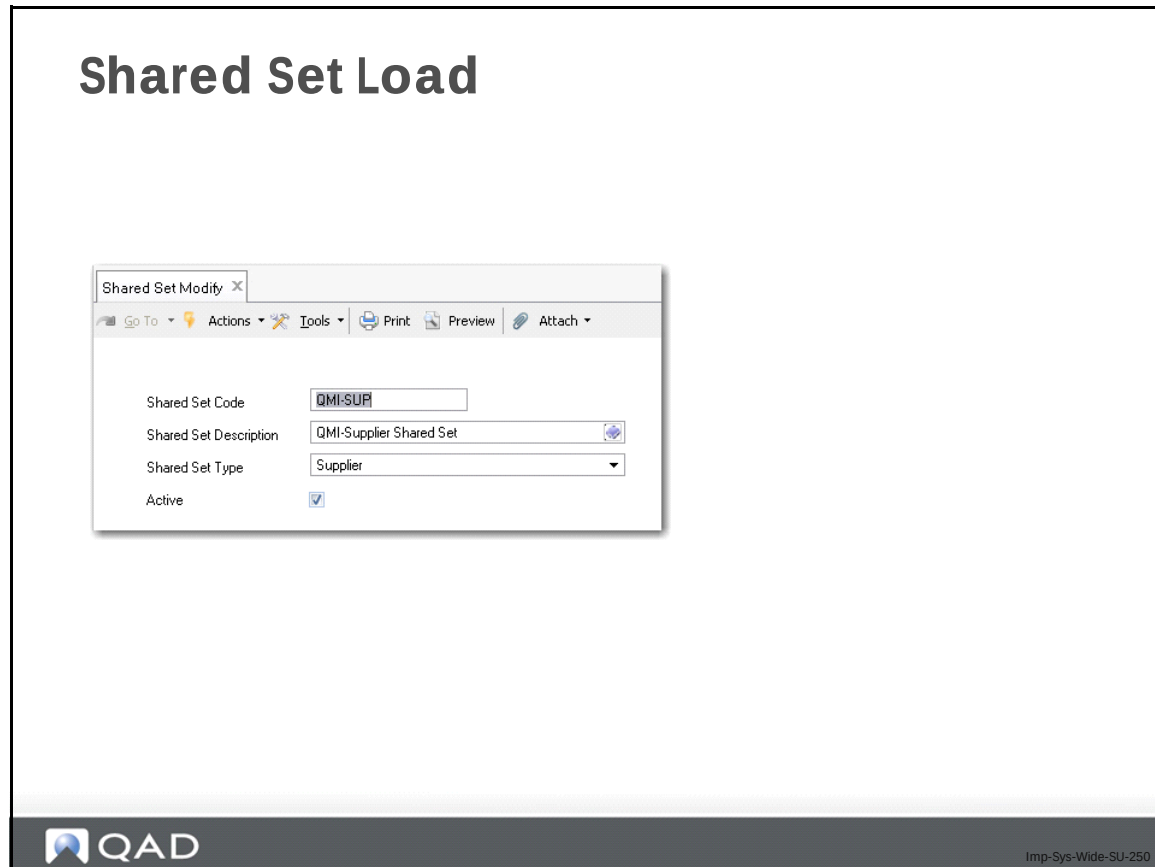
QAD

Imp-Sys-Wide-SU-240

Use Excel integration to upload business relations

- 1 Use Business Relation Excel Integration (36.1.4.3.5) to upload the file `businessrelations.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 In Business Relation View (36.1.4.3.3), verify the result of the upload.
 If you need to make any changes to the uploaded values, use Business Relation Modify (36.1.4.3.2).

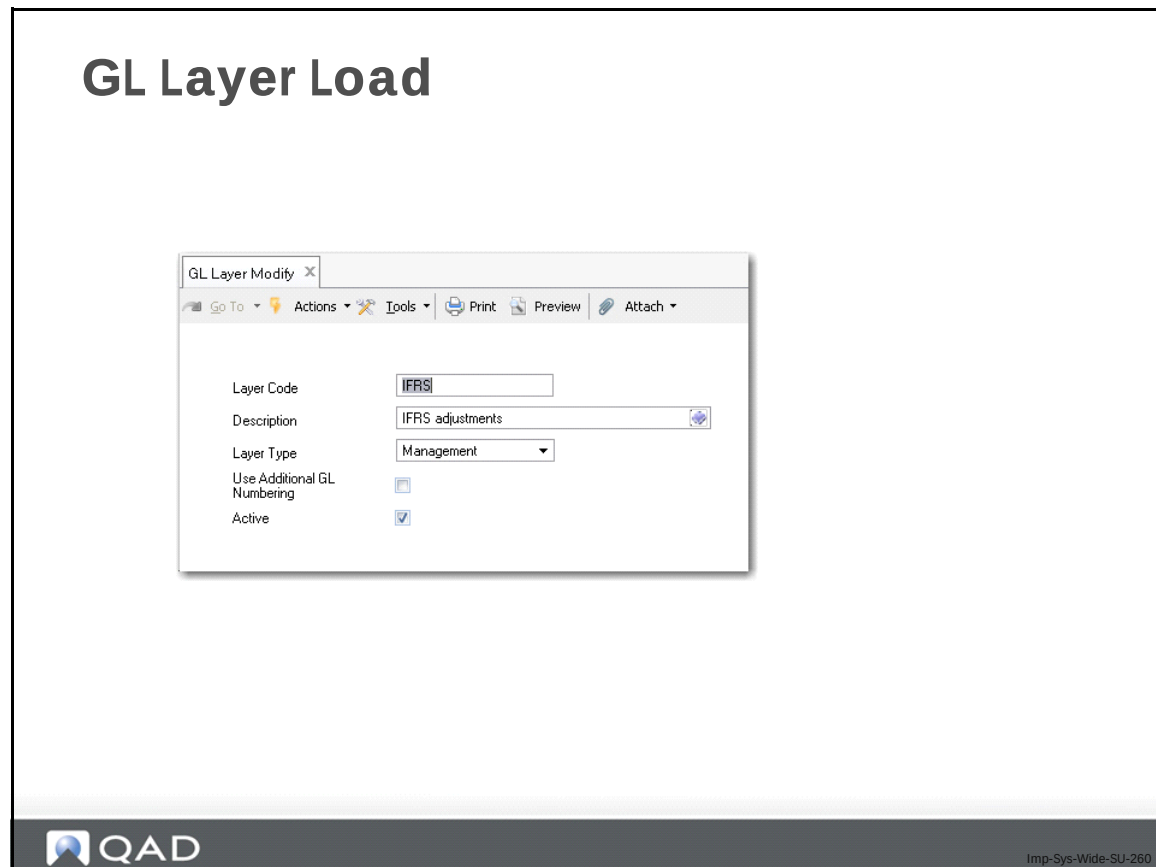
Shared Set Load



Use XML to upload shared sets file `sharedset.xml`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.

- 1 Copy the `sharedset.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 2 Open XML Daemon Monitor (36.14.16.6.3).
- 3 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 4 View the result of the upload in Shared Set View (36.1.1.3.3).
If needed, you can change the uploaded data in Shared Set Modify (36.1.1.3.2).

GL Layer Load

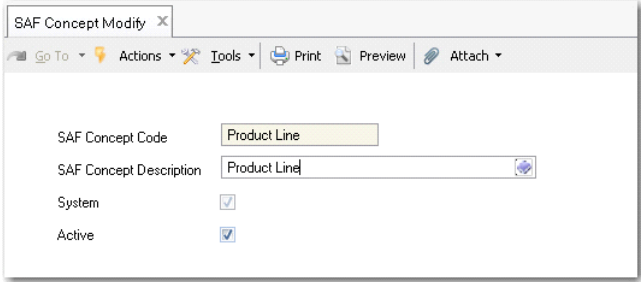


Use XML to upload the GL layers file `gl-layers.xml`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.

- 1 Copy the `gl-layers.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 2 Open XML Daemon Monitor (36.14.16.6.3).
- 3 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 4 View the result of the upload in GL Layer View (25.8.14.3).
If needed, you can change the uploaded data in GL Layer Modify (25.8.14.2.2).

SAF Concept Load

SAF Concept Load



SAF Concept Modify

Go To Actions Tools Print Preview Attach

SAF Concept Code Product Line

SAF Concept Description Product Line

System ☒

Active ☒

 QAD

Imp-Sys-Wide-SU-270

Use Excel integration to upload SAF concepts.

- 1 Use SAF Concept Excel Integration (25.3.7.1.5) to upload the file `safconc.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.
Note Click OK if you receive any Excel warnings about document lists.
- 2 Save the uploaded data.
- 3 View the result of the upload in SAF Concept View (25.3.7.1.3).
If needed, you can change the uploaded data in SAF Concept Modify (25.3.7.1.2).

SAF Code Load

SAF Code Load

Imp-Sys-Wide-SU-280

Use Excel integration to upload SAF codes.

- 1 Use SAF Code Excel Integration (25.3.7.2.5) to upload the file `safcode.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.
Note Click OK if you receive any Excel warnings about document lists.
- 2 Save the uploaded data.
- 3 View the result of the upload in SAF Code View (25.3.7.2.3).
 If needed, you can change the uploaded data in SAF Code Modify (25.3.7.2.2).

SAF Structure Load

SAF Structure Load

Line	SAF Concept	Default SAF Value
1	Item Type	COMP
2	Product Line	9000
3	Site	10-100



Imp-Sys-Wide-SU-290

Use Excel integration to upload SAF structures

- 1 Use SAF Structure Excel Integration (25.3.7.4.5) to upload the file `safstruc.xlsx`. The file is stored in the Implementation Course Data\System-Wide Data folder on the Desktop.
Note Click OK if you receive any Excel warnings about document lists.
- 2 Save the uploaded data.
- 3 View the result of the upload in SAF Structure View (25.3.7.4.3).
 If needed, you can change the uploaded data in SAF Structure Modify (25.3.7.4.2).

Chapter 5

Domain Setup Part 1

Overview

Domain Data Setup Part 1 - Overview

- Domain setup
- Entity setup
- Validate roles
- Implement security
- GTM Control
- Create company addresses
- Create site addresses



Imp-Do-SU-1-020

Domain Data Setup Part 1 - Overview

- Sub-account load
- Sub-account profile load
- Cost center load
- Cost center profile load
- Project group load
- Project status load
- Project load
- Project profile load
- Exchange rate load

Domain Setup

The screenshot displays the 'Domain Modify' window in the QAD system. The 'General' tab is active, showing fields for Domain (10USA), Name (US Division), Search Name (10USA), Primary Entity (blank), Active (checked), and Setup Complete (checked). Below these are tabs for General, Shared Sets, Operational, Cross-Company, and Invoice Numbering. The 'General' sub-tab shows Base Currency (USD), Statutory Currency (USD), Statutory Currency Enabled (unchecked), Time Zone (EST/EDT), Language Code (blank), Type (blank), Use Withholding Tax (unchecked), and Tax Validation (blank). A 'COA Mask' field is also present. The 'Invoice Numbering' sub-tab is also visible, showing options for Consecutive Invoice Numbering, Show Supplier Invoice Number after Saving, and Chronological Invoice Numbering. A 'Shared Set Code' list is shown, with 'QMS-CostCenter' selected, mapping to 'Cost Center'. The QAD logo is at the bottom left, and the version 'Imp-Do-SU-1-050' is at the bottom right.

In Domain Create (36.1.1.1.1), create a new domain with the following parameters:

Field	Value
Domain:	10USA
Name:	US Division
Search Name:	10USA
Primary Entity:	Blank
Setup Complete:	Blank
Base Currency:	USD
Statutory Currency:	USD
Time Zone:	EST/EDT
Language Code:	us

Shared sets:

Field	Value
Supplier:	QMI-Sup
Customer:	QMI-Cust
Cost Center:	QMS-CostCenter
Cost Center COA Mask:	Cost Center COA Mask

Field	Value
General Ledger:	QMS-GL-US
Sub-Account:	QMS-Subaccount
Sub-Account	Sub-Account
COA Mask:	COA Mask
Exchange Rate:	QMS-ExRate-US
Daybook:	QMS-DB-US
Project:	QMS-Project
Project COA	Project COA
Mask:	Mask

- 4 Leave the Operational, Cross-Company, and Invoice Numbering tabs blank.

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on domains.

Entity Setup

The screenshot displays the 'Entity Setup' window in QAD. The 'General' tab is active, showing fields for Entity Code (10USACO), Entity Description (USA DIVISION), Business Relation (10-USA-CO), and Localization Code. The 'Active' checkbox is checked, and the 'Domain' is set to 10USA. The 'Additional GL Numbering' tab is also visible, showing options for Additional GL Numbering, Reset Number Yearly, and Source Numbering Entity. The 'Taxes' tab is also visible, showing options for Withholding Tax, Suspended Tax, Delayed Tax, and Gross Income Accounting. The 'Shared Sets' tab is also visible, showing options for Check Budgets on Overlap, Reverse P&L Revaluations, Consolidation Entity, Decimals for Qty, Invoice Upper Limit, Mirror Setup, and Open Item Netting Restriction. The 'Additional GL Numbering' tab is also visible, showing options for Withholding Tax, Suspended Tax, Delayed Tax, and Gross Income Accounting. The 'Taxes' tab is also visible, showing options for Withholding Tax, Suspended Tax, Delayed Tax, and Gross Income Accounting. The 'Shared Sets' tab is also visible, showing options for Check Budgets on Overlap, Reverse P&L Revaluations, Consolidation Entity, Decimals for Qty, Invoice Upper Limit, Mirror Setup, and Open Item Netting Restriction.

- 1 In Entity Create (36.1.1.2.1), create a new entity with the following parameters:

Field	Value
Entity Code:	10USACO
Entity Description:	USA Division
Business Relation:	10-USA-CO
Active	Yes
Domain	10USA
Reverse P&L Revaluation:	Yes
Decimals for Qty:	2
Mirror Setup:	No

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on entities.

Validate Roles

Role - Modify

Go To Actions Tools Attach Print Preview

Attachments

Role Name SuperUser

Role Description SuperUser Role

Active ☒

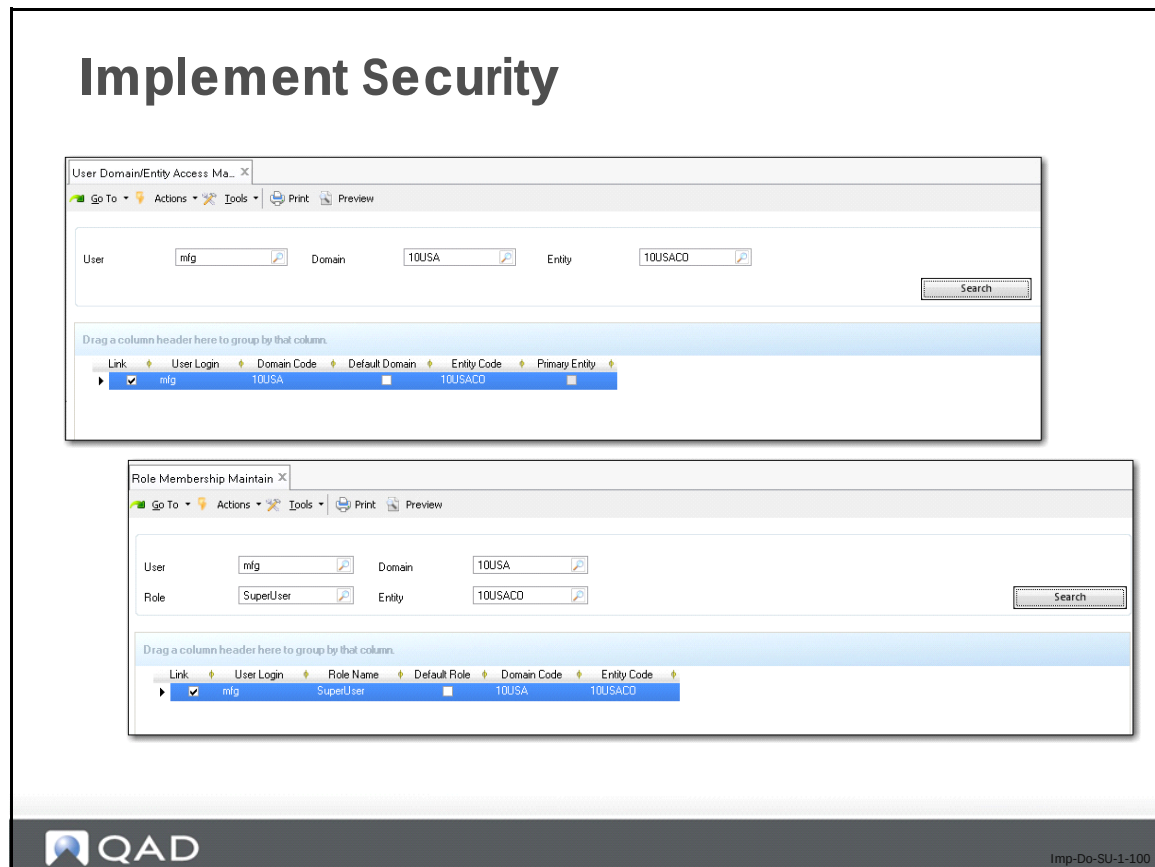
QAD Imp-Do-SU-1-070

Roles determine the set of application resources that display for that user when they access their permitted workspaces. See *User Guide: QAD Security and Controls* for more information.

1 In Role View (36.3.6.3), validate the following roles:

- SuperUser
- EmployeeNotify
- CustomerNotify
- SupplierNotify
- EndUserNotify
- qadadmin
- uidesign

Implement Security



Use User Domain/Entity Access Maintenance (36.3.4) to create or maintain user access privileges for domains and entities. The combination of domain and entity represents a workspace in the .NET User Interface. See *User Guide: QAD Security and Controls* for more information.

Exercise

- 1 Open User Domain/Entity Access Maintenance (36.3.4).
- 2 Specify the filter values:
 - User: mfg
 - Domain: 10USA
- 3 Click Search.
- 4 Verify that the link for entity 10USACO is enabled, then click Save.
- 5 Repeat this process for the user sysadmin (the system user for daemons).
- 6 Open Role Membership Maintenance (36.3.6.6).
- 7 Specify the filter values as above:
 - User: mfg
 - Domain: 10USA

- Role: SuperUser

- 8 Click Search.
- 9 Enable the link and click Save.
- 10 Repeat this process for the user sysadmin (the system user for daemons).
- 11 Exit the application.
- 12 Log on again and change to workspace (entity) 10USACO.
- 13 Open SAF Concept View (25.3.7.1.3), and validate that the previously uploaded concepts are displayed.
- 14 Open Country Code Browse (2.14.2), and validate that the previously uploaded country code data is displayed.

GTM Control

GTM Control

The screenshot shows the 'Global Tax Management Control' window with the following settings:

- In City:
- Tax Zone: ERROR
- Tax Environment: ERROR
- Country Code: ERR
- Rounding Method: 2
- Tax Method: 01
- Tax-By-Line: ☐
- Accrue Tax at Receipt: ☒
- Accrue Tax at Usage: ☐
- Discount Tax at Invoice: ☐
- Discount Tax at Payment: ☐
- Update Tax Allowed: ☐
- Customer Invoice Total Excludes Tax: ☐
- Apply Tax On Issuing Transactions: ☐
- Print VAT Registration: ☐
- Display Detail on Reports: ☒
- Display Taxable/Non-Taxable on Trailer: ☒
- Taxable: ☒
- Last Tax Code: 00000000
- Tax Comment Type:

QAD

Imp-Do-SU-1-110

Use Global Tax Management Control (29.24) to enter default system-wide values for tax. See *User Guide: QAD Global Tax Management* for more information.

- 1 Open Global Tax Management Control (29.24).
- 2 Enter the default values as shown in the slide graphic.

Create Company Addresses

Create Company Addresses

Company Address Maintenance

Go To Actions Copy Print Preview Attach

Address: 10USACO

Name: QMI -USA Division

Address: 30 Ridgedale Avenue

Address:

Address:

City: East Hanover

Country: United States

Attention:

Telephone:

Fax Number:

Business Relation: 10-USA-CO

State: NJ

Post: 07950

US

Attention:

Telephone:

Fax Number:

Format: After

County:


Imp-Do-SU-1-120

Use Company Address Maintenance (2.12) to set up operational address records for your organization's sites and locations. The address record is linked to the headoffice type address in the specified business relation. See *User Guide: QAD Master Data* for more information.

Exercise

- 1 Open Company Address Maintenance (2.12).
- 2 Create the following company address:
 - Address:10USACO
 - Business Relation: 10-USA-CO

Create Site Addresses

Create Site Addresses

Company Address Maintenance X

Go To
Actions
Copy
Print
Preview
Attach

Address: 10-100
Name: QMI -USA Division
Address: 30 Ridgedale Avenue
Address:
Address:
City: East Hanover
Country: United States
Attention:
Telephone:
Fax Number:

Business Relation: 10-USA-CO

State: NJ
US
Post: 07950
County:

Format: After

Attention:
Telephone:
Fax Number:

Imp-Do-SU-1-130

- 1 In Company Address Maintenance (2.12), create the following site address:

10-100

- Address: 10-100
- Business Relation: 10-USA-CO

10-200

- Address: 10-200
- Business Relation: 10-USA-CO

10-300

- Address: 10-300
- Business Relation: 10-USA-CO

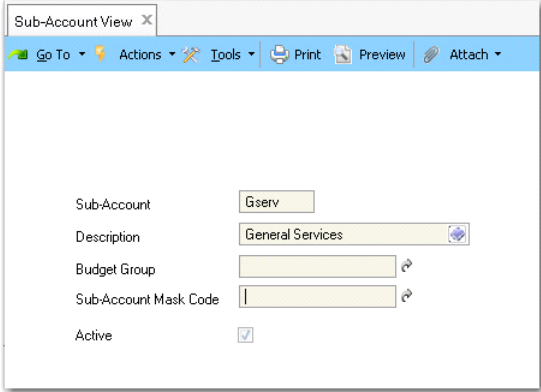
10-400

- Address: 10-400
- Business Relation: 10-USA-CO

See *User Guide: QAD Master Data* for more information on sites.

Sub-Account Load

Sub-Account Load



Sub-Account View

Go To Actions Tools Print Preview Attach

Sub-Account Gserv

Description General Services

Budget Group

Sub-Account Mask Code

Active ☒

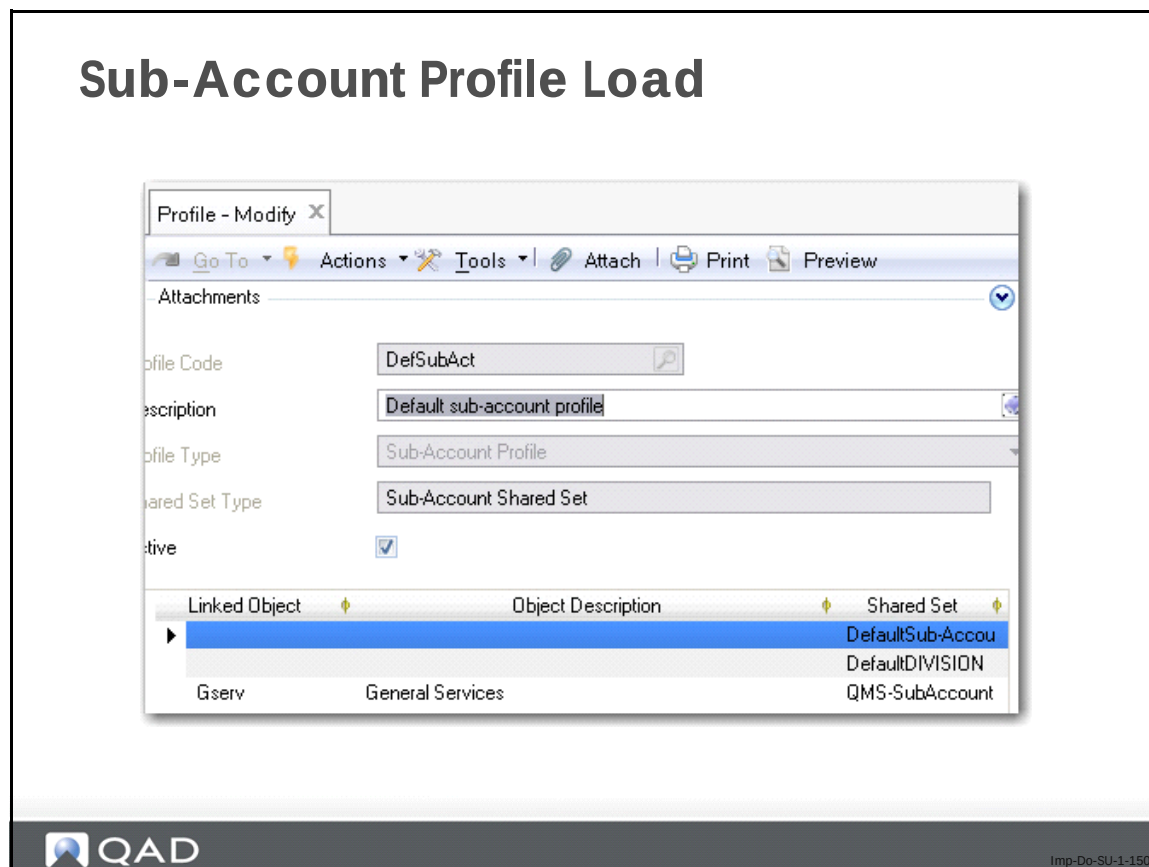
QAD

Imp-Do-SU-1-140

- 1 Use Sub-Account Excel Integration (25.3.17.5) to upload the file `subaccounts.xlsx`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Sub-Account View (25.3.17.3).
If needed, you can change the uploaded data in Sub-Account Modify (25.3.17.2).

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on sub-accounts.

Sub-Account Profile Load



- 1 Use XML to upload profiles for sub-account file SubAcctProf.xml. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the SubAcctProf.xml file and paste it into the xml_daemon folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Profile View (36.1.1.4.3).
If needed, you can change the uploaded data in Profile Modify (36.1.1.4.2).

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on profiles.

Cost Center Load

Cost Center Load

Cost Center Modify

Go To Actions Tools Print Preview Attach

Cost Center: Adm

Description: Administration

Cost Center Administrator:

Budget Group:

Saf Set on Date:

Cost Center Mask Code:

Active: ☒

Retrieve SAF Structure from GL: ☒

SAF Structure Code:

Saf Set on by:

SAF Defaults

SAF Concept Code: SAF Code:

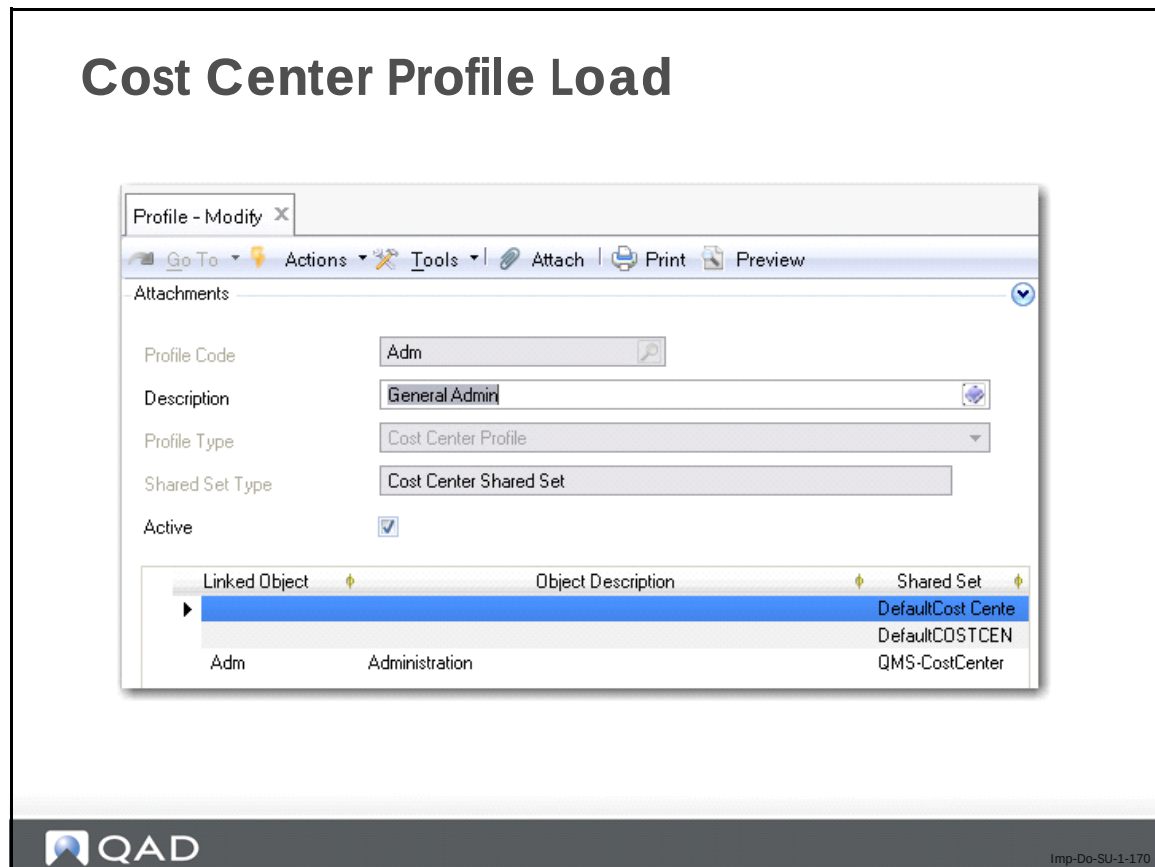
QAD

Imp-Do-SU-1-160

Use Excel integration to upload cost centers

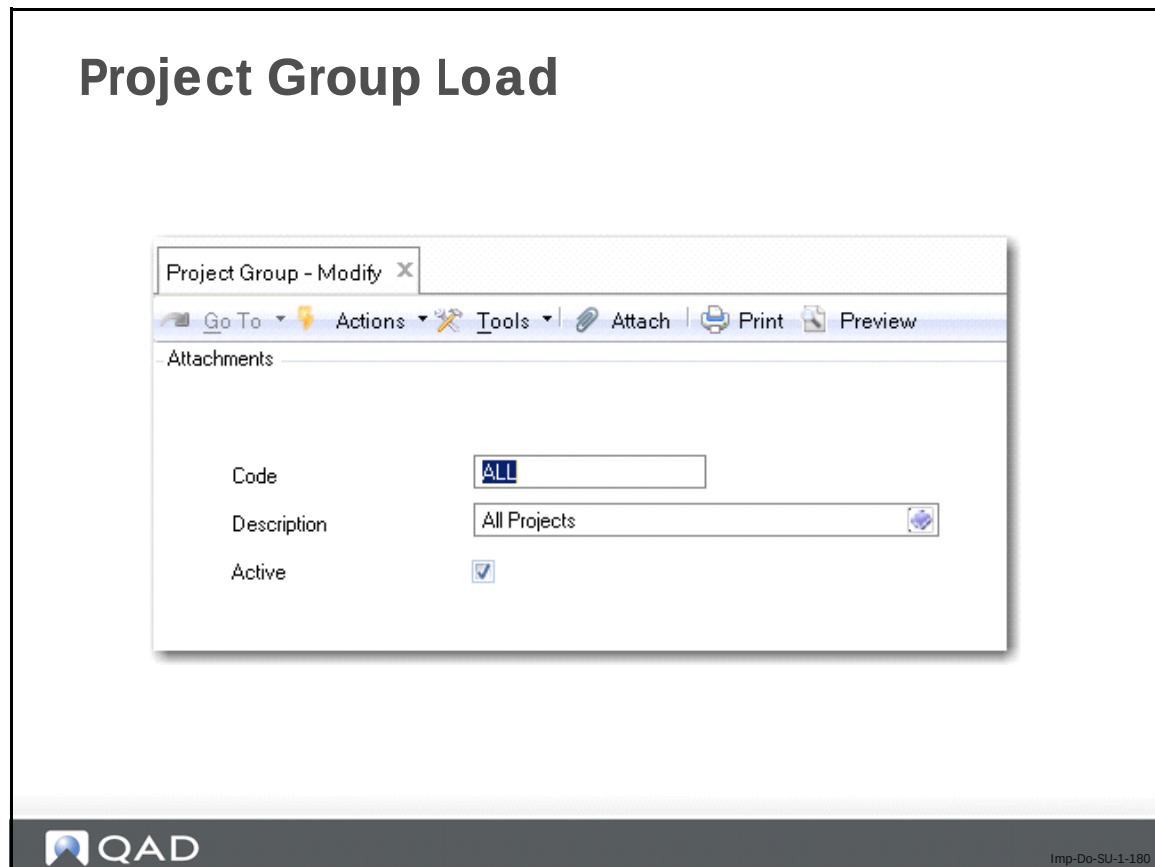
- 1 Use Cost Center Excel Integration (25.3.20.5) to upload the file `costcenters.xlsx`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
 - 2 Save the uploaded data.
 - 3 View the result of the upload in Cost Center View (25.3.20.3).
- If needed, you can change the uploaded data in Cost Center Modify (25.3.20.2).

Cost Center Profile Load



- 1 Use XML to upload the cost center profile file `costcentprof.xml`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the `costcentprof.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Profile View (36.1.1.4.3).
If needed, you can change the uploaded data in Profile Modify (36.1.1.4.2).

Project Group Load

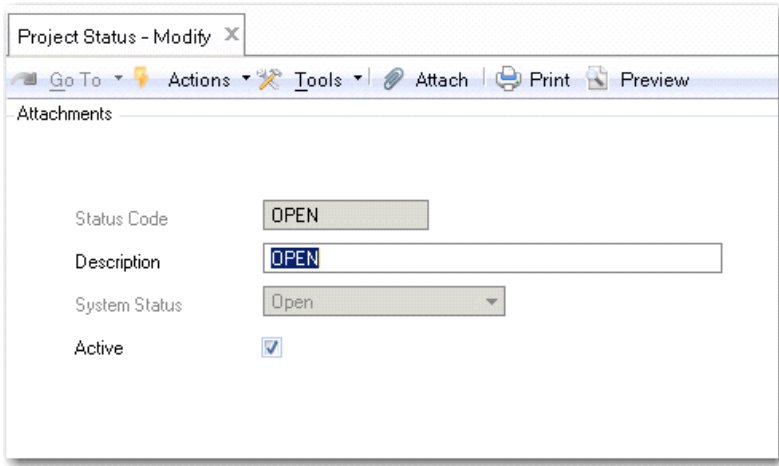


- 1 Use XML to upload the project group file `projgroup.xml`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the `projgroup.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Project Group View (25.3.11.6.3).
If needed, you can change the uploaded data in Project Group Modify (25.3.11.6.2).

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on project groups. See *Advanced Financials Training Guide* for more information on XML integration.

Project Status Load

Project Status Load



Project Status - Modify

Go To Actions Tools Attach Print Preview

Attachments

Status Code OPEN

Description OPEN

System Status Open

Active ☒

QAD

Imp-Do-SU-1-190

- 1 Use XML to upload the project status file `projstat.xml`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the `projstat.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Project Status View (25.3.11.7.3).
If needed, you can change the uploaded data in Project Status Modify (25.3.11.7.2).

Project Load

Project Load

Project Modify X

Go To Actions Tools Print Preview Attach

Project: Default Status Code: Open

Description: Default for Consolidatio Retrieve SAF Structure from GL

Project Administrator: SAF Structure Code

Saf Set on Date: Saf Set on by

Project Mask Code

General Defaults

Sub-Account Profile: DefSubAcct Start Date: 05/31/2011

Budget Group: End Date:

Project Group: Original Completion Date:

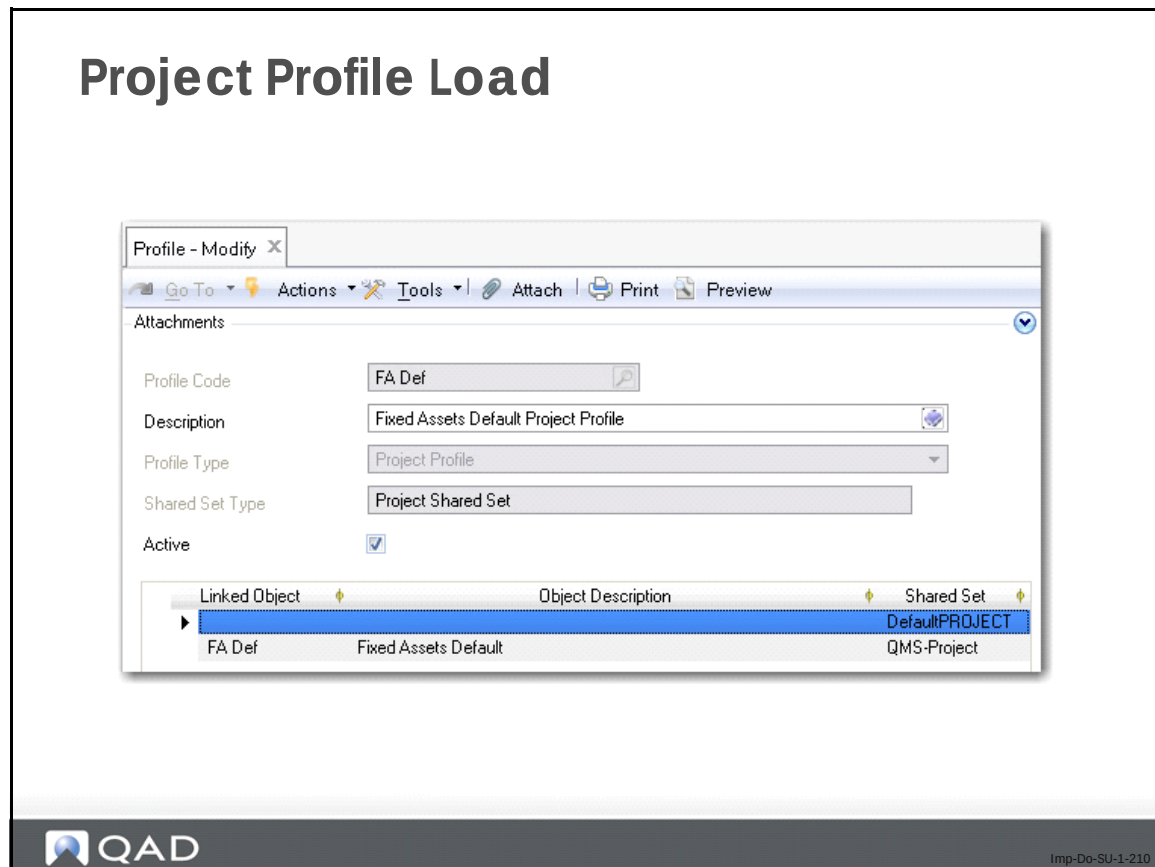
Main Project: Revised Completion Date:

Currency: USD Date Revised:

QAD Imp-Do-SU-1-200

- 1 Use the XML daemon to upload the file `projects.xml`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the `projects.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Project View (25.3.11.1.3).
If needed, you can change the uploaded data in Project Modify (25.3.11.1.2).

Project Profile Load



- 1 Use XML to upload the project profile file, `projprof.xml`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Copy the `projprof.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Profile View (36.1.1.4.3).
If needed, you can change the uploaded data in Profile Modify (36.1.1.4.2).

Exchange Rate Load

Exchange Rate Load

The screenshot shows the 'Exchange Rate Modify' window. It has a title bar with a close button. Below the title bar is a menu bar with 'Go To', 'Actions', 'Tools', 'Print', 'Preview', and 'Attach'. The main area contains several input fields: 'From Currency Code' with 'USD', 'To Currency Code' with 'EUR', 'Exchange Rate Type' with 'ACCOUNTING', 'Valid From' with '05/31/2011', 'Valid To (incl.)' with a dropdown arrow, 'Exchange Rate' with '0.6951770000', and 'Scale Factor' with '1.0000000'. Each field has a small icon to its right.



Imp-Do-SU-1-220

- 1 Use Exchange Rate Excel Integration (26.4.6) to upload the file `exchange-rates.xlsx`. The file is stored in the Implementation Course Data\Domain 1 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Exchange Rate View (26.4.3).
If needed, change the uploaded data using Exchange Rate Modify (26.4.2).

Chapter 6

Domain Setup Part 2

Overview

Domain Data Setup Part 2 - Overview

- GL account load
- GL account profile load
- Configure cross-company accounts
- Configure GL control
 - GL Correction Control
 - Domain/Account Control
 - GL Op. Transaction Control



Imp-Do-SU-2-020

Domain Data Setup Part 2 - Overview

- GTM
 - Tax box load
 - Tax group load
 - Tax rate load
- Daybooks
 - Daybook load
 - Daybook profile load
 - Create default daybooks
 - Create daybook sets
- Load and configure bank GL account

Domain Data Setup Part 2 - Overview

- Periods
 - Create domain GL periods
 - Create tax periods
- Payment
 - Create payment statuses
 - Payment format load
 - Bank payment format link

Domain Data Setup Part 2 - Overview

- Customer
 - Customer type load
 - Customer load
 - Customer bank number load
 - Customer ship-to load
- Supplier
 - Supplier type load
 - Supplier load
 - Supplier bank number load

GL Account Load

The screenshot displays the QAD GL Account Load interface. The main window is titled "GL Account - Modify" and shows the following fields:

- GL Account: 4000
- Description: Sales
- GL Type: Standard Account
- Active: ☒

The "Attachments" section shows a list of attachments with columns for "Balance/P&L", "Auto/Manual", "Intercompany Account", "Fixed Intercompany", and "Quantity". The "Auto/Manual" column is set to "Manual".

The "GL Account Load" window is also visible, showing the following fields:

- Base Currency Only: ☐ Currency Code: [Field]
- TC Revaluation Method: None
- MC Revaluation Method: None
- Revaluation GL: [Field]
- Consolidation Method: Current Exchange Rate
- Consolidation Rate Type: [Field]
- System Type: [Field]
- Budget Group: [Field]
- Budget Enabled: ☒ Category: Income

The "GL Account Load" window also has tabs for Posting, Currency, Analysis, Report Link, Banking, Cash, and Defaults. The "Analysis" tab is selected, showing the following fields:

- Analysis Type: SAF
- Default Cost Center: [Field]
- SAF Structure Code: Sales
- Sub-Account: [Field]
- GL Analysis Set On Date: 05/30/2007
- GL Sub-Account Set On Date: [Field]
- Analysis Limitation: None
- Default Project: [Field]
- Default Sub-Account: ☒ DefSubAct: [Field]
- GL Analysis Set on by: [Field]
- GL Sub-Account Set on by: [Field]

The QAD logo is visible in the bottom left corner, and the text "Imp-Do-SU-2-070" is in the bottom right corner.

Use Excel integration to upload GL accounts

- 1 Use GL Account Excel Integration (25.3.13.5) to upload the file `glaccounts.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in GL Account View (25.3.13.3).
If needed, you can change the uploaded data in GL Account Modify (25.3.13.2).

GL Account Profile Load

GL Account Profile Load

Profile Code:

Description:

Profile Type:

Shared Set Type:

Active: ☒

Linked Object	Object Description	Shared Set
▶ 4000	Sales	QMS-GL-US


Imp-Do-SU-2-080

- 1 Use XML to upload profiles for GL account. The files are stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
 - custacctprof.xml
 - supacctprof.xml
 - purchprof.xml
 - salesprof.xml
- 2 Copy the XML files and paste them into the xml_daemon folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the files. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Profile View (36.1.1.4.3).
If needed, you can change the uploaded data in Profile Modify (36.1.1.4.2).

Define Cross-Company Accounts

The screenshot shows the 'Domain Modify' window in QAD. The 'Domain' is set to '10USA', 'Name' is 'USA Division', and 'Search Name' is '10USA'. The 'Primary Entity' is '10USACO', 'Active' is checked, and 'Setup Complete' is checked. The 'Cross-Company' tab is selected, showing the following settings:

Field	Value
Base Currency	USD
Statutory Currency	USD
Statutory Currency Enabled	☐
Language Code	us
Type	
Use Withholding Tax	☐
Time Zone	
COA Mask	
Sub-Account	
Cost Center	
Project Manager	
Accounts Receivable GL Account	1950
Accounts Payable GL Account	2950
Inventory GL Account	1960
Manual Journal Entry GL Account	1970
Fixed Assets GL Account	1980

The QAD logo is visible in the bottom left corner, and the text 'Imp-Do-SU-2-090' is in the bottom right corner.

- 1 In Domain Modify (36.1.1.1.2), modify the domain 10USA, specify the primary entity (10USACO), and select the Setup Complete field.
- 2 In the Cross-Company tab, update the following parameters to define the accounts to use in cross-company postings:

Field	Value
Accounts Receivable GL Account:	1950
Accounts Payable GL Account:	2950
Inventory GL Account:	1960
Manual Journal Entry GL Account:	1970
Fixed Assets GL Account:	1980

- 3 Save the changes.

Configure GL Correction Control

Configure GL Correction Control

GL Correction Control

Go To Actions Copy

Sales Orders/Invoice

GL Correction: ☒

GL Summarization: ☐

Inventory GL Correction

Cost Adjustment: ☐ Transfer: ☐

PO Receipt: ☐ Sales Order Shipment: ☐

Receipt Unplanned: ☐ Issue Unplanned: ☐

Return to Supplier: ☐ Return to Stock: ☐

WO Issue/Receipt: ☐ Work Order Close: ☐

WIP Adjustment: ☐ Inventory Adjustment: ☐

DO Receipt: ☐ DO Shipment: ☐

Supplier Consignment: ☐ Customer Consignment: ☐

Consignment Transfer: ☐

Work Order GL Correction

Labor: ☐ Downtime: ☐

Cumulative WO Close: ☐ Subcontract: ☐

Rework: ☐ WIP Adjustment: ☐

Scrap: ☐ Expense: ☐

AP_AR Corrections

Accounts Payable: ☒

Accounts Receivable: ☒

QAD

Imp-Do-SU-2-100

Using the settings in GL Correction Control, you can:

- Produce correction transactions for invoices generated as a result of sales orders for a total negative amount, such as credit notes.
- Configure invoice post to consolidate positive and negative GL postings to the same entity, account, sub-account, cost center, and project to produce a single GL posting instead of two.
- Configure specific areas of inventory control and work orders to generate correction transactions by selecting specific transaction types.
- Enable or disable the creation of daybooks for correction transactions for either AP or AR.

See *User Guide: QAD Financials* for more information.

Exercise

- 1 In GL Correction Control (25.13.24), select the following fields:

- GL Correction

Setting this field to Yes enables GL correction during invoice post.

When this is Yes, correction type transactions are produced for invoices in two cases:

Invoices generated as a result of normal (positive quantity) sales order shipments when the net effect of a GL distribution line is to reduce a customer's AR liability, such as discounts.

Invoices generated as a result of sales orders for a total negative amount, such as credit notes for customer returns.

- Accounts Payable

Setting this field to Yes enables GL correction features for AP transactions.

- Accounts Receivable

Setting this field to Yes enables GL correction features for AR transactions.

Update Domain/Account Control

Update Domain/Account Control

The screenshot displays two windows from the QAD software. The 'Replication Daemon Monitor' window shows the status of the 'REPLICATIONDAEMON'. Key fields include: Daemon Name (REPLICATIONDAEMON), Last Start Date (05/01/2012 07:12:43), Interval (Sec) (10), Last End Date (03/20/2012 00:17:20), Daemon Status (Running), and Running Processes (1). The 'Domain/Account Control' window shows the 'Verify GL Accounts' field checked, Base Currency set to USD, Entity set to 10USACO, and Default Domain Language set to us.

- 1 In Replication Daemon Monitor, check the status of the Replication daemon and ensure that it is running.
- 2 In Domain/Account Control (36.9.24), change the Verify GL Accounts field to Yes (enabled) to indicate that the system should validate GL accounts and effective dates for transactions created in modules other than General Ledger within the current working domain.

When Yes, the system validates the following:

- Each account, sub-account, cost center, and project code entered for a transaction must be defined in the appropriate GL setup function with the Active field set to Yes.
- The components of the account number must be valid in combination with each other, based on the ranges specified in the GL setup functions.
- The transaction effective date must be within an open GL calendar period.

Domain/Account Control

Sales Accounts

Sales:	4010	mech	ADM
Sales Discount:	4200	Mech	
Sales Inv Tax Acct:	2400	Mech	
Sales CN Tax Acct:	1405	Mech	
Sales Inv Tax Absorbed Acct:	2410	Mech	
Sales CN Tax Absorbed Acct:	1415	Mech	
Sales Returns:	4300	Mech	
COGS Material Acct:	5010	Mech	ADM
COGS Labor Acct:	5100	Mech	
COGS Burden Acct:	5200	Mech	
COGS Overhead Acct:	5300	Mech	
COGS Subcontract Acct:	5400	Mech	
Sales Freight Accrued:	2180	Mech	
Sales Freight Applied:	4680	Mech	
Terms Late Interest:	4650	Mech	



Imp-Do-SU-2-120

Fill in the sales accounts according to the above slide. The following table describes the purpose of each field:

Account	Description
Sales	Used to track sales and is updated during invoice post.
Sales Discount	Used to track discounts given to customers for the items on sales orders. The Sales Discount account is updated during invoice post.
Sales Inv Tax Acct	Used to track sales tax for invoices. Companies typically report the sales tax collected from customers as a liability on the balance sheet. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1).
Sales CN Tax Acct	Used to track sales tax for credit notes. Companies typically report the sales tax collected from customers as a liability on the balance sheet. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1).
Sales Inv Tax Absorbed Acct	Used to track sales tax absorbed. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1). Absorbed sales tax is also known as withheld or retained sales tax.
Sales CN Tax Absorbed Acct	Used to track sales tax absorbed for credit notes.
Sales Returns	Used to track sales returns. This must be a valid, active account of type Standard. The account entered here defaults to Receipts - Sales Order Return in the Inventory Control module.

Account	Description
COGS Material Acct	Used to track the material portion of cost of goods sold (COGS). This must be a valid, active account of type Standard. When a sales order for inventory items is shipped, both inventory and cost of goods sold accounts are updated using the item's GL cost.
COGS Labor Acct	Used to track the labor portion of COGS. This must be a valid, active account of type Standard.
COGS Burden Acct	Used to track the burden portion of COGS. This must be a valid, active account of type Standard.
COGS Overhead Acct	Used to track the overhead portion of COGS. This must be a valid, active account of type Standard.
COGS Subcontract Acct	Used to track the subcontract portion of COGS. This must be a valid, active account of type Standard.
Sales Freight Accrued	Used to track accrued freight amounts. These amounts are posted during sales order shipment and accrue until the freight carrier bills you for incurred freight amounts. This must be a valid, active account of type Standard.
Sales Freight Applied	Used to track applied freight amounts. These amounts are posted during sales order shipment and apply until the freight carrier bills you for incurred freight amounts. This must be a valid, active account of type Standard.
Terms Late Interest	Used to track late charges calculated on the daily overdue interest percent associated with a credit terms code. This must be a valid, active account of type Standard.

Domain/Account Control

The screenshot shows a window titled "Accounts Payable" with a table of account settings. Each row has a label, a text field with a number, a magnifying glass icon, and a dropdown menu with "Mech" selected.

Label	Account Number	Description
AP Inv Tax Acct:	1400	Mech
AP CN Tax Acct:	2405	Mech
AP Inv Tax Retained Acct:	1420	Mech
AP CN Tax Retained Acct:	2415	Mech
Expensed Item Receipts:	2550	Mech
Expensed Item Usage Var:	5650	Mech
Expensed Item Rate Var:	5660	Mech



Imp-Do-SU-2-130

Fill in the accounts payable accounts according to the above slide. The following table describes the purpose of each field:

Account	Description
AP Inv Tax Acct	Used for AP tax recoverable on invoices. This must be a valid, active account of type Tax Control. A recoverable tax is a purchasing or AP tax amount covered by a government tax credit. The account entered here defaults to Tax Rate Maintenance (29.4.1).
AP CN Tax Acct	Used for AP tax recoverable on credit notes. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1)
AP Inv Tax Retained Acct	Used for retained (reverse charge) taxes on supplier invoices. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1).
AP CN Tax Retained Acct	Used for retained (reverse charge) taxes on supplier credit notes. This must be a valid, active account of type Tax Control. The account entered here defaults to Tax Rate Maintenance (29.4.1).
Expensed Item Receipts	Used to track accrued accounts payable (AP) amounts for purchased expensed items that have been received but not yet invoiced. This must be a valid, active account of type PO Receipts.
Expensed Item Usage Var	Used to track AP usage variances for non-inventory (expensed) items. This must be a valid, active account of type Standard.
Expensed Item Rate Var	Used to track AP rate variances for non-inventory (expensed) items. This must be a valid, active account of type Standard.

Domain/Account Control

Department

Cost of Production:	5770	Mech	
Labor:	5120	Mech	mfg
Burden:	5220	Mech	mfg



Imp-Do-SU-2-140

Fill in the department accounts according to the above slide. The follow table describes the purpose of each field:

Account	Description
Cost of Production	Used to track indirect production costs. This must be a valid, active account of type Standard.
Labor	Used to track accrued labor costs. This must be a valid, active account of type Standard.
Burden	Used to track accrued (variable) burden costs. This must be a valid, active account of type Standard.

Domain/Account Control

Product Line

Inventory Acct:	1500		Mech		
PO Receipts Acct:	2520		Mech		
Purchases:	6610		Mech	ADM	
Overhead Appl Acct:	5330		Mech		
Scrap:	6000		Mech		
Work in Process:	1550		Mech		
Inv Discrep Acct:	5900		Mech		
Cost Revalue Acct:	6100		Mech		
Floor Stock Account:	1600		Mech		



Imp-Do-SU-2-150

Fill in the product line accounts according to the above slide. The following tables describes the purpose of each field:

Account	Description
Inventory Account	Used to track inventory value. Inventory transactions include sales order shipments, purchase order receipts, service/support returns and shipments, work order issues and receipts, unplanned inventory issues and receipts, and physical inventory counts. Each of these affect inventory value by creating a GL transaction that debits (increases) or credits (decreases) the Inventory account. This must be a valid, active account of type Inventory Control. The account entered here defaults to Product Line Maintenance (1.2.1).
PO Receipts Acct	Used to track accrued purchase order receipts of inventory items. These items have been received into inventory but have not yet been invoiced, representing an accrued liability. This must be a valid, active system account of type PO Receipts.
Purchases	Used to track purchases of non-inventory (expense) items. This must be a valid, active account of type Standard. This account defaults to Product Line Maintenance (1.2.1).
Overhead Appl Acct	Used to track applied overhead. This must be a valid, active account of type Standard. Applied overhead amounts are calculated on both manufacturing and purchase order receipts

Account	Description
Scrap	Used to track scrap. Scrap amounts are posted to the GL when work order or quality order rejects are reported. This must be a valid, active account of type Standard. The account entered here defaults to Product Line Maintenance (1.2.1).
Work in Process	Used to track work in process (WIP) inventory value. This must be a valid, active account of type WIP Control. The account entered here defaults to Product Line Maintenance (1.2.1).
Inv Discrep Acct	Used to track inventory discrepancies. This must be a valid, active account of type Standard. Inventory discrepancies can occur during cycle counts or physical inventory.
Cost Revalue Acct	Used to track changes in the value of inventory when item GL costs change. This must be a valid, active account of type Standard.
Floor Stock Account	Used to adjust Work in Process (WIP) for bulk issue items. This must be a valid, active account of type Standard.

Domain/Account Control

Variances			
PO Price Var Acct:	6710	Mech	ADM
AP Usage Variance:	6720	Mech	
AP Rate Variance:	6740	Mech	
Method Variance Acct:	6800	Mech	
Transfer Variance:	6820	Mech	
Material Usage Var:	5040	Mech	
Material Rate Var:	5050	Mech	
Labor Usage Variance Acct:	5140	Mech	mfg
Labor Rate Variance Acct:	5150	Mech	mfg
Burden Usage Variance:	5240	Mech	mfg
Burden Rate Variance:	5250	Mech	mfg
Subcontract Usage Variance:	5440	Mech	
Subcontract Rate Var:	5450	Mech	
Mix Variance:	6830	Mech	



Imp-Do-SU-2-160

Fill in the variances accounts according to above slide. All variance accounts must be of type Standard. The following table describes the purpose of each field:

Account	Description
PO Price Var Acct	Used to track any purchase price variances (PPV). PPV is the difference between the standard cost of the item and the purchase order cost.
AP Usage Variance	Used to track AP usage variances for inventory items.
AP Rate Variance	Used to track AP rate variances for inventory items.
Method Variance Acct	Used to track unaccounted manufacturing variances.
Transfer Variance	Used to track cost variances on inventory transfers between two sites.
Material Usage Var	Used to track material usage variances. When you issue components to a work order, material costs post to work in process (WIP) as the quantity issued multiplied by the GL cost. When the work order is closed, usage variance can be calculated. The account entered here defaults to Product Line Maintenance (1.2.1).
Material Rate Var	Used to track material rate variances. Rate variance reflects differences in cost caused by using substitute items or items issued at a different cost (from a different site). When using work orders, the GL cost of each component is copied into the work order bill at the time the work order is released. If costs change, a material rate variance results. The account entered here defaults to Product Line Maintenance (1.2.1).
Labor Usage Variance Account	Used to track labor usage variances.

Account	Description
Labor Rate Variance Acct	Used to track labor rate variances.
Burden Usage Variance	Used to track burden usage variance.
Burden Rate Variance	Used to track burden rate variance.
Subcontract Usage Variance	Used to track subcontract usage variance. When purchase orders are recorded for subcontract operations, the purchase order receipt posts the standard subcontract cost to WIP and the actual subcontract expense amount to the PO Receipts accrual account. Any variance is posted as a rate variance. When the work order is closed, a usage variance is calculated.
Subcontract Rate Var	Used to track subcontract rate variance. Rate variance is posted as the difference between the purchase order cost and the standard subcontract cost.
Mix Variance	Used to track mix variance amounts for co-product and by-product work orders. The account entered here defaults to Product Line Maintenance (1.2.1).

Domain/Account Control

Service Accounts		
Service Labor:	6900	Mech
Service Overhead:	6905	Mech
Service Expense:	6910	Mech
Expense Due:	6915	Mech
Service Returns:	6920	Mech
Deferred Revenue:	2450	Mech
Accrued Revenue:	1450	Mech



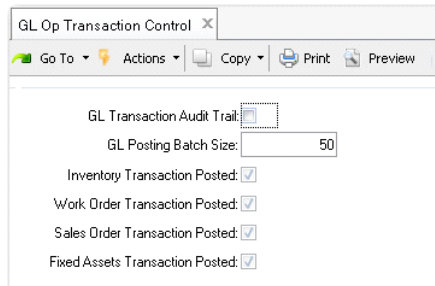
Imp-Do-SU-2-170

Fill in the service accounts according to the above slide. All service accounts must be valid, active accounts of type Standard. The accounts defined here default to Product Line Maintenance (1.2.1). The following table describes the purpose of each field:

Account	Description
Service Labor	Used to track labor expended in activity related to Service/Support Management (SSM) call tracking functions.
Service Overhead	Used to track labor burden for activity related to SSM call tracking functions. The standard formula for burden is used, although the number of machines is not relevant in a service context.
Service Expense	Used to track service expenses related to SSM call tracking functions.
Expense Due	Used to track the amounts due to employees for expenses that occur in service activity related to SSM call tracking functions.
Service Returns	Used to track the financial impact of items returned for credit in Call Activity Recording. This must be a valid, active account of type Standard.
Deferred Revenue	Used to track deferred revenue for contracts. Collected revenue is held in a deferred account and is posted periodically over the contract duration.
Accrued Revenue	Used to track accrued revenue from contracts. In accrual-basis accounting, revenue is recorded in the period in which it is earned, regardless of whether cash is received in that period.

GL Op Transaction Control

GL Op Transaction Control



The screenshot shows a window titled "GL Op Transaction Control" with a standard menu bar (Go To, Actions, Copy, Print, Preview). The main area contains the following settings:

- GL Transaction Audit Trail:
- GL Posting Batch Size:
- Inventory Transaction Posted: ☒
- Work Order Transaction Posted: ☒
- Sales Order Transaction Posted: ☒
- Fixed Assets Transaction Posted: ☒



Imp-Do-SU-2-180

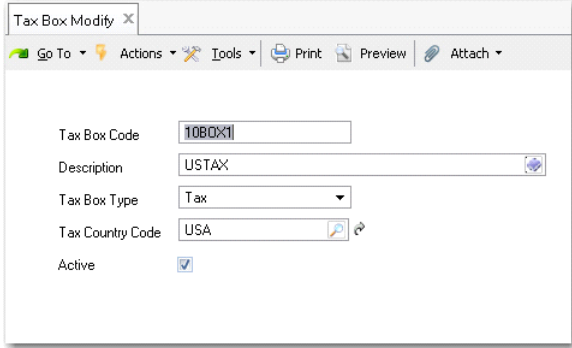
- 1 In GL Op Transaction Control (36.9.13), configure the settings according to the slide.
- 2 In the GL Transaction Audit Trail field, specify No (Disabled).

This field determines whether the system maintains an audit trail of changes made in Unposted GL Transaction Correction. When set to No, an audit trail is not created.
- 3 In the GL Posting Batch Size field, enter 50.

50 will be the number of transactions included in an operational transaction posting batch. The other fields are read only.

Tax Box Load

Tax Box Load




Imp-Do-SU-2-190

Tax boxes represent tax subtotal fields on tax declaration forms required for filing legal reports. See *User Guide: QAD Global Tax Management* for more information.

- 1 Use XML to upload tax boxes file `taxbox.xml`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Copy the `taxbox.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Tax Box View (29.6.1.1.3).
If needed, you can change the uploaded data in Tax Box Modify (29.6.1.1.2).

Tax Group Load

Tax Group Load

Tax Group Modify

Go To Actions Tools Print Preview Attach

Tax Group Code: 10PURCHASE

Description: USA PURCHASE TAX GROUP

Active: ☒

Tax Box Code	Description
10B0X1	USTAX
10B0X2	US BASE

QAD

Imp-Do-SU-2-200

Tax groups link related tax boxes, generally one of each type. Associate tax groups with tax rates in Tax Rate Maintenance (29.4.1). See *User Guide: QAD Global Tax Management* for more information.

Exercise

- 1 Use XML to upload the tax group file `taxgroup.xml`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Copy the `taxgroup.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Tax Group View (29.6.1.2.3).
If needed, you can change the uploaded data in Tax Group Modify (29.6.1.2.2).

Create a Tax Rate

Create a Tax Rate

Tax Rate Maintenance

Go To Actions Copy Print Preview Attach

Tax Type: NON-TAX Tax Rate: 0.00%

Item Tax Class: E Description: NON-TAX

Tax Usage: IE Tax-By-Line: ☒

Effective Date: 3/27/2012 Expiration Date:

Tax Code: 1 Tax Base:

Minimum Taxable Amount: 0.00

Maximum Taxable Amount: 999,999,999.99

Percent Recoverable: 0.00%

Tax Method: 01

Update Tax Allowed: ☒

Allow Tax Included: ☐

Discount Tax at Payment: ☐

Discount Tax at Invoice: ☐

Accrue Tax at Receipt: ☒

Accrue Tax at Usage: ☐

Sales Tax Absorbed: ☐

AP Tax Retained: ☐

Tax Group

Customer Invoice Tax Group: NON-TAX

Credit Note Tax Group: NON-TAX

Supplier Invoice Tax Group: NON-TAX

Supplier Credit Note Tax Group: NON-TAX

Absorbed Invoice Tax Group:

Absorbed CN Tax Group:

Retained Invoice Tax Group:

Retained Credit Note Tax Group:

Tax Account

Sales Inv Tax Acct:	2400	Cons	
Sales CN Tax Acct:	1405	Cons	
Sales Inv Tax Absorbed Acct:	2410	Cons	
Sales CN Tax Absorbed Acct:	1415	Cons	
AP Inv Tax Acct:	1400	Cons	
AP CN Tax Acct:	2405	Cons	
AP Inv Tax Retained Acct:	1420	Cons	
AP CN Tax Retained Acct:	2415	Cons	
AR Discount Acct:			
AP Discount Acct:			
Sales Inv Suspended Tax Acct:			
Sales CN Suspended Tax Acct:			
AP Inv Delayed Tax Acct:			
AP CN Delayed Tax Acct:			

QAD

Imp-Do-SU-2-210

Tax rate records enable you to configure the system to support many different kinds of taxes and transaction conditions. The rates are domain-specific since the types of taxes relevant to each of a company's business units are likely to vary widely. See *User Guide: QAD Global Tax Management* for more information.

Exercise

- 1 Create the tax rate NON-TAX in Tax Rate Maintenance.
- 2 After the upload, verify the data using Tax Rate Inquiry (29.4.2).

Daybook Load

Daybook Load

Imp-Do-SU-2-220

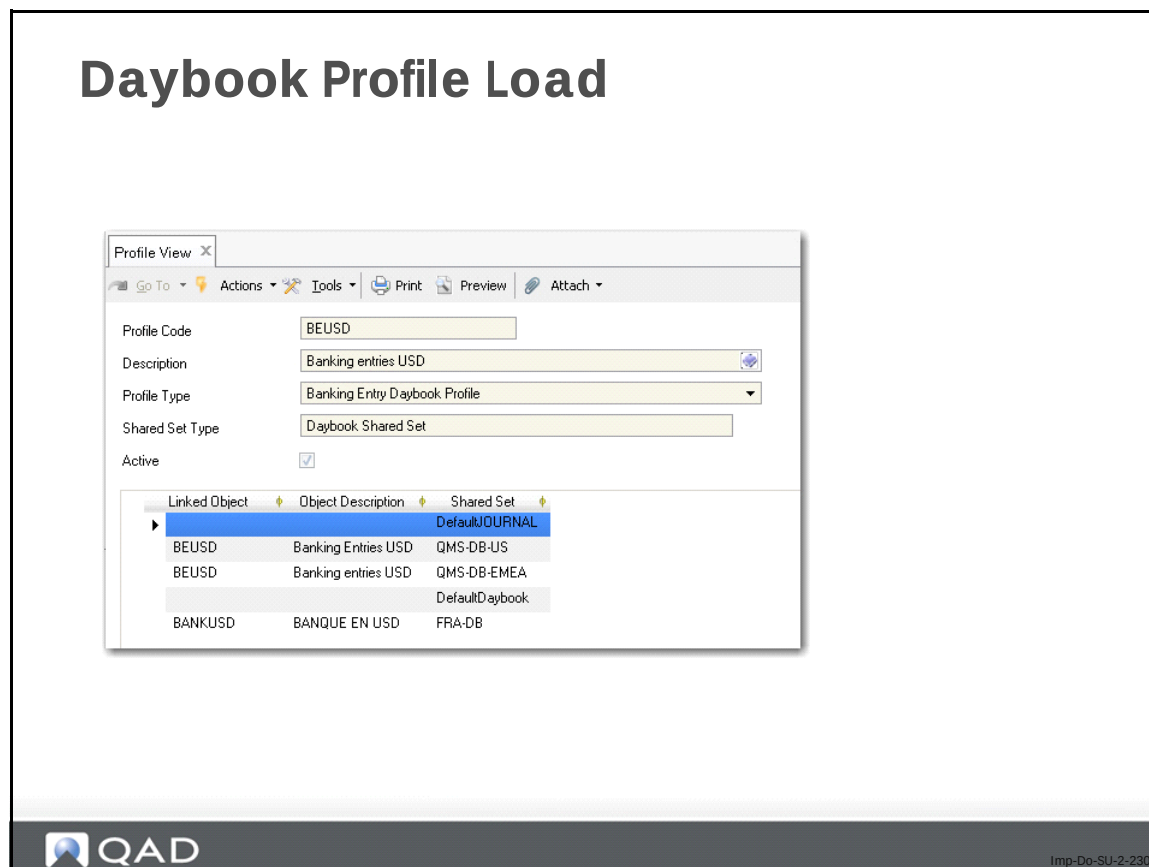
Daybooks, also known as journals, are system or user-defined views of the general ledger and contain all transactions.

For more information on daybooks, see *User Guide: QAD Financials* and *Financials Fundamentals Training Guide*.

Exercise

- 1 In Daybook Excel Integration (25.8.1.5), upload the file `daybooks.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Daybook View (25.8.1.3).
If needed, you can change the uploaded data in Daybook Modify (25.8.1.2).

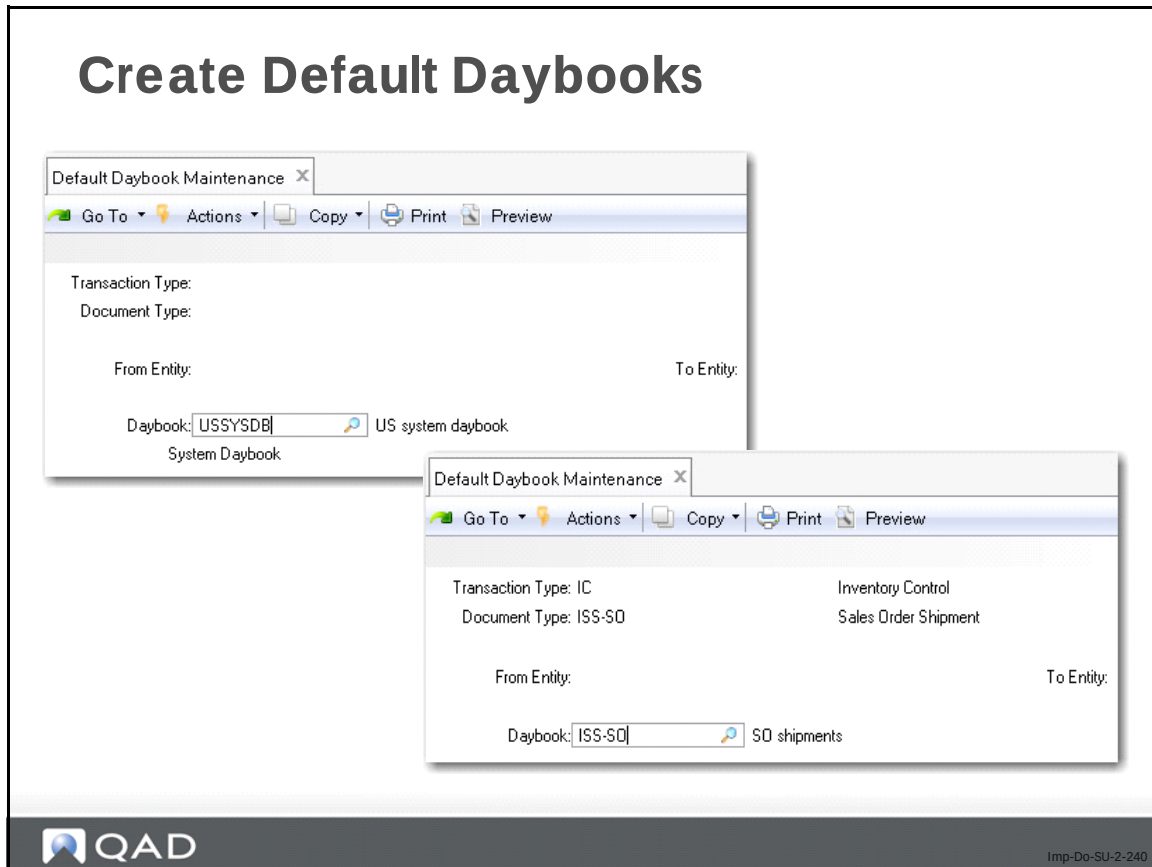
Daybook Profile Load



- 1 Use XML to upload the daybook profile file `bedbprof.xml`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Copy the `bedbprof.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Profile View (36.1.1.4.3).
If needed, you can change the uploaded data in Profile Modify (36.1.1.4.2).

See *Financials Fundamentals Training Guide* and *User Guide: QAD Financials* for more information on profiles.

Create Default Daybooks



Use default daybooks to group fixed assets, inventory control, work order, and certain non-invoice sales order transactions. You can control the granularity of daybook assignments by defining default daybooks based on transaction type, document type, or entity. See *User Guide: QAD Financials* for more information.

Exercise

- 1 Create the following default daybooks manually using Default Daybook Maintenance (25.8.4).

Field	Value
<u>System Daybook</u>	
Transaction Type:	Blank
Document Type	Blank
From Entity:	Blank
To Entity:	Blank
Daybook:	USSYSDB

Sales Order Shipment Daybook

Transaction Type:	IC
Document Type	ISS-SO

Field	Value
From Entity:	Blank
To Entity:	Blank
Daybook:	ISS-SO

Work Order Issues Daybook

Transaction Type:	IC
Document Type	ISS-WO
From Entity:	Blank
To Entity:	Blank
Daybook:	WOISS

Work Order Material Variances Daybook

Transaction Type:	IC
Document Type	MATL-VAR
From Entity:	Blank
To Entity:	Blank
Daybook:	WOMVAR

Work Order Receipt Daybook

Transaction Type:	IC
Document Type	RCT-WO
From Entity:	Blank
To Entity:	Blank
Daybook:	WORCT

Work Order Close Daybook

Transaction Type:	WO
Document Type	WO-CLOSE
From Entity:	Blank
To Entity:	Blank
Daybook:	WOCLOSE

Create Daybook Sets

Use daybook sets to control which daybooks are assigned to specific kinds of AR-related transactions created when sales order invoices are posted. See *User Guide: QAD Financials* for more information.

Exercise

- 1 In Daybook Set Maintenance (25.8.7), enter the default values according to the details below:

Code	Description
Daybook Set	SLS
Description	Default Sales Daybook Se
Active	Yes (Enabled)
AR/AP	AR
Invoice Daybook	CINV
CN Daybook	CORCIP
Intercompany Daybook	JEIC
Daybook Set	SLSCA
Description	Sales Daybook Set CA
Active	Yes (Enabled)
AR/AP	AR

Code	Description
Invoice Daybook	CINV-CA
CN Daybook	CORCIN
Intercompany Daybook	JEIC
Daybook Set	PURCH
Description	Purchases
Active	Yes
AR/AP	AP
Invoice Daybook	SINV
CN Daybook	SCN
Correction Invoices (Negative)	SICOR
Correction Credit Notes (Negative)	SCCOR

Load and Configure Bank GL Account

Load and Configure Bank GL Account

The screenshot displays the 'GL Account View' window in QAD. The 'Banking' tab is active, showing a table with the following data:

Entity Code	Default	Bank Format	Own Bank Number	Business Relation Code	Active	SWIFT Code
10USACO	☒	XX	12345678	☒	☒	

At the bottom of the window, the following fields are visible:

- Banking Daybook Profile: BEUSD
- AP Discount Account: 5700
- AR Discount Account: 4220

- 1 Use GL Account Excel Integration (25.3.13.5) to upload the file `bankgl.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in GL Account View (25.3.13.3).
If needed, you can change the uploaded data in GL Account Modify (25.3.13.2).

You must then add your company's bank account number.

- 1 Open GL Account Modify (25.3.13.2) for GL account 1100.
- 2 Go to the Banking tab.
- 3 Insert a row and enter the following details:
 - Entity code: 10USACO
 - Default: Yes
 - Bank Format: XX
 - Own Bank Number: 12345678
- 4 Active: Yes

Create Domain GL Periods

Create Domain GL Periods

New Year

New Year:

How to Create:

☐ Copy From Budget Period Year

☒ Create Manually

Domain GL Period Create

Go To: Actions: Tools: Print: Preview:

GL Calendar Year:

GL Pd	Start Date	End Date	GL Period Type
01	01/01/2012	01/31/2012	Normal
02	02/01/2012	02/29/2012	Normal
03	03/01/2012	03/31/2012	Normal
04	04/01/2012	04/30/2012	Normal
05	05/01/2012	05/31/2012	Normal
06	06/01/2012	06/30/2012	Normal
07	07/01/2012	07/31/2012	Normal
08	08/01/2012	08/31/2012	Normal
09	09/01/2012	09/30/2012	Normal
10	10/01/2012	10/31/2012	Normal
11	11/01/2012	11/30/2012	Normal
12	12/01/2012	12/31/2012	Normal


Imp-Do-SU-2-270

Use the Domain GL Period function to create, modify, and view the GL calendar year and its related GL periods for a specific domain. The GL periods defined at the domain level are copied to all entities linked to the current domain.

See *User Guide: QAD Financials* for more information.

Exercise

- 1 In Domain GL Period Create (25.4.1.1), create a new year using the year of the system date.
- 2 Select the Create Manually option.
- 3 Save the new year record.

Create Tax Periods

Create Tax Periods

New Year

New Year:

How to Create

☐ Copy From Budget Period Year
☐ Copy From Tax Year
☒ Create Manually

Tax Period Create

Go To Actions Tools Print Preview Attach

Tax Year:

Tax Pd	Start Date	End Date	Status
01	01/01/2012	01/31/2012	Open
02	02/01/2012	02/29/2012	Open
03	03/01/2012	03/31/2012	Open
04	04/01/2012	04/30/2012	Open
05	05/01/2012	05/31/2012	Open
06	06/01/2012	06/30/2012	Open
07	07/01/2012	07/31/2012	Open
08	08/01/2012	08/31/2012	Open
09	09/01/2012	09/30/2012	Open
10	10/01/2012	10/31/2012	Open
11	11/01/2012	11/30/2012	Open
12	12/01/2012	12/31/2012	Open


Imp-Do-SU-2-280

Use Tax Period Create (25.4.5.1) to define entity-based calendars for tax reporting periods. When defined, closing a tax period prevents additional tax transactions from being posted. Tax periods and reporting are described in the Global Tax Management chapter in *User Guide: QAD Global Tax Management*.

Exercise

- 1 In Tax Period Create (25.4.4.1), create a new year using the year of the system date.
- 2 Select the option Create Manually.
- 3 Save the new tax periods.

Create Payment Statuses

Create Payment Statuses

Customer Payment Status Create

Payment Instrument: Check
 Status: For Collection
 Bank GL Account: 1100
 Daybook Code: ARPAY
 Customer Payment Account: 1380
 Default Value Days: 0

Supplier Payment Status Create

Payment Instrument: Electronic Transfer
 Status: Paid
 Bank GL Account: 1100
 Daybook Code: APPAY
 Supplier Payment Account: 2080
 Default Value Days: 0

QAD Imp-Do-SU-2-300

Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. See *User Guide: QAD Financials* for more information.

Exercise

- 1 In Customer Payment Status Create (27.6.2.1), create payment statuses using the following details:

Field	Value
Payment Instrument:	Check
Status:	Initial
	For Collection
	Paid
	Bounced
Bank GL Account:	1100
Daybook Code:	ARPAY
Customer Payment Account:	1380
Customer Payment Account (for the status Bounced):	1390

- 2 View the result in menu Customer Payment Status View (27.6.2.3).
If needed, you can change the data in Customer Payment Status Modify (27.6.2.2).

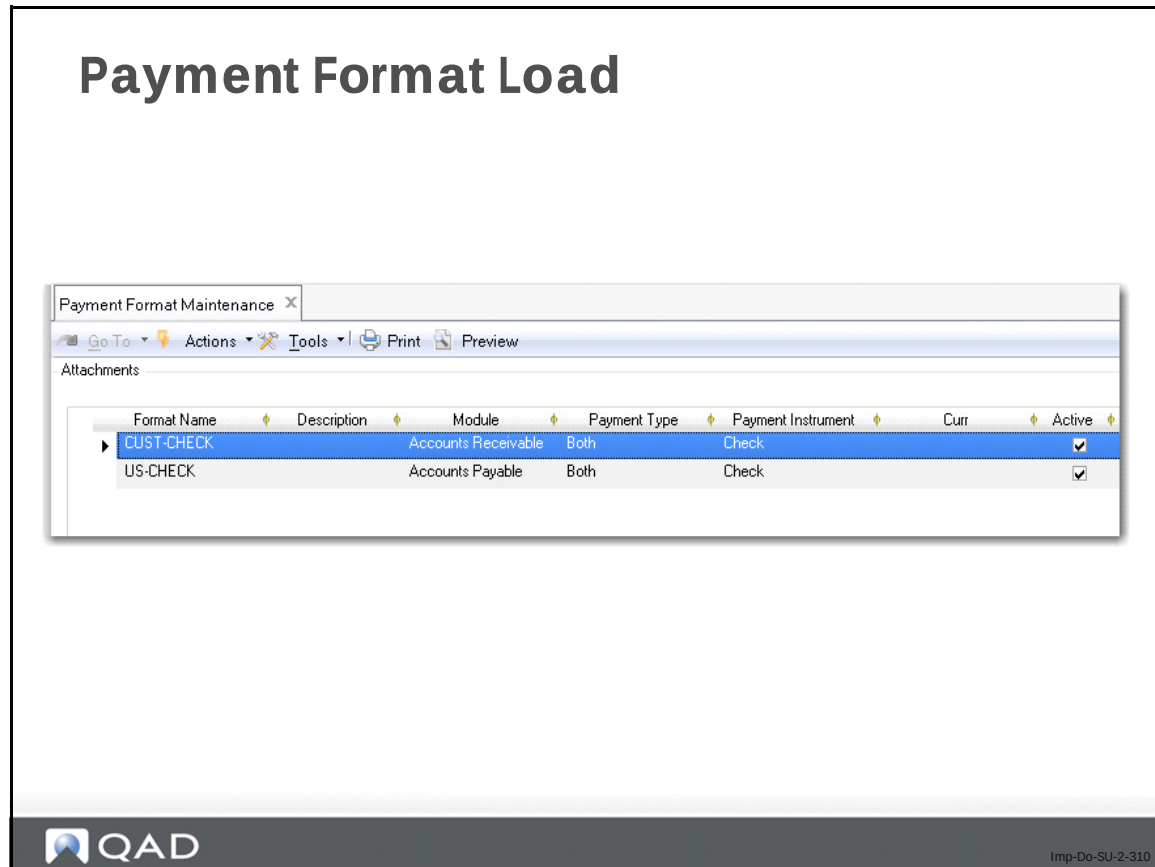
Supplier Payment Status

- 1 In Supplier Payment Status Create (28.9.1.1.1), create payment statuses using the following details:

Field	Value
Payment Instrument:	Check
Status:	Initial
	For Collection
	Paid
	Bounced
Bank GL Account:	1100
Daybook Code:	APPAY
Supplier Payment Account:	2080
Supplier Payment Account (for the status Bounced):	2090

- 2 View the result in Supplier Payment Status View (28.9.1.3).
If needed, you can change the data in Supplier Payment Status Modify (28.9.1.2).

Payment Format Load



Payment formats are used in customer and supplier payments to define the layout of the payment output. These codes ensure that each payment from your account is formatted according to the requirements of the receiving customer or supplier bank. See *User Guide: QAD Financials* for more information.

Exercise

- 1 Use Payment Format Excel Integration (25.11.6) to upload the file `payformat.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Payment Format Maintenance (25.11.1).
If needed, you can change the uploaded data in Payment Format Maintenance (25.11.1).

Bank Payment Format Link

Bank Payment Format - Link

Go To Tools Print Preview Attach

Own Bank Number 12345678

Entity Code 10USACD

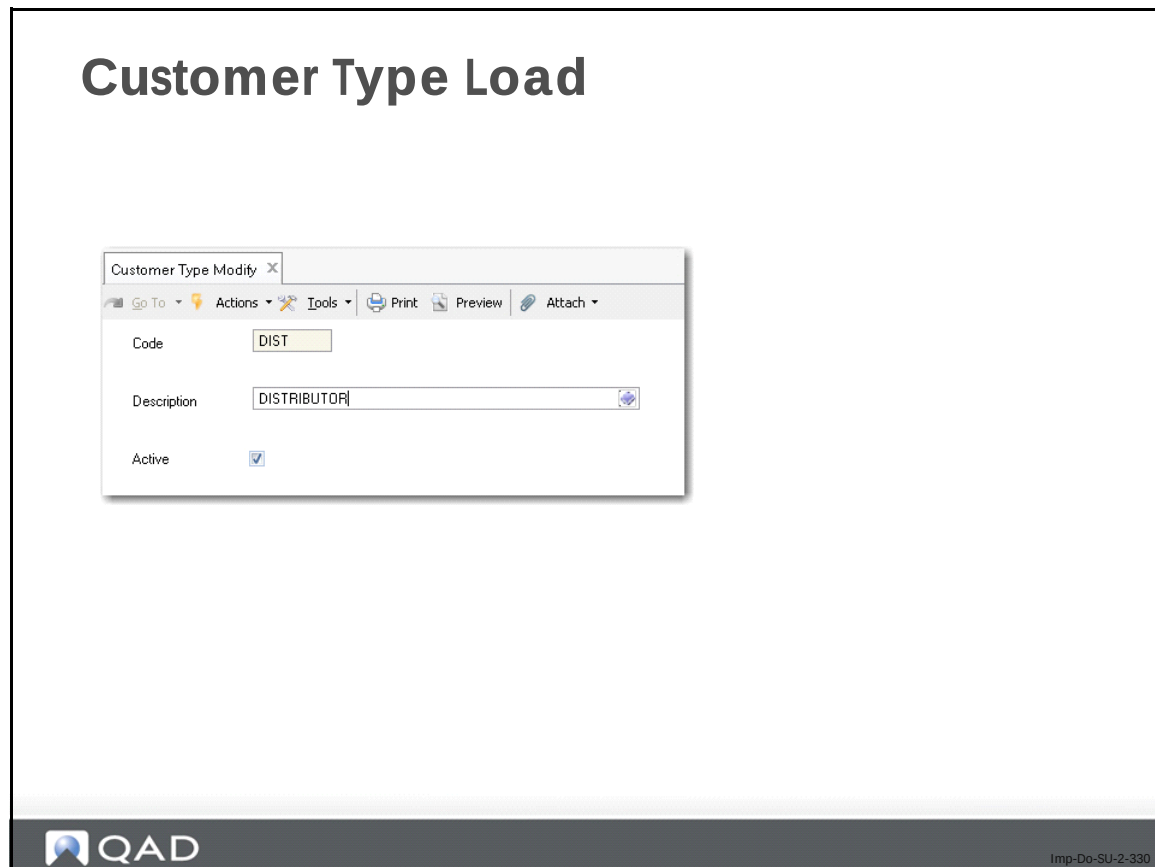
Payment Format	Next Pre-Printed No	Extension	Validation	Bank File Format	AR/AP	Payment Instrument	Payment Type
CUST-CHECK	0000000001		XX		Accounts Receiva	Check	Both
US-CHECK	0000000010		XX		Accounts Payable	Check	Both



Imp-Do-SU-2-320

- 1 In Bank Payment Format Link (25.11.2), link the bank account with bank number 12345678 to the payment formats:
 - US-CHECK
 - CUST-CHECK
- 2 View the result in Bank Payment Format View (25.11.3).

Customer Type Load



You can use customer type to select groups of customers for reporting, in particular for sales analysis reports. Customer types are system-wide data and apply to all domains and entities.

See *User Guide: QAD Financials* for more information.

Exercise

Use XML to upload the customer type file `custype.xml`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.

- 1 Copy the `custype.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 2 Open XML Daemon Monitor (36.14.16.6.3).
- 3 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 4 View the result of the upload in Customer Type View (27.20.4.3).
If needed, you can change the uploaded data in Customer Type Modify (27.20.4.2).

Customer Load

Customer Load

Customer Code: 10C1003
Business Relation: 10-C1003

Name: Pacific Health Care Systems
Address: 600 Calle de Los Caminos
Zip/City: 90212 Los Angeles
Country Code: US United States
State: CA California
County: Los Angeles Los Angeles County

Business Relation: Accounting Payment Banking Defaults Credit Limit Tax Info Comments

Control GL Profile (Invoice): ARcontrol3rdparty
Control GL Profile (Credit Note): ARcontrol3rdparty
Control GL Profile (Pre-payment): ARcontrol3rdparty
Sales Account GL Profile: Sales
Finance Charge Profile: Sales
Sub-Account Profile: DefSubAcct
Currency Code: USD
Customer Type: DIST

Business Relation: Accounting Payment Banking Defaults Credit Limit Tax Info Comments

Taxable Customer: ☐ Tax Is Included: ☐
Federal Tax:
State Tax:
Miscellaneous Tax 1:
Miscellaneous Tax 2:
Miscellaneous Tax 3:
Tax in City: ☒
Tax Zone: USA
Tax Class:
Tax Usage:

Business Relation: Accounting Payment Banking Defaults Credit Limit Tax Info Comments

Credit Terms Code: 2M
Invoice Status Code: C-OK
Payment Group:
Invoice by Authorization: ☐
Finance Charge: ☐
Statement Cycle:
BLWT Group Code:
Print Reminder:
Print Statement:

QAD Imp-Do-SU-2-340

Use Excel integration to upload customers.

- 1 Use Customer Excel Integration (27.20.1.5) to upload the file `customers.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Customer View (27.20.1.3).
If needed, you can change the uploaded data in Customer Modify (27.20.1.2).

Customer (continued)

Business Relation	Accounting	Payment	Banking	Defaults	Credit Limit	Tax Info	Comments
Currency Code	USD				Reminder Count Reset		
Apply Fixed Ceiling	☒	Fixed Credit Limit			3,000,000.00		
Apply % of Turnover	☐	Percentage of Turnover			0.00	Credit on Turnover	0.00
Maximum Days Overdue	☐	Maximum Number of Days			0	Credit Agency Reference	
Credit Hold on Overrun	☐	Credit Hold			☐	Credit Rating	
Credit Check							
Include Sales Orders	☒	Balance of Sales Orders			1,605,138.75		
Include Open Items	☒	Balance of Open Items			0.00		
Include Drafts	☐	Balance Of Drafts			0.00		
Calculate before Order Entry	☒	Calculate after Order Entry	☒		Overrule Allowed	☒	
Calculate before Invoice Entry	☒	Calculate after Invoice Entry	☒		Overrule Allowed	☒	
Warning Ceiling %	0.00						
High Credit	730,376.21	High C					
Last Credit Update	02/24/2010	Last S					

Business Relation	Accounting	Payment	Banking	Defaults	Credit Limit	Tax Info	Comments
SAF Concept Code		SAF Code					
Customer Type		DIST					

Customer Bank Number Load

Customer Bank Number Load

Customer Code

Active ☒

Business Relation

Bill-To Customer

Business Relation
Accounting
Payment
Banking
Defaults
Credit Limit
Tax Info
Comments

Default	Bank Format	Customer Bank Number	Own Bank Number	Payment Format	Payment Instrument
☒	XX	011126656	12345678	CUST-CHECK	CHEQUE

Imp-Do-SU-2-360

Use Excel integration to upload the customer bank number.

- 1 Use Customer Bank Number Excel Integration (27.20.1.9) to upload the file `custbank.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.

Note Ignore Excel warnings about the object list.

- 2 Save the uploaded data.
- 3 View the result of the upload in Customer View (27.20.1.3).
If needed, you can change the uploaded data in Customer Modify (27.20.1.2).

Customer Ship-To Load

Customer Ship-To Load

Customer Ship-To Modify

Go To Actions Tools Print Preview Attach

Customer Code: 12C1002
Ship-To Code: 12C1002A
Ship-To Name: Commercial Mexicana Supermar

Link To Another Customer: ☐
Link To End User Address: ☐
Link To Ship-to Address: ☒

Address Information

Business Relation: 12-C1002
Address Type: SHIP-TO
Address Name: Commercial Mexicana Supermarket
Address: Poinente 150 No. 956
Address:
Address:
Zip/City: 02300 Mexico City
State:
County Code:
Country Code: MX MEXICO

Imp-Do-SU-2-370

Ship-to addresses are used for the receipt of goods and services. This address type is automatically associated with addresses created in the Customer Ship-To Create activity. A business relation can have multiple ship-to addresses. See *User Guide: QAD Financials* for more information.

Exercise

- 1 Using Customer Ship-To Excel Integration (27.20.2.5), upload the customer ship-to file `custshipto.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Customer Ship-To View (27.20.2.3).
If needed, you can change the uploaded data in Customer Ship-To Modify (27.20.2.2).

Supplier Type Load

Supplier Type Load

Supplier Type Modify

Go To Actions Tools Print Preview Attach

Code: FRT

Description: Freight Supplier

Active: ☒

QAD

Imp-Do-SU-2-380

Use supplier types to select groups of suppliers for reporting. See *User Guide: QAD Financials* for more information.

Exercise

- 1 Use XML to upload the supplier type file `suptype.xml`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Copy the `suptype.xml` file and paste it into the `xml_daemon` folder using the XML and Scan daemon shortcut on the Desktop.
- 3 Open XML Daemon Monitor (36.14.16.6.3).
- 4 Click the Refresh button a few times until you see that the daemon has processed the file. The daemon request status should be PROCESSED-OK.
- 5 View the result of the upload in Supplier Type View (28.20.2.3).
If needed, you can change the uploaded data in Supplier Type Modify (28.20.2.2).

Supplier Load

Supplier Load

Supplier Code: 10S1003 Active

Business Relation: 10-S1003

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Name: Heron Surgical Supply

Address: 30 89th Avenue

Zip/City: 11432 Queens

Country Code: US United States

State: NY New York

County:

Telephone:

Credit Terms: 60D Payment Gr

Invoice Status Code: RM-INIT BLWJ Grou

Send Remittance

Supplier Modify

Supplier Code: 10S1003 Active

Business Relation: 10-S1003

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Control GL Profile (Invoice): APcontrol3rdparty

Control GL Profile (Credit Note): APcontrol3rdparty

Control GL Profile (Pre-payment): APcontrol3rdparty

Purchases Account GL Profile: Purchase

Sub-Account Profile: DefSubAcct

Credit Agency Reference:

Chamber of Commerce Number:

TID Name:

Business Relation Accounting Payment Banking Defaults Tax Info Comments Withholding Tax

Taxable Supplier: ☒ Tax Is Included: ☐

Federal Tax:

State Tax:

Miscellaneous Tax 1:

Miscellaneous Tax 2:

Miscellaneous Tax 3:

Tax in City: ☒ Tax Report: ☐

Tax Zone: USA

Tax Class:

Tax Usage:

QAD

Imp-Do-SU-2-390

Use Excel integration to upload suppliers.

- 1 Use Supplier Excel Integration (28.20.1.5) to upload the file `suppliers.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
- 2 Save the uploaded data.
- 3 View the result of the upload in Supplier View (28.20.1.3).
If needed, you can change the uploaded data in Supplier Modify (28.20.1.2).

Supplier Bank Number Load

Supplier Bank Number Load

Supplier Code
 Active ☒

Business Relation

Business Relation | Accounting | Payment | Banking | Defaults | Tax Info | Comments | Withholding Tax

Default	Bank Format	Supplier Bank Number	Own Bank Number	Payment Format	Payment Instrument	Bank Extension	SWIFT Code
☒	XX	US403808	12345678	US-CHECK	CHEQUE		


Imp-Do-SU-2-400

Use Excel integration to upload supplier bank numbers.

- 1 Use Supplier Bank Number Excel Integration (28.20.1.7) to upload the file `suppbank.xlsx`. The file is stored in the Implementation Course Data\Domain 2 Data folder on the Desktop.
Note Ignore Excel warnings about the object list.
- 2 Save the uploaded data.
- 3 View the result of the upload in Supplier View (28.20.1.3).
If needed, you can change the uploaded data in Supplier Modify (28.20.1.2).

Chapter 7

Operational Data Setup

Overview

Operational Data Setup - Overview

- Product definition flow
- Inventory status code load
- Create sites
- Location type load
- Location load
- Configure Inventory Control
- Product line load
- Create trailer codes



Imp-OpData-SU-020

Operational Data Setup - Overview

- Configure Sales Order Control
- Configure Sales Order Accounting Control
- Define daybook sets by site
- Customer region load
- Customer data load
- End user load
- Supplier data load

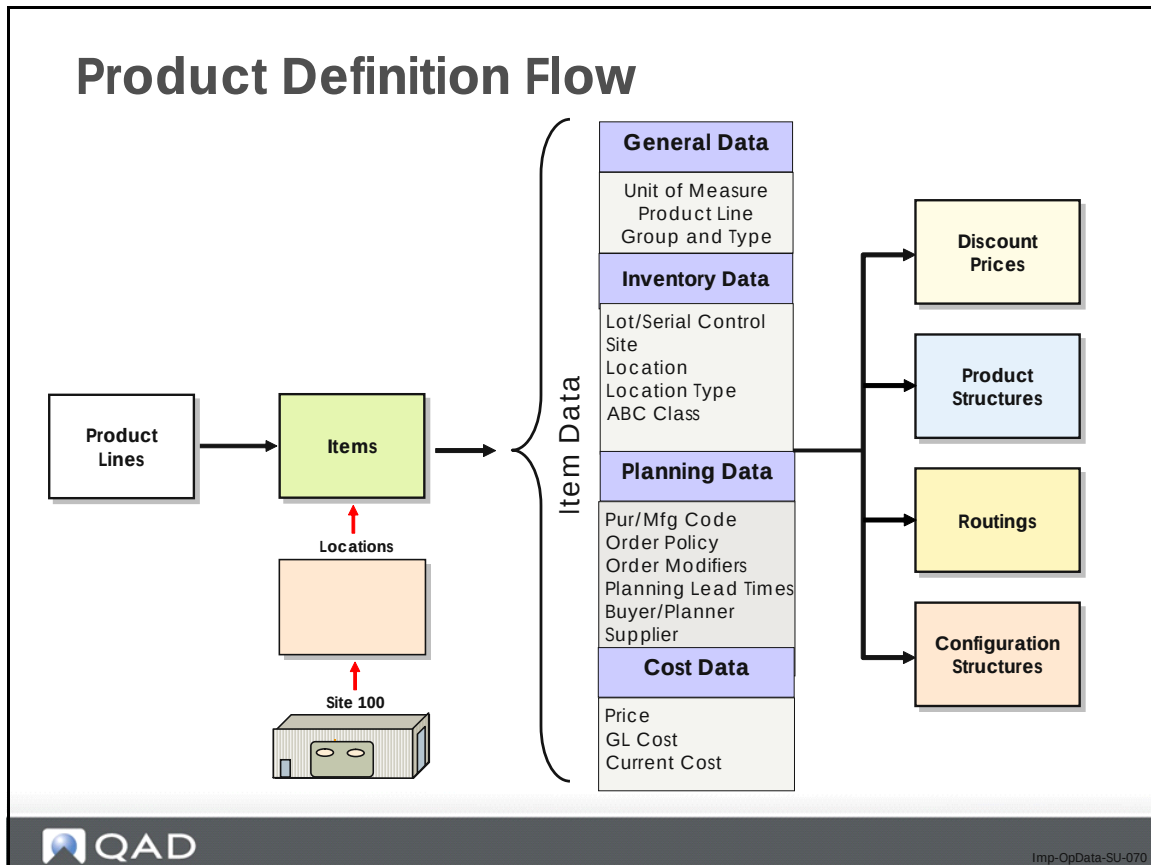
Operational Data Setup - Overview

- Item
 - Item unit of measure load
 - Item promotion group load
 - Item type load
 - Item group load
 - Item ABC class load
 - Item size UM load
 - Create item status code
 - Item data load
 - Item inventory data load
 - Item planning load

Operational Data Setup - Overview

- Validate cost sets
- Item cost data load
- Item-site inventory data load
- Create a reason code
- Create a user
- Configure Inventory Accounting Control
- Configure Purchasing Account Control
- Configure Supplier Invoice Control
- Security
 - Configure user access
 - Configure role membership

Product Definition Flow



Item records are created primarily for items and products that are stored in inventory and/or planned by Material Requirements Planning (MRP) or Distribution Requirements Planning (DRP). Items are assigned to product lines, and default data used in inventory control, sales, purchasing, planning, and costing is defined. You can customize costs and other information by site once you set up the initial record.

Inventory Status Code Load

Inventory Status Code Load

Inventory Status Code Maint ✕

Go To Actions Copy Print Preview Attach

Status Code: Y-Y-Y

Available: ☒

Nettable: ☒

Overissue: ☒


Imp-OpData-SU-080

Use Inventory Status Code Maintenance (1.1.1) to create and modify inventory status codes, which identify the status of inventory at a specific site and location with a specific lot/serial number and lot reference. Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders.

See *User Guide: QAD Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QXtend Excelerator Workbook” on page 44.

- 1 When the QXtend Excel Workbook is configured, click QXtend Settings in the Developer tab in Excel.
- 2 In the QAD QXtend Excelerator Settings window, set the domain to 10USA and set the Entity to 10USACO.
- 3 Click Design Template in the Developer tab in Excel.
- 4 Set the QAD Release to QAD EE and specify icstmt.p in the Menu Program Name field.
- 5 Click Load Qdoc Schema.

- 6 Select and open the file `maintainInventoryStatus-eB2_2.xsd` (dr01 drive, `\tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE`).
- 7 Click **Configure Worksheet** and then **Save Changes**.
- 8 Click **Create Worksheet**.
Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click **Yes**.
- 9 From Excel, open the file `Inventory Status.xlsx` in **Implementation Course Data\Excelerator Workbooks\Standard QDocs** on the Desktop.
- 10 Go the **QAD Tools** tab.
Important Ensure that the domain and entity listed in the tab toolbar are **10USA** and **10USACO**. If they are not, update these in the **QXtend Settings** in the **Developer** tab.
- 11 In the **QAD Tools** tab, click **Update QAD|Process All** and enter the username (**mfg**) and password (**blank**).
- 12 Click **OK**.
A message displays when the load finishes. Click **Yes** when asked if you want to close the load progress window.
- 13 After upload, you can verify the data in **Inventory Status Code Browse (1.1.2)**.
You can also enter the data manually in **Inventory Status Code Maintenance (1.1.1)**.

Create Sites

The screenshot shows the 'Site Maintenance' window with the following fields and values for Site 10-100:

- Site: 10-100
- Description: Ultrasound Mfg Site
- Domain: 10USA
- Entity: 10USACO
- Declarant:
- Default Inventory Status: Y-Y-Y
- Automatic Locations: ☒
- Inspection Location: inspect
- EMT Supplier:
- External Supplier:
- Transfer Variance Acct: 6820 Mech
- Transfer Ownership: ☐
- PO Transit Location:
- Use Plan/Sched Workbenches: ☐

The QAD logo is visible in the bottom left corner, and the text 'Imp-OpData-SU-090' is in the bottom right corner.

Use Site Maintenance (1.1.13) to define records that identify the places where you manufacture or store inventory. See *User Guide: QAD Master Data* for more information on sites.

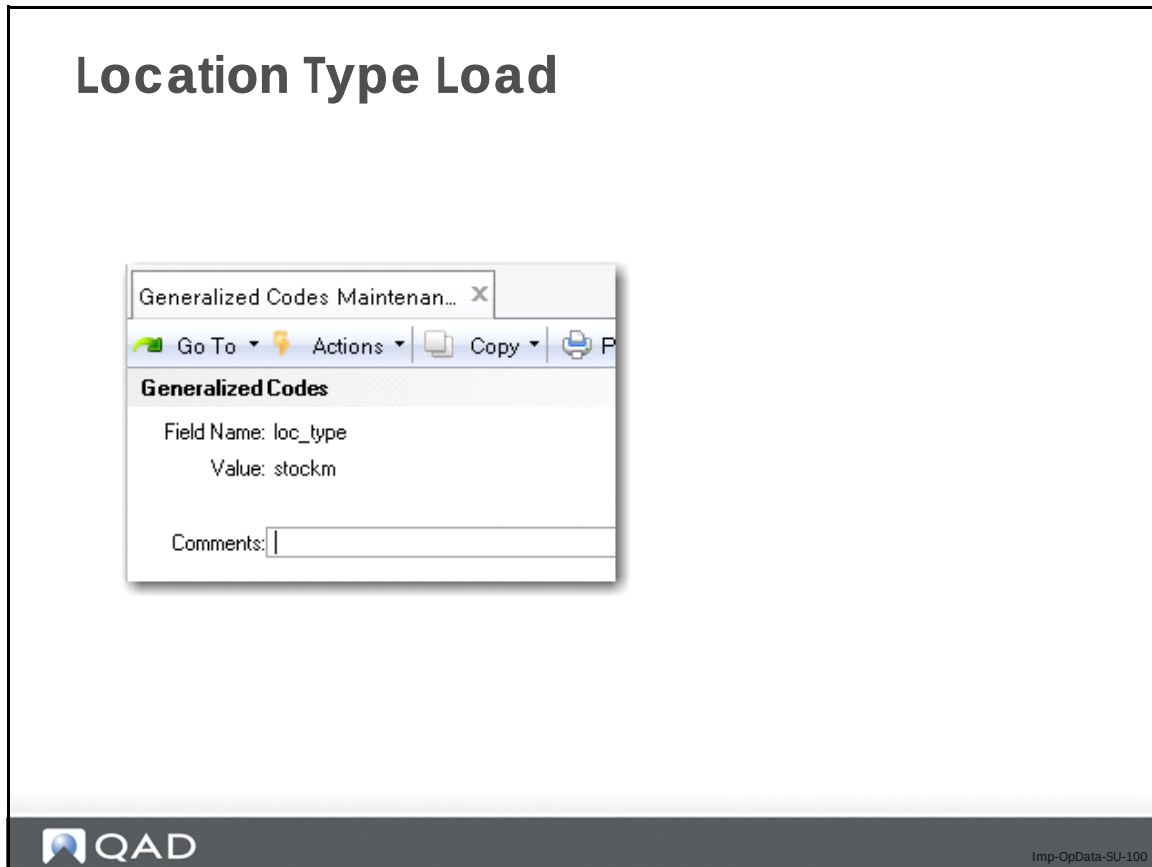
Exercise

- 1 In Site Maintenance (1.1.13), create sites, and enter the settings according to the details below.

Code	Description
Site	10-100
Description	Ultrasound Mfg Site
Domain	10USA
Entity	10USACO
Default Inventory Status	Y-Y-Y
Automatic Locations	Yes (Enabled)
Transfer Variance Acct	6820 Mech
Site	10-200
Description	Automotive Mfg Site
Domain	10USA
Entity	10USACO
Default Inventory Status	Y-Y-Y

Code	Description
Automatic Locations	Yes (Enabled)
Transfer Variance Acct	6820 Mech
Site	10-300
Description	Process Mfg Site
Domain	10USA
Entity	10USACO
Default Inventory Status	Y-Y-N
Automatic Locations	Yes (Enabled)
Transfer Variance Acct	6820 Mech
Site	10-400
Description	Food & Bev Mfg Site
Domain	10USA
Entity	10USACO
Default Inventory Status	Y-Y-N
Automatic Locations	Yes (Enabled)
Transfer Variance Acct	6820 Mech

Location Type Load



Location type codes enable you to control the type of inventory stored in a location. You specify the type code for a location in Location Maintenance. Then, identify the items that require this type of storage by specifying the same type code for them in Item Master Maintenance (1.4.1), Item Inventory Data Maintenance (1.4.5), or Item-Site Inventory Data Maintenance (1.4.16).

When the item is received, transferred, or counted using a cycle count or a tag count, the system verifies that the type associated with the location and item match. If the types do not match, an error displays and the transaction cannot be processed. This is useful for items with special storage requirements. See *User Guide: QAD Master Data* for more information on locations.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify mgcodemt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainGeneralizedCode-eB2_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).

5 Click Configure Worksheet and then Save Changes.

6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

7 From Excel, open the file `LocationType.xlsx` in `Implementation Course Data\Excelerator Workbooks\Standard QDocs` on the Desktop.

8 In the QAD Tools tab, click Update QAD|Process All and enter the username (mfg) and password (blank).

9 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

10 After upload, you can verify the data in Generalized Codes Browse (36.2.14) (field name = `loc_type`).

You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Location Load

Location Load

Location Maintenance X

Go To Actions Copy Print Preview Attach

Site: 10-100 Ultrasound Mfg Site

Location: 10

Description: Finished Goods

Inventory Status: Y-Y-Y

Project:

Date Created: 30/03/2012

Permanent: ☐

Type:

Single Item: ☐

Single Lot/Reference: ☐

Capacity: 0.0 UM:

Reserved Locations: ☐

Transfer Ownership: ☒

Physical Address:

QAD Imp-OpData-SU-110

Use Location Maintenance (1.1.18) to specify areas within a particular site where inventory is stored. See *User Guide: QAD Master Data* for more information on locations.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify iclomt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainLocation-eB_1.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE\custom).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `LocationMaintenance.xlsx` in Implementation Course Data\Excelerator Workbooks\Custom QDocs on the Desktop.
- 8 In the QAD Tools tab, click Update QAD|Process All and enter the username (mfg) and password (blank).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in Location Browse (1.1.19)
You can also enter the data manually in Location Maintenance (1.1.18).

Configure Inventory Control

Configure Inventory Control

Inventory Control

Go To Actions Copy Print Preview Attach

Inventory Count Parameters

Tolerance From Qty On Hand or Annual Usage: Qoh

Issue Days: 7

Default Site: 10-100

Item Tolerances:

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

Picking Logic

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

Picking Order: 1

Ascending or Descending: Ascending

QAD

Imp-OpData-SU-120

Use Inventory Control (3.24) to make operations-related settings, such as picking logic and inventory count parameters. These determine how the system handles inventory balance variations during counts. See *User Guide: QAD Master Data* for more information.

Exercise

- 1 In Inventory Control (3.24), enter the following settings:
 - Tolerance from Qty On Hand or Annual Usage: Qoh
 - Issue days: 7
 - Default site: 10-100
 - Item tolerances:
 - Class A: 3%
 - Class B: 4%
 - Class C: 5%
 - All Others: 5%
 - Picking order: 1
 - Ascending or Descending: Ascending

Product Line Load

Product Line Load

Product Line Maintenance

Product Line: 10
Description: Finished Goods

Taxable: ☒
Tax Class:
Default Sub-Account: Override: ☐
Default Cost Center: Override: ☐

Inventory Accounts

Inventory Acct:	1500	Mech
Inv Discrep Acct:	5900	Mech
Scrap Account:	6000	Mech
Cost Revalue Acct:	6100	Mech

Service Accounts

Service Labor:	6900	Mech
Service Overhead:	6905	Mech
Service Expense:	6910	Mech
Expense Due:	6915	Mech
Service Returns:	6920	Mech
Deferred Revenue:	2450	Mech
Accrued Revenue:	1450	Mech

Sales Accounts

Sales Account:	4000	Mech
Sales Disc Acct:	4200	Mech
COGS Material Acct:	5000	Mech
COGS Labor Acct:	5100	Mech
COGS Burden Acct:	5200	Mech
COGS Overhead Acct:	5300	Mech
COGS Subcontract Acct:	5400	Mech

Purchasing Accounts

Purchases Acct:	6600	Mech
PO Receipts Acct:	2520	Mech
Overhead Appl Acct:	5330	Mech
PO Price Var Acct:	6700	Mech
AP Usage Var Acct:	6720	Mech
AP Rate Var Acct:	6740	Mech

Work Order Accounts

Floor Stock Account:	1600	Mech
Material Usage Var:	5040	Mech
Material Rate Var:	5050	Mech
Mix Variance:	6830	Mech
Cost of Production:	5770	Mech
Sub Usage Var:	5440	Mech
Subcontract Rate Var:	5450	Mech
Work in Process Acct:	1550	Mech
Method Variance Acct:	6800	Mech

QAD

Imp-OpData-SU-130

Use Product Line Maintenance (1.2.1) to define product lines that identify major item and product groupings. Every item or product must be assigned to a product line for planning and accounting purposes.

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

Exercise

See *User Guide: QAD Master Data* for more information.

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify ppplmt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainProductLine-eB2_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save.

- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `ProductLine.xlsx` in `Implementation Course Data\Excelerator Workbooks\Standard QDocs` on the Desktop.

- 8 In the QAD Tools tab, click Update QAD|Process All and enter the username (mfg) and password (blank).

- 9 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

- 10 After upload, you can verify the data in Product Line Inquiry (1.2.2).

You can also enter the data manually in Product Line Maintenance (1.2.1).

Create Trailer Codes

Use Trailer Code Maintenance (2.19.13) to set up special add-on charges that apply to sales quotes, sales orders, return material authorizations, invoices, service quotes, and service contracts.

In Sales Order Accounting Control, you specify the trailer charges most frequently used on transactions.

See *User Guide: QAD Master Data* and *User Guide: QAD Sales* for more information.

Exercise

- 1 Create the following records in Trailer Code Maintenance (2.19.13)

Code	Description
Trailer Code	10
Description	Service
Trailer Acct	4681
Taxable	No
Trailer Code	20
Description	Freight
Trailer Acct	4682
Taxable	No

Code	Description
Trailer Code	30
Description	Special
Trailer Acct	4683
Taxable	No
Trailer Code	11
Description	Taxable Service
Trailer Acct	4681
Taxable	Yes
Trailer Code	21
Description	Taxable Freight
Trailer Acct	4682
Taxable	Yes
Trailer Code	31
Description	Taxable Special
Trailer Acct	4683
Taxable	Yes

Configure Sales Order Control

Configure Sales Order Control

Sales Order Control X

Go To Actions Copy Print Preview

Use Which Calc for Qty: ☐ (0 for no allocation)

Allocate Sales Order Lines Due in Days: Limit Allocate to Avail Only: ☒

ATP Enforcement Enabled: ☐

Family ATP Calculation:

Pick Only Allocated Lines: ☒

Are Sales Orders Printed: ☒

Keep Booking History: ☒

Shipping Lead Time:

Sales Order Header Comments:

Sales Order Line Comments:

Use Enterprise Material Transfer: ☐

EMT Type: A-Item/Site
B-Item
C-Customer
D-Sales Order Control

Automatic EMT Processing: ☐

Calculate Due Date: ☐

Sales Order Control X

Go To Actions Copy Print Preview

Auto Batch Confirmation: ☐

Confirmation Batch ID:

Confirmation Printer:

SO Edit ISB Defaults: ☐

Pending Inv Update ISB: ☐

SO Returns Update ISB: ☐

Forecast Consumption

Consume Forward:

Consume Back:

Check Customer Item Nbr First: ☐

Auto Batch Shipment: ☐

Shipment Batch ID:

Shipment Batch Printer:

QAD

Imp-OpData-SU-150

Sales Order Control (7.1.24) controls standard sales orders, forecast consumption, trailer codes, and history retention.

- 1 In Sales Order Control (7.1.24), validate the default settings according to the slide.

Configure Sales Order Accounting Control

Configure Sales Order Accounting Control

Sales Order Accounting Control

Go To Actions Copy Print Preview Attach

Company Address: 10USACO Use Fiscal Number:

Print Only Lines to Invoice: ☒ Use Daybook Set By Site: ☒ Default Daybook Set: defar

Calculate Freight by Site: ☒ Comm on Margin not Sales: ☒

Price Table Required: ☒ (Applies to Discrete Sales Orders)

Disc Table Required: ☒ (Applies to Scheduled Orders)

Vary Pricing Date by SD Line: ☒ Print Shipper Number On Invoices: ☒

Minimum Shipment Amount: 0 Use SD Freight List Trailer: ☒

Taxable Trailer Code 1: 10 Nontaxable Trailer Code 1: 10

Nontaxable Trailer Code 2: 20

Nontaxable Trailer Code 3: 30

Hold Orders Over Credit Limit: ☒

SD Interest Accrued Acct: 1475 Gserv

SD Interest Applied Account: 4675 Gserv

Allow Maintenance of Reviewed Orders: ☒

QAD Imp-OpData-SU-160

Use Sales Order Accounting Control to:

- Define the company address to appear on printed sales order documents.
- Specify whether all sales order line items or only lines with non-zero quantity to invoice should print on invoices.
- Specify whether to base daybook defaulting and validation on site-specific setup records.
- Indicate whether to use correction invoices. When activated, additional fields display in Sales Order Maintenance that let you create a correction sales order for an original invoice.

Exercise

- 1 In Sales Order Accounting Control (36.9.6), specify the following settings:

Field	Value
Company Address	10USACO
Use Correction Invoices	No (Disabled)
Use Daybook Set by Site	Yes (Enabled)
Taxable Trailer Code 1	11
Taxable Trailer Code 2	21
Taxable Trailer Code 3	31
Nontaxable Trailer Code 1	10

Field	Value
Nontaxable Trailer Code 2	20
Nontaxable Trailer Code 3	30
Hold Orders over Credit Limit	Yes (Enabled)
SO Interest Accrued Account	1475 Gserv
SO Interest Applied Account:	4675 Gserv

Configure Purchasing Accounting Control

Configure Purchasing Accounting Control



Imp-OpData-SU-390

Purchasing Accounting Control (36.9.5) contains settings that affect the financial impact of purchasing activities. Purchasing is described in *User Guide: QAD Purchasing*.

Exercise

1 In Purchasing Accounting Control (36.9.5), enter/validate the following settings:

- Bill To: 10-100
- PO Interest Accrued Acct: 2470 Mech
- PO Interest Applied Acct: 4678
- Next Fiscal Batch: 1
- Use Daybook Set by Site: Yes

Daybook Sets by Site

Define Daybook Sets by Site

Daybook Set by Site Maintena... X

Go To
Actions
Copy
Print
Preview

Daybook Set: SLS
Site: 10-100
Active: ☒
☒ AR ☐ AP
Copy From Site:

Invoice Daybook: CINV
CN Daybook: CCN-CA
Intercompany Daybook: JEIC

Default Customer Invoices
Customer Credit Notes CA
Intercompany daybook JE

Correction Invoices (Negative):

Correction Credit Notes (Negative):

Correction Invoices (Positive):

Correction Credit Notes (Positive):

Adjustment Daybook:

Imp-OpData-SU-170

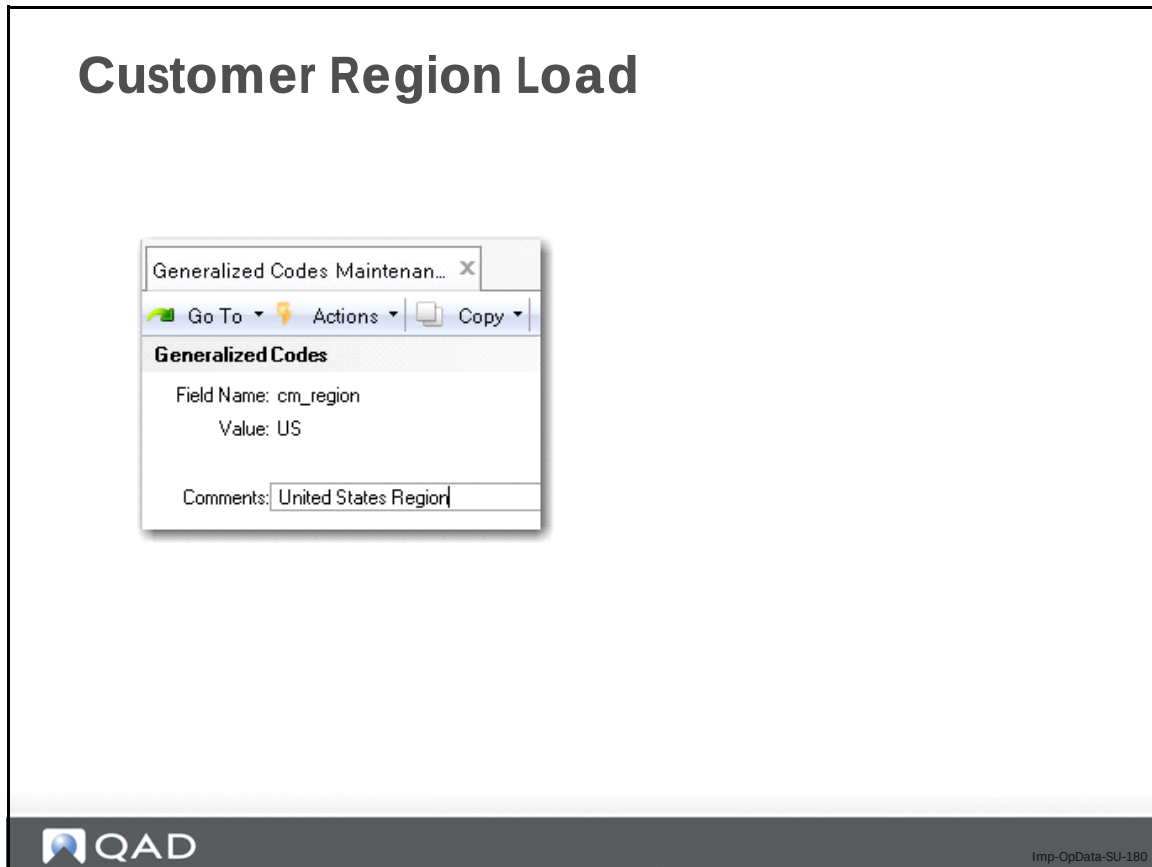
Use Daybook Set by Site Maintenance (25.8.10) to define site-specific default sets of daybooks for recording invoices, credit notes, and intercompany transactions. See *User Guide: QAD Financials* for more information.

Exercise

- In Daybook Set by Site Maintenance (25.8.10), enter the following settings:

Field	Value
Daybook Set	SLS
Site	10-100
Active	Yes (Enabled)
AR/AP	AR
Daybook Set	PURCH
Site	10-100
Active	Yes (Enabled)

Customer Region Load



The customer region value is specified in Customer Data Maintenance, and is used in sales analysis reporting. See *User Guide: Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify mgcodemt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainGeneralizedCode-eB2_2.xsd (dr01 drive, \tomcat\8080\webapp\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `CustomerRegion.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
- 10 A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 11 After upload, you can verify the data in Generalized Codes Browse (36.2.14) (field name = `cm_region`).
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Customer Data Load

Use Customer Data Maintenance (2.1.1) to complete operational data for each company that purchases your products. After a customer record is created in Customer Create, you must complete the setup here before you can reference the customer in sales quotations, sales orders/invoicing, service/support management, or AR functions.

See *User Guide: QAD Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify adcsmt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainCustomerData-ERP3_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `CustomerData.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in Customer Data Report (2.1.4).
You can also enter the data manually in Customer Data Maintenance (2.1.1).

End User Load

Use Excel integration to upload end users.

- 1 Use End User Excel Integration (27.20.3.9) to upload the file `endusers.xlsx`. The file is stored in Implementation Course Data\Operational Data on the Desktop.

Note Ignore any warnings about the object list.

- 2 Save the uploaded data.
- 3 View the result of the upload in End User View (27.20.3.3).
If needed, you can change the uploaded data in End User Modify (27.20.3.2).

Supplier Data Load

The screenshot displays the 'Supplier Data Maintenance' window in QAD. The main window is titled 'Supplier Data Maintenance' and contains several tabs: 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The 'Supplier Address' tab is active, showing the following information:

- Supplier: 10S1001
- Name: Taylor & Fulton Fruit Co.
- Address: 932 Fifth Avenue
- City: Palmetto
- State: FL
- Post: 34220
- Country: US
- Attention: Andrea Gagliardi
- Telephone: [2]
- Fax: [2]

Below the address information, there are fields for 'Supplier Data' and 'Supplier Terms Data'.

The 'Supplier Data' section includes:

- Sort Name: Taylor & Fulton Fruit Co.
- Supplier: RMS
- Ship Via: [dropdown]
- Remarks: [text area]
- Carrier: [text field]
- Currency: USD
- Language: us
- Daybook Set: PURCH
- Site: 10-100
- Kanban Supplier: [checkbox]

The 'Supplier Terms Data' section includes:

- Cr Terms: 30D
- Partial OK: [checkbox]
- DB Number: [text field]
- Discount Percent: 0.00%
- CoC Number: [text field]

At the bottom of the window, there is a 'QAD' logo and the text 'Imp-OpData-SU-210'.

Use Supplier Data Maintenance (2.3.1) to complete operational data setup for each company that you buy products from.

After the supplier record is created in Supplier Create, you must complete the setup here before you can reference the supplier in purchasing or AP functions. Completing the operational data creates an operational address code for the supplier. See *User Guide: QAD Purchasing* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify advnmt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file `maintainSupplierData-ERP3_3.xsd` (New Supplier Data\maintainSupplierData-ERP3_3 folder on the Desktop.)
- 5 Click Configure Worksheet and then Save Changes.

- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `SupplierData.xlsx` in `Implementation Course Data\Excelerator Workbooks\Standard QDocs` on the Desktop.

- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).

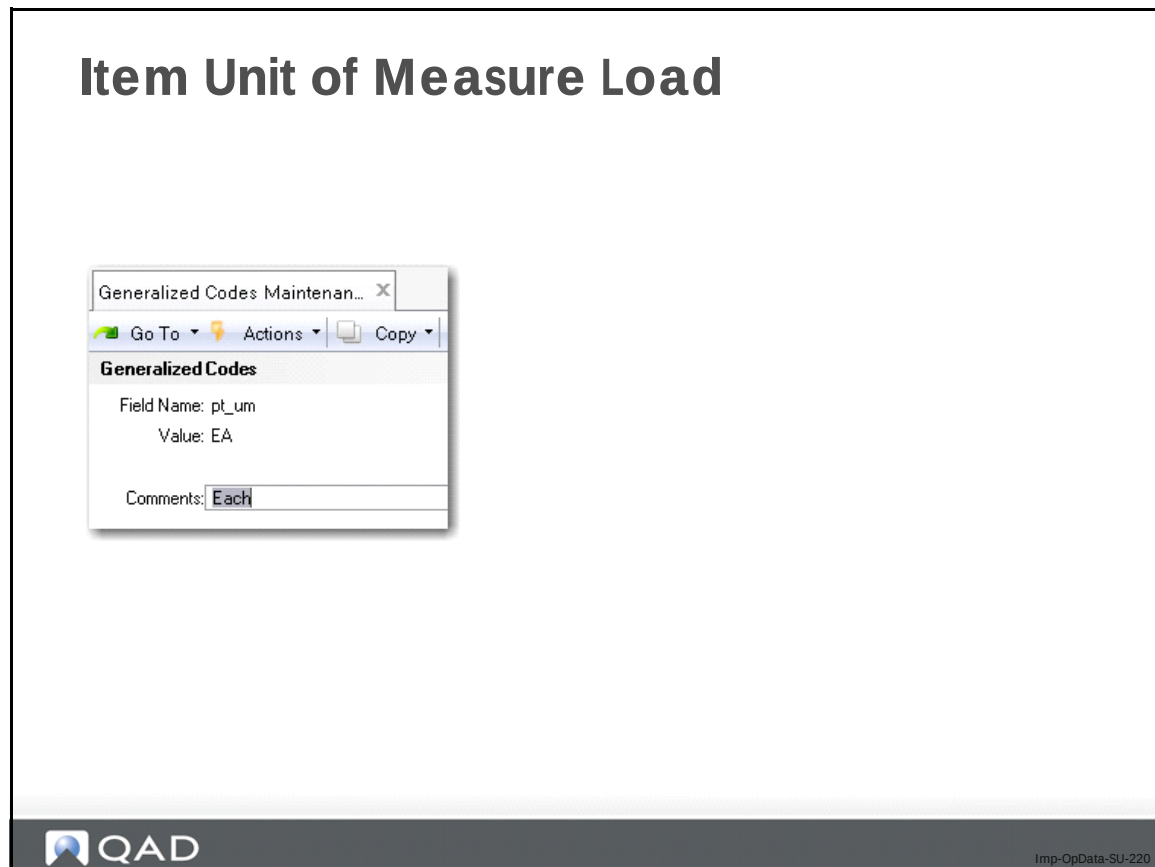
- 9 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

- 10 After upload, you can verify the data in Supplier Data Report (2.3.4).

You can also enter the data manually in Supplier Data Maintenance (2.3.1).

Item Unit of Measure Load



The item unit of measure is used for the inventory quantity on hand, forecasts, product structures, routing operation run times, manufacturing orders, planning, and reporting. It defaults to all inventory transactions for this item, but you can change it if needed. Both purchase and selling prices for one unit of the item are defined using the item unit of measure.

See *User Guide: QAD Master Data* for more information.

Exercise

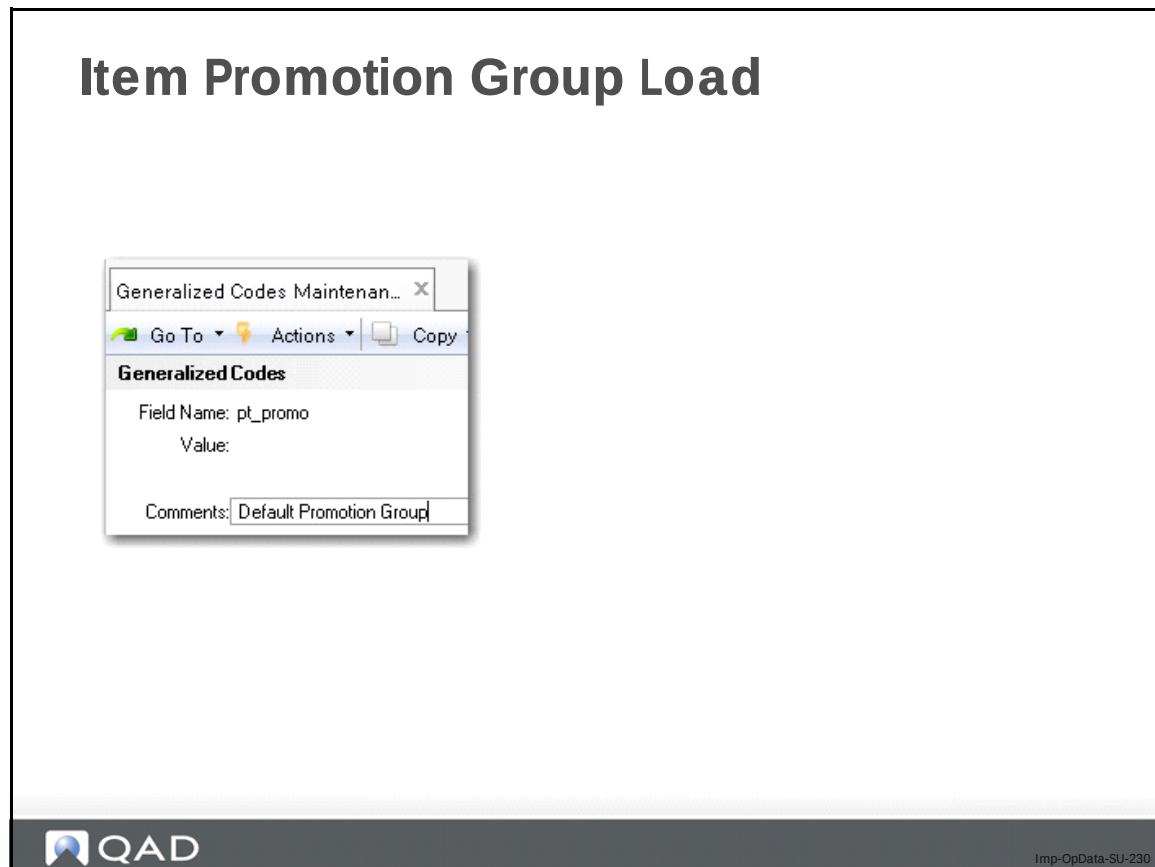
Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify mgcodemt.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainGeneralizedCode-eB2_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save Changes.
- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `Part Unit of Measure.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Item Promotion Group Load



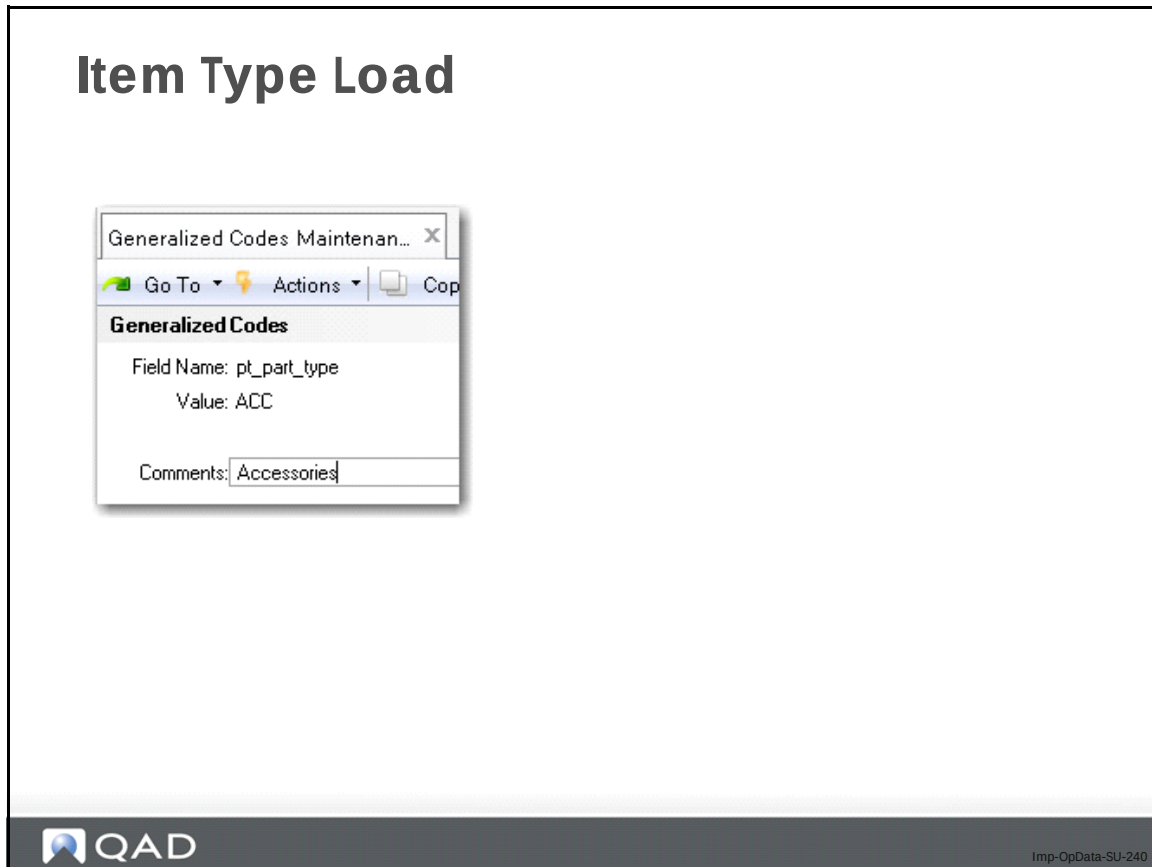
The item promotion group is an optional code indicating the group an item is included in for sales promotions. See *User Guide: QAD Master Data* for more information.

Exercise

The Generalized Codes schema will be loaded from the preceding exercise.

- 1 From Excel, open the file `Item Promo Group.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 2 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 3 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 4 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Item Type Load



Item type values provide a short, convenient way to categorize and identify items.

Product line, group, and type all categorize items. You can use item group and type to subdivide product lines or create categories that cross product lines, providing an entirely different view of your items. You can use both item group and item type to process and report sales and planning information, and to update product costs. Most item and inventory reports can be selected by group and type. You can also assign group or type codes to correspond with the level in the product structure where the component item appears.

See *User Guide: QAD Master Data* for more information.

Exercise

The Generalized Codes schema will be loaded from the item unit of measure exercise.

- 1 From Excel, open the file `Item Part Type.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 2 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 3 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

- 4 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Item Group Load



Item group values provide a short, convenient way to categorize and identify items.

Items are often grouped based on similar characteristics, such as method of manufacture. In this case, you can use group or type to identify manufactured items with similar setups or routings. Then you can release planned orders for these items at the same time.

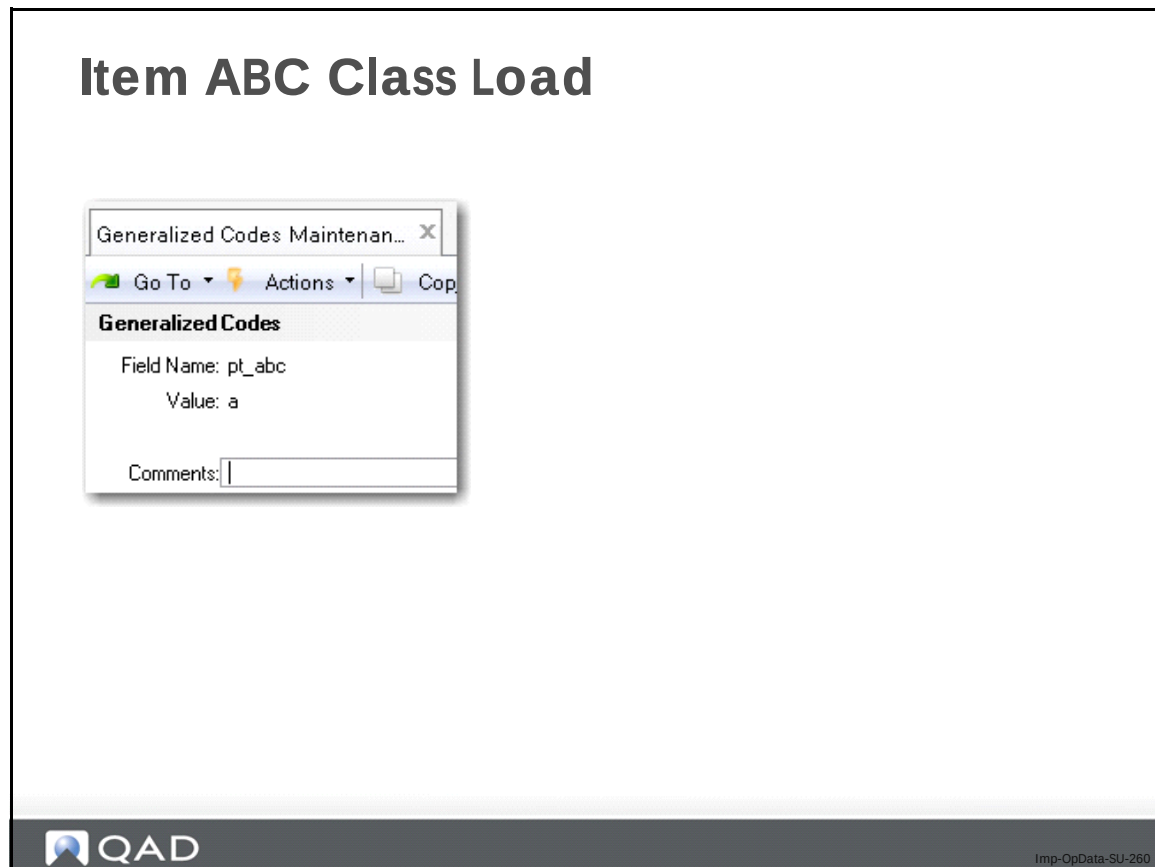
See *User Guide: QAD Master Data* for more information.

Exercise

The Generalized Codes schema will be loaded from the item unit of measure exercise.

- 1 From Excel, open the file `Item Part Group.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 2 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 3 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 4 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Item ABC Class Load



The ABC class classifies items by level of importance, such as dollar value, with class A being the most important. The system uses the ABC class code with cycle counting. Class A items are counted more frequently than class B items. Class B items are counted more frequently than class C items.

Use Item Master Maintenance (1.4.1) or Item Inventory Data Maintenance (1.4.5) to assign an ABC class. For each ABC class, you can assign item tolerances (percentage and amount) in Inventory Control.

See *User Guide: QAD Master Data* for more information.

Exercise

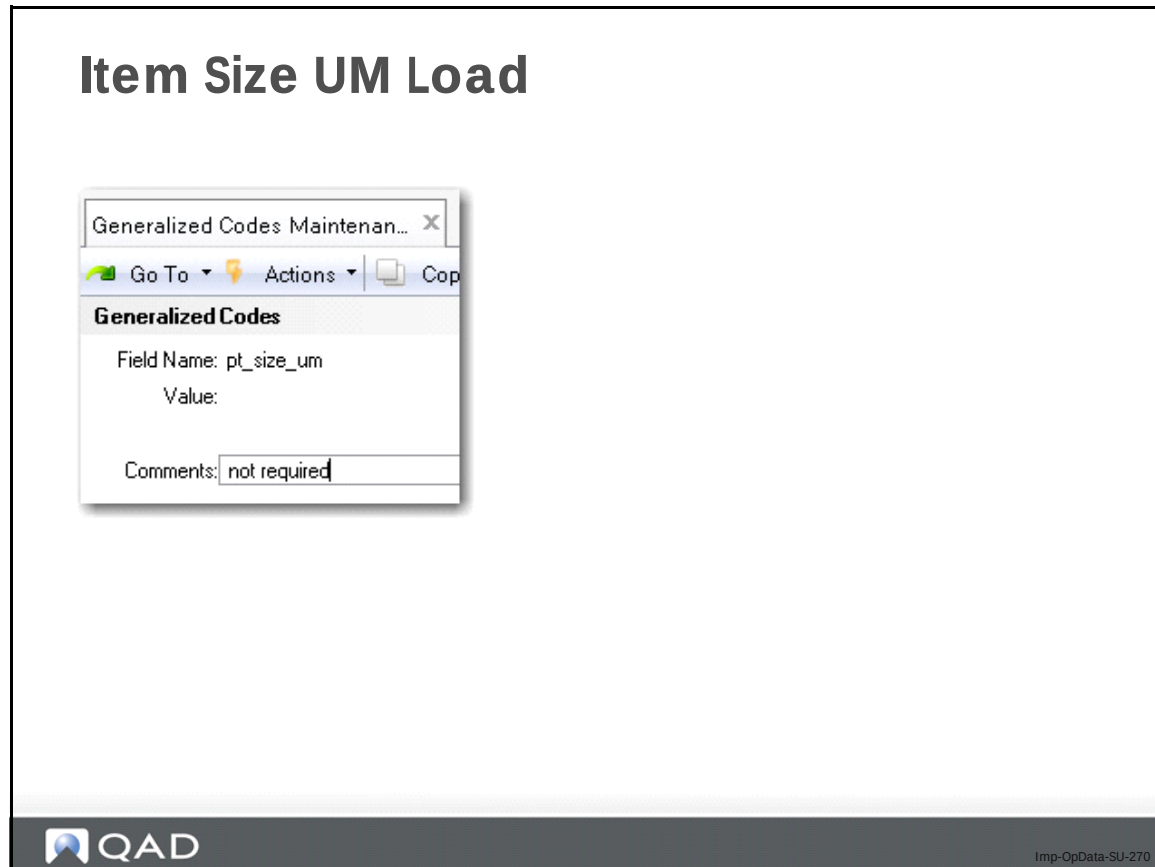
The Generalized Codes schema will be loaded from the item unit of measure exercise.

- 1 From Excel, open the file `Item ABC.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 2 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 3 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

- 4 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Item Size UM Load



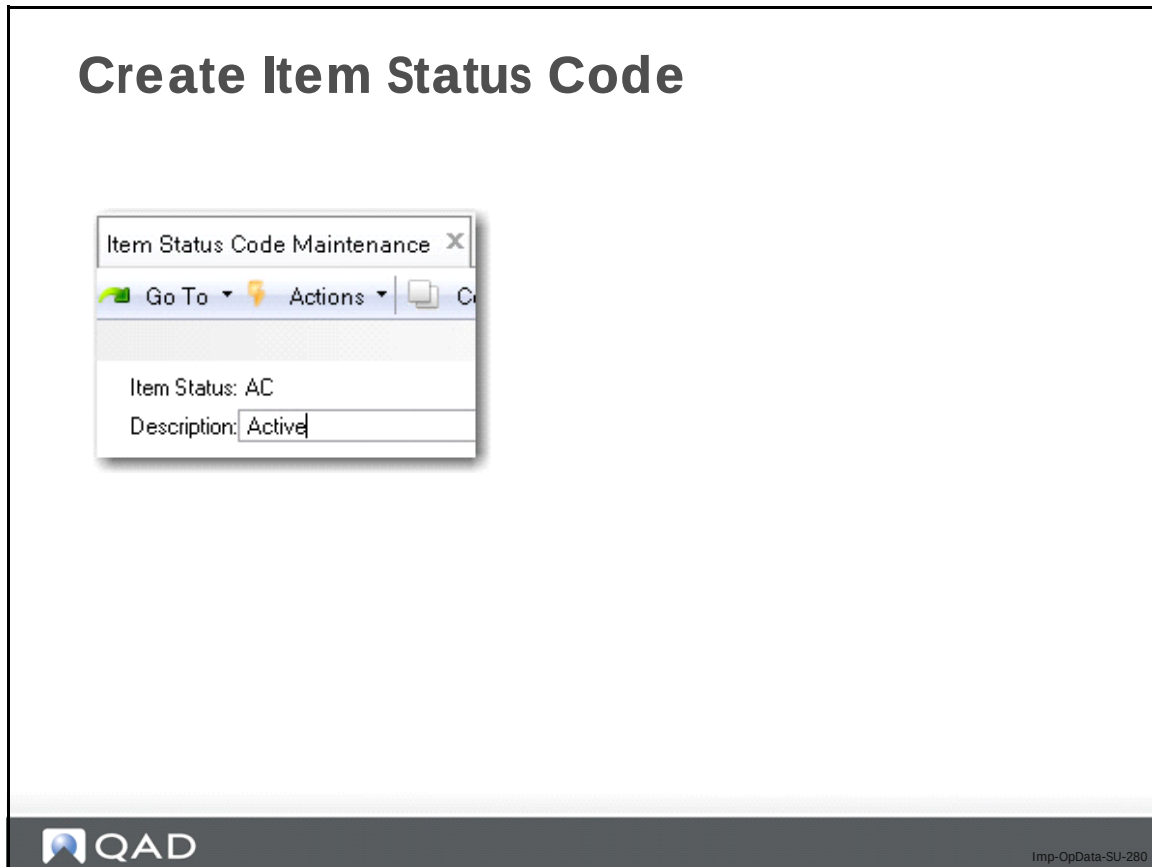
The item unit of measure is used for inventory balances, product structures, manufacturing orders, planning, and reporting. See *User Guide: QAD Master Data* for more information.

Exercise

The Generalized Codes schema will be loaded from the item unit of measure exercise.

- 1 From Excel, open the file `ItemSizeUM.xlsx` in `Implementation Course Data\Excelerator Workbooks\Standard QDocs` on the Desktop.
- 2 In the QAD Tools tab of Excel, click `Update QAD|Process All` and enter the username (mfg) and password (blank password).
- 3 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 4 After upload, you can verify the data in Generalized Codes Browse.
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Create Item Status Code



Item status codes identify the engineering status of an item. For example, use codes such as A (active), I (inactive), E (engineering design), P (prototype), or O (obsolete).

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

See *User Guide: QAD Master Data* for more information.

Exercise

- 1 In Item Status Code Maintenance (1.1.5), create the following code:
 - Item Status: AC
 - Description: Active

Item Data Load

Item Data Load

Item Data Maintenance
Go To Actions Copy Print Preview Attach

Item Number: 04001
Unit of Measure: EA

Description: Fruit Juice
750 ml Bottle

Item Data		
Prod Line: 10	Item Type: FINGOOD	Drawing:
Added: 6/20/2011	Status: AC	Item Rev:
Design Group:	Group: CPG	Drawing Loc:
Promo Group:	Price Break Category:	Size:

Imp-OpData-SU-290

Use Item Data Maintenance (1.4.3) to identify items that you stock in inventory, purchase, manufacture, sell, or service. These are primarily items stored in inventory and planned by MRP.

Item data applies to an item at all sites and can determine what items are included on reports or in calculations. Some data applies to the item regardless of the site. This includes all static data, some inventory control data, shipping data, and the price. See *User Guide: QAD Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify pptmt04.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainItemData-ERP3_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save Changes.

- 6 Click Create Worksheet.
Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.
- 7 From Excel, open the file `ItemData.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
- 10 A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 11 After upload, you can verify the data in Item Data Inquiry (1.4.4).
You can also enter the data manually in Item Data Maintenance (1.4.3).

Item Inventory Data Load

Item Inventory Data Maintenance

Item Number: 04001 Description: Fruit Juice
 Unit of Measure: EA 750 ml Bottle

Item Inventory Data

ABC Class: Average Interval: 90
 Lot/Serial Control: Cycle Count Interval: 120
 Site: 10-400 Shelf Life:
 Location: 10 Allocate Single Lot: ☐
 Location Type: STOCKRM Key Item: ☐
 Auto Lot Numbers: ☐ PO Receipt Status: Active: ☐
 Lot Group: W/O Receipt Status: Active: ☐
 Article Number: Memo Order Type:

Item Shipping Data

Corp Comm Code: Net Weight:
 Ship Weight: Volume:
 Freight Class:

QAD Imp-OpData-SU-300

Item Inventory Data Maintenance (1.4.5) is used to set up inventory control data for an item.

Item inventory data is accessed by all inventory transactions, including receipts, returns, issues, shipments, and transfers. It is also accessed by sales and work order allocations, and work order release functions.

See *User Guide: QAD Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify pptmt01.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file maintainItemInventoryData-ERP3_2.xsd (dr01 drive, \tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE).
- 5 Click Configure Worksheet and then Save Changes.

- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `ItemInventoryData.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.
- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).
- 9 Click OK.
A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in Item Inventory Data Maintenance (1.4.5).
You can also enter the data manually in Item Inventory Data Maintenance (1.4.5).

Item Planning Load

Item Planning Maintenance (1.4.7) is used to store item planning data used to control planning and manufacturing functions. All planning and manufacturing functions use item-site planning data. The system looks at item master data only when no site-specific data has been entered or when dealing with the item at the default site (entered when you set up the item in Item Master Maintenance).

Some manufacturing orders access planning data. Work order release and due dates are calculated from manufacturing lead time; work order bill of material and routing code defaults from the item(-site); component requirements blow through phantom items; and items marked as Issue Policy are treated as floor stock.

See *User Guide: QAD Master Data* for more information.

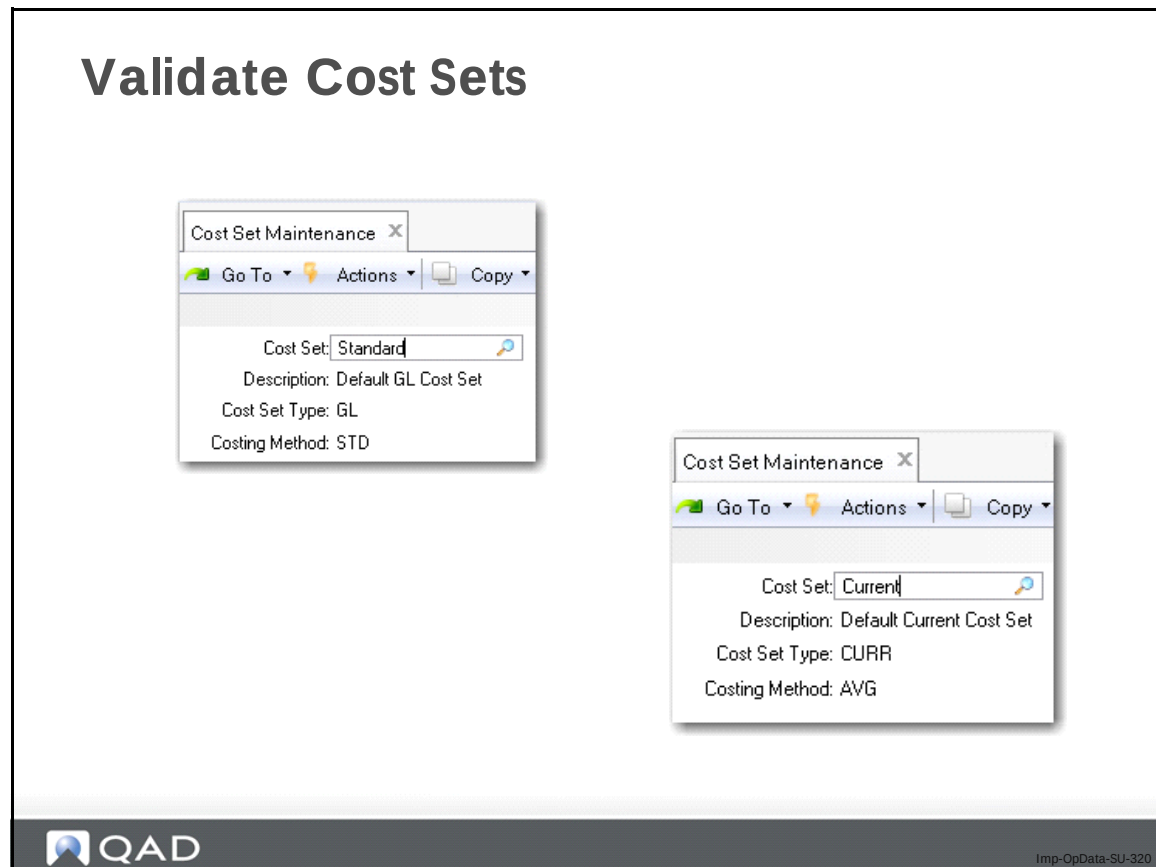
Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify pptmt02.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.

- 4 Select and open the file `maintainItemPlanning-ERP3_3.xsd` (dr01 drive, `\tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE`).
- 5 Click **Configure Worksheet** and then **Save Changes**.
- 6 Click **Create Worksheet**.
Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click **Yes**.
- 7 From Excel, open the file `ItemPlanning.xlsx` in `Implementation Course Data\Excelerator Workbooks\Standard QDocs` on the Desktop.
- 8 In the QAD Tools tab of Excel, click **Update QAD|Process All** and enter the username (mfg) and password (blank password).
- 9 Click **OK**.
A message displays when the load finishes. Click **Yes** when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in **Item Planning Maintenance (1.4.7)**.
You can also enter the data manually in **Item Planning Maintenance (1.4.7)**.

Validate Cost Sets



Use Cost Set Maintenance to set up general ledger (GL), current, and standard cost sets and specify the method for updating each set. Every item has at least two cost sets: GL and current. Additional cost sets can be maintained in the Cost Management module.

You assign each cost set a type code indicating its purpose. Valid cost set types are GL, Curr (Current), and Sim (Simulated). In this exercise, you will assign cost set types of GL and Current.

- GL

Cost sets of type GL, when associated with sites using Cost Set to Site Assignment, are used with GL transactions to value inventory and determine cost of sales.

- Current

Current cost sets are typically system maintained and used for reporting purposes. You can use Current Cost Set Move to GL Set to update GL costs at a particular site using the current cost set at that site.

See *User Guide: QAD Costing* for more information.

Exercise

1 In Cost Set Maintenance (30.1), validate the following cost sets:

- Standard
- Current

Item Cost Load

Item Cost Load

Item Cost Maintenance
✕

Go To
Actions
Copy
Print
Preview
Attach

Item Number: 04001
Unit of Measure: EA

Description: Fruit Juice
750 ml Bottle

Totals						
Totals:	0.00518	0.00	0.00518	☐	06/21/11	☐

GL Cost Data (GL Cost Source Site: 10-400 / Set: Standard)

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	0.00	0.00	0.00	☒	Material	☐
Labor	0.0051	0.00	0.0051	☒	Labor	☐
Burden	0.00008	0.00	0.00008	☒	Burden	☐
Overhead	0.00	0.00	0.00	☒	Overhead	☐
Subcontr	0.00	0.00	0.00	☒	Subcontr	☐
				☐		☐

Imp-OpData-SU-330

Use Item Cost Maintenance (1.4.9) to maintain an item's price, tax status, and costs. Item costs are accessed by many system functions, particularly those creating general ledger transactions. If an item is used at multiple sites, you can enter different costs for each site using Item-Site Cost Maintenance. Every item has at least two cost sets: GL and current. See *User Guide: Master Data* for more information.

Exercise

Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described in “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify pptmt03.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.
- 4 Select and open the file `loadItemElementCost-eB_2.xsd` (dr01 drive, `\tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE`).
- 5 Click Configure Worksheet and then Save Changes.

- 6 Click Create Worksheet.

Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click Yes.

- 7 From Excel, open the file `loadItemCost.xlsx` in Implementation Course Data\Excelerator Workbooks\Standard QDocs on the Desktop.

- 8 In the QAD Tools tab of Excel, click Update QAD|Process All and enter the username (mfg) and password (blank password).

- 9 Click OK.

A message displays when the load finishes. Click Yes when asked if you want to close the load progress window.

- 10 After upload, you can verify the data in Item Cost Maintenance (1.4.9).

You can also enter the data manually in Item Cost Maintenance (1.4.9).

Item-Site Inventory Data Load

Item-Site Inventory Data Load

Item-Site Inventory Data Maint

Go To Actions Copy Print Preview Attach

Item Number: 04001 Description: Fruit Juice
Site: 10-400 UM: EA 750 ml Bottle

ABC Class: [] Average Interval: 90 Last Issue: []
Lot/Serial Control: [] Cycle Count Interval: 120 Last Average: []
Location: 10 Shelf Life: [] Last Count: []
Location Type: STOCKRM
Auto Lot Numbers: [] Key Item: []
PO Receipt Status: [] Active: []
W/O Receipt Status: [] Active: []
Memo Order Type: []

QAD Imp-OpData-SU-350

Use Item-Site Inventory Data Maintenance (1.4.16) to set up a subset of inventory control data for an item at a particular site.

You can record end-item sales, production, and inventory data for the operations plan and performance measurement reports. For operations planning, one site calculates the plans and generates performance reports for multiple sites. To support these activities, this planning site collects sales, inventory, and production data from other sites both in the current domain

You can load data by manually typing it in. Or, to load large amounts of data efficiently, you can create an ASCII file and load it into Item-Site Data Maintenance using the CIM data load programs.

See *User Guide: QAD Master Data* for more information.

Exercise

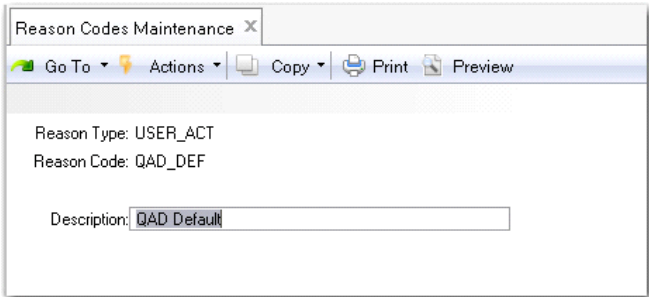
Important These steps assume that you have performed the Excelerator configuration steps up to and including “QAD QXtend Excelerator Settings” on page 46 with the domain and entity set to 10USA and 10USACO, as described on “Inventory Status Code Load” on page 163.

- 1 Click Design Template in the Developer tab in Excel.
- 2 Specify pppsm01.p in the Menu Program Name field.
- 3 Click Load Qdoc Schema.

- 4 Select and open the file `maintainItemSiteInventoryData-ERP3_2.xsd` (dr01 drive, `\tomcat\8080\webapps\qxi\WEB-INF\schemas\QADEE`).
- 5 Click **Configure Worksheet** and then **Save Changes**.
- 6 Click **Create Worksheet**.
Note If a previously loaded worksheet is open, the system asks you if you want to close it. Click **Yes**.
- 7 From Excel, open the file `ItemSiteInventoryData.xlsx` in **Implementation Course Data\Excelerator Workbooks\Standard QDocs** on the Desktop.
- 8 In the **QAD Tools** tab of Excel, click **Update QAD|Process All** and enter the username (mfg) and password (blank password).
- 9 Click **OK**.
A message displays when the load finishes. Click **Yes** when asked if you want to close the load progress window.
- 10 After upload, you can verify the data in **Item-Site Inventory Data Maintenance (1.4.16)**. You can also enter the data manually in **Item-Site Inventory Data Maintenance (1.4.16)**.

Create a Reason Code

Create a Reason Code



The screenshot shows a window titled "Reason Codes Maintenance". It has a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar, the "Reason Type" is set to "USER_ACT" and the "Reason Code" is set to "QAD_DEF". The "Description" field contains the text "QAD Default".

Imp-OpData-SU-370

1 In Reason Codes Maintenance (36.2.17), create the following reason code:

- Reason Type: USER_ACT
- Reason Code: QAD_DEF
- Description: QAD Default

Create a User

Create a User

User Maintenance X

Go To Actions Copy Print Preview Attach

User ID: QAD User Name: QAD

Language: US Variant:

Country Code: US Restricted: ☐

User Type: Employee Access Location: PRIMARY

Time Zone: PST/PDT Initials: QAD

E-mail Def: Active: ☒

E-mail Address:

Menu Substitution: ☐

Remark:

System Access

Enabled: ☒

Enabled Reason: QAD_DEF QAD D

Force Password Change: ☒

Update Password: ☐

Application	Description	Active	Date	Last Access
AIM	Warehouse Management	☒	6/21/2011	
COMPLIANCE	Compliance	☒	6/21/2011	
CONF	Configurator	☒	6/21/2011	
CONSIGNMENT	Consignment Inventory	☒	6/21/2011	
ECDMERCE	EDI ECommerce	☒	6/21/2011	
ECONTROL	Enhanced Controls	☒	6/21/2011	
FA	Fixed Assets	☒	6/21/2011	
FSS	Field Service Scheduler	☒	6/21/2011	
KBMGMT	Lean Manufacturing	☒	6/21/2011	
LA	Logistics Accounting	☒	6/21/2011	
MAINT	Active Maintenance	☒	6/21/2011	
MFG/PRO	Enterprise Application	☒	6/21/2011	

QAD Imp-OpData-SU-360

Use User Maintenance to define the users that can access the system. User definitions—operating in conjunction with roles—are required to log in to the system, and perform functions in the system. To log in to the system, each user must specify a unique user ID and a password; in addition each user must have been assigned a valid role and access to one or more domains and entities. See *User Guide: QAD Security and Controls* for more information.

Exercise

- 1 In User Maintenance (36.3.1), create a new user (QAD), and enter the settings according to the slide.

Important Set a blank password for the user and provide the user with access to all QAD products.

Configure Inventory Accounting Control

Configure Inventory Accounting Control

Inventory Accounting Control X

Go To Actions Copy Print Preview

Accounting

Current Cost (AVG/LAST/NONE):

Summarized Journal: ☐

Sum LL Costs Into Mtl Cost: ☐

Journal Reference Method:

Current Cost from AP: ☒

Create GL Transactions: ☒

Transfer Clearing Acct:

Imp-OpData-SU-380

Inventory Accounting Control (36.9.2) determines costing impacts of inventory transactions, and how GL transactions are created. Inventory Control is described in *User Guide: QAD Master Data*.

Exercise

- In Inventory Accounting Control (36.9.2), enter/validate the following settings:

Field	Value
Current Cost (AVERAGE/LAST/NONE):	AVG
Current Cost From AP:	Yes
Create GL Transactions:	Yes
Transfer Clearing Acct:	6820 Mech

Configure Supplier Invoice Control



Use Supplier Invoice Control (28.24) to set defaults that affect the invoice process. See *User Guide: QAD Financials* for more information.

Exercise

- 1 In Supplier Invoice Control (28.24), enter/validate the following settings:
 - Next Batch: 1000
 - Invoice Open Qty/Amt: Yes
 - Use Expensed Item Var Accts: Yes

Configure User Access

Configure User Access

User Domain/Entity Access Ma... X

Go To Actions Tools Print Preview

User: QAD Domain: 10USA Entity: 10USACO Search

Drag a column header here to group by that column.

Link	User Login	Domain Code	Default Domain	Entity Code	Primary Entity
☒	QAD	10USA	☒	10USACO	☒

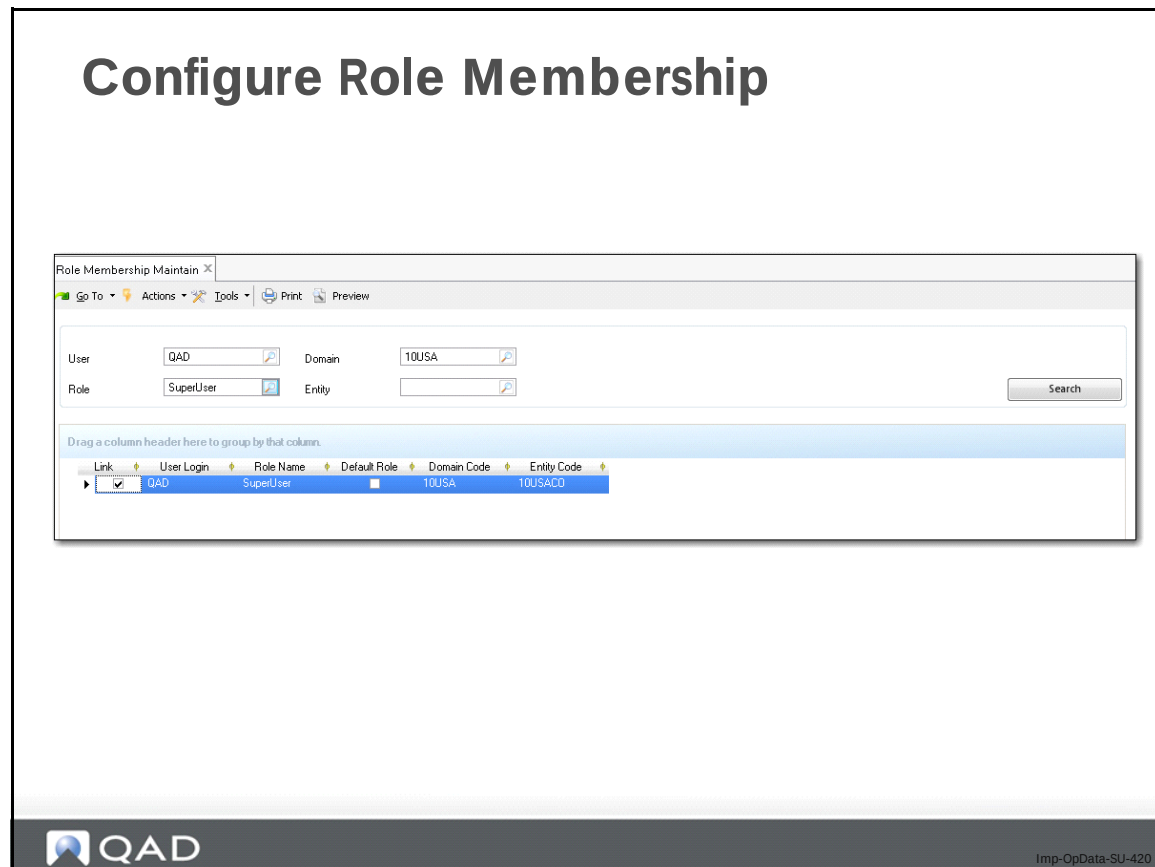
QAD Imp-OpData-SU-410

You will now update the security settings for the created users. Use User Domain/Entity Access Maintenance to specify user access to domains and entities. See *User Guide: QAD Security and Controls* for more information.

Exercise

- 1 In User Domain/Entity Access Maintenance (36.3.4), give the user QAD access to the entity 10USACO.
- 2 Specify the following filter values:
 - User: QAD
 - Domain: 10USA
- 3 Click Search.
- 4 Enable the link and click Save.

Configure Role Membership



You must now use Role Membership Maintenance (36.3.6.6) to provide the user QAD with access to the newly created entity 10USACO with the role superuser. See *User Guide: QAD Security and Controls* for more information.

Exercise

- 1 In Role Membership Maintenance (36.3.6.6), specify the following filter values:

Field	Value
User:	QAD
Domain:	10USA
Role:	SuperUser

- 2 Click Search.
- 3 Enable the link for the entity 10USACO and click Save.
- 4 Log off the QAD application and log in again as the user QAD.

Chapter 8

Work Order Setup

Work Order Setup

Work Order Setup

- Product definition flow
- Control files
 - Configure Work Order Control
 - Configure Work Order Accounting Control
- Generalized codes
 - Validate item group
 - Validate item type
- Define produce structure

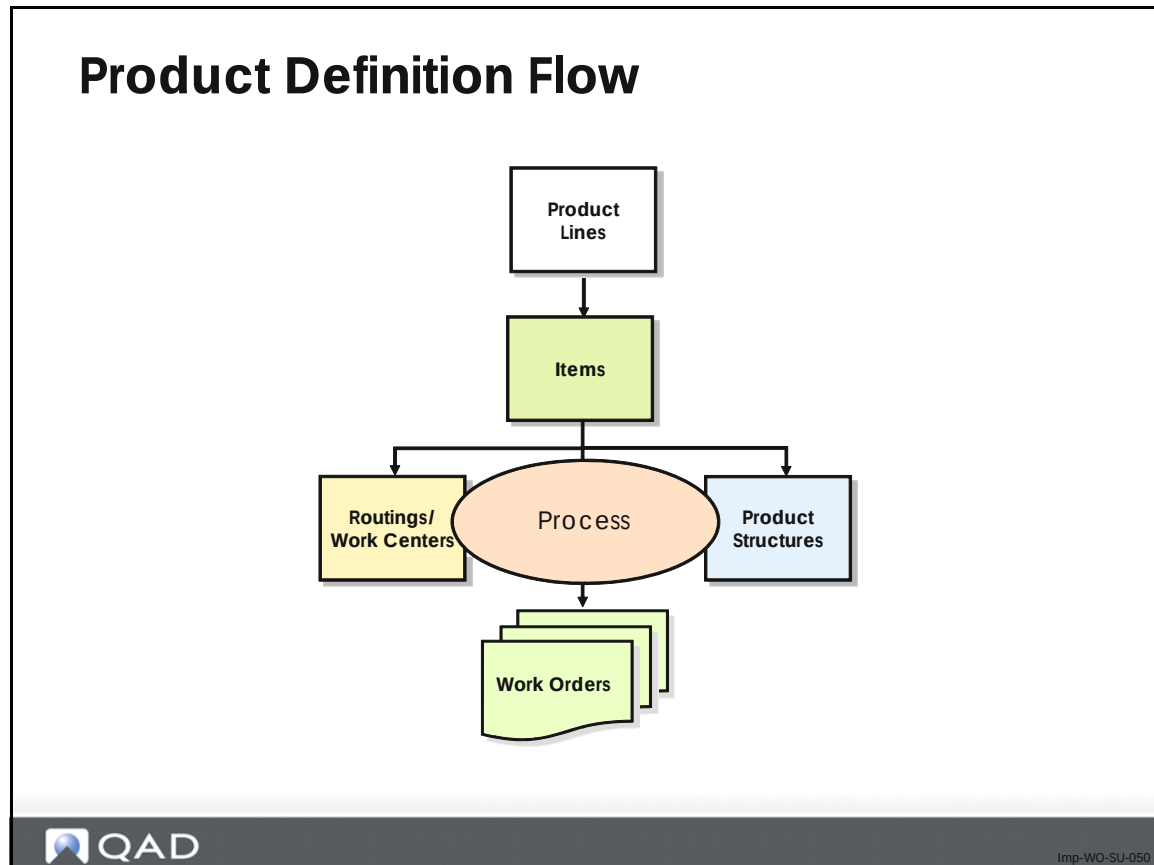


Imp-WO-SU-020

Work Order Setup

- Routing
 - Create a department
 - Create work centers
 - Define standard operations
 - Define routing operations
- Roll-up
 - Routing costs
 - Product structure costs
- Daybooks
 - Validate daybooks
 - Validate default daybooks

Product Definition Flow



To manufacture an item or product, you must complete one or more activities or operations. The list of required operations is called a routing, which basically defines the process needed to make the item. If a product structure is the list of ingredients in a recipe, a routing is the directions.

Specifically, routings can be used to:

- Calculate the cost of producing an item.
- Calculate the time it takes to manufacture an item.
- Schedule operations for work orders.
- Calculate work center and department load.
- Print routings for work orders.

A work center is a group of people and/or machines. Work centers also link departments with routing operations. Departments group similar work centers. Departments are like product lines because they are used to organize information on planning reports and to determine the GL accounts on transactions.

Product structures are much like the list of ingredients for a recipe—they indicate the components and quantities needed to make a product. A work order is an authorization to produce a specific quantity of an item for a specific date, and is typically created in response to current or projected demand for an item.

See *User Guide: QAD Manufacturing* for more information on these topics.

Configure Work Order Control

Configure Work Order Control

Work Order Control
X

Go To Actions Copy Print Preview

Auto W/O Numbers: ☒

Next W/O Nbr:

Work Order Comments: ☐

Routing Comments: ☐

Move First Operation: ☒


Imp-WO-SU-060

Use Work Order Control (16.24) to configure several settings that mainly affect numbering and comment defaults. See *User Guide: QAD Manufacturing* for more information.

Exercise

- 1 In Work Order Control (16.24), specify the following settings:

Field	Value
Auto W/O Numbers:	Yes
Next W/O Nbr:	10000
Move First Operation:	Yes

Configure Work Order Accounting Control

Configure Work Order Accounting Control

Work Order Accounting Control ✕

Go To Actions Copy Print Preview

Post variances at SFC: ☐
Qty Complete Mthd:
SUMMARIZE

Imp-WO-SU-070

Work Order Accounting Control (36.9.11) includes two settings that impact the general ledger transactions created by work orders.

The Post variances at SFC field is used to set the default for the same field in Work Order Maintenance. The possible values are:

- Yes: Labor and burden variances are calculated and posted whenever shop floor labor feedback transactions are entered.
- No: Variances are suppressed and not calculated or posted until the work order is received.

Setting the field to No reduces the number of variance transactions posted to the general ledger, particularly if there are many shop floor labor transactions processed before material receipts are recorded.

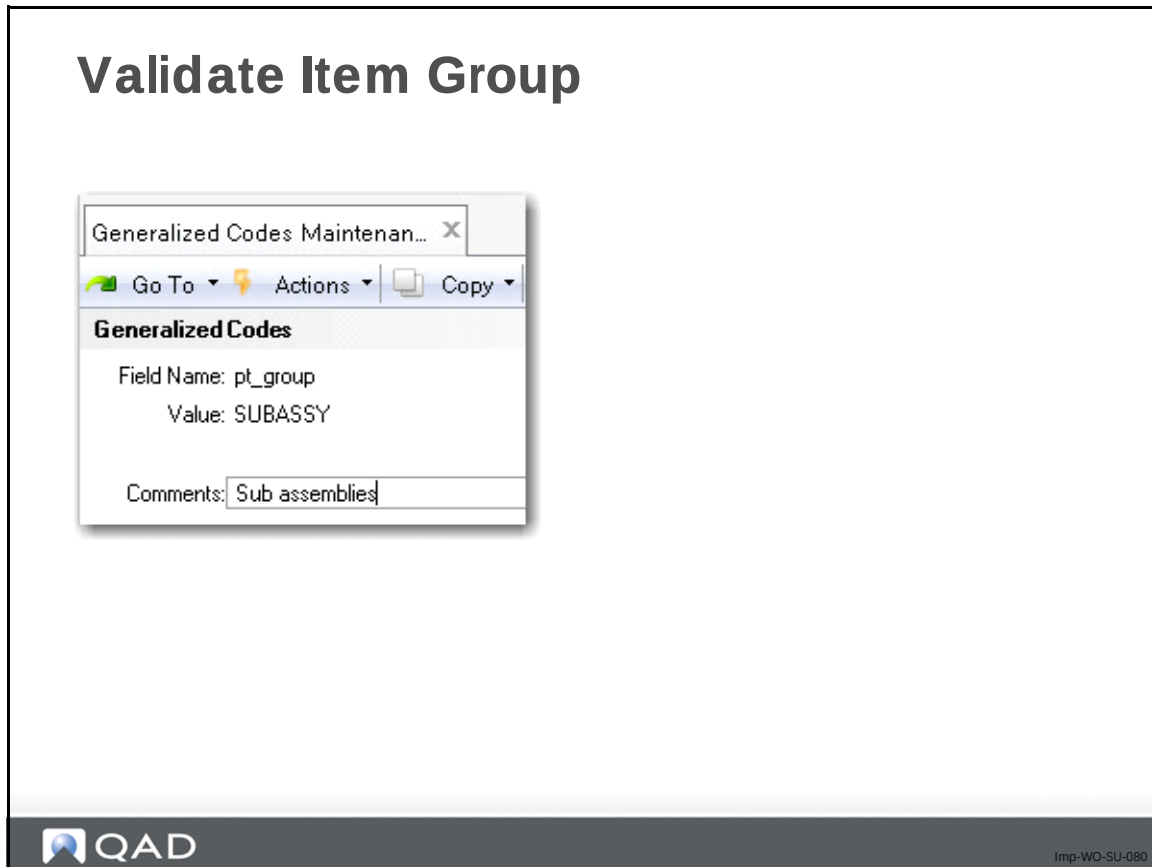
The Qty Complete Mthd field defaults to Process/Formula Maintenance (15.18) and Co/By-Product Maintenance (15.12.1) and affects the calculation of mixed variances.

Exercise

- 1 In Work Order Accounting Control (36.9.11), specify the following settings:

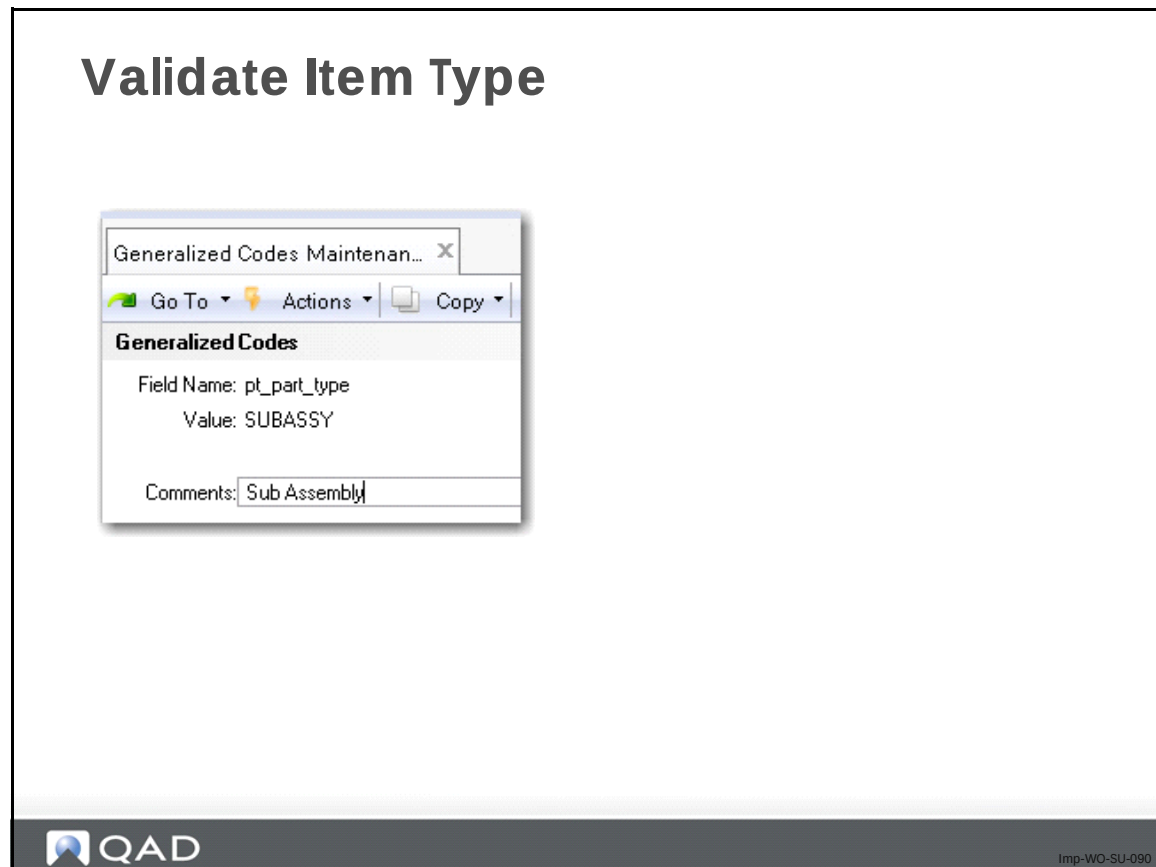
Field	Value
Post Variances at SFC	No
Qty Complete Mthd	SUM

Validate Item Group



- 1 In Generalized Codes Browse (36.2.14), validate the item group SUBASSY (field name = pt_group)
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Validate Item Type



- 1 In Generalized Codes Browse (36.2.14), validate the item type SUBASSY (field name = pt_part_type).
You can also enter the data manually in Generalized Codes Maintenance (36.2.13).

Define Product Structure

Define Product Structure

Product Structure Maintenance X

Top Level Parent: 04001
New Save Product Structure Component Delete
Levels 1

Items

Product Structure Codes

Product Structure Maintenance

Component	Description	Unit of Measure	Reference	Quantity	Start Date	End Date	BOM Code
04001	Fruit Juice	EA		1			04001
70040	Fruit Juice (unpackaged)	L		0.75			70040
80050	Fruit	LB		0.002			80050
80051	Proprietary Spice Mix	G		0.001			80051
80052	Sterilized Water	L		0.0525			80052
80053	Preservative	ML		1.5			80053
90019	Plastic Bottle	EA		1			90019

Imp-WO-SU-120

Use Product Structure Maintenance (13.5) to define the structure of a product, such as which components constitute the product and how many of each component is required.

Typically, the parent item is already defined in the item master and, when entered here, becomes the code for the product structure. The top level parent item is a finished product; at lower levels the parent item is a subassembly. The quantities entered for each component are used to determine how much each manufactured product costs.

Exercise

- 1 In Product Structure Maintenance (13.5), link the following components to item 04001 Fruit Juice:
 - 70040 Fruit Juice (unpackaged)
 - 80050 Fruit
 - 80051 Proprietary Spice Mix
 - 80052 Sterilized Water
 - 80053 Preservative
 - 90019 Plastic Bottle
- 2 Use the quantities shown in the slide above.

Create a Department

The screenshot shows the 'Department Maintenance' window in QAD. The window title is 'Department Maintenance X'. The menu bar includes 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main content area is titled 'Department: 10'. It contains the following fields and options:

- Default Sub-Account: Cons (Override: ☐)
- Default Cost Center: (Override: ☐)
- Description: Food and Beverage
- Labor Capacity: 0
- Cost of Production: 5770 (Cons)
- Labor: 5120 (Cons) (Mfg)
- Burden: 5220 (Cons) (Mfg)
- Labor Usage Variance Acct: 5140 (Cons) (Adm)
- Labor Rate Variance Acct: 5150 (Cons) (Adm)
- Burden Usage Variance: 5240 (Cons) (Adm)
- Burden Rate Variance: 5250 (Cons) (Adm)

The QAD logo is visible in the bottom left corner, and the text 'Imp-WO-SU-130' is in the bottom right corner.

Use Department Maintenance (14.1) to define departments and set up labor capacity and GL accounts for each department. At least one department must be defined before you can enter work centers or routings. Every work center must belong to exactly one department.

See *User Guide: QAD Manufacturing* for more information.

Exercise

- 1 In Department Maintenance (14.1), create the following department:
 - Department: 10
 - Description: Food and Beverage
- 2 Use the accounting details shown in the above slide.

Create Work Center 1000

Create Work Center 1000

Work Center: 1000 Machine:

Description: Juice Production

Department: 10

Auto Firm: ☐

Last Auto Firm: ▼

Scheduler ID: 🔍

Queue Time: 0.0

Wait Time: 0.0

Mach/Op: 1

Setup Crew: 0.00

Run Crew: 1.000

Machines: 1.000

Mach Bdn Rate: 0.00

Setup Rate: 40.00

Labor Rate: 40.00

Labor Burden Rate: 10.00

Labor Bdn %: 0.00%

QAD Imp-WO-SU-140

Use Work Center Maintenance (14.5) to define work centers, which are production areas with one or more people or machines having identical capabilities.

Work center data is accessed by most manufacturing functions, and work center data controls processing occurs in four areas:

- Scheduling

When a routing operation is specified at this work center, lead time fields default to those for the routing.

- Capacity Requirement Planning (CRP)

Capacity for this work center is the number of machines in a work center multiplied by the number of available hours (from Calendar Maintenance).

- Costing

Manufacturing costs are calculated in Routing Cost Roll-Up. Labor costs are calculated by multiplying the setup and run times at each operation by the setup rate and labor rate. Burden costs use machine burden rate, labor burden rate, and labor burden percentage. Subcontract costs are taken from the subcontract cost at the operation level.

- Accounting

Each work center belongs to a department, which determines the GL accounts that track variances, labor and burden costs.

Exercise

- 1 In Work Center Maintenance (14.5), create the following work center:
 - Work Center: 1000
 - Description: Juice Production
 - Department: 10
- 2 Use the details shown in the slide on the previous page.

Create Work Center 2000

Work Center Maintenance

Go To Actions Copy Print Preview Attach

Work Center: 2000 Machine:

Description: Juice Bottling

Department: 10

Auto Firm: ☐

Last Auto Firm:

Scheduler ID:

Queue Time: 0.0

Wait Time: 0.0

Mach/Op: 1

Setup Crew: 0.00

Run Crew: 1.000

Machines: 1.000

Mach Bdn Rate: 0.00

Setup Rate: 40.00

Labor Rate: 40.00

Labor Burden Rate: 10.00

Labor Bdn %: 0.00%



Imp-WO-SU-145

Exercise

1 In Work Center Maintenance (14.5), create the following work center:

- Work Center: 2000
- Description: Juice Bottling
- Department: 10

Use the details shown in the above slide.

Calendar Setup

Calendar Setup

Calendar Maintenance
✕

Go To
Actions
Copy
Print
Preview
Attach

Site: 10-400
Food & Bev Mfg Site

Work Center: 1000
Machine:

Juice Production

Work Day

Sunday: ☐

Monday: ☒

Tuesday: ☒

Wednesday: ☒

Thursday: ☒

Friday: ☒

Saturday: ☐

Hours

Reference:

Start:

End:

Daily Hours:

Imp-WO-SU-150

Use Calendar Maintenance (36.2.5) to define the standard work week for all sites in a domain or for a specific site and its associated work centers. At least one calendar must be defined in each domain. Calendars provide the basis for all manufacturing scheduling functions.

Exercise

- 1 In Calendar Maintenance (36.2.5), define the calendar for the following:

Field	Value
Site:	10-400
Work Center:	1000
Days:	From Monday to Friday
Hours:	8 hours for each day

Define Standard Operation 10

Define Standard Operation 10

Standard Operation Maintenance

Go To Actions Copy Print Preview Attach

Standard Operation: 10

Description: Juice Blending

Work Center: 1000

Machine:

Setup Time: 0.0

Run Time: 0.15

Move Time: 0.0

Yield Percent: 100.00%

Tool Code:

Supplier:

Milestone Operation: ☒

Inventory Value: 0.00

Subcontract Cost: 0.00

Subcontract LT: 0

Overlap Units: 0

Comments:

QAD

Imp-WO-SU-160

A Standard Operation is a template for multiple similar or identical routing operations. In Routing Maintenance (14.13.1), you can specify a Standard Operation rather than enter it manually. All the Operation data is filled in with default Standard Operation values.

Exercise

- 1 In Standard Operations Maintenance (14.9), create the following operation:
 - Standard Operation: 10
 - Description: Juice Blending
- 2 Use the details shown in the above slide.

Define Standard Operation 20

Standard Operation Maintenance

Go To Actions Copy Print Preview Attach

Standard Operation: 20

Description: Juice Bottling

Work Center: 2000

Machine:

Setup Time: 0.0

Run Time: 0.100000000

Move Time: 0.0

Yield Percent: 100.00%

Tool Code:

Supplier:

Milestone Operation: ☒

Inventory Value: 0.00

Subcontract Cost: 0.00

Subcontract LT: 0

Overlap Units: 0

Comments:



Imp-WO-SU-165

Exercise

1 In Standard Operations Maintenance (14.9), create the following operation:

- Standard Operation: 20
- Description: Juice Bottling

Use the details shown in the above slide.

Define Routing Operation 0

Define Routing Operation 0

Routing Maintenance X

Go To ▾ Actions ▾ Copy ▾ Print ▾ Preview ▾ Attach ▾

Routing Code: 04001		Fruit Juice	
Operation: 0	Start Date:	End Date:	
Standard Operation: 10			
Work Center: 1000	Juice Production		
Machine:			
Description: Juice Blending			
Machines per Operation: 1	Milestone Operation: ☒		
Overlap Units: 0	Subcontract LT: 0		
Queue Time: 0.0	Setup Crew: 0.00		
Wait Time: 0.0	Run Crew: 1.00		
Setup Time: 0.0	Tool Code:		
Run Time: 0.15	Supplier:		
Move Time: 0.0	Inventory Value: 0.00		
Start Date:	Subcontract Cost: 0.00		
End Date:	Comments:		
Yield Percent: 100.00%			


Imp-WO-SU-170

Use Routing Maintenance (14.13.1) to specify the sequence of operations used to produce a finished product or subassembly. Set up routings before using Work Orders, Repetitive, Advanced Repetitive, or Capacity Requirements Planning (CRP). Typically, you define routings in Routing Maintenance when production run time is in hours per unit.

Exercise

- 1 In Routing Maintenance (14.13.1), set up the routing for Operation 0 in the production of blended fruit juice according to the above slide.
- 2 In Routing Maintenance (14.13.1), set up the routing for Operation 1 in the production of bottled fruit juice according to the slide on the following page.

Define Routing Operation 1

Routing Maintenance

Go To Actions Copy Print Preview Attach

Routing Code: 04001 Fruit Juice

Operation: 1 Start Date: End Date:

Standard Operation: 20

Work Center: 2000 Juice Bottling

Machine:

Description: Juice Bottling

Machines per Operation: 1 Milestone Operation: ☒

Overlap Units: 0 Subcontract LT: 0

Queue Time: 0.0 Setup Crew: 0.00

Wait Time: 0.0 Run Crew: 1.00

Setup Time: 0.0 Tool Code:

Run Time: 0.1 Supplier:

Move Time: 0.0 Inventory Value: 0.00

Start Date: Subcontract Cost: 0.00

End Date: Comments: ☐

Yield Percent: 100.00%

Roll Up Routing Costs

Roll Up Routing Costs

Routing Cost Roll-Up X
 Go To Actions Copy Print Preview Attach

Site: 10-400
 Cost Set: Standard
 Default GL Cost Set

Food & Bev Mfg Site
 [STD / GL]

Item Number: 04001
 Item Type:
 As of Date: 6/23/2011

To: 04001

Roll-up Labor Time: ☒
 Roll-up Setup Time: ☒
 Roll-up Lead Time: ☒
 Roll-up Item Yield: ☒

Include Yield in Cost: ☒

Roll-up Labor Cost: ☒
 Roll-up Burden Cost: ☒
 Roll-up Subcontract Cost: ☒
 Update Items without Routings: ☒
 Update Items At This Site Only: ☒

Output:
 Batch ID:

Imp-WO-SU-180

Use Routing Cost Roll-Up (14.13.13) to update the costs for items based on their routing (process) operations. This function can also update the Yield% field in the item planning data based on rolling up the percentages associated with each routing operation.

The system automatically posts labor, burden, and subcontract costs when you run Routing Cost Roll-Up.

See *User Guide: QAD Manufacturing* and *User Guide: QAD Costing* for more information.

Exercise

- 1 In Routing Cost Roll-Up (14.13.13), enter the following:
 - Site: 10-400
 - Cost Set: Standard
 - Item number: 04001
- 2 Run this function to total the labor hours and cost, and the burden cost.

Roll Up Product Structure Costs

Roll Up Product Structure Costs

Product Structure Cost Roll-Up X

Go To Actions Copy Print Preview Attach

Site:

Cost Set: Standard

Default GL Cost Set

[STD / GL]

Item Number: 04001

To: 04001

Prod Line:

To:

Item Type:

To:

Group:

To:

As of Date: 6/23/2011

Low Level Material: ☒

Set Cost Update Field for

Low Level Labor: ☒

All/Changed Only: All

Low Level Burden: ☒

Low Level Overhead: ☒

Low Level Subcontract: ☒

Low Level Labor Time: ☐

Include Yield %: ☒

Low Level Setup Time: ☐

Print Audit Trail: ☒

Output: printer

Batch ID:

Imp-WO-SU-190

Use Product Structure Cost Roll-Up (13.12.13) to calculate the total cost for manufactured items, and also lower-level run and setup times.

Purchased components have material and overhead costs; manufactured components also have labor, burden, and subcontract costs. Product Structure Cost Roll-Up uses these costs to calculate total cost by item, and lower-level run and setup times.

Note If a product structure is not fully rolled up, a manufacturing variance occurs in work orders.

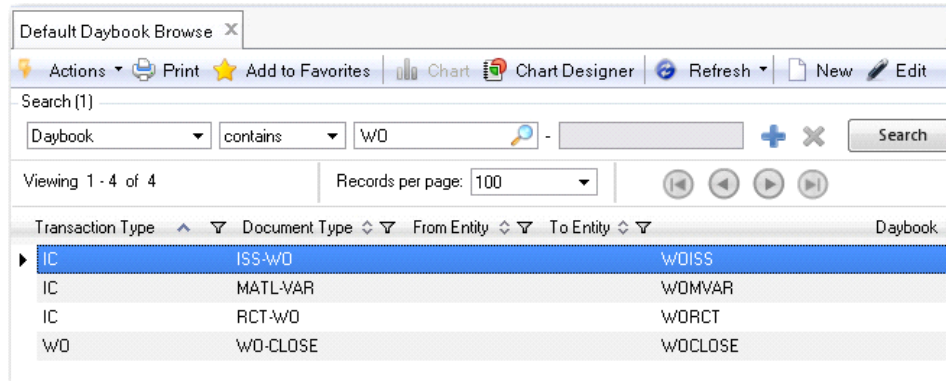
See *User Guide: QAD Manufacturing* for more information.

Exercise

- 1 In Product Structure Cost Roll-Up (13.12.13), enter the following details:
 - Site: 10-400
 - Item number: 04001
- 2 Run this function to:
 - a Obtain labor and burden cost for this level from the item master.
 - b Perform the level-by-level computation for the costs of the five cost set categories.

Validate Default Daybooks

Validate Default Daybooks



- 1 Validate the default daybooks for WO processing in Default Daybook Browse (25.8.5).

Chapter 9

Testing the Implementation

Overview

Testing the Implementation

- Test 1: Purchases and Sales
 - From PO to supplier invoice and receiver matching
 - From SO to customer invoice
- Test 2: Customers and Suppliers
 - Opening balance upload
 - Financial invoices and credit notes
 - Open item adjustment
 - Customer collections
 - Supplier payments



Imp-Test-Sys-020

Testing the Implementation– Continued

- Test 3: Work Orders
 - Unplanned receipts
 - Inventory detail
 - Work order maintenance and release
 - Work order component issue and receipt
 - Work order accounting
 - Operational Transaction Post

- Test 4: Financials
 - Journal entries
 - Banking entries

Exercises: Purchases and Sales

Test 1: Purchases and Sales



Imp-Test-Sys-050

From PO to Supplier Invoice and Receiver Matching

From PO to Supplier Invoice and Receiver Matching

- Purchase Order Maintenance (5.7)
- Purchase Order Receipts (5.13.1)
- Unposted Transaction Register (25.13.14)
- Operational Transaction Post (25.13.7)
- Journal Entry View (25.13.1.3)
- Supplier Invoice Create (28.1.1.1)
- Supplier Invoice View (28.1.1.3)
- Receiver Matching Create (28.2.1)
- Supplier Invoice View (28.1.1.3)



Imp-Test-Sys-060

- 1 Log in to entity 10USACO.
- 2 Create a PO using the following details:

Field	Value
Code:	PO-1
Supplier:	10S1001 Taylor & Fulton Fruit Co.
Ship-to/Bill-to/Site	10-400
Currency:	USD
Tax:	Not Taxable
Tax Environment:	No-Tax-US
Item:	80050 Fruit
Quantity:	500 LB
Unit Price:	0.98 USD
- 3 Receive all 500 units for PO-1.
- 4 Check the Unposted Transaction Register.
- 5 Post the PO receipt using Operational Transaction Post.
- 6 Check the posting in Journal Entry View.

7 Create a supplier invoice using the following details:

Field	Value
Supplier:	10S1001 Taylor & Fulton Fruit Co.
Reference:	Inv T1
PO:	PO-1
Invoice Posting Date:	System Date
Daybook:	SINV
Invoice Status Code:	RM-INIT
Taxable:	No
Amount:	490 USD

8 View the supplier invoice.**9** Create the receiver matching for the above create supplier invoice and PO-1.**10** View the matched supplier invoice in Supplier Invoice View.**11** View the journal entries created using Journal Entry View.

From SO to Customer Invoice

From SO to Customer Invoice

- Sales Order Maintenance (7.1.1)
- Sales Order Shipments (7.9.15)
- Unposted Transaction Register (25.13.14)
- Operational Transaction Post (25.13.7)
- Journal Entry View (25.13.1.3)
- Preview Invoice Print (7.13.3)
- Invoice Post and Print (7.13.4)
- Customer Invoice View (27.1.1.3)



Imp-Test-Sys-070

- 1 Log in to entity 10USACO.
- 2 Create an SO using the following details:

Field	Value
Code:	SO-1
Customer (sold-to/bill-to/ship-to):	10C1001 Medilogic
Currency:	USD
Tax:	Not Taxable
Tax Environment:	No-Tax-US
Item:	01012
Site:	10-100
Quantity:	10 BX
Unit Price:	2.50 USD

- 3 Ship all 10 units.
- 4 Check the Unposted Transaction Register.
- 5 Post the SO shipment using Operational Transaction Post.
- 6 Check the posting in Journal Entry View.
- 7 Preview the customer invoice.

- 8** Post and print the customer invoice.
- 9** Check the customer invoice in Customer Invoice View.

Test 2: Customers and Suppliers

Opening Balance Load

Opening Balance Upload

- Customer Opening Balance Create (27.1.10)
- Supplier Opening Balance Create (28.1.15)
- Customer Invoice View (27.1.1.3)
- Supplier Invoice View (28.1.1.3)
- Journal Entry View (25.13.1.3)



Imp-Test-Sys-090

- 1 Log in to entity 10USACO
- 2 Load customer open items using Customer Opening Balance Create (27.1.10).
Use file `cusopbal.xlsx`. The file is stored in the Implementation Course Data\Test Data folder on the Desktop.

Field	Value
GL Transfer Account:	1670

- 3 Load supplier open items using Supplier Opening Balance Create (28.1.15).
Use file `supopbal.xlsx`. The file is stored in the Implementation Course Data\Test Data folder on the Desktop.

Field	Value
GL Transfer Account:	1670

- 4 View the uploaded data in Customer Invoice View (27.1.1.3) and Supplier Invoice View (28.1.1.3).
- 5 View the journal entries created using Journal Entry View.

Financial Invoices and Credit Notes

Financial Invoices and Credit Notes: Customers

- Customer Invoice Create (27.1.1.1)
- Customer Invoice View (27.1.1.3)



Imp-Test-Sys-100

Customers

- 1 Log in to entity 10USACO.
- 2 Create a customer invoice using the following details:

Field	Value
Customer:	10C1005 Rockland Industrial
Reference:	Fin Inv1
Posting/Invoice Date:	System Date
Daybook:	CIHO
Invoice Status Code:	C-OK
Amount:	850 USD
Taxable:	No
Sales GL Account:	4000

- 3 Check the customer invoice in Customer Invoice View (27.1.1.3).

4 Create a customer credit note using the following details:

Field	Value
Customer:	10C1005 Rockland Industrial
Reference:	Fin CN1
Posting/Invoice Date:	System Date
Daybook:	CCNH0
Invoice Status Code:	C-OK
Amount:	250 USD
Taxable:	No
Sales GL Account:	4000

a Link this customer credit note to the customer invoice created in Step 2.

Field	Value
Adjustment Daybook:	CUSTADJ

Suppliers

Financial Invoices and Credit Notes: Suppliers

- Supplier Invoice Create (28.1.1.1)
- Supplier Invoice View (28.1.1.3)



Imp-Test-Sys-110

- 1 Log in to entity 10USACO.
- 2 Create a supplier invoice with the following details:

Field	Value
Supplier:	10S1003 Heron Surgical Supply
Reference:	Sup Inv1
Posting/Invoice Date:	System Date
Invoice Status Code:	OK2PAY
Amount:	120 USD
Taxable:	No

- 3 Check the supplier invoice in Supplier Invoice View (28.1.1.3).

4 Create a supplier credit note using the following details:

Field	Value
Supplier:	10S1003 Heron Surgical Supply
Reference:	CN for Sup Inv1
Posting/Invoice Date:	System Date
Invoice Status Code:	OK2PAY
Amount:	80 USD
Taxable:	No

a Link this to the supplier invoice created in Step 2.

Field	Value
Adjustment Daybook:	SUPADJ

5 Check the supplier invoice in Supplier Invoice View (28.1.1.3).

Open Item Adjustment

Open Item Adjustment

- Open Item Adjustment Create (25.13.5)
- Open Item Adjustment View (25.13.6)
- Journal Entry View (25.13.1.3)



Imp-Test-Sys-120

- 1 Log in to entity 10USACO.
- 2 Adjust open items in Open Item Adjustment Create (25.13.5).

a Customer 10C1001: MediLogic

Field	Value	Field	Value
Invoice Value:	30 USD	New Balance:	0 USD
Invoice Value:	825 USD	New Balance:	600 USD
Credit Note:	255 USD	New Balance:	0 USD

b Supplier 10S1002: Bridgeville Industries

Field	Value	Field	Value
Invoice Value:	788 USD	New Balance:	693 USD
Credit Note:	95 USD	New Balance:	0 USD

- 3 View the journal entries created using Journal Entry View.

Customer Collections

Customer Collections

- Customer Payment Create (27.6.4.1)
- Customer Payment Modify (27.6.4.2)
- Customer Payment View (27.6.4.3)
- Customer Activity Dashboard (27.18.1)
- Customer Open Item (27.17.1)
- Customer Account Activity (27.17.3)



Imp-Test-Sys-130

- 1 Log in to entity 10USACO
- 2 Create a customer check payment for:
 - Customer: 10C1001 MediLogic
 - Amount: 500 USD
 - Reference: Prepayment
 - Status: For Collection
 - Invoice Description: Prepayment 01
- 3 Create a customer check payment for:
 - Customer: 10C1001 MediLogic
 - Amount: 600 USD
 - Reference: CH for balance
 - Link this to open invoice for 600 USD
 - Status: For Collection
- 4 View the received and created customer checks in Customer Payment View (27.6.4.3).
- 5 Change the status of the checks to Paid in Customer Payment Modify (27.6.4.2).
- 6 View the received/created customer checks in Customer Payment View (27.6.4.3).

- 7 View the invoice and payment in Customer Activity Dashboard (27.17.3).
- 8 View the movements in the Customer Account Activity report (27.17.3).
- 9 View the open items in the Customer Open Item report (27.17.1).
- 10 View the postings generated by the customer collection activity in Journal Entry View (25.13.1.3).

Supplier Payments

Supplier Payments

- Supplier Payment Selection Create (28.9.4.1)
- Supplier Payment Selection Confirm (28.9.4.5)
- Supplier Payment Selection Detail Print (28.9.9.7)
- Supplier Check Print (28.9.9.3)
- Supplier Payment View (28.9.3.3)
- Supplier Activity Dashboard (28.18.1)



Imp-Test-Sys-140

- 1 Log in to entity 10USACO.
- 2 Create a supplier payment selection with the following details:
 - Code: SPS-1
 - Bank GL Account: 1100
 - Payment Format: US-Check
 - One invoice each for suppliers 10S1002 and 10S1005
- 3 Confirm supplier payment selection SPS-1.
- 4 Print details of supplier payment selection SPS-1.
- 5 Print the supplier check for SPS-1.
- 6 View the created supplier payment (check) in Supplier Payment View (28.9.3.3).
- 7 View the invoice and the payment in Supplier Activity Dashboard (28.18.1).

Test 3: Work Orders

Exercises: Work Orders

Work Orders

- Unplanned Receipts (3.9)
- Inventory Detail (3.3)
- WO Maintenance (16.1)
- WO Release (16.6)
- WO Browse (16.2)
- WO Component Issue (16.10)
- WO Receipt (16.11)
- WO Accounting Close (16.21)
- Unposted Transaction Register (25.13.14)
- Operational Transaction Post (25.13.7)



Imp-Test-Sys-160

Unplanned Receipts

Unplanned Receipts

Receipts - Unplanned ✕

Go To ▾
Actions ▾
Copy ▾
Print
Preview
Attach ▾

Item Number: 80050

Description: Fruit

Quantity:

Unit of Measure:

Conversion:

Unit Cost:

Order:

Line:

Sales/Job:

Address:

Remarks:

Effective Date:

Debit Account:

Credit Account:

Lot/Serial Control: UM: LB

Site:

Location:

Lot/Serial:

Reference:

Multi Entry: ☐

Total Qty:

Total Cost:

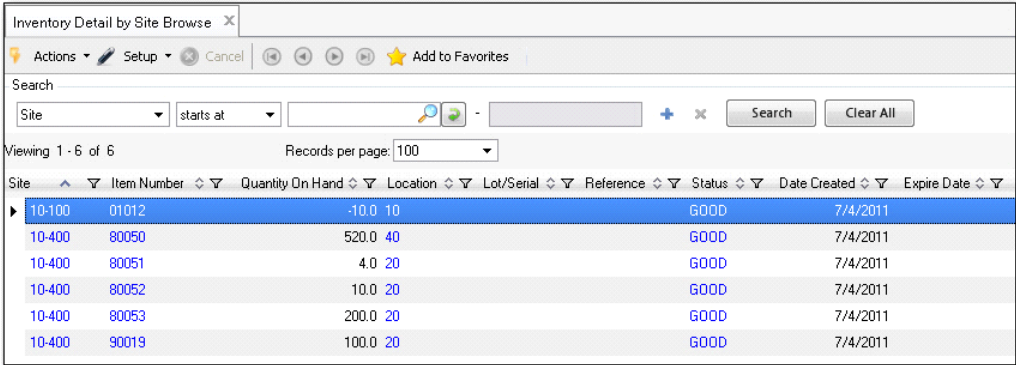
Imp-WO-Test-030

- 1 In Receipts - Unplanned (3.9), receive the following material so that you have components in inventory to run the WO processing testing:

Item Number	Item Description	Quantity
80050	Fruit	20
80051	Proprietary Spice Mix	4
80052	Sterilized Water	10
80053	Preservative	200
90019	Plastic Bottle	100

Inventory Detail

Inventory Detail



The screenshot shows the 'Inventory Detail by Site Browse' window. It includes a search bar with a 'Site' dropdown and a 'starts at' dropdown. Below the search bar, it indicates 'Viewing 1 - 6 of 6' records and 'Records per page: 100'. The table displays the following data:

Site	Item Number	Quantity On Hand	Location	Lot/Serial	Reference	Status	Date Created	Expire Date
10-100	01012	-10.0	10			GOOD	7/4/2011	
10-400	80050	520.0	40			GOOD	7/4/2011	
10-400	80051	4.0	20			GOOD	7/4/2011	
10-400	80052	10.0	20			GOOD	7/4/2011	
10-400	80053	200.0	20			GOOD	7/4/2011	
10-400	90019	100.0	20			GOOD	7/4/2011	

QAD

Imp-WQ-Test-040

- 1 In Inventory Detail by Site Browse (3.3), validate that you have the quantities received in the previous step.

Work Order Maintenance

Work Order Maintenance

Work Order Maintenance
Go To
Actions
Copy
Print
Preview

Work Order:
 ID:

Item Number: 30-10000-001
 Type:
 Site: US-W-N

Wheel - 26 - Narrow 2
 High Tension-Extra Light

Quantity Ordered:	10.0	Order Date: 4/21/2009
Quantity Completed:	0.0	Release Date: 4/21/2009
Qty Rejected:	0.0	Due Date: 4/21/2009

Work Order Status: F
 Sales/Job:
 Supplier:
 Yield Percent: 100.00%

Site: US-W-N
 Routing Code:
 BOM/Formula Code:

Remarks:
 Comments:

Post variances at SFC: ☐

Attributes

Assay Percentage: 0.00%

Grade:

Expire Date:

Receipt Status: ☐ Active

Batch:

Single Lot: ☐

Lot Number:

Imp-Test-Sys-190

1 In Work Order Maintenance (16.1), create a standard work order for the following:

- Item: 04001 Fruit Juice
- Site: 10-400
- Quantity: 50 bottles

Work Order Release

Work Order Release

Work Order Release/Print

Go To Actions Copy Print Preview

Work Order: 400007
ID: 2280528
Batch:
Print Picklist: ☒
Print Routing: ☒
Print Co/By-Products: ☒

Deliver To:
Print Bar Code: ☐
Operation: ☒

Item Number: 30-10000-001
Wheel - 26 - Narrow 2
Release Date: 4/21/2009

Quantity Ordered: 10.0
Quantity Completed: 0.0
Sales/Job:
Remarks:

Work Order Due Date: 4/21/2009
Work Order Status: F
Supplier:

Output: printed
Batch ID:

QAD Imp-Test-Sys-200

- 1 In Work Order Release/Print (16.6), release the WO for production.

Work Order Release

Work Order Release/Print

QAD

Work Order Release/Print

QMS US

04/21/09 08:05:07

Page: 1

Work Order Picklist

Work Order: 400007 Issue Date: 04/21/09
 ID: 2280528
 Batch: 30-10000-001 Rev: Work Order Due Date: 04/21/09
 Item Number: 30-10000-001 Wheel - 26 - Narrow 2 High Tension-Extra Light
 Remarks: Sales/Job:
 Qty Ordered: 10.0 EA Deliver To:

Item Number	Rev	Site Location Ref	Lot/Serial	Required Qty to Issue	UM	Issued
20-10000-001		US-W-N		360.0	EA	
Spoke - L8 - HT 2						
	10			360.0	()	
Long - High Tension 2						
20-11000-001		US-W-N		360.0	EA	
Nipple - Brass - 15						
	10			360.0	()	
Brass Nipple gauge 15						
20-20000-001		US-W-N		10.0	EA	
Rim-26 Narrow 2 - SS36						
	10			10.0	()	
StainlessSteel 36 spokes						
20-30000-001		US-W-N		10.0	EA	
Hub-26 Narrow 2 - AA36						
	10			10.0	()	
Type AA, High Speed						

Work Order Routine

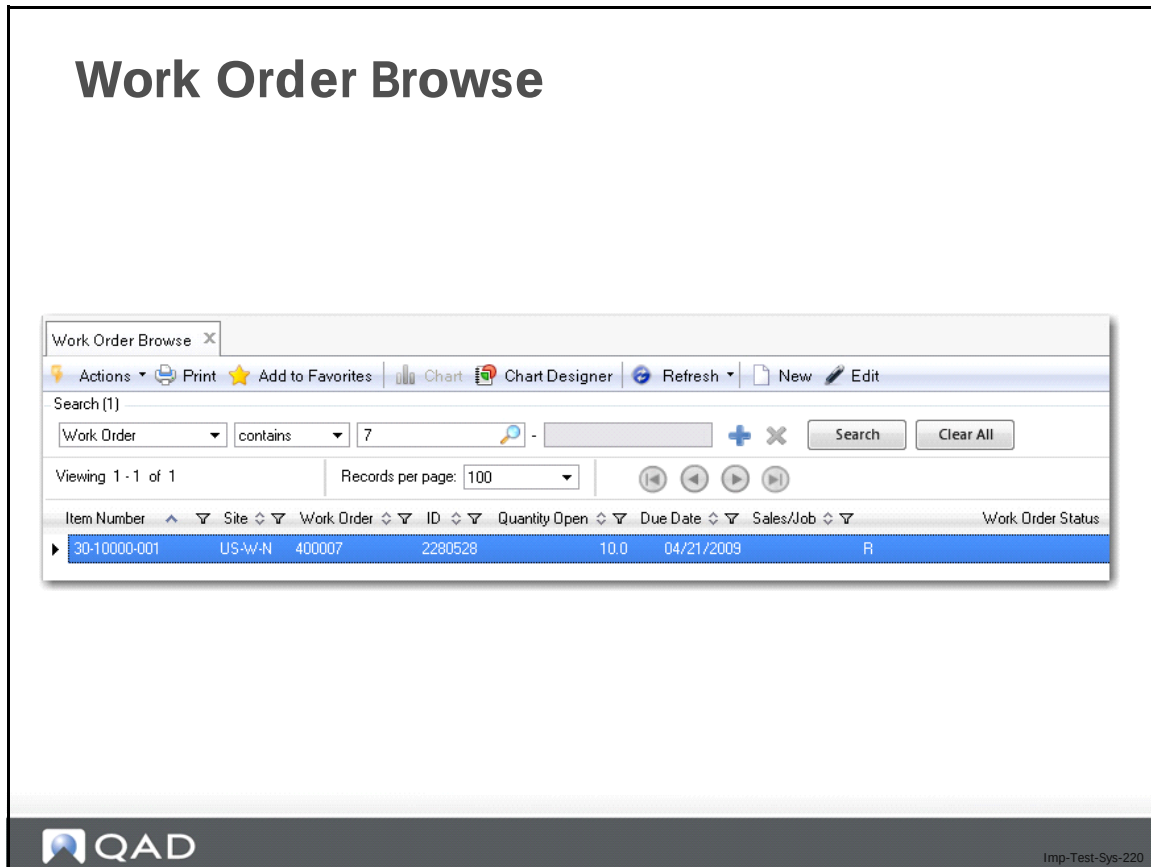
Work Order: 400007
 ID: 2280528
 Batch: 30-10000-001 Rev: 20-20000-001
 Item Number: 30-10000-001 Wheel - 26 - Narrow 2 High Tension
 Remarks: 20-30000-001
 Qty Ordered: 10.0 EA Hub-26 Narrow 2 - AA36
 Type AA, High Speed

Op	Work Center	Std Op	Tooling Supplier	Setup Time	Run Time	Actual	By
10	10000	10		0.0		()	
	Wheel Assembly			1.7		()	
	Wheel Assembly						

QAD

Imp-Test-Sys-210

Work Order Browse



- 1 In Work Order Browse (16.2), validate that the WO has been released for production. The WO status must be R (Released).

WO Component Issue

Work Order Component Issue

Work Order Component Issue
X

Go To
Actions
Copy
Print
Preview

Work Order: 400007
 Item Number: 30-10000-001
 Wheel - 26 - Narrow 2

ID: 2280528
 WO Stat: R

Op:
 Issue Alloc: ☐
 Issue Picked: ☒

Effective: 4/21/2009

Item Number	Qty Open	Qty Alloc	Qty Picked	Qty to Iss	Qty B/O
20-10000-001	360.0	0.0	360.0	360.0	0.0
20-11000-001	360.0	0.0	360.0	360.0	0.0
20-20000-001	10.0	0.0	10.0	10.0	0.0
20-30000-001	10.0	0.0	10.0	10.0	0.0

Item Number:

Op:

Site:

Loc:

Description:

Lot/Serial:

Quantity:

UM:

Reference:

Substitute: ☐

Cancel B/O: ☐

Multi Entry: ☐

Imp-Test-Sys-230

- 1 In WO Component Issue (16.10), issue WO materials to WIP.

Work Order Receipt

Work Order Receipt

Work Order Receipt X

Go To Actions Copy Print Preview

Work Order: 400007		ID: 2280528	Effective: 4/21/2009
Remarks:		Batch:	
Item Number: 30-10000-001		Lot/Serial Control:	UM: EA
Description: Wheel - 26 - Narrow 2		W/O Stat: R	
Open Quantity:	10.0	Automatic Lot Numbers:	☐
Quantity:	10.0	Site: US-W-N	
UM: EA		Location: 20	
Conversion:	1.0000	Lot/Serial:	
Scrapped Qty:	0.0	Reference:	
UM: EA		Multi Entry:	☐
UM Conversion:	1.0000	Set Attributes:	☐
		Total Units:	10.0

Remarks:

Close:

Imp-Test-Sys-240

- 1 In Work Order Receipt (16.11), receive the 50 bottles of juice back in inventory.
- 2 Select the Close field to close the work order.

Work Order Accounting Close

Work Order Accounting Close



Work Order Accounting Close
QMS US

04/21/09 08:09:42
Page:1

Work Order	ID	Item Number	Site	Qty Ordered	Qty Completed	Qty Rejected	SO/Job	Project	Eff Date
400007	2280528	30-10000-001	US-W-N	10.0	10.0	0.0			04/21/09
Wheel - 26 - Narrow 2 High Tension-Extra Light									

Reference ID	Type	DR Acct	Sub-Acct	CC	Description	Cr Acct	Sub-Acct	CC	Description	Amount
W0090421000005	WO-CLOSE	1550	MECH		Inventory WIP	5120	Mech		Labor Absorbed	68.00
W0090421000006	WO-CLOSE	1550	MECH		Inventory WIP	5220	Mech		Burden Absorbed	17.00
	Method Change	6800	MECH		Method Variance	1550	MECH		Inventory WIP	0.00



Work Order Accounting Close
QMS US

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Page:2

General Ledger Summary

Account	Sub-Acct	CC	Project	Date	Eff Date	Debit Amount	Credit Amount	Consolidated Account Debit	Consolidated Account Credit
1550	MECH			04/21/09	04/21/09	85.00		85.00	
5120	Mech			04/21/09	04/21/09		68.00		68.00
5220	Mech			04/21/09	04/21/09		17.00		17.00
								85.00	85.00



Imp-Test-Sys-250

- 1 In Work Order Accounting Close (16.21), close WO accounting to absorb labor and burden and to recognize material variances (if any).

Unposted Transaction Register

Unposted Transaction Register


Unposted Transaction Register
10USA

07/04/11 11:45:25
Page: 1

Reference ID	Entered Date	User ID	Line	Account	Project	Entity	Description	Amount	Cur	Daybook
IC110704000001	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-PO PO-1	490.00	USD	RCT-PO
			2	2520-MECH		10USACO	RCT-PO PO-1	-490.00	USD	RCT-PO
								0.00	USD	
IC110704000002	07/04/11 07/04/11	mfq	1	5010-MECH-Adm		10USACO	ISS-SO SO-1.1	25.00	USD	ISS-SO
			2	1500-MECH		10USACO	ISS-SO SO-1.1	-25.00	USD	ISS-SO
								0.00	USD	
IC110704000003	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-UNP	19.60	USD	RCT-UNP
			2	6610-MECH-Adm		10USACO	RCT-UNP	-19.60	USD	RCT-UNP
								0.00	USD	
IC110704000004	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-UNP	0.60	USD	RCT-UNP
			2	6610-MECH-Adm		10USACO	RCT-UNP	-0.60	USD	RCT-UNP
								0.00	USD	
IC110704000005	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-UNP	0.10	USD	RCT-UNP
			2	6610-MECH-Adm		10USACO	RCT-UNP	-0.10	USD	RCT-UNP
								0.00	USD	
IC110704000006	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-UNP	2.00	USD	RCT-UNP
			2	6610-MECH-Adm		10USACO	RCT-UNP	-2.00	USD	RCT-UNP
								0.00	USD	
IC110704000007	07/04/11 07/04/11	mfq	1	1500-MECH		10USACO	RCT-UNP	21.00	USD	RCT-UNP
			2	6610-MECH-Adm		10USACO	RCT-UNP	-21.00	USD	RCT-UNP
								0.00	USD	



Imp-WO-Test-120

- 1 In Unposted Transaction Register (25.13.14), produce a report with the unposted transactions generated by the WO processing flow.

Operational Transaction Post

Operational Transaction Post

Operational Transaction Post										07/04/11 11:47:33
10USA										Page: 1
Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount	Cur	Entry Number
IC110704000001	07/04/11	07/04/11	1	1500-MECH		10USACO	RCT-PO PO-1	490.00	USD	2011/RCT-PO000000001
			2	2520-MECH		10USACO	RCT-PO PO-1	-490.00	USD	2011/RCT-PO000000001
								0.00	USD	
IC110704000002	07/04/11	07/04/11	1	5010-MECH-Adm		10USACO	TSS-SO SO-1.1	25.00	USD	2011/TSS-SO000000001
			2	1500-MECH		10USACO	TSS-SO SO-1.1	-25.00	USD	2011/TSS-SO000000001
								0.00	USD	
IC110704000003	07/04/11	07/04/11	1	1500-MECH		10USACO	RCT-UNP	19.60	USD	2011/RCT-UNP000000001
			2	6610-MECH-Adm		10USACO	RCT-UNP	-19.60	USD	2011/RCT-UNP000000001
								0.00	USD	
IC110704000004	07/04/11	07/04/11	1	1500-MECH		10USACO	RCT-UNP	0.60	USD	2011/RCT-UNP000000002
			2	6610-MECH-Adm		10USACO	RCT-UNP	-0.60	USD	2011/RCT-UNP000000002
								0.00	USD	
IC110704000005	07/04/11	07/04/11	1	1500-MECH		10USACO	RCT-UNP	0.10	USD	2011/RCT-UNP000000003
			2	6610-MECH-Adm		10USACO	RCT-UNP	-0.10	USD	2011/RCT-UNP000000003
								0.00	USD	
IC110704000006	07/04/11	07/04/11	1	5040-MECH		10USACO	MATL-VAR FR50	10.50	USD	2011/MOVAR000000002
			2	1550-MECH		10USACO	MATL-VAR FR50	-10.50	USD	2011/MOVAR000000002
								0.00	USD	
IC110704000007	07/04/11	07/04/11	1	1550-MECH		10USACO	WO-CLOSE 2	200.00	USD	2011/MOCL05E000000001
			2	5120-Mech-mfg		10USACO	WO-CLOSE 2	-200.00	USD	2011/MOCL05E000000001
								0.00	USD	
IC110704000008	07/04/11	07/04/11	1	1550-MECH		10USACO	WO-CLOSE 2	50.00	USD	2011/MOCL05E000000002
			2	5220-Mech-mfg		10USACO	WO-CLOSE 2	-50.00	USD	2011/MOCL05E000000002
								0.00	USD	
IC110704000009	07/04/11	07/04/11	1	1550-MECH		10USACO	WO-CLOSE 3	300.00	USD	2011/MOCL05E000000003
			2	5120-Mech-mfg		10USACO	WO-CLOSE 3	-300.00	USD	2011/MOCL05E000000003
								0.00	USD	
IC110704000004	07/04/11	07/04/11	1	1550-MECH		10USACO	WO-CLOSE 3	75.00	USD	2011/MOCL05E000000004
			2	5220-Mech-mfg		10USACO	WO-CLOSE 3	-75.00	USD	2011/MOCL05E000000004
								0.00	USD	

QAD

Imp-WO-Test-144

- 1 In Operational Transaction Post (25.13.7), post the transactions generated by the WO processing flow to the GL.
- 2 If corrections are needed, use Unposted GL Trans Correction (25.13.16).

Journal Entry View

Journal Entry View

Journal Entry Browse for View

Search (14)

Field	Operator	Value
Year	equals	
GL Period	equals	
Posting Date	equals	
Daybook Code	equals	WOISS
Voucher	equals	
Creator	equals	

Viewing 1 - 2 of 2 Records per page: 100

Year	GL Peri	Posting D	Daybook Co	Vouc	Description	Layer Code	Crea	Approve Status
2011	07	7/4/2011	WOISS	000000001	ISS-WO FR50	Primary	mfg	Initial
2011	07	7/4/2011	WOISS	000000002	ISS-WO FR50	Primary	mfg	Initial

GL Account 1550 **Mech** **ISS-WO FR50** **USD** **10.50** **0.00**

Sub-Account Code **Sub Account Descriptio**

Mech **Mechanical**

SAF Concept Code **SAF Code**

Item Type **Pack**

Product Line **20**

Site **10-400**

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
1500	Mech		ISS-WO FR50	USD	0.00	10.50

QAD Imp-WO-Test-150

- 1 In Journal Entry View (25.13.1.3), view the postings generated by the WO processing flow.

Test 4: Financials

Exercises: Journal Entries

Journal Entries

- Journal Entry Create (25.13.1.1)
- Journal Entry View (25.13.1.3)



Imp-Test-Sys-310

- 1 Log in to entity 10USACO.
- 2 Create a journal entry with:
 - Daybook: JE
 - Posting date: system date
 - Use cost center Mfg
 - GL 7000 Travel 5000 USD DR
 - GL 7010 ICT 2500 USD DR
 - GL 7200 Repair & Maint 3500 USD DR
 - GL 2470 Accrual account 11000 USD CR
- 3 View the journal entry created in Step 2.

Journal Entry Templates

Journal Entry Templates

- Journal Entry Create (25.13.1.1)
- Journal Entry View (25.13.1.3)
- Journal Entry Modify (25.13.1.2)



Imp-Test-Sys-320

- 1 Log in to entity 10USACO.
- 2 Create a journal entry with:
 - Daybook TRAJE, template code TPL-1 and select the Save As Template field
 - Use cost center Mfg
 - GL 7000 Travel 4000 USD DR
 - GL 7010 ICT 2500 USD DR
 - GL 7200 Repair & Maint 3500 USD DR
 - GL 2470 Accrual account 10000 USD CR
- 3 Create a journal entry and use the template TPL-1 with:
 - Daybook: TRAJE
 - Posting date: system date
 - Total amount: 8000 USD

Journal Entry Integration

JE Excel Integration

- Journal Entry Excel Integration (25.13.1.6)
- Journal Entry View (25.13.1.3)



Imp-Test-Sys-330

- 1 Log in to entity 10USACO
- 2 Use Excel integration to upload the following journal entries. The files are stored in the Implementation Course Data\Test Data folder on the Desktop.
 - JE1.xlsx
 - JE2.xlsx
 - JE3.xlsx
- 3 View the results using Journal Entry View.

Mass Layer Transfer

Mass Layer Transfer

- Mass Layer Transfer Execute (25.13.11)
- Journal Entry View (25.13.1.3)



Imp-Test-Sys-340

- 1 Log in to entity 10USACO
- 2 Use Mass Layer Transfer Execute (25.13.11) to transfer all postings in daybook TRAJE, posted during the system date GL period, to daybook JE.
- 3 View the transferred journal entries in Journal Entry View.

Banking Entries

Banking Entries

- Banking Entry Create (31.1.1)
- Banking Entry View (31.1.3)
- Banking Entry Allocate (31.1.5)



Imp-Test-Sys-350

In this section, you will create the banking entries by entering the bank statement lines and saving them as unallocated bank statements.

- 1 Log in to entity 10USACO.
- 2 In Banking Entry Create, create and allocate each of the following statement lines and save it. Use bank account 1100.

Statement 1

- a Incoming amount 1500 USD, prepayment from customer 10C1001, MediLogic.
- b Outgoing amount 500 USD against GL 1670 petty cash funding.
- c Outgoing amount 50 USD against GL 7700 Bank charges.
- d Outgoing amount 100 USD against GL 2480 new open item “suspended BE-1”.

Statement 2

- a Incoming amount 100 USD against GL 2480 allocate to open item “suspended BE-1”.