



QAD Enterprise Applications  
Standard Edition

# Training Guide **Allocations and Shipping**

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# **About This Course**

## Course Description

QAD designed this course to cover the basics of preparing to implement the Allocations and Shipping functions of QAD Enterprise Applications 2008 Standard Edition. The course includes

- An introduction to the Allocations and Shipping functions
- An overview of key business issues
- Setting up the Allocations and Shipping functions
- Operating the Allocations and Shipping functions
- References to other QAD materials, such as user guides and on-line help
- Activities and exercises throughout the course
  - Students practice key concepts and processes in the Allocations and Shipping functions

Students learn how to:

- Analyze some key business decisions before setting up the Allocations and Shipping functions
- Set up and operate the Allocations and Shipping functions

### Course Objectives

Identify key business issues that change the setup tasks

What these business issues are

How they might affect setup

Why should these issues be considered prior to setup

Specific implementation setup procedures for Allocations and Shipping

Identify required versus optional setup procedures

Understand general processing flow, with primary and alternative procedures

### Audience

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

### Prerequisites

- *Initial QAD Enterprise Applications 2008 Standard Edition Setup* training course
- Basic knowledge of how QAD 2008 SE is used in the business
- Working knowledge of the manufacturing industry in general

### Course Credit

- This course is designed to be taught in one day

## QAD Web Resources

The QAD website provides product and company overviews. The Print Solution option on the opening page provides a means of compiling desired content into a document specialized to your industry, business implementation, and needs.

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

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

## 4 Training Guide — Allocations and Shipping

Chapter 1

# **Introduction**

## Course Overview



### Course Overview

- ▲ Introduction to Allocations and Shipping
- ▲ Business Considerations
- ▲ Set up Allocations and Shipping
- ▲ Process Standard Allocations and Shipping
- ▲ Process Enhanced/Global Allocations and Shipping

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### Introduction to Allocations and Shipping

Introduction to the QAD Enterprise Applications 2008 Standard Edition functionality we are covering; how this subject matter fits into the overall scope of QAD 2008 SE and generic business cases.

### Pre-setup Business Issues

Some key business issues that affect setup and process procedures; definitions of these issues, some reasons to consider the issues, the functionality of these procedures in the context of QAD 2008 SE, and the setup implications of these issues.

### Set up Allocations and Shipping

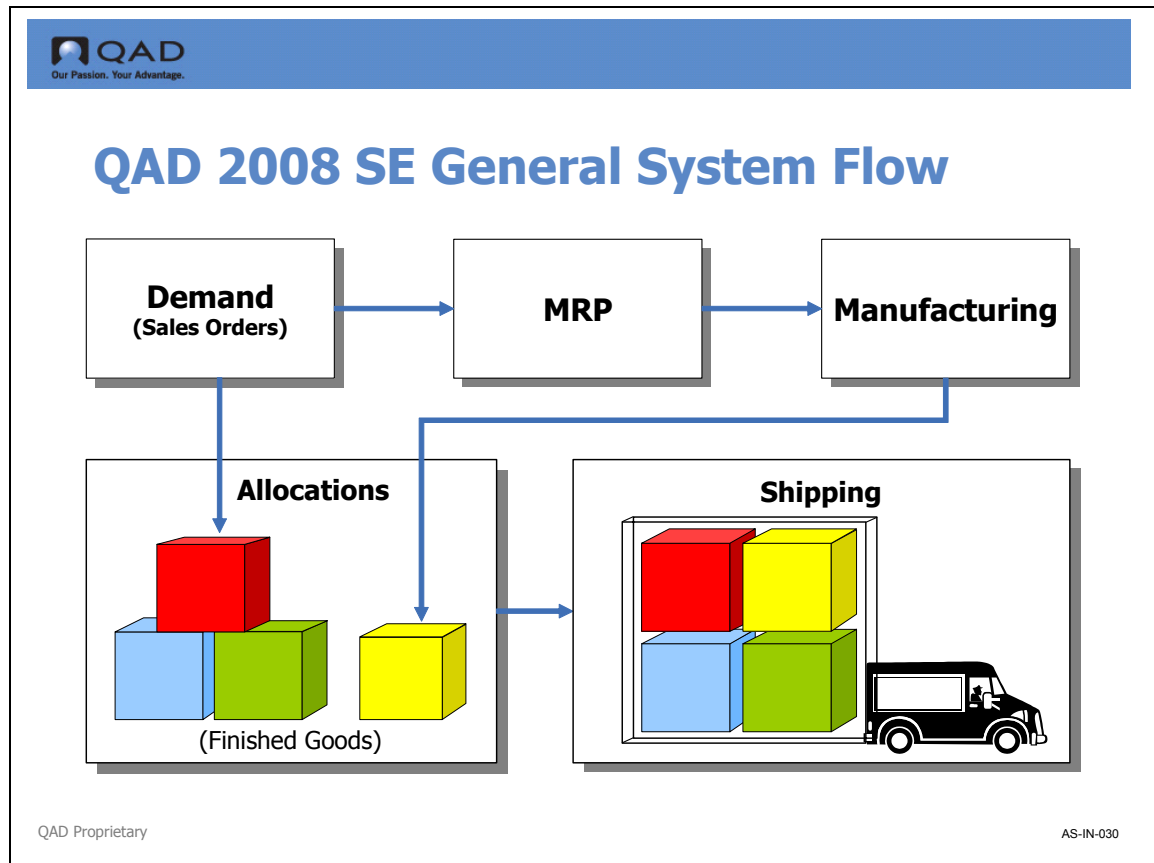
Specific implementation setup procedures for Allocations and Shipping. Assumes general implementation of QAD 2008 SE already accomplished. Outlines both the required and optional setup procedures. Other procedures specific to other modules as they affect Allocations and Shipping (for example, Distributed functionality) can be found in other training materials outside this course.

## Process Allocations and Shipping

General processing flow, with primary and alternative procedures for:

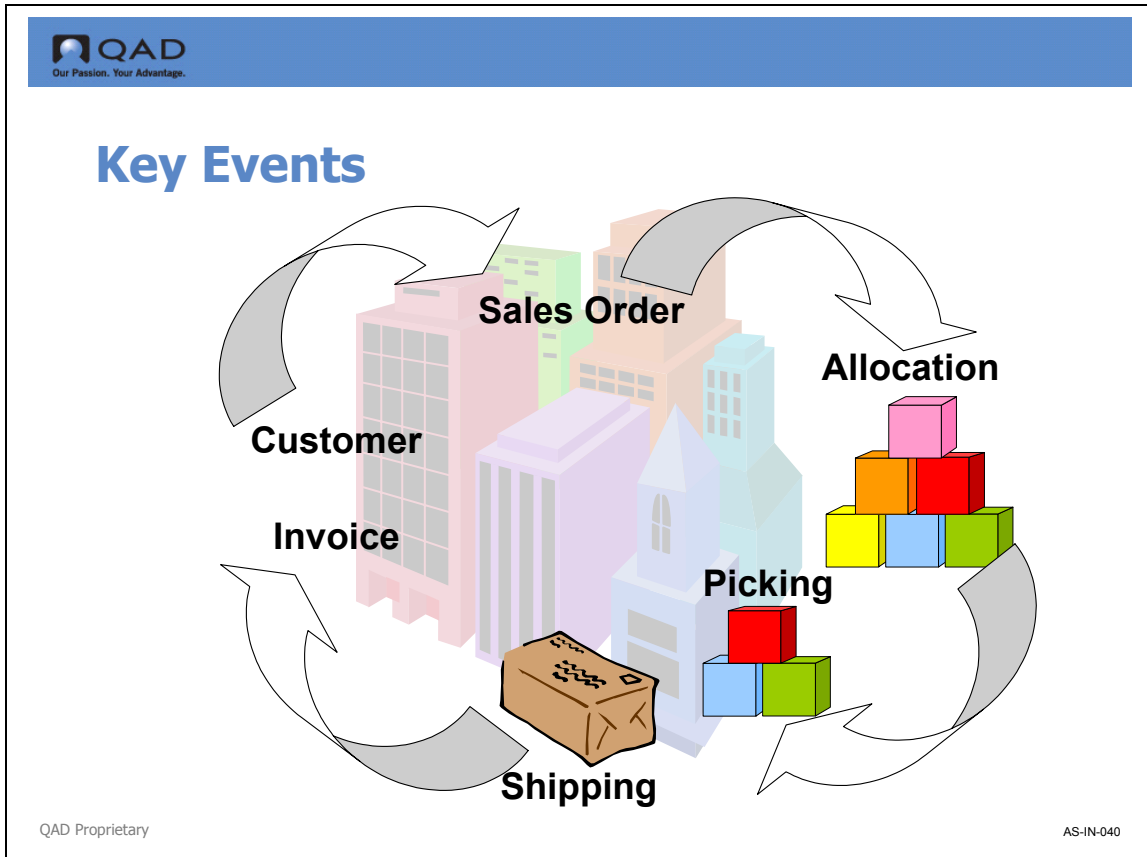
- General Allocations
- Detail Allocations
- Standard Shipping
- Enhanced or Global Shipping

## QAD 2008 SE General System Flow



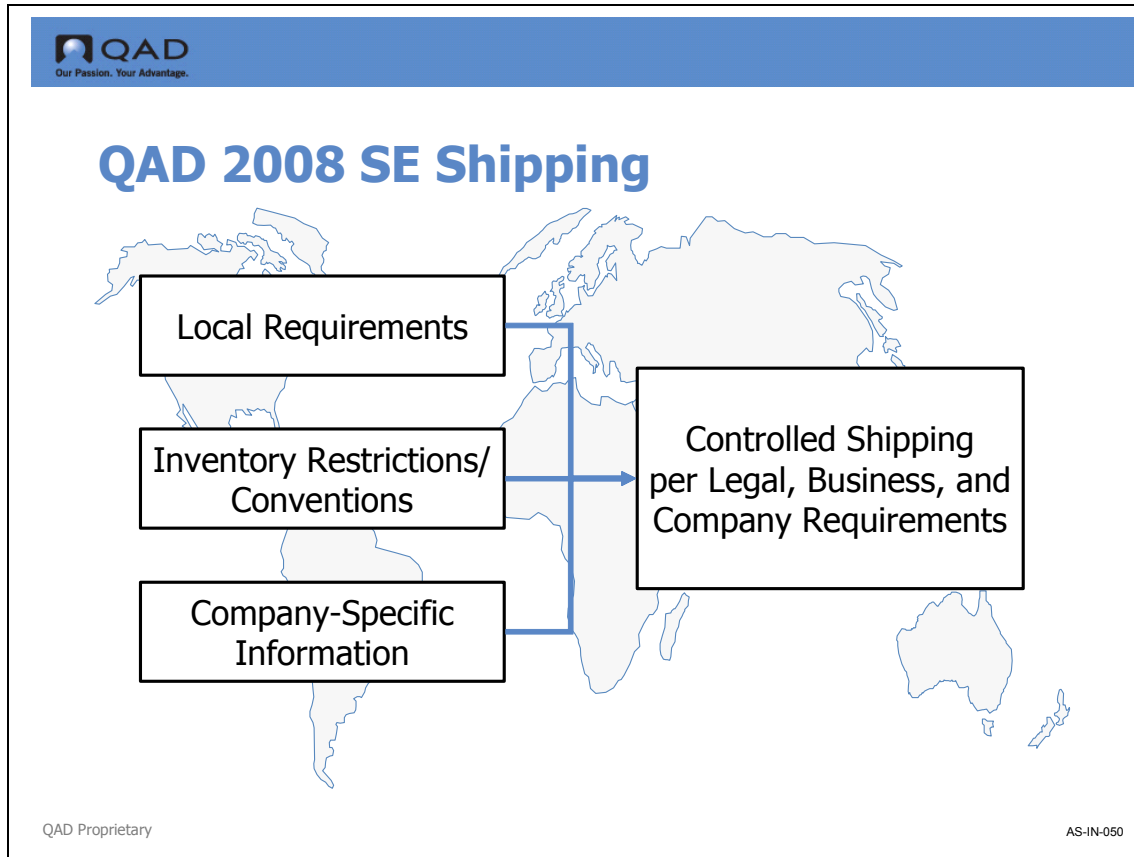
This course focuses on the finished goods provided to the customer. Demand usually comes from Sales Orders. Allocation reserves finished goods to fill these demands. If there is not sufficient available inventory to fulfill orders (depending on the planning method selected), then MRP and Manufacturing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

## Key Events




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

## QAD 2008 SE Shipping Considerations



- Shipping features and procedures in QAD 2008 SE combine
  - Local shipping requirements
  - Regional or national inventory restrictions or conventions
  - Company-specific information
- Documents and controls shipping transactions to comply with
  - Legal requirements
  - Business requirements
  - Company requirements

## QAD 2008 SE Shipping Methods



### QAD 2008 SE Shipping Methods

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


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This course describes the most commonly used methods for shipping:

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

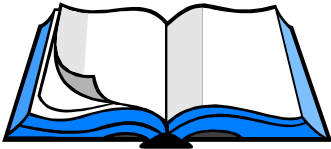
Variations in set-up and process, according to each of these methods, are identified.

## Terminology



### Allocations and Shipping Terminology

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



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

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

**Picklist.** An obsolete term for pre-shipper. A dropdown list that the user must select data to fill a field in QAD 2008 SE.

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

**Packing List.** See *Picklist*.

**Allocation.** The setting aside (i.e., reserving) of the required inventory. Does not set aside specific inventory, and no physical movement of inventory takes place.

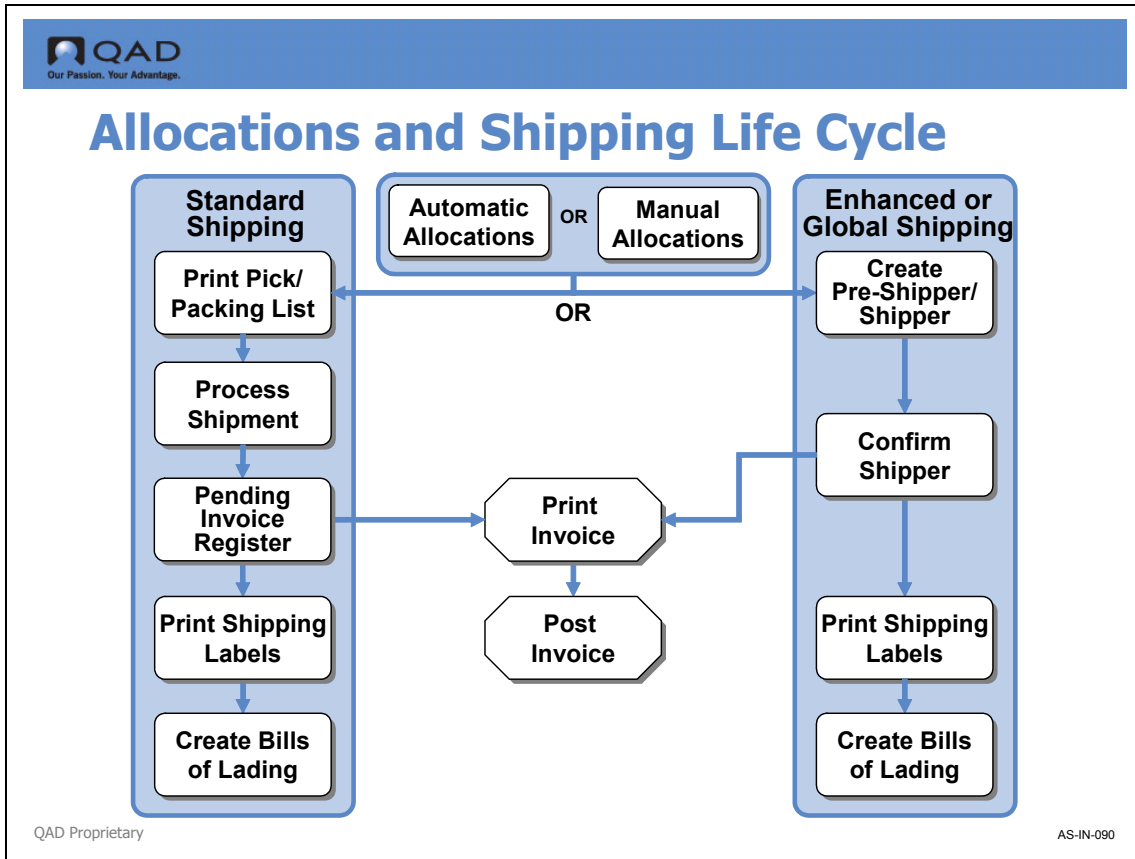
**Bill of Lading (BOL).** Detailed breakdown of a shipment (for example, products shipped, total weight of product, and containers used for packing). Typically, this is a third-party carrier's contract and receipt for goods transported between two points and deliverable to a specified individual.

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

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

**Container.** 1. In shipping, “container” refers to a packing item used to hold goods and subsets of other containers. For example a box, a pallet, a rack, or trailer. 2. In OBCM, “container” launches the application and instantiates, coordinates, and influences the application’s components. Instances of a container represent a complete business function for which some processing is to be performed.

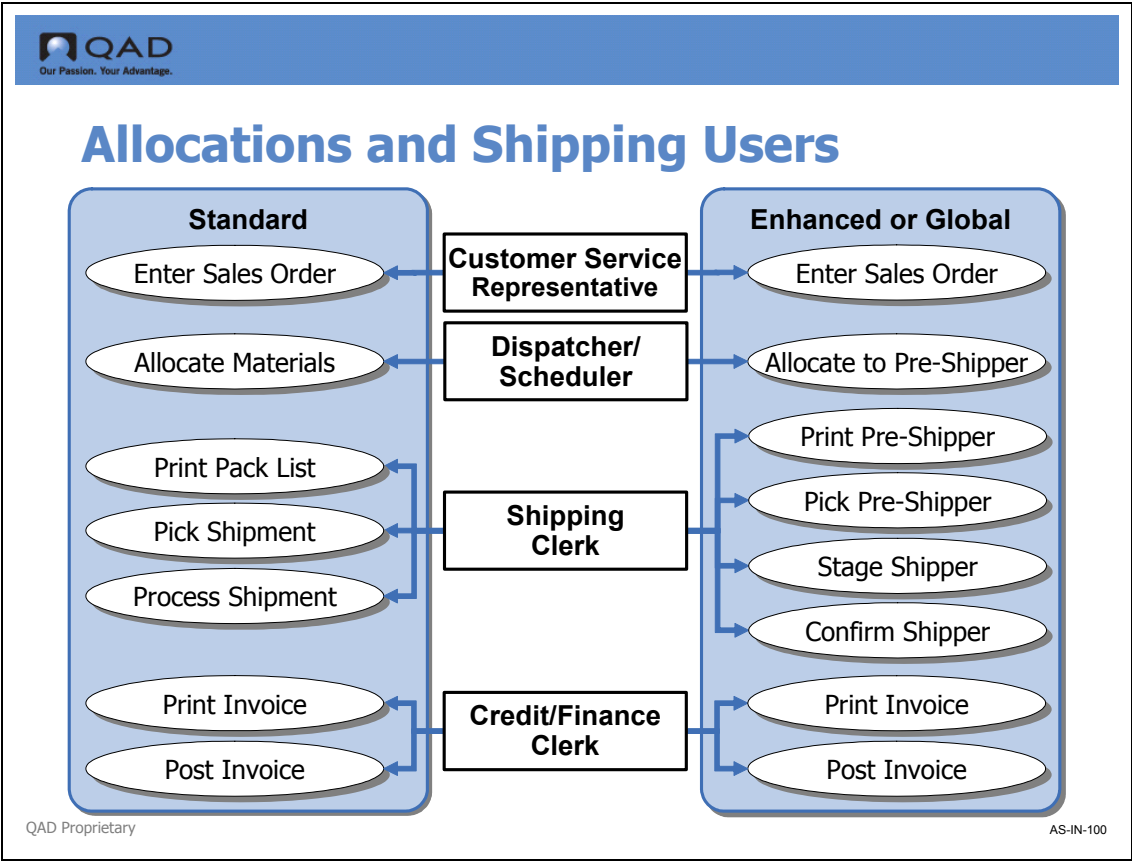
## Allocations and Shipping Life Cycle



The life cycle of the allocations, and both standard and enhanced/global shipping processes are illustrated next to the invoicing life cycle. Invoicing is discussed in more detail in the Sales Order Management course.


Discussed in the following Training Guide: Sales Order Management

# Uses of Allocations and Shipping



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

## Course Objectives

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## Course Objectives

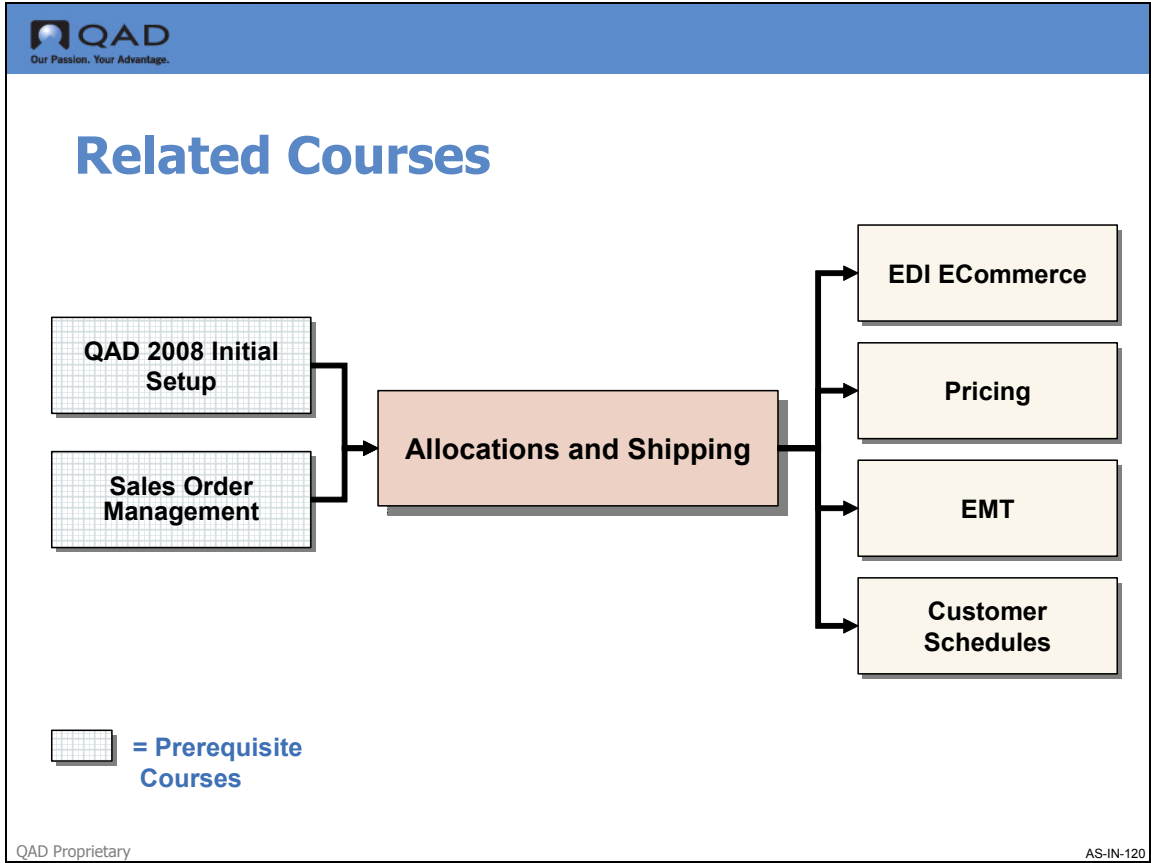
In this class you learn how to:

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

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

# Related Courses





Chapter 2

# **Business Issues**



## Business Considerations

In this section you learn how to:

- ✓ **Identify some key business considerations before setting up Allocations and Shipping**
  - ▲ Set up Allocations and Shipping in MFG/PRO
  - ▲ Process Standard Allocations and Shipping in MFG/PRO
  - ▲ Process Enhanced/Global Allocations and Shipping in MFG/PRO

## Business Considerations



### Business Considerations

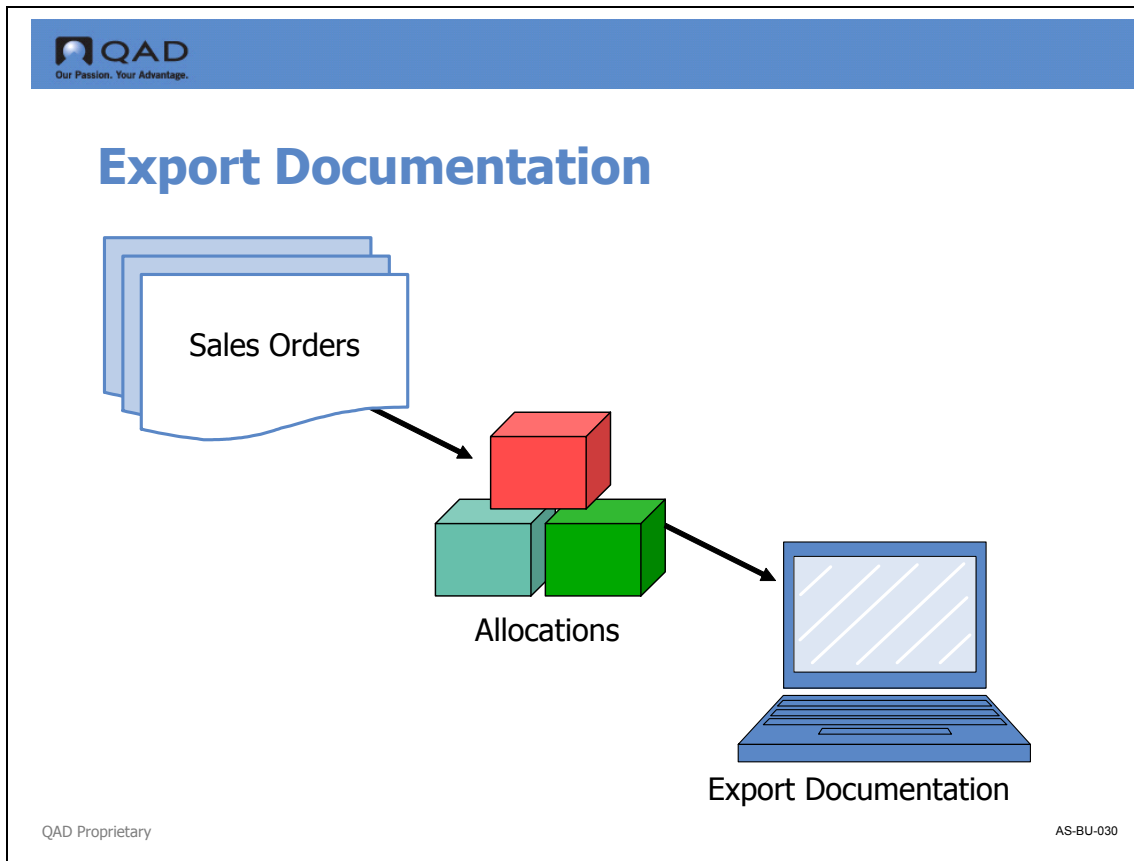
- ▲ Export Documentation
- ▲ Partial Shipments
  - Backorders
- ▲ Containerization
- ▲ Electronic Data Interchange
- ▲ Available Inventory
- ▲ Drop Shipments
- ▲ Freight Charges
- ▲ Multiple Sites

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There are several business issues to take into consideration before setting up QAD 2008 SE. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

## Export Documentation



### Definition

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

### Why Consider?

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

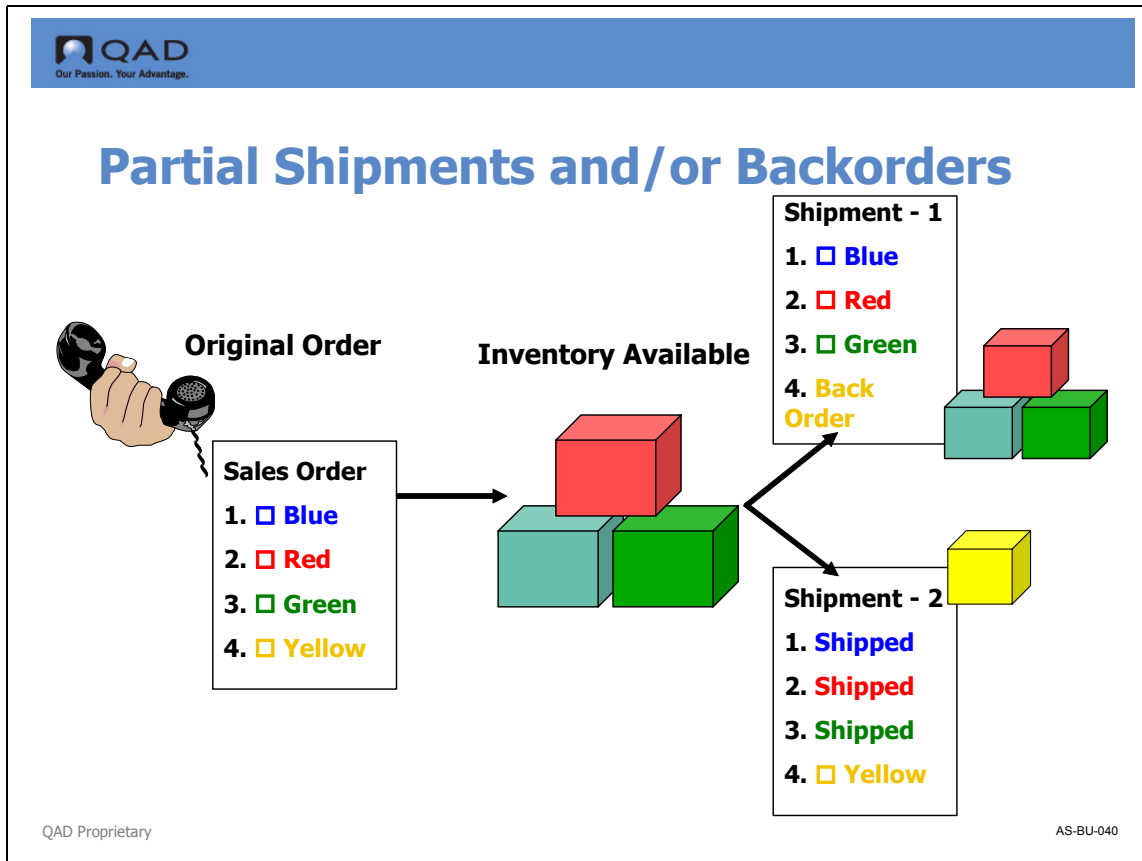
### Functionality in QAD Enterprise Applications 2008 Standard Edition

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

### Setup Implications

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

## Partial Shipments and/or Backorders



### Definition

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition

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

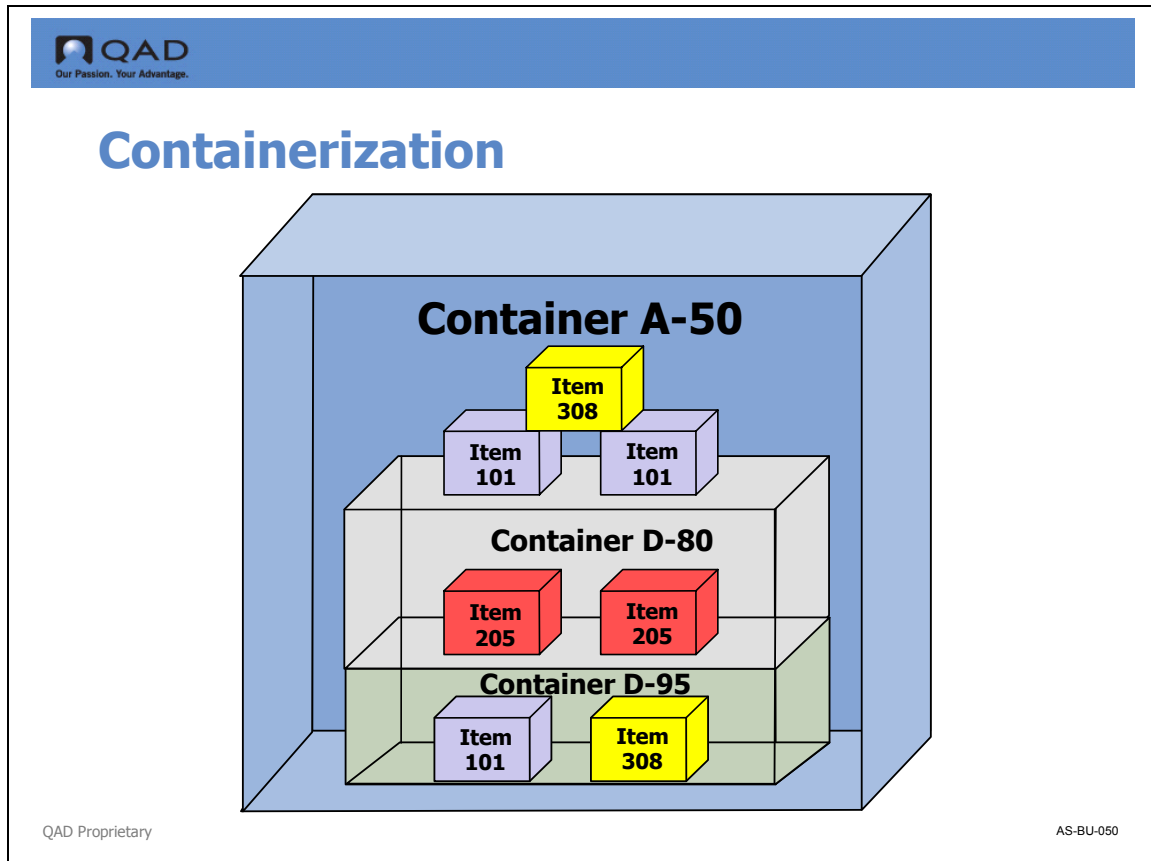
### Setup Implications

- Can result in additional freight charges
- Consolidation of shipments

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

Discussed in the following Training Guide: Sales Order Management

## Containerization



### Definition

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

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition

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

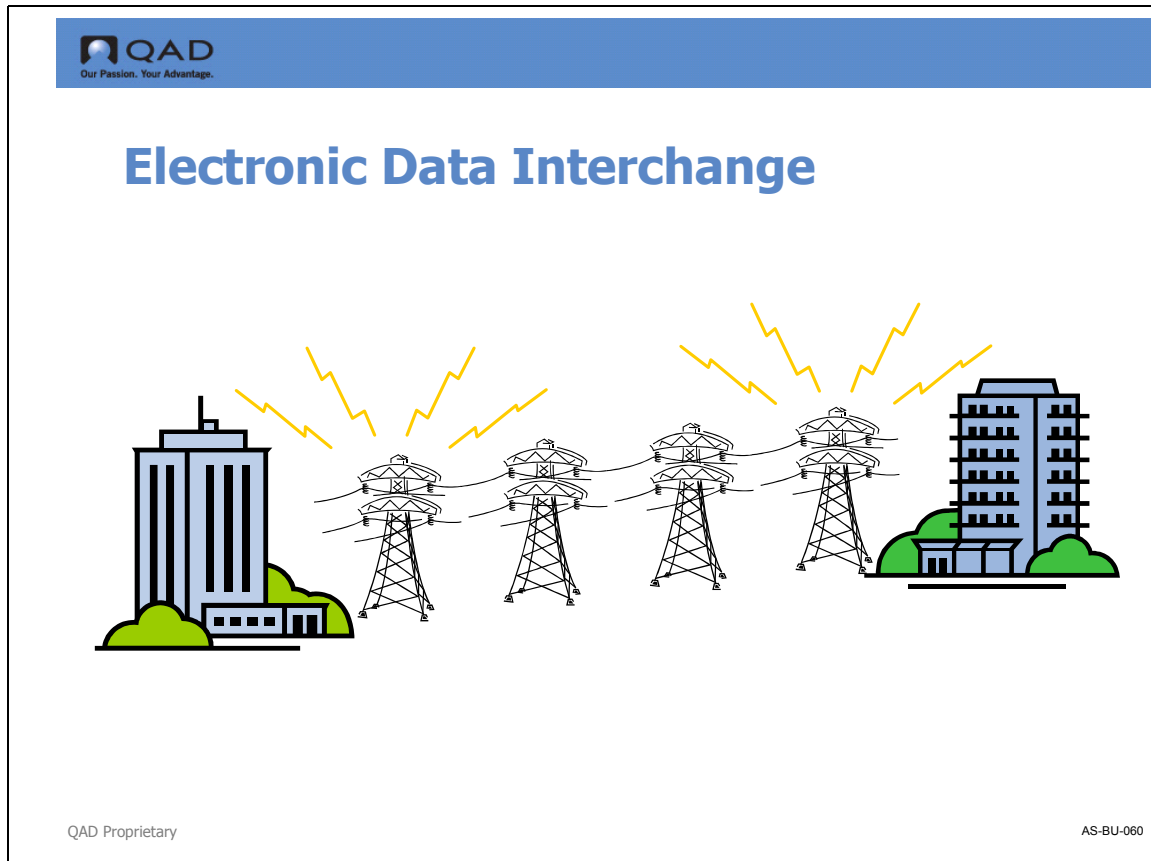
- Ship Confirmation processes single and multiple containers at once
- ASN (advance ship notice) to customer

### Setup Implications

- Typically requires Electronic Data Interchange (EDI)

See in this training guide: *Set up Containers* on page 92

## Electronic Data Interchange



### Definition

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition

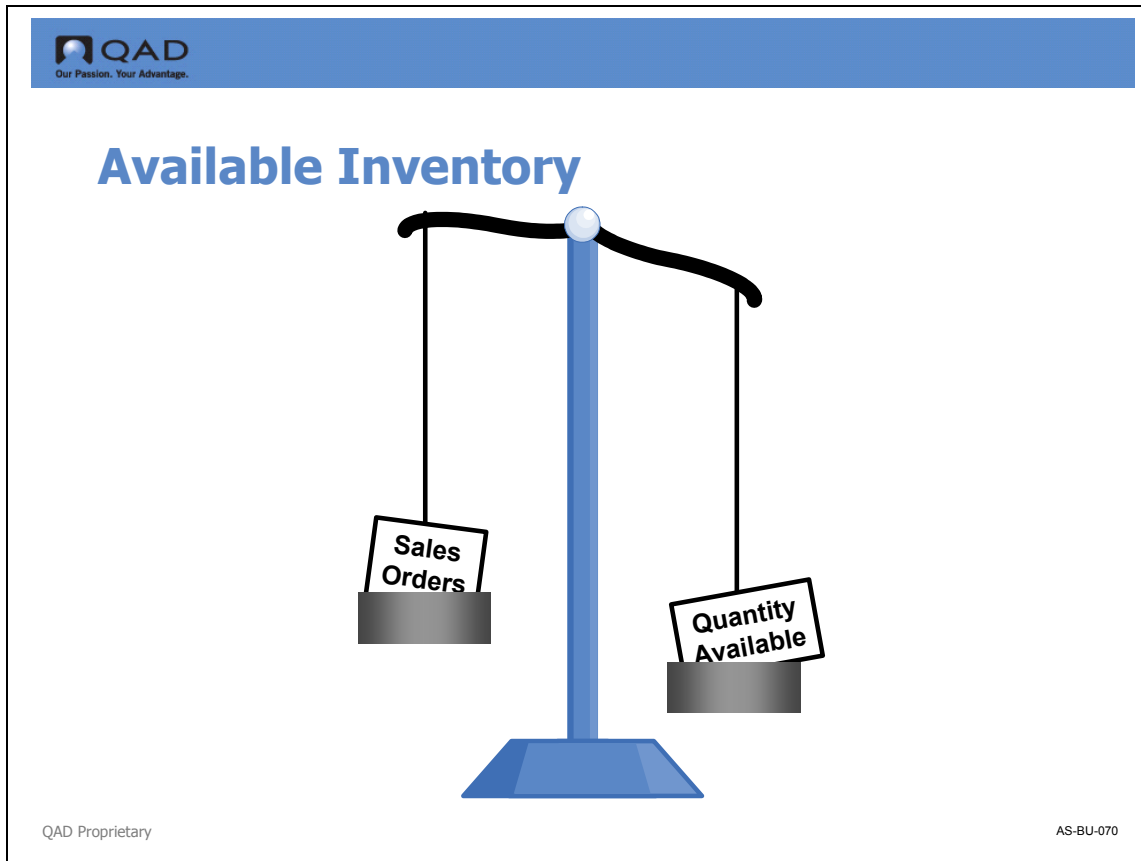
- ASN (advance ship notice) to customer or from supplier
- Use ASN or Shipper number as Invoice number (paperless invoices)
- Simplifies Shipping and Receiving functions
- Facilitates barcoding requirements

### Setup Implications

- EDI third-party software and files need to be set up
- Control Files need to be set to interact with EDI

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

## Available Inventory



### Definition

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition

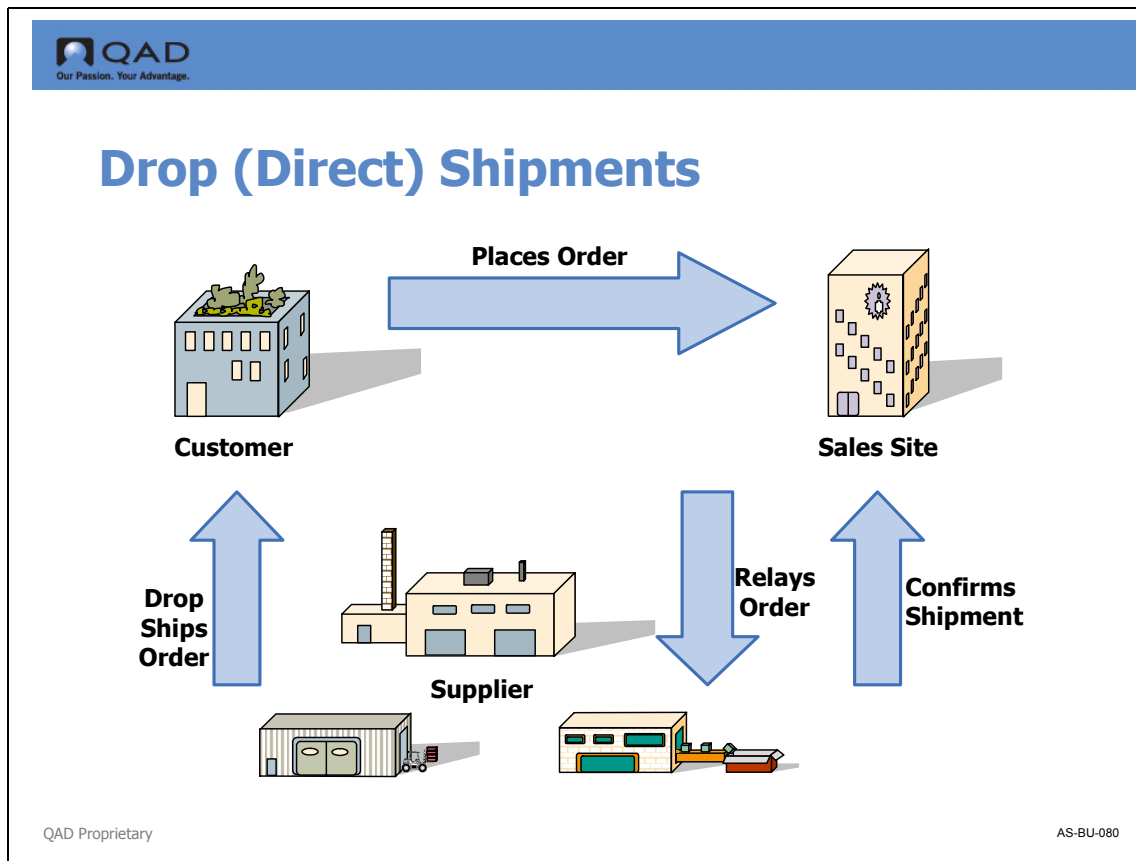
- Inventory Status controls availability, nettability, and transaction types
- Allocations at general and detail levels
- Allocations sequence logic

### Setup Implications

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

Discussed in the following Training Guide: Inventory Control

## Drop (Direct) Shipments



### Definition

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

### Why Consider?

- Business processes are different from regular shipments

### Functionality in QAD Enterprise Applications 2008 Standard Edition


- Best handled using EMT

### Setup Implications


- Control files, master records, and address records


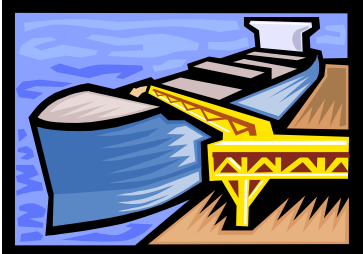
Discussed in the following Training Guide: EMT

## Freight Charges



# Freight Charges



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### Definition

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition

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

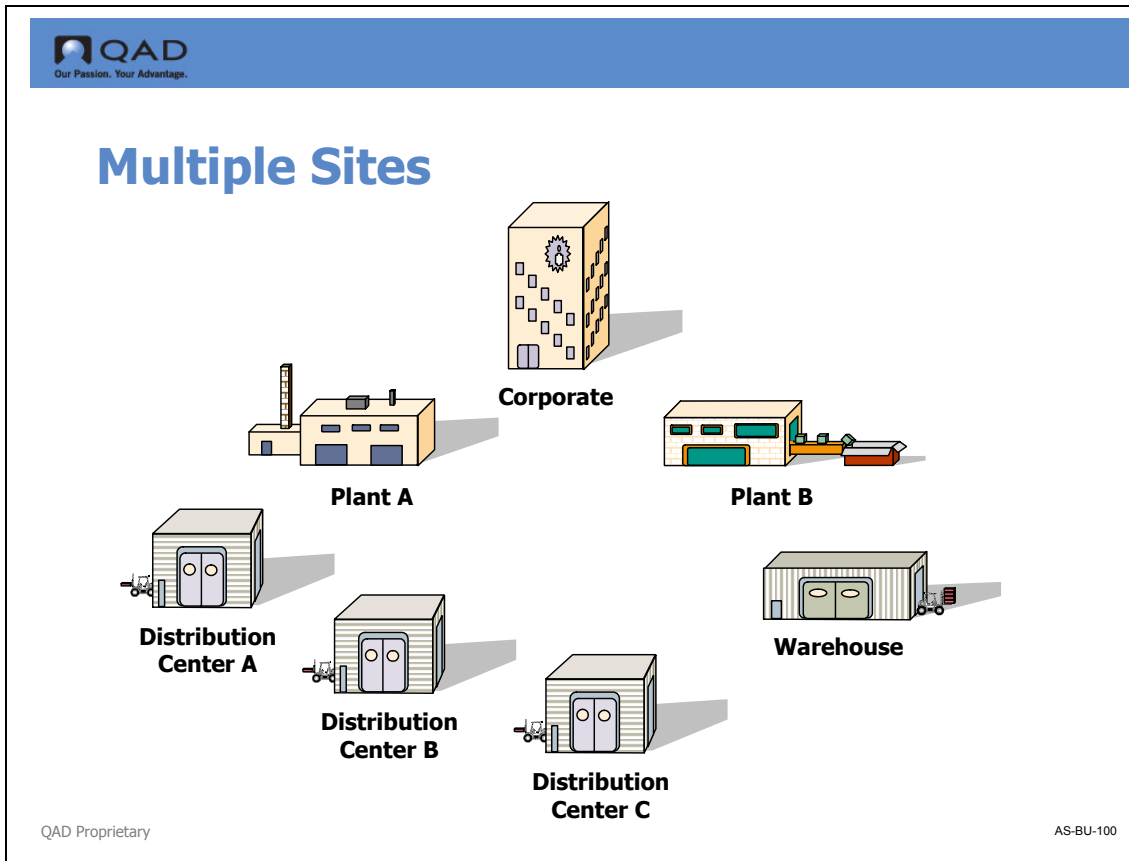
### Setup Implications

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

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

Discussed in the following Training Guide: Sales Order Management

## Multiple Sites



### Definition

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

### Why Consider?

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

### Functionality in QAD Enterprise Applications 2008 Standard Edition


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

**Setup Implications**

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

Discussed in the following Training Guide: Initial QAD Enterprise Applications 2008 Standard Edition Setup

## Focusing Activity



### Review

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

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

- 1 the business expectations given this type of company, and
- 2 additional information you may need to elicit to successfully implement Allocations and Shipping for this company.

Do not look ahead in this training guide or at the QAD 2008 SE software. The purpose of this exercise is to help you (and your group) focus on what is important to this company about Allocations and Shipping. (Hint: There are no right or wrong answers.)

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

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

Chapter 3

# **Set Up Allocations and Shipping**

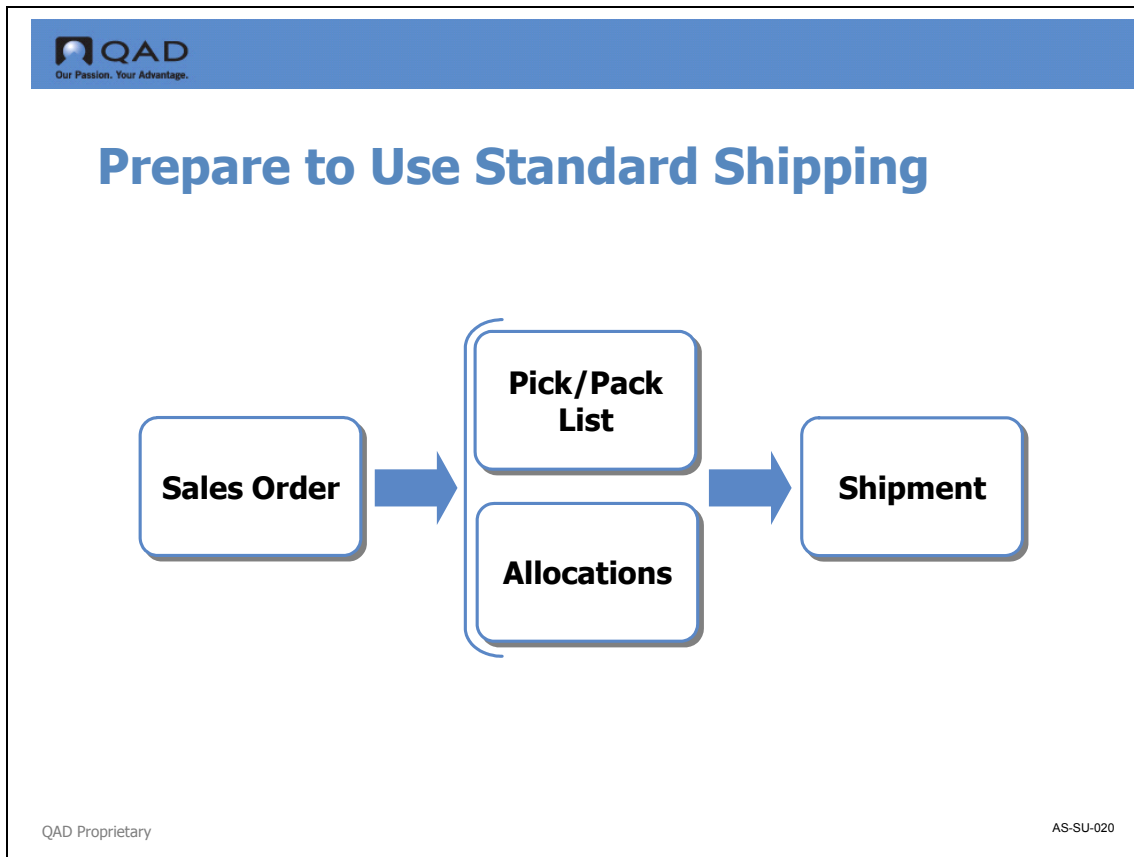


## Set up Allocations and Shipping

### In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ **Set up Allocations and Shipping in MFG/PRO**
  - ▲ Process Standard Allocations and Shipping in MFG/PRO
  - ▲ Process Enhanced/Global Allocations and Shipping in MFG/PRO

## Prepare to Use Standard Shipping



QAD 2008 SE shipping supports a variety of methods that enable you to produce and record Sales Order shipping documents that comply with diverse regional requirements and common business practices on a global scale.

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

## Standard Allocations and Shipping Setup



This illustration is a suggested setup sequence of master files for the Standard Allocations and Shipping method which is based on information that flows from one master file to another and prerequisites that need to be accomplished before setting up a file. Reading the illustration:

Boxes with solid lines are required to set up Allocation and Shipping and are covered in this course

## Set up Allocations Picking Logic

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### Set Up Allocations Picking Logic

**Allocating Sales Order**

- Location
- Lot/Serial
- Date
- Expiration

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- QAD 2008 SE requires default settings for picking and allocating inventory

## Inventory Control File



### Standard Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

**Standard Setup**

QAD Proprietary AS-SU-050

- The Inventory Control File contains settings that affect
  - Inventory Count Parameters
  - Accounting Parameters
  - Picking Logic

## Inventory Control File



# Inventory Control File

Inventory Control x

Go To Actions Copy Print Preview

**Inventory Count Parameters**

Tolerance From Qty On Hand or Annual Usage: Qoh

Issue Days: 0

Item Tolerances:

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

**Picking Logic**

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

Picking Order: 1  
Ascending or Descending: Ascending

Allocation Picking Logic

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AS-SU-060

- Picking Sequence to use for detail allocation on an item
- Detail Allocations reserve or allocate from specific sites, locations, lot/serial, and lot reference numbers
- Detail information prints on the picklist for use by warehouse personnel
  - If different inventory is picked, change it manually on the issue/shipment transaction
- Picking sequence defined in the control file is used for all sites and locations in the current working domain

## Set up SO Defaults for Allocations and Shipping

The diagram is contained within a blue header bar with the QAD logo and tagline "Our Passion. Your Advantage." Below the header, the title "Set Up SO Defaults for Allocations and Shipping" is displayed in large blue font. The main content area features two illustrations connected by a large blue arrow pointing from left to right. On the left, a man in a suit is talking on a mobile phone while holding a document; below him is a white box with the text "Placing Sales Order". On the right, a man in a white shirt and tie is sitting at a desk talking on a mobile phone, with a computer monitor in front of him. The monitor displays the text "Sales Order" followed by a list: "• Lead Time" and "• Allocate Detail". Below the monitor is a white box with the text "Sales Order Defaults".

QAD Proprietary AS-SU-070

- Sales Order generates default data for allocations and shipping

## Sales Order Control File



### Standard Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

**Standard Setup**

QAD Proprietary AS-SU-080

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

## Airline Inventory Allocation Analogy

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### The Airline Inventory Allocation Analogy

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

These allocation levels may be applied to sales orders, work orders, and distribution orders, (as well as airplane seats). As you move down the levels of allocation the firmness of the allocation increases. This means it becomes more difficult to change an allocation, but it can be done.

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AS-SU-085

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

## Sales Order Control File



## 7.1.24 – Sales Order Control File

Sales Order Control

Go To Actions Copy Print Preview

Use Which Calc for Qty Available to Allocate: 1

Allocate Sales Order Lines Due in Days: 10 (0 for no allocations)

Limit Allocate to Avail Only:  Detail Allocations:

ATP Enforcement Enabled:  ATP Horizon: 0

Family ATP Calculation: 1 Calculate Promise Date:

Pick Only Allocated Lines:  Sales Order Prefix: 500

Are Sales Orders Printed:  Next Sales Order: 10013

Keep Booking History:  Invoice Prefix: 00

Print Tax ID on Invoice:  Next Invoice: 10000

Shipping Lead Time: 0 Integrate with AR:

Company Address: 10000000 Integrate with SA:

Sales Order Header Comments:  Integrate with TrM:

Sales Order Line Comments:  Confirmed Orders:

Print Only Lines to Invoice:  Fiscal Start Month: 1

Ln Format S/M: Single FOB: Shipping Point

QAD Proprietary

AS-SU-090

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

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Setup Addresses and Company Name

Instructions: In this exercise, you customize the QAD 2008 SE screens and reports to show your company name.

- 1 The company address for TRAIN has already been entered into the system. Personalize your database by replacing QAD 2008 SE Training DB company name with your name in address code TRAIN.
- 2 Enter your name under the Address codes ~screens and ~reports. This causes your name to be displayed at the top of all the menu screens and on the top of all reports.

**Note** Menu screen change may not take effect until reentering QAD 2008 SE.

**Note** Company Address Maintenance 2.12

### Setup Company Address

Instructions: In the following exercises your company will need two additional addresses, one for the new Canadian manufacturing site, one for the new Canadian distribution site.

- 1 Create two additional sites.

Field	Record 1	Record 2
Site:	DIST	MFG
Name:	Canada DIST Site	Canada MFG Site

**Note** Site Maintenance 1.1.13

- 2 Assign these sites as additional company address records.

Field	Record	Record 2
Address:	DIST	MFG
Name:	Canada DIST Site:	Canada MFG Site:
Country:	Canada	Canada

**Note** Company Address Maintenance 2.12

### Standard Shipping Setup

Instructions: In this exercise, you initialize the Inventory Control File and the Sales Order Control File for allocations.

- 1 Inventory is allocated and picked by location, by Ascending order. Default site = MFG.

*After Step Above, Fields Should Read:*

Default Site:	MFG
Journal Reference Method:	0
Picking Order:	1
Ascending or Descending:	Ascending

**Note** Inventory Control File 3.24

**2** Verify the following:

- a** Inventory is automatically allocated to all orders due within 3 days of order entry. Only on-hand inventory that has not been allocated to other orders should be considered available for allocations. Detail Allocations are not required.

*After Step Above, Fields Should Read:* Which calculation should be used for

Qty Available to Allocate:1

Allocate Sales Order Lines due in Days:3

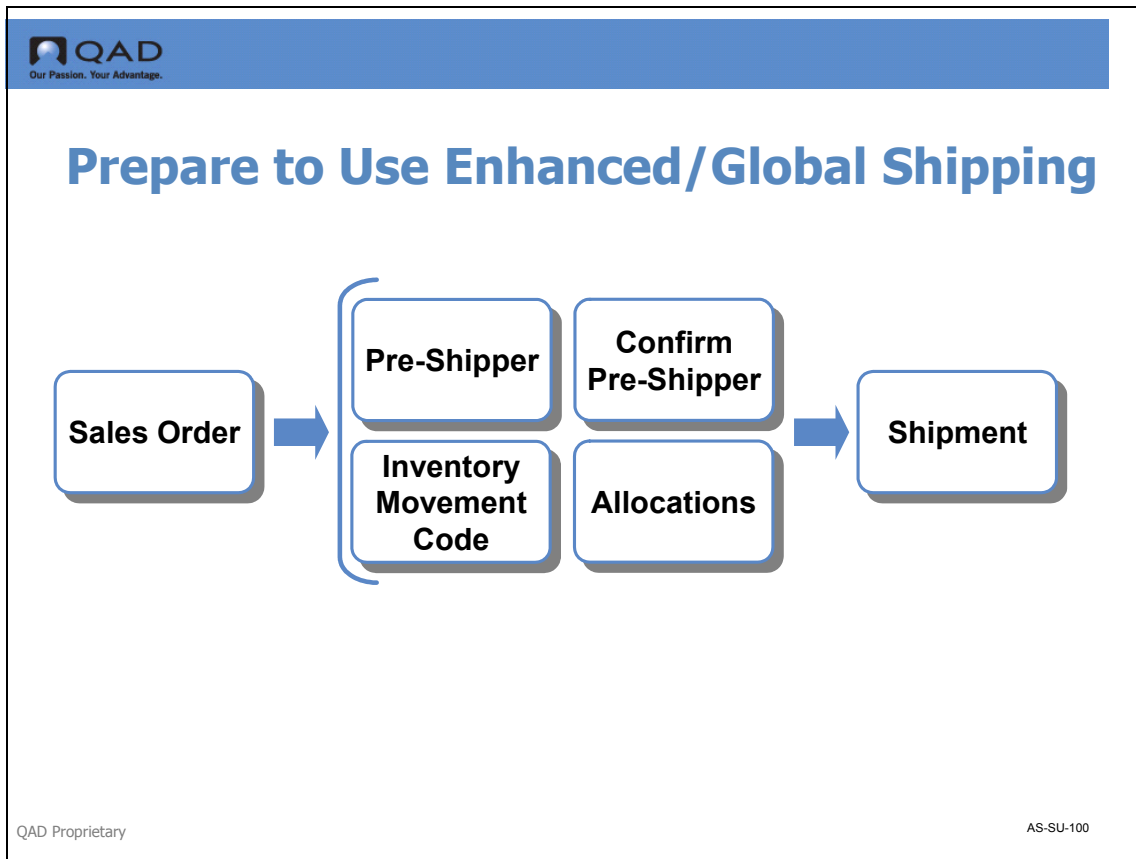
Limit Allocations to Avail to allocate:Yes

Detail Allocations:No

Company Address:DIST


**Note** Sales Order Control File 7.1.24

## Prepare to Use Enhanced/Global Shipping




- Enhanced Shipping uses Pre-Shippers and/or Shippers
  - Containers are optional
  - Inventory Movement codes are optional
- Global Shipping requires
  - Default pre-shipper, shipper, and master bill of lading sequence IDs and document formats Container/Shipper Control File 7.1.24
  - Inventory movement codes
  - Shipment information for receipt processing
  - Specification whether maintenance of sales order trailer amounts is allowed

## Enhanced/Global Allocations and Shipping Setup


Our Passion. Your Advantage.

### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

———— **Standard Setup**

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AS-SU-110

- Inventory Control File 3.24 and Sales Order Control File 7.9.24 are still required (Standard Setup)
- Inventory Movement Codes are required for the Global Shipping method  
Optional for Enhanced Shipping
- Containers can be set up in advance, or created only at the time of shipment

## Set up Number Range Management

The screenshot shows the QAD logo at the top left with the tagline 'Our Passion. Your Advantage.' Below the logo is the title 'Enhanced/Global Allocations and Shipping Setup'. A large blue arrow points downwards from the title to a list of menu items. The item 'Number Ranges' is highlighted with a blue bar. The list of items includes: Inventory Control File, Sales Order Control, Number Ranges, Document Formats, Inventory Movement Codes, Inventory Movement Code Security, Carrier Maintenance, Shipping Groups, Container/Shipper Control, and Set up Containers Topic. At the bottom left of the screenshot is the text 'QAD Proprietary' and at the bottom right is 'AS-SU-130'.

- Some countries require that businesses adhere to local numbering standards and conventions when assigning numbers to documents, including shipping documents  
Often for approval for tax filings or statutory reporting

### Number Range Maintenance (NRM)

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

## Numbering Standards/Conventions



### Numbering Standards/Conventions

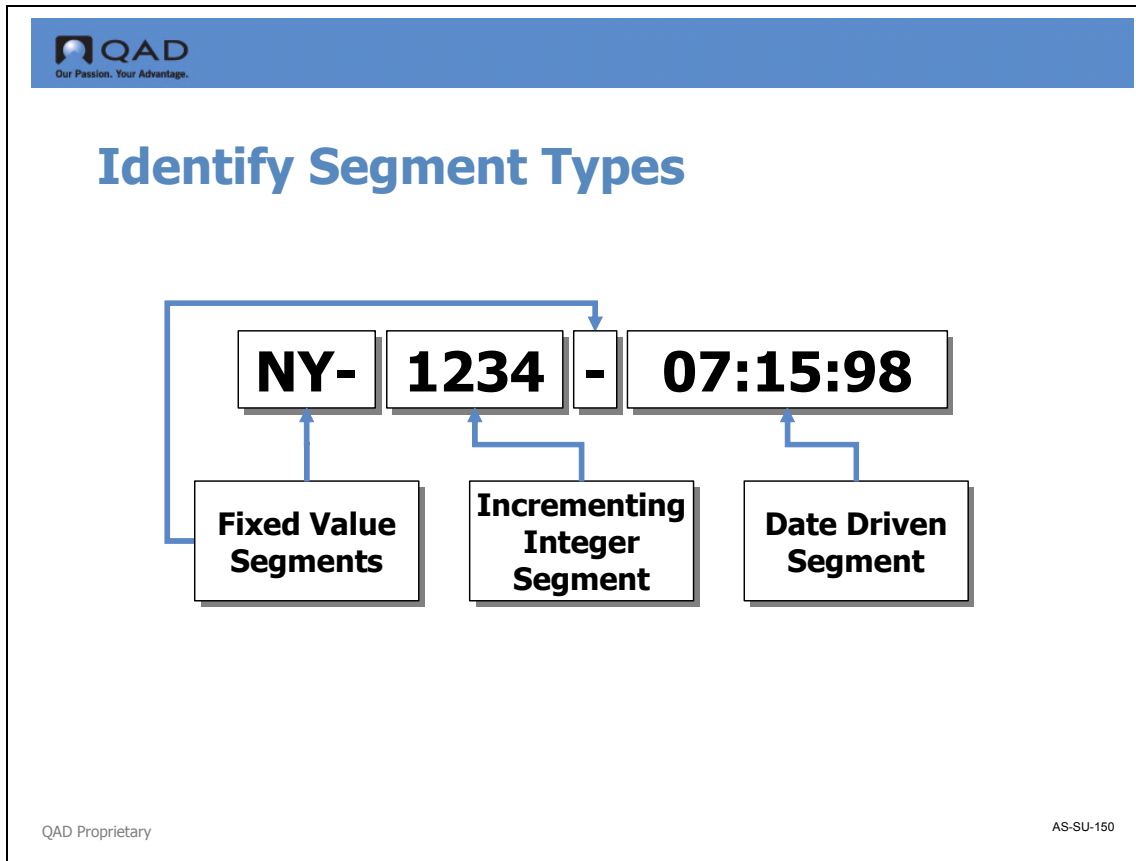
- ▲ Assign Numbers by:
  - Site
  - Date Issued
  - Shipment Type
- ▲ Standards and Conventions
  - Temporary Numbers
  - Security on Issuing Numbers
  - Use of prefixed and/or suffixes
  - Void or Disallow Discarded/Unused Numbers

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AS-SU-140

- NRM assigns or validates unique ID numbers to each sales order shipper, using predefined sequences
- QAD 2008 SE stores all shippers in the same file, using the combination of shipper number and Ship-From site

## Segments



There are four types of segments

- Fixed Value
- Incrementing Integer
- Date Driven
- Fiscal

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

## Number Range Maintenance



### 36.2.21.1 – Number Range Maintenance

Number Range Maintenance

Go To Actions Copy Print Preview

**Sequence Master**

Sequence ID: SHPR1  
 Description: Shipper 1  
 Target Dataset:  
 Internal:   
 Allow Discarding:   
 Allow Voiding:   
 Effective Date: 10/20/2008  
 Expiration Date:

**Segment List**

Nbr	Type	Settings	Control
1			


DATE	Date	2	nr_mstr
FISCAL	Fiscal	3	nr_mstr
FIXED	Fixed	4	nr_mstr
INT	Integer	1	nr_mstr

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

## Sequence Number Maintenance


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# Segment Editors

### Integer Segment Editor (INT)

**Integer Segment Editor**

New Seg Nbr: <input type="text" value="1"/>	Minimum Value: <input type="text" value="1"/>	Initial Value: <input type="text" value="1"/>
Maximum Value: <input type="text" value="9999"/>	Reset Value: <input type="text" value="1"/>	

Requires One per Sequence

### Date Segment Editor (DATE)

**Date Segment Editor**

New Seg Nbr: <input type="text" value="2"/>	Control Segment: <input type="checkbox"/>
Date Format: <input type="text" value="Y"/>	

Limit One per Sequence

### Fiscal Segment Editor (FISCAL)

**Fiscal Segment Editor**

New Seg Nbr: <input type="text" value="3"/>	Control Segment: <input type="checkbox"/>
Fiscal Format: <input type="text" value="Y"/>	

Must Use Expiration Date  
Cannot Use with DATE

### Fixed Segment Editor (FIXED)

**Fixed Segment Editor**

New Seg Nbr: <input type="text" value="4"/>	Fixed Value: <input type="text" value="USA-"/>
---	--

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- For each type of segment, a different editor frame controls the values of the segment, activated by selecting an editor from the bottom screen on the previous page

Each sequence is required to have an incrementing integer segment

Each sequence is limited to no more than one date or one fiscal segment

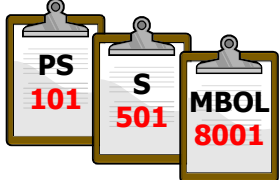
Fiscal segments require an expiration date in the sequence header


## Default Shipping Sequences


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### Using Defaults IDs


**Default IDs typically**  
Pre-Shippers, Shippers,  
and Master Bills of Lading






**Generic Default IDs assigned when**

No Available  
Shipping Group



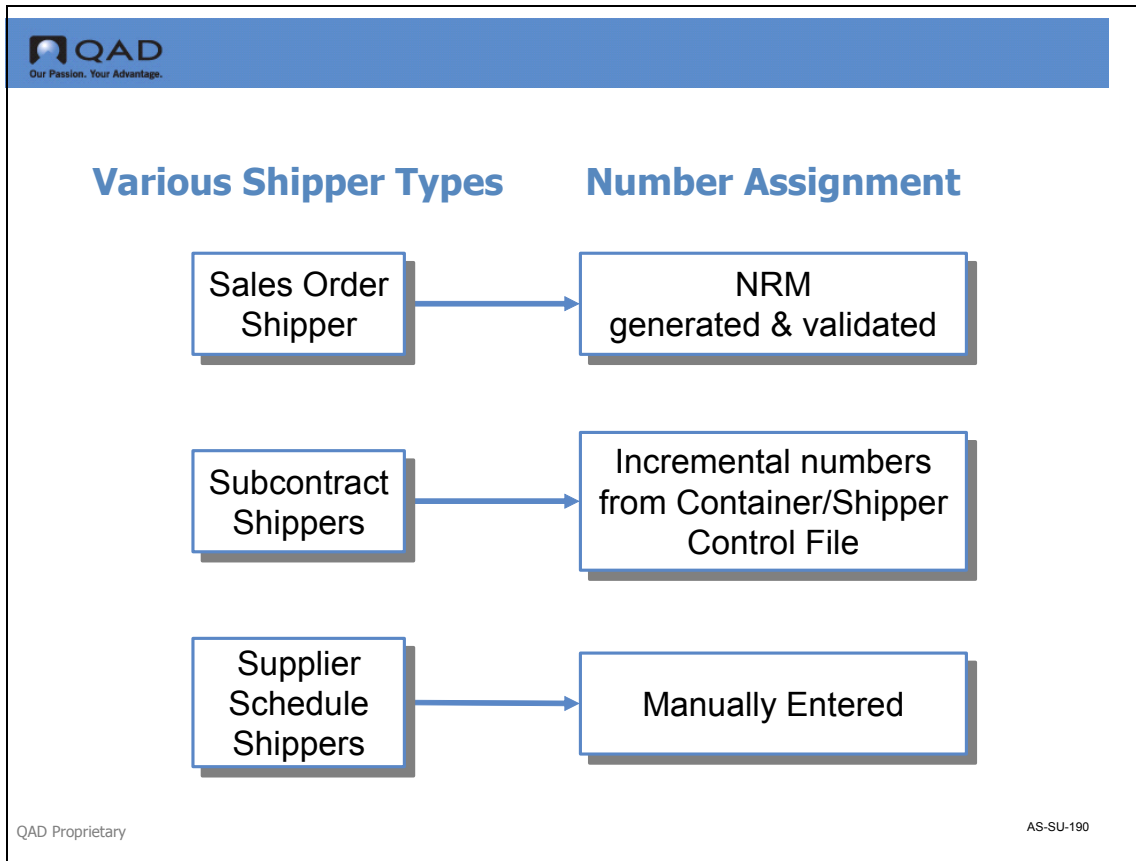
No Inventory  
Movement Code



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AS-SU-180

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

## Other Shipper Types and Number Assignment



- QAD Enterprise Applications 2008 Standard Edition stores all shippers in the same file, using the combination of shipper number and Ship-From site

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Create Sequence Numbers for Global Shipping Documents

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

- 1 Create Pre-Shipper, Shipper, and Master Bill of Lading number sequence records. Assign the sequence master data from step a. Then assign the sequences in step b. After you finish record 1, continue to record 2 and record 3.

- a Assign the following in the Sequence Master Frame.

**Field Record 1 Record 2 Record 3**

Sequence ID: PRSHIP1 SHIP1 MBOL1

Description: Pre-shipper DIST Shipper DIST Master Bill of Lading DIST

Target Dataset: abs\_id.preship abs\_id.shipper abs\_id.mbol

Internal: Yes Yes Yes

Allow Discarding: Yes Yes Yes

Allow Voiding: Yes Yes Yes

Effective Date: Today's date Today's date Today's date

Expiration Date: leave blank leave blank leave blank

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

**Segment 1 Field PRSHIP1 SHIP1 MBOL1**

Nbr: 111

Type: FIXED FIXED FIXED

New Seg Nbr: 111

Fixed Value: PSM

**Segment 2 Field PRSHIP1 SHIP1 MBOL1**

Nbr: 222

Type: INT INT INT

New Seg Nbr: 222

Minimum Value: 100010001000

Maximum Value:999999999999

Initial Value:100010001000

ResetValue:100010001000

**Segment 3 FieldPRSHIP1SHIP1MBOL1**

Nbr:333

Type:FIXEDFIXEDFIXED

New Seg Nbr:333

Fixed Value:- (a hyphen)- (a hyphen)- (a hyphen)

**Segment 4 FieldPRSHIP1SHIP1MBOL1**

Nbr:444

Type:DATEDATEDATE

New Seg Nbr:444

Control Segment:YesYesYes

Date Format:M.D.YM.D.YM.D.Y

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

---

**Note** Number Range Maintenance 36.2.21.1

- 2 You can generate a Sequence Number History Report to view the sequence definition, which sequence numbers have been used, and which sequence numbers have not been used, including gaps. This report helps identify missing documents by reporting sequence numbers that are not recorded in the sequence history.

**Note** Sequence Number History Report 36.2.21.13

- 3 If you wanted to use a different shipper document format with its own numbering for non-sales shippers (such as transfers between manufacturing and distribution sites) what would be required?

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# Set up Document FormatsT

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## Set Up Document Formats

**Japan-US Shipper**

En un mundo globalizado, el comercio internacional se ha convertido en una actividad esencial para las empresas. Esto requiere un manejo eficiente de los documentos de transporte, como los conocimientos de embarque (C/O) y los factores de transporte (F/O). El uso de formatos de documentos estandarizados facilita el intercambio de información entre los actores de la cadena de suministro, reduciendo errores y acelerando los procesos. En QAD, ofrecemos soluciones que permiten configurar y gestionar estos formatos de manera flexible y segura, adaptados a las necesidades específicas de cada negocio y región.

**US Domestic Shipper**

El comercio doméstico en los Estados Unidos sigue siendo un sector clave para muchas empresas. Gestionar los documentos de transporte para envíos dentro del país requiere cumplir con regulaciones específicas y estándares de eficiencia. Implementar formatos de documentos estandarizados para el comercio doméstico optimiza el flujo de información y asegura el cumplimiento normativo. QAD proporciona herramientas para configurar formatos de documentos que se adaptan a las prácticas comerciales y regulatorias de los Estados Unidos.

**US Int'l Shipper**

El comercio internacional desde los Estados Unidos implica manejar una gran variedad de documentos y regulaciones de diferentes países. La estandarización de formatos de documentos para el comercio internacional simplifica el proceso de envío y asegura que todos los documentos necesarios estén correctamente formateados y transmitidos. QAD ofrece soluciones que permiten configurar formatos de documentos que cumplen con los requisitos de los principales mercados internacionales.

**Austr.-Japan Shipper**

El comercio entre Australia y Japón es un ejemplo de comercio internacional exitoso. Gestionar los documentos de transporte para estas rutas requiere un conocimiento profundo de las regulaciones y prácticas de ambos países. Implementar formatos de documentos estandarizados para el comercio Austr.-Japan mejora la eficiencia y reduce los riesgos de errores. QAD ofrece soluciones personalizadas para configurar formatos de documentos que se adaptan a las necesidades de este comercio específico.

**Brazil-US Shipper**

El comercio entre Brasil y los Estados Unidos es un sector en crecimiento. Gestionar los documentos de transporte para estas rutas requiere manejar regulaciones complejas y estándares de eficiencia. Implementar formatos de documentos estandarizados para el comercio Brazil-US optimiza el flujo de información y asegura el cumplimiento normativo. QAD proporciona herramientas para configurar formatos de documentos que se adaptan a las prácticas comerciales y regulatorias de Brasil y los Estados Unidos.

QAD Proprietary AS-SU-200

- Document formats for shippers and master bills of lading identify any special processing and printing requirements, and whether the document can be used as an invoice
- Some countries require the use of specific documents and document formats when shipping goods

## Document Format Maintenance



### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

QAD Proprietary AS-SU-210

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

## Document Format Maintenance



### 2.18.13 – Document Format Maintenance

Document Format Maintenance

Go To Actions Copy Print Preview

Document Type: SHP Shipper

Document Format: 01

Description: Created automatically

Form Code: 01

Invoice:

SHP for Shipper  
MB for Master Bills of Lading

QAD Proprietary

AS-SU-220

**Document Type.** •SHP for shippers

- MB for master bills of lading

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

#### Invoice

- This field only applies to shipper type documents

Invoice = Yes if shipping documents printed using this format can serve as legal invoices

The default = No

**Note** If you assign Invoice = Yes, you cannot modify this field later to change it to Invoice = No. Be careful of shipper numbers that are too long to use as invoice numbers.

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Create Document Formats

Instructions: Your company needs two new standard shipper documents for shipments within Canada and for exports to Europe.

- 1 Create a new document format for Canadian shipments. Limit this document so that it cannot be used as an invoice.

**FieldValue**

Document Type:SHP

Document Format:CN-SHIP

Description:Canadian Shipper

Form Code:01

Invoice:No

**Note** Remember: If you assign Invoice = Yes, you cannot modify the Invoice field later.

- 2 Create a new document format for European shipments. Limit this document so that it cannot be used as an invoice.

**FieldValue**

Document Type:SHP

Document Format:EUR-SHIP


Description:European Shipper

Form Code:01


Invoice:No

**Note** Document Format Maintenance 2.18.13

## Set up Inventory Movement Codes




### Set Up Inventory Movement Codes




QAD Proprietary AS-SU-230

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

## Inventory Movement Code Maint



### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ **Inventory Movement Codes**
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

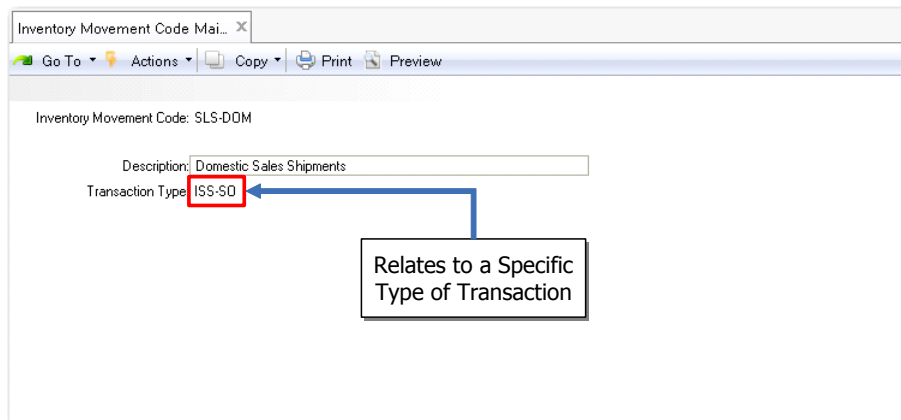
QAD Proprietary AS-SU-240

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

## Inventory Movement Code Maint



## 1.1.9 – Inventory Movement Code Maint



AD Proprietary

AS-SU-250

- Transaction Type.** • Must have a valid QAD 2008 SE transaction type associated with this movement code
- More than one movement code can reference the same transaction type

## Inventory Movement Codes – Global Shipping



### Inventory Movement Codes – Global Shipping

- ▲ Inventory Movement Codes Required
  - Set in Container/Shipper Control File
- ▲ Added Functionality
  - Can have codes for non-sales transfers

QAD Proprietary

AS-SU-260

- Need to set Inventory Movement Codes = Yes in Container/Shipper Control File 7.9.24
- Non-sale transfers can be tracked by a separate Inventory Movement Code in Global Shipping
- Inventory Movement Codes Required
  - Set in Container/Shipper Control File
- Added Functionality
  - Can have codes for non-sales transfers

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Create Inventory Movement Codes

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

- 1 Create three inventory movement codes: one that specifies sales order shipments within Canada, one for sales order shipments to European destinations, and one for non-sales shipments within Canada.

#### Field Record 1 Record 2 Record 3

Inventory: CN-SALEEUR-SALECN-TSFR  
Movement Codes:

Description: Sales Within Sales To Non-sale Transfers  
Canada Europe in Canada

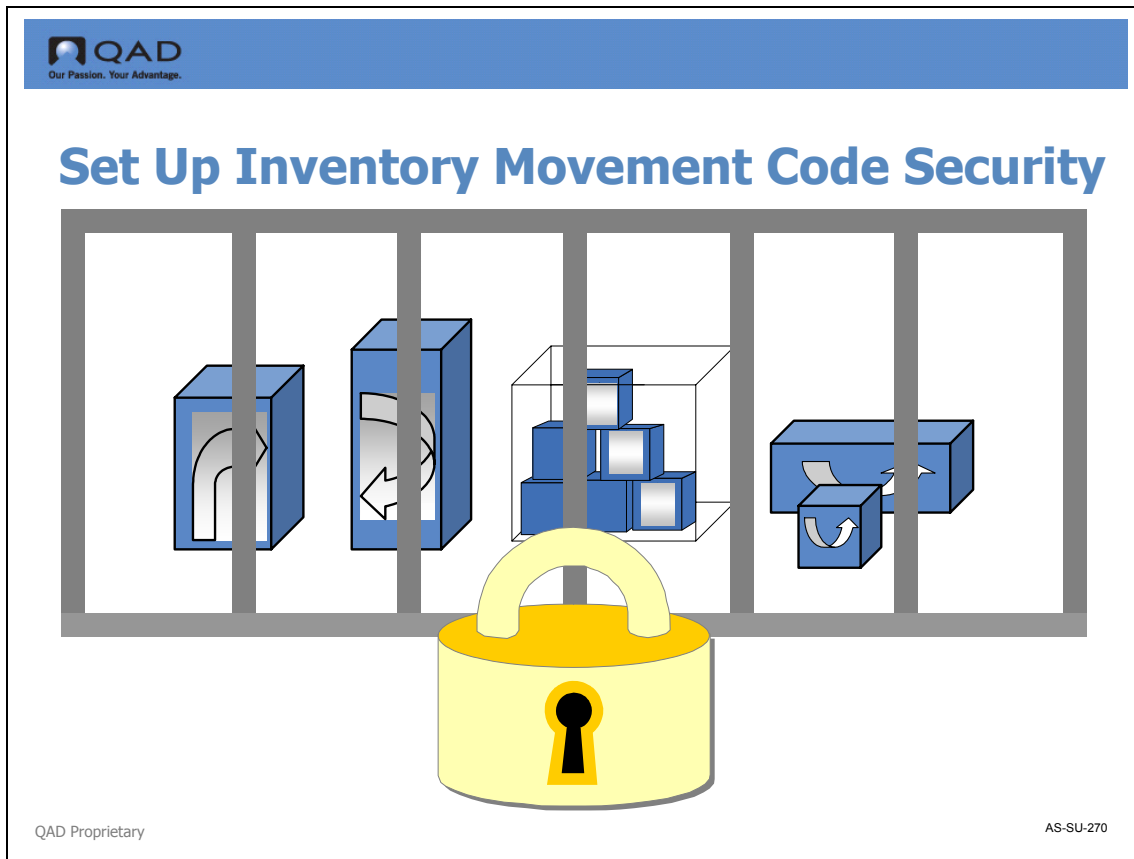
Transaction Type: ISS-SOISS-SOISS-TR

**Note** Inventory Movement Code Maint 1.1.9

- 2 Verify all available inventory movement codes.

**Note** Inventory Movement Code Browse 1.1.10

## Set up Inventory Movement Code Security



- Can restrict which inventory movement codes can be used at a site and who can use them
- Grant or deny access to individuals and groups when using a specific inventory movement code at a particular site

## Inventory Movement Code Security


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### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

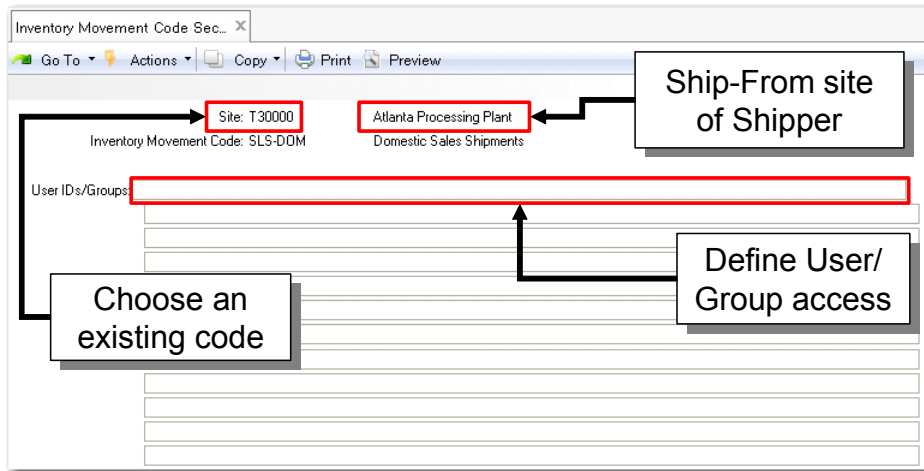
QAD Proprietary
AS-SU-280

- When a shipper is created, the system checks inventory movement code security records to determine which inventory movement codes are available, based on the Ship-From site of the shipper
- This level of security does not affect whether a line item from a given sales order or other originating transaction can be added to a shipper

## Inventory Movement Code Security



# Inventory Movement Code Security



QAD Proprietary

AS-SU-290

- Inventory Movement Code field and Site field used together as key fields
- Specify the users/groups who are granted or denied access

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Assign Inventory Movement Code Security

Instructions: You decide to restrict which inventory movement codes can be used at a site and who can use them. Inventory movement security is assigned by the inventory movement code and the site code in combination. Grant access by setting user access and security for Inventory Movement Codes.

- 1 Grant yourself access to the inventory movement codes you created, for both the MFG and DIST sites. You need six security records to combine the three new inventory movement codes with the two sites.

**Inv Mvmt**

**RecordSiteCodeGroup**

Security Record 1MFGCN-SALEYour User ID

Security Record 2MFGEUR-SALEYour User ID

Security Record 3MFGCN-TSFRYour User ID

Security Record 4DISTCN-SALEYour User ID

Security Record 5DISTEUR-SALEYour User ID

Security Record 6DISTCN-TSFRYour User ID

**Note** Master Inventory Movement Code Security 36.3.11

- 2 Generate a user access listing for all inventory movement codes and site combinations. Verify the access you assigned.

**Note** Inventory Movement Code Security Browse 36.3.12

- 3 **Discussion:** What are the implications of *not* assigning Inventory Movement security?

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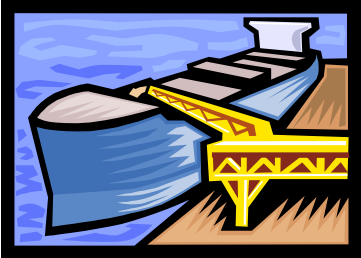




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## Set up Carriers

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### Set Up Carriers




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

## Carrier Maintenance



### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ **Carrier Maintenance**
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

QAD Proprietary AS-SU-310

- Set up address records for all carriers with whom you ship materials, finished goods, or documents

## Carrier Maintenance



### 2.17.1 – Carrier Maintenance

Carrier: 50000000

Name: Freight Handlers Inc.

Address: San Diego Regional Office

Address: 100 Marine Way

Address:

City: San Diego State: CA

Postal: 92222 Format: 0

Country: United States of America USA

County:

Attention: Robert Attn:

Telephone: 1-800-555-4343 Ext: Tel:

Fax/Telex: 1-800-555-4344 Fax/Telex: Ext:

Email:

Email 2:

Sort Name: Freight Handlers - San Diego

Tax ID: 99-999999

Tax ID Can be Assigned

QAD Proprietary

AS-SU-320

- Assign carrier names, addresses, telephone, and fax numbers
- Record contact names
- Assign carrier's tax ID

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Create Carrier Codes

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

- 1 Add two carriers: One each for air and ground transportation.

**FieldRecord 1Record 2**

Carrier:CR-GRCR-AIR

Name:Ground TransportAir Transport

- 2 Add an additional carrier for your delivery truck, which makes local deliveries from your manufacturing site to your distribution site.

**FieldRecord 3**

Carrier:OurTruck


Name:Your Company Name

**Note** Carrier Maintenance 2.17.1

- 3 Verify all available carrier codes.

**Note** Carrier Browse 2.17.2

## Set up Shipping Groups



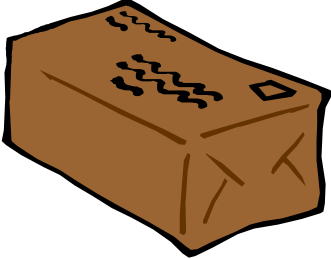
### Set Up Shipping Groups

**Shipping Group Key Fields**

Source Address

and

Destination Address



Setup **Before** Shipping Groups:

- Master Bill of Lading NRM
- Pre-Shipper NRM
- Shipper NRM
- Inventory Movement Codes
- Document Format Codes
- Carrier Codes


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AS-SU-330

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


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

- Carriers are used for shipments with a specific inventory movement code
  - When several carriers are required for a shipment, define a default series, listing them sequentially based on their role in the transportation of inventory

## Shipping Group Maintenance


Our Passion. Your Advantage.

### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

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AS-SU-340

- Assign a shipping group based on the Ship-From and Ship-To addresses
  - A source/destination address combination can belong to only one shipping group
- To use broad defaults, define shipping groups that contain only source addresses, only destination addresses, or all addresses by entering blank source and destination address fields
- When a new Ship-to address or Customer address is created in QAD 2008 SE, you should add it to the appropriate shipping group
  - If it is not added to a shipping group, it will fall into the blank destination address bucket
- When a new Ship-from address or Site address is created in QAD 2008 SE, you should create and maintain the appropriate shipping groups
  - If it is not added to the shipping groups, it will fall into the blank source address bucket

Shipping Group Maintenance

QAD Proprietary

AS-SU-350

**Auto Transfers.** •When shipping or receiving an item from a site other than the line item site, QAD 2008 SE generates an automatic inventory transfer

Determines whether automatic transfer of inventory is allowed, Default = Yes

Specify No if movement of inventory requires formal shipment

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

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

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

No = Consolidation is prohibited

Optional (the default) = Consolidation is allowed

Yes = Consolidation is required

**Warning** Cannot establish a shipping group where one address requires consolidation and another prohibits it

See in this training guide: *Document Type* on page 63

## Inventory Movement Details



## Shipping Group Maintenance

### – Inventory Movement Details

Shipping Group Maintenance X

Go To Action

Shipping Group: SG-InCAAn

Description: Intra-Canada

Auto Transfers:

Master Bill Sequence ID: Mbol1

**Inventory Movement Details**

Inv Mov	Tr Type	Default	PS Seq	Ship Seq	Format	Carrier	Multi
CN-SALE	ISS-SO	<input checked="" type="checkbox"/>	PRESHIP1	SHIP1	CN-SHIP	CR-GR	<input checked="" type="checkbox"/>

Inv Mov Tr Type Default PS Seq Ship Seq Format Carrier Multi

CN-SALE ISS-SO  PRESHIP1 SHIP1 CN-SHIP CR-GR

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AS-SU-360

**Inv Mov.** •One or more inventory movement codes can be used for shipments within this shipping group

- Each movement code determines the default NRM sequence, carriers, and document format used for a shipment associated with this code

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

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

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

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

## Carriers



## Shipping Group Maintenance

### - Carrier Codes

Shipping Group Maintenance X

Go To Action

Shipping Group: SG-InCAN

Description: Intra-Canada

Auto Transfers:

Master Bill Sequence ID: Mbol1

**Carriers**

Seq	Carrier	Name
1	CR-GR	Good Transport
2	CR-AIR	Air Transport

Inv Mov      Seq      Carrier      Name

CN-SALE      1      CR-GR      Good Transport

QAD Proprietary

AS-SU-365

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

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

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

When Multi = No, you can enter only one carrier

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

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

The lowest-numbered carrier is always considered the first carrier

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

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

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Create Global Shipping Groups

Instructions: Your company now uses three shipping groups: one for sales shipments within Canada, one for sales shipments to other destinations throughout Europe, and one for non sales shipments within Canada. In this exercise, you create three Shipping Groups.

- 1 Create a shipping group for sales shipments within Canada. It should include both source addresses for your company (distribution and manufacturing), and should include your Canadian customers and destination addresses (001, 10010002, 2001000, 2011000, 2032000, 400).
  - a Enter the header information:
 

**FieldValues**  
 Shipping Group:SG-InCan  
 Description:Intra-Canada  
 Auto Transfers:No  
 Master Bill Sequence ID:MBOL1
  - b Advance to the Source Addresses frame. Enter both the MFG and DIST source addresses for your company:
 

**FieldValueValue**  
 Address:MFGDIST  
 Consolidate Ship:NoNo
  - c Advance to the Destination Addresses frame. Enter each of your Canadian customers to the shipping group.
 

**FieldValueValueValueValueValueValue**  
 Address:00110010002200100020110002032000400  
 Consolidate Ship:NoNoNoNoNoNo
  - d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Assign the Canadian DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.
 

**FieldValue**  
 Inv Mov:CN-SALE  
 Default:Yes  
 PS Seq:PRSHIP1  
 Ship Seq:SHIP1  
 Format:CN-SHP

Carrier:CR-GR

Multi:Yes

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

**FieldValues**

Seq:2

Carrier:CR-AIR

**Note** Shipping Group Maintenance 2.18.1

**Summary** This shipping group is used for all Sales Orders between MFG or DIST and each Canadian customer. When other Canadian customers are added to the database, their customer address should be added to this shipping group. The shipping group produces a pre-shipper using PRSHIP1, a shipper using SHIP1, and a master bill of lading using MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 59). It uses the Canadian shipper document (CN-SHIP). It use ground transport first (CR-GR) and air transport second (CR-AIR).

- 2 Create a shipping group for sales shipments throughout Europe. It should include both source addresses for your company (distribution and manufacturing), and should include your European customer addresses for the destination addresses (3001000, 3002000, 3005000).

- a Enter the header information:

**FieldValue**

Shipping Group:SG-ToEur

Description:Export to Europe

Auto Transfers:No

Master Bill Sequence ID:MBOL1

- b Advance to the Source Addresses frame. Enter both the MFG and DIST source addresses for your company:

**FieldValueValue**

Address:MFGDIST

Consolidate Ship:NoNo

- c Advance to the Destination Addresses frame. Enter the European customers' address codes to the shipping group.

**FieldValueValueValue**

Address:300100030020003005000

Consolidate Ship:NoNoNo

- d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats for European shipments. Assign the Canadian DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.

**FieldSG2**

Inv Mov:EUR-SALE

Default:Yes  
 PS Seq:PRSHIP1  
 Ship Seq:SHIP1  
 Format:EUR-SHIP  
 Carrier:CR-AIR  
 Multi:Yes

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

**FieldValue**

Seq:2  
 Carrier:CR-GR

**Note** Shipping Group Maintenance 2.18.1

**Summary** This shipping group is used for all Sales Orders between MFG or DIST and each European customer. When other European customers are added to the database, their customer address should be added to this shipping group. The shipping group will produce a pre-shipper using PRSHIP1, a shipper using SHIP1, and a master bill of lading using MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 59). It uses the European shipper document (EUR-SHIP). It will use air transport first (CR-AIR) to ship overseas, and ground transport second (CR-GR).

- 3 Create a shipping group for non-sales shipments within Canada. It is for transfers of finished goods from your Canadian manufacturing site to your Canadian distribution site. It should contain only MFG as a source address and only DIST as a destination address. Because both sites are your company, set consolidate shipments as optional for both addresses.

- a Enter the header information:

**FieldValue**

Shipping Group:TSFR-CN  
 Description:Transfer MFG to DIST  
 Auto Transfers:No  
 Master Bill Sequence ID:MBOL1

- b Advance to the Source Addresses frame. Enter the MFG address as your source address for your company:

**FieldValue**

Address:MFG  
 Consolidate Ship:Optional

- c Advance to the Destination Addresses frame. Enter the DIST address as your destination address for your company:

**FieldValue**

Address:DIST  
 Consolidate Ship:Optional

- d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Accept the defaults for Ship Seq.

**FieldValue**

Inv Mov:CN-TSFR

Default:Yes

Ship Seq:SHIP1

Format:CN-SHIP

Carrier:OURTRUCK

Multi:No

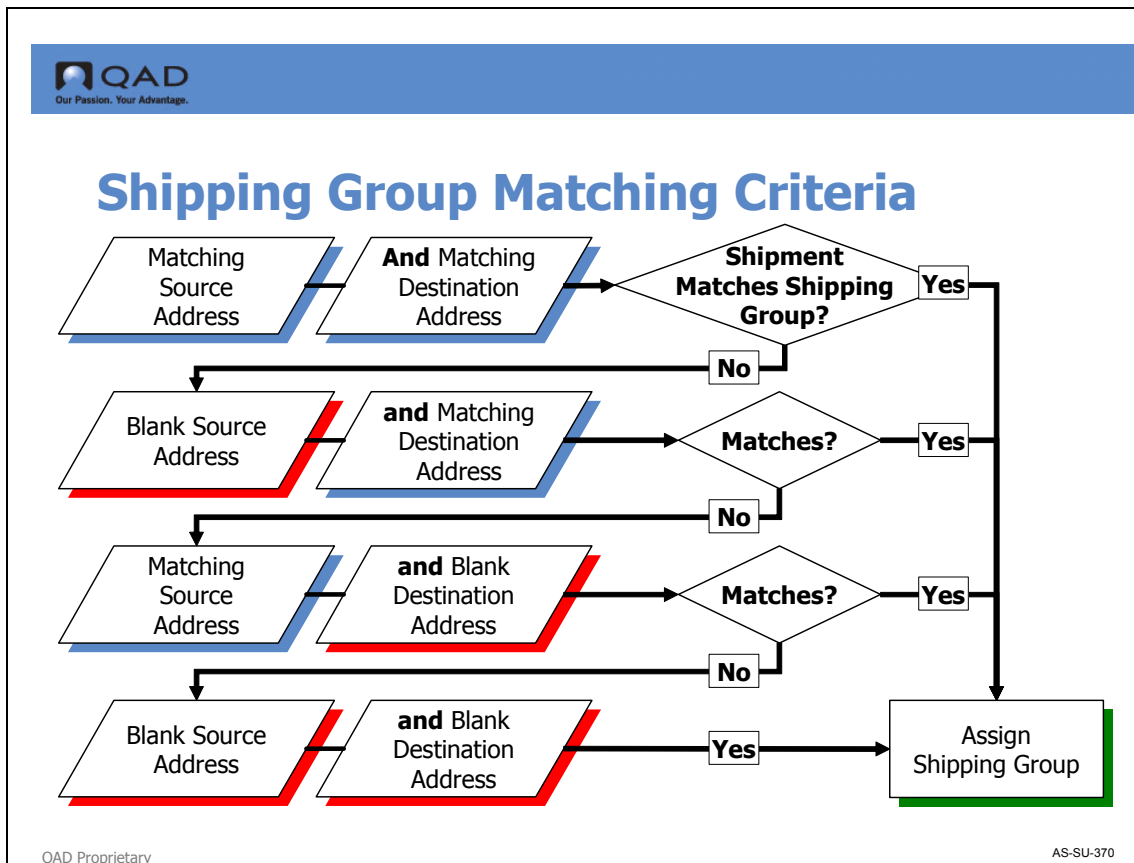
**Note** Shipping Group Maintenance 2.18.1

**Summary** This shipping group is used for all transfers of inventory between MFG and DIST. The shipping group will use the shipper SHIP1 and master bill of lading MBOL1 (see *Create Sequence Numbers for Global Shipping Documents* on page 59). It uses the Canadian shipper document (CN-SHIP). It only uses the company truck (OURTRUCK). And shipments have the optional of being consolidated, but consolidation is not required.

- 4 Verify available shipping codes. Check to make certain that the Master Bill of Lading, Pre-Shipper, and Shipper Sequences are the DIST site codes created earlier.

**Note** Shipping Group Report 2.18.5

## Shipping Group Matching Criteria



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

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

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

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

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

## Set up Container/Shipper Control File




### Set Up Global Shipping Control File Settings




QAD Proprietary AS-SU-380

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

## Container/Shipper Control File



## Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ **Container/Shipper Control**
- ▲ Set up Containers Topic

QAD Proprietary AS-SU-390

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

## Container/Shipper Control File



## 7.9.24 – Containers/Shipper Control

Container/Shipper Control x

Customer Schedules Control: GoTo v Actions v

Next Container: 0

Pre-Shipper Sequence ID: 00000000

Shipper Sequence ID: 00000001

Master Bill Sequence ID: 00000002

Shipper Document Format: 01

Master Bill Document Format:

Max Lines on a Pre-Shipper: 0

Shipping Label Templates

Mixed Load Label:

Master Load Label:

Single Load Label:

Use Shipper Number for Invoice:

Consolidate Invoices:

Require Inventory Movement Codes:

Maintain Trailer Amounts:

Shipment Info For Receipts:

Use Ship/Plan PCR:

Preshipper - Document Type 01

Shipper - Document Type 01

Master Bill of Lading - Type 0

Created automatically

Auto Invoice Post:

Print Invoice:

Sum History - Items:

Sum History - Containers:

Automatic Cum Pegging:

Customer Ref Is Customer Item:

Key Setting

Global : Require Inv. Mvmt. Codes - Yes

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AS-SU-400

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

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

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

Leave blank to specify no format code

**Use Shipper Number for Invoice.** •Follow company policy for assigning this yes or no

**Require Inventory Movement Codes.** •Distinguishes between Standard shipping method and Global shipping method

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Set up Container/Shipper Control File Settings

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

- 1 Your company requires global shipping. Set Require Inventory Movement Codes = Yes.
- 2 Assign the sequence codes you created in the previous activity as defaults.

**FieldValue**

Next Container:1000

Pre-Shipper Sequence ID:PRSHIP1

Shipper Sequence ID:SHIP1

Master Bill Sequence ID:MBOL1

Shipper Document Format:CN-SHIP

Require Inventory Movement Codes:Yes

**Note** Container/Shipper Control File 7.9.24

**Summary** If a shipping group is available, sequences are assigned from the shipping group first. If no shipping group is assigned to the transaction, or your company does not use shipping groups, the Control File settings are assigned to the transaction.

## Set up Containers

The diagram illustrates a hierarchical container structure. At the top level is **Container A-50 (Top-level container)**, shown as a large yellow box. Inside it is **Container D-80**, a light blue box. Inside Container D-80 is **Container D-95**, a light green box. The items are distributed as follows: Item 308 (yellow) is at the top level of A-50 and also at the bottom level of D-95. Item 101 (purple) is at the middle level of A-50 and also at the bottom level of D-95. Item 205 (red) is at the bottom level of D-80.

**Contents:**  
**A-50**  
• 308, 1 ea.  
• 101, 2 ea.  
• D-80  
• D-95  
• -205, 2 ea.  
• -101, 1 ea.  
• -308, 1 ea.

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

## Container Workbench



### Enhanced/Global Allocations and Shipping Setup

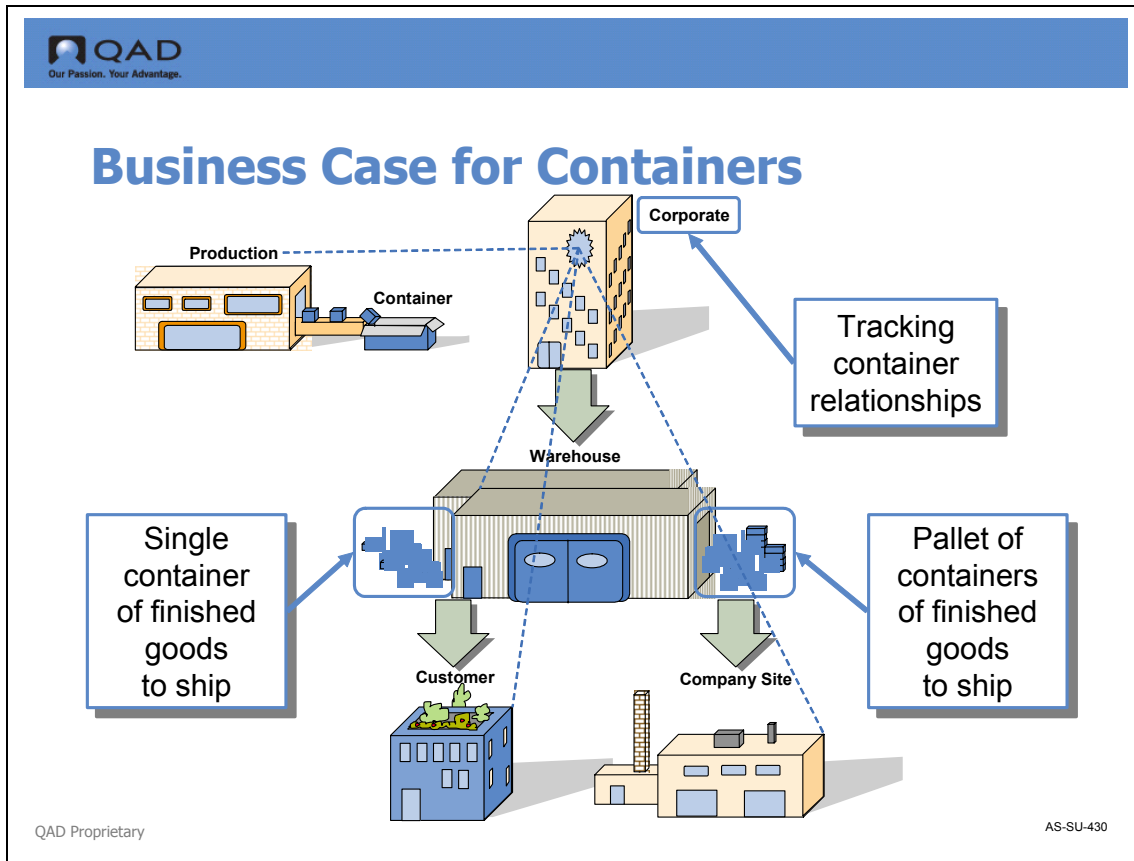


- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ **Set up Containers Topic**

QAD Proprietary AS-SU-420

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

## Business Case for Containers

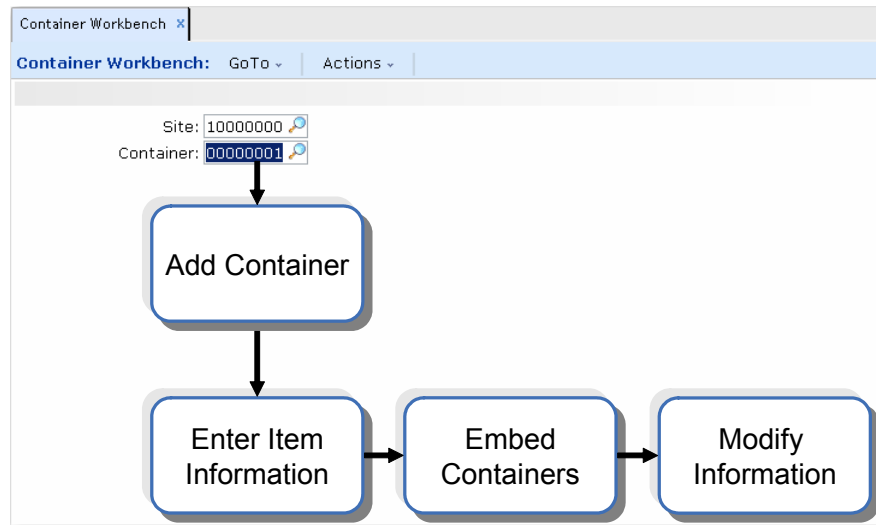


- Types of containers and various uses
  - Tracking inventory by containers
  - Shipping finished goods in containers
  - Shipping large quantities of containers or finished goods by large containers, such as pallets

## Primary Steps for Creating Containers



### 7.7.1 – Container Workbench



QAD Proprietary

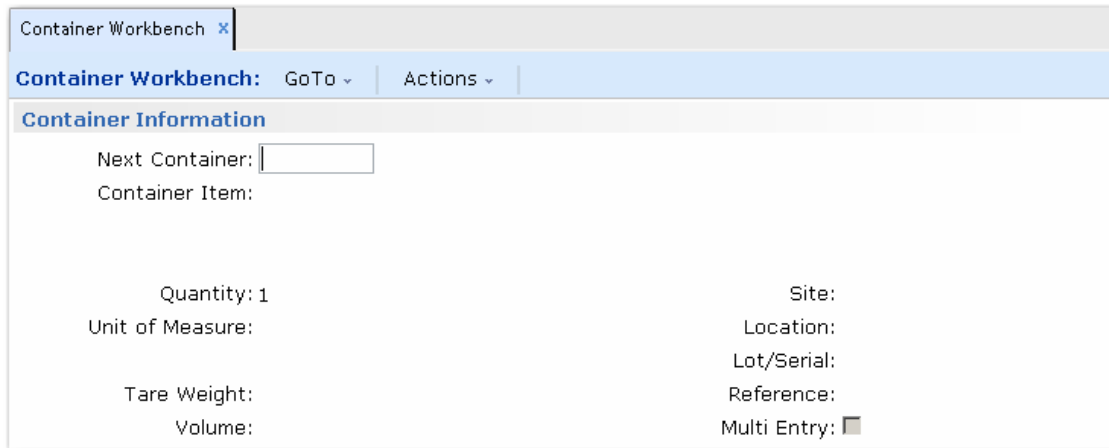
AS-SU-440

- Add Container
- Enter Item Information

#### Optional Steps

- Embed Containers within other containers
- Modify existing Container data

## Add Container



The screenshot shows a software window titled "Container Workbench" with a close button (x). Below the title bar is a navigation bar with "Container Workbench:" followed by "GoTo" and "Actions" dropdown menus. The main content area is titled "Container Information" and contains the following fields:

- Next Container:
- Container Item:
- Quantity: 1
- Unit of Measure:
- Tare Weight:
- Volume:
- Site:
- Location:
- Lot/Serial:
- Reference:
- Multi Entry:

- New record frame
- Specify next container number to use
- Advance to line item frame

## Enter Item Information

Container Workbench x

Container Workbench: GoTo v Actions v

**Item Information**

Item Number: 04-0005  
PENCIL ASSEMBLY

Quantity:	<input type="text" value="50,000.0"/>	Site:	<input type="text" value="train"/>
Unit of Measure:	<input type="text" value="EA"/>	Location:	<input type="text" value="100"/>
Conversion:	<input type="text" value="1.0000"/>	Lot/Serial:	<input type="text"/>
Net Weight:	<input type="text" value="50.00"/>	Reference:	<input type="text"/>
Volume:	<input type="text" value="0.10"/>	Multi Entry:	<input type="checkbox"/>
Sales Order:		Comments:	<input type="checkbox"/>
	<input type="text" value="G"/>	Order Line:	
	<input type="text" value="cm"/>		

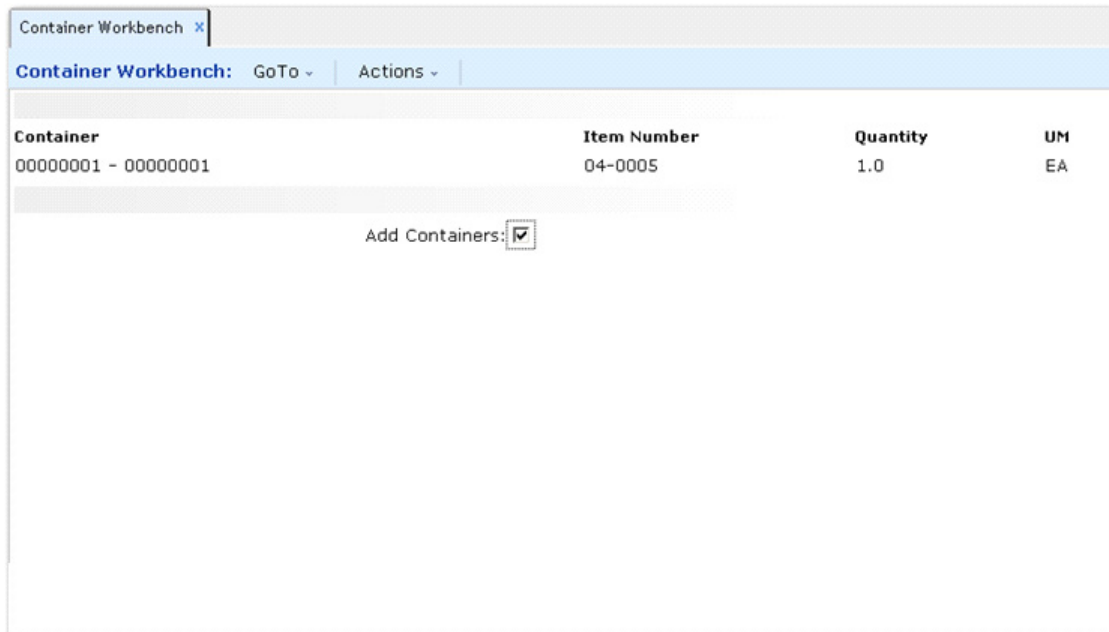
- Required fields

Item Number

Quantity

Site

## Embed Containers



- Workbench allows you to store one container in another
- Set Add Containers = Yes to embed containers within containers for multi-hierarchies
- Add Containers = No to allow only single-level containers

## Modify Information

Container Workbench x

Container Workbench: GoTo v Actions v

Container Workbench

Level	Container	Item Number	Quantity	UM
0	00000000	04-0005	1.0	EA

Container: 00000000      Volume: 0.1      cm  
 Item Number: 04-0005      Site: MFG      Loc: 100  
 Quantity: 1.0      UM: EA      Lot/Serial:  
 Net Weight: 0.0      g      Reference:      Comments:   
 Tare Weight: 53.0      g      Kanban:  
 Gross Weight: 53.0      g      Description: PENCIL ASSEMBLY  
 Order:      Order Line:

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

## Setup Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

### Set up Base Data for Containers

Instructions: In this exercise, you set up base data to use with your containers. You set up default locations for the stock on-hand and create start-up inventory quantities.

- 1 Set up locations for inventory at both MFG and DIST.

**Field**ValueValueValueValue

SiteMFGMFGDISTDIST

Location 100200100200

Description Raw MaterialsFinished GoodsRaw MaterialsFinished Goods

**Note** Master Files, Location Maintenance 1.1.18

- 2 Set up item master records for two new item numbers and two container item numbers. Accept system default values except for the following:

**Field**ValueValueValueValue

Item Number:99-10099-200CASEPALLET

UM:EAEAEAEA

Description:Close CellCompactCasePallet

Foam PackFoam Pack

Prod Line:5000500060006000

Item Type:PACKPACKPACKPACK

Site:MFGMFGMFGMFG

Location:100100200200

Ship Weight:0.1 LB0.1 LB0.5 LB10 LB

Net Weight:0.1 LB0.1 LB0.5 LB10 LB

Volume:--4 CM-

**Note** Volume CM = Cubic Meters, not centimeters.

Pur/Mfg:MMPP

Price:10.0010.00--

Current Cost Data:

Material Cost:8.008.000.751.00

**Note** Item Master Maintenance 1.4.1

- 3 Enter inventory for each item you created.

**Field**ValueValueValueValue

Item Number:99-10099-200CASEPALLET

Quantity:10,00010,000500100

Site:MFGMFGMFGMFG

Location:100100200200

**Note** Receipts – Unplanned 3.9

**4** Set up a customer schedule for the items you created.

**a** Accept all other defaults and enter the following:

**FieldValueValue**

Ship From:MFGMFG

Ship To:400400

Order:S1000S1000

**b** Advance past the Order Data screen. Enter Item information.

**FieldValueValue**

Item:99-10099-200

PO Number:PO1PO1

Line:12

**c** When the prompt asks “Copy data from another order line for this item?” answer No.

**d** Accept the defaults in the Order Line Item Data frame. If a warning about Discount prices appears, ignore the warning and select “Yes” to continue.

**e** On the second Order Line Item Data screen, accept all defaults except for the following. Then enter the second line item from step a above.

**FieldValueValue**

Netting Logic:11

**Note** Scheduled Order Maintenance 7.3.13

**5** Create a ship schedule for each of your items.

**FieldValueValue**

Ship From:MFGMFG

Ship To:400400

Item:99-10099-200

PO Number:PO1PO1

Order:S1000S1000

Line:12

Release ID:11

Prior Cum Date:Next Monday's date

- a Exit the Customer Receipts screen and advance to the Schedule Detail Data. Enter a schedule, starting with next Monday's date:

FieldValueValue

Date:Next MondayNext Monday

Time:<leave blank><leave blank>

Int:DD

Reference:<leave blank><leave blank>

Qty:100 (per day)125 (per day)

Comments:NoNo

- b Repeat the schedule for next Tuesday, Wednesday, Thursday, and Friday.
- c When the prompt asks "Make this schedule active?" answer Yes.

**Note** Customer Ship Schedule Maint 7.5.2

- 6 Run Required Ship Schedule Update for the ship-from code = MFG. Accept all other defaults.

**Note** Run Required Ship Schedule Update 7.5.5

## Set up Containers

Instructions: In this exercise, you set up containers to use in processing.

- 1 Run Container Workbench to create containers.

- a Enter the following. Accept all other defaults.

**FieldValue**

Site:MFG

Container:<leave blank>

Next Container:Enter to get the next container number from the control file

(Record Container Number Assigned:) \_\_\_\_\_

Container ItemCASE

Quantity:4

Site:MFG

Location:200

- b Enter the following. Accept all other defaults

**FieldValue**

Item Number:99-100

Quantity:200

Site:MFG

Location:100

Multi Entry:No

Add Containers:No

**Note** Container Workbench 7.7.1

Check that the containers have been created correctly. Note the first and last container numbers used.

*(Record Container Numbers Assigned:)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note** Container by Item Inquiry 7.7.3

**Summary** You have set up four cases stocked with 50 EA of 99-100. These have been prepared in advance of shipping. This is useful when inventory is pre-packaged in shipping containers (such as Items CASE or PALLET) and is stored in inventory in containers. You could stock additional 99-200 in several Cases, and package several Cases on a Pallet. These Pallets are ready to ship according to orders and schedules.

## Enhanced/Global Allocations and Shipping Setup Summary



### Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

QAD Proprietary AS-SU-490

Chapter 4

# **Process Standard Allocations and Shipping**



## Process Allocations and Shipping

### In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ Set up Allocations and Shipping in MFG/PRO
- ✓ **Process Standard Allocations and Shipping in MFG/PRO**
  - ▲ Process Enhanced/Global Allocations and Shipping in MFG/PRO

## Process Standard Shipping



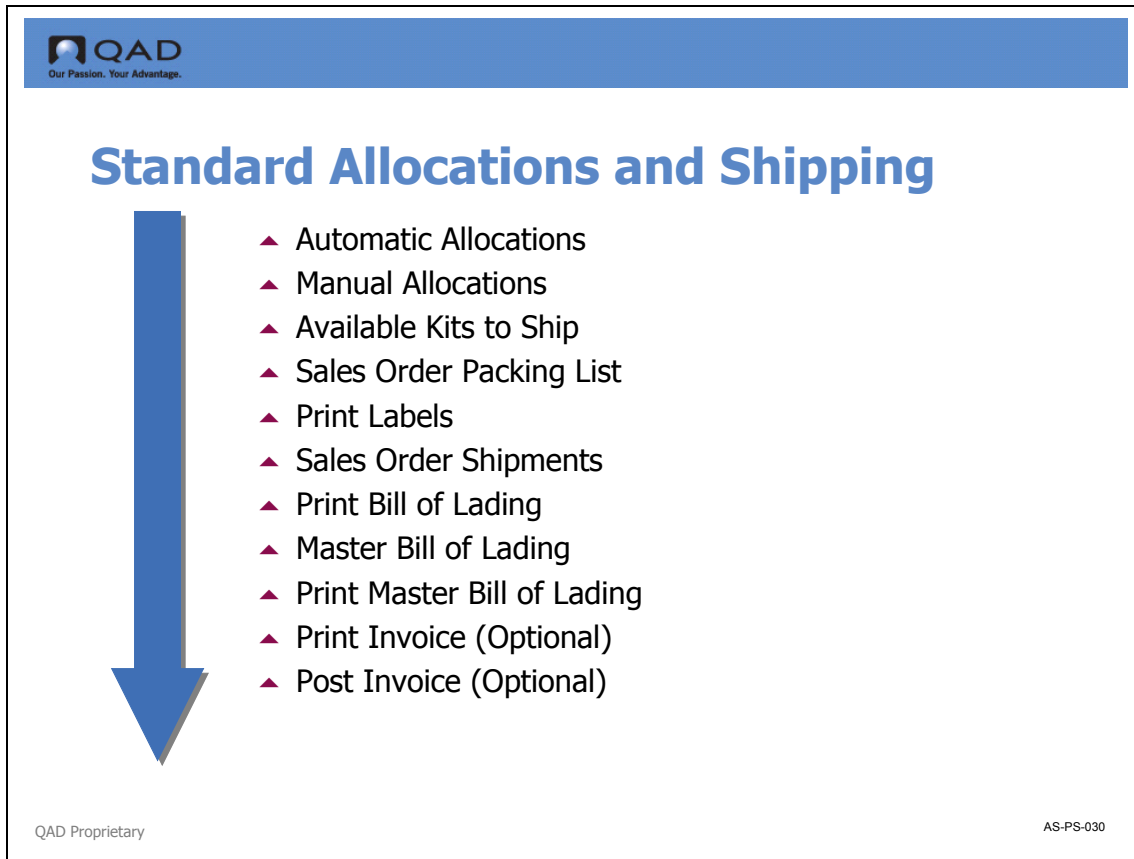
### Process Standard Shipping



QAD Proprietary

AS-PS-020

## Standard Allocations and Shipping Life Cycle



This illustration is the first of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Reading the illustration:

Optional steps are noted as such.

## Allocate Finished Goods



The illustration shows a warehouse worker in a blue uniform and yellow hard hat holding a clipboard and pen, looking at a large clipboard labeled "Order". In the background, a forklift operator is moving a pallet of boxes in a warehouse aisle with high shelves and hanging lights.


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**Allocate Finished Goods**


QAD Proprietary AS-PS-040

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

## Automatic Allocations



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-050

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

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

Sales Order Maintenance



## 7.1.1 - Sales Order Maintenance

Sales Order Maintenance x

Sales Order Maintenance: GoTo Actions

Order: 1000      Sold-To: 1001000      Bill To: 1001000      Ship-To: 1001000

Sold-To			Ship-To		
CENTURY HALLMARK			CENTURY HALLMARK		
ATTENTION: ACCOUNTS PAYAB			ATTENTION: ACCOUNTS PAYAB		
3020 CENTURY BLVD			3020 CENTURY BLVD		
LOS ANGELES	CA	90000	LOS ANGELES	CA	90000
United States of America			United States of America		

Salesperson 1:       Freight List:       Consignment:

Multiple:       Frt Min Wgt:       Consume Forecast:

Commission 1:       Freight Terms:       **Detail Allocations:**

Calculate Freight:       **Allocate Days:**       Comments:

Display Weights:       Import/Export:

QAD Proprietary

AS-PS-060


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

### Sales Order Auto Allocations


' and 'Update: ' with a red box around the 'Update' checkbox. On the right side, there is a blue callout bubble with the text 'Sweep Allocate' pointing to the 'To:' fields. Below the callout, there are labels 'Output:' and 'Batch ID:'."/>

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

## Manual Allocations



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-080

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

### Sales Order Maintenance

Sales: Order Maintenance x

Sales Order Maintenance: GoTo - Actions -

Order: SO2027 Sold-To: 400 Ln Format S/M: Single

**Sales Order Line**

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
2	22-130	100.0	EA	10.00	0.0	10.00

Desc: CORD,POWER,UNIVERSAL

Loc: 100 Site: Y10000

USD Cost: 1.00

Lot/Serial:

Qty Allocated: 100.0

Qty Picked: 0.0

Qty Shipped: 0.0

Qty to Invoice: 0.0

Salesperson 1:

Commission 1: 0.00%

Sales Acct: 3000

Disc Acct: 3900

Confirmed:

Required:

Promised:

Due Date: 04/06/2001

Perform Date:

Pricing Date: 04/05/2001

Multiple:

Category:

Fixed Price:

Credit Terms Int: 0.00

Ship Type:

UM Conversion: 1.0000

Consume Fcst:

Detail Alloc:

Taxable:

Freight List: A02-NTAX

Comments:


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

## Sales Order Manual Allocations

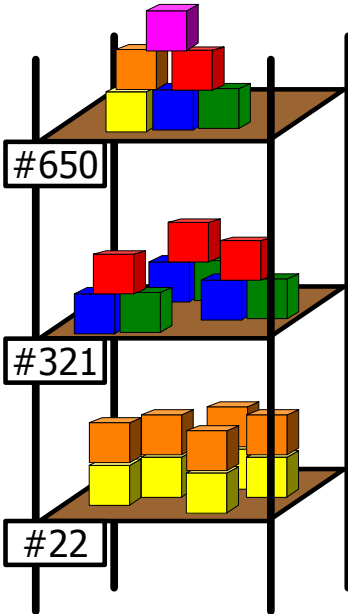

Sales Order Manual Allocations						
Go To Action						
Order	Sold-To				Site	
s0010013	001	PEI Computers Ltd.			mfg	
Ln	Item Number	T	Qty Allocated	Qty Picked	Qty B/O	Due Date
1	99-100		10.0	0.0	0.0	12/27/2007
Ln	Item Number	T	UM	Qty Allocated	Qty Picked	Detail Allocations
						<input type="checkbox"/>

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

## Verify Available Kits to Ship




### Verify Available Kits to Ship




QAD Proprietary AS-PS-110

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

## Available Kit Quantity to Ship



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-120

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

### Available Kit Quantity to Ship

Available Kit Quantity to Ship x

Available Kit Quantity to Ship: GoTo v Actions v

Due Date: [ ] v To: [ ] v

Sales Order: [ ] To: [ ]

Ship-To: [ ] To: [ ]

Language ID: [ ] v To: [ ] v

Site: [ ] v To: [ ] v

Address List Type: [ ] v To: [ ] v

Item Number: [ ] v To: [ ] v

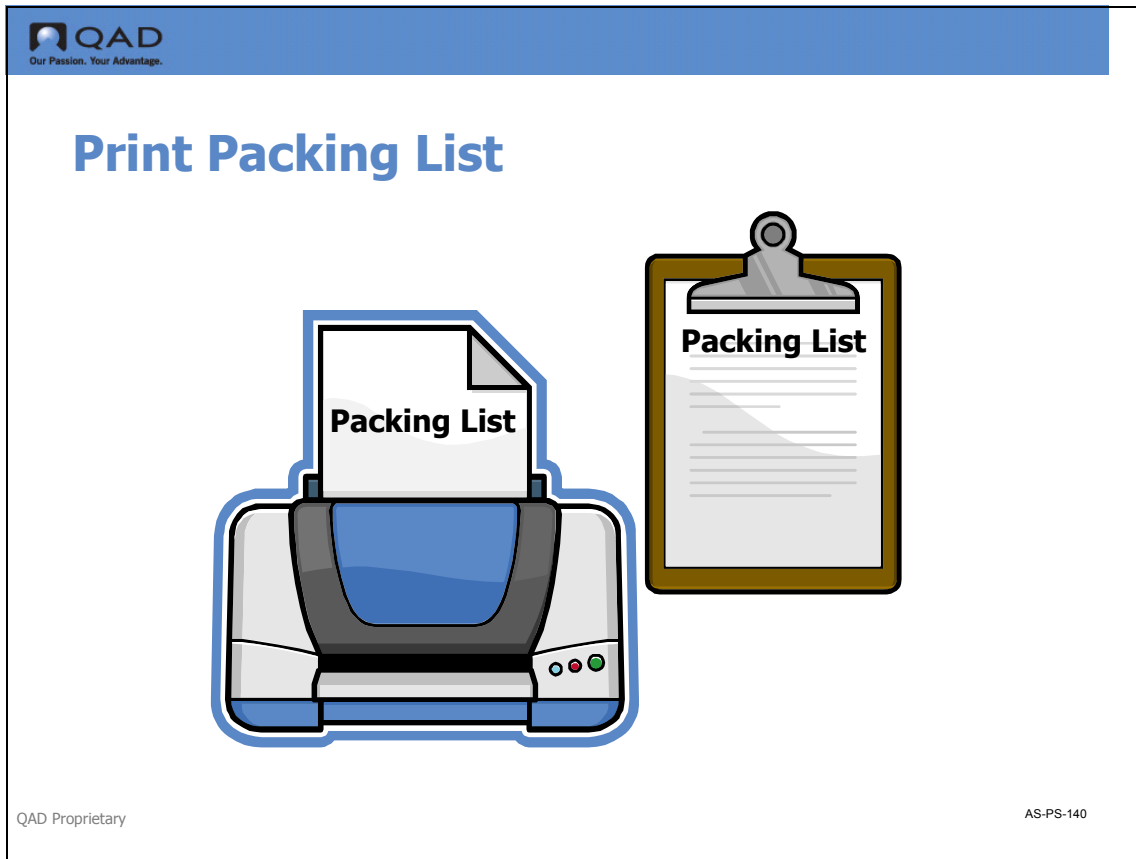
Update:

Output:  
Batch ID:

Configured Products  
(Kit, not ATO)


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

## Print Packing List




- Packing list details what items to pick and ship

## Sales Order Packing List



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-150

- Printed document has 2 sections:

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

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

**Sales Order Packing List**

Sales Order Packing List

Sales Order Packing List: GoTo Actions

Due Date: [dropdown]  
 Sales Order: [text]  
 Ship-To: [text]  
 Language ID: [text]  
 Site: [text]

To: [dropdown]  
 To: [text]  
 To: [text]  
 To: [text]  
 To: [text]

Company Address: DIST [text]

Print Only Lines to Pick:   
 Override Partial OK Flag:   
 Print Features and Options:   
 Print Negative Quantities:   
 Form Code: 1 [text]  
 Update:

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

Output:  
 Batch ID:

Used to pick and verify quantity for shipment

Picking Options


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

## Print Shipping Labels




- Optional step, your procedure may vary

## Sales Order Shipping Label Print



### Standard Allocations and Shipping




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

QAD Proprietary AS-PS-180

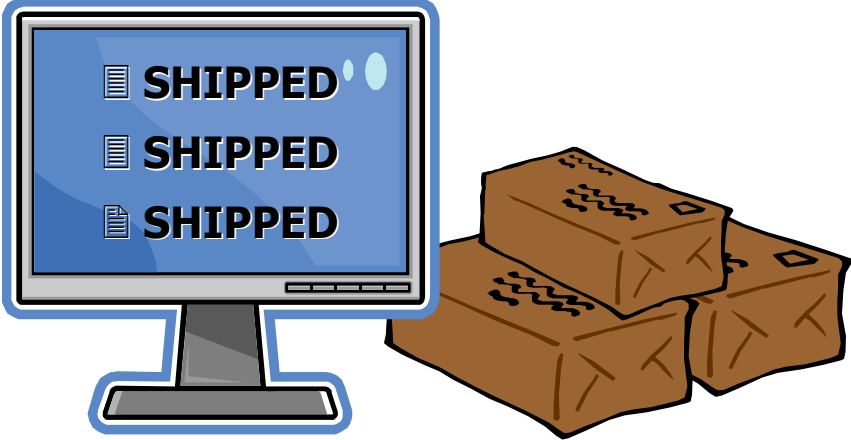
- Can print a variety of different label forms without having to customize QAD 2008 SE



## Process Shipments



### Process Shipments




The illustration shows a computer monitor with a blue screen. On the screen, there are three entries, each consisting of a document icon followed by the word 'SHIPPED' in bold, uppercase letters. To the right of the monitor are three brown cardboard boxes stacked together. The boxes have some faint markings on them.


QAD Proprietary AS-PS-200

- Enter information into QAD 2008 SE to indicate that the goods have actually shipped

## Sales Order Shipments

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### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-210

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

## Sales Order Shipments



## Sales Order Shipments

Sales Order Shipments

User Menu Edit Queue Options Help

Order: S010043 Ship Allocated: no Sold-To: 1001000 Site:  
 Effective: 01/04/99 Ship Picked: yes CENTURY HALLMARK

Ln	Item Number	T	Allocated	Picked	To Ship	Backorder	Site
1	486-66		5.0	0.0	0.0	5.0	11000

Allocations

Line: 1 Cancel B/O: no Site: 11000 Loc:   
 Quantity: 0.0 Lot/Serial:   
 Item Number: 486-66 UM: EA Ref:   
 Description: 486-66 Personal Compute Multi Entry: no

Edit Line Items

Enter data or press ESC to end.

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AS-PS-220

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

## Print Bill of Lading

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### Print Bill of Lading

**Bill of Lading**  
**A-50**  
• 308, 1 ea.  
• 101, 2 ea.  
**D-80**  
- 205, 2 ea.  
**D-95**  
- 101, 1 ea.  
- 308, 1 ea.  
**55.8 Kg**

**Container A-50**  
(Top-level container)

**Item 308**

**Item 101**

**Item 101**

**Container D-80**

**Item 205**

**Item 205**

**Container D-95**


**Item 101**

**Item 308**


QAD Proprietary AS-PS-230

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

## Bill of Lading Print



## Standard Allocations and Shipping



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

QAD Proprietary AS-PS-240

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

Bill of Lading Print



# Bill of Lading Print

The screenshot shows a window titled "Bill of Lading Print" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main content area displays shipping information:

Ship-From: 10000 San Diego Main Plant  
 Shipper: A0000001 Output: printer

**Quality Products Inc.**  
 Manufacturing Division  
 One World Way  
 Consolidated Business Plaza  
 San Diego, CA 92130

**United States of America**

Sold To: 01000000 Ship To: Dock-001

Colossal Conglomerates LTD  
 Suite 1000 Colossal Building  
 Colossal Industrial Park  
 15000 Production Drive  
 Evanston, IL 090876  
 United States of America

Colossal Conglomerates LTD  
 100000000 Production Blvd  
 Bldg-178P  
 Colossal Industrial Park  
 Evanston, IL 090876  
 USA

Shipper ID: A0000001  
 Ship Date: 10/01/93  
 Print Date: 10/13/98  
 Page: 1

Ship Via: Mode of Transport:  
 FOB Point: Carrier Shipment Ref: 1234  
 Vehicle ID:

Description	Qty	Net Weight	Tare Weight	Gross Weight Wt
-------------	-----	------------	-------------	-----------------

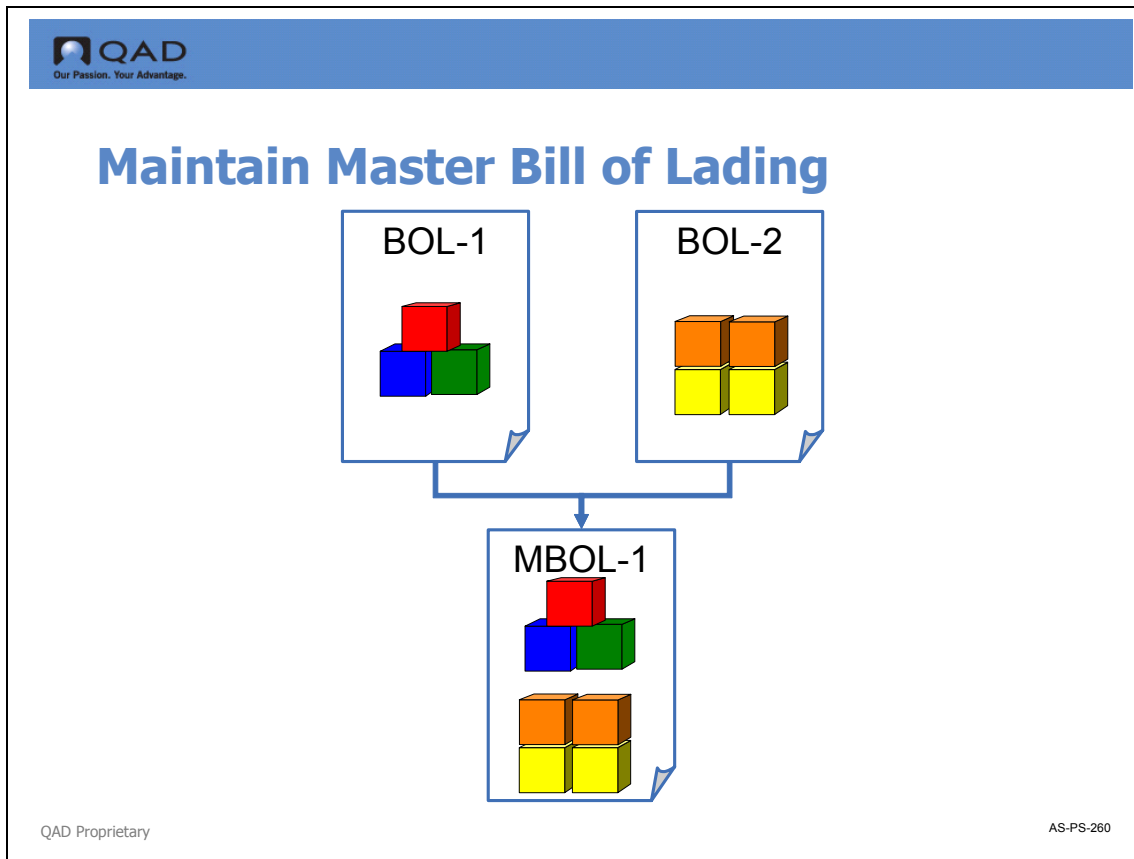
A callout box on the right side of the screenshot contains the text: "Container Level Summary of Shipper".

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AS-PS-250


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

## Maintain Master Bill of Lading




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

## Master Bill of Lading Maintenance



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-270

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

## Master Bill of Lading Maint



## Master Bill of Lading Maintenance

Master Bill of Lading Maint

User Menu Edit Queue Options Help

Ship-From: 10000 San Diego Main Plant  
 Master Bill: A0000001  
 Ship-To/Dock: san

Shipping Group:

Carrier:  Multi: no Document Format: 01  
 Ship Via:   
 FOB Point:   
 Mode of Transport:   
 Carrier Shipment Ref:  Language: us  
 Vehicle ID:  Comments: no

BOL# from Carrier (tracking number)

Required Fields

F1=Help F2=Go ESC=End F5=Delete Ctrl-X/C/V=Cut-Copy-Paste

QAD Proprietary

AS-PS-280

- Identified by:
  - Ship-from code
  - Master bill number
  - Ship-to code
- Next master bill number is automatically assigned and is defined in the Container/Shipper Control File 7.9.24
- Can assign a shipping group if global shipping functionality is activated



## Master Bill of Lading Maintenance

Master Bill: A0000001    Ship-From: 10000    Ship-To: san

Ship-From	Shipper	Ship-To	Name	Gross Weight	UM
Add Shipper: Ship-From: 10000 Shipper:					

Net Weight: 0.0    KG  
 Gross Weight: 10.0  
 Volume: 0.0


F1=Help F2=Gd **F3=Add** ESC=End F5=Delete

QAD Proprietary


AS-PS-290

- The next frame lists bills of lading that have been added to this master bill  
 To add a shipper, press Add for the Add Shipper pop-up
- Choose a ship-from code and a shipper number; press Enter

## Print Master Bill of Lading




### Print Master Bill of Lading




QAD Proprietary AS-PS-300

- Print the consolidated shipment documents

## Master Bill of Lading Print



# Standard Allocations and Shipping



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

QAD Proprietary AS-PS-310

## Master Bill of Lading Print

Master Bill of Lading Print x


Master Bill of Lading Print: GoTo v Actions v

Ship-From Site:	10000	To:	10000
Master Bill:	A0000003	To:	A0000003
Ship-To:	1012000	To:	1012000
Document Format:	01	To:	01
Language:	us	To:	us
Carrier:		To:	


Output: page  
Batch ID:

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

## Process Invoices




# Process Invoices




QAD Proprietary AS-PS-330

Discussed in the following Training Guide: Sales Order Management

## Invoice Print



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-340

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


## Invoice Print

The screenshot shows the 'Invoice Print' window with the following fields and options:


- Fields:** Sales Order, Ship Date, Sold-To, Bill To, Language ID, Invoice Date (09/03/99), Company Address (10000000), Form Code (1), Discount Detail (None), Discount Summary (None), Message (Thank you for your continued business.).
- Options:** Print Only Lines to Invoice (checked), Print Lot/Serial Numbers Shipped (checked), Print Features and Options (unchecked), Consolidate Invoices (unchecked), Include Debit Invoices (checked), Include Credit Invoices (checked), Print Call Invoice Detail (unchecked).
- Annotations:** A red box highlights the 'Sales Order' and 'Ship Date' fields. A blue callout bubble labeled 'Blank sweeps all not printed' points to the 'To:' fields. Another blue callout bubble labeled 'Modify Invoice' points to the 'Print Lot/Serial Numbers Shipped' checkbox.

Discussed in the following Training Guide: Sales Order Management

## Invoice Post



### Standard Allocations and Shipping



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

QAD Proprietary AS-PS-360

- Each time you process a sales order shipment, QAD 2008 SE flags the sales order for invoicing
- After you verify the invoices, run Invoice Post (which updates Accounts Receivable and invoice history)

## Invoice Post

Invoice Post x

Invoice Post: GoTo ▾ Actions ▾

Invoice: IN30009

Sold-To: 30005000

Bill To: 30005000

To: IN30009

To: 3005000

To: 3005000

GL Effective Date: 10/08/98

GL Consolidated or Detail: Consolidated

Print Lot/Serial Numbers Shipped:

Output:  
Batch ID:

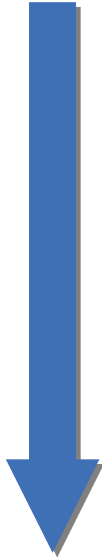
- If you process more than one shipment against a single SO before printing the invoice, that invoice includes all items shipped
- If you ship additional items after the invoice is printed but before it is posted, QAD 2008 SE flags it for reprinting
  - A new invoice replaces the original (which should be discarded), and includes the additional shipment

Discussed in the following Training Guide: Sales Order Management

## Standard Allocations and Shipping Process Summary



### Standard Allocations and Shipping



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



Chapter 5

# **Process Enhanced/Global Allocations and Shipping**



## Process Allocations and Shipping

### In this section you learn how to:

- ✓ Identify some key business considerations before setting up Allocations and Shipping in MFG/PRO
- ✓ Set up Allocations and Shipping in MFG/PRO
- ✓ Process Standard Allocations and Shipping in MFG/PRO
- ✓ **Process Enhanced/Global Allocations and Shipping in MFG/PRO**

## Process Enhanced/Global Shipping



### Process Enhanced/Global Shipping



QAD Proprietary AS-PG-020

## Enhanced/Global Allocations and Shipping Life Cycle



This illustration is the second of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Reading the illustration:

Optional steps are noted as such.

## New Steps in Enhanced/Global Shipping Process


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### Global Allocations and Shipping



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

QAD Proprietary
AS-PG-030

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

## Create Picklist/Pre-Shipper



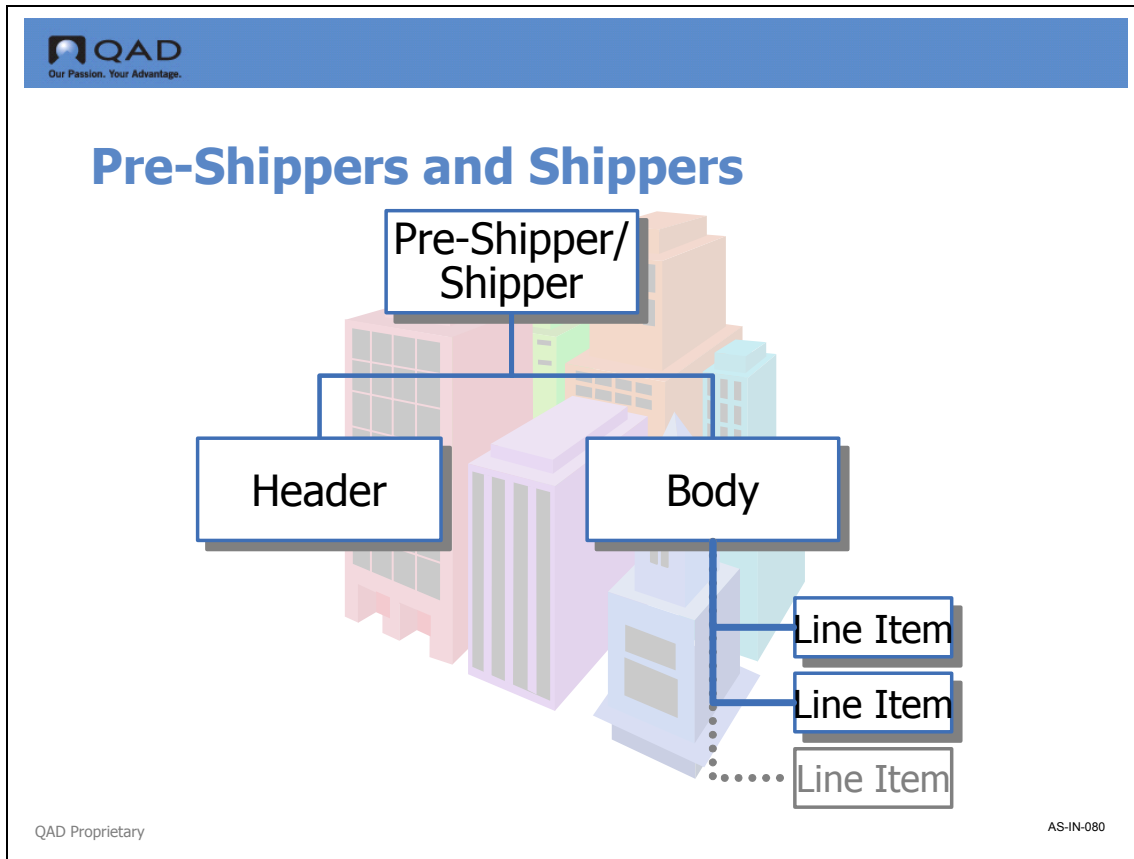
### Create Picklist/ Pre-Shipper



QAD Proprietary AS-PG-050

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

## Pre-Shippers and Shippers



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

## Picklist/Pre-Shipper – Automatic



### Global Allocations and Shipping



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

QAD Proprietary AS-PG-060

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

## Picklist/Pre-Shipper – Automatic

Picklist/Pre-Shipper - Automatic x

Picklist/Pre-Shipper - Automatic: GoTo v Actions v

Due Date: [ ] : [ ] To: [ ] : [ ]

Sales Order: so10020 To: so10020

Ship-To: 5000 To: 5000

Language ID: [ ] To: [ ]

Site: 10000 To: 10000

Address List Type: [ ] To: [ ]

Item Number: [ ] To: [ ]

Reference: [ ] To: [ ]

Auto Allocation:  **Can Allocate Here Rather than Auto/Manual Allocation**

Allocate Components:

Ship Avail Qty for Kit:

Stage Open Quantities:  **Allocate Open Order Qty**

Override Partial OK Flag:

Use Containers:

Break on Sales Order:

Update:  Form Code: 1

Break on Maximum Weight: 0.00

Break on Maximum Volume: 0.00

Include Packing List Comments:

Print Only Lines to Pick:

Print Features and Options:

Print Packing List Comments:

Create Pre-Shipper in SO UM:

Output: [ ]

Batch ID: [ ]

- Created based on lines that can be detail allocated only
- If Stage Open Quantities = Yes
  - Pre-shippers will be created based on open sales order quantities not the quantity allocated
- Print Only Lines to Pick = No
  - All line items with a non-zero open quantity are printed, regardless of the quantity allocated

## Global Shipping Process Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson. You must have completed all the setup exercises before you can work on the processing exercises.

### Create Global Sales Orders

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

- 1 Create a Sales Order for 100 Close Cell Foam Packs (99-100) to customer 400 (a Canadian customer). Record the Sales Order number to refer to later.

- a Enter the header information:

**FieldValue**

OrderSystem assigned order number

(Record Sales Order Number Assigned:) \_\_\_\_\_

Sold-to400

Bill-toAccept default

Ship-toAccept default

SiteDIST

(If a Freight List is filled in, delete the default and continue to the next frame.)

- b Enter the line item information:

**FieldValue**

Item99-100

Qty Ordered100

(Ignore any warning about item site. You move inventory in the next exercise.)

**Note** Sales Order Maintenance 7.1.1

### Create a Non-Sales Shipper

Instructions: You need to ship finished products from your manufacturing site (MFG) to your distribution site (DIST) before shipment to the customers. Create and print a non-sales shipper.

- 1 Your database currently has item 99-100 located at site MFG. Transfer the products to your distribution site.

**FieldValue**

Item Number99-100

Qty100

Order NumberEnter the Sales Order number from above

From SiteMFG Location 100

To SiteDIST Location 100

- 2 Because the two sites belong to a shipping group, you will be prompted to enter shipper information. Accept all other defaults and advance to the shipping information frame. Enter the shipping information:

**FieldValue**

NumberPress Enter

Inventory Movement CodeCN-TSFR

CarrierOURTRUCK

LanguageUS

(Record Carrier Number Assigned:) \_\_\_\_\_

- c Accept all other defaults. Enter a Trailer comment:

**FieldValue**

Trailer CommentsYes

“A receipt should not be processed at the receiving site, since a transfer was used.”

- d Print the shipper.

**Note** Transfer - Single Item 3.4.1

### Modify/Verify Sales Order Line Item

Instructions: If MFG/PRO issued an error when the original Sales Order was created, warning you that you did not have available inventory at DIST, the sales order line item may have the site changed to an available inventory site. In this exercise you verify the site on the line item and make corrections to correspond with your non-sales transfer in the previous exercise.

- 1 Open the Sales Order and go to the line item frame. If you were using “Multi” to view your line items, you need to use “Single” to view the site information. The site for line item number 1 should read DIST. If it reads MFG, change the value to DIST. Make no further changes, and F2 through the screens to save the Sales Order.

**FieldValue**

Sales Order*Enter the Sales Order Number*

Ln Format S/Msingle

Ln1

Item Number99-100

SiteDIST

**Note** Sales Order Maintenance 7.1.1

## Create Sales Pre-Shippers

Instructions: You require Pre-Shippers for picking orders. Generate a pre-shipper for the Sales Order created in the previous exercise.

- 1 Create a pre-shipper to ship the order. When the header information is accepted, the system assigns a shipping group based on the Ship-From and Ship-To/Dock sites entered. Enter the following header information:

**FieldValue**

Ship-FromDIST

Pre-Shipper/ShipperPre-Shipper

NumberLeave blank

Ship-To/Dock400

(Record Pre-Shipper Number Assigned:) \_\_\_\_\_

**FieldValue**

Multino

Document FormatCN-SHIP

LanguageUS

- a Use F3 to add the Sales Order information to the Pre-Shipper. Press Enter to select “Please select Function [1].”

**FieldValue**

Item Number99-100

Sales Order*Enter the Sales Order Number*

Quantity100

Detail AllocNo

Ship Avail Qty For KitNo

- b Print the pre-shipper.

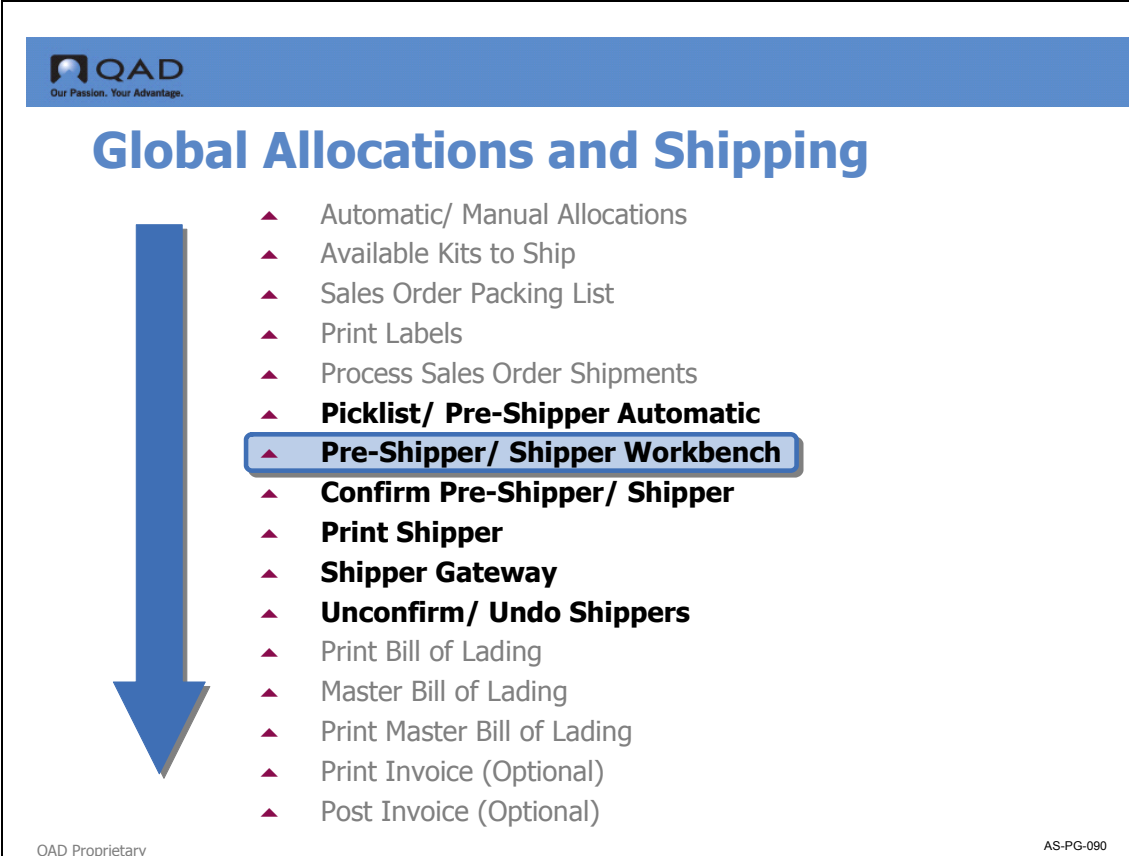
**Note** Pre-Shipper/Shipper Workbench 7.9.2

## Modify Pre-Shipper/Shippers



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

## Pre-Shipper/Shipper Workbench



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### Global Allocations and Shipping

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

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

**Pre-Shipper/Shipper Workbench**

Pre-Shipper/Shipper Workbench x

**Pre-Shipper/Shipper Workbench:**    GoTo ▾    Actions ▾

**Shipper Workbench**

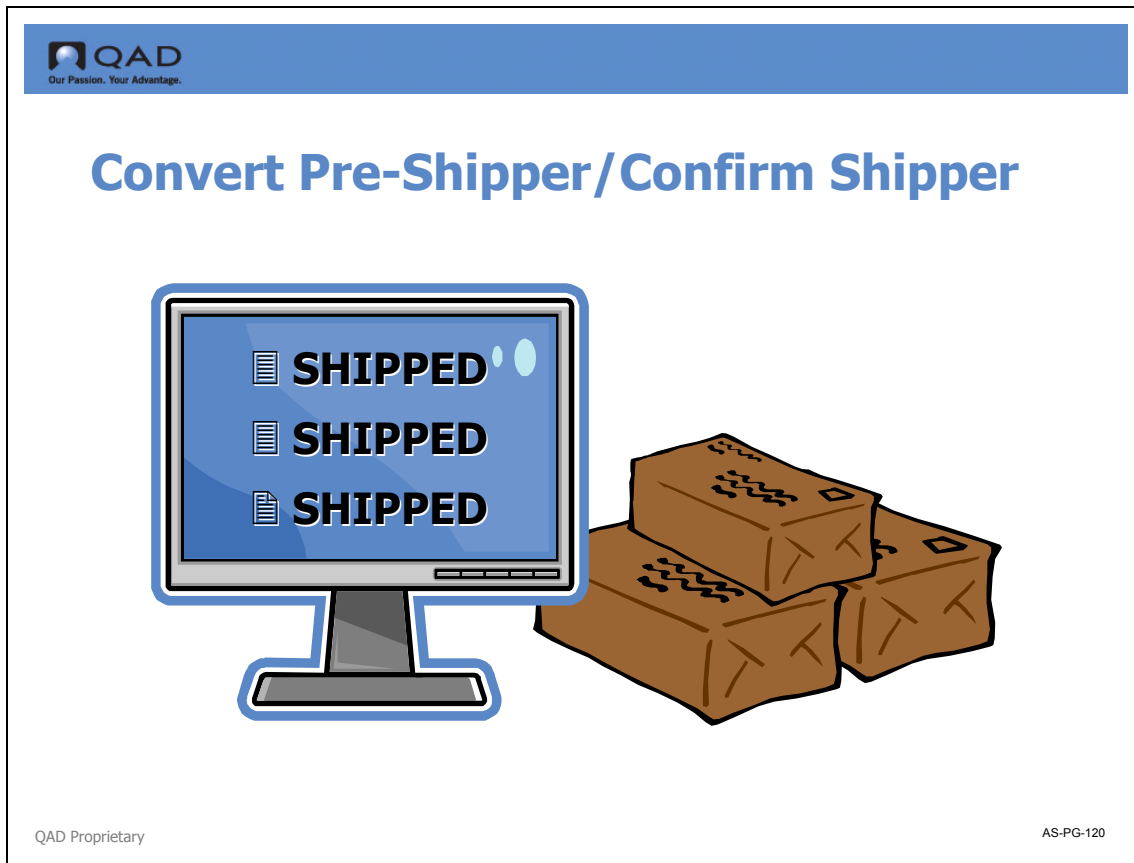
Level	Order Ln	Item Number	Quantity	UM	Container	Canc	B/O
0		Shipper: MFG/00000005			Ship-To: 1001000		

---

Sales Order:	Line:	Order:
Quantity: 1.0	UM:	Site:
Qty Picked: 0.0		Lot/Serial:
Net Weight: 0.0		Reference:
Tare Weight: 0.0		Consume Req: <input type="checkbox"/>
Gross Weight: 0.0		Description:
Volume: 0.0		Comments: <input type="checkbox"/>
		Type:
		ID:


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

## Convert Pre-Shipper/Confirm Shipper




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

## Pre-Shipper/Shipper Confirm


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### Global Allocations and Shipping



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

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

### Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm x

Pre-Shipper/Shipper Confirm: GoTo v Actions v

Ship-From ID: 11000

Pre-Shipper/Shipper: Pre-Shipper

Number: PS-10043

Ship-To/Dock:

Ship Date: 11/26/2007

Effective Date: 11/26/2007

Convert Pre-Shipper to Shipper

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

## Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm x

Pre-Shipper/Shipper Confirm: GoTo v Actions v

Ship-From ID: 10000 San Diego Main Plant

Pre-Shipper/Shipper: Shipper

Number: A0003001

Ship-To/Dock:

Ship Date: 11/26/2007

Effective Date: 11/26/2007

Confirmed Shipper = Shipped

- Record shipments of orders and to do the following activities in the process:
  - Create, print, and post invoices based on shipments (optional)
  - Export a shipper as an Advance Shipping Notice (ASN)
- If the Container/Shipper Control File 7.9.24 trailer amounts cannot be maintained, the system does not display the trailer amount maintenance frames during confirmation

## Print Sales Order Shipper



- Printed shipper can be used as an invoice if shipper document format is set for invoice = Yes
- Shipper can also be Packing List

## Sales Order Shipper Print



## Global Allocations and Shipping



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

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

### Sales Order Shipper Print

Sales Order Shipper Print x

**Sales Order Shipper Print:** GoTo v Actions v

Type: Shipper v

Ship-From: 10000

San Diego Main Plant

Shipper/Container ID: 10000-01-100000

Print Lot/Serial Numbers:

Print Sales Order Detail:

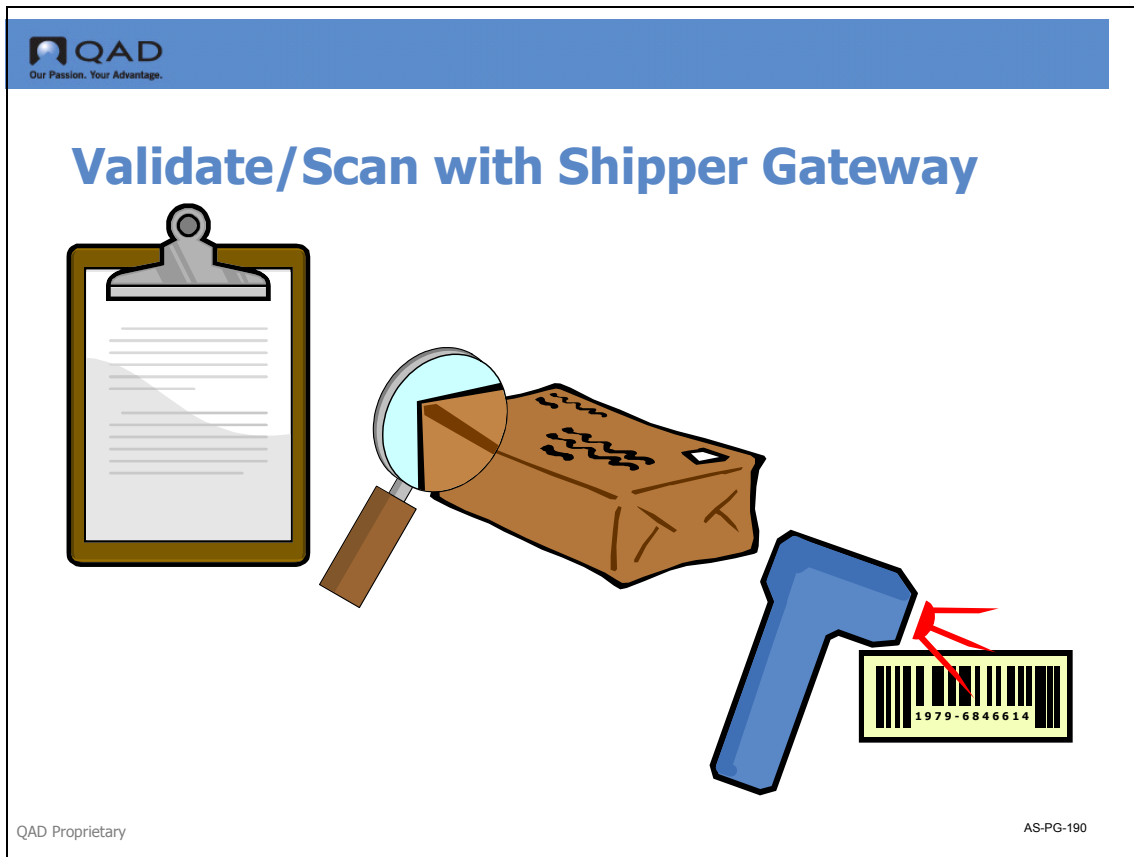
Company Address: DIST

Output:

Sequence Number

- Normally prints allocated quantities


## Validate/Scan with Shipper Gateway



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

## Shipper Gateway

### Global Allocations and Shipping



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

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

## Shipper Gateway

The screenshot shows the 'Shipper Gateway' interface. At the top, there is a tab labeled 'Shipper Gateway' with a close button. Below the tab, there are two dropdown menus: 'GoTo' and 'Actions'. The main content area contains a 'Process/File' dropdown menu with 'File' selected, highlighted by a red box and a callout bubble that says 'Type of Input To Be Read'. Below this is a 'File Name' input field. There are two checkboxes: 'Load Multiple Containers' (unchecked) and 'Verify Only' (checked). On the right side, there is an 'Output:' label. At the bottom right, there is a red button with the text 'Validate Shipments or Import Scanned Data'.

- Type of input to be read, default = File
  - Process = only used with UNIX: Enables you to connect real-time processes with Shipper Gateway
  - Verify Only.* •No = The picklists, shipper and container records will be validated, and stored in the database if they meet all validations
  - Yes = The picklists, shippers and container records are only validated and are not stored in database

## Unconfirm/Undo Shippers

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### Unconfirm/Undo Shippers

Sure, if it's a real emergency I can re-direct the shipment.

Ok, let's get this shipment unloaded so we can re-allocate it to the higher priority.

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- Unconfirm reverses confirmation
- Undo reverses the shipper number assignment

## Unconfirm/Undo Shippers


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## Global Allocations and Shipping



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

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

## Shipper Unconfirm

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

**Warning** Some actions performed during or after unconfirm are not reversible

- Unconfirm does not fully populate all fields of re-created location and lot/serial records
  - If such information is required (for example, if the unconfirmed shipper is not intended to be reconfirmed), you must enter the information manually
- Unconfirm does not fully reverse changes to G/L average costs for line items
  - After the original confirmation, average costs could have been changed and recorded in various other transactions that are not reversible (for example, if other receipts or issues were made in that time period)
- Unconfirm does not reverse trailer amounts entered or modified during or following the original confirmation
- Unconfirm does not reverse the issue of any invoice numbers assigned during or following the original confirmation

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

## Undo Shipper Number Assignment

Undo Shipper Number Assignme... x

Undo Shipper Number Assignment: GoTo Actions

Ship-From:

Shipper: SHP-1258

Ship-To:

To:

To: SHP-1261

To:

Output:  
Batch ID:

- Reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4
  - If you accidentally assign shipper numbers to picklists, you can use this function to undo the shipper number assignment
  - Restore the original picklist number, and change the type of the document from shipper to picklist again
  - You can reverse the shipper number assignment for unconfirmed shippers only

## Global Shipping Process Exercises

**Important** The data used in these exercises may not be the same as the data shown in the screen captures in this lesson. You must have completed all the setup exercises before you can work on the processing exercises.

### Print the Sales Pre-Shippers and Assign the Shipper Numbers

Instructions: When you print a pre-shipper, you can convert it to a shipper by specifying that the system assign the shipper number.

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

**FieldValueFieldValue**

Ship-FromDISTToDIST

Ship-To/Dock400To400

Number*Pre-shipper NumberToPre-Shipper Number*

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

**FieldValue**

Print Pre-Shippers/ShippersPre-Shipper

Assign Shipper NumberYes

**Note** If you printed the pre-shipper in the previous exercise, also set the following:

**FieldValue**

Include Printed Pre-Shippers/ShippersYes

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

(Record Shipper Number Assigned:) \_\_\_\_\_

**Note** Pre-Shipper/Shipper Print 7.9.4

### Confirm Shippers

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

- 1 Confirm the shipper you created.
  - a Enter the following key fields, allowing the other fields to default:

**FieldValue**

Ship-FromDIST

Pre-Shipper/ShipperShipper

Number*The assigned shipper number*

Ship-To/Dock400

Post Invoice Yes

Use Shipper Nbr for Inv Nbr No

Consolidate Invoices No

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

**Note** Pre-Shipper/Shipper Confirm 7.9.5

## Enhanced/Global Allocations and Shipping Process Summary



### Review Global Allocations and Shipping



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

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