



QAD Enterprise Applications

Training Guide **QAD Trade Management**

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About This Course

Course Description

The Trade Management Fundamentals course covers the basic concepts, setup, and use of QAD's Trade Management. The course includes:

- Setting up the Trade Management system
- Setting up business structures, products, and customers
- Creating price lists, promotions, and promotion budgets

Course Objectives

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

- Describe the advantages of a trade management solution
- Describe the distinctions between Trade Management and standard ERP structures
- Setup Trade Management for a company
- Build a budgeted trade-spend plan using Trade Management
- Report on the effectiveness of a trade-spend plan against actual sales

Audience

This course is designed for:

- Implementation consultants and teams
- Sales and account managers

Prerequisites

A knowledge of ERP systems or business applications in general, and trade-spend planning specifically, is recommended.

Course Credit and Scheduling

This course is worth 18 course credit hours and usually requires three days for instructor-led training.

QAD Resources

If you encounter questions or problems on QAD Standard Edition (SE) software that are not addressed in this book, several resources are available.

Product Help

All QAD products ship with integrated help systems. A properly installed QAD application will display help when you press the Help key (F1), or access it through the menu. The help covers the normal use of the product.

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.

QAD Learning Portal for Training Opportunities Training Guide — Trade Management

To view available training courses, locations, and materials, use the QAD Learning Portal. Choose Learning under the Global Services tab to access this resource.

QAD Support for Product Documentation and the QAD Knowledgebase

To access release notes, user guides, installation and conversion guides by product and release, visit the Support website. Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and direct links to QAD Support experts.

Choose Support under the Global Services tab.

Any QAD customer can register for a QAD web account by accessing the Support web site and clicking the Accounts link at the top of the screen. Your customer ID number is required. Access to certain areas is dependent on the type of agreement you have with QAD.

Chapter 1

Introduction

Trade Management Introduction



Introduction

- ▲ Course Overview
- ▲ Course Objectives
- ▲ Course Benefits
- ▲ High-Level Course Topics
- ▲ Terminology
- ▲ High-Level (system level) process map
- ▲ Module-Level Process map(s)
- ▲ Related Courses
- ▲ Summary

QAD Proprietary

2008-TrM-Intro-020

Because rigorous product cost controls are now so commonplace and successful in the manufacturing and distribution segments of the supply chain, managing pricing activities is one of the last, best ways to positively affect a company's profit margin by establishing effective selling prices. Discount control systems, that is, pricing management systems, give companies a way to address this largest uncontrolled cost.

One primary goal of any successful business is to sell at the optimal price, a price low enough to capture all possible sales but high enough to produce the best possible profit margin. Arriving at that effective selling price is the objective of a well conceived and managed pricing plan.

Business Issues



Business Issues

- ▲ Business Considerations
- ▲ Role-To-Task
 - Define roles and relate to process diagrams
 - Link roles to tasks and to process diagrams
- ▲ Review section
- ▲ Summary (at course level)

Effective Selling Prices



Effective Selling Prices

- ▲ Manufacturers manipulate three components to arrive at the effective selling price:
 - Margin
 - List Price
 - Discounts
- ▲ The effective selling price optimizes margin vs. discount to maximize profit.

QAD Proprietary

2008-TrM-Intro-100

Manufacturers manipulate three components to arrive at the effective selling price:

- Margin
- List Price
- Discounts

The effective selling price optimizes margin vs. discount to maximize profit. Developing a pricing strategy entails managing the various discounts as part of this optimization. Until now, lacking specialized tools designed especially to facilitate this kind of optimization, many companies have found it difficult to develop and execute an effective pricing strategy. Too often, decisions are made on data pulled from several different sources, many of them external to the transactional system.

Optimal Pricing



Optimal Pricing

- ▲ A primary goal of business is to sell at the optimal price:
 - a price low enough to capture all possible sales
 - high enough to produce the best possible profit margin
- ▲ Requires an effective pricing plan

QAD Proprietary

2008-TrM-Intro-090

Trade Management is designed to address the issues faced when trying to implement a pricing policy. It structures and controls the implementation, administration and evaluation of pricing activities, including promotions and rebates. This framework of structure and control allows a company to bring its fluid pricing activities under effective management.

Implementing Pricing Plans

In implementing a manufacturer's pricing plans, TrM creates budgets that reflect the limits imposed by the pricing plans. These budgets then serve as the controlling structure for creating promotions and rebates. Each promotion or rebate reflects the intended discount to a particular customer on a particular product.

Administering Pricing Plans

In administering pricing plans, TrM tracks discounted (and sometimes non-discounted) sales and processes claims and deductions against promotions and rebates. Processing includes creating appropriate general ledger transactions, credit memos and vouchers. Tracking ensures that each discount is charged against the appropriate general ledger account.

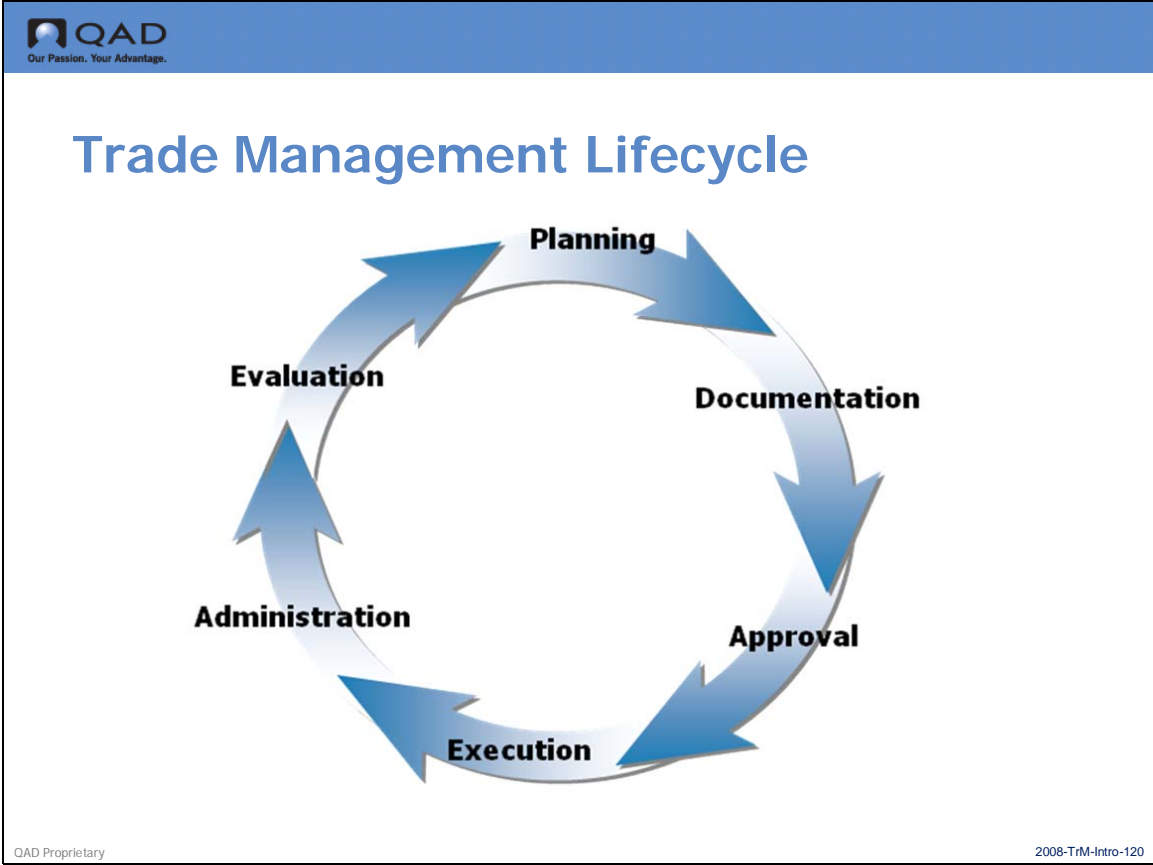
Evaluating Pricing Plans

For evaluating pricing plans, TrM provides real-time views (and some reports) for assessing the actual vs. planned activity of the plans. For example:

- Did customer response indicate that the plan was perceived as providing high value for the customer?
- Did the plan offer the right deal to the right customer in order to maximize profit across the maximum number of customer-product combinations?
- Did the plan foster a broad market for the manufacturer rather than leading to over-dependence on one customer, customer group or market segment?

This evaluation then serves as the basis for changes in the pricing plan for the next fiscal period.

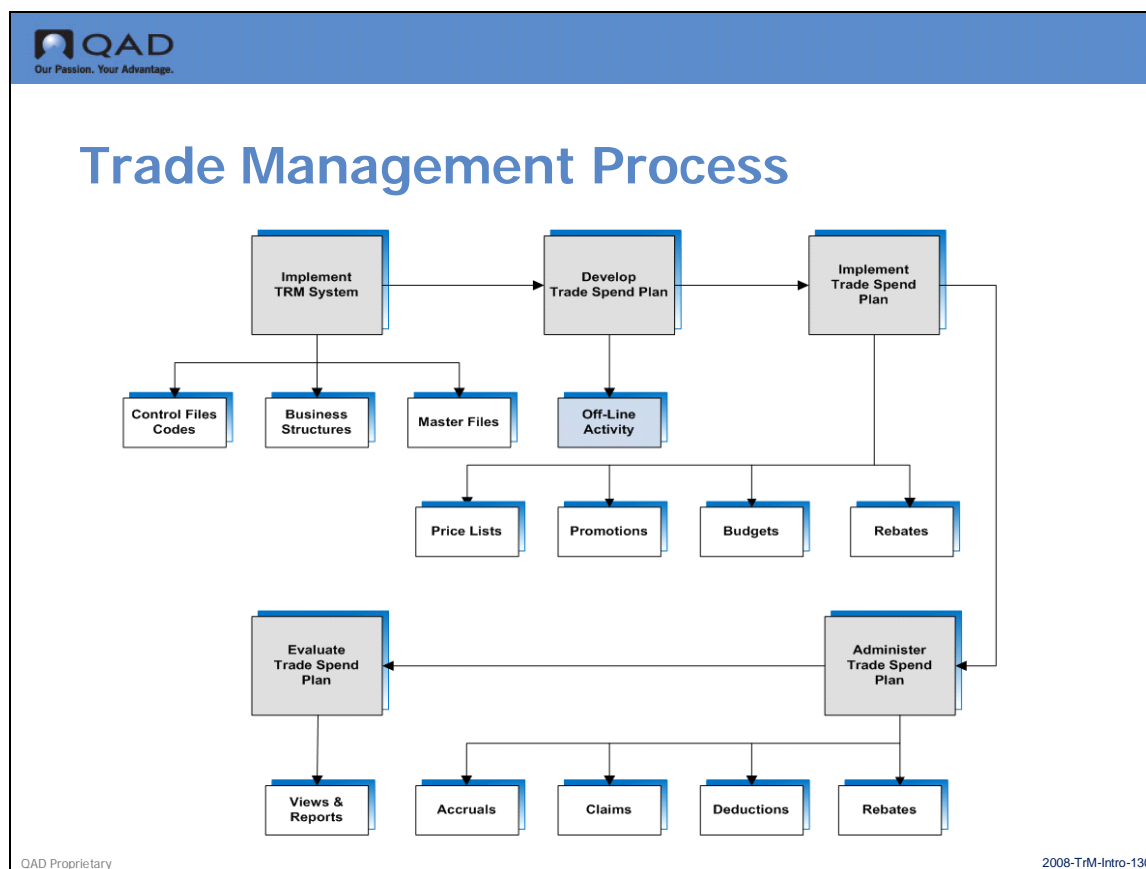
Trade Management Lifecycle



All trade discounts have a life cycle as illustrated by the figure above. The planning, approval and evaluation stages, particularly, support continual monitoring of the effectiveness of a company's pricing strategy.

- Planning takes into account sales and marketing plans, market pressures and production realities.
- Documentation includes customer documents, internal documents, account reviews and budgets.
- Approval includes internal review to insure that proposed discount programs are in line with the company's overall pricing strategy.
- Execution includes setting pricing, relating the proposed discount to other existing or proposed discounts and establishing the time frame.
- Administration handles deductions, claims, commissions, accruals and accounting functions.
- Evaluation includes assessing the effectiveness of the various programs by looking at and evaluating results in terms of customers, products, sales representatives and planned vs. actual budgeted amounts.

Trade Management Process



The complete TrM process from implementation through evaluation includes some system background steps as well as setting up codes, business structures and master files.

- Background setup covers security as well as control files
- Codes setup covers customer and item profile values and user defined codes
- Business structures covers the setup of divisions, regions and areas
- Master files covers customers, customer groups, products, product groups

Developing a trade spend plan is an off-line, that is, non-TrM, activity. This activity usually covers customer, product and financial topics such as how much money to spend on trade promotions, which customers and products to spend money on and what types of deals are likely to be most effective.

Implementing the Trade Spend Plan involves the actual setup of TrM. This is the heart of the matter. This is where price lists, budgets, promotions and rebates are defined and entered into the system.

Administering the trade spend plan TrM is the tool for managing the promotions and other components of the plan. These activities include processing sales orders, processing claims and deductions, monitoring promotions and rebates and tracking spending and accruals.

Evaluating the trade spend plan TrM provides the tools for gathering, organizing and presenting (via views and some reports) information to evaluate the success of the programs. This information is then used as input for the next trade spend plan development cycle.

Trade Management Training Case Study

Puppy Love is a national company which manufactures a line of dog food and a line of pet supplies.

They sell to national chain pet stores, independent pet stores, national chain supermarkets, groomers and veterinarians and some animal shelters. They sell directly to most customers. They do business only in US dollars.

They sell across the country to customers in 3 geographic regions - East Coast, Midwest and West Coast. These regions are further divided into marketing areas, Northeast, Southeast, Upper Midwest, Lower Midwest, Northwest and Southwest.

They have two product lines, dog food and pet supplies. The pet food line includes dry and wet dog food in four flavors and a line of puppy treats in the same four flavors. The pet supplies line includes toys, pet beds and carriers.

They have one national list price used primarily for reporting but also maintain list prices based on customer type. They do some standard volume discounting.

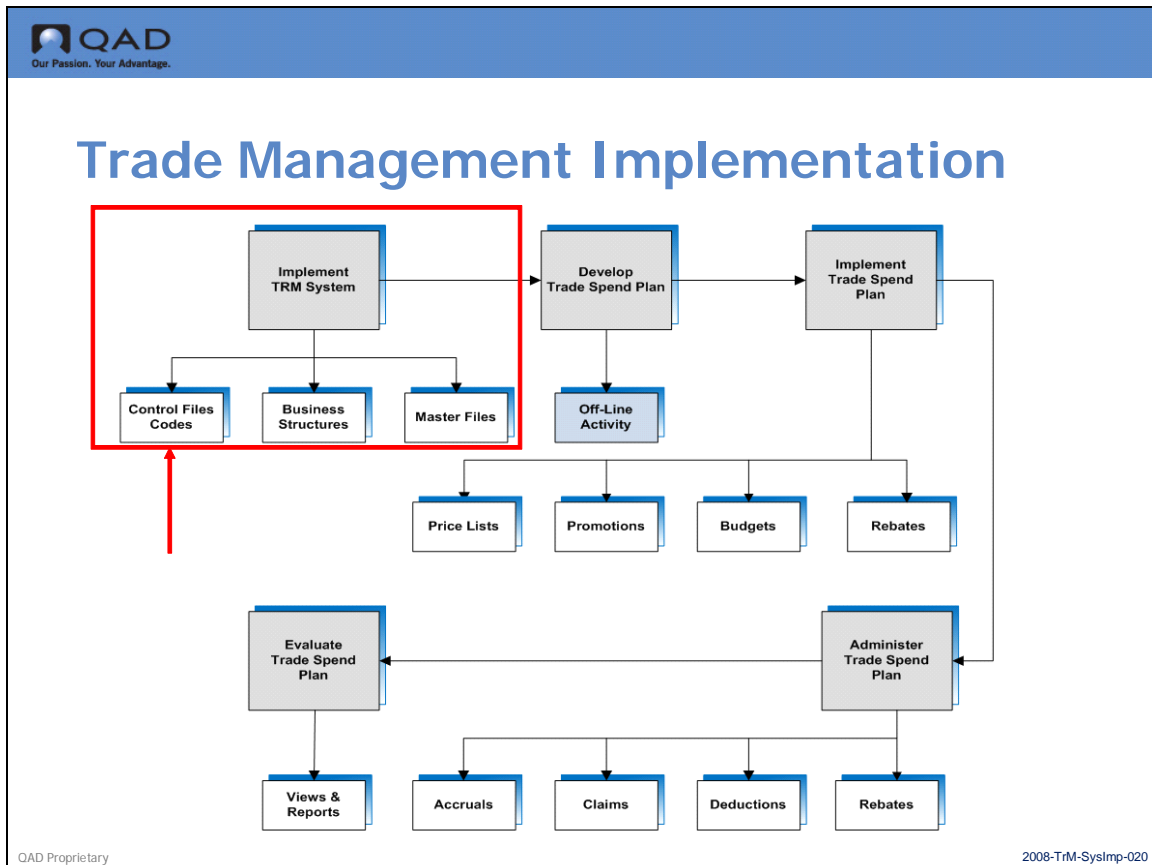
Promotions are run throughout the year; they attend trade shows and participate in co-op advertising with their customers. They want to be able to promote to their customers based on the type of business they do and also based on the product lines they buy. They give some promotion monies off invoice and some are paid directly to the customer via voucher or credit memo.

They have a rebate program for national chain pet stores and national chain supermarkets.

Chapter 2

System Implementation

Trade Management Implementation



This section covers the first step in the implementation of the TrM system - the setup of the Sales Order and Pricing Control Files. The TrM Control File and various other files that form the basic setup necessary to begin to work with and in TrM.

TrM and QAD Core Relationship



TrM and QAD Core Relationship

- ▲ TrM uses a separate database
- ▲ Base data maintained in QAD Standard Edition
- ▲ TrM database
 - Adds useful business structures over shared base data
 - Allows sales and marketing categories separate from distribution and manufacturing categories
 - Enables responsive pricing plans

QAD Proprietary

2008-TrM-SysImp-030

TrM resides in its own database. At first glance, it would appear that there is unnecessary duplication between the information held in each of the databases and the logical question is why have two databases?

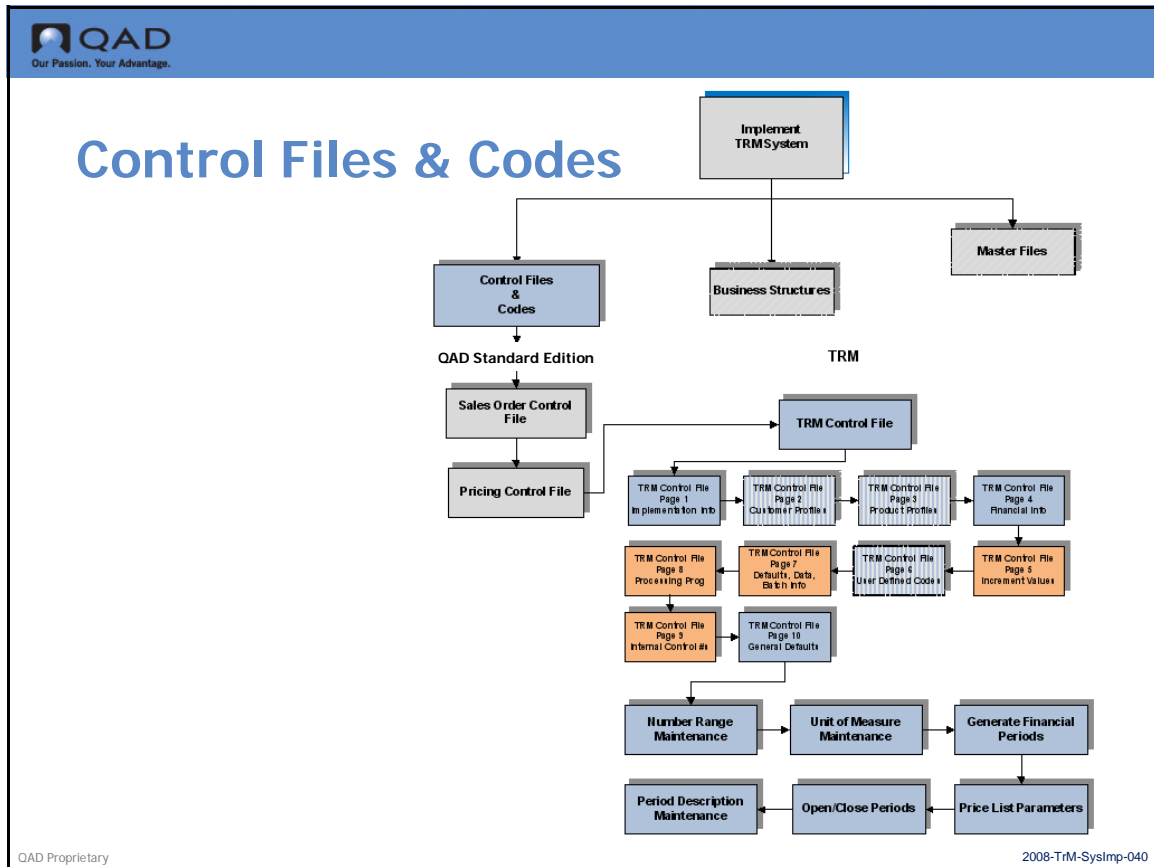
The reason for a separate TrM database is that TrM has many structures, for example, division, that do not exist in QAD SE. Having separate databases allows users to have the same set of base data, customers and products, with the additional TrM codes attached to the records after they have been created in the TrM database, using information passed to TrM from the QAD SE customer master. This additional TrM data is used only in TrM and in no way interferes with how data is defined in QAD SE.

One of the primary benefits of having the two separate databases is that it allows a company to categorize its customers and products one way in the QAD SE database for the manufacturing and distribution side of the business and in a wholly different way in the TrM database for the sales and marketing side of its business without the necessity of heavily modifying the software.

It is precisely because Trade Management resides in a separate database and is largely user configured, that its groupings of customers and products can be completely different than the way those same customers and products are grouped in QAD SE. This, in turn, allows a company to build a pricing strategy that can effectively respond to rapidly changing competitive pressures, market conditions, etc. without having to worry that what is necessary for an effective pricing program creates headaches for the manufacturing side of the business.

Additionally, there are safeguards in place to insure the synchronicity of the data between QAD SE and TrM. For example, although there is a customer master in TrM, if a user tries to enter a new customer into it, he or she will receive an error message saying that new customer records can only be added into the QAD SE Customer Master.

System Implementation — Control Files and Codes



Sales Order Control

Sales Order Control

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:

ATP Enforcement Enabled:

Family ATP Calculation: 1

Pick Only Allocated Lines:

Are Sales Orders Printed:

Keep Booking History:

Print Tax ID on Invoice:

Shipping Lead Time: 1

Company Address: 8000

Sales Order Header Comments:

Sales Order Line Comments:

Print Only Lines to Invoice:

Ln Format S/M: Single

Detail Allocations:

ATP Horizon: 0

Calculate Promise Date:

Sales Order Prefix: 50

Next Sales Order: 10014

Invoice Prefix: IV-

Next Invoice: 10000

Integrate with AR:

Integrate with SA:

Integrate with TrM: ←

Confirmed Orders:

Fiscal Start Month: 1

FOB: Shipping Point

Back Next

Sales Order Control (7.1.24)

QAD Proprietary 2008-TrM-SysImp-050

The first step in implementing TrM is to integrate TrM with QAD SE. This consists of checking a field in Sales Order Control (7.1.24).

Setting this field to yes allows QAD SE to pass sales detail to TrM. Sales processing steps such as invoicing and payment also require this field setting to insure the Accounts Payable, Accounts Receivable and General Ledger modules in QAD SE access the required data from TrM.

Trade Management Control (7.20.19.1)

The screenshot displays the QAD TrM Management Control interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main title is "TrM Management Control". Below the title is a window titled "Trade Management Control" containing a text-based menu. A black box highlights "Page 1 of 10" at the top of the menu. The menu items are:

```

Control ID: 1
TrM Version: 2.7
Division*: 1
Autogen Promotion Code?: yes
Promotion # Base: Region
Use Customer Spreads?: no
Autogen Rebate Code?: yes
Rebate Code Prefix:
Rebate # Base: Region
Default Clash Code*: STD
Report Driver: sp/sprdrv2

```

At the bottom of the window, there is a keyboard shortcut list: "F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr PgDn". Below the window, the text "Trade Management Control (7.20.19.1)" is centered. The bottom left corner of the page says "QAD Proprietary" and the bottom right corner says "2008-TrM-SysImp-060".

Once Sales Order Control has been set up, the remaining steps take place in TrM. These steps consist of setting up Trade Management Control and other controls and code files such as Units of Measure Maintenance and Financial Period Maintenance.

Trade Management Control contains system-wide defaults and setup codes. The file consists of ten pages:

- 1 TrM implementation information
- 2 Customer profile types
- 3 Product profile types
- 4 Financial period parameters
- 5 Increment value settings
- 6 User-defined codes (UDC) settings
- 7 Defaults, data and batch settings
- 8 Processing programs
- 9 TrM internal control numbers
- 10 General default settings

Not all of the pages in the control file require user setup. Some pages contain system defaulted settings and should not be touched. Other pages require entry into only one or a few fields. Where this is the case, only those fields requiring something be entered will be described here. Those fields which must be set up during the initial implementation phase are noted in red type.

During this training, the control file will be set up all at one time. During actual implementations however, the control file will be revisited over time. In most cases, a company will not have made many final decisions regarding their use of such things as customer and item profiles and user defined codes. Even some decisions made in the early stages of an implementation can change at a later time after testing reveals issues not considered during the initial design phase.

The fields and descriptions for this frame are:

Control ID. Set by the system; do not change

TrM Version. Set by the system; do not change

Division. Sets a default division. If a division is entered here, when you add a record on which the division designation is mandatory, for example a customer record, a divisional record is automatically created. If there is more than one division, leave this field blank.

Autogen Promotion Code. Default = yes. Although it appears that you can change this code to no, in fact, it does not change. The system will continue to assign sequential numbers to new promotions.

Promotion # Base. Level at which new promotions are sequentially numbered. Can be set to Region or Area. Area is very rarely used.

Use Customer Spreads. Not used in this version.

Autogen Rebate Code. Default = yes. See Autogen Promotion Code above

Rebate # Base. Level at which new promotions are sequentially numbered. Should be the same as the Promotion # Base.

Default Clash Code. Default = STD. Only changed when a site specific program is written to replace the standard program.

Report Driver. Default driver program supplied with TrM. Only changed when a site specific program is written to replace the standard program.

TrM Control - Customer Profiles and Product Profiles

The screenshot displays two overlapping windows from the 'Trade Management Control' application. The top window, titled 'Page 2 of 10', shows the configuration for Customer Hierarchies. The bottom window, titled 'Page 3 of 10', shows the configuration for Product Hierarchies. Both windows feature a list of profile types on the left and their corresponding values on the right.

Page 2 of 10: Customer Hierarchies

Profile Type	Value
Autogen	
P	
Use Cu	
Autog	
Reb	
Defa	

Page 3 of 10: Product Hierarchys

Profile Type	Value
Autogen	
P	
Use Cu	
Autog	
Reb	
Defa	

At the bottom of the screenshot, the text 'QAD Proprietary' is visible on the left and '2008-TrM-SysImp-070' is visible on the right.

These two pages control which profiles will be used and the general form of the data in those profiles. The setup is the same for both customer and product profiles. Profiles can be of different types. The valid types are:

- V -- (value) a value not validated against a code table, typically a numeric value
- C -- (code) a value validated against a table. Customer or item can have only one value
- I -- (iterative) a value validated against a table. Customer or item can have multiple values
- Blank -- The profile is not used

These pages of the control file can be set up or changed at any time.

Maintenance of iterative profiles is different from value or code profiles. This is because, with an iterative code, the multiple values must be entered. For values or code profiles, the maintenance is done in customer or product maintenance. For iterative profiles, the maintenance is done in profile maintenance. All of the details of how to set the codes up is covered in later sections of this training.

TrM Control - Financial Period Parameters

Trade Management Control X

Page 4 of 10

Financial Start Date: 01/01/08
 Finance Period UOM: M No. of Periods: 12
 Finance Period Units: 1 1 1 1 1 1 1 1 1 1 1 1

Earliest GL Date: 04/01/08
 Latest GL Date: 10/31/08
 Last Open Year: 2008

Promo Date Default Type*: 2 Start=1st Monday End=+1 Week
 Promo Date Validtn Type*: 5 Retail dates can be anything

F2-Help 4-End PgUp PgDn

Trade Management Control (7.20.19.1)

QAD Proprietary 2008-TrM-SysImp-080

TrM maintains its own financial period control. Periods are opened and closed for TrM from within TrM. TrM period and General Ledger period opening and closing control is integrated so that transactions cannot be posted from TrM to a general ledger period closed in QAD SE. For this reason, the TrM financial period setup should be an exact duplicate of the QAD SE GL calendar.

Financial Start Date. Should be identical to the QAD SE GL calendar.

Finance Period UOM. M = Periods based on calendar months.

W = Periods based on 13 week quarters, for example 4-4-5.

Finance Period Units. The number of financial period units in each period.

Earliest GL Date. The earliest GL date available for TrM to process claims, deductions or rebate payments. Usually set to be the 1st day of the 1st year in which TrM is being used.

Latest GL Date. Generally the current period.

Last Open Year. The oldest financial year having periods open for posting. Generally the current year except at year-end.

Promo Date Default Type. A system-wide default operating if the division level defaults are not entered.

Promo Date Validtn Type. System wide default operating if the division level defaults are not entered.

TrM Control - Increment Values

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TrM Control – Increment Values

Trade Management Control X

Page 5 of 10

Financial Star	Incremental Value for %:	1.00	
Finance Peri	Incremental Value for \$:	.05	iods: 12
Finance Period	Increment Value for Net:	.10	1 1 1

Earliest GL Date: 04/01/08
 Latest GL Date: 10/31/08
 Last Open Year: 2008

Promo Date Default Type*: 2 Start=1st Monday End=+1 Week
 Promo Date Validtn Type*: 5 Retail dates can be anything

F2-Help 4-End PgUp PgDn

Trade Management Control (7.20.19.1)

QAD Proprietary 2008-TrM-SysImp-090

These are the settings for the incremental values for discount percent, gross currency amount and net currency amount. These increments are used in promotions, claims and rebate approvals. The values entered here depend on the average value of goods sold, the size of discounts given, and the size of the increment between price points. Some experimentation may be required. These flags apply to all divisions.

These should not be changed unless rounding issues arise.

TrM Control - User Defined Codes

The screenshot shows a window titled "Trade Management Control" with a close button. The main content area displays "Page 6 of 10" and a table of UDC settings. Below the table, there are two lines of text defining promotion date defaults and valid dates. At the bottom of the window, there are navigation keys: "F2-Help 4-End PgUp PgDn".

	Used?	Mandatory	On ADD	On UPD	Program	Type
UDC-1:	yes	yes	no	no		
UDC-2:	yes	no	yes	yes		
UDC-3:	no	no	no	no		
UDC-4:	no	no	no	no		
UDC-5:	no	no	no	no		
UDC-6:	no	no	no	no		

Promo Date Default Type*: 2 Start=1st Monday End=+1 Week
 Promo Date Validtn Type*: 5 Retail dates can be anything

F2-Help 4-End PgUp PgDn

Trade Management Control (7.20.19.1)

QAD Proprietary 2008-TrM-SysImp-100

User defined codes are to promotions and rebates what profile values are to customers and items. They provide fields for holding additional information about promotions and rebates. These codes allow a site to report on promotion and rebate results using not only customer, item and group information but also such things as promotion type (a commonly defined UDC).

This page of the control file defines whether these codes will be used and the conditions for their use.

This page of the control file can be set up or changed at any time.


Used? Sets whether this UDC will be used.

Mandatory? Sets whether this UDC must be used. It is generally a good idea to set this to mandatory. If this code is used for budgeting, then it must be set to mandatory.

On ADD. If No, field is bypassed when a promotion or rebate is added, but can be updated later.

On UPD. If Yes, field is accessible by the Edit UDC option in the promotion strip menu.

TrM Control - Defaults, Data & Batch


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TrM Control – Defaults, Data and Batch

Trade Management Control x
Page 7 of 10

	Divisional?: yes Data Grouped?: no Default ID*: Process Batch?: no Splits Prog*: Bulk Change?: no Upd Cust Addr?: no Upd Prod Desc?: no Job Modifier*: Stat Modifier*: E/O Planned?: n	Type
Promo Promo		

F2-Help 4-End PgUp PgDn

Trade Management Control (7.20.19.1)

QAD Proprietary
2008-TrM-SysImp-110

Nothing on this page should be changed.

TrM Control - Processing Programs

The screenshot displays the QAD Trade Management Control interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main title is "TrM Control - Processing Programs". The interface shows a window titled "Trade Management Control X" with a page indicator "Page 8 of 10". The main content area contains the following text:

```
Rebate Post*: rbpost3      Rebate Post [Interface V86]
Prom Acc Post*: ifacpst3    Accrual Post [Interface V86]
Reba Acc Post*: rbacpst3    Accrual Post [Interface V86]
Approval Reqd?: no
Cons. P/List:
Cons. P/L Grp:
GL A/c Length: 8
```


Below this, there is a section for "Pr Promo" with the text "B/O Planned?: n". At the bottom left of the window, it says "F2-Help 4-End PgUp PgDn".

Trade Management Control (7.20.19.1)

OAD Proprietary 2008-TrM-SysImp-120

Nothing on this page should be changed.

TrM Control - Internal Control Numbers


QAD

TrM Control - Internal Control Numbers

Trade Management Control X

Page 9 of 10

Rebate P	Next Audit Entry No: 1000	V86]	ype
Prom Acc P	Workbench Display Prog*: ptpdlsad	V86]	
Reba Acc P		V86]	
Approval R			
Cons. P/List:			
Cons. P/L Grp:			
GL A/c Length: 8			
Pr			
Promo	E/O Planned?: n		
L			

F2-Help 4-End PgUp

Trade Management Control (7.20.19.1)

QAD Proprietary
2008-TrM-SysImp-130

Nothing on this page should be changed.

TrM Control - General Default

Trade Management Control X

Page 10 of 10

Claim Cr Term*:	0	CASH ON DELIVERY
P/List Seq*:	NXPLSTID	Next Price List ID
MFG/Pro*:	yes	
Pr List Prefix:	TM	
S/Man CusGrps*:	yes	
Sale Data Req*:	yes	
Rebates Used*:	yes	
OI Rebate Prg*:	tbinvr1	Off Invoice Rebate Load
Rebate Prg*:	tbinvr2	Rebate Load
DivCustGrpPrg*:	ifdvgrp	Select Div/CustGroup Base for 2.2
OI Apply Prg*:	tbinvp2	Off Invoice Discount Apply Program
OP Sys Editor:		
Cost Sel Prog*:	ifcstsl1	Select Product Code - 1
MFG/Pro Ver*:	eB2.1	

F2-Help 4-End PgUp

Trade Management Control (7.20.19.1)

QAD Proprietary 2008-TrM-SysImp-140

P/List Seq. Sets which number range is to be used during the creation of new TrM price lists.


MFG/Pro. Sets whether TrM is to be used with QAD SE. This must be set to yes.

Pr List Prefix. Sets what prefix should be used with the number range during the creation of new TrM price lists.

S/Man CusGrps? Sets whether a customer is allowed to belong to more than one TrM customer group.

Sale Data Req? Sets whether non-promotional sales data from the invoice history file should be loaded into TrM. This must be set to yes if rebates are being used.

Number Range Maintenance (7.20.19.3)


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Number Ranges Maintenance

Number Ranges Maintenance X

Seq Code	Description	Start No	Last No	Current V
NFBUDS	Next Promotion Budget ID	1	99999999	1
NXAONO	Next APM Only Reference No	10000000	99999999	10000001
NXBCHGID	Next Bulk Change Trans ID	10000	99999999	10001
NXBTCID	Next Batch Process ID	10000	99999999	10016
NXBUDSNO	Next Budget Summary No	50000000	99999999	50000000
NXCLMBTH	Next Claim Offload Batch	10000	99999999	10000
NXCLMID	Next Claim ID	1	99999999	7
NXCNNO	Next Credit Note No	1	99999999	1
NXCONTNO	Next Agreement ID	1	99999999	1
NXCSETEN	Next Cost Set Entry	1	99999999	1
NXCSTSET	Next Cost Set No	1	99999999	1
NXDEASNO	Next Deal Spread Reference	30000000	99999999	30000000
NXDEWOLD	Write Off Number Sequence	200	99999999	200
NXGLBANO	Next GL Batch No	1	99999999	1
NXISDNO	Next Int Sale Docket No	1	99999999	1

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl

Number Ranges Maintenance (7.20.19.3)

QAD Proprietary
2008-TrM-SysImp-150

TrM accesses number sequences from a common location, the number ranges file. Each number range is coded uniquely. The number range codes and associated data are maintained here.

When the system is installed, the number range sequences are already set up. Most of these are never changed.

However, in certain instances it may be appropriate to change the start, last and/or current numbers. For example, there may be times when you want to begin to re-number promotions because of some administrative change or a change in business strategy. In that instance, you can change the current number from, say 1000 to 2000.

Keep in mind that numbers are not re-used and when anything which uses sequential numbers, for example, a price list or promotion, is deleted, that number is gone.

Unit of Measure Maintenance (7.20.19.4)

Unit of Measure Maintenance

UOM	Description
CS	Case
EA	Each
PL	Pallet

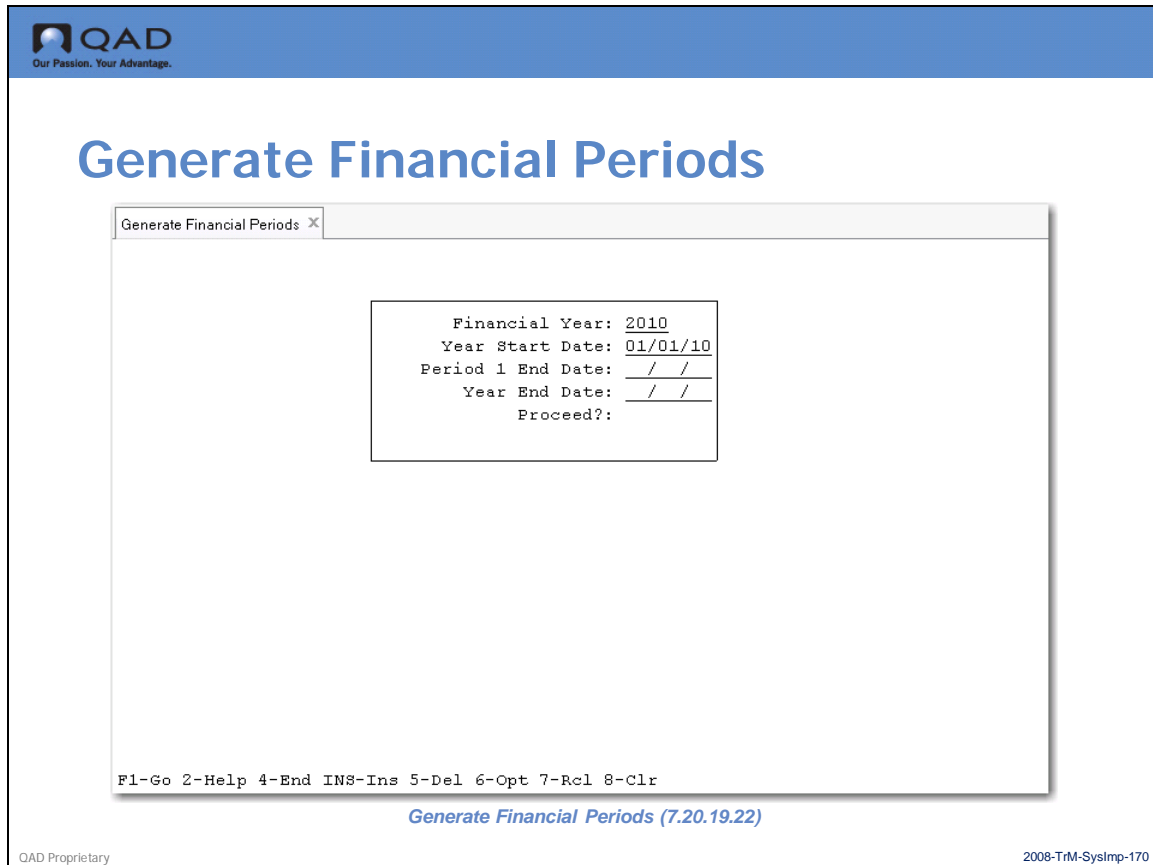
F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

Unit of Measure Maintenance (7.20.19.4)

QAD Proprietary 2008-TrM-SysImp-160

Each product is assigned one or more units of measure. The UOM codes must already exist in QAD SE to be entered here. All TrM transactions are done in the unit of measure held on the QAD SE Item Master unless set up otherwise. If an item is stocked in one unit of measure but can be sold in another unit of measure, both must be entered here.

Generate Financial Periods (7.20.19.22)



Financial periods in TrM must be generated, described and then set to open or closed status.

Financial periods must be generated during initial setup and then once a year thereafter. Multiple years can be generated at the same time; however, this should be done with caution. If there are multiple divisions, the same calendar is used for all of them. The system generates the financial periods based on the parameters that were set on Page 4 of the TrM Control file.

Period Description Maintenance (7.20.19.21)

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Period Description Maintenance

Period Description Maintenance X

Pd	Description
01	JAN
02	FEB
03	MAR
04	APR
05	MAY
06	JUN
07	JUL
08	AUG
09	SEP
10	OCT
11	NOV
12	DEC


F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Egl

Period Description Maintenance (7.20.19.21)

QAD Proprietary 2008-TrM-SysImp-180

Set up the descriptions for the periods generated in the previous step here. These will appear on various screen views and reports.

Open/Close Periods (7.20.19.20)


Our Passion. Your Advantage.

Open/Close Periods

Open/Close Periods x

Go To ▾ Actions ▾

Year	Period	Start Date	End Date	Status
2008	01	01/01/2008	01/31/2008	C
2008	02	02/01/2008	02/29/2008	C
2008	03	03/01/2008	03/31/2008	C
2008	04	04/01/2008	04/30/2008	O
2008	05	05/01/2008	05/31/2008	O
2008	06	06/01/2008	06/30/2008	O
2008	07	07/01/2008	07/31/2008	O
2008	08	08/01/2008	08/31/2008	O
2008	09	09/01/2008	09/30/2008	O
2008	10	10/01/2008	10/31/2008	O
2008	11	11/01/2008	11/30/2008	I
2008	12	12/01/2008	12/31/2008	I
2009	01	01/01/2009	01/31/2009	I

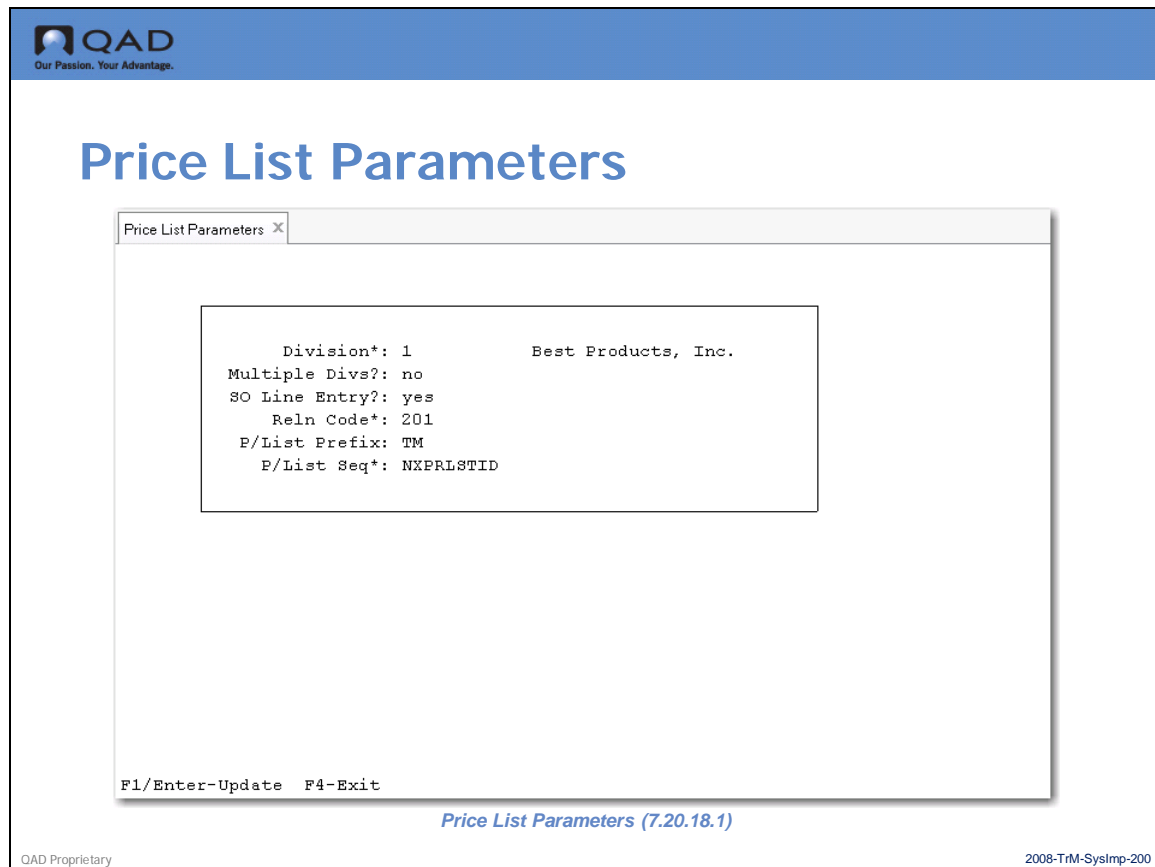
Open/Close Periods (7.20.19.20)

QAD Proprietary
2008-TrM-SysImp-190

Open and closed periods in TrM do not match those in QAD SE. However, TrM transactions will not post to a closed QAD SE GL period even if that period is open in TrM.

During initial setup, after the financial periods have been generated, those periods up to and including the month beyond the current month should be opened. Once the system is live, opening and closing periods is a month-end activity.

Price List Parameters (7.20.18.1)



These are the parameters used by the system for TrM price lists. These parameters normally do not change after initial setup but they may be changed if necessary, for example, if it is decided that price lists should begin with P instead of PL

Division. Sets the division for this set of parameters.

Multiple Dirs? Sets whether there is more than one division set up in TrM.

SO Line Entry? Sets level at which a determination can be made as to which customer group is credited with the sales of an item. This is only relevant when a customer is attached to more than one group.

Yes = customer group can be assigned at the line item level.

No = customer group can be assigned at SO header level only.

Reln Code. Default = 201. This is never changed.

P/List Prefix. Sets what the prefix will be for price lists created in TrM.

P/List Seq. Sets what number sequence the system will use when a new price list is created.

Summary



Summary

- ▲ Two separate databases, QAD Standard Edition and TrM
- ▲ Set “Integrate with TrM” flag in QAD Standard Edition Sales Order Control “turn on” TrM
- ▲ For Initial Setup
 - TrM Control File, Page 1 – Implementation Information
 - TrM Control File, Page 4 – Financial Period Parameters
 - TrM Control File, Page 10 – General Default Settings
 - General Code Menu – Generate Financial Periods
 - After initial setup, must be done once a year
 - Price Lists Codes Menu – Price List Parameters

Summary (cont.)



Summary (Cont.)

- ▲ Control file settings can be changed after initial implementation of TrM
 - TrM Control File, Page 2 – Customer Profile Types
 - TrM Control File, Page 3 – Product Profile Types
 - TrM Control File, Page 6 – User Defined Code Settings
- ▲ Number Range Maintenance
 - Ranges can be changed if necessary
 - Numbers are no re-used
- ▲ Unit of Measure Maintenance
 - Unit of Measure codes must exist in QAD Standard Edition
 - If item is stocked and sold in different units of measure, both must be set up

First Activity for all Courseware

Training

File Edit Tools Workspace Window Help

Applications: Australia, Australia2, Canada, Mexico, **Training**, United States (1)

Calendar Browse x

Print Add to Favorites Chart Chart Designer Refresh New Edit

starts at 2009 Search Clear All

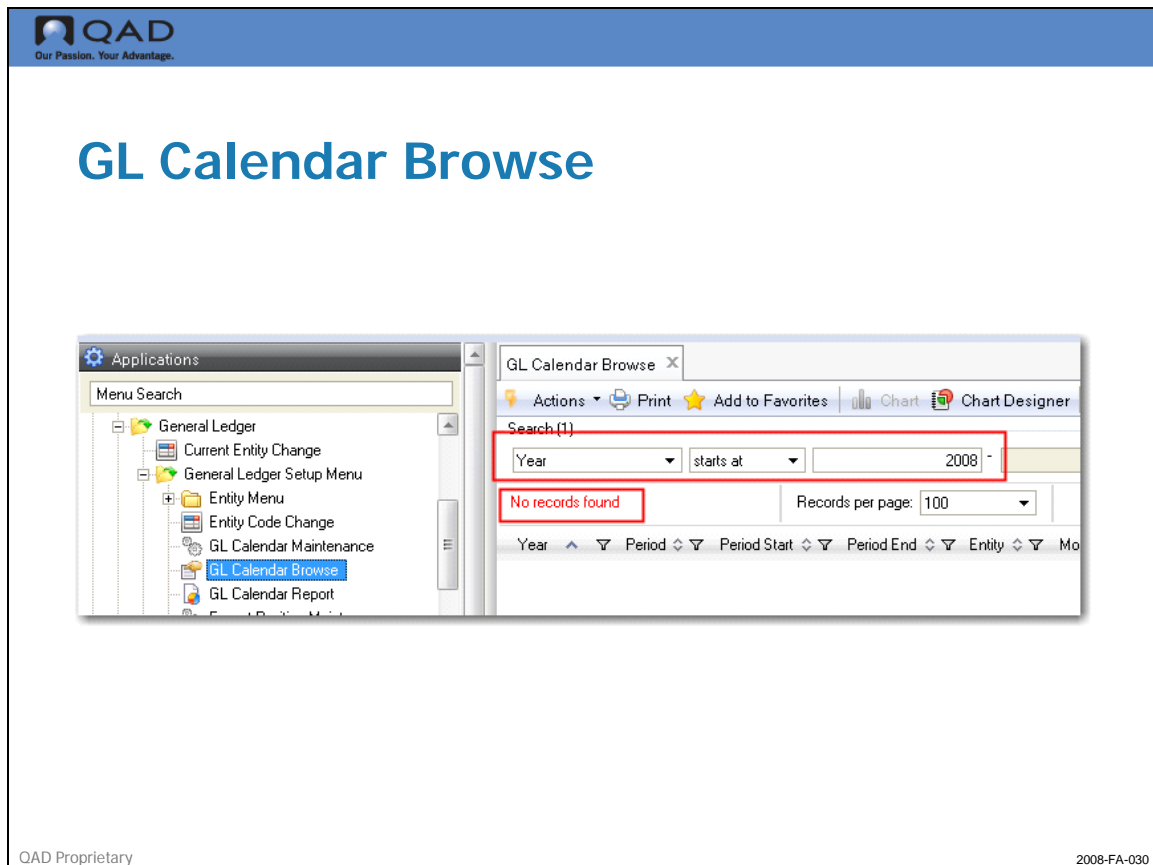
52 of 52 Records per page: 100

Year	Period	Period Start	Period End	Entity	Modules Closed	G/L Closed
2009	1	01/01/2009	01/31/2009	100	No	No
2009	1	01/01/2009	01/31/2009	2000	No	No
2009	1	01/01/2009	01/31/2009	3000	No	No
2009	2	02/01/2009	02/28/2009	100	No	No
2009	2	02/01/2009	02/28/2009	1000	No	No
2009	2	02/01/2009	02/28/2009	2000	No	No
2009	2	02/01/2009	02/28/2009	3000	No	No
2009	3	03/01/2009	03/31/2009	100	No	No
2009	3	03/01/2009	03/31/2009	1000	No	No
2009	3	03/01/2009	03/31/2009	2000	No	No
2009	3	03/01/2009	03/31/2009	3000	No	No
2009	4	04/01/2009	04/30/2009	100	No	No
2009	4	04/01/2009	04/30/2009	1000	No	No
2009	4	04/01/2009	04/30/2009	2000	No	No

QAD Proprietary 2008-FA-020

- 1 Verify Domain: From the workspace menu select United States (1).
 - a Note the domain name appears in the top window frame.

GL Calendar Browse



2 Verify GL Calendar Period

- a Use GL Calendar Browse (25.3.5)
- b Start search at current year
- c You should see a list of months for the current year
- d If you find No Records, continue to step three

GL Calendar Maintenance

GL Calendar Maintenance

Go To Actions Copy Print Preview

QUALITY PRODUCTS COMPANY

Year: 2009
 Period: 2
 Period Start: 4/1/2009
 Period End: 6/30/2009

Enty	Description	AP	AR	FA	WO IC	SO	GL	Year Closed
T100	QUALITY PRODUCTS COMPANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Next

GL Calendar Maintenance (25.3.4)

QAD Proprietary 2008-FA-040

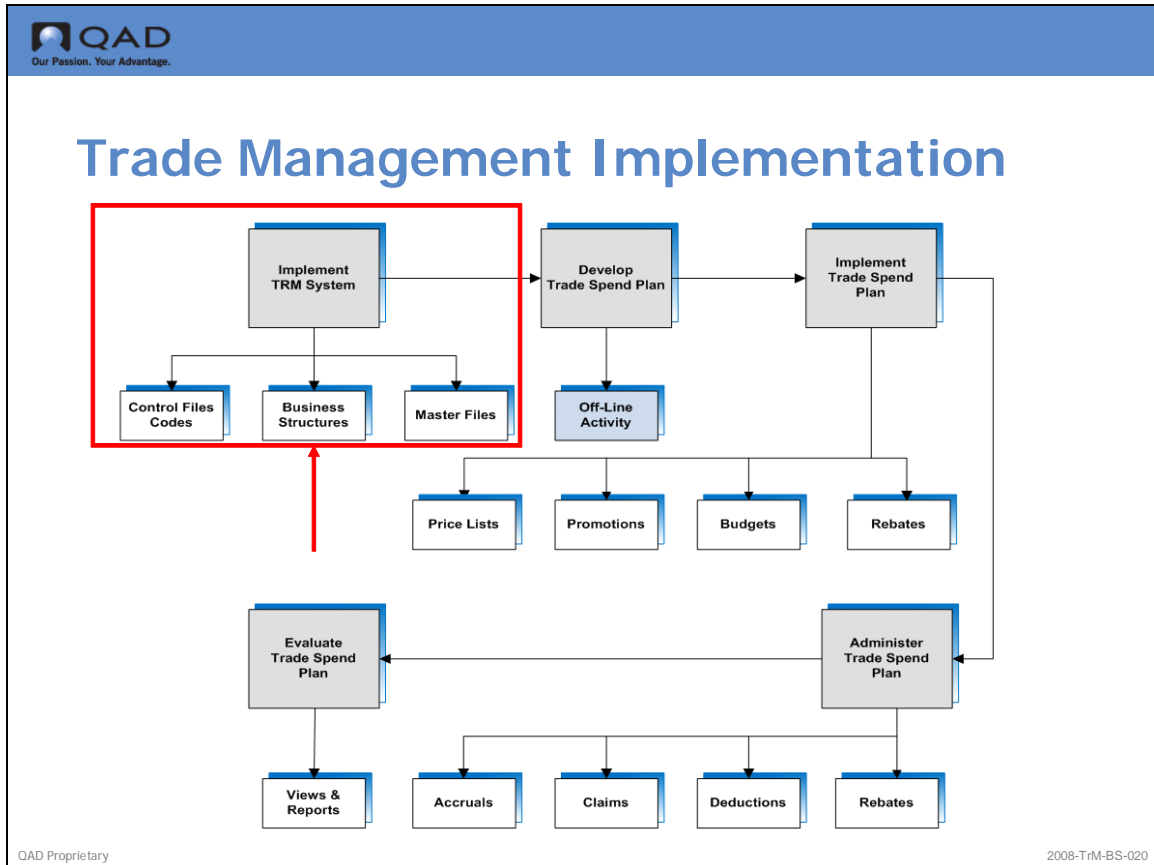
3 Use GL Calendar Maintenance (25.3.4).

Enter the current year, then as a short cut enter one period whose dates will cover the term of your training event.

Chapter 3

Business Structures

Trade Management Implementation



This section covers the second step in the implementation of the TrM system - the setup of the TrM Business Structures, Division, Region and Area.

Divisions



Divisions

- ▲ Fundamental business structure in Trade Management
- ▲ Represents a natural and logical grouping of activity within a company
- ▲ TrM requires at least one division set up
 - If a customer or product is not assigned to a division it cannot be seen or used in TrM
 - TrM master files are associated with a division
 - All TrM promotions, budgets and rebates are associated with a division

QAD Proprietary


2008-TrM-BS-030

Divisions are the fundamental business structure in Trade Management. A general definition is that a division represents a natural and logical grouping of business activity within a company. This structure is used only in TrM and there must be at least one division set up.

Many TrM master files including customers, items, customer groups and product groups are associated with a division and all promotions, budgets and rebates are also associated with a division. If a customer or product is not assigned to a division it cannot be seen or used in TrM.

The first major implementation decision a company must make is whether to use a single or multiple divisions. Whether a single division or multiple divisions are used is based on a number of factors. The two primary reasons a company elects to set up multiple divisions are different sales structures and different transaction currencies.

Divisions (cont.)



Divisions (cont.)

- ▲ Different Sales Structures
 - Customer divisions
 - business channels
 - strategic business units
 - product lines such as pharmaceuticals and medical devices
- ▲ Different Transaction Currencies
 - Mandates multiple divisions in TrM
 - All promotions, deals, rebates, claim and rebate payments are in the division currency

QAD Proprietary 2008-TrM-BS-040

Often within a company there are multiple operating units. These units may be aligned along customer lines, for example different business channels or strategic business units, or along product lines, for example pharmaceuticals and medical devices.

An important effect of maintaining records by division within TrM is that key data elements can then be separated by division automatically. In a multiple division setup, customers and products can belong to a single division or multiple divisions. The advantage of this arrangement is that a customer may be defined differently in each division. They may, for example, have different addresses, contacts, brokers, salespersons, etc. The same is true for products. It might be the same basic product with different pack sizes, colors, etc.

Different Transaction Currencies

The only business scenario that mandates the establishment of multiple divisions in TrM is when company does business in multiple currencies. All financial transactions within TrM occur in a given currency. This currency designation is held on the division's master record. All of a division's promotions, deals, rebates, claim and rebate payments are deemed to be in the currency held on the division record. This is because summary figures, multiple promotion displays, margin calculations, etc. cannot be converted from multiple currencies in TrM.

Regions and Areas



Regions and Areas

- ▲ TrM-specific structures
- ▲ At least one region is required and each contains one or more areas
- ▲ Definition is determined by sales structure of company
- ▲ All promotions, deals, budgets and rebates are coded with a region and (optionally) an area
- ▲ Controls user security

QAD Proprietary

2008-TrM-BS-050

Regions and areas are the second fundamental structures in TrM. Like Division, they occur only in TrM. Together with Division, they comprise the foundation business structures in TrM to which other TrM elements are attached. All promotions, deals, budgets and rebates are coded with a region and (sometimes) area. User security is restricted by the region and area on staff records. How these structures are user defined and determined by the sales structure of the company. It can be, and usually is, very different from one company to the next.

Regions and areas are hierarchical in nature. Regions are made up of one or many areas. It is extremely important to set the region and area structures correctly. A fundamental concept to keep in mind is that promotions, rebates, and budgets are all coded with a region. Therefore, a promotion can only exist for one region, as can a budget, and the region is entered on the promotion header and on the budget header.

Regions



Regions

- ▲ Mandatory structure within TrM
 - Minimum one default region
- ▲ Geographic organization model
 - East coast, Midwest, West coast, ...
 - Europe, Middle East, Africa, ...
- ▲ Sales organization
 - Platinum, Gold, Silver, ...
 - Industrial, Wholesale, Retail, ...

QAD Proprietary

2008-TrM-BS-060

Region is a mandatory structure within TrM. If a company's business is such that they do not want to use this structure, then at least one generic region must be set up. For example CO for total company, or US for United States.

Most typically, companies will define regions along geographic or sales lines. For example:

- Geographic - East Coast, Midwest and West Coast regions
- Sales Status - Platinum, Gold, Silver and Bronze regions

Areas



Areas

- ▲ Structures within regions
 - One or more per region
 - One area can be attached to multiple regions
- ▲ Further divides a region for sales purposes

QAD Proprietary

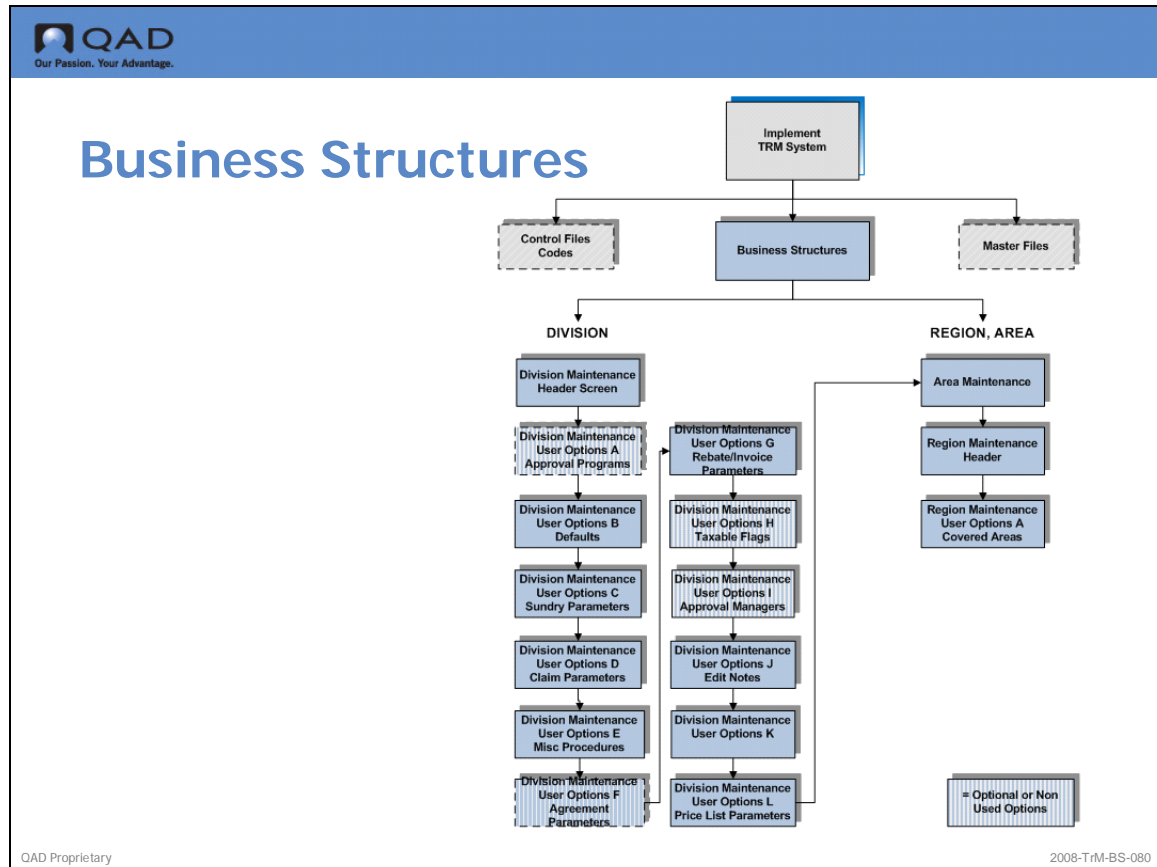
2008-TM-BS-070

Area is the structure below Region and provides a way to further divide a region for sales purposes. One area can be attached to multiple regions. As with regions, if a company's business structure does not demand this level of detail, then a single area can be defined and attached to the single mandatory region that was established.

If a company does decide to use areas, the areas should be set up first and then attached to the appropriate region or regions.

Using the examples above, a company using geographical regions may set up areas Northeast, Southeast, Upper Midwest, Lower Midwest, etc. A company using the sales status regions may not need further sub-divisions and will elect to create a single area called ALL or something similar.

Business Structures



Division Maintenance (7.20.21.9)

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Division Maintenance

Division Maintenance X

Division*: _____
 Name:
 Entity:
 Address:

 City:
 State Code:
 Zip Code:
 Country:
 Phone #:
 Fax #:
 Contact:

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TM-BS-090

A division record consists of a division header record and a number of optional setups located in the User Menu of the division record.

Division. Code that identifies the division. Can be alpha or numeric or a combination of both, 8 characters.

Name. Name of the division.

Entity. The QAD SE entity this division is associated with. Every division must be associated with a valid QAD SE entity. Multiple divisions can be assigned to a single QAD SE entity.

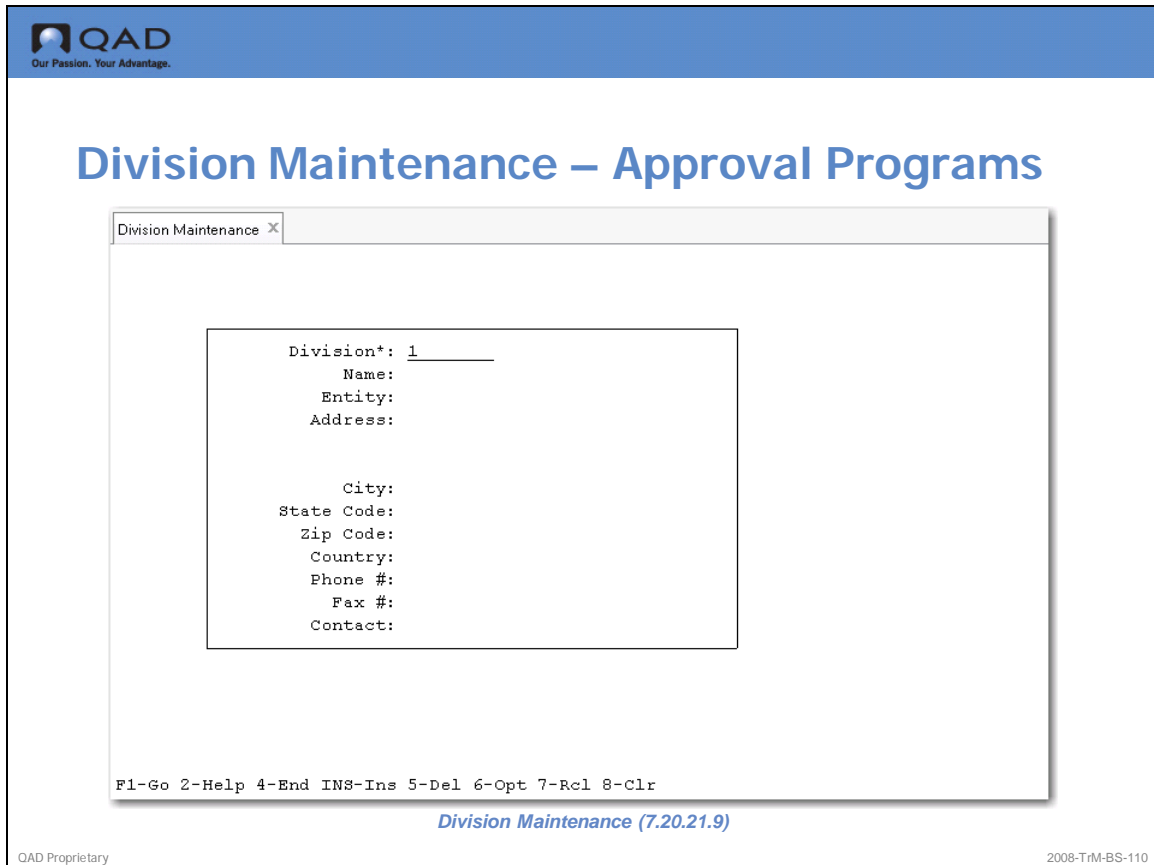
All other fields on the header screen are optional.

Division Maintenance — User Options

The screenshot shows a terminal window titled "Division Maintenance" with a close button. The main content area contains a form with the following fields: "Division*:" with the value "1", "Name:", "Entity:", "Address:", "City:", "State Code:", "Zip Code:", "Country:", "Phone #:", "Fax #:", and "Contact:". To the right of the form is a menu titled "F6 Options" with the following items: "A. Approval Programs", "B. Defaults", "C. Sundry Parameters", "D. Claim Parameters", "E. Misc Procedures", "F. Agreement Parameters", "G. Rebate/Invoice Parameters", and "H. Taxable Flags". At the bottom of the terminal window, there is a command line: "F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr". Below the terminal window, the text "Division Maintenance (7.20.21.9)" is displayed. The QAD logo and tagline "Our Passion. Your Advantage." are in the top left corner of the page. The footer contains "QAD Proprietary" on the left and "2008-TM-BS-100" on the right.

Press F6 to open this frame.

Division Maintenance — Approval Programs



The screenshot displays the QAD Division Maintenance interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main title is "Division Maintenance – Approval Programs". Below this is a window titled "Division Maintenance x" containing a form with the following fields:

- Division*: 1
- Name:
- Entity:
- Address:
- City:
- State Code:
- Zip Code:
- Country:
- Phone #:
- Fax #:
- Contact:

At the bottom of the window, a keyboard shortcut string is displayed: "F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr". Below the window, the text "Division Maintenance (7.20.21.9)" is shown. The bottom left corner of the page contains "QAD Proprietary" and the bottom right corner contains "2008-TrM-BS-110".

Only used when site specific programs are written to be used in place of standard TrM approval programs.

Division Maintenance — Defaults

QAD
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Division Maintenance – Defaults

Division Maintenance x

Division*: 2

Default Clash*: STD	Customer/Product/Region
Discount Seq*: 10	Base
Prc List Prg*: _____	
Print P/Lists? Yes	
Currency*: USD	us
Site Code: _____	
Data Group*: _____	
Message Limit: 99	
Adj Close Date: / /	
Forecast UOM*: _____	
Tax Zone: USA	

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TrM-BS-120

Default values are set at a variety of levels. Those set at the division level are established here. Many of the defaults set at this highest level can be over-ridden at a lower level, promotions, rebates, etc.

Default Clash. STD - this is the standard TrM clash code used to check customer, item, date overlaps on promotions.

Discount Seq. Discount sequences control how multiple discounts are applied to line items during Sales Order Entry. If the Discount field in QAD SE Pricing Control is set to additive, this field is ignored. If it is set to Cascading this is the default discount sequence. It can be over-ridden on individual promotions.

Prc List Prg. Not used in this version.

Print P/Lists. Default behavior for printing discount information on invoices is controlled by the Print P/Lists field. This can be overwritten on individual price lists and promotions.

Currency. Currency code for the division.

Site Code. Not used in this version

Data Group. Not used in this version

Message Limit. Sets the number of messages that display when there are errors during the promotion approval process. It is a good idea to set this number between 50 - 99. This means that if there are several different issues they will display and can be dealt with all at one time but not so many messages will display that you end up with pages and pages of error messages.

Adj Close Date. Not used in this version

Forecast UOM. Not used in this version

Tax Zone. Enter a valid QAD SE tax zone.

Division Maintenance — Sundry Parameters

Division Maintenance x

Division*: 2

Validate Type*: 5 Retail dates can be anything
 Default Type*: 2 Start=1st Monday End=+1 Week

Promotion Accrual Acct: 2280
 FG Spend Base*: 1 Use List Price

Country: USA
 Phone #: 213.425.3786
 Fax #:
 Contact: Robert Carmen

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TM-BS-130

Miscellaneous defaults for promotions and promotion accruals.

Validate Type. Sets the default for validating the retail dates on promotions. Although the system requires you to enter something in this field, in practice it does not affect the validation of promotions.

Default Type. Sets the default dates that are entered onto a new promotion. Although the system requires you to enter something in this field, in practice very seldom do these default dates match the actual dates for a promotion and they will be manually entered by the users.

Promotion Accrual Acct. Sets the QAD SE GL account, sub-account and cost center for promotions accruals. This must be set up before promotions accruals can be run.

FG Spend Base. Sets whether free goods transactions will be recorded at the list price or the item's standard cost when a promotion is for free goods (such as buy one, get one).

Division Maintenance — Claim Parameters

QAD
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Division Maintenance – Claim Parameters

Division Maintenance x

Claim Limit: _____	_____
Billback Limit: _____	_____
Lump Sum Limit: _____	_____
Coupon Limit: _____	_____
M&E Limit: _____	_____
FreeGood Limit: _____	_____
MFGPro Vendor*: _____	_____
Tax I/Sales?: <u>no</u>	_____

_____ove Pet Products
_____iver Front Drive

Country: USA
Phone #: 213.425.3786
Fax #:
Contact: Robert Carmen

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TM-BS-140

Claim parameters are set up and maintained here. This page is usually left blank and the limits for individual types of claims (discussed in detail in a later section of this training) are set elsewhere or on the individual promotions.

Division Maintenance — Miscellaneous Procedures

QAD
Our Passion. Your Advantage.

Division Maintenance – Misc. Procedures

Division Maintenance x

Division*: 2

Price List Pg*: tplselm Retrieve Product Price/Cost ex MFG
 Sale Qty Prog*: _____
 Splits Prog*: _____
 Approval Prog*: _____
 Advice Prog*: _____
 Pricing Prog*: _____
 Close Adj Prg*: _____

Fax #:
Contact: Robert Carmen

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

QAD Proprietary *Division Maintenance (7.20.21.9)* 2008-TrM-BS-150

The only field that should be filled in here is Price List Pg. This allows TrM to use list prices from price lists and not from the QAD SE Item Master when performing and displaying margin and other calculations in promotions. The remaining fields are used only when site specific programs are written to replace standard TrM programs.

User Options F - Agreement Parameters, (screen not shown), is not used in this version.

Division Maintenance — Rebate and Invoice Parameters

The screenshot shows a window titled "Division Maintenance" with a close button (X). The window contains the following parameters:

Division*: 2	
Combine Rules?: no	
Date Base*: I	Invoice Date
Accrue Rebate?: yes	
Rebate Accrual Acct: 2290	
Sale Date Bse*: I	Invoice Date
Pay Negatives?: no	
Separate Docs?: no	
Phone #: 213.425.3786	
Fax #:	
Contact: Robert Carmen	

At the bottom of the window, there is a menu bar: F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr.

Below the window, the text "Division Maintenance (7.20.21.9)" is displayed. In the bottom left corner, it says "QAD Proprietary" and in the bottom right corner, it says "2008-TrM-BS-160".

Some rebate and invoice parameters are set up and maintained here.

Combine Rules. Sets whether TrM is to combine interacting, overlapping rebates. It is rare for this to be the case and this flag is generally set to no.

Date Base. Sets whether the date base for rebate calculations should be invoice date or order date. This is almost always set to I.

Accrue Rebate? Sets whether rebate accruals will be used.

Rebate Accrual Acct. Sets the QAD SE GL account, sub-account and cost center to be used for rebate accruals.

Sale Date Base. Sets which date is used when considering whether a sale should be included in rebate calculations for a period should be based on invoice or order date. This is almost always set to I.

Pay Negatives. Sets whether payments should be made for rebates amounts that are negative.

Separate Docs? Sets whether separate payments should be to the same customer or group when they have multiple rebates in the system. For example, if a customer has 3 rebates in the system, TrM will calculate the amount of each rebate separately. If this flag is set to no, a payment will be made for the aggregate amount of the 3 rebates. If set to yes, a separate check will be cut for each rebate. This is almost always set to no.

Division Maintenance — Taxable Flags

QAD
Our Passion. Your Advantage.

Division Maintenance – Taxable Flags

Division Maintenance x

Division*: 2 _____
 Name: _____
 Entity: _____
 Address: _____
 City: _____
 State Code: _____
 Zip Code: _____
 Country: _____
 Phone #: _____
 Fax #: _____
 Contact: _____

B/B Claims?: no
 L/S Claims?: no
 G/E Claims?: no
 Coupon Claims?: no
 M/I Claims?: no
 F/G Claims?: no
 In B/B Claims?: no
 Rebates?: no
 O/I Claims?: no
 CIL Claims?: no

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TrM-BS-170

Sets whether claim payments are taxable. It is extremely rare that a company's claims payments are subject to tax. These are almost always set to no.

User Options I - Approval Managers, (screen not shown), is used only when site specific approval programs have been written to replace standard TrM approval programs.

Division Maintenance — Price List Parameters

QAD
Our Passion. Your Advantage.

Division Maintenance – Price List Parameters

Division Maintenance x

Division*: 2

Discount Seq*: 10 Base

Priority Used: No

Priority 01*:

Priority 02*:

Priority 03*:

Cust Groups: Yes

Customer Lvl*: 2 Specific Customer Groups

Product Level*: 10

Accrual Acct: _____

Contact: Robert Carmen

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr Insert

Division Maintenance (7.20.21.9)

QAD Proprietary 2008-TrM-BS-200

Sets division defaults for TrM price lists.

Discount Seq. Sets the discount sequence that will be used if none is set elsewhere.

Priority Used. Priority 01, 02, 03

Not used in this version.

Cust Groups. Indicates whether price lists will be allowed to be set at the customer group level.

Customer Lvl. The default customer level of TrM price lists. In practice, this is always overridden on the individual price lists.

Product Level. The default product level of TrM price lists. In practice, this is always overridden on the individual price lists.

Accrual Acct. The default accrual account if one is not set on applicable price lists.

Region Maintenance (7.20.21.10)

Region Maintenance x

Region*: EC
 Description: East Coast
 Promotion Seq*: NXPROMID Next Promotion Number
 Template Seq*:
 Rebate Seq*: NKREBID

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Region Maintenance (7.20.21.10)

QAD Proprietary 2008-TM-BS-210

A region record consists of a region header screen and some optional setups located in the User Menu of the region record.

Region. A code used for this region.

Description. Region Description.

Promotion Seq. The number range by which promotions for this region will be sequentially numbered.

Template Seq. Sets the number range by which promotion templates for this region will be sequentially numbered.

Rebate Seq. Sets the number range by which promotions for this region will be sequentially numbered.

Note In most cases, a common number sequence will be set for all regions for promotions, templates and rebates. If a different numbering sequence is required for each region, the sequence codes must first be set up on General Code Menu - Number Range Maintenance and then entered here.

Region Maintenance — Area Coverage

The screenshot displays the QAD Region Maintenance interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main title is "Region Maintenance – Area Coverage".

Two overlapping windows are shown. The background window displays the following information for Region*: EC:

- Description: East Coast
- Promotion Seq*: NXXPROMID
- Template Seq*:
- Rebate Seq*: NXREBI

An "F6 Options" menu is open, showing:

- A. Covered Areas
- B. Grouping

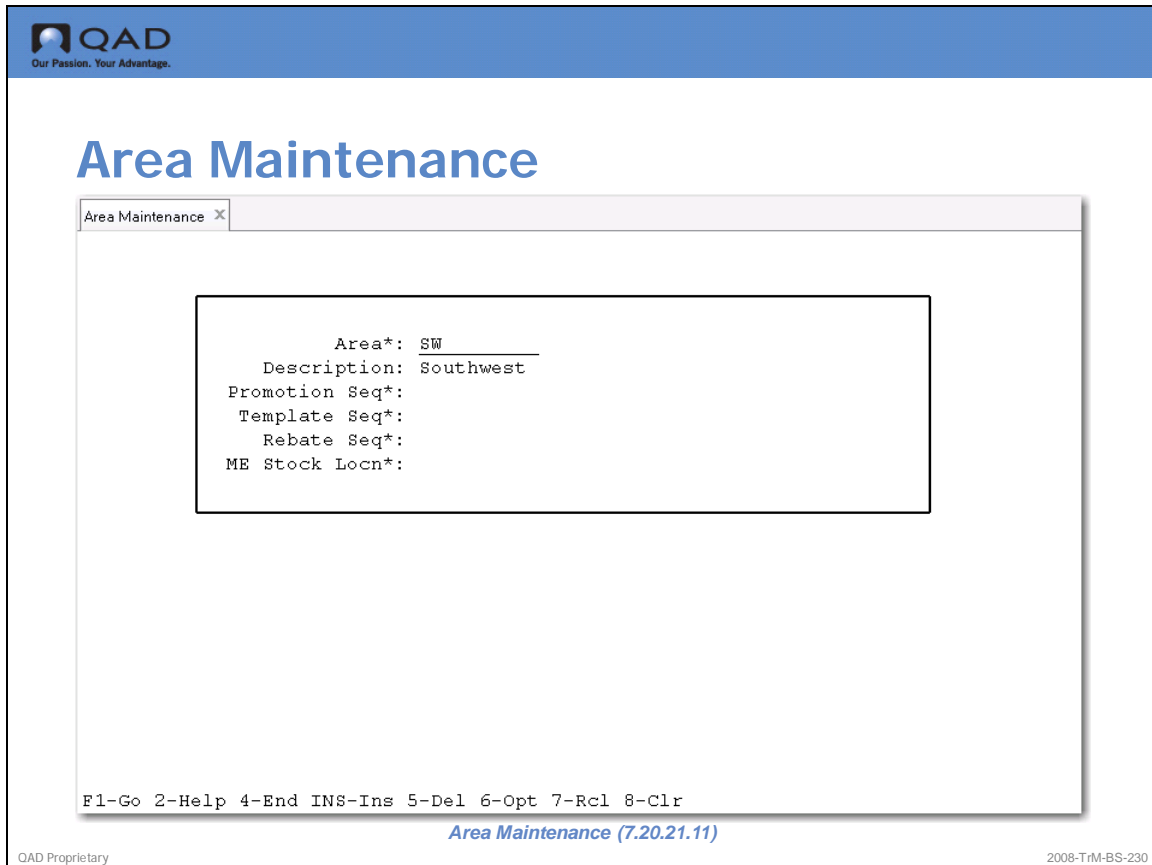
The foreground window shows a table for Region*: EC:

Area	Description
NE	Northeast
SE	Southeast

At the bottom of the foreground window, a menu bar includes: F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl Insert. The text "Region Maintenance (7.20.21.10)" is centered at the bottom, with "QAD Proprietary" on the left and "2008-TRM-BS-220" on the right.

Press F6 to access the option menu. Options A, Area Coverage, is used to attach areas to a region. User Options B - Grouping, (screen not shown), not used in this version.

Area Maintenance (7.20.21.11)



An area record contains only a header screen. Since sequence numbering is set at the region level, all that is required for area setup is a code for the area and a description.

Summary



Summary

▲ Division

- Mandatory structure, must be at least one division set up
- Can have multiple divisions
- Multiple currencies mandate multiple divisions
- Customer, Customer Group, Product, Product Group divisionalized
- All price lists, promotions, rebates are divisionalized

▲ Region

- Mandatory structure, must be at least one region set up
- Can have multiple regions
- Hierarchical relationship with areas

▲ Area

- Optional structure
- Can have multiple regions
- Attached to regions, one area can be attached to multiple regions

Hands-On Exercises

Activity 1 - Set Up a Division

1 Open Division Maintenance (7.20.21.9)

2 On the Division header enter the following:

Field	Value
Division	1
Name	Puppy Love Pet Products
Entity	1000
Address	13400 River Front Drive
City	Chicago
State Code	IL
Country	US

3 Press F1 to save

4 Press F6 to display the Options menu

5 Choose Option B - Defaults - and enter the following:

Field	Value
Default Clash	STD
Discount Seq	10
Print P/Lists	Yes*
Currency	USD
Message Limit	99
Tax Zone	USA

6 Press F1 to save

7 Choose Option C - Sundry Parameters - and enter the following:

Field	Value
Validate Type	5 (Retail dates can by anything)
Default Type	2 (Start = 1st Monday End=+1 week)
Promotion Accrual Acct	2280*
FG Spend Base	1 (use list price)

8 Press F1 to save

9 Choose Option G - Rebate/Invoice Parameters - and enter the following:

Field	Value
Combine Rules	no
Date Base	I
Accrue Rebate	yes
Rebate Accrual Acct	2290
Sale Date Base	I

Field	Value
Pay Negatives	no
Separate Docs	no

10 Press F1 to save

11 Choose Option L - Price List Parameters - and enter the following

Note Press L, L is not displayed on the option menu.

Field	Value
Discount Seq	10
Cust Groups	Yes
Customer Lvl	2*
Product Level	10*

* These are the default values most commonly used and may have to be changed if decisions regarding how TrM should be set up change.

Activity 2 - Set Up Areas

1 Open Area Maintenance (7.20.21.11)

2 On the screen enter the following, pressing F1 to save after each entry

Area	Description
NE	Northeast
SE	Southeast
UMW	Upper Midwest
LMW	Lower Midwest
NW	Northwest
SW	Southwest

Activity 3 - Set Up Regions

1 Open Region Maintenance (7.20.21.10)

2 On the screen enter the following, pressing F1 to save after each entry

Field	Value
Region	EC
Description	East Coast
Promotion Seq	NXPROMID
Template Seq	[blank]
Rebate Seq	NXREBID

3 Press F6 to display the Options menu

- 4 Choose Option A - Covered Areas - press F3 and enter the following:

Field	Value
Area	NE
Area	SE

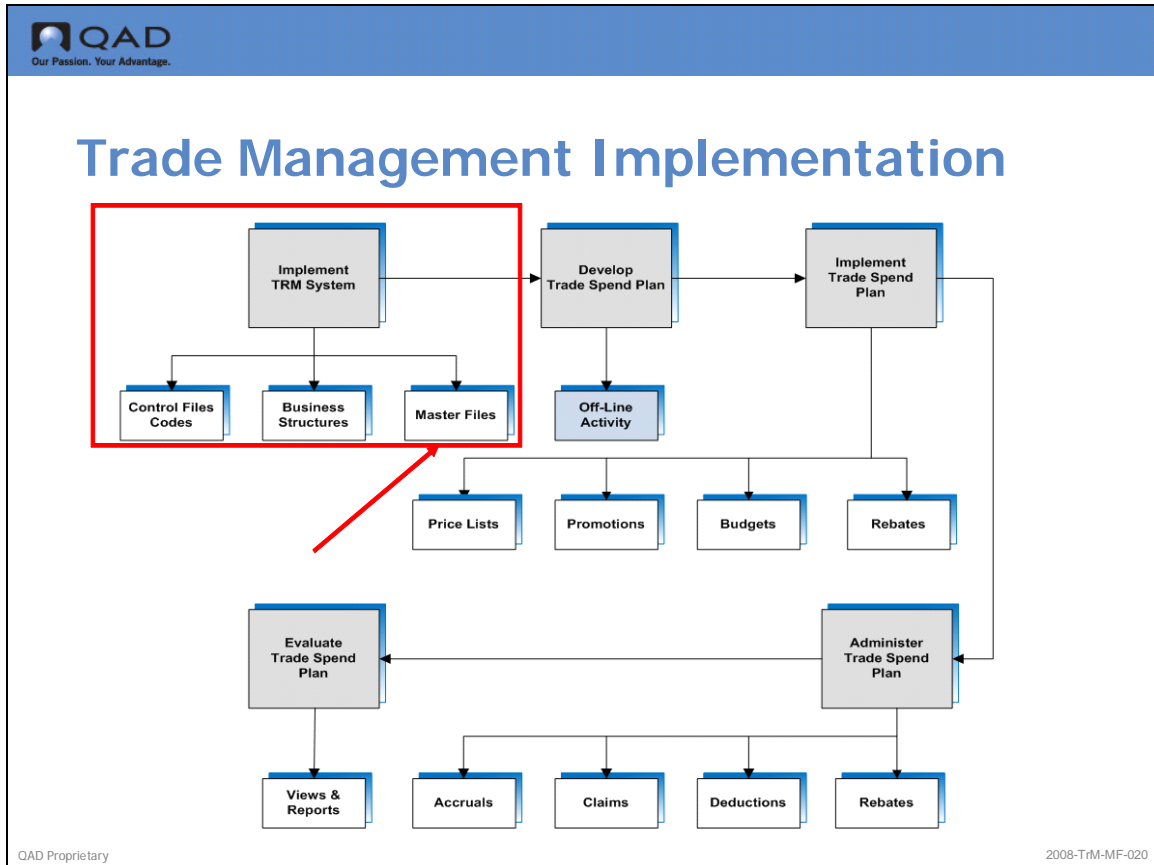
- 5 Continue setting up the regions and their covered areas per the table below.

Region	Description	Covered Area	Covered Area	Covered Area	Covered Area	Covered Area	Covered Area
EC	East Coast	NE	SE				
WC	West Coast	NW	SW				
MW	Midwest	UMW	LMW				
US	United States	NE	SE	NW	SW	UMW	LMW

Chapter 4

Customer Master Files

Trade Management Customer Master Files Process



This section covers the final step in the implementation of the TrM system - the setup of the TrM Master Files and associated code files. For clarity, this section has been divided into two segments; this section covers customer master files and associated codes and the following section covers product master files and associated codes.

Customer Groups, Profiles & Types



Customer Groups, Profiles, & Types

- ▲ TrM data structures that focus on promoting and selling to your customers
- ▲ Independent data that does not interfere with QAD Standard Edition customer structures

QAD Proprietary

2008-TrM-MF-030

Businesses need to categorize and group their customers. This categorization is used throughout the company to carry out pricing, distribution, and financial administration. It is critical to produce sales, financial and other reports to help manage and grow a business. Categorizing customers is important in Sales and Marketing. QAD SE provides some customer groups, they are usually defined to make life in manufacturing, shipping and finance easier.

Trade Management addresses this (without upsetting the folks in the manufacturing, shipping and finance departments!) TrM categorizes customers in ways meaningful to the company's marketing, sales, pricing and promotion strategies. These structures are used only in TrM and are not linked to any other values on the customer master files. Therefore they do not interfere with the use of these other fields which can then be used to characterize customers for other areas of QAD SE.

Customer Groups



Customer Groups

- ▲ Basic business/pricing grouping for your customers
- ▲ Basis for base and promotional pricing
- ▲ Mandatory field on the customer master
- ▲ Must be assigned to a valid TrM division
- ▲ Customers can belong to multiple customer groups within a division
 - During sales order entry, a screen appears showing all groups a customer belongs to
 - Choose the right group for the specific sale

QAD Proprietary

2008-TrM-MF-040

Customer groups can be broadly defined as the basic business/pricing grouping for the company's customers. Careful discussion about how this structure will be defined and used is necessary to insure that it is done correctly and provides the flexibility the company will need to set up both base and promotional pricing.

This is a mandatory field on the customer master. For customers to be on a price list, promotion or rebate, they must belong to at least one customer group. Customer group is one of the TrM structures that is divisionalized, i.e., the customer group must be assigned to a valid TrM division.

Customers can belong to multiple customer groups within a division. When this is the case, then during sales order entry, a screen will appear showing all the groups that customer belongs to and the user must choose which group should be associated with that particular sale.

Customer Profiles



Customer Profiles

- ▲ Nine optional profile values to define additional customer characteristics
- ▲ Profile-specific or system-wide
- ▲ Customers can be assigned to different profiles in different divisions

QAD Proprietary

2008-TrM-MF-050

Customer profile values are the next grouping structure in TrM. There are times when a company needs to have more options for grouping customers beyond attaching them to a customer group. To accommodate this requirement, Trade Management has nine additional fields, called profile values, each representing a separate characteristic or dimension. These are optional, user defined fields and as many profiles are used as necessary to adequately define the customers.

In a multi-division setup, customer profiles can be division specific or apply across all divisions. Regardless of how they are set up there are only nine available.

A customer can have a different set of profile values for each division. For example, if one of the customer profiles is defined as Buying Status, in one division a customer might have a profile of Gold, and in a second division this profile might be set to Silver.

Customer Profiles (cont.)



Customer Profiles (cont.)

- ▲ Primarily used to
 - Define customers who belong to user-defined groups
 - Define customers on price lists, promotions and rebates
 - Define customers and use these parameters to locate budgets
 - Reporting or viewing purposes.
- ▲ Profiles can be one of three types:
 - V = Value: not validated against a code table, typically numeric
 - C = Code: validated against a code table. A customer can have only one value
 - I = Iterative: validated against a code table. A customer can have multiple values

Customer Types



Customer Types

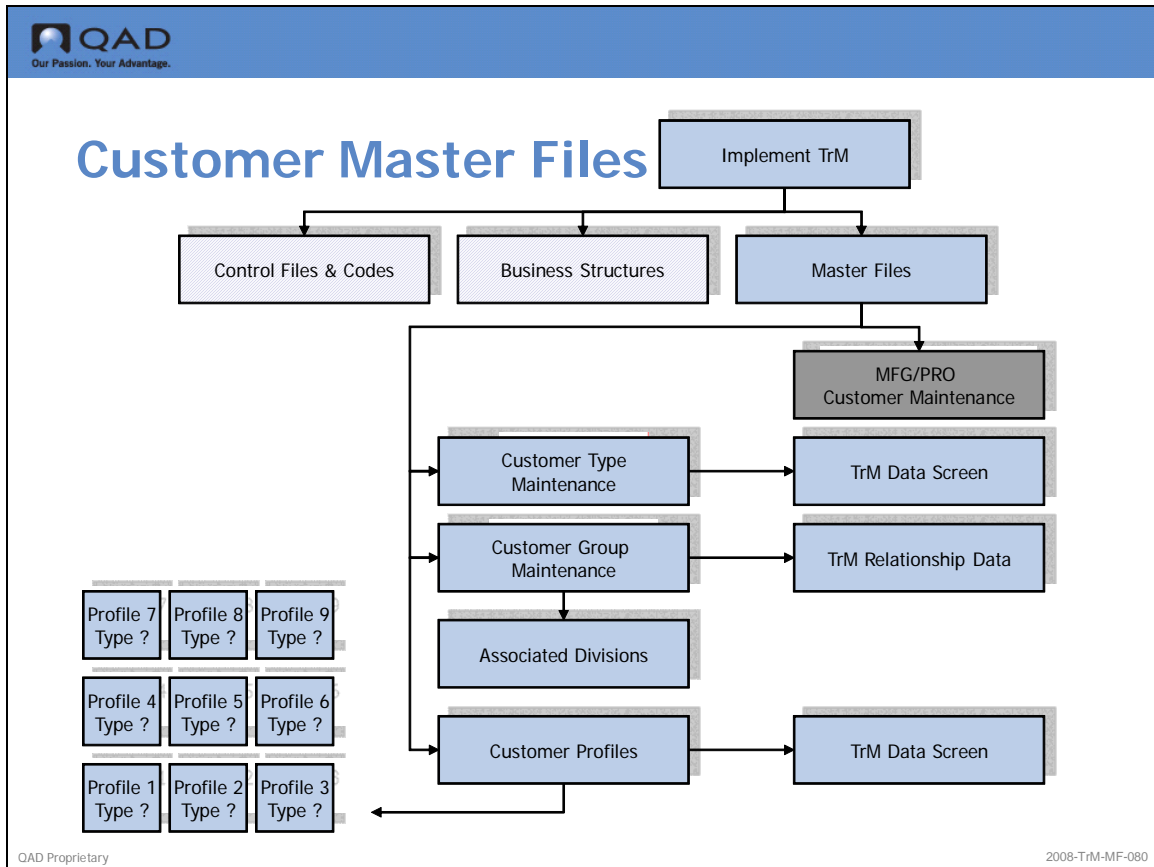
- ▲ Based on how the customer sells the products it buys from the company
 - **Direct** – Buys from the manufacturer, sells to the consumer
 - **Wholesale/Distributor** – Buys from the manufacturer, sells to indirect customers, who then sell to the consumer
 - **Indirect** – Buys from a wholesaler/distributor, sells to the consumer
 - **Customer Group** – Entity formed to negotiate pricing and not necessarily to undertake transactions, alliance is with the manufacturer, usually a broker or a contract salesperson
 - **Buying Group** – Group of (usually) unassociated companies that band together to leverage their combined buying power to negotiate pricing and not necessarily to undertake transactions, alliance is with the customers.
 - **Internal** – Usually the company's internal sales staff who use stock as samples and free goods for a variety of reasons, rarely used

QAD Proprietary

2008-TrM-MF-070

TrM customer type defines customers based on how the customer sells the products it buys from the company. TrM customer types are system-defined (cannot be modified or added to by users) and all customers are assigned a TrM customer type when the customer is set up in QAD SE Customer Maintenance.

Customer Master Files



Customer Group Maintenance (7.20.21.13)

Customer Group Maintenance

CustomerGroup*: Ret
 Name: Retail Stores
 Address: _____

 City: _____
 State Code: _____
 Zip Code: _____
 Country: _____
 Contact: _____
 Phone #: _____
 Fax #: _____
 Customer Code*: _____

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr PgDn

Customer Group Maintenance (7.20.21.13)

QAD Proprietary 2008-TM-MF-090

Although there are many fields on the screen, the only ones required are the code and the name (description). All other fields are optional and using them is dependent on how the customer group has been defined. For example, if customer group is defined as brokers, then you might want to fill in the address and contact information.

It is important to understand that the record being created is actually a generic one. If there is only one division, then behind the scenes the system creates a division record for the group. This record is exactly the same as the generic one, except that it contains a division designation. After the initial record is created, any modification to the generic record will not automatically modify the division record. For example, if you change the name in the generic record, you must manually go into the division record and change the name there also.

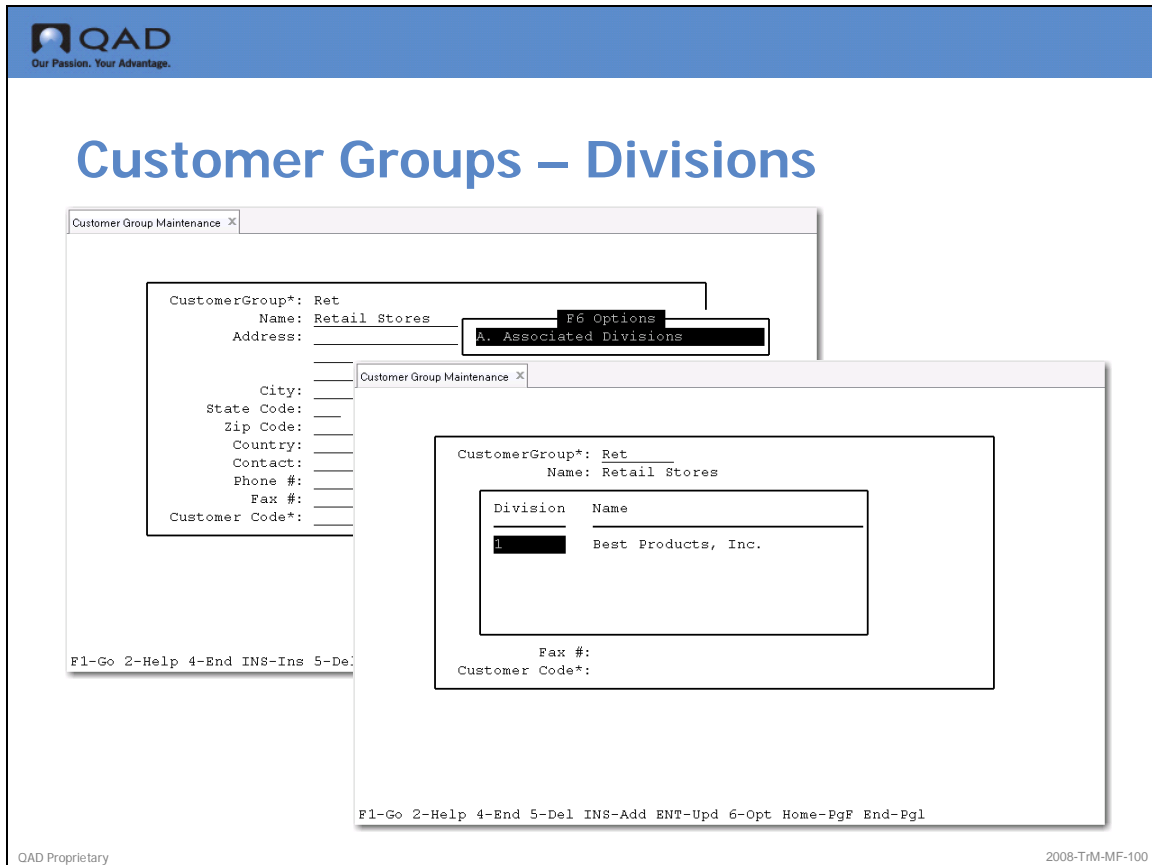
Customer Group. A code for this particular customer group.

Name. The name or description of this customer group.

Address & Contact Fields. Used depending on how the customer group is defined.

Customer Code. If this customer group has a customer code associated with it then that customer number is entered here. For example, the customer group might be a broker who is also set up as a customer for the purpose of rebate (commission) payments. In that case, the broker's customer number should be entered here.

Customer Groups — Divisions



Press F6 to access the Options menu. Press Enter to display the division record for the customer group.

Pressing Enter again displays the detail record for the division customer group. Note that all information is identical to the generic record, except that there is now a division designation.

Note This division record is created automatically if there is a single division and a default division has been entered on Page 1 of the TrM Control File. If a default division was not entered there, the division record for the customer group will have to be entered manually. When there are multiple TrM divisions, the customer group division record will always have to be manually created and the code for the customer group will have to be different for each division, for example, RET1 and RET2.

Customer Groups - Divisions (cont.)



Customer Groups – Divisions (cont.)

Customer Group Maintenance x

Division*: 1 Best Products, Inc.

Div CustGroup*: Ret

Name: Retail Customers

Area*: _____

Zone*: _____

Address: _____

City: _____

State Code: _____ Zip Code: _____

Country: _____

Contact: _____

Phone #: _____ Fax #: _____

Customer Code*: _____

Advice Prog*: _____

F1-Go 2-Help 4-End INS-Ins 6-Opt 7-Rcl 8-Clr

Customer Group Maintenance (7.20.21.13)

QAD Proprietary

2008-TM-MF-110

Customer Profile Maintenance

Cust Profile 4	Description	Division
AS	Animal Shelter	
CGS	Chain Grocery Store	
CPS	Chain Pet Store	
GRM	Groomer	
IPS	Independent Pet Store	
VET	Veterinarian/Animal Hosp	

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl

Whether a profile is used and what type of profile it is are defined on Page 2 of the TrM Control File. If the profile is of type V (value) then it is not validated against a table of codes and no setup is necessary. A value can simply be entered into the appropriate profile field on the QAD SE customer master record.

However, for profiles that are of the types C (code) or I (iterative), a table of valid codes must be set up here. When these codes are entered on the customer record in QAD SE Customer Maintenance, they are validated against this table. A Type C profile has a one-to-one relationship with the customer record to which it is attached, i.e., a customer can have only one value for that profile. Most profile values are of this type.

In the example shown below, Customer Profile 1 has been set as a Type C in the control file and has been defined as Customer Type. Only the codes entered here can be entered onto a customer record.

The setup for any additional Type C or Type I profile values is the same as the setup shown here.

Cust Profile 1. A code for this profile value.

Description. The description of this profile code.

Customer Type Maintenance (7.20.20.1)

The screenshot shows the QAD Customer Type Maintenance interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main title "Customer Type Maintenance" is displayed in a large blue font. Below the title is a window titled "Customer Type Maintenance x" containing a table with two columns: "Cust Type" and "Description". The table lists customer types 1 through 9 with their respective descriptions. At the bottom of the window, a command line shows: "F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl". Below the window, the text "Customer Type Maintenance (7.20.20.1)" is centered. The bottom left corner of the page contains "QAD Proprietary" and the bottom right corner contains "2008-TrM-MF-130".

Cust Type	Description
1	Direct Customer
2	Wholesaler/Distributor
3	Indirect Customer
4	Customer Group/Broker
5	Buying Group
6	Internal Customer
7	Intercompany
8	Manufacturer/Supplier
9	Other

The Customer Type numbers are hardwired into the TrM programs and cannot be changed. The only thing that can be changed is the description.

Customer Maintenance (2.1.1)

Customer Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Customer Address

Customer: 00010023
 Name: Pets R Us
 Address: 27012 Camino Capistrano
 Address:
 Address:
 City: San Juan Capistrano State: CA Post: 92675 Format: 0
 Country: United States of America USA Country:
 Attention: [2]
 Telephone: Ext: [2] Ext:
 Fax/Telex: [2] Added: 4/28/2009

Bank Accounts

Bank	Acct Type	EDI	Branch	Bank Account	Begin Date	End Date
BQA	EDI					

Back Next

Customer Maintenance (2.1.1)

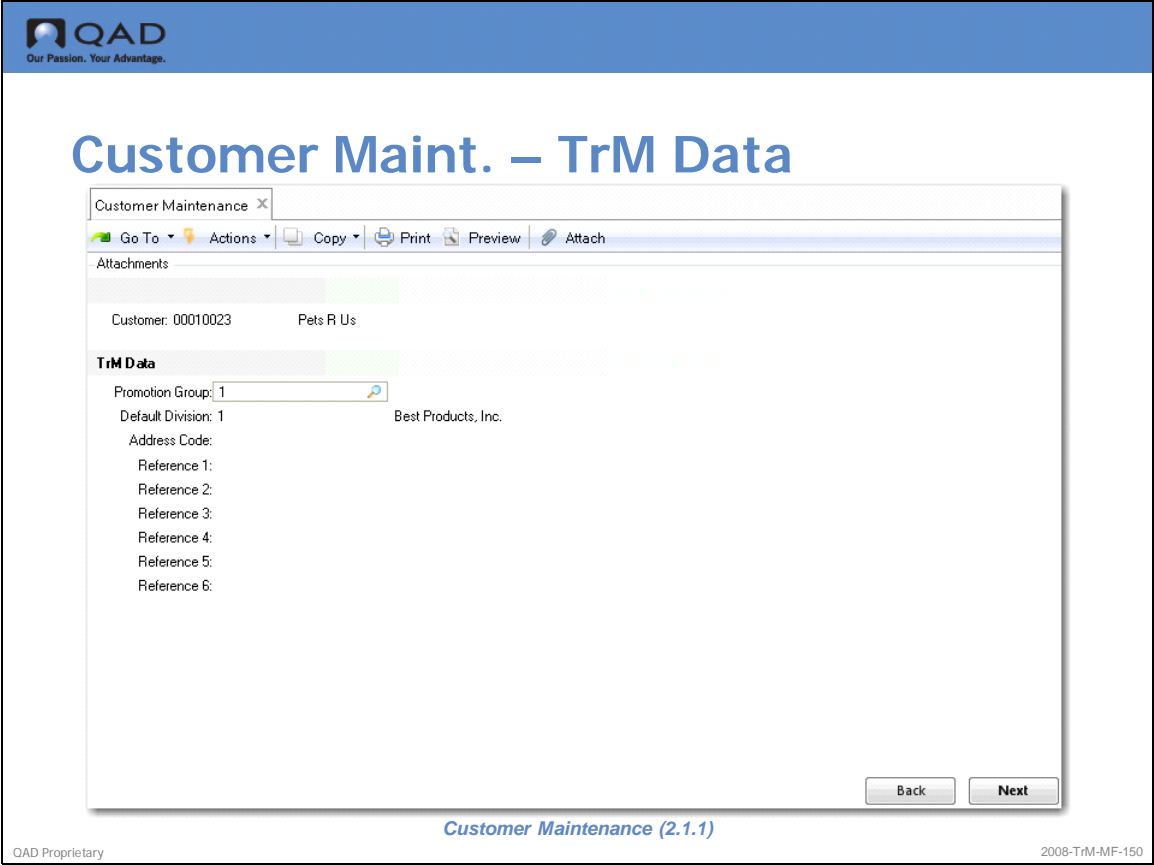
QAD Proprietary 2008-TrM-MF-140

The TrM data is entered in Customer Maintenance (2.1.1). The only screens shown here are those that pertain to adding TrM data to an QAD SE customer record. The TrM screens appear at the end of the QAD SE customer record. If nothing is entered on these screens, the customer is not added to the TrM database.

The Bank Accounts entry screen is the last QAD SE screen before the TrM data screens.

Important You must click Back to get to the TrM screens.

Customer Maintenance — TrM Data



Promotion Group. The customer type for this customer.

Default Division. If there is only one division, the code will default in here. If there are multiple divisions, the first division code will default in; however, you will be able to change it to enter the code of the division to which this customer belongs.

Address Code. Not used in this version. Leave blank and click Next.

Customer Maintenance - TrM Relationship Data

Customer Maintenance

Customer: 00010023 Pets R Us

TrM Relationship Data

Division	Type	Group	Description
1	201	RET	Retail Stores

Division Type Group Description

Back Next

QAD Proprietary Customer Maintenance (2.1.1) 2008-TRM-MF-160

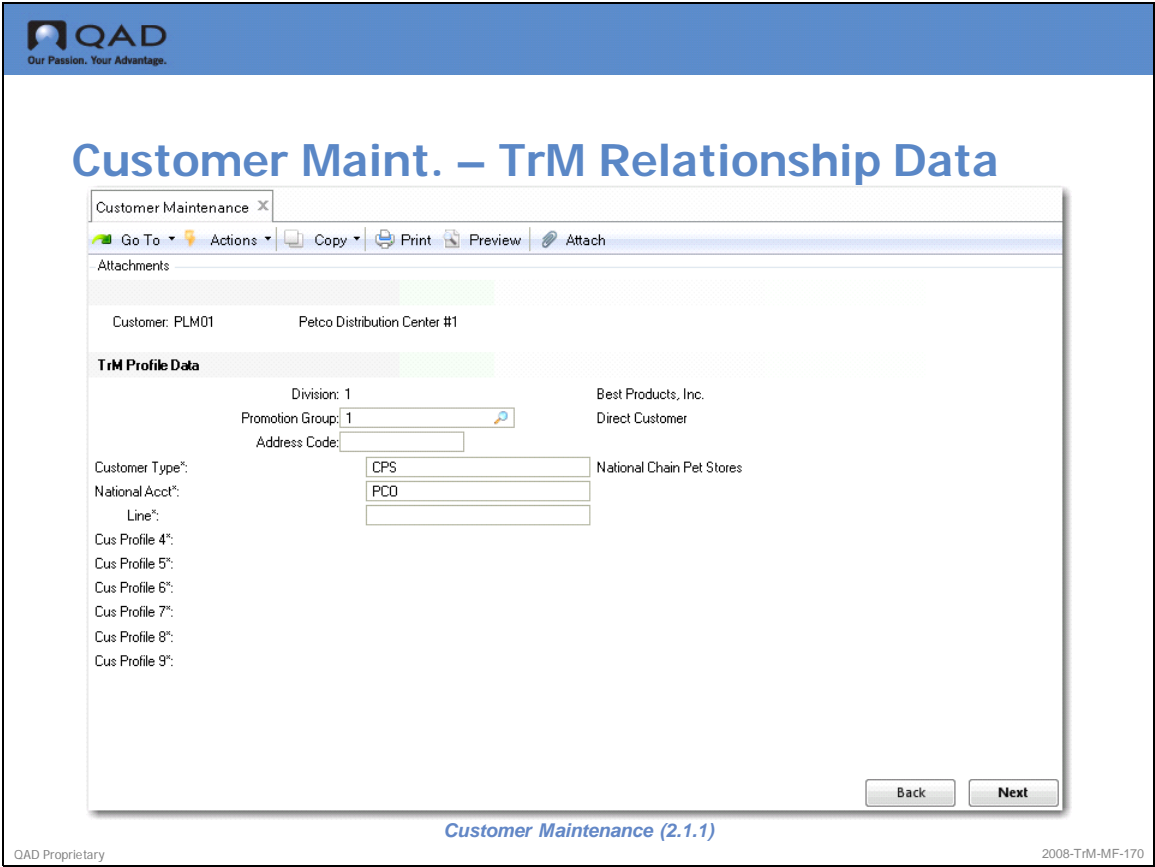
The customer group to which the customer belongs is entered here. If a customer belongs to more than one group, they are all entered here. Press “Back to get to the final TrM screen.

Division. Enter the customer's TrM division.

Type. This is always 201.

Group. Enter the code of the customer group to which this customer belongs.

Customer Maintenance - TrM Relationship Data



Division. Defaults from the first TrM data screen.

Promotion Group. Defaults from the first TrM data screen.

Address Code. Not used in this version.

Cust Type. This is the 1st customer profile that was previously defined. Enter one of the values from the table of values that was set up for this Customer Profile 1.

Natl Acct. This is the 2nd customer profile that was previously defined. Enter one of the values from the table of values that was set up for Customer Profile 2.

Cus Profile 3. Although this profile was set up in the TrM Control File, the field cannot be edited. This is because this profile was set as Type I (iterative). Because an iterative profile allows a customer to have many different values for this profile, the maintenance is done in a separate step, rather than here in Customer Maintenance.

Customer Profile 6 Maintenance (7.20.20.8)

The screenshot displays the QAD Customer Profile 6 Maintenance interface. It features two overlapping windows. The background window shows a table with the following data:

Cust Profile 6	Description	Division
FOOD	Buys Dog Food Line	
Toy	Buys Pet Toys Line	

The foreground window shows the same table, but with an 'F6 Options' menu open over the 'Division' column of the 'FOOD' row. The menu options are:

- A. Associated Customers
- B. Grouping

At the bottom of the foreground window, the following keyboard shortcuts are listed: F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl.

QAD Proprietary 2008-TrM-MF-180

Customer Profile 6 Maintenance (7.20.20.8)

Use Customer Profile 6 Maintenance to set up an iterative profile. This is the table of codes that was set up earlier.

From the base screen, Press F6, choose Option A and press Enter.

Then add the customer to the profile value.

Repeat these steps to attach the customer to another profile value in the table.

TrM Customer Maintenance (7.20.21.1)

The screenshot shows a window titled "Customer Maintenance" with a tab labeled "Customer Maintenance x". The main content area displays the following text:

```
Page 1 of 2
Customer Code*: PLM01
Full Name: Petco Distribution Center #1
Short Name: Petco Distribution Center #1
Address: 3801 Rock Creek Boulevard

City: Joliet
State Code: IL
Zip Code: 60601
Country: United States of America
Contact:
Phone #:
Fax #:
Area*:
Customer Type*: 1          Direct Customer
Bill Customer*: PLM01     Petco Distribution Center #1
Supplier*:
```

At the bottom of the window, there is a footer with "QAD Proprietary" on the left, "Customer Maintenance (7.20.20.1)" in the center, and "2008-TrM-MF-190" on the right.

This is what the TrM customer record looks like after it has been passed to TrM from QAD SE. You can see that all of the address data has been transferred, but where can you see the division, customer group and profile information that was also entered in QAD SE?

TrM Customer Maintenance — Divisions

The screenshot displays the 'Customer Maintenance' window in QAD. The window title is 'Customer Maintenance x'. The main content area shows customer details for Customer Code* PLM01. The details include: Full Name: Petco Distribut, Short Name: Petco Distribut, Address: 3801 Rock, City: Joliet, State Code: IL, Zip Code: 60601, Country: United Sta, Contact: Phone #, Fax #, Area*, Customer Type*: 1, Bill Customer*: PLM01, and Supplier*.

A menu is open over the 'Short Name' field, showing 'F6 Options' and 'A. Associated Divisions'. The 'A. Associated Divisions' option is selected, opening a sub-window titled 'Customer Maintenance x' which displays a table of associated divisions.

Division	Name
1	Best Products, Inc.

Below the table, the sub-window shows: Customer Type*: 1, Bill Customer*: PLM01, and Supplier*.

At the bottom of the main window, the text 'Customer Maintenance (7.20.20.1)' is displayed. The footer of the page includes 'QAD Proprietary' on the left and '2008-TrM-MF-200' on the right.

Press F6 to open the Options Menu and select option A.

The record is the same as the generic record that was entered in QAD SE except that the TrM record has a division assignment.

TrM Customer Maintenance (7.20.20.1) — Profiles

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TrM Customer Maint. – Profiles

Customer Maintenance x

Page 1 of 2

Customer Code*: PIM01
 Full Name: Petco Distribut
 Short Name: Petco Distribut
 Address: 3801 Rock Creek

F6 Options
 A. Associated Divisions
 B. View Attached Groups

City: Jol
 State Code: IL
 Zip Code: 606
 Country: Uni
 Contact:
 Phone #:
 Fax #:
 Area*:
 Customer Type*: 1
 Bill Customer*: PLM
 Supplier*:

Customer Maintenance x

Page 1 of 2

Customer Code*: PPI01

Page 2 of 2

Buy Days Open:
 Buy Days Close:
 Disc Display:
 Vol Weighting:
 Settlement %: .00
 Servicing Fee: .00
 Price List*:
 Pay Method*:

Area*:
 Customer Type*: 1 Direct Customer
 Bill Customer*: PPI22 Petco Corp Headquarters
 Supplier*:

F1/F4-End F2-Help PgUp PgDn

Customer Maintenance (7.20.20.1)

QAD Proprietary 2008-TrM-MF-210

Use Page Down to view the second page.

TrM Customer Maintenance — Groups

The screenshot shows a terminal window titled "Customer Maintenance" with a close button. The main content area displays customer information for "Customer Code*: PLM01". The information is as follows:

Full Name: Petco Distribut
Short Name: Petco Distribut
Address: 3801 Rock Creek

City: Joliet
State Code: IL
Zip Code: 60601
Country: United States of America
Contact:
Phone #:
Fax #:
Area*:
Customer Type*: 1 Direct Customer
Bill Customer*: PLM01 Petco Distribution Center #1
Supplier*:

At the top of the screen, it says "Page 1 of 2". A box labeled "F6 Options" is overlaid on the right side of the screen, containing the following menu items:

- A. Associated Divisions
- B. View Attached Groups**
- C. Customer Data 1
- D. Customer Data 2
- E. Edit Notes 1

The "View Attached Groups" option (B) is highlighted with a black background. The QAD logo and tagline "Our Passion. Your Advantage." are visible in the top left corner of the terminal window. The footer of the terminal window contains "QAD Proprietary" on the left and "2008-TrM-MF-220" on the right.

From the main customer screen, press F6 and choose Option B to see the customer group to which the customer is attached.

Summary



Summary

- ▲ Customer Groups
 - No limit to how many customer groups you can have
 - Customer groups are divisionalized
 - Customers can belong to multiple customer groups within a division
 - When customer groups belong to multiple divisions, records must be manually edited.
- ▲ Customer Profiles
 - Nine customer profiles
 - Profiles can be of three types
 - Code - validated against a table, customer can have only one value for the profile
 - Iterative - validated against a table, customer can have many values for the profile
 - Value – not validated against a table, no setup, typically numeric
 - If there are multiple divisions, profiles can cross divisions or be restricted to only one division

Summary



Summary

- ▲ Customer Types
 - Six Customer Types
 - Types are hardwired into TrM programs and cannot be changed
 - Descriptions can be changed.

Hands-On Exercises: Set Up Customer Groups, Profiles, & Types

Activity 1 - Set Up Customer Groups

- 1 Open Customer Group Maintenance (7.20.21.13)
- 2 On the Customer Groups Maintenance screen enter the following 2 customer groups:

Field	Value	Value
Customer Group	RET	VGS
Name	Retail Customers	Vets, Groomers, Shelters
- 3 Press F1 to save after each entry.
- 4 Press F6 and Enter twice to display the customer group division record. Notice that the all information is the same as the generic group record. Press F4 to exit

Activity 2 - Set Up Customer Profile Tables

- 1 Open Customer Profile 1 (7.20.20.3)
- 2 Press F3 to enter each code on the table below

Customer Profile 1: Customer Type

Cust Profile 1	Description
AS	Animal Shelters
CGS	Chain Grocery Stores
CPS	Chain Pet Stores
GRM	Groomers
IND	Independent Pet/Grocery
VET	Veterinarians
- 3 Press F4 to exit
- 4 Open Customer Profile 2 Maintenance (7.20.20.4)
- 5 Press F3 to enter each code on the table below

Customer Profile 2: National Account

Cust Profile 2	Description
KRO	Kroger
NA	Not Applicable
PETCO	Petco
PETSM	Petsmart
WAL	Wal Mart
RAL	Ralphs
HD	Home Depot
- 6 Press F4 to exit
- 7 Open Customer Profile 3 Maintenance (7.20.20.5)

- 8 Press F3 to enter each code on the table below

Customer Profile 3: Buys Line

Cust Profile 3	Description
FOOD	Buys Dog Food Line
TOY	Buys Pet Toys Line
ALL	All Lines

- 9 Press F4 to exit

Activity 3 - Set Up Customer Master in QAD SE

- 1 Open Site Maintenance (1.1.13)

Enter the customer value in the table below, PLM01 in the Site field, and the Name, Petco Distribution Center #1 in the description field. Accept all other defaults.

- 2 Open Customer Maintenance (2.1.1)

Enter the customer master data per the table below.

Field	Value
Customer	PLM01
Press Enter or Next	
Name	Petco Distribution Center #1
Address	3801 Rock Creek Blvd.
Press TAB to advance to the City field	
City	Joliet
State	IL
Post	60601
Press Tab to advance to the Country field	
Country	USA
Press Enter or Next	
Site	PLM01
Press Enter or Next until you advance to the Time Zone frame	
Time Zone	CST/CDT
Press Enter or Next until you advance to the Bank Accounts frame	
Press Back to advance to the TrM data screens	
Promotion Group	Enter 1
Press Next or Enter to accept the default.	
Address Code	Defaulted to [blank]
Click Next or Enter to accept the default & move to TrM Relationship Data frame.	
Division	1
Type	201
Group	RET
Click Next then Back to move to the TrM Profile Data frame	
Press Tab to move to Cus Profile 1	
Cus Profile 1	CPS

Field	Value
Press Tab to move to Cus Profile 2	
Cus Profile 2	PETCO
Press Enter or Next - customer record has been added	

Activity 4 - View Customer Record in TrM

- 1 Go to Distribution, open Sales Orders/Invoices, open Trade Management Menu, open Master Data Menu, open Customer Maintenance.
- 2 On Customer Code field, enter PLM01 and press the Down arrow to bring up the record you just created.
- 3 Press F6 and choose Option A - Associated Divisions and press Enter twice to bring up the division record for this customer. Notice that all info is the same as the generic record with the addition of a division designation.
- 4 Press F4 twice to return to the top of the generic record.
- 5 Press F6 and choose Option B - View Attached Groups. You can see the customer group that was entered when the record was created.
- 6 Press F4
- 7 Press F6 and choose Option A. Press F6 again and choose Option B - Profile Information. You can see the profile information that was entered when the record was created.
- 8 Press F4 twice to return to the top of the generic record.

Activity 5 - Add the Customer to Customer Profile 3

Remember that Customer Profile 3 was set up to an iterative profile meaning that a customer can have more than one value associated with it.

In the setup for the training case study company, Customer Profile 3 is defined as Lines Purchased (which product lines a company purchases, pet food, toys or both). Therefore, a customer could potentially have two values associated with this profile if it buys both pet food and toys from the manufacturer.

In the QAD SE customer master a customer can have only one profile value attached. Therefore, when associating a customer with an iterative profile value, it must be accomplished in reverse order, i.e., instead of attaching the profile to the customer, you must attach the customer to the profile.

The setup for the customer is not complete until it has been added to Customer Profile 3.

- 1 Open Customer Profile 3 Maintenance (7.20.20.5)
- 2 Press F6 and choose Option A - Associated Customers.
- 3 Press F3 to enter the customer number - PLM01 and press Enter to add the record.

Activity 6 - Add All Additional Customer Records

- 1 Create a site for each customer in Site Maintenance (1.1.13) using the Cust# as the Site value.
- 2 Open Customer Maintenance (2.1.1) and enter the data in the table below.

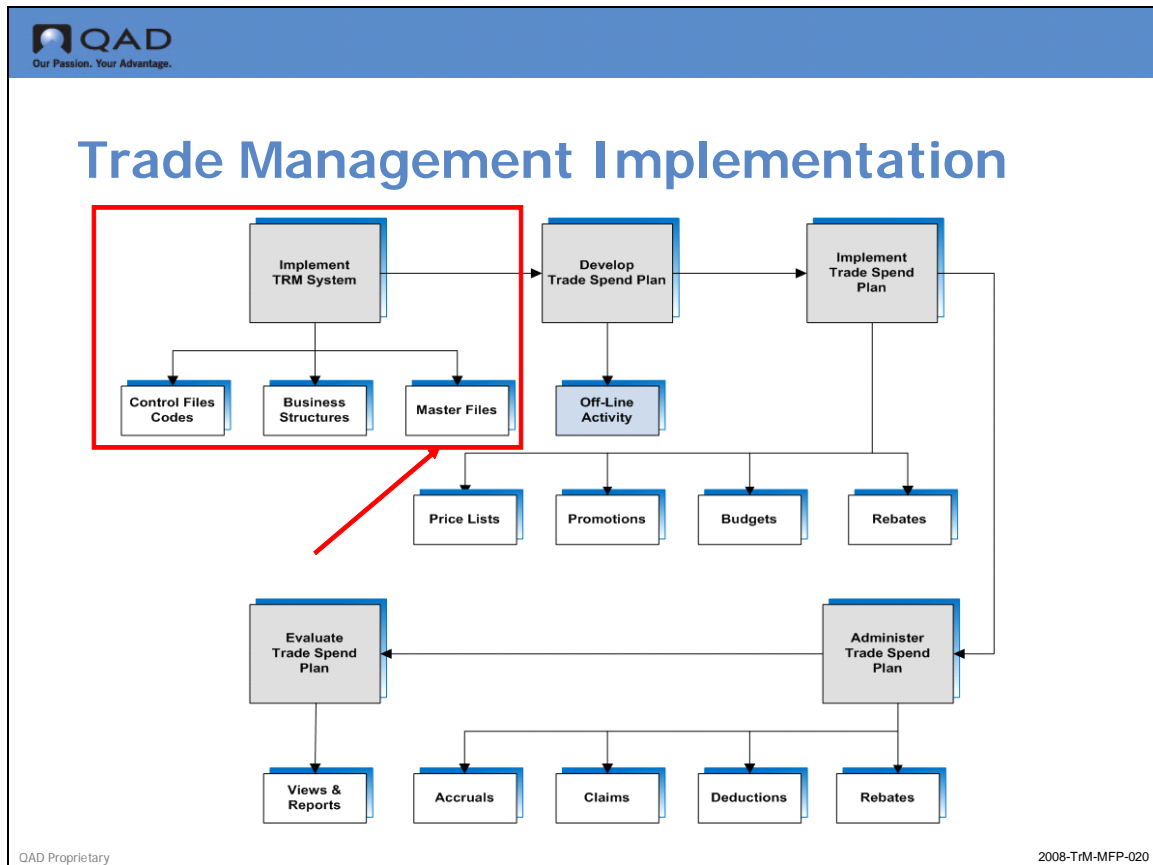
Cust #	Customer Name	Address	Cust Grp	Profile 1 Cust Type	Profile 2 Nat'l Acct	Profile 3 Buys Lines
PLM01	Petco Distribution Center #1	3801 Rock Creek Blvd. Joliet, IL 60601	RET	CPS	PCO	ALL
PLM02	Petco Distribution Center #2	4345 Parkhurst St. Mira Loma, CA 92801	RET	CPS	PETCO	ALL
PLM03	Petsmart Distribution Cntr #1	7650 W Latham St. Phoenix, AZ 85043	RET	CPS	PETSM	ALL
PLM04	Petsmart Distribution Cntr #20	6499 Adelaide Court, Lockbourne, OH 43137	RET	CPS	PETSM	ALL
PLM05	Kroger Great Lakes Dist Cntr.	2000 Nutter Farms Lane, Delaware, OH 43015	RET	CGS	KRO	FOOD
PLM06	Kroger Distribution Cntr #20	701 Gellhorn, Houston, TX 77029	RET	CGS	KRO	FOOD
PLM06	Kroger Distribution Cntr #45	5079 Bledsoe Rd., Memphis TN 38141	RET	CGS	KRO	FOOD
PLM07	Fred Meyer Dist Center	11506 SE Highway 212, Clackamas, OR 97015	RET	CGS	KRO	FOOD
PLM08	Ralphs Dist Center	1500 Eastridge Ave., Riverside CA 92507	RET	CGS	RAL	FOOD
PLM09	WalMart Distribution Cntr #24	3880 Southwest Blvd., Grove City, OH 43123	RET	CGS	WAL	ALL
PLM10	WalMart Distribution Cntr #62	9605 H.K. Dodgen Loop, Temple, TX, 76504	RET	CGS	WAL	ALL
PLM11	WalMart Distribution Cntr #1	4530 Hope St., Bentenville, AR 45634	RET	CGS	WAL	ALL
PLM12	Doggie Heaven Pet Store	3267 Kingsbridge Rd., McLean, VA 22101	IND	IND	NA	ALL

Cust #	Customer Name	Address	Cust Grp	Profile 1 Cust Type	Profile 2 Nat'l Acct	Profile 3 Buys Lines
PLM13	We Love Dogs Pet Store	7550 Ridgeline Rd., Roseburg, OR 98435	IND	IND	NA	FOOD
PLM14	Lynnwood Veterinary Center	1346 164th St. SW., Lynnwood, WA 98036	VGS	VET	NA	FOOD
PLM15	Stanwood Animal Hospital	907 East Woodley Rd., Chicago, IL 40356	VGS	VET	NA	FOOD
PLM16	PAWS Animal Shelter	1236 Starwood St. Los Angeles, CA 90012	VGS	AS	NA	FOOD
PLM17	Doggie Day Spa	9076 Bently Drive, Dayton, OH 34567	VGS	GRM	NA	TOY
PLM18	Best Pet Grooming	1210 Lucky Ridge Dr., Miami, FL 34890	VGS	GRM	NA	TOY
PLM19	Lucky Dog Groomers	4563 Carrollton Ave., Atlanta, GA 24534	VGS	GRM	NA	TOY
PLM20	Bay Ridge Animal Shelter,	4356 Bay Ridge Dr., White Plains, NY 10213	VGS	AS	NA	FOOD

Chapter 5

Product Master Files

Trade Management Product Master Files Process



This section covers the final step in the implementation of the TrM system - the setup of the TrM Master Files and associated code files. For clarity, this section has been divided into two segments; the previous section covered customer master files and associated codes and this section covers product master files and associated codes.

Product Groups & Product Profiles



Product Groups & Product Profiles

- ▲ TrM data structures that focus on promoting and selling products rather than manufacturing or distributing products
- ▲ Independent data that does not interfere with QAD Standard Edition product structures

QAD Proprietary

2008-TrM-MFP-030

As with customers, businesses need to effectively categorize and group their products. This categorization and grouping is used throughout the company to facilitate manufacturing, distribution, and finance. Categorizing and grouping products in the same way as customers is especially important in the areas of sales and marketing. Although the QAD SE Item Master contains pages of information, it is mostly for manufacturing, inventory, distribution and costing purposes. There are a few fields to group products for pricing and sales but even these are defined in ways that do not reflect how a company wants to price and sell its products. TrM provides the same structuring and categorization features for products as for customers. Like Customer Groups and Customer Profiles, these structures are used only in TrM and are not linked to any other values on the item master files. Therefore they do not interfere with the use of these other fields which can then be used to characterize customers for other areas of QAD SE.

Product Groups



Product Groups

- ▲ Groupings based on how products are priced, promoted and sold
- ▲ Mandatory field on the item master
- ▲ Assigned to divisions
 - Unlike customers which can belong to multiple groups within a division, a product can belong to one and only one product group in a division.
 - A product can be in multiple divisions as long as it is in only one product group in each division.
- ▲ Often the same as QAD Standard Edition product lines
 - If not, assign a product profile equal to the product line

QAD Proprietary

2008-TM-MFP-040

It is generally easier to categorize products than customers. Customer data is generally more fluid. Customers move their locations from place to place, salespersons change, what they purchase changes, etc. However, a ten pound bag of dog food pretty much stays a ten pound bag of dog food! While products are always being added and retired, product lines tend to remain relatively stable over time.

Like customer groups, product groups can be broadly defined as a grouping of products with common characteristics relevant to how the products are priced, promoted and sold. Although, as mentioned above, it tends to be easier to decide on how product group is defined, careful attention should still be given to insure that the definition provides enough flexibility to set up both base and promotional pricing.

Product group is a mandatory field on the item master. For products to be on a price list, promotion or rebate, they must belong to a product group.

Product group is divisionalized.

Unlike customers which can belong to multiple groups within a division, a product can belong to one and only one product group in a division. A product can be in multiple divisions as long as it is in only one product group in each division.

TrM product groups are commonly defined as being the same thing as the QAD SE product line but they do not have to be. If the way product lines in QAD SE are defined is not conducive to being able to use product groups as the primary way to enter products onto price lists and promotions, then the TrM product group should be defined differently.

If the TrM product group is not to be the same as the QAD SE product line, then it is highly recommended that one of the product profile values be set to equal the QAD SE product line. This insures that there's a way to tie item data from TrM back to items in QAD SE for reporting purposes.

Product Profiles



Product Profiles

- ▲ Provide nine additional options for grouping products
- ▲ Optional and user-defined
- ▲ Can be division-specific or apply across all divisions
- ▲ Products can have different profile values for each division
- ▲ Primarily used to
 - Define products on price lists, promotions and rebates
 - Support reporting or viewing purposes
- ▲ One of three types (like customer profiles)
 - V = Value: not validated against a code table, typically numeric
 - C = Code: validated against a code table. A product can have only one value
 - I = Iterative: validated against a code table. A product can have multiple values

QAD Proprietary

2008-TrM-MFP-050

Product profile values are the next grouping structure in TrM. They serve the same purpose for products as their customer counterparts by providing more options for grouping products beyond attaching them to a product group. Like customer profiles, each represents a separate characteristic of the product. They are optional and user defined and as many or few can be used as needed to adequately define the product.

If there are multiple divisions, product profiles can be division specific or apply across all divisions. Regardless of how they are set up there are only nine available.

A product can have a different set of profile values for each division.

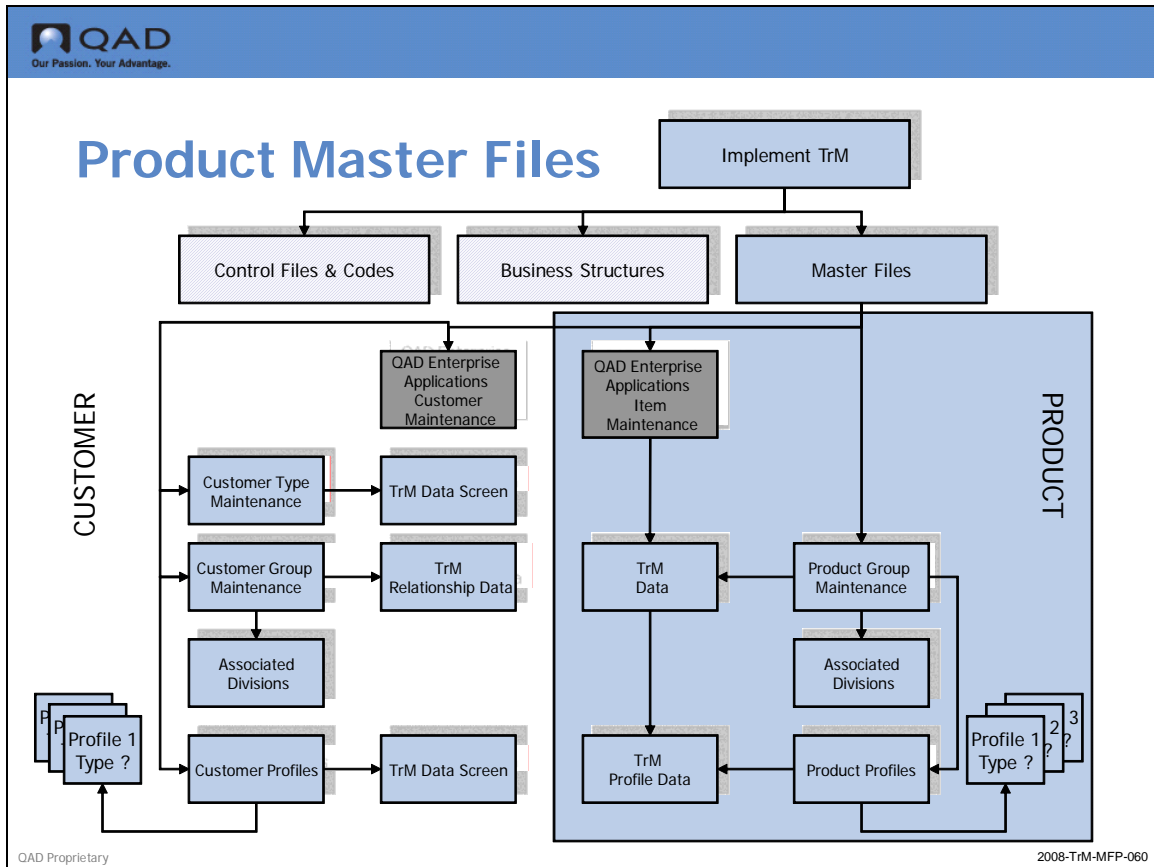
Product profiles are primarily used to:

- Define products on price lists, promotions and rebates
- Reporting or viewing purposes.

Profiles can be one of three types which are the same as types for customer profiles.

- V = Value: a value not validated against a code table, typically numeric
- C = Code: a value validated against a code table. A product can have only one value
- I = Iterative: a value validated against a code table. A product can have multiple values

Product Master Process



Product Group Maintenance (7.20.21.15)

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Product Group Maintenance

Product Group Maintenance x

Prod Group	Description
CAR	Pet Carriers
FOOD	Dog Food
TOY	Pet Toys

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

Product Group Maintenance (7.20.21.15)

QAD Proprietary 2008-TrM-MFP-070

The setup for product groups is somewhat simpler than that for customer groups. Unlike customer groups, for which a division record is automatically created if there is a default division set up on the TrM Control file, product groups must always be manually assigned to a division, even if there is only one division.

Prod Group. A code for this product group.

Description. The description of this product group.

Product Group - Division

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Product Group – Divisions

Product Group Maintenance x

Prod Group	Description
CAR	Pet Carriers
FOOD	Dog Food
TOY	Pet Toys

F6 Options

- A. Assign to All Divisions
- B. Specific Assignments
- C. View Divi/Data Grp Assigned
- D. Delete Divi/Data Grp Assigned

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-PgI

Product Group Maintenance (7.20.21.15)

QAD Proprietary 2008-TM-MFP-080

Pressing Enter again displays the menu for assigning the product group to one or multiple divisions and for viewing division information about the product group.

Product Profile 1 Maintenance (7.20.20.15)

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Product Profile 1 Maintenance

Product Profile 8 Maintenance X

Prod Profile 8	Description	Division
BEEF	Beef Flavor	
CHIX	Chicken Flavor	

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pgl

Product Profile 8 Maintenance (7.20.20.15)

QAD Proprietary 2008-TrM-MFP-090

Whether a product profile is used and what type of profile it is are defined on Page 3 of the TrM Control File. The types for product profiles is the same as that for customer profiles:

- C - code, validated against a table, product can have only one profile value
- I - iterative, validated against a table, product can have many profile values
- V - value, not validated against a table, product can have only one profile value, typically numeric

The setup for any additional Type C or Type I product profile values is the same as the setup shown here.

Prod Profile 1. A code for this profile value.

Description. The description of this profile code.

Item Master Maintenance (1.4.1) - TrM Data

Item Master Maintenance (1.4.1)

The TrM data is entered in QAD SE Item Master Maintenance (1.4.1). The only screens shown here are those that pertain to adding TrM data to an QAD SE product record.

It should be noted that unlike customers, there are usually many items that should not be added to the TrM database. There is rarely a reason why a QAD SE customer would not also be a TrM customer. However, there are usually many items, such as raw materials, packaging, etc. that should not be in TrM. The rule of thumb is that if it is not an item that is sold or given (marketing materials, for example) to a customer, it should not be in TrM.

Promo Group. Enter a valid TrM product group code. The TrM screens where profile information is entered appear at the end of the QAD SE record. These screens will not appear unless this field is populated.

Item Master Maintenance (1.4.1) - TrM Data

Item Master Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Price Cost

Item

Item Number: PLF01 Description: Puppy Love Beef, Dry
Unit of Measure: CS 6/10#

TrM Data

Promotion Group: FOOD Dog Food
Default Division: 1 Best Products, Inc.
Pricing Group 1:
Pricing Group 2:

Back Next

Item Master Maintenance (1.4.1)

QAD Proprietary 2008-TrM-MFP-110

Promotion Group. Defaults from the Promo Group field in the Item Data Frame.

Default Division. If there is only one division, the code will default in here. If there are multiple divisions, the first division code will default in; however, you will be able to change it to enter the code of the division to which this product belongs.

Item Master Maintenance (1.4.1) - TrM Profiles

Item Master Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Price Cost

Item

Item Number: PLF01 Description: Puppy Love Beef, Dry
Unit of Measure: CS 6/10#

TrM Profile Data

Division: 1 Best Products, Inc.
Promotion Group: FOOD Dog Food
Pricing Group 1:
Pricing Group 2:

Flavor*: BEEF Beef Flavor
Pet Type*:
Product Type*: BAG
Pack/Size*: 10
M Use Type*:
M Prod Type*:
M Power Source*:
Prd Profile 8*:
Prd Profile 9*:

Back Next

Item Master Maintenance (1.4.1)

QAD Proprietary 2008-TRM-MFP-120


The product profile data is entered on this screen.

Division. Defaults from previous screen.

Promotion Group. Defaults from previous screen.

Prod Profile 1. Defined as Beef Flavor. This is the 1st product profile that was previously defined. Enter one of the values from the table that was set up for Product Profile 1.

Summary



Summary

- ▲ Product Groups
 - No limit
 - Divisionalized
 - Products belong to one group within a division
 - Products can belong to multiple divisions
 - After group is entered, must be manually assigned to divisions
- ▲ Product Profiles
 - Nine product profiles
 - Three types
 - Value – not validated
 - Code - validated against a table, one value for the profile
 - Iterative - validated against a table, many profile values
 - Profiles can cross divisions or be restricted to only one division

QAD Proprietary 2008-TrM-MFP-130

Two unique TrM product group structures:

- Product Groups
- Product Profile Values

Product Groups:

- No limit to how many product groups you can have
- Product groups are divisionalized
- Products can belong to only one product group within a division
- Products can belong to multiple divisions but must be in only one group with each division
- After product group is entered, it must always be manually assigned to a division or divisions

Product Profiles:

- Nine product profile
- Profiles can be of three types
 - Code - validated against a table, product can have only one value for the profile
 - Iterative - validated against a table, product can have many values for the profile
 - Value - not validated against a table, no setup, typically numeric
- If there are multiple divisions, profiles can cross divisions or be restricted to only one division

Hands-On Exercise: Set Up Products

Activity 1 - Set Up Product Groups

- 1 Open Product Group Maintenance (7.20.21.15)
- 2 On the Product Groups Maintenance screen enter the following 2 customer groups:

Field	Value	Value
Prod Group	FOOD	TOY
Name	Dog Food	Pet Toys

- 3 Press F1 to save after each entry.
- 4 Press F6. A - Grouping, then Enter and choose Option A - Assign to all divisions.
- 5 Press F4 to exit.

Activity 2 - Set Up Product Profile Tables

- 1 Open Product Profile 1 Maintenance (7.20.20.15)
- 2 Press F3 to enter each code on the table below

Product Profile 1: Flavor

Prod Profile 1	Description
BEEF	Beef Flavor
CHIX	Chicken Flavor

- 3 Open Product Profile 2 Maintenance (7.20.20.16)
- 4 Press F3 to enter each code on the table below

Product Profile 2: Type

Cust Profile 2	Description
BAG	Bag
BOTH	Dog or Cat Product
CAN	Can
CAT	Cat Product
DOG	Dog Product
STICK	Stick

- 5 Open Product Profile 3 Maintenance (7.20.20.17)
- 6 Press F3 to enter each code on the table below

Product Profile 3:Size/Pack

Cust Profile 3	Description
10	10 Pound
100	100 Count
24	24 Pack
50	50 Pound
7	7 Oz.

Product Profile 3:Size/Pack

Cust Profile 3	Description
LG	Large
NA	Not Applicable
SM	Small

7 Press F4 to exit

Activity 3 - Set Up Item Master in QAD SE

- 1 Open Item Master Maintenance (1.4.1)
- 2 Enter the product master data per the table below.

Field	Value
Item Number	PLF01
Press Enter or Next	
Unit of Measure	CS
Description	Puppy Love Beef, Dry, 6/10#
Press Enter or Next to advance to the Item Data Frame	
Prod Line	FG
Press Tab to advance to the Promo Group field	
Promo Group	FOOD
Press Tab to advance to the Status field	
Status	fingood
Press Enter or Next through the frames to advance to the 1st TrM Data frame	
Promotion Group	Accept default (FOOD)
Press Enter or Next to advance to the TrM Profile Data frame	
Promotion Group	Accept default (FOOD)
Press Tab to advance to the 1st profile value field	
Flavor	BEEF
Press Tab to advance to the 2nd profile value field	
Pet Type	BAG
Press Tab to advance to the 3rd profile value field	
Size/Pack	10
Press Enter or Next - product record has been added	

Activity 4 - View Product Record in TrM

- 1 Open Product Maintenance (7.20.21.2)
- 2 On Product Code field, enter PLF01 and press the Down arrow to bring up the record you just created.
- 3 Press F6 and choose Option A - Associated Divisions and press Enter twice to bring up the division record for this customer. Notice that all info is the same as the generic record with the addition of a division designation.

- 4 Press F4 twice to return to the top of the generic record.
- 5 Press F6 and choose Option A - Associated Divisions. Press F6 again and choose Option B - Profile Information. You can see the profile information that was entered when the record was created.
- 6 Press F4 twice to return to the top of the generic record.

Activity 5 - Add All Product Records

Use Item Master Maintenance (1.4.1)

For all Items:

Prod Line = FG

Promo Group = FOOD, TOY, or CAR

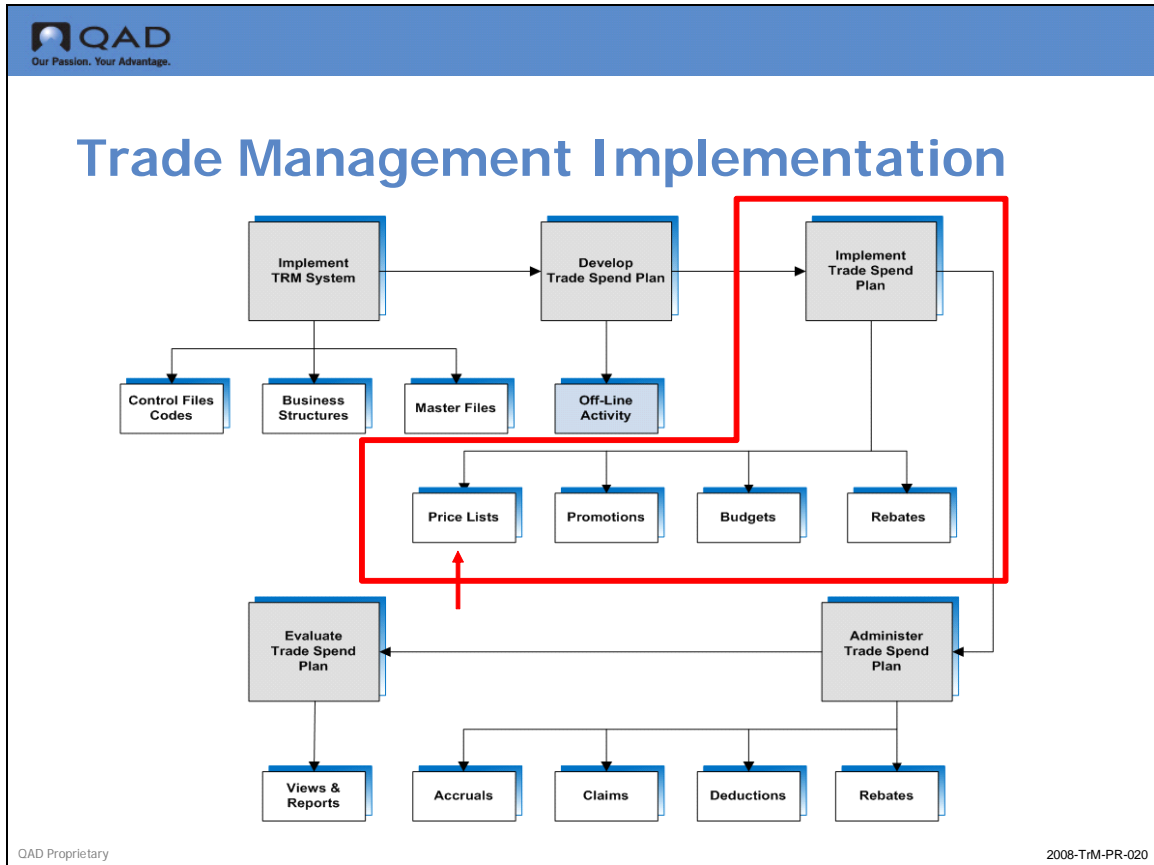
Status = fingood

Item Number	Description	UOM	Prod Group	Profile 1 Flavor	Profile 2 Type	Profile 3 Size/Pack
F01	Puppy Love Beef, Dry, 6/10#	CS	FOOD	BEEF	BAG	10
F02	Puppy Love Chicken, Dry, 6/10#	CS	FOOD	CHIX	BAG	10
F03	Puppy Love Beef, Dry, 50#	EA	FOOD	BEEF	BAG	50
F04	Puppy Love, Chicken, Dry, 50#	EA	FOOD	CHIX	BAG	50
F05	Puppy Love Beef, Can, 24/7OZ	CS	FOOD	BEEF	CAN	7
F06	Puppy Love Chicken, Can, 24/7OZ	CS	FOOD	CHIX	CAN	7
F07	Puppy Love Beef Sticks, 24/3PK	CS	FOOD	BEEF	STICK	24
F08	Puppy Love Chix Sticks, 24/3PK	CS	FOOD	CHIX	STICK	24
F09	Puppy Love Beef Sticks, Bulk, 100CT	EA	FOOD	BEEF	STICK	100
F10	Puppy Love Chix Sticks, Bulk, 100CT	EA	FOOD	CHIX	STICK	100
T01	Dog Chewy Ball, Large, 12CT	CS	TOY	NA	DOG	LG
T02	Dog Chewy Ball, Small, 12CT	CS	TOY	NA	DOG	SM
T03	Dog Rope Toy, Large, 12 CT	CS	TOY	NA	DOG	LG
T04	Dog Rope Toy, Small, 12CT	CS	TOY	NA	DOG	SM
T05	Kitty Catnip Mouse, 24CT	CS	TOY	NA	CAT	NA
T06	Kitty Chase a Ring, 6CT	CS	TOY	NA	CAT	NA
T07	Kitty Feather Chase, 6CT	CS	TOY	NA	CAT	NA
C01	Pet Carrier, Small, 1EA	EA	CAR	NA	BOTH	NA
C02	Pet Carrier, Large, 1EA	EA	CAR	NA	DOG	NA
C03	Pet Bed, Square, Large, 1EA	EA	CAR	NA	DOG	NA
C04	Pet Bed, Square, Small, 1EA	EA	CAR	NA	BOTH	NA
C05	Pet Window Perch & Platform	EA	CAR	NA	CAT	NA

Chapter 6

Price Lists

Trade Management Price Lists Implementation



TrM Price Lists



TrM Price Lists

- ▲ First step in implementing trade spend plan
- ▲ Used to set up normal list and discount pricing
- ▲ Variously called base, standard, everyday pricing
- ▲ Generally defined as everyday pricing and includes
 - List prices
 - Standard or on-going discounts
 - Volume driven discounts
 - Samples pricing
 - Accrual
 - Markup price lists
- ▲ Special pricing scenarios and short-term deals in TrM promotions

QAD Proprietary

2008-TrM-PR-030

Creating price lists is the first step in the implementation of the trade spend plan. Price lists are used to set up the company's normal list and discount pricing. Terminology differs from site to site and it's variously called base, standard or everyday pricing.

It is generally defined as a company's everyday pricing scheme. This includes list prices and any standard or on-going discounts, volume driven discounts, samples pricing, accrual and markup price lists, etc. and excludes special pricing scenarios, short-term promotional pricing and (normally) any kind of pricing where discount monies need to be expensed against other than the standard sales discount accounts assigned to the product lines. Pricing for the special pricing scenarios and short-term deals is set up in a separate step using TrM promotion functionality.

Price Lists Integration with QAD SE



Price List Integration with QAD SE

- ▲ TrM price list approval creates corresponding QAD Standard Edition price list
 - Used for pricing items on sales quotes, sales orders, and Return Material Authorizations (RMAs) in Service/Support Management
 - QAD Standard Edition price list prices sales orders
- ▲ Allows the user to
 - Perform pricing and promotions in single place
 - Maintain single set of pricing and promotions codes rather than analysis codes in QAD Standard Edition for pricing and TrM codes for promotions

QAD Proprietary

2008-TrM-PR-040

A price list created in Trade Management creates a corresponding QAD SE price list when the TrM price list is approved. Price lists are used for pricing items on sales quotes, sales orders, and Return Material Authorizations (RMAs) in the Service/Support Management module.

It is the QAD SE price list which is used to price sales orders, not the TrM price list. While this is somewhat of a redundancy (why not just create the price list in QAD SE if TrM info is going to be passed to QAD SE anyway?) it allows the user to (1) perform all pricing and promotional activities in a single place and (2) maintain a single set of codes for customers and items for pricing and promotions rather than two separate sets of codes - analysis codes in QAD SE for pricing and TrM codes for promotions.

Price List Parameters



Price List Parameters

- ▲ A price list defines all necessary information for determining the best price of an item for a customer
- ▲ It defines minimum and maximum quantities, effective dates, and other information applicable to the customers
- ▲ Can have only one currency
- ▲ Price lists can be associated with:
 - A single customer
 - A group of customers using TrM customer groups or user defined groups
 - All customers
 - A single item
 - A group of items using TrM product groups or product profiles
 - All items

QAD Proprietary

2008-TrM-PR-050

Price lists define the necessary information for setting the best price of an item for a customer. It defines minimum and maximum quantities, effective dates, and other information applicable to the customer. It can have only one currency. When created, it can be associated with:

- A single customer
- A group of customers using TrM customer groups or user defined groups
- All customers
- A single item
- A group of items using TrM product groups or product profiles
- All items

Best-Pricing Logic



Best-Pricing Logic

- ▲ QAD Standard Edition determines the best possible new price for an item is determined by considering and combining various discounts
- ▲ On order entry, price list elements evaluated to determine which lists apply and what combination of lists offers the best price for the line item. Factors include:
 - Pricing customer
 - Price lists for the customer that include the sales order line item
 - Date on the sales order relative to list effective dates
 - Match of currency on the sales order and the price list
- ▲ Best pricing logic calculates price by determining:
 - Which price lists can combine with other price lists
 - Whether break category discounts apply

QAD Proprietary

2008-TM-PR-060

In determining the price of an item, QAD SE uses best pricing logic whereby the best possible new price for an item is determined by considering and combining various discounts. When an order is entered, the system looks at several different price list elements to determine which price lists apply and what combination of price lists offers the best price for the line item.

Each list is separately evaluated to determine if it applies. In performing this evaluation, the following factors are considered:

- The pricing customer
 - This is the Ship-To customer unless this customer has not been set up in Customer Maintenance
 - In this event, the Sold-To customer is used

Which price lists for the Ship-To (or Sold-To) customer have the sales order line item on them?

- The date on the sales order must be within the effective date range for the customer/item combination on the price lists that were found
- The currency on the sales order and the price list must match

Once the system has found all price lists that apply to the customer/item/date/currency combination on the sales order, the QAD SE best pricing logic calculates the best possible price by determining:

- Which price lists can combine with other price lists

- This is based on the Amount Type and Combine Type fields on each price list.
- Whether break category discounts apply

Before actual price lists can be set up there is some code maintenance that must be discussed in order to gain a thorough understanding of how price lists work.

Price List Status Maintenance (7.20.18.2)

Price List Status Maintenance

Code	Reference	Description
0	Deleted	Deleted
2	Working	Working On
3	Generate	Generated
4	WaitApp	Waiting Approval
5	Approved	Approved
7	Finish	Finished

F1-Go 2-Help 4-End 5-Del ENT-Upd 6-Opt Home-PgF End-PgL

Price List Status Maintenance (7.20.18.2)

QAD Proprietary 2008-TRM-PR-070

This table holds the price list status codes used by the system to determine the stages in the price list life cycle. The codes cannot be changed but the Reference and Description fields can be modified.

Code	Reference	Definition
0	Deleted	A price list that has been deleted from the system; the number assigned to the price list will not be re-used.
2	Working	A price list that has not been approved. At this status a price list will never be used regardless of its start date.
3	Generated	This status is used to show that the step of generating items onto the price list has been done. The only price lists that will have this status are those that are set at Product Level 2, 3 or 10-19.
4	Waiting Approval	This status indicates a price list where a change to Status 5 was attempted but which encountered some error. The error must be fixed before the price list can be approved.
5	Approved	This status indicates that a price list has been approved and is now an active price list which will be in effect from its start to its end date. An approved price list can be returned to Status 2 - Working if this price list has not been used to price any sales orders.
7	Finished	This status indicates that a price list is no longer being used regardless of its start and end date. It is not mandatory to move a price list to this status as it will retire itself on the end date shown on the price list header.

Price List Type Maintenance (7.20.18.3)

Code	Reference	Description
1	List	List Price
2	Disc%	Discount %
3	MarkUp	Markup
4	NettPr	Nett Price
5	CredTrms	Credit Terms
6	FrgHTrms	Freight Terms
7	FrgHList	Freight List
8	Accrual	Accrual Price List
9	Disc\$	Discount \$ Off

F1-Go 2-Help 4-End 5-Del ENT-Upd 6-Opt Home-PgF End-PgL

Price List Type Maintenance (7.20.18.3)

QAD Proprietary 2008-TM-PR-080

This is used to define the type of price lists that can be created. The system determines how to treat the information on each price list based on the type set on the price list header. The codes cannot be changed

Code	Reference	Definition
1	List Price	Foundation for the pricing logic. List Price type price lists must be set up with a Comb Type of combinable or base. List price tables provide pricing history and set minimum/maximum prices allowed.
2	Discount%	Percentages specified on the price list are applied to the item's list price to determine the net selling price.
3	Mark Up	Markups are percentages added to the item cost at the order site. Can only be base or exclusive
4	Net Price	A form of discount where the end unit price is specified and the system calculates the discount percentage. Can be base or exclusive.
5-6-7	Credit Terms, Freight Terms, Freight List	Not used in this version
8	Accrual Price List	Percentage of the net price specified on the price list is accrued into a specific account, without affecting the calculation of the net price.
9	Discount% Off	Discount dollars specified on the price list are applied to the item's list price to determine the net selling price.

P/L Combine Type Maintenance (7.20.18.6)

P/L Combine Type Maintenance

Code	Reference	Description
1	Base	Base
2	Comb	Combinable
3	NonComb	Non Combinable
4	Excl	Exclusive

F1-Go 2-Help 4-End 5-Del ENT-Upd 6-Opt Home-PgF End-PgL

P/L Combine Type Maintenance (7.20.18.6)

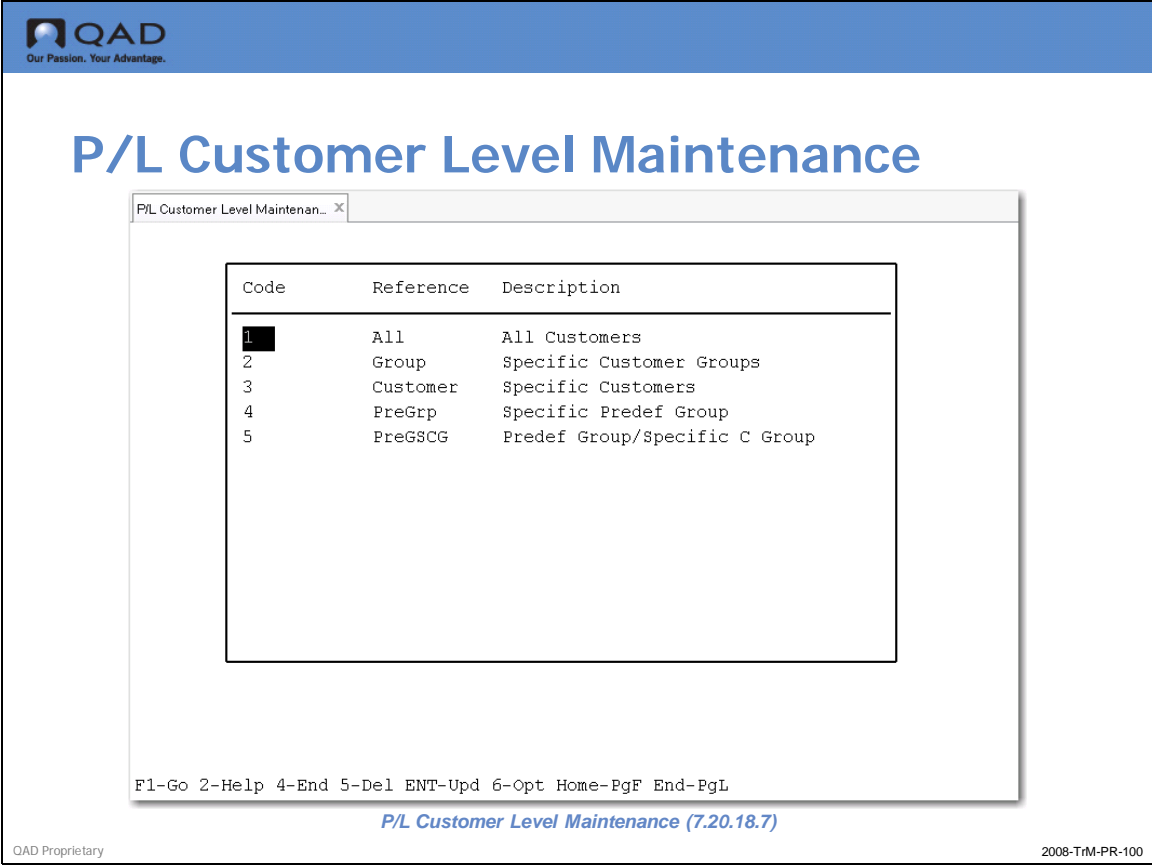
QAD Proprietary 2008-TM-PR-090

When one of these four numbers is entered on the price list header, it controls how the price list will interact with list price price lists and any other discount price lists which may be in effect for the customer/item/date/currency combination on the sales order.

This is a very important concept to understand as it is integral to the best pricing logic used by QAD SE to price sales order line items.

Reference	Definition
Base	Price lists that serve as the basis for additional discounts and can be combined with any price that is not exclusive. Base price lists cannot combine with other base price lists
Combinable	Also known as base combinable. Incremental price lists that are not intended to combine with any other price lists except for base price lists.
Non Combinable	Also known as base combinable. Incremental price lists that are not intended to combine with any other price lists except for base price lists.
Exclusive	Price lists that are exclusive and cannot combine with any other discount price lists. They do combine with list price price lists.

P/L Customer Level Maintenance (7.20.18.7)

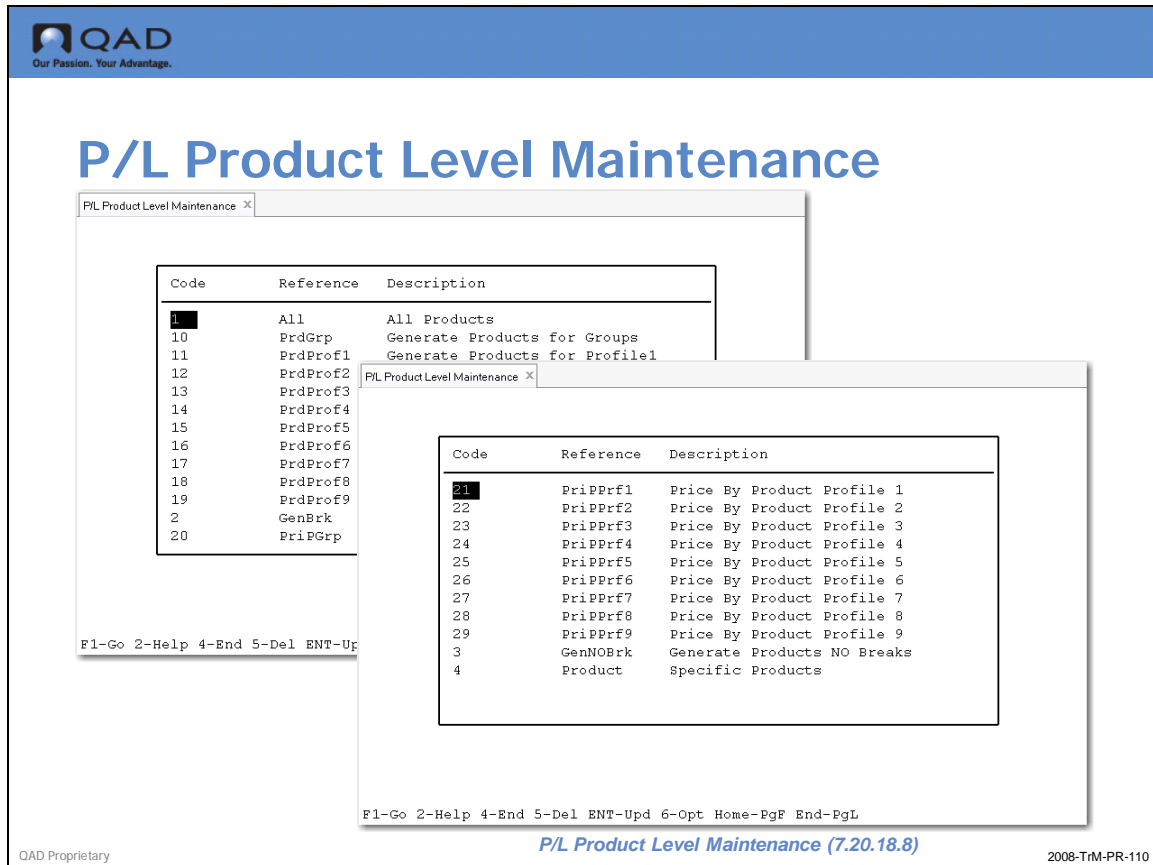


This is used to determine how customers are included on a price list. These codes cannot be changed.

Code	Reference	Definition
1	All Customers	All customers are included. When a new customer is added to the TrM database, it is automatically included on any price list set to this level. The inclusion occurs at the time the new customer is added.
2	Specific Customer Groups	Customer groups are manually added. All customers attached to the customer group at the time the price list is approved are automatically added. After a price list has been approved, when a new customer is added to any customer group on the price list (via QAD SE Customer Maintenance (2.1.1) it is immediately and automatically added to that price list.
3	Specific Customers	Specific customers are manually added. The price list applies only to the specifically added customers. New customers can be manually added to the price list after it has been approved.

Code	Reference	Definition
4	Specific Predefined Group	Includes customers of any pre-defined group entered on the price list. This level uses standard TrM pre-defined groups which sets up groups of customers using profile values or a combination of profile values and customer groups. [This level is very rarely used]
5	Predefined Group/Specific Cust Group	Includes customers using a pre-defined group plus specific customer groups. This means that the pre-defined group may include customers that belong to multiple customer groups, but only those customers who belong to the specified pre-defined group and customer group will be included on the price list. [This level is very rarely used]

P/L Product Level Maintenance (7.20.18.8)

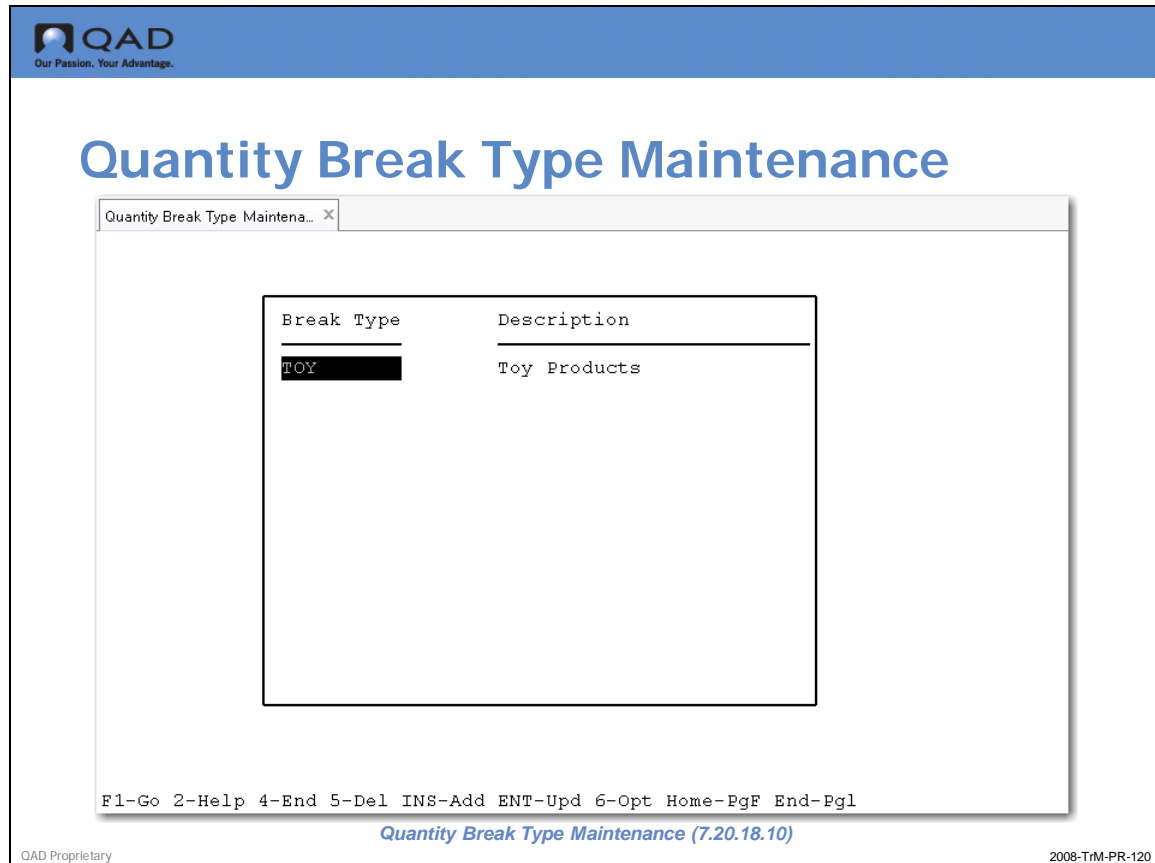


This is used to determine how products are included on a price list

Code	Reference	Description
1	All Products	All products in TrM at the time the price list is approved are added to any price list with this product level. Products added to TrM after the price list is approved are automatically added to the price list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time. This product level cannot be used with list price price lists (Type 1)
2	Generate Products with Breaks	All products in TrM at the time the price list is generated are attached to the price list and any break values set up on the price list are automatically applied to all items. At this product level, products can be edited.
3	Generate Products with No Breaks	All products in TrM at the time the price list is generated are attached to the price list; however even if break values are set up on the price list they do not default onto the individual products. At this product level, products can be edited.
4	Specific Products	Products are manually added to the price list. At this product level, products can be edited.
10	Generate Products for Groups	Products groups are entered onto the price list. Running the Generate Price List step adds all products in the specified product group/groups to the price list. If a product is added to a product group that is on the price list after it has been approved, it will not be added to the price list automatically. It must be added manually or by running the bulk update utility. At this product level, products can be edited.

Code	Reference	Description
2	Generate Products with Breaks	All products in TrM at the time the price list is generated are attached to the price list and any break values set up on the price list are automatically applied to all items. At this product level, products can be edited.
11-19	Generate Products for Profiles 1-9	Products are entered onto the price list using one of the product profiles as the selection criteria. Running Generate Price List adds all products with the specified profile to the price list. If a product with the specified profile value is added to TrM after the price list has been approved, it will not be added to the price list automatically. It must be added manually or by running the bulk update utility. At this product level, products can be edited.
20	Price By Product Group	Products groups are entered onto the price list using product group as the selection criteria. When using this product level, the Generate Price List step is not done. At this product level, if an item is added to a product group that is on the price list, the product is automatically added to the list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time.
20-29	Price By Product Profiles 1-9	Products groups are entered onto the price list using one of the product profiles as the selection criteria. When using this product level, the Generate Price List step is not done. At this product level, if an item is added to a product group that is on the price list, the product is automatically added to the list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time.

Quantity Break Type Maintenance (7.20.18.10)



If quantity breaks will be used, this is where the break codes are set up.

Price break categories are used to group items together that accumulate for volume discounts. The system accumulates either item quantities or price amounts based on the Quantity Type field of the applicable price list. The break code is added to all applicable items and to a price list in the Qty Break Type field.

When the system prices a sales quote or order, a line may qualify for a price break if the item break category matches:

- The break category on an applicable price list
- The break category of another line item on the same quote or order

Setting up break categories requires careful planning. You may want to give customers a discount based on ordering related items. For example, green bicycles (item A) and blue bicycles (item B) are in break category bicycle. You can set up a price list so that customers ordering 200 bicycles (any combination of A and B) qualify for a discount.

You can also set up a price list so that ordering a certain number of items qualifies the customer for a discount on a different item. For example, a customer ordering 200 bicycles (item A or B) gets a discount on reflectors (item C).

Pricing Control (1.10.1.24)

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Pricing Control

Pricing Control x

Go To Actions Copy Print Preview

Discount Combination Type: Cascading

Automatic AC Regen for Customers: Items:

Automatic AC Regen for Edits of Customers: Items:

QO Default Price Date: Order Date

Price QO by Line:

QO Factor Rounding: 0

Display QO Discounts as: Discount

SO Default Pricing Date: Order Date

Price SO by Line:

SO Factor Rounding: 0

Display SO Discounts as: Discount

TrM Price list prefix: TM

Back Next

Pricing Control (1.10.1.24)

QAD Proprietary 2008-TrM-PR-130

There are fields here which need to be set to correctly control how price lists work.

Discount Combination Type. This field controls what the system does when multiple discounts apply. Default = Additive. The other choice is Cascading. If additive, discounts are added. For example, if a line qualifies for a 20% discount and an 30% discount, additive yields a discount of 50% (20 + 30).

If the Discount Combination Type is set to Additive, discount sequencing has no effect.

If cascading, discounts are applied based on the discount sequences set on the applicable price lists. In the above example, if the discount sequence on the 1st price list (20%) is set to 10 and the discount on the 2nd price list (30%) is set to 11, the resultant price on a \$100 item = \$56.00 (100 x .80 x .70)

QO Default Price Date. Options are Due Date, Order Date, Required Date, Promise Date.

The start and end effective dates on a price lists determine when its prices are valid. The system uses the pricing date on the quote header as the default pricing date on each line item, which in turn is used to search for applicable prices for the line item.

Display QO Discounts As. This field determines whether line item discounts on sales quotes are entered and displayed as discount percentages or factors.

Discount: discount is expressed as the percentage to be deducted from the item price, for example, 10%

Factor: discount is expressed as the factor to multiply the item price by to obtain the discount. For example, to apply a 10% discount, you would enter a value of 0.90.

SO Default Pricing Date. The start and end effective dates on a price list determine when its prices are valid. The system uses the pricing date on the order header as the default pricing date on each line item, which in turn is used to search for applicable prices for the line item.

Options are Due Date, Order Date, Performance Date, Promise Date, and Required Date. The default is Order Date.

This value applies only to sales orders. The header pricing date on return material authorizations (RMAs) always defaults from the order date.

Display SO Discounts As. Same as Display QO Discounts As above.

Sales Order Control (7.1.24)

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Sales Order Control

Sales Order Control x

Go To Actions Copy Print Preview

Calculate Freight by Site: Auto Batch Confirmation:

Comm on Margin not Sales:

Hold Orders Over Credit Limit:

SO Interest Accrued Acct: 4500

SO Interest Applied Account: 1280

Price Table Required: (Applies to Discrete Sales Orders)

Disc Table Required: (Applies to Scheduled Orders)

Vary Pricing Date by SO Line:

Minimum Shipment Amount: 0

SO Edit ISB Defaults:

SO Returns Update ISB:

Confirmation Batch ID:

Confirmation Printer:

Pending Inv Update ISB:

Forecast Consumption

Consume Forward: 1

Consume Back: 0

Check Customer Item Nbr First:

Taxable Trailer Code 1: 10

Taxable Trailer Code 2: 20

Taxable Trailer Code 3: 30

Auto Batch Shipment:

Shipment Batch ID:

Shipment Batch Printer:

Use SO Freight List Trailer Code:

Nontaxable Trailer Code 1: 10

Nontaxable Trailer Code 2: 20

Nontaxable Trailer Code 3: 30

Back Next

Sales Order Control (7.1.24)

QAD Proprietary 2008-TrM-PR-140

Three fields on this screen are used to set whether price lists are required for each line item and whether pricing dates on line items can be different than the pricing date on the SO header.

Price Table Required. This field determines how strictly price lists are used to control order entry.

If this box is checked, only items which are on a valid list price price list can be entered. The price list item and the SO item, unit of measure and currency must match exactly.

If this box is not checked then items can be entered whether or not a list price price list exists. If a price cannot be found on a valid list price price list and there is a price on the item master, the item master price will be used.

Important Be very careful if leaving this box unchecked. An item could be invoiced at \$0.00. For example, if there is no list price price list and the item master has a \$0.00 price, order entry will show \$0.00 as the price of the item. There is nothing in the system that will stop an item from being priced at \$0.00.

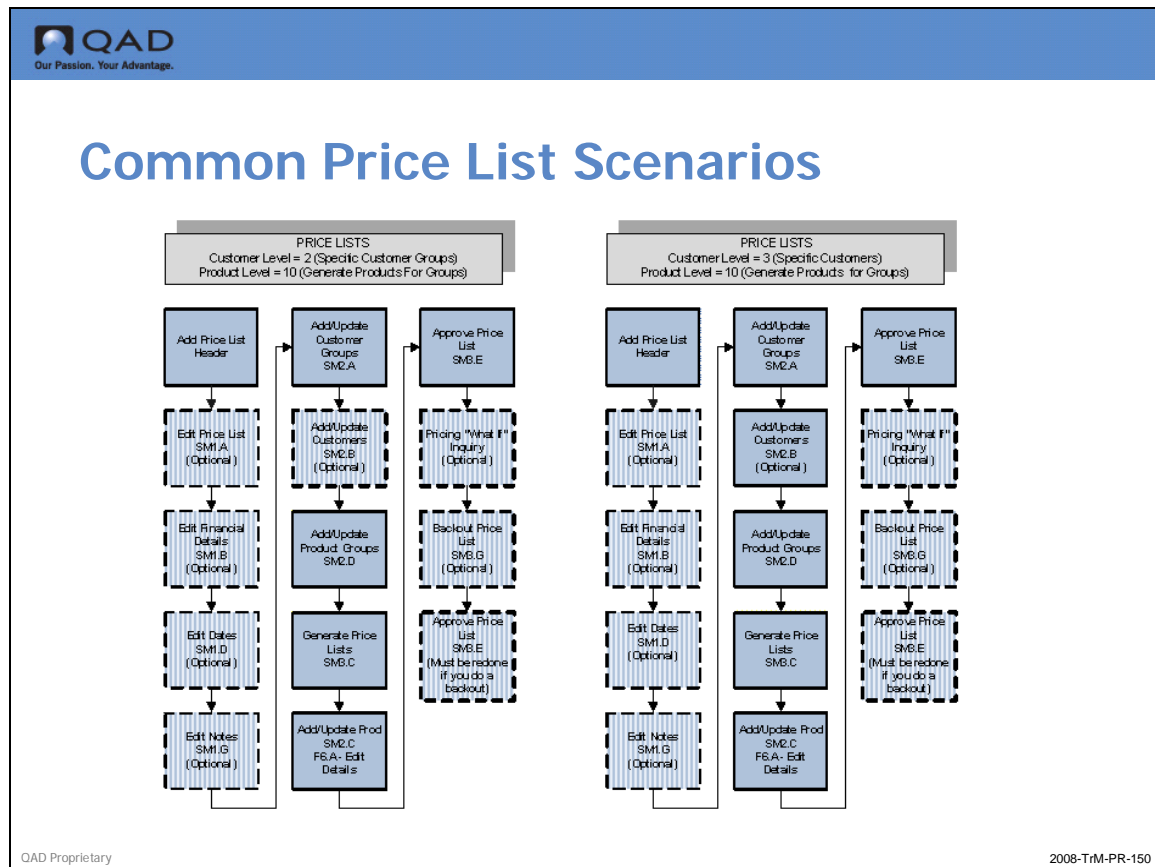
If leaving this box unchecked, the usual practice is to set the item master price as the highest price for the item, or to set a number like \$99,999.00

Disc Table Required. Same as Price Table Required, but pertains to discount price lists.

Vary Pricing Date by SO Line. If this box is checked, you can set the pricing date on individual sales order lines to be different than the pricing date on the sale order header.

If this box is unchecked, then the pricing date for all line items will be the pricing date specified on the sales order header.

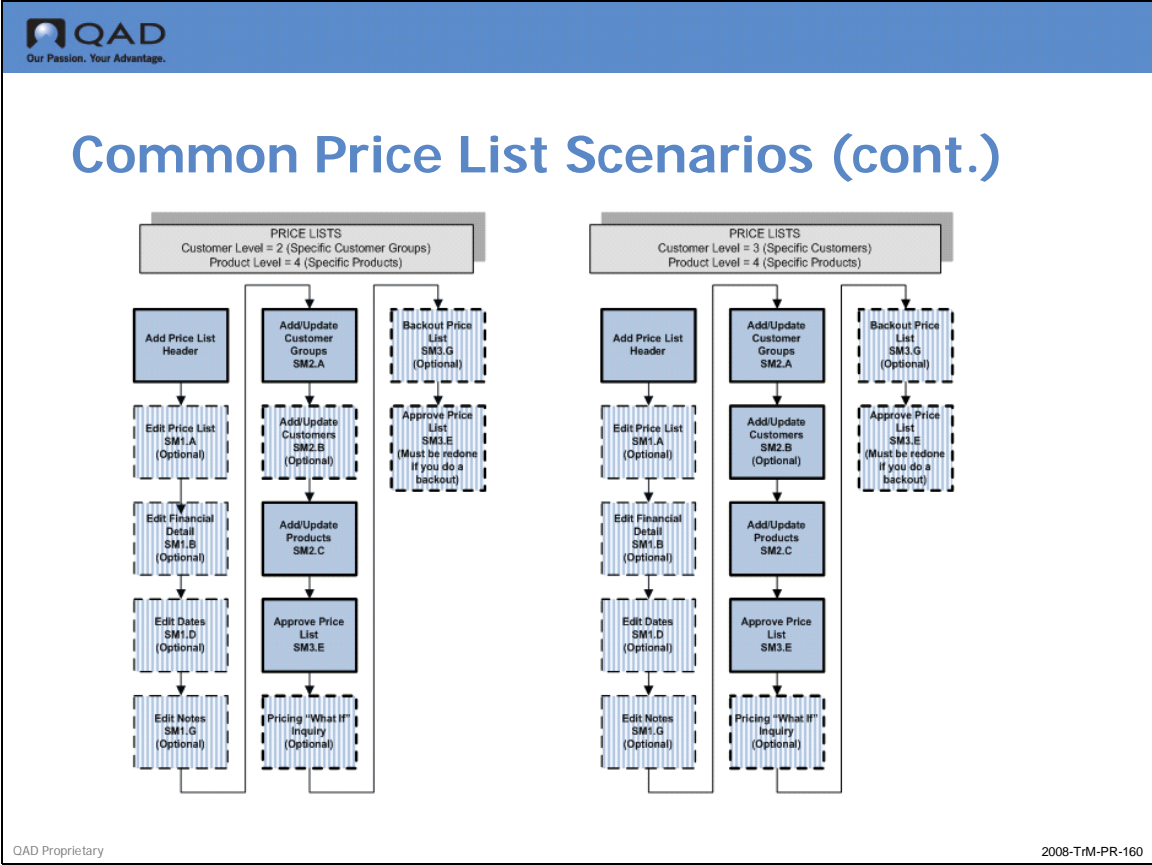
Common Price List Scenarios



Price List process flow for Product Level 10 with the two most common price list customer levels.

- Customer Level 2 - Specific Customer Groups
- Customer Level 3 - Specific Customers

Common Price List Scenarios (cont.)



Price List process flow for Product Level 4 with the two most common price list customer levels.

- Customer Level 2 - Specific Customer Groups
- Customer Level 3 - Specific Customers

Add Price List (7.20.6.1)

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Add Price List

Add Price List X

Go To Actions

Price List: TM050034 Status: Working

Division: 1 Best Products, Inc.

Description: Puppy Love Price List

Start Date: 1/1/2009 End Date: 12/31/2009

Type: I

Qty Break Typ:

Priority:

Cost Set:

Customer Lvl: 2 All Customers

Product Level: 10 All Products

Previous List:

Next List:

Reference Only:

Price List No: PPLIST

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-170

All price lists are set up here.

Price List. System assigned sequential code.

Status. Indicates if the price list is still be added/edited (Working), in effect (Approved) or ended (Finished). Only a price list with a status of Approved is an active price list regardless of its start date. [Refer to Price List Status Maintenance]

Division. The division for this price list. In a multi-divisional setup, the first division will default into this field. Be careful to change it to the correct division. If you accept the default and move to the next field, this field cannot be edited and you will need to exit and start over.

Description. A user defined description of this price list. Shorter is better as this description appears on many screen inquires and reports and it should be easy for users to correctly identify the price list they are looking for.

Start Date. The first day the price list is effective. [Refer to Pricing Control]

End Date. The last day the price list is effective.

Type. Indicates the type of this price list. [Refer to Setup: Price List Type Maintenance]

Qty Break Type. If quantity breaks are being used, enter the quantity break code here. [Refer to Quantity Break Type Maintenance]

Cost Set. If this is a markup price list, enter cost set to which the markup percentage will be applied. Usually set to STANDARD.

Customer Lvl. Sets the customer level of this price list. [Refer to P/L Customer Level Maintenance]

Product Level. Sets the product level of this price list. [Refer to P/L Product Level Maintenance]

Next List, Previous List. Not used in this version

Reference Only. If this box is checked, the price list will not be used for pricing sales quotes or orders regardless of its status and the start and end dates. Reference Only price lists are internal TrM price lists and are usually used in conjunction with rebates.

Price List No. Enter a code for the QAD SE price list created when the TrM price list is approved. Optionally, you can let the system generate a code using the number sequence set on Page 10 of the TrM Control File.

Add Price List - Strip Menus (7.20.6.1)

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Add Price List – Strip Menus

1Header	2Detail	3Status	4View	5Report
Price List: TM050036 Division: 1 Description: Pet Products List Price Start Date: 01/01/2009 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: <input type="checkbox"/>	Best Products, Inc. List Price Specific Customer Groups Generate Products for Groups	Status: Working Price List No:		

[Edit Price List \(7.20.6.1\)](#)

QAD Proprietary 2008-TM-PR-180

Once the header screen has been added, a series of strip menus appears across the top of the screen. Each strip menu has multiple options which allow you to perform specific editing tasks.

Strip Menu 1 - Header: Options on this strip menu are used to edit default information entered when the price list was added; for example, the type of price list, customer & product levels, start and end dates, financial information, etc.

Strip Menu 2 - Detail: Options on this strip menu are used to add and edit customer and item detail such as which customer groups and/or customers (depending on customer level set on the price list header) are on the price list, which product groups and/or products (depending on product level set on the price list header) are on the price list and the actual pricing detail.

Strip Menu 3 - Status: Options on this strip menu are used to change the status of the price list and to generate items onto the price list (when the product level on the price list header is set to 2, 3, 10 or 11-19) and also to view error messages (if any) received when attempting to make status changes. There is also an option to back out a price list, i.e. change the status from Approved to Working so that further editing can be done.

Strip Menu 4 - Views: Options on this strip menu allow you to view price list details such as customers, items, financial details, notes, etc.

Strip Menu 5 - Reports: Options on this menu allow you print reports (to a printer or page) with price lists details such as header detail, full detail, customer and item detail, etc.

Add Price List - Add/Update Customer Groups

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Add Price List – Add/Update Customer Groups

Add Price List X

Go To Actions

1Header	2Detail	3Status	4View	5Report
Price List: TM050036 Division: 1 Description: Pet Products Start Date: 01/01/2009 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: <input type="checkbox"/>	A. Add/Update Customer Groups B. Add/Update Customers C. Add/Update Products D. Add/Update Product Groups E. Add/Update Prod Grp/Prof Temp F. Update MFG/PRO Dates	Status: Working End Date: 12/31/2009		

Back Next

Edit Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-190

The first step in adding detail to the price list is to add customer groups.

Add Price List - Add/Update Customers (cont.)

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Add Price List – Add/Update Customers

Add Price List x

Go To ▾ Actions ▾

<i>Cust Group</i>	Name	Inc	Start	End Date
		<input type="checkbox"/>		

Start Date: 01/01/2009 End Date: 12/31/2009

Type: 1 List Price

Qty Break Typ:

Priority:

Cost Set:

Customer Lvl: 2 Specific Customer Groups

Product Level: 10 Generate Products for Groups

Previous List:

Next List:

Reference Only: Price List No:

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-200

Use the Insert command to add all applicable groups to the price list. Make sure that the Inc. box is checked.

Note Even if the customer level on the price list header is set to 3 - Specific Customers, you must still add the customer group to which the customer belongs using this option before you can add the customer, using the next Strip Menu option, Option B.

Add Price List - Add/Update Customers

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Add Price List – Add/Update Customers

Add Price List x

Go To Actions

Customer Code: PLM01

Customer Grp:

Inclusion?:

Start Date: 01/01/2009

End Date: 12/31/2009

Priority:

Cost Set:

Customer Lvl: 2 Specific Customer Groups

Product Level: 10 Generate Products for Groups

Previous List:

Next List:

Reference Only: Price List No:

RECORD BEING ADDED (lpcuse.p)

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-205

This option can be used in two ways:

- Price List Customer Level = 2, 4 or 5: to exclude individual customers from the price list
- Price List Customer Level = 3: to add individual customers to a price list

Use the Insert command to enter data.

Customer Code. The customer number of the customer you want to exclude/include.

Customer Grp. The customer group for the customer.

Inclusion. For #1 above: Cannot be edited. The logic is that if you have put on a price list at the group level, the only customer level editing you would need to do is to exclude a customer from the list. Be default, they are on the list if they are part of a group that is on the list. For #2 above: The Inc. box is checked by default. Remember, you are adding customers one at a time.

Start Date. Defaults from the Start Date on the price list header. This can be edited. For example, if you want to exclude a customer from the price list for a short period of time, change this start date.

End Date. Refer to Start Date above.

Add Price List - Add/Update Products or Product Groups

Add Price List – Add/Update Products or Product Groups

Price List: TM050036 Status: Working
 Division: 1
 Description: Pet Products End Date: 12/31/2009
 Start Date: 01/01/2009
 Type: 1
 Qty Break Typ:
 Priority:
 Cost Set:
 Customer Lvl: 2 Specific Customer Groups
 Product Level: 10 Generate Products for Groups
 Previous List:
 Next List:
 Reference Only: Price List No:

Actions:

- A. Add/Update Customer Groups
- B. Add/Update Customers
- C. Add/Update Products
- D. Add/Update Product Groups
- E. Add/Update Prod Grp/Prof Temp
- F. Update MFG/PRO Dates

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-210

These options are used to add products to the price list. Which of them is used depends on the product level set on the price list header. All of them are shown here.

Product Level	Description	Use Option	Do Generate Step?
2	Generate Product with Breaks	D - Add/Update Product Groups	Yes
3	Generate Products No Breaks	D - Add/Update Product Groups	Yes
4	Specific Products	C - Add/Update Products	No
10	Generate Products for Groups	D - Add/Update Product Groups	Yes
11-19	Generate Products for Profiles 1-9	D - Add/Update Product Groups	Yes
20	Price by Product Group	E - Add/Update Prod Group/Prof Temp	No
21-29	Price by Profiles 1 - 9	E - Add/Update Prod Group/Prof Temp	No

Add Price List - Adding Product Groups

Add Price List – Adding Product Groups

Code	Description	UOM	Inc	Start	End Date
TOY	Pet Toys	EA	<input type="checkbox"/>	01/01/2009	12/31/2009

Generate Products for Groups (7.20.6.1, SM2.D)

- For Product Levels 10-19

Add/Update Prod Group/Prof Temp (7.20.6.1, SM2.E)

- For Product Levels 20-29

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-220

This option includes Generate Products for Groups (7.20.6.1, SM2.D) and Add/Update Prod Group/Prof Temp (7.20.6.1, SM2.E). The product groups are entered onto the price list in the same way for both Options D and E. Use the Insert command to enter the applicable product groups. The difference is:

- When a product level between 10 and 19 is used the generate step must be performed (discussed in the section immediately below)
- When a product level between 20 and 29 is used the generate step is omitted

Add Price List - Generate Price List

', 'Best Products:', 'List Price', 'Specific Custo...', 'Generate Products for Groups', and 'Price List No:'. There are 'Back' and 'Next' buttons at the bottom right. The QAD logo is in the top left corner of the window, and the text 'Add Price List (7.20.6.1)' is at the bottom center of the window."/>

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Add Price List – Generate Price List

Add Price List X

Go To Actions

1Header	2Detail	3Status	4View	5Report
Price List: TM050037		Status: Working		
Division: 1	Best Products:	A. Check for Overlaps		
Description: Puppy Love Price List		B. View Overlap Messages		
Start Date: 01/01/2009		C. Generate Price List		
Type: 1	List Price	D. View Generation Messages		
Qty Break Typ:		E. Approve Price List		
Priority:		F. View Approval Messages		
Cost Set:		G. Backout Price List		
Customer Lvl: 2	Specific Custo...	H. View Backout Messages		
Product Level: 10	Generate Products for Groups	I. Finish Price List		
Previous List:		J. Delete Price List		
Next List:				
Reference Only: <input type="checkbox"/>				
		Price List No:		

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TrM-PR-230

What is generated and why do I need it?

Generate Price List is exactly what it sounds like. TrM searches its Item Master and enters all items which meet the selection criteria entered in the previous step, i.e. all those products belonging to the specified product group(s) or profile, onto the price list.

Being able to enter products onto a price list in a group is one of the singular benefits of using TrM. It allows a user to simply enter the group code onto the price list and let the system do the rest. It not only saves time but increases accuracy by eliminating the likelihood that an item will be overlooked or that a wrong item code will be entered.

The product levels that require the generate option are used whenever a price list requires that each item has a unique price or discount, typically a list price list, a net price list and, less typically, some discount price lists.

Add Price List - Add/Update Products

Add Price List – Add/Update Products

1Header	2Detail	3Status	4View	5Report
Price List: TM050037 Division: 1 Description: Puppy Love P Start Date: 01/01/2009 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: <input type="checkbox"/>	A. Add/Update Customer Groups B. Add/Update Customers C. Add/Update Products D. Add/Update Product Groups E. Add/Update Prod Grp/Prof Temp F. Update MFG/PRO Dates	Status: Working End Date: 12/31/2009		

Back Next

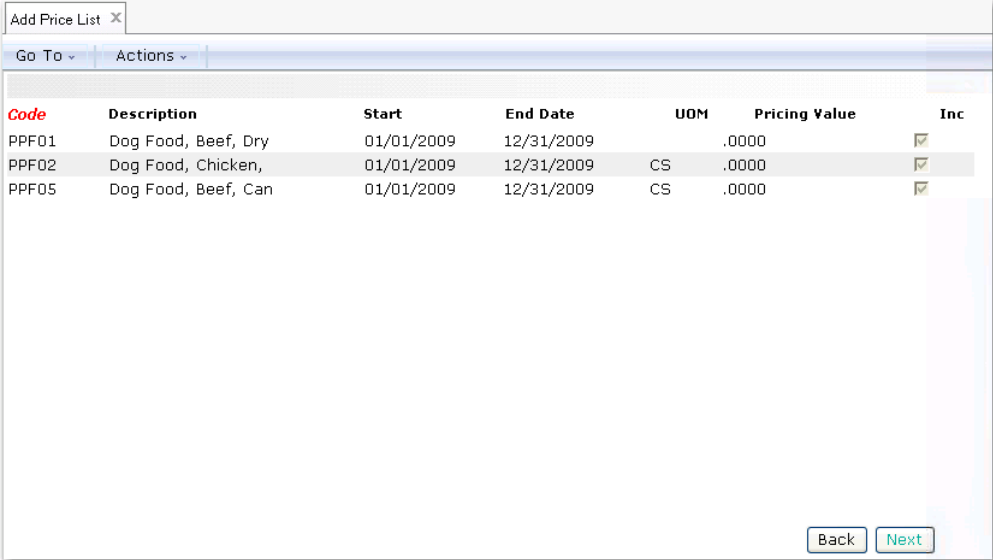
Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-240

After the generate step is complete, prices are added to the individual items using this option. This option can be used in two ways:

- Price List Product Levels 2, 3, 10, 11-19
 - to add pricing to items generated onto the price list
- Price List Product Level = 4
 - to manually add individual products to a price list.

Add/Update Products - Generated List



The screenshot displays the 'Add Price List' window in the QAD system. The window title is 'Add Price List' with a close button. Below the title bar are 'Go To' and 'Actions' dropdown menus. The main content is a table with the following columns: Code, Description, Start, End Date, UOM, Pricing Value, and Inc. The table contains three rows of data:

Code	Description	Start	End Date	UOM	Pricing Value	Inc
PPF01	Dog Food, Beef, Dry	01/01/2009	12/31/2009		.0000	<input checked="" type="checkbox"/>
PPF02	Dog Food, Chicken,	01/01/2009	12/31/2009	CS	.0000	<input checked="" type="checkbox"/>
PPF05	Dog Food, Beef, Can	01/01/2009	12/31/2009	CS	.0000	<input checked="" type="checkbox"/>

At the bottom right of the window are 'Back' and 'Next' buttons. Below the window, the text 'Add Price List (7.20.6.1)' is displayed. The QAD logo and tagline 'Our Passion. Your Advantage.' are in the top left corner of the page. The footer contains 'QAD Proprietary' on the left and '2008-TM-PR-250' on the right.

The generated list will look similar to the example.

Add/Update Products (cont.)

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Add/Update Products (cont.)

Add Price List x

Go To Actions

Product: PPS01

Pricing Value: .0000

Term Code:

UOM: EA

Start Date: 01/01/2009

End Date: 12/31/2009

Inclusion?:

Customer Lvl: 2 Specific Customer Groups

Product Level: 10 Generate Products for Groups

Previous List:

Next List:

Reference Only: Price List No:

RECORD BEING ADDED (lpprde.p)

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-260

Select User Option A - Edit Details to add price detail to all individual products on the list.

Product. The selected product from the list of products.

Pricing Value. The actual price, the discount percentage, the discount dollars, the markup percentage or the accrual percentage depending on the price list type.

Term Code. Not used.

UOM. Default is the unit of measure on the item master. If the item is being sold in another unit of measure, it needs to be changed here.

Start Date. Defaults from price list header. If this item should be on the price list but the price is not effective until some time after the price list start date, this date can be changed.

End Date. Defaults from price list header. If this item's price is effective until some time before the price list end date, this date can be changed.

Inclusion. Default = checked. If this item was generated onto the price list because it was part of a selected product group but for some reason should not be on this price list, uncheck the box.

Add Price List - Updated List

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Add Price List – Updated List

Add Price List x

Go To ▾ Actions ▾

<i>Code</i>	Description	Start	End Date	UOM	Pricing Value	Inc
PPF01	Dog Food, Beef, Dry	01/01/2009	12/31/2009		.0000	<input checked="" type="checkbox"/>
PPF02	Dog Food, Chicken,	01/01/2009	12/31/2009	CS	.0000	<input checked="" type="checkbox"/>
PPF05	Dog Food, Beef, Can	01/01/2009	12/31/2009	CS	.0000	<input checked="" type="checkbox"/>
PPS01	Pet Carrier/Large	01/01/2009	12/31/2009	EA	.0000	<input checked="" type="checkbox"/>

Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-270

The completed list will look similar to the example.

Approve Price List

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Approve Price List

Add Price List X

Go To Actions

1Header	2Detail	3Status	4View	5Report
Price List: TM050037		Working		
Division: 1	Best Products:			
Description: Puppy Love Price List				
Start Date: 01/01/2009				
Type: 1	List Price			
Qty Break Typ:				
Priority:				
Cost Set:				
Customer Lvl: 2	Specific Custo...			
Product Level: 10	Generate Products for Groups			
Previous List:				
Next List:				
Reference Only: <input type="checkbox"/>				
		Price List No:		


Back Next

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-280

After all prices have been added to the price list, the final step is to change the status from Generate (or Working if the generate step was not done) to Approved.

Edit Price List - Approved List


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Edit Price List – Approved List

Edit Price List x

Go To v Actions v

[X]	1Header	2Detail	3Status	4View	5Report
[X]	Price List: TM050000 Division: 1 Description: Pet Products List Price Start Date: 01/01/2008 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: <input type="checkbox"/>	Best Products, Inc. List Price Specific Customer Groups Generate Products for Groups	Status: Approved		End Date: 12/31/2010 Price List No: PPLIST

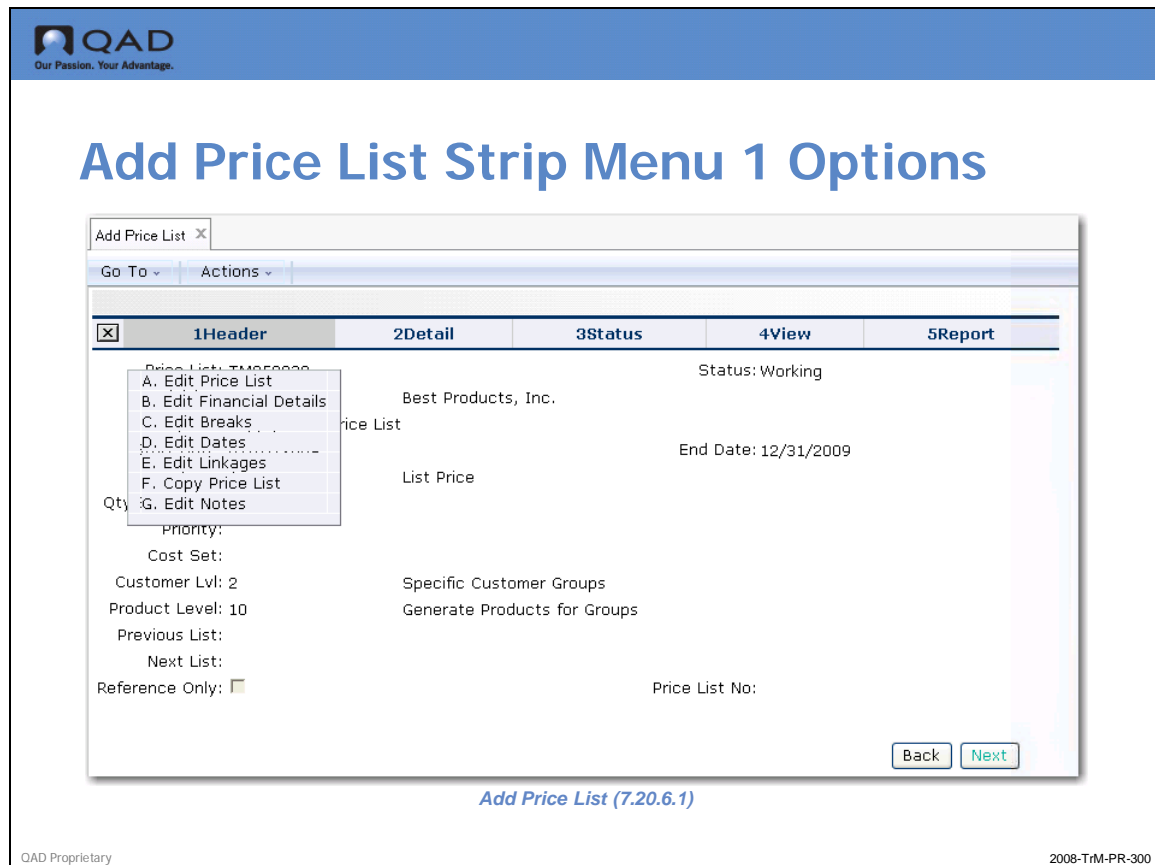
Back Next

Edit Price List (7.20.6.2)

QAD Proprietary
2008-TM-PR-290

The price list now approved. The system has created a corresponding price list in QAD SE that will be used to price sales quotes and sales orders.

Add Price List Strip Menu 1 Options



After the creation of a price list, there are other options available to edit header, customer, product and pricing information. What can be edited depends on the status of the price list:

- At a Working status, all information can be changed
- At a Generated status, the price list must be backed out, i.e. taken back to a Working status for editing
- At an Approved status there are very few things that can be changed

Example Dates: If an approved price list has not been used on a sales order, it can be backed out to a Working status for editing.

- If an error has been made after the price list has been used on a sales order, the only recourse is to copy the price list, end the old price list and make the corrections on the new price list.

Note Only options not already discussed are listed below.

Strip Menu 1 Options

Option	Description	Definition
A	Edit Price List	Used to edit header information including Description, End Date, Type, Cost Set, Customer Level, Product Level, Reference Only, Price List No
B	Edit Financial Details	Used to edit financial details including currency, combine type and discount sequence.

Option	Description	Definition
C	Edit Breaks	Used to add default quantity breaks to a price list. If all items on the price list get pricing based on quantity ordered, then the break levels are set here. For example, on a discount price list 1-99 10% 100-500 20% 500+ 30%
D	Edit Dates	Used to edit the start and end dates on the price list.
E	Edit Linkages	Not used in this version.
F	Copy Price List	Used to copy this price list with all customer and pricing detail to a new price list.
G	Edit Notes	Used to add informational notes to the price list. Notes are time, date and user stamped.

Add Price List - Strip Menu 3 Options

Add Price List (7.20.6.1)

QAD Proprietary 2008-TM-PR-310

Option	Description	Definition
A	Check for Overlaps	Used to check to see if this price list overlaps another price list. Only works on approved price lists. Comparison is between price lists of the same type, i.e., list price price lists with the same customers, items, dates and currencies.
B	View Overlap Messages	Displays any overlaps found using Option A
G	Backout Price List	Used to change the status of a generated or approved price list. A backed out price list is always moved back to a Working status.
H	View Backout Messages	Displays error messages If the system encounters an error while attempting to back out a price list. For example, if attempting to back out an approved price list and it has been used on a sales order, the message will display here.
I	Finish Price List	Used to change the status of an approved price list to finished. The default new end date is the current date. This can be edited to whatever date the price list should be finished. This will automatically update the created QAD SE price list with the new end date. Once a price list has been finished, it cannot be re-instated.
J	Delete Price List	Self-explanatory. An approved price list cannot be deleted from the system.

Add Price List - Strip Menu 4 Options

Add Price List – Strip Menu 4 Options

Price List: TM050039
 Division: 1 Best Products, Inc.
 Description: Puppy Love Price List
 Start Date: 01/01/2009
 Type: 1 List Price
 Qty Break Typ:
 Priority:
 Cost Set:
 Customer Lvl: 2 Specific Customer Groups
 Product Level: 10 Generate Products for Groups
 Previous List:
 Next List:
 Reference Only: Price List No:

Status: Work in Progress
 End Date: 12/31/2009

A. View Financial Details
 B. View Breaks
 C. View Notes
 D. View Customer Groups
 E. View Customers
 F. View Products
 G. View MFG/PRO Price List in TrM

Back Next

Add Price List (7.20.6.1)

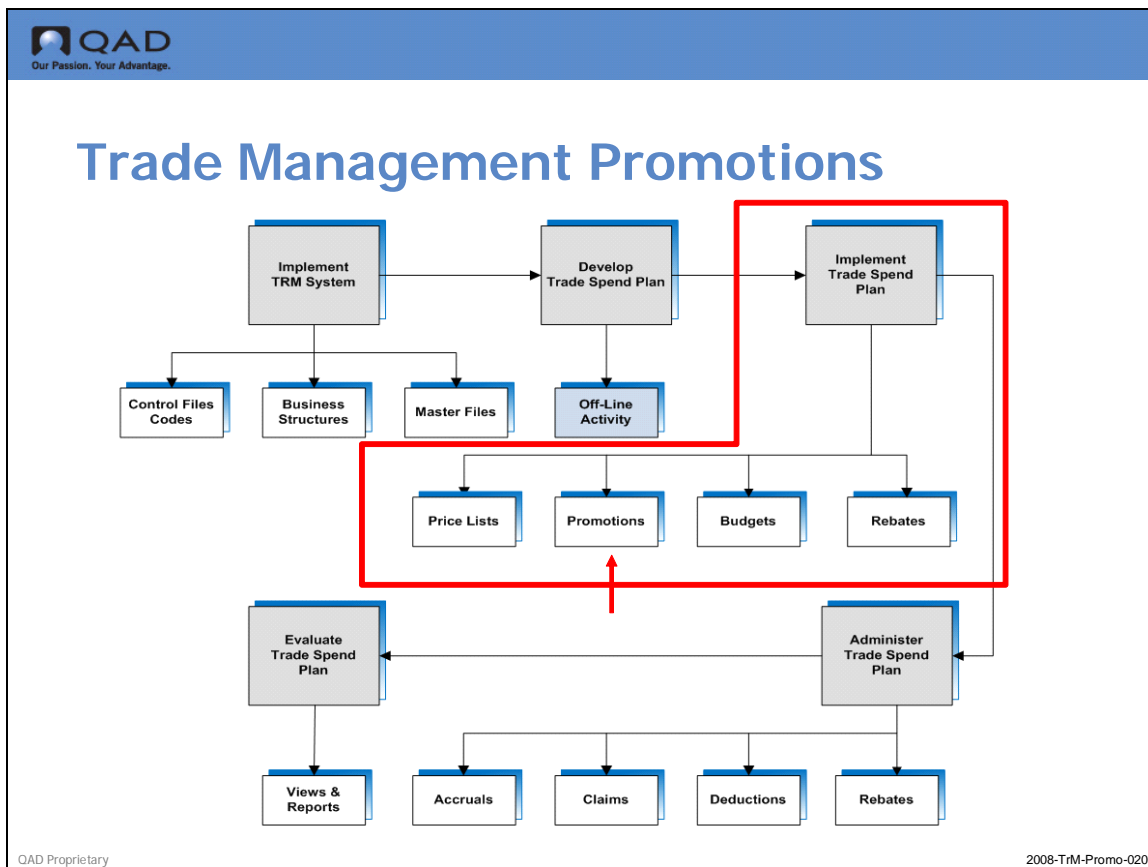
QAD Proprietary 2008-TrM-PR-320

Option	Description	Definition
A	View Financial Details	Used to view price list financial details
B	View Breaks	Used to view default price list breaks
C	View Notes	Used to view price list notes
D	View Customer Groups	Used to view the price list customer groups
E	View Customers	Used to view the customers on the price list when the customer level is set to 3 - Specific Customers.
F	View Products	Used to view the price list products. Products will display regardless of the product level on the header.
G	View QAD SE Price List in TrM	Displays the technical data used in the creation of the QAD SE price list.

Chapter 7

Promotions

Trade Management Promotions



This section covers the second step in the implementation of the actual trade spend plan - the setup of TrM promotions.

TrM Promotions



TrM Promotions

- ▲ Time Sensitive – offered for defined periods
- ▲ Targeted – defined purposes
 - Promote products at a trade show
 - Introduce new products
 - Stimulate sales in a marketing or geographic area
- ▲ Different GL Account Structure -- typically, promotional discount monies are not expensed into the standard product line sales discount accounts but are put instead into separate expense accounts
- ▲ More robust and flexible than price lists

QAD Proprietary

2008-TrM-Promo-030

Creating promotions is at the very heart of the TrM module and, along with price lists, provides the functionality to implement a company's total pricing and promotion spending plan. While price list functionality is well suited to implement a company's base (everyday) pricing and standard discounts, it lacks the tools necessary to handle the characteristic complexity of promotional discounts. Promotion functionality, on the other hand, is much broader in scope and has a more robust set of features, giving it the necessary flexibility and tools to be able to handle such complexity.

Collectively the money set aside, or budgeted, to be spent promoting the company's products to its customers is variously called promotional spend or trade spend and it is this component of its overall pricing strategy that TrM promotion functionality is specifically designed to address.

Promotional discounts have several common characteristics.

- They are time sensitive
 - offered for a short, defined period of time (although they can be done for longer periods in some cases)
- They are targeted for a specific defined purpose

For example:

- To promote the company's products at a trade show
- To introduce a new product into the market
- To stimulate product sales in a particular marketing or geographic area

- They have a different GL account structure

Promotional discount monies are not expensed into the standard product line sales discount accounts but are put instead into separate expense accounts.

Types of Promotions



Types of Promotions

- ▲ Typically real time, as an off-invoice discount
- ▲ Retrospective or deferred claim promotions, paid after sale and invoice, are either
 - Billbacks – sometimes called a rebate or chargeback where a specified amount per unit is paid after sale
 - Lump Sums – fixed amount paid for a specific expenditure such as an ad or a slotting allowance
- ▲ Deferred claim promotions paid by either voucher or credit memo

QAD Proprietary

2008-TrM-Promo-040

Promotions come in many different varieties. In their simplest form, they are given in real time, as an off-invoice discount, but they can also be given retrospectively. Retrospective promotions are those that are paid to the customer after the product has been sold and invoiced. This is what TrM calls a deferred claim. Deferred claims are further divided into two different types based on the financial structure of the promotion:

Billbacks

- Sometimes called a rebate or chargeback where the customer is paid a specified amount per unit purchased.

Lump Sums

- A fixed amount paid to the customer for a specific type of expenditure such as an ad or a slotting allowance.

Deferred claim promotions can be paid by either voucher or credit memo.

Deal Category Maintenance (7.20.13.4)

Deal Category*: OI
 Description: Off Invoice
 Deal Type*: OIP Off Invoice %
 Buying Code*: EVEN Even Buying Spread
 Buying Base*: 1 Buyin Dates
 Deal Group*:
 Clash Dates*: 1 Buyin Dates
 Spread Method*: 2 Even
 Adj Val Prog*: tpadjcsm Calculate LSum Adjusted Values

F1-Go 2-Help 4-End INS-Ins 6-Opt 7-Rcl 8-Clr

QAD Proprietary Deal Category Maintenance (7.20.13.4) 2008-TrM-Promo-050

This component refers to the method by which the promotional monies are paid to the customer. The values on the deal category record are system defaults and should not be changed unless a specific need is revealed during design testing.

Promotional monies can be paid at two distinct times:

- Real Time: at the time the actual sale is made, i.e. off invoice
- Retrospective: some period of time after the sale is made and invoiced

Four Deal Categories

Terminology

Off Invoice

This is a real time deal category. Promotional monies are paid at the time of the sale and the discount is taken off invoice.

Billback, Chargeback, Deferred Claim

This is a retrospective deal category.

Promotional monies are paid after the sale is made and a request for payment is made by the customer. Payment is made:

- By check sent directly to the customer (voucher payment)
- By crediting the customer's AR account (credit memo)

With this deal category, the amount of money spent is directly driven by the volume of product sold and is expressed as a rate per unit. For example, \$1.00/CS or 10%/CS.

Because the amount of planned spend on the promotion is directly tied to the volume sold, it is important to estimate as closely as possible the quantities to be sold when entering the promotion.

Lump Sum, Coop

This is a retrospective deal category.

Promotional monies are paid after the sale is made and a request for payment is made by the customer. Payment is made the same as for Billbacks above.

With this deal category the amount of money on the promotion is not a function of the volume of product sold but is rather a fixed amount (lump sum) given for a specific purpose. For example, a slotting allowance or running an ad.

Bonus Stock, Buy One Get One (BOGO)

This is [usually] a real time deal category.

Instead of payment in the form of promotional monies, payment for this deal category is by product given away at no charge, sometimes referred to as BOGOs. This is normally structured in such a way that buying a specified quantity of one product entitles the customer to get the same or another product for free.

For example: Buy 10 of Item A, get 1 of Item B free.

Discount Pricing Methods

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Discount Pricing Methods

Pricing Methods for Discounts			
Pricing Methods	\$	%	N
List price of ...	\$10	\$10	\$10
Now apply a discount of	\$1 off	10% off	Net price of \$9
Results in a discount value of ...	\$1	\$1	\$1
Invoiced Price	\$9	\$9	\$9
Price increase of 10%			
New list price of ...	\$11	\$11	\$11
Apply the same discount of	\$1	10%	Net price of \$9
Results in a discount value of ...	\$1	\$1.10	\$2
Invoiced price	\$10	\$9.90	\$9
	Relative		Absolute

QAD Proprietary 2008-TrM-Promo-060

Pricing methods specify how the deal category is to be applied. There are three methods:

- Dollar Off (\$)
- Percentage Off (%)
- Net Price (N)

The illustration shows the pricing methods and their net effect on pricing.

Deal Type Maintenance (7.20.13.3)

Deal Type Maintenance

Deal Type*: OID
 Description: Off Invoice \$
 Deal Category*: OI Off Invoice
 Discount Type: \$
 Deal Level: P
 Value Base: B
 Pay Method*: OI Off Invoice

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

QAD Proprietary Deal Type Maintenance (7.20.13.3) 2008-TrM-Promo-070

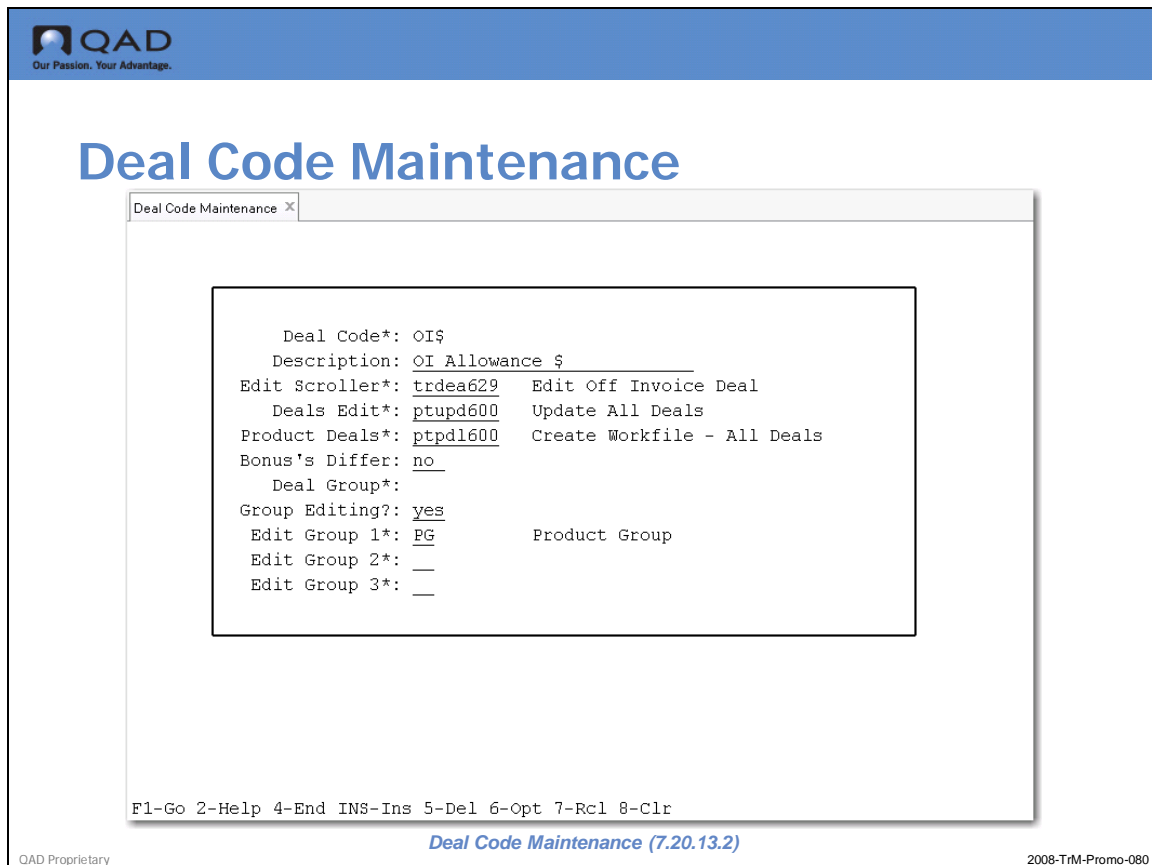
Deal Types are a combination of (a) one of the four deal categories and (b) one of the three pricing methods. The values on the deal type record are system defaults and cannot be changed.

Deal Category + Pricing Method = Deal Type

Category Method and Type Matrix

Deal Category	Pricing Method	Deal Type
OI: Off Invoice	\$: Dollar Off	OI\$: Dollar Off Invoice
OI: Off Invoice	:%: Percentage Off	OI%: Percentage Off Invoice
OI: Off Invoice	N: Net Price	OIN: Off Invoice Net
BB: Billback	\$: Dollar Off	BB\$: Billback Dollar Off
BB: Billback	:%: Percentage Off	BB%: Billback Percentage Off
BB: Billback	N: Net Price	BBN: Billback Net
CSM: Lump Sum	N: Net Price	CSM: Lump Sum Net
BO: Bonus Stock	\$: Dollar Off	BO: Bonus Stock Dollar Off

Deal Code Maintenance (7.20.13.2)



The deal code is the combination of one or more deal types. These are the codes that appear on the actual promotion. There are several standard TrM deal codes; however, if required, new combination codes can be created by users.


The deal code can contain only a single deal type or it can have a combination of two and up to four deal types; however a deal code cannot have a combination of deal types where the deal category is duplicated. For example you cannot have a deal code that has OI\$ and OI% where the deal category OI is repeated with a different payment method.

Example: a promotion for a new item introduction frequently has several components as part of the promotional offer:

- Off Invoice \$ for all units bought for the 1st month
- Billback \$ for all units bought for the 2nd month, rebated back upon customer's proof of purchase
- Lump Sum money to be used to run an ad for the new product, paid upon customer's proof of performance

Instead of having to enter 3 separate promotions for each of the different deal types being offered, a deal code consisting of all three types can be set up and used on a single promotion. In the example above, the deal code would be OI\$BB\$LS.

Promotion Status Code Maintenance (7.20.13.13)


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Promotion Status Code Maintenance

Promotion Status Code Maint x

ST	Code	Description
00	0Delete	Deleted
01	1Copy	Saved for Copying
02	2Proposed	Proposed Promotion
03	3Planned	Planned Promotion
04	4WaitApprv	Awaiting Managemt Approval
05	5Confirmed	Confirmed by all parties
06	6Live	Currently running promotin
07	7Finished	Finished waiting claims
09	9Closed	Promotion Complete & Closed
10	Archived	Promotion Archived

F1-Go 2-Help 4-End ENT-Upd 6-Opt Home-PgF End-PgL

Promotion Status Code Maintenance (7.20.13.13)

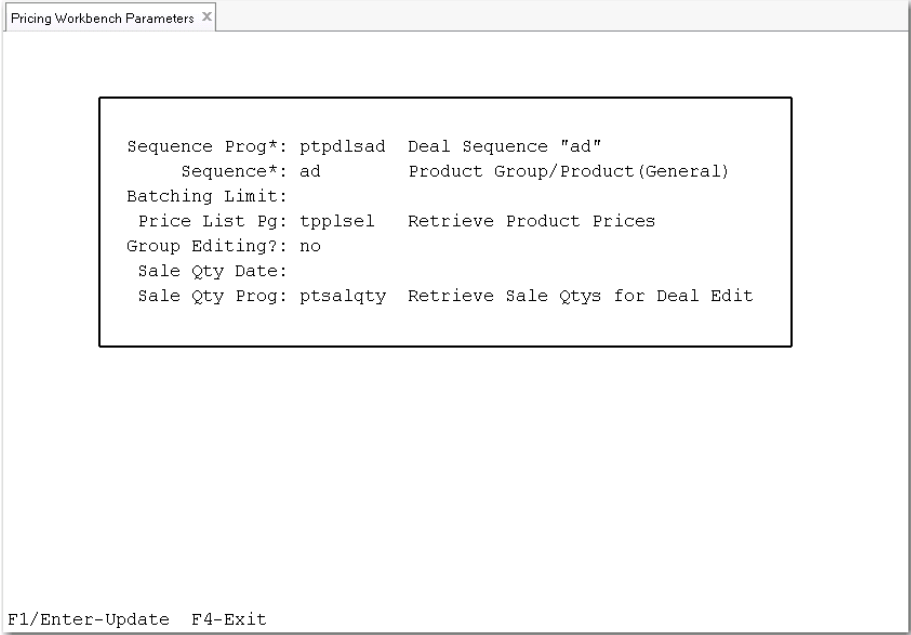
QAD Proprietary
2008-TrM-Promo-090

This table holds the promotion status codes used by the system to determine the stages in the promotion's life cycle. The codes cannot be changed but the Code and Description fields can be modified.

Status	Description	Definition
00	Deleted	The promotion has been deleted. You cannot edit a deleted promotion and once it has been deleted, it is not visible in any promotion lookup, view or report.
01	Saved for Copying	This status is used when creating a template promotion.
02	Proposed Promotion	When a new promotion is entered, it is automatically assigned to this status. The promotion is in the system but nothing is going to happen with it until it is moved to a higher status. A promotion is not active until it is moved to Status 5. At Status 2, anything on the promotion may be edited.
03	Planned Promotion	<p>At this status the promotion is linked to promotion budgets. Depending on the budgeting criteria, a promotion may be linked to one or more promotion budgets.</p> <p>Moving a promotion to Status 3 analyzes the impact of the promotion's planned spending on the budgets to which it is linked and allows users to make changes before it becomes an active promotion. At Status 3, only some of the elements on the promotion can be edited.</p> <p>Moving a promotion to Status 3 is not mandatory and many sites simply create the promotion (Status 2) and then move it to Status 5.</p>

Status	Description	Definition
04	Awaiting Management Approval	This status is set by the system. When a promotion fails to find budgets to which it can be linked during a move to Status 5, the system sets the promotion to Status 4 until the budgeting issues have been resolved.
05	Confirmed by all parties	<p>This level is selected by the user. When moving the promotion from Status 2 to Status 5, the system attempts to link the promotion with one or more promotion budgets using user defined budgeting rules. If it cannot be linked to any budgets, it is set to status 4 as outlined above. If it passes the check, it is set to status 5 and is confirmed as an active promotion.</p> <p>If a promotion has already been moved to Status 3 as outlined above, the budget check/link step has already been completed and the promotion is simply set to Status 5.</p> <p>When a promotion contains an off-invoice element, the price lists are also automatically created at this point.</p>
06	Currently running promotion	Not used in this version.
07	Finished waiting claims	This status is set by the user. Once a promotion is set to Status 7, claims can still be processed against it; however no further sales will accrue against the promotion's planned spend.
09	Promotion complete and closed	When a promotion is set to Status 9, no claims or deductions can be processed against it. If it is an off invoice promotion, the discounts will no longer be applied to sales orders.
10	Promotion Archived	Not used in this version.

Pricing Workbench Parameters (7.20.13.16)



The screenshot shows a window titled "Pricing Workbench Parameters" with a close button (X). The window contains the following text:

```

Sequence Prog*: ptpdlsad Deal Sequence "ad"
Sequence*: ad Product Group/Product (General)
Batching Limit:
Price List Pg: tpplsel Retrieve Product Prices
Group Editing?: no
Sale Qty Date:
Sale Qty Prog: ptsalqty Retrieve Sale Qtys for Deal Edit
  
```

At the bottom of the window, it says "F1/Enter-Update F4-Exit".

QAD Proprietary 2008-TrM-Promo-100

Pricing Workbench Parameters (7.20.13.16)

This is used to define the various components used in the promotion workbench. These values are set by the system and should not be changed with one exception as noted below.

Price List Pg. When the promotion pricing workbench screen displays during promotion entry or edit, this program determines where TrM will get the item list price to do the analysis between list and promotional pricing.

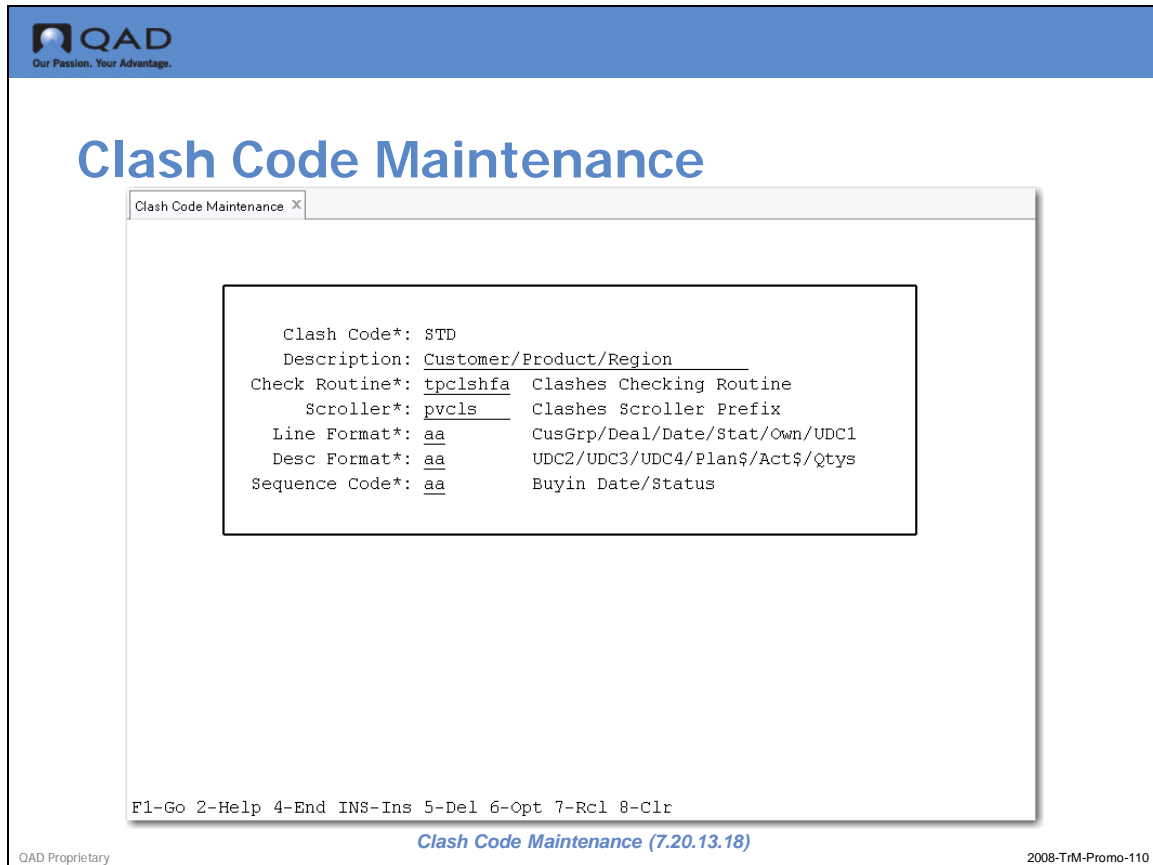
- Default = tpplsel - TrM will use the list price on the Item Master. This option can only be used if a site is actually showing a price in the item master. If the price in the Item Master = \$0.00, the item will not appear on the pricing workbench.

This program is very rarely used.

- tpplselm - TrM will use the item list price from a list price price list. If an item has more than one list price, TrM will use the lowest list price. If the item does not appear on any valid list price price list, the item will not appear on the pricing workbench.

In most instances, this is the program that will be used and this field should be changed accordingly.

Clash Code Maintenance (7.20.13.18)



The programs necessary to perform a clash check during promotion entry or editing are maintained here. One clash check routine is supplied with TrM. If a company has an alternative program written, this information would be entered here to take the place of the standard program.

What is a clash code?

In some businesses, it is perfectly normal and acceptable to have overlapping promotions. In other businesses such a situation indicates that there is an issue which needs to be researched and resolved. In either case, the TrM clash check routine provides the means to identify not only that there is a clash, but also what customer-product combinations it occurs on.

The clash check is run during promotion entry and is designed to insure that there are not multiple promotions for the same customer/item/date combination running at the same time. When the clash check is run, the routine compares the current promotion only with promotions with statuses between Status 3 - Planned and Status 7 - Finished. The clash program performs two checks:

The current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For the same customer
- For the same product

This first rule insures that an individual customer is not receiving a double promotion when he's not entitled to both.

Then, the current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For a different customer
- For the same product

The reason for the second check is not to highlight doubling of promotions to an individual customer, but to prevent a situation where, within the same area, two competitors are being offered a promotion on the same day for the same products with different promotion amounts. Preventing this situation is especially important in the retail sector.

Promotion UDC-1 Maintenance (7.20.13.12.1- 4)

UDC1: Promo Type x

Promo Type	Description
INTRO	New Item Introduction
MINTRO	Mfg New Item Intro
MSHOW	Mfg Trade Shows
SEASON	Seasonal Allowance
SHOW	Trade Shows
SLOT	Slotting Allowance
SPEC	Special Project Allow
SQ	Standard Qtrly Allowance

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

QAD Proprietary **Promotion UDC-1 Maintenance (7.20.13.12.1,2,3,4)** 2008-TrM-Promo-120

Promotion UDCs (user defined codes) are to promotions what profile values are to customers and products, providing additional fields to identify and group promotions for reporting purposes. They can also be used to set up promotion budgets. Whether a UDC is used, is mandatory and can be entered when a promotion is added or edited is defined on Page 6 of the TrM Control File. The setup is the same for all UDCs used. As with profile values, before a UDC can be used on a promotion, a table of valid values must be set up. This setup is done here.

UDC 1. A code for this user defined code.

Description. A description for this user defined code.

Add Promotion (7.20.1.1)

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Add Promotion

Add Promotion X

Go To Actions

Promotion #: 2022 Status: 2Proposed Proposed Promotion
Description: Pully Love Summer Promotion

Buy Open: 04/30/2009 Thu 30 Apr Retail Start: 04/30/2009 Thu 30 Apr
Buy Close: 05/30/2009 Sat 30 May Retail Finish: 05/30/2009 Sat 30 May

Deal: 0I\$ OI Allowance \$
Division: 1 Best Products, Inc.
Region: US Total United States
Owner: demo System Administrator
Responsibility: demo System Administrator Next Action:
Customer Level: G Customer Group
Product Level: G Product Group
Promo Type: SEASON Seasonal Promotion
Special Type: SUM

Back Next

QAD Proprietary Add Promotion (7.20.1.1) 2008-TrM-Promo-130

All promotions are set up here.

Promotion #. System assigned sequential number for this promotion.

Status. Determines where a promotion is in its life cycle. Some statuses are system assigned and others can be set manually. [Refer to Setup: Promotion Status Code Maintenance]

Description. A user defined description of this promotion. Shorter is better as this description appears on many screen inquires and reports and it should be easy for users to correctly identify the promotion.

Buy Open. The first day a promotion is effective.

If the promotion contains an off-invoice piece, what this date represents is determined by the settings in QAD SE Pricing Control. (For a complete discussion of this subject refer to Plan Implementation - Price Lists, and go to the section on Pricing Control.

If the promotion contains a billback piece, this date represents the first day sales will begin to accrue for promotion payment claims. (Accruals are discussed in a separate section of this guide.)

If the promotion contains a lump sum piece, this date represents the first day claims for payment can be made against the promotion.

Buy Close. The last day a promotion is effective. See Buy Open above.

Retail Start/Retail Finish. This is an optional second set of dates which can be used to indicate when the promotion will actually be run by the customer. These dates do not drive any promotional activity and are for reference only. They are almost always set to be equal to the Buy Open/Buy Close dates.

For example, the promotion may have a start date of 06/01/2008 meaning that the customer can buy product at the promoted price on that date; however, the customer will not start offering the product to the consumer until 06/08/2008, one week after he has begun buying/stocking the promoted items.

Deal. The deal code for this promotion. [Refer to Setup: Deal Code Maintenance]

Division. The division for this promotion. In a multi-divisional setup, the first division will default into this field. Be careful to change it to the correct division. If you accept the default and move to the next field, this field cannot be edited and you will need to exit and start over.

Region. The region for this promotion. This value will default to the region listed on the staff record of the user entering the promotion.

Owner. This is a generic field and can be defined any way that is meaningful to the company. It is most often used in conjunction with the Responsibility field where one field is used to denote the person responsible for authorizing the promotion (sales manager, marketing manager, etc.) and the other is used to denote the person responsible for administering and maintaining the contract (sales administrative manager, etc.)

If a company elects to use these fields in this way, the users must be set up as users in QAD SE and TrM.

Responsibility. See Owner above.

Customer Level. Promotions can be entered for groups of customers or for individual customers. A promotion can have multiple customers or multiple customer groups.

The two most commonly used customer levels are:

- **G - Customer Group:** At this level, all customers who belong to the specified customer group (or groups) at the time the promotion is confirmed will be on the promotion. When customers are added to or deleted from the group they can either be manually added to or deleted from any promotion on which their customer group appears or the promotions can be updated automatically when a TrM utility called Bulk Update is run.
- **S - Specific Customers:** At this level, all individual customers must be entered manually. When a customer needs to be added to or deleted from the promotion, it must be done manually.

Less commonly used customer levels:

- **P - Predefined Customer Group:** At this level, all customers who belong to the specified predefined group or groups at the time the promotion is confirmed will be on the promotion. Additions or deletions from the group are the same as for the G level above.
- **R - Customers in a Region:** At this level, all customers who are in the region specified on the promotion header at the time the promotion is confirmed will be on the promotion. Additions and deletions from the group are the same as for the G level above.

Product Level. Promotions can be entered for groups of products or for individual products. There can be multiple products or product groups on a promotion.

- **G - Product Group:** At this level, all products that belong to the specified product group (or groups) at the time the promotion is confirmed will be on the promotion. When products are added to or deleted from a group, they can either be manually added to or deleted from any promotion on which their product group appears or the promotions can be updated automatically when a TrM utility called Bulk Update is run.
- **S - Specific Products:** At this level, all individual products must be entered manually. When a product needs to be added to or deleted from the promotion, it must be done manually.

Unless there are only a few items to be entered on the promotion, it is usually best to put the promotion on at the group level and edit the group product list to include only those which should be on the promotion. This editing procedure is discussed in a section below.

Promo Type (UDC1). A code for this UDC. Any code entered here must have been set up on UDC1 Maintenance. [Refer to Setup: Promotion UDC1 - UDC4 Maintenance]

Special Type (UDC2). A code for this UDC. Any code entered here must have been set up on UDC2 Maintenance. [Refer to Setup: Promotion UDC1 - UDC4 Maintenance]

Add Customer Groups / Customer Information (7.20.1.1)

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Add Customer Groups/ Customers Information

Add Promotion x

Go To v Actions v

Promotion #: 2022 Status: 2Proposed Proposed Promotion
Description: Puppy Love Summer Promotion

Buy O Customer Level: G Customer Group
Buy C Region: US Total United States

Zone:
Predefined Gp:
Customer Grp: RET Retail Stores
Save & Exit ? :

Responsibility: demo System Administrator Next Action:

Customer Level: G Customer Group
Product Level: G Product Group
Promo Type: SEASON Seasonal Promotion
Special Type: SUM Dog Days of Summer Promo

Apr
May

Back Next

QAD Proprietary Add Promotion (7.20.1.1) 2008-TrM-Promo-140

When adding a promotion, after the header screen is complete, each additional screen (to add customers and items) will appear automatically in sequential order. If you complete the header screen and exit, the promotion will be saved and you will have to add customers and items via Promotions Menu, Edit Promotion (7.20.1.2). If you exit the header screen before completing it, the promotion will not be saved and you will have to start over.

Customer Level. Defaults from entry on the header screen.

Region. Defaults from entry on the header screen.

Zone. Not used in this version.

Predefined Gp. Leave blank

Customer Grp. The code for the customer group on the promotion.

Save & Exit. If this box is checked, then only the group entered in the field above will be entered on the promotion.

If there are multiple customer groups on the promotion, then leaving this box unchecked allows for entry of additional customer groups.

Add Additional Customer Groups (7.20.1.1) (cont.)

The screenshot shows the 'Add Promotion' window with the 'Actions' tab selected. The main form displays the following information:

- Promotion #: 2022
- Status: 2Proposed
- Proposed Promotion
- Description: Test

The 'Add Additional Customer Groups' dialog box is open, showing the following fields:

- Buy O Customer Level: G
- Buy C Region: US
- Zone:
- Predefined Gp:
- Customer Grp: RET
- Save & Exit ? :

The dialog box also shows the following information:

- Customer Group: Total United States
- Retail Stores
- System Administrator
- Customer Group: Customer Group
- Product Group: Product Group
- Seasonal Allowance: Seasonal Allowance
- AKC Championship Show: AKC Championship Show

At the bottom of the dialog box, there are 'Back' and 'Next' buttons. The main form also has 'Back' and 'Next' buttons at the bottom right.

QAD Proprietary 2008-TrM-Promo-150

Choosing Menu on the Actions tab and choosing Option A - Add Required Customer Groups will bring up the Add Customers screen.

Choose Insert on the Actions tab and add another customer group. Do this for each customer group that belongs on the promotion and then press Enter or Next. This will return you to the Save and Exit box. Check this box to advance to the Notes screen.

Add Promotion Notes (7.20.1.1)

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Add Promotion Notes

Add Promotion X

Go To ▾ Actions ▾

Promotion #: 2022 Status: 2Proposed Proposed Promotion

Buy Open: ENTERED BY demo ON 04/30/09 AT 16:16 30 Apr

Buy Close: Add any additional information about the promotion 30 May

RE

Cust

Pr

Special Type: SUM Dog Days of Summer Promo

Back Next

Add Promotion (7.20.1.1)

QAD Proprietary 2008-TrM-Promo-160

If there is any additional information that a user wants to add to this promotion, it is entered here.

All notes are date, time and user stamped. They do not appear on any views or reports and can only be accessed from within the promotion itself.

Add Products/Product Groups (7.20.1.1)

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Add Products/Product Groups

Add Promotion X

Go To Actions

Promotion #: 2022 Status: 2Proposed Proposed Promotion
Description: Puppy Love Summer Promotion

Flavor:

Pet Type:

Product Type:

Pack/Size:

M Use Type:

M Prod Type:

M Power Source:

Product Group:

Special Type: SOM Dog Days of Summer Promo

Back Next


Add Promotion (7.20.1.1)

QAD Proprietary 2008-TrM-Promo-170

This is the product selection screen. What appears here is controlled by the product level entered on the promotion header screen and how many product profile values are being used.

In the example, the product level on the promotion header was set to G for Product Group.

Specific Product Selection (7.20.1.2) (cont.)


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Specific Product Selection

Edit Promotion
Go To ▾ Actions ▾


Promotion Code: 2023 Status: 2Proposed Proposed Promotion
 Description: Puppy Love Summer Promo


Buy Open: 05/04/2009 Mon 04 May Retail Start: 05/18/2009 Mon 18 May
 Buy Close: 07/13/2009 Mon 13 Jul Retail Finish: 08/31/2009 Mon 31 Aug


Deal: OI&LS OI Allowance \$ & Lump Sum


Flavor: 


Pet Type: 


Product Type: 


Pack/Size: 

M Use Type: 

M Prod Type: 

M Power Source: 

Product Code: 

Product Group: 

Edit Promotion (7.20.1.2)

QAD Proprietary
2008-TrM-Promo-180

This screen shows what appears when the product level on the promotion header is set to P for specific products.

Product Group List (7.20.1.1) (cont.)

The screenshot shows the 'Add Promotion' window in QAD. The window title is 'Add Promotion X'. It has a 'Go To' dropdown and an 'Actions' dropdown. The promotion details are: Promotion #: 2022, Status: 2Proposed, Proposed Promotion. Below this is a table of products:

Product	Description
* PLF01	Puppy Love Beef, Dry 6/10#
* PPF01	Dog Food, Beef, Dry 6/10#
* PPF02	Dog Food, Chicken, Dry 6/10#
* PPF03	Dog Food, Beef, Dry 50#
* PPF04	Dog Food, Chicken, Dry 50#
* PPF05	Dog Food, Beef, Can 24/7OZ
* PPF06	Dog Food, Chicken, Can 24/7OZ
* PPF07	Dog, Beef Sticks, 24/3PK
* PPF08	Dog, Chicken Sticks, 24/3PK
* PPF09	Dog, Beef Sticks, Bulk 100CT
* PPF10	Dog, Chicken Sticks, Bulk, 100CT

At the bottom right of the window are 'Back' and 'Next' buttons. Below the window is the caption 'Add Promotion (7.20.1.1)'. The footer of the page contains 'QAD Proprietary' on the left and '2008-TrM-Promo-190' on the right.

Continuing with example promotion where the product level on the promotion header is set to G, once the group code has been entered, a list of the products in that group will appear on the next screen. Notice that all the items in the group are marked with an asterisk (*). Each marked item will be included on the promotion.

Removing Items from Product Groups (7.20.1.1) (cont.)

The screenshot displays the QAD software interface for managing a promotion. The main window is titled 'Proposed Promotion' and shows a list of products. A red box highlights the asterisk (*) next to product PPF09, and a red arrow points to it, indicating that items with an asterisk can be removed from the promotion.

Product	Description
* PLF01	Puppy Love Beef, Dry 6/10#
* PPF01	Dog Food, Beef, Dry 6/10#
* PPF02	Dog Food, Chicken, Dry 6/10#
* PPF03	Dog Food, Beef, Dry 50#
* PPF05	Dog Food, Beef, Can 24/7OZ
* PPF06	Dog Food, Chicken, Can 24/7OZ
* PPF07	Dog, Beef Sticks, 24/3PK
* PPF08	Dog, Chicken Sticks, 24/3PK
* PPF09	Dog, Beef Sticks, Bulk 100CT
* PPF10	Dog, Chicken Sticks, Bulk, 100CT

Special Type: SUM Dog Days of Summer Promo

Buttons: Back, Next

If any of the items in the group should not be on the promotion, this list can be edited to exclude them by removing the *.

Deal Pricing Workbench (7.20.1.1)

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Deal Pricing Workbench

Add Promotion X

Go To Actions

Product	Volume	Price	Nett	\$Off	% Off	Spend	Agree\$
PPF01		65.00	.00	.00	.00		
PPF02		60.00	.00	.00	.00		
PPF03		55.00	.00	.00	.00		
PPF04		50.00	.00	.00	.00		
PPF05		20.00	.00	.00	.00		
PPF06		20.00	.00	.00	.00		
PPF07		24.00	.00	.00	.00		
PPF08		24.00	.00	.00	.00		
PPF09		50.00	.00	.00	.00		
PPF10		50.00	.00	.00	.00		

Product Level: 10 Product Group:

Back Next

Add Promotion (7.20.1.1)

QAD Proprietary 2008-TrM-Promo-210

Once all of the customers and items have been added to the promotion, the Deal Pricing Workbench screen appears. This is where the financial details - planned volumes, spends, etc. are added. Note that these are added at the product level and not at the customer level. Also note that the amounts in the Price column are the item list prices. If an item has multiple list prices, the lowest list price in effect for the dates on the promotion header is what displays.

Workbench is Promotion Dependent

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Workbench is Promotion Dependent

Add Promotion X

Go To Actions

Dog Food, Beef, Dry 6/10# 2024

Product	Desc	Volume	Price	\$Off	Lump S	Spend	% Off	Rate/C	Agree\$
PPF01	Dog Fo		65.00	.00			.00	.000	
PPF02	Dog Fo		60.00	.00			.00	.000	
PPF03	Dog Fo		55.00	.00			.00	.000	
PPF04	Dog Fo		50.00	.00			.00	.000	
PPF05	Dog Fo		20.00	.00			.00	.000	
PPF06	Dog Fo		20.00	.00			.00	.000	
PPF07	Dog, B		24.00	.00			.00	.000	
PPF08	Dog, C		24.00	.00			.00	.000	
PPF09	Dog, B		50.00	.00			.00	.000	
PPF10	Dog, C		50.00	.00			.00	.000	

Prod	Volume	List	\$Off	Lump S	Spend	% Off	Rate/C	Margin
10		.00	.00			.00	.000	

Back Next

Add Promotion (7.20.1.1)

QAD Proprietary 2008-TrM-Promo-220

There are several deal pricing workbench screens. Which screen appears depends on the deal code that was entered on the promotion header. Below is an example of the pricing workbench screen for a promotion with a deal code of BBNET. Note the difference between this screen and the one above with a deal code of BB\$LS.

Editing Deal Components

The screenshot shows the 'Add Promotion' window in QAD. It features a table with the following data:

Product	Volume	Price	Nett	\$Off	% Off	Spend	Agree\$
PPF01		65.00	.00	.00	.00		
PPF02		60.00	.00	.00	.00		
PPF03		55.00	.00	.00	.00		
PPF04		50.00	.00	.00	.00		
PPF05		20.00	.00	.00	.00		
PPF06		20.00	.00	.00	.00		
PPF07		24.00	.00	.00	.00		
PPF08		24.00	.00	.00	.00		
PPF09		50.00	.00	.00	.00		
PPF10		50.00	.00	.00	.00		
Product Level: 3	Product group						
10		.00	.00	.00	.00		

At the bottom of the window, there are 'Back' and 'Next' buttons. The text 'Add Promotion (7.20.1.1)' is displayed below the table.

Each component of the deal must be edited separately.

Adding Off-Invoice Components

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Adding Off-Invoice Components

Add Promotion X

Go To Actions

X	1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report
Promotion #: 2026		Status: 2Proposed		Proposed Description:				
Description: TEST								
Buy Open:	05/04/2009	Mon	04	May	Retail Start:		4	May
Buy Close:	05/10/2009	Sun	10	May	Retail Finish:		0	May
Deal: BB\$LS		BB Allowance \$ & Lump Sum						
Division: 1		Best Products, Inc.						
Region: US		Total United States						
Owner: demo		System Administrator						
Responsibility: demo		System Administrator				Next Action:		
Customer Level: G		Customer Group						
Product Level: G		Product Group						
Promo Type: SHOW		Trade Shows						
Special Type: AKCS		AKC Championship Show						

Context Menu:


- A. Edit Billback Claim
- B. Edit Lump Sum Claim
- C. Edit Free Goods Claim
- D. Edit Coupon Claim
- E. Edit Gen Expense Claim
- F. Edit Indirect Claim
- G. Edit Off Invoice Claim
- H. Claims

Back Next

QAD Proprietary *Add Promotion (7.20.1.1)* 2008-TrM-Promo-240

This screen is where the details are added for the Off Invoice part of the promotion.

Spreading Volume Across Products


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Spreading Volume Across Products

Edit Promotion ×

Go To ▾ Actions ▾

Product	Description
* PPF01	Dog Food, Beef, Dry 6/10#
* PPF02	Dog Food, Chicken, Dry 6/10#
* PPF03	Dog Food, Beef, Dry 50#
* PPF04	Dog Food, Chicken, Dry 50#
* PPF05	Dog Food, Beef, Can 24/7OZ
* PPF06	Dog Food, Chicken, Can 24/7OZ
* PPF07	Dog, Beef Sticks, 24/3PK
* PPF08	Dog, Chicken Sticks, 24/3PK
* PPF09	Dog, Beef Sticks, Bulk 100CT
* PPF10	Dog, Chicken Sticks, Bulk, 100CT

When multiple products are tagged, the volume is spread over all of the tagged products.

Back Next

Edit Promotion (7.20.1.2)

QAD Proprietary
2008-TrM-Promo-250


Planned Vol

The volume of the product or products expected to be sold on promotion. When multiple products are tagged (as in the sample screen shot above), the volume entered here is spread over all of the tagged products.

If each product has a different planned volume, then all products need to be untagged and each item highlighted and entered separately.

Pricing UOM. The promotional amount to be given. Enter the amount in the appropriate column, i.e. if this is a \$ off promotion, enter the amount in the \$Off field, etc.

Workbench Summary


Our Passion. Your Advantage.

Workbench Summary

Edit Promotion X

Go To Actions

Product	Volume	Price	Nett	\$Off	% Off	Spend	Agree\$
PPF01	200	65.00	64.00	1.00	1.54	200	98
PPF02	200	60.00	59.00	1.00	1.67	200	98
PPF03	200	55.00	54.00	1.00	1.82	200	98
PPF04	200	50.00	49.00	1.00	2.00	200	98
PPF05	200	85.00	84.00	1.00	1.18	200	99
PPF06	200	80.00	79.00	1.00	1.25	200	99
PPF07	200	35.00	34.00	1.00	2.86	200	97
PPF08	200	30.00	29.00	1.00	3.33	200	97
PPF09	200	35.50	34.50	1.00	2.82	200	97
PPF10	200	30.50	29.50	1.00	3.28	200	97
Product Level: G							
Product Group							
10	2000	52.60	51.60	1.00	1.90	2000	98
UDC-4:							

Edit Promotion (7.20.1.2)

QAD Proprietary
2008-TrM-Promo-260

This screen displays after the workbench details have been entered. Note that the planned volume of 2000 has been spread evenly across the promotion items and that the \$1.00 per unit has been entered on each item.

Entering the Lump Sum

The screenshot shows the 'Edit Promotion' window with the '6Claim' tab active. The promotion details are as follows:

1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report
Promotion Code: 2017	Description: Retail Food Winter Promo	Status: SConfirmed			Confirmed		
	PPF01 to PPF10						
Buy Open:	02/01/2009	Sun	01	Feb	Retail Start:	01	Feb
Buy Close:	03/31/2009	Tue	31	Mar	Retail Finish:	31	Mar
Deal:	O1\$				OI Allowance \$		
Division:	1				Puppy Love Pet Products		
Region:	US				United States		
Owner:	demo				System Administrator		
Responsibility:	demo				System Administrator		
Customer Level:	G				Customer Group		
Product Level:	G				Product Group		
Promo Type:	SEASON				Seasonal Allowance		
Special Type:							
UDC-3:							
UDC-4:							

The dropdown menu for claim types includes:

- A. Edit Billback Claim
- B. Edit Lump Sum Claim
- C. Edit Free Goods Claim
- D. Edit Coupon Claim
- E. Edit Gen Expense Claim
- F. Edit Indirect Claim
- G. Edit Off Invoice Claim
- H. Claims

Buttons: Back, Next


QAD Proprietary | 2008-TrM-Promo-270

The lump sum piece is entered next.

Planned Vol. Defaults from information entered on the Off Invoice screen.

Lump Sum. The fixed amount offered on the promotion.

Workbench Calculation Summary


Our Passion. Your Advantage.

Workbench Calculation Summary

Edit Promotion ✕


Go To ▾ Actions ▾

Product	Volume	Price	Nett	\$Off	% Off	Spend	Agree\$
PPF01	200	65.00	64.00	1.00	1.54	200	98
PPF02	200	60.00	59.00	1.00	1.67	200	98
PPF03	200	55.00	54.00	1.00	1.82	200	98
PPF04	200	50.00	49.00	1.00	2.00	200	98
PPF05	200	85.00	84.00	1.00	1.18	200	99
PPF06	200	80.00	79.00	1.00	1.25	200	99
PPF07	200	35.00	34.00	1.00	2.86	200	97
PPF08	200	30.00	29.00	1.00	3.33	200	97
PPF09	200	35.50	34.50	1.00	2.82	200	97
PPF10	200	30.50	29.50	1.00	3.28	200	97
Product Leveling							
Product Group							
10	2000	52.60	51.60	1.00	1.90	2000	98
		UDC-4: ▢					

Back Next

Edit Promotion (7.20.1.2)

Completed Promotion


Our Passion. Your Advantage.

Completed Promotion

Edit Promotion

Go To Actions

	1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report
	Promotion Code: 2019		Status: 2Proposed		Proposed Promotion			
	Description: Retail Trade Show Promo							
	Buy Open:	01/01/2009	Thu	01	Jan	Retail Start:	01/01/2009	Thu 01 Jan
	Buy Close:	02/28/2009	Sat	28	Feb	Retail Finish:	02/28/2009	Sat 28 Feb
	Deal:	BB\$	BB Allowance \$					
	Division:	1	Puppy Love Pet Products					
	Region:	US	United States					
	Owner:	demo	System Administrator					
	Responsibility:	demo	System Administrator				Next Action:	
	Customer Level:	G	Customer Group					
	Product Level:	G	Product Group					
	Promo Type:	SHOW	Trade Shows					
	Special Type:	AKCS	AKC Championship Show					
	UDC-3:							
	UDC-4:							

Back Next

Edit Promotion (7.20.1.2)

QAD Proprietary
2008-TrM-Promo-290

The promotion has now been entered. However, it is still at Status 2. At this status, any information on the promotion can be edited.

We will leave this promotion at the proposed status until the next section on Promotion Budgets has been completed. When the promotion budget has been entered, we can then confirm the promotion and see its effect on pricing with a pricing what-if inquiry.

Summary



Summary

▲ TrM Promotions

- Used to set up a company's promotional discounts
- Various called promotions, deals, trade spend
- Are not limited to off invoice discounts
- Have more flexibility to handle complex promotion offerings

▲ Promotion Characteristics

- Time sensitive, usually short periods several times during fiscal year
- Targeted with a defined purpose such as an ad, etc.
- Different GL account structure from base discounts

Summary (cont.)



Summary (cont.)

- ▲ TrM Promotions can be done
 - As a dollar discount (\$)
 - As a percent discount (%)
 - As a new net price (N)
 - With multiple discount types on single promotion
- ▲ TrM Promotions can be given
 - Real time – off invoice deals
 - Retrospectively – billbacks, chargebacks, lump sums
- ▲ TrM Promotions can be paid
 - By credit memo
 - By voucher

Hands-On Exercises: Plan Implementation: Promotions

Activity 1 - Set Up User Defined Code (UDC) 1 - Promo Type

- 1 Open Promotion UDC-1 Maintenance (7.20.16.12.1)
- 2 Enter the following information to set up all the UDC-1 codes:

Promo Type	Description
AD	Advertisements

- 3 Enter the remainder of the UDC-1 (Promo Type) codes as below:

Promo Type	Description
INTRO	New Item Intro
SEASON	Seasonal Promotion
SHOW	Trade Shows
SLOT	Slotting Allowance
SQ	Standard Quarterly Allow

Activity 2 - Set Up User Defined Code (UDC) 2 - Spec Type

- 1 Open UDC-2 Maintenance (7.20.14.12.2) (Spec Type) and enter the codes below:

UDC 2	Description
AKCC	AKC Championship Show
AKCR	AKC Rally
CFAC	Cat Fanciers Show
NA	Not Applicable
SUM	Dog Days of Summer Promo

Activity 3 - Set Up a Promotion

- 1 Open Add Promotion (7.20.1.1)
- 2 Enter the price list header data per the table below:

Field	Value
Description Line 1	Puppy Love Summer Promotion
Description Line 2	[blank]
Buy Open	[blank]
Date Fields	[today's date]
Buy Close	[blank]
Date Fields	[30 days from today's date]
Retail Start	[blank]
Date Fields	[today's date]
Retail Finish	[blank]
Date Fields	[30 days from today's date]
Deal	do a lookup and choose OIS

Field	Value
Division	accept default - 1
Region	accept default - USA
Owner	accept default - signed on user
Responsibility	accept default - signed on user
Next Action	[blank]
Next Action blank box	[blank]
Customer Level	do a lookup and choose G
Product Level	do a lookup and choose G
Press Enter or Next to advance to the UDC 1 field (Promo Type)	
Promo Type	SEASON
Press Enter or Next to advance to the UDC 2 field (Special Type)	
Special Type	SUM

3 Header screen complete. Press Enter to advance to the customer entry screen.

4 Enter the following customer info:

Field	Value
Zone	[blank]
Predefined Gp	[blank]
Customer Grp	do a lookup and choose RET
Press Enter or Next	

5 Check the Save & Exit box, then press Enter or Next.

6 When the Add Notes box appears, click the Y box.

7 When the notes page appears, type a short note and click the Back button.

8 Click the Y box on the Save Changes page which will take you to the product selection screen.

9 Enter the following product information:

Field	Value
Flavor	[blank]
Type	[blank]
Size/Pack	[blank]
Product Group	FOOD

10 Press Enter or Next to bring up a list of items in that group.

11 Scroll down to PLF04 and press the Space Bar to remove the * from the item.

12 Press Enter or Next and the edited list (minus PLF04) appears.

13 Press Enter or Next and when the Add More Products box appears, click N. This will bring up the Deal Pricing Workbench with the edited list of products.

14 On the Actions tab, click Menu which will bring up the Options box.

15 Click on Option A - Edit Off Invoice (this will be your only choice) to bring up the deal editing box.

16 Enter the information as below:

Field	Value
Planned Vol	3000
Pricing UOM - \$ Off	1.00
%Off	[blank]
Net \$	[blank]

17 Press Enter or Next.

18 The screen should now show a list of the products with the volume spread evenly across the products (1000 each) and \$1.00 for each of the products under the \$Off column.

19 Press Enter or Next.

20 In the Save Deal Changes box, click on Y.

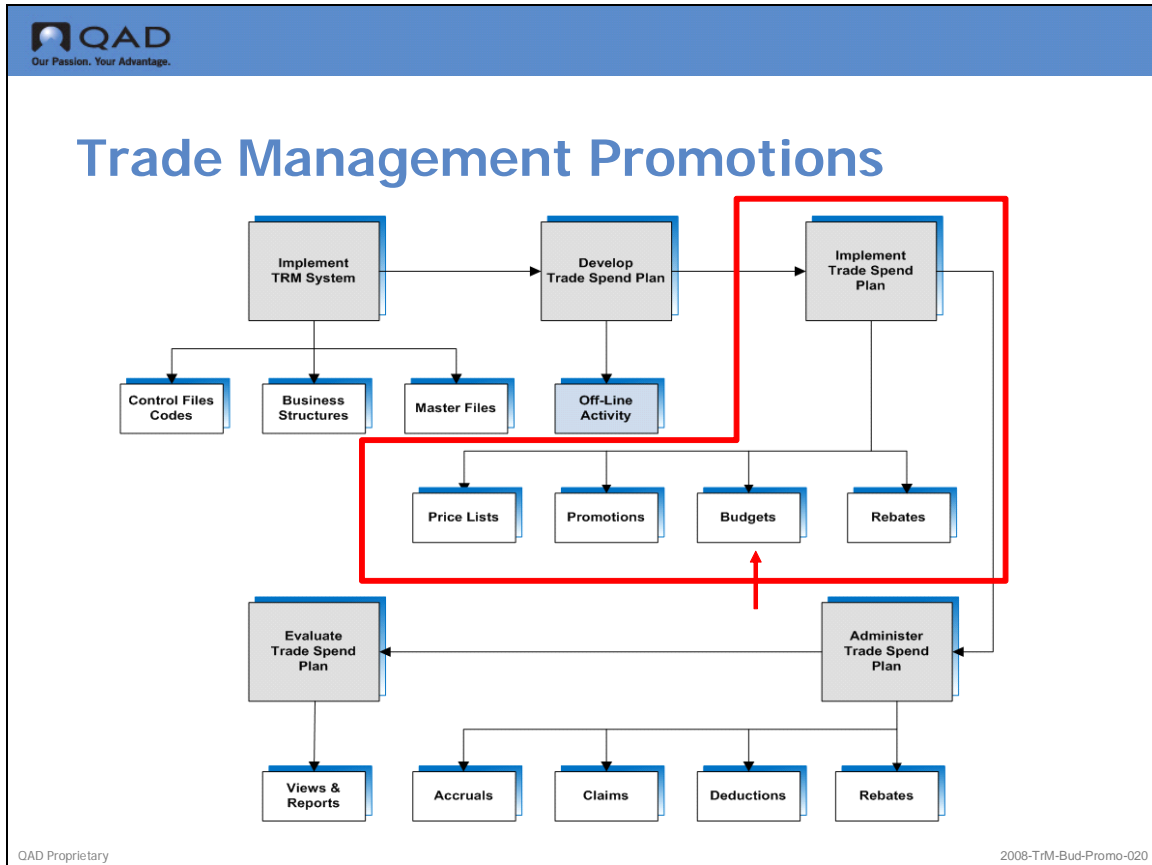
21 You should be returned to the promotion header screen.

22 From Strip Menu 2, choose Option B - View Deal/Pricing Workbench to verify that the promotion pricing details have been entered correctly.

Chapter 8

Promotion Budgets

Trade Management Promotions



This section covers the third step in the implementation of the actual trade spend plan, the setup of TrM promotion budgets.

TrM Promotion Budgets



TrM Promotion Budgets

- ▲ Effective promotions run against budgets and compare actual expenditures to budgeted amounts
- ▲ Before promotions move to Live status (Status 5), they must be attached to one or more promotion budgets

QAD Proprietary

2008-TrM-Bud-Promo-030

Being able to set up budgets and then compare actual expenditures to budgeted amounts is one of the primary benefits of using TrM. Therefore, budgeting is a critical area to consider when setting up TrM.

In the previous section, we defined and discussed promotion concepts and components and set up an actual promotion to see how all these components work together. As part of that discussion, we learned that promotions have a life cycle that is controlled by moving the promotion from one status to another.

Before a promotion can be moved to a live status (Status 5), it must be attached to one or more promotion budgets. In this section, we will explore promotion budgets and see how they are defined, used and set up in TrM.

While it may seem somewhat out-of-order to discuss promotions before delving into the area of promotion budgets (since budgets must be in place before promotions can be confirmed), the promotion budget concept is complex and is sometimes easier to understand after gaining an understanding of, and getting some practical hands-on experience with, promotions.

Promotion Budgets



Promotion Budgets

- ▲ Define and hold summarized information
- ▲ Allow reporting of planned and actual expenditures on promotions against the budget
- ▲ Holds GL cost center and account codes used to post promotion expenses to the general ledger
- ▲ Monitors promotional and non-promotional sales against budget to more accurately assess:
 - Effectiveness of any given promotion
 - Overall effectiveness of a trade spend strategy
- ▲ Simplify GL accounting for promotions

QAD Proprietary

2008-TrM-Bud-Promo-040

The promotion budget is a structure within TrM that has several purposes:

- It is used to define and hold summarized information and is a specific control point for the reporting of planned and actual expenditures on promotions against the budgeted expenditure.
- It holds the GL cost center and account codes that will be used to post the promotion expenses to the general ledger.
- It monitors promotional and non-promotional sales figures against budget to more accurately assess the effectiveness of any given promotion or to assess the overall effectiveness of the company's trade spend strategy for a given financial year. This allows a company to more effectively plan its trade spending for the following year.

Budget Strategies



Budget Strategies

- ▲ Budget structure determined by trade expense accounting model
- ▲ Set up budgets that quantify expectations
- ▲ Example:
 - A marketing driven company with strong brands may want to budget along product or product group lines.
 - In a company with commodity lines, where volume is most critical, the budgeting may be by sales region, by major customer or by a combination of both.

QAD Proprietary

2008-TrM-Bud-Promo-050

Before promotion budgets can be set up, a company must determine how it wants to account for its trade expenses. This will determine what the budget structure will be.

The strategy is to set up a set of budgets which quantify a company's expectations. The budgets are broken down into components reflecting a structure relevant to each company. Every company is different. For example, a marketing driven company with strong brands may want to budget along product or product group lines. In a company with commodity lines, where volume is most critical, the budgeting may be by sales region, by major customer or by a combination of both.

Budget Lifecycle



Budget Lifecycle

- ▲ Allocated at the beginning of each fiscal year (or budget period)
- ▲ Promotions include a projected dollar volume
 - Equals best estimate of expenditures against the budget
 - Actual sales result in discount off-invoice or retrospectively
 - Actual expense information can be compared to both the planned and budgeted data.
- ▲ Budgets are unchangeable for the fiscal year
 - Monies can be transferred from one budget to another
- ▲ Budgets can be rolled up to higher levels, but cannot be broken down to lower levels
- ▲ Example
 - If the budgets are set by region and by customer group, you cannot see budget comparisons at the product group level because this was not a factor in the budgets. Nor can you see budgeted comparisons by customer since you entered figures only with a granularity of customer group.

QAD Proprietary

2008-TrM-Bud-Promo-060

Once the budget structures have been determined, budgets are then allocated at the beginning of each financial year (or budgeting period). As you've seen, when promotions are entered, they include a projected dollar volume. This is the planned number, i.e., the best estimate of what will be spent against the established budget. When actual sales occur, and the discount is given either off invoice or retrospectively in the form of a claim or deduction, this actual expense information can be compared to both the planned and budgeted data.

Budgets are defined for each financial year and are unchangeable for that period although there is functionality which allows monies to be transferred from one budget to another.

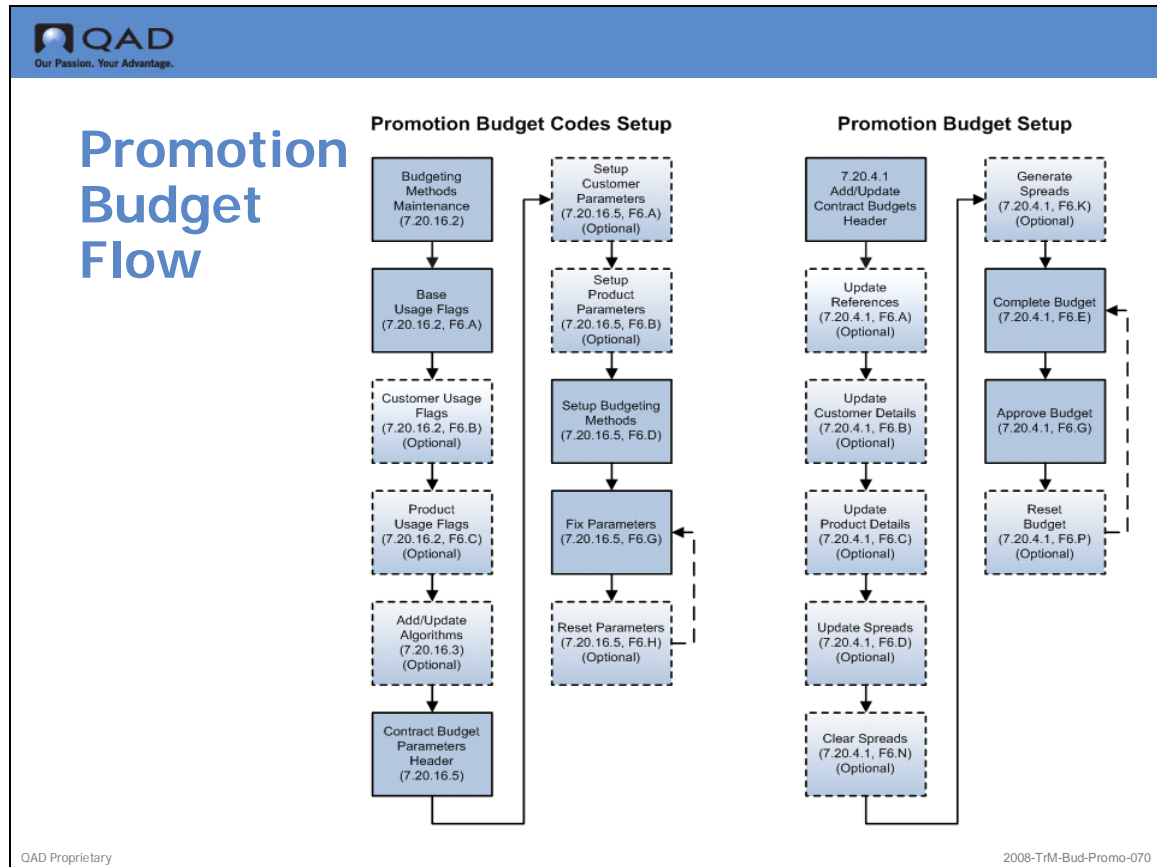
Budget figures can be rolled up to higher levels, but cannot be broken down to lower levels. For example, if the budgets are set by region and by customer group, you cannot see budget comparisons at the product group level because this was not a factor in the budgets. Nor can you see budgeted comparisons by customer since you entered figures only with a granularity of customer group.

One of the major benefits of using TrM budget functionality is that it allows a company to keep its General Ledger structure clean and simple. Using older systems, companies frequently had to build a large cumbersome GL structure to accommodate promotional spend analysis and reporting.

For example, if a company wanted to report spending by marketing area for each promotional type, instead of being able to set up an account for ads, an account for trade shows, an account for quarterly allowances, etc., they would have to set up an account for each type of spending for each marketing area. If there were 25 marketing areas and 3 expense accounts, the GL would contain 75

accounts (25 x 3) instead of only 3 accounts! With TrM and its ability to capture information about marketing areas at the promotional level (assuming that groupings have been set up to accommodate this), a company no longer has to rely on its GL structure which can now be streamlined without losing the ability to report data in a way that is meaningful to the sales and marketing staff.

Promotion Budget Flow



Budgeting Methods Maintenance (7.20.16.2)

Budgeting Methods Maintenance

Met	Description	T
PR1	By Region, CustGrp, ProdGrp, Type	PR
PR2	By Region, CustGrp, Type	PR
PR3	By Region, Type	PR

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

Budgeting Methods Maintenance (7.20.16.2)

QAD Proprietary 2008-TrM-Bud-Promo-080

Met (Method). A code for this promotion budget method (rule). This code is user-defined and can be any 1 to 3 digit combination of letters and numbers. If it is determined that there will be several budgeting methods, it is probably best to number them, as shown in the screen shot above.

Description. A description for this promotion budget method. The description should include all of the elements used for the budgeting method so that it is easily understood by users. See sample screen shot above.

T (Type). The type for this budget method. There are three types of budgeting methods:

- PR - promotion budget methods
- DE - deduction budget methods
- NP - non-promotional sales budget methods

All promotion budget methods are type PR.

When many budgets exist, how does a promotion find the right budget to attach to? It does this by using a set of rules. Promotion budget methods is TrM's name for these rules. They govern how promotions are linked to promotion budgets. Each rule contains a list of elements (fields) from the promotion (header and attached customers and products) that TrM tries to match when attempting to attach a promotion to an appropriate promotion budget.

Deciding what these budgeting methods should be is an offline activity, usually undertaken prior to the company's financial year. After determining what the rules are, they are set up once; however they may have to be added to if the company's budgeting strategy changes.

There is a limit to how many elements (fields) can be used and how many methods can be set up. There are a total of 10 methods and a total of 10 fields can be used when setting up the budgeting methods. These 10 fields are across ALL budgeting methods. Region is a mandatory field on all budgets, so that leaves a possible 9 fields that can be used from the promotion header and promotion customer and item data. A field can be used in multiple methods.

Note in the screen example, in addition to Region (mandatory for all budgets), there are two other elements being used across multiple rules - UDC1 (defined in an earlier guide as Promo Type) is used in all budget rules and Customer Group is used in rules PR1 and PR2.

If it is subsequently decided to implement an additional budget rule or rules, they can include any one of these four data elements, or use up to five additional (different) ones.

Budgeting Methods, Base Usage Flags (7.20.16.2)

Budgeting Methods, Base Usage Flags

The screenshot displays two overlapping windows from the QAD Budgeting Methods Maintenance application. The top window shows a list of budgeting methods (Met) with their descriptions and options (P6 Options). The bottom window shows the configuration for method PR1, where usage flags for Region, Area, Zone, Deal Category, Deal Group, Customer Group, Product Group, Owner, UDC-1, UDC-2, UDC-3, and UDC-4 are set to 'yes' or 'no'. A red arrow points from the 'A. Base Usage Flags' option in the top window to the configuration window.

Met	Description	T
PR1	By Region, CustGrp, Prod	A. Base Usage Flags
PR2	By Region, CustGrp, Type	B. Customer Usage Flags
PR3	By Region, Type	C. Product Usage Flags

Met	Description	T
PR1	By Region, CustGrp, ProdGrp, Type	Region?: <input checked="" type="checkbox"/> yes
PR2	By Region, CustGrp, Type	Area?: <input type="checkbox"/> no
PR3	By Region, Type	Zone?: <input type="checkbox"/> no
		Deal Category?: <input type="checkbox"/> no
		Deal Group?: <input type="checkbox"/> no
		Customer Grp?: <input checked="" type="checkbox"/> yes
		Product Group?: <input checked="" type="checkbox"/> yes
		Owner?: <input type="checkbox"/> no
		UDC-1?: <input checked="" type="checkbox"/> yes
		UDC-2?: <input type="checkbox"/> no
		UDC-3?: <input type="checkbox"/> no
		UDC-4?: <input type="checkbox"/> no

QAD Proprietary Budgeting Methods Maintenance (7.20.16.2) 2008-TrM-Bud-Promo-090

After the initial budget rule has been set up, each element that will be used to match a promotion to a budget using that method must be indicated by setting the Base, Customer and Product Usage flags. Which flags are set is determined by which elements are being used.

Using PR1 as an example, in the second screen, the Base Usage flags of Region, Customer Group, Product Group and UDC1 (Promo Type) have been changed from the default of no to yes. This means that when attempting to use this rule to attach to a budget, the values in the region, customer group, product group and promo type fields on the promotion must match exactly to the values of these fields on a promotion budget.

Budgeting Methods, Customer Usage Flags (7.20.16.2)

The image shows two overlapping screenshots of the 'Budgeting Methods Maintenance' application. The top screenshot displays a table of budgeting methods and their options. The bottom screenshot shows the configuration options for a selected method.

Met	Description	T
PR1	By Region, CustGrp, Prod	A. Base Usage Flags
PR2	By Region, CustGrp, Type	B. Customer Usage Flags
PR3	By Region, Type	C. Product Usage Flags

Met	Description	T
PR1	By Region, CustGrp, ProdGrp, Type	Customer Type?: no
PR2	By Region, CustGrp, Type	Profile 17: no
PR3	By Region, Type	Profile 27: no
		Profile 37: no
		Profile 47: no
		Profile 57: no
		Profile 67: no
		Profile 77: no
		Profile 87: no
		Profile 97: no
		Customer?: no

QAD Proprietary Budgeting Methods Maintenance (7.20.16.2) 2008-TRM-Bud-Promo-100

If a budget method will be using customer information, the customer usage flags must be set.

The second screen shows the fields which can be used to set a budget by customer type, by one or more customer profile values or by individual customer.

Budgeting Methods, Product Usage Flags (7.20.16.2)

The image shows two overlapping screenshots of the QAD Budgeting Methods Maintenance interface. The top screenshot shows a list of budget methods (Met) and their descriptions. A red arrow points from the 'C. Product Usage Flags' option in the 'F6 Options' menu to the second screenshot. The second screenshot shows the configuration screen for budget method PR2, where product usage flags for various profiles and the product field are set to 'no'.

Met	Description	T
PR1	By Region, CustGrp, Prod	A. Base Usage Flags
PR2	By Region, CustGrp, Type	B. Customer Usage Flags
PR3	By Region, Type	C. Product Usage Flags

Met	Description	T
PR1	By Region, CustGrp, ProdGrp, Type	Profile 1?: no
PR2	By Region, CustGrp, Type	Profile 2?: no
PR3	By Region, Type	Profile 3?: no
		Profile 4?: no
		Profile 5?: no
		Profile 6?: no
		Profile 7?: no
		Profile 8?: no
		Profile 9?: no
		Product?: no

If a budget method will be using product information, the product usage flags must be set.

The second screen shows the fields which can be used to set a budget by one or more product profile values or by individual product.

Add/Update Algorithms (7.20.16.3)

The screenshot shows a window titled 'Add/Update Algorithms' with a close button. Inside the window, the following text is displayed:

```

Algorithm*: EVEN
Description: Even Split
# of Splits: 12
Splits Total: 12
----- Splits -----
 1  1  1  1  1  1  1  1  1  1  1  1
 1
    
```

At the bottom of the window, there is a keyboard shortcut string: F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr. Below the window, the text 'Add/Update Algorithms (7.20.16.3)' is centered. The bottom left corner of the page contains 'QAD Proprietary' and the bottom right corner contains '2008-TrM-Bud-Promo-120'.

The algorithm determines how the budget amounts are split across periods for comparison purposes. There is one standard algorithm supplied with TrM when it is installed called EVEN. This algorithm splits the total budget number evenly across all financial periods.

Add/Update Algorithms (7.20.16.3) (cont.)

The screenshot shows a window titled "Add/Update Algorithms" with a close button (X). Inside the window, the following text is displayed:

```

Algorithm*: 1st Qtr.
Description: First Quarter Split
# of Splits:      4
Splits Total:    100
----- Splits -----
25  25  25  25

```

At the bottom of the window, there is a keyboard shortcut menu: F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr.

Below the window, the text "Add/Update Algorithms (7.20.16.3)" is centered. In the bottom left corner, it says "QAD Proprietary" and in the bottom right corner, it says "2008-TrM-Bud-Promo-130".

If a company requires additional algorithms, they are set up and maintained here. For example, a company with a highly seasonal product (some food companies, companies that sell seasonal merchandise, etc.), may want to split a budget only across a particular quarter rather than across the entire fiscal year. In this case the EVEN split will not work and a different algorithm will need to be set up to cover this scenario as in the example.

Algorithm. A code for this algorithm.

Description. A description for this algorithm.

of Splits. This field will fill automatically when the splits are entered.

Splits Total. This field will fill automatically when the splits are entered.

Splits. This number represents a percentage. In the example above, a budget using this algorithm would have the total budget number split with 25% of the total entered into each of the first four periods of the financial year, for a total budget split of 100. Percentages can be entered as whole numbers (25) or a number with decimal places (25.45). If they are entered with decimal places, the Splits Total will display as 1000 and not 100.

Promotion Budget Parameters (7.20.16.5)

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Promotion Budget Parameters

Promotion Budget Parameters x

```

Division*: 1
Financial Year: 2010
T/O Included?: No
Budg. by Ref/Ar: Region
                Is This Used   Mandatory
                -----
Zone: no                       no
Deal Category: no                 no
Deal Group: no                     no
Owner: no                           no
Customer Group: yes                 no
Product Group: yes                 no
Promo Type: yes                     yes
Sub-Type: no                         no
Promotion UDC3: no                   no
Promotion UDC4: no                   no
Customer Based: no
Product Based: no

```

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Promotion Budget Parameters (7.20.16.5)

QAD Proprietary 2008-TrM-Bud-Promo-140

Budget parameters (guidelines) determine how budgets will be set up and used for a specific division and financial year. If there are multiple divisions, budget parameters must be set for each division separately even if the parameters are the same for each division. These parameters are set up here.

Important You should be very careful when setting these parameters. Once budgets have been entered and approved, the parameters cannot be changed.

Division. The division for which these parameters are being set.

Financial Year. The financial year for which these parameters are being set.

T/O Included? Default is no. This should not be changed.

Budg. By Ref/Ar. Determines whether the budget will be set by region or area. This should always be set to Region. Budgeting by area is not used in this version.

The next part of the budget parameter header screen is divided into two sections - Is This Used and Mandatory. For each of the fields which follow, you must indicate:

Is This Used. Indicates if this is a field that will be used on the budgets.

Mandatory. Indicates if the field is used.

- Yes - a value for that field must appear on every budget.
- No - budgets can be set up without entering a value in that field.

Customer Based. Indicates whether any of the customer flags (customer type, customer profile values, individual customer) will be used in any of the budgeting methods. In our examples, no budgeting methods are customer based.

Product Based. Indicates whether any of the product flags (product profile values, individual products) will be used in any of the budgeting methods. In our examples, no budgeting methods are product based.

Using the example budgeting methods set up earlier in this guide, the fields have been set accordingly.

- Zone, Deal Category, Deal Group and Owner have all been set to no and no as they are elements which are not being used by any budgeting methods
- Customer Group and Product Group have been set to Is This Used = yes because they are being used by at least one of the budgeting methods (PR2) and Mandatory = no

When do I use Mandatory?

- if an element is used by all budgeting methods then you want to make it a mandatory field, i.e., it must appear on all budgets

If you look at the example budgeting methods that were set up earlier in this guide, you can see that:

- UDC1 (Promo Type) is used by all budgeting rules; therefore Mandatory = yes
- Customer Group is used by 2 but not all 3 rules; therefore Mandatory = no
- Product Group is used by only 1 rule; therefore Mandatory = no

Promotion Budget Parameters Options (7.20.16.5, F6)

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Promotion Budget Parameters Options

Promotion Budget Parameters X

Division*:	1	
Financial Year:	2010	
T/O Included?:	No	
Budg. by Reg/Ar:	Region	
	Is This Used	

Zone:	no	
Deal Category:	no	
Deal Group:	no	
Owner:	no	
Customer Group:	yes	
Product Group:	yes	
Promo Type:	yes	yes
Sub-Type:	no	no
Promotion UDC3:	no	no
Promotion UDC4:	no	no
Customer Based:	no	
Product Based:	no	

F6 Options

- A. Setup Customer Parameters
- B. Setup Product Parameters
- C. Setup Budget Report Codes
- D. Setup Budgeting Methods
- E. Setup Sales Budget Methods
- F. Setup Summary Fields
- G. Fix Parameters
- H. Reset Parameters

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Promotion Budget Parameters (7.20.16.5)

QAD Proprietary 2008-TrM-Bud-Promo-150

After the budget parameter header screen has been completed, there is some additional setup required. This is done via the User (F6) Options menu.

Product and Customer Parameters Options (7.20.16.5)

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Product and Customer Parameters Options

Promotion Budget Parameters X

Division*: 1

	Is This Used	Mandatory
Customer Type:	no	
Profile 1:	no	
Profile 2:	no	
Profile 3:	no	
Profile 4:	no	
Profile 5:	no	
Profile 6:	no	
Profile 7:	no	
Profile 8:	no	
Profile 9:	no	
Customer:	no	

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8

Promotion Budget Parameters X

Division*: 1
Financial Year: 2010

	Is This Used	Mandatory
Profile 1:	no	no
Profile 2:	no	no
Profile 3:	no	no
Profile 4:	no	no
Profile 5:	no	no
Profile 6:	no	no
Profile 7:	no	no
Profile 8:	no	no
Profile 9:	no	no
Product:	no	no

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

QAD Proprietary 2008-TrM-Bud-Promo-160

Since our budgeting methods have not been defined to be customer or product based, the user options A and B do not have to be set up. However, if there were budgeting methods that did use any customer or product elements, F6.A & B screens would look like the two below and you would change the flags as appropriate for the fields being used.

Setup Budgeting Methods (7.20.16.5)

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Setup Budgeting Methods

Promotion Budget Parameters X

Division*: 1
Financial Year: 2010

Method 1*: PR1 By Region, CustGrp, ProdGrp, Type
Method 2*: PR2 By Region, CustGrp, Type
Method 3*: PR3 By Region, Type
Method 4*: _____
Method 5*: _____
Method 6*: _____
Method 7*: _____
Method 8*: _____
Method 9*: _____
Method 10*: _____

Customer Based: no
Product Based: no

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

Promotion Budget Parameters (7.20.16.5)

QAD Proprietary 2008-TrM-Bud-Promo-170

User Options, Setup Budgeting Methods (F6 - D)

As was detailed earlier in this guide, budgeting methods determine what the rules are for attaching a promotion to one or more promotion budgets. Using this option sets up the order in which these rules are applied at the time a promotion is moved to Status 3 (Planned and Budgeted) or Status 5 (Confirmed).

These rules are used sequentially. During the promotion budgeting process, if the first rule does not find an exact match, the second rule is used and so on down the list of methods until a match is found. If none is found, the promotion cannot be budgeted and an error message will be displayed.

For each of the budgeting methods that have been set up, enter the order in which they should be invoked as shown in the example above.

Note When deciding which order should be used for applying the rules during promotion budgeting, the order should go from the most complex rule to the least complex rule.

In the example above, PR1 has 4 elements that must be matched, PR 2 has 3 and PR3 has 1.

Note It makes no difference what the codes for the budgeting methods are when entering their order on this screen. If, for example, PR3 was the most complex, PR1 was the second most and PR2 the third most complex, then they would be entered in that order, PR3, PR1, PR2.

Fix and Reset Parameters (7.20.16.5)

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Fix and Reset Parameters

Promotion Budget Parameters X

```

Division*: 1
Financial Year: 2010
T/O Included?: No
Budg.by Reg/Ar: Region
                Is This Used
                -----
Zone: no
Deal Category: no
Deal Group: no
Owner: no
Customer Group: yes
Product Group: yes
Promo Type: yes
Sub-Type: no
Promotion UDC3: no
Promotion UDC4: no
Customer Based: no
Product Based: no
  
```

F6 Options

```

A. Setup Customer Parameters
B. Setup Product Parameters
C. Setup Budget Report Codes
D. Setup Budgeting Methods
E. Setup Sales Budget Methods
F. Setup Summary Fields
G. Fix Parameters
H. Reset Parameters
  
```

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr PgDn

Promotion Budget Parameters (7.20.16.5)

QAD Proprietary 2008-TrM-Bud-Promo-180

User Options, Fix Parameters and Reset Parameters (F6 - G & H)

Once the header screen has been completed and the applicable user options have been set, the parameters must be fixed (set) using this option. There are some limitations in this area:

If changes need to be made after the parameters have been fixed and no budgets have been approved.

- 1 Promotion budget parameters are reset using Option H.
- 2 Changes are made.
- 3 Promotion budget parameters need to be fixed again, using Option G.

If changes need to be made after the parameters have been fixed and one or more budgets have been approved.

- 1 All approved budgets need to be unapproved.
- 2 Promotion budget parameters are reset using Option H.
- 3 Changes are made.
- 4 Promotion budget parameters are fixed again, using Option G.

Add/Update Promotion Budgets - Header (7.20.4.1)

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Add/Update Promotion Budgets - Header

Add/Update Promotion Budgets X

Budget Code*:	10SEASON	Status:	
Financial Year:	2010 01 - 12	O/Flow Budget?:	no
Description:	Seasonal Budget		
GL Account:	3905		SALES LINE DISCOUNTS
Division*:	1		Best Products, Inc.
Region*:	US		Total United States
Area*:			
Zone*:			
Deal Category*:			
Deal Group*:			
Owner*:			
CustomerGroup*:			
Product Group*:			
Total Budget:	12000.00		
Total Spreads:		Difference:	
Algorithm*:	EVEN		

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

QAD Proprietary Add/Update Promotion Budgets (7.20.4.1) 2008-TrM-Bud-Promo-190

Promotion budgets are set up here after all the budget coding is complete.

Budget Code. A user defined, 8 character, alpha-numeric code for this budget. It is recommended that there be some structure to the way these codes are set up. Also, since TrM will contain budgets for multiple years, it is recommended that the budget begin with the year. This allows a user to enter a year before doing a lookup and begin the lookup list with budgets for that year.

Status. The current status of the budgets.

Financial Year. The financial year the budget pertains to. The two fields directly to the right have no labels but are the from and to periods of the financial year. These are typically set to 1 and 12 indicating that the budget pertains to the entire financial year.

O/Flow Budget. Should be blank.

Description. A description of the budget. As in other areas of TrM, this should be as short and descriptive as possible as it appears on many screens, inquiries and reports and should be easily identifiable by the users.

GL Account. The GL account, sub-account and cost center that any actual monies spent against the budget will be posted to.

Division. The division to which this budget pertains. If there is only one division, it will be defaulted into this field.

Region. The region to which this budget pertains.

Area. Leave this blank. All promotion budgets must be done by region and not area as explained earlier in this guide.

Zone. Leave this blank. Zone is not used in this version of TrM.

The following fields are those which may be used in a budget. If this budget is being set up to include a particular field, then the field should be populated. If this budget is not using that field, then it is left blank.

Deal Category. The code for the deal category (if applicable).

Deal Group. The code for the deal group (if applicable).

Owner. The code for the owner (if applicable).

Customer Group. The code for the customer group (if applicable).

Product Group. The code for the product group (if applicable).

Total Budget. The total amount for the covered periods specified above.

Total Spreads. Will autofill after entering the algorithm.

Algorithm. The algorithm to use when spreading the total budget across periods.

Add/Update Promotion Budgets - Options (7.20.4.1)

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Add/Update Promotion Budgets - Options

Add/Update Promotion Budgets X

Budget Code*: 10SHOW
 Financial Year: 2010 01 - 12
 Description: Trade Show Budg
 GL Account: 3905
 Division*: 1
 Region*: US
 Area*:
 Zone*:
 Deal Category*:
 Deal Group*:
 Owner*:
 CustomerGroup*:
 Product Group*:
 Total Budget: 12000.00
 Total Spreads: 12000.00
 Algorithm*: EVEN

F6 Options
 A. Update References
 B. Update Customer Details
 C. Update Product Details
 D. Update Spreads
 E. Complete Budget
 F. Sales Budgets
 G. Approve Budget
 H. Update Overflow Budget

Difference:
Even Split

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Add/Update Promotion Budgets (7.20.4.1)

QAD Proprietary 2008-TrM-Bud-Promo-200

Once the header screen is complete, under the Actions tab, clicking Menu will bring up a list of Options. Which options are used is determined by how the budget is being set up. After this general overview, several of these options will be discussed in detail.

Option	Description	Definition
A.	Update References	If the budget is being set up to use one or more UDC codes, then it/they are entered here.
B.	Update Customer Details	If the budget is being set up to use a customer type and/or one or more customer profiles, then it/they are entered here.
C.	Update Product Details	If the budget is being set up to use one or more product profiles, then it/they are entered here.
D.	Update Spreads	Used to edit the way the total budget was spread across budget periods by the algorithm.
E.	Complete Budget	Used to complete the budget which must be done before it can be approved.
F.	Sales Budgets	Used to enter sales budgets if they are being used.
G.	Approve Budget	Self-explanatory. A budget cannot be used until it is approved.
H.	Update Overflow Budget	Not part of this training session.
I.	View References	Used to view data on an approved budget.
J.	View Spreads	Once a budget has been approved, the Update options cannot be used. You can only view data.
L.	View Customer Data	
M.	View Product Data	

Option	Description	Definition
N	Clear Spreads	Used when it is necessary to clear the spreads created during initial budget entry. Once the original spreads have been cleared, they need to be generated again using Option K or manually entered using Option D.
K	Generate Spreads	
O	View Status Info	Used to view budget info such as input user.
P	Reset budget	Used to take an approved budget and move it back to an unapproved status for editing. If a budget has been reset, it also needs to be completed (Option E) and re-approved (Option G). Note: this cannot be done once a promotion has been attached to the budget.
Q	Reestablish Profiles	Not used in this version.
R	Force Overflow Budget	Not part of this training session.

Update References (7.20.4.1)

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Update References

Add/Update Promotion Budgets X

Budget Code*: 10SHOW Status:

F

Promo Type*: SHOW

Special Type*:

UDC-3*:

UDC-4*:

UDC-7*:

UDC-8*:

D UDC-9*:

Owner*:

CustomerGroup*:

Product Group*:

Total Budget: 12000.00

Total Spreads: 12000.00 Difference:

Algorithm*: EVEN Even Split

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

Add/Update Promotion Budgets (7.20.4.1)

QAD Proprietary 2008-TrM-Bud-Promo-210

If the budget includes any user defined codes as part of the budget, then the values for these codes are entered here.

All three of the budgeting methods that were set up earlier in this guide include UDC1, defined as Promo Type. When the budget parameters were set up, this UDC was marked as being used and as mandatory, meaning that a value must appear in this field on every budget.

Because no other user defined code was flagged as being used in the budgeting process, these fields cannot be accessed although they appear on the screen.

Update Spreads (7.20.4.1) (cont.)

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Update Spreads (cont.)

Add/Update Promotion Budgets
x

```

Budget Code*: 10SHOW                               Status: E
Financial Year: 2010 01 - 12   O/Flow Budget?: no
Description: Trade Show Budget
GL Account: 3905                               SALES LINE DISCOUNTS
Division*: 1                                   Best Products, Inc.
Region*: US                                   Total United States
Area*:
Zone*:
Deal Category*:
Deal Group*:
Owner*:
CustomerGroup*:
Product Group*:
Total Budget: 12000.00
Total Spreads: 11900.00           Difference: 100
Algorithm*: EVEN                       Even Split
                    
```

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Add/Update Promotion Budgets (7.20.4.1)

OAD Proprietary
2008-TrM-Bud-Promo-230

When spreads are manually edited, they must equal the total budget. If they do not, the budget status will change to E and there will be a figure in the Difference field on the budget header which must be resolved using Option D again before the budget can be completed and approved.

Completed Budget (7.20.4.1)

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Completed Budget

Add/Update Promotion Budgets X

Budget Code*: 2020	F6 Options
Financial Year: 2010 01 - 12	A. Update References
Description: Trade Show Budg	B. Update Customer Details
GL Account: 3905	C. Update Product Details
Division*: 1	D. Update Spreads
Region*: US	E. Complete Budget
Area*:	F. Sales Budgets
Zone*:	G. Approve Budget
Deal Category*:	H. Update Overflow Budget
Deal Group*:	
Owner*:	
CustomerGroup*:	
Product Group*:	
Total Budget: 12000.00	
Total Spreads: 12000.00	Difference:
Algorithm*: EVEN	Even Split

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

Add/Update Promotion Budgets (7.20.4.1)

QAD Proprietary 2008-TrM-Bud-Promo-240

A budget must be completed before it can be approved.

Budget Approval (7.20.4.1)

The screenshot shows the 'Add/Update Promotion Budgets' window in QAD. The main window title is 'Add/Update Promotion Budgets'. The content is divided into two columns. The left column contains budget details: Budget Code*: 2020, Financial Year: 2010 01 - 12, Description: Trade Show Budg, GL Account: 3905, Division*: 1, Region*: US, Area*: , Zone*: , Deal Category*: , Deal Group*: , Owner*: , CustomerGroup*: , Product Group*: , Total Budget: 12000.00, Total Spreads: 12000.00, and Algorithm*: EVEN. The right column contains 'F6 Options' with a list: A. Update References, B. Update Customer Details, C. Update Product Details, D. Update Spreads, E. Complete Budget, F. Sales Budgets, G. Approve Budget (highlighted with a red box), and H. Update Overflow Budget. At the bottom of the window, there is a keyboard shortcut list: F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr. The window title bar at the bottom reads 'Add/Update Promotion Budgets (7.20.4.1)'. The footer of the page includes 'QAD Proprietary' on the left and '2008-TrM-Bud-Promo-250' on the right.

Once the budget has been approved, the Status field on the budget header will change from a blank (or an E) to A.

Hands-On Exercises: Promotion Budgets

Activity 1 - Set Up Budgeting Methods

- 1 Open Budgeting Methods Maintenance (7.20.16.2)
- 2 Press F3 to enter the following budgeting methods:

Field	Value
Met	PR1
Description	Region, Cust Grp, Prod Grp, Promo Type
T	PR
Met	PR2
Description	Region, Cust Grp, Promo Type
T	PR
Met	PR3
Description	Region, Promo Type
T	PR

- 3 Close the screen.

Activity 2 - Set Up Budgeting Methods Usage Flags

- 1 Highlight PR1 and press F6. Choose Option A - Base Usage Flags.
- 2 Change the default setting from No to Yes for:
 - a Region
 - b Customer Group
 - c Product Group
 - d UDC1 (Promo Type)
- 3 Enter through the remainder of the screen to return to the main methods screen.
- 4 Highlight PR2 and press F6. Choose Option A - Base Usage Flags.
- 5 Change the default setting from No to Yes for:
 - a Region
 - b Customer Group
 - c UDC1 (Promo Type)
- 6 Enter through the remainder of the screen to return to the main methods screen.
- 7 Highlight PR3 and press F6. Choose Option A - Base Usage Flags.

- 8 Change the default setting from No to Yes for:
 - a Region
 - b UDC1 (Promo Type)
- 9 Enter through the remainder of the screen to return to the main methods screen.
- 10 Close the screen.

Activity 3 - Set Up An Algorithm

- 1 Open Add/Update Algorithms (7.20.16.3)
- 2 Enter the price list header data per the table below:

Field	Value
Algorithm	1st Quarter
Description	First Quarter Split
# of Splits	[blank] (will autofill)
Splits Total	[blank] (will autofill)
Splits	25, 25, 25, 25, [all others blank]

- 3 Press F1.

Activity 4 - Set Up Promotion Budget Parameters

- 1 Open Promotion Budget Parameters (7.20.16.5)
- 2 Enter the information as below:

Field	Value	Is This Used	Mandatory
Division	1		
Financial Year	Current year + 1		
T/O Included?	No		
Budget by Reg/Ar	Region		
Zone	no	no	
Deal Category	no	no	
Deal Group	no	no	
Owner	no	no	
Customer Group	yes	no	
Product Group	yes	no	
Promo Type	yes	yes	
Sub Type	no	no	
Promotion UDC3	no	no	
Promotion UDC4	no	no	
Customer Based	no		
Product Based	no		

3 Press F6 and choose Option D - Setup Budgeting Methods and press [Enter].

4 Enter the information as below:

Field	Value
Method 1	PR1
Method 2	PR2
Method 3	PR3
Method 4-10	[blank]

5 Press F6 and choose Option G - Fix Parameters.

Activity 5 - Set Up Promotion Budget

1 Open Add/Update Promotion Budgets (7.20.4.1)

2 Enter the information as below:

Field	Value
Budget Code	XXSEASON
Press Enter or Next to advance to the next fields	
Financial Year	(current year) <tab> 01 <tab> 12
O/Flow Budget	unchecked
Description	Seasonal Budget
GL Account	3905 <tab> [blank] <tab> [blank]
Division	1
Region	US
Area	[blank]
Zone	[blank]
Deal Category	[blank]
Deal Group	[blank]
Owner	[blank]
Customer Group	[blank]
Product Group	[blank]
Total Budget	12000
Algorithm	EVEN

3 Press Enter to return to the top of the record.

4 Press F6.

5 Choose Option A - Update References.

6 In the Promo Type field, enter SHOW. Then press Enter to return to the top of the record.

7 Press F6

8 Choose Option E - Complete Budget and change No to Yes. Then press Enter to return to the top of the record.

9 Press F6

- 10 Choose Option G - Approve Budget and press Enter when the Approved By box appears.
- 11 Check to make sure that the Status field on the budget header displays an A.

Activity 6 - Set Up A Promotion & Confirm It

- 1 Using Add Promotions (7.20.1.1), add a promotion using the following header information:

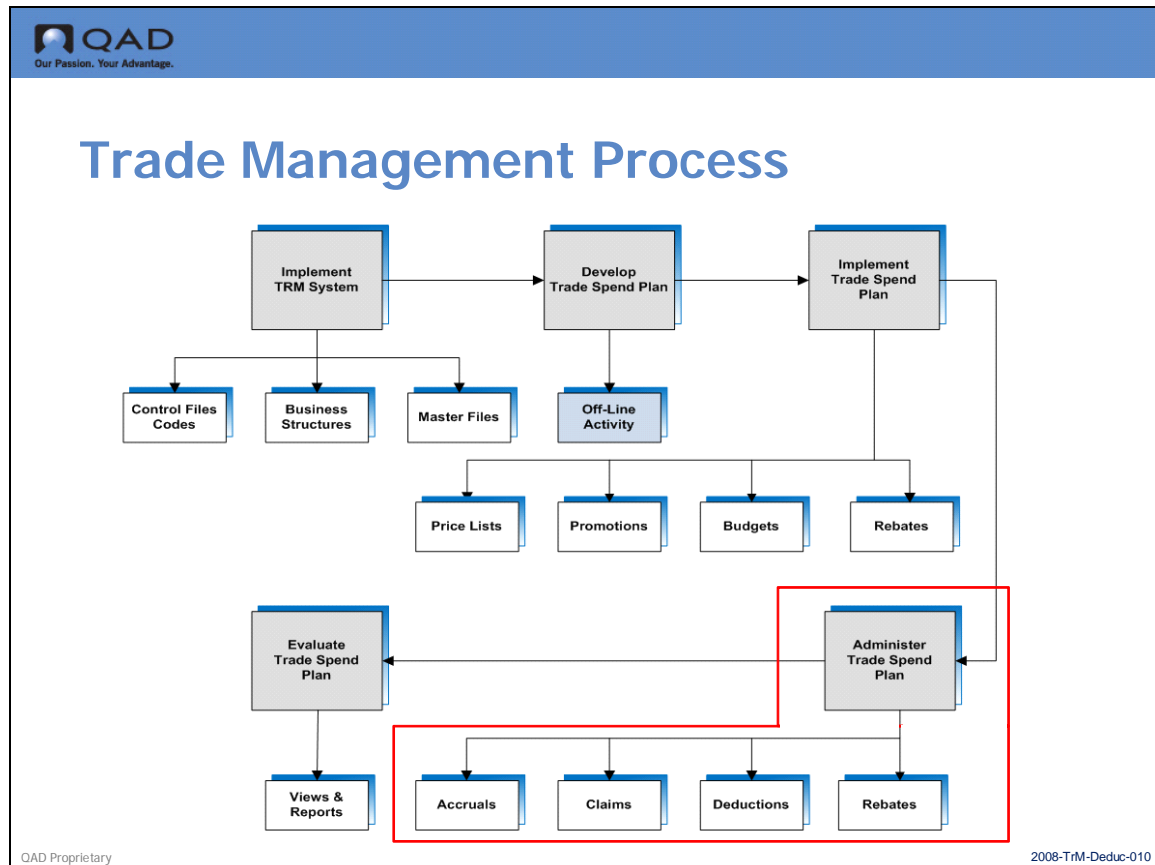
Field	Value
Buy Open Date	Current Date
Buy Close Date	30 days from current date
Deal	OI\$
Customer Level	G
Product Level	G
Promo Type	SHOW
Special Type	NA

- 2 On the Customer Detail Screen, in the Customer Grp field, enter RET.
- 3 On the Product Detail Screen, in the Product Group field, enter FOOD.
- 4 Using the instructions in the Promotion section, enter deal pricing workbench info.
- 5 Using the instructions in the Promotion section, go to Strip Menu 3, Option C and confirm the promotion.
- 6 Go to Strip Menu 4 and choose Option G - Budget Summary. This will show you what budget the promotion is attached to. It should be the one set up during this exercise.

Chapter 9

Deductions

Trade Management Process Flow



This section covers the first step in administering the trade spend plan - the processing of customer deductions (also called short pays).

Introduction

When a customer pays less than the total amount due on an invoice, the amount not paid by the customer is known as a deduction or short payment. In many companies short payments present a major challenge, both in the number of deductions taken and the portion of the company's total receivables these underpayments represent. Profit margins can be impacted, sometimes severely. Revenue and receivables will be overstated which is a major issue especially since the passage of Sarbanes Oxley in 2002.

Short pays can occur for any number of reasons - incorrect invoicing, promotional monies a customer feels he's entitled to, charges such as freight a customer feels were charged in error, etc. Even a company with well established processes can expect to experience short payments.

The cost of processing and researching short pays, both in terms of time and money, can be substantial and many companies, lacking sufficient resources, simply give up and write off deductions after a certain period of time.

Using the deductions functionality, short payments are received, assigned a unique ID number, allocated to one or more defined deduction categories, and segregated into specially designated holding accounts. The deduction can then be analyzed and a decision made on whether it should be

allowed. If it is determined that the deduction is legitimate, it is charged to the correct expense account. If, however, it is determined that it is not legitimate, the deductions functionality provides a mechanism to recharge the amount to the customer's account.

Two features add to speed and convenience of deduction processing:

- Category Types
- Automatic Write-Off

During processing, each deduction is allocated to one or more deduction categories. Each category has an assigned deduction category type that determines how deductions that are allocated to that category are resolved.

There are two deduction category types:

- Standard: All deduction categories that are not associated with TRM.
- Promo: All deduction categories associated with TRM promotions.

Deduction Category Type

When a deduction with a category type of Standard is allowed, the system writes off the amount and creates a balancing general ledger (GL) transaction.

When a deduction with a category type of Promotion is allowed, the system creates a claim against a promotion in TRM.

Regardless of deduction category type, when a deduction is disallowed, the system creates a debit memo to recharge the customer.

The deductions functionality can be used without TRM but can then only process deductions with the Standard category type.

Automatic Write-Offs

When deduction categories are set up, there is an option to allow any deduction assigned to that category to be automatically written off. Automatic write-off allows a user to write off any deduction assigned to such a category at the same time it is created in Payment Maintenance.

In addition, when auto write-off categories are set up, a maximum write-off amount and individual user write-off limits can be established for each individual deduction category.

When a write-off is created automatically by Payment Maintenance, the write-off transaction is also posted.

Deduction Code Setup



Deduction Code Setup



- ▲ Account Code Maintenance (25.3.13)
- ▲ Deduction Category Maintenance (27.6.11.1)
 - ▲ User Write-off Limits *
- ▲ Deduction Next Access Codes (36.2.13) *
- ▲ Payment Center Maintenance (2.1.20) *
- ▲ Accounts Receivable Maintenance (27.24)

* Optional

Payment Maintenance/Deduction Processing Flow



Payment Maintenance Deduction Processing



- ▲ Payment Maintenance Initial Entry (27.6.4)
- ▲ Payment Maintenance Invoice/Memo Selection (27.6.4) *
- ▲ Payment Maintenance Auto Pymt Selection (27.6.4) *
- ▲ Payment Maintenance Payment Application (27.6.4)
- ▲ Payment Maintenance Deduction Details (27.6.4)
- ▲ Process Deductions - Deduction Selection (27.6.11.3)
- ▲ Process Deductions - Deduction Details (27.6.11.3)
- ▲ Process Deductions - Deduction Allocations (27.6.11.3)
- ▲ Process Deductions - Resolution/Posting (Reconciliation) (27.6.11.3)
- ▲ Deduction Post (as a separate step) (27.6.11.9)

* Optional

Setup: Account Codes Maintenance (25.3.13)

Account Code Maintenance

Go To Actions Copy Print Preview

Account: 3901
 Description: Deduction Write Offs
 Type: I
 Currency: USD

Format Position	Description	Level
50000	SALES	Level 5
60000	GROSS MARGIN	Level 4
80000	INCOME FROM OPERATIONS	Level 3
82000	PROFIT(LOSS) BEFORE TAX	Level 2
90000	NET PROFIT(LOSS)	Level 1

Sub-Module Entries Only:
 Statistical Account:
 Active:
 Curr Translation Index:

Back Next

Account Code Maintenance (25.3.13)

QAD Proprietary 2008-TrM-Deduc-040

Deductions not associated with promotions use GL holding and expense accounts associated with a particular deduction category. Before deductions can be processed, the holding and expenses accounts to be used with these categories must be set up.

Underpayment amounts are tracked in the holding account specified for the deduction category. The deduction can then be analyzed and a decision made whether to allow or disallow the deduction.

When a deduction is allowed, the system writes off the amount and creates a balancing GL transaction that transfers the write-off amount from the deduction holding account to the correct deduction expense account.

When a deduction is disallowed, the system creates a debit memo to recharge the customer and transfers the amount from the specified holding account to the Accounts Receivable (AR) account for the bill-to customer.

Account. The account number to which deduction write offs will be charged.

Description . The description for this account code.

Type. The general ledger account type for this account. For the write off account the type should be I; for the holding account, the type should be A.

Currency. Defaults to the base currency specified in the Domain/Account Control file. This is not normally changed.

Format Position. Indicates where to print this account on financial statements.

Sub-Module Entries Only. Leave this box unchecked

Statistical Account. Leave this box blank

Active. Indicates whether this account is active or inactive. Make sure this box is checked or it cannot be used for deduction processing.

Cur Translation Index. Enter 1 - Current exchange rate.

Setup: Deduction Category Maintenance (27.6.11.1)

Deduction Category Maintenance

Deduction Category: MISC
 Description: Misc Write Off
 Deduction Category Type: STANDARD Non-promotional

Holding Account: 2105
 Expense Account: 3905
 Auto Write-off:
 Maximum Write-off: 100.00

Buttons: Delete, Back, Next

QAD Proprietary 2008-TRM-Deduc-050

One of the great advantages of using the deduction functionality is that it allows the users to create individual deduction categories with the ability to charge different types of expenses to different GL accounts. This, in turn, makes it easy to determine how much money is being written off against each expense type by running reports against each deduction category.

A deduction category should be set up for each type of expense a company wants to track. Each category can have a specific holding and expense account associated with it. These accounts will be used automatically each time a deduction is assigned to the category.

Deduction Category. The code for this deduction category.

Description. The description for this deduction category.

Deduction Category. Deduction Categories are of 2 Types:

Standard: A deduction category that is not associated with TRM promotions. For example, Miscellaneous, Pallet Charges, etc. When a deduction with a category of the standard type is written off, the system writes off the amount and creates a balancing GL transaction.

Promo: A deduction category that is associated with TRM promotions. For example, Lump Sum, Billback, etc. When a deduction with a category of the promo type is processed, the system creates a claim against a promotion in TRM.

Holding Account. The holding account, sub-account and cost center that will be used to hold the deduction amount when a deduction is assigned to this category until it is processed.

Expense Account. The expense account, sub-account and cost center that will be used when a deduction assigned to this category is charged to the general ledger.

Note This field pertains only to standard type deduction categories.

Auto Write-Off. When this box is checked, a deduction can be created and written off in a single step during Payment Maintenance.

When a deduction is created in Payment Maintenance, the system will automatically write it off if:

- The Auto Write Off field in Deduction Category Maintenance is checked.
- The maximum write-off amount is greater than the deduction amount.
- The write-off limit for the user entering the deduction is greater than the deduction amount.

Note This field pertains only to standard type deduction categories.

Maximum Write-Off. The maximum amount that can be written off automatically in Payment Maintenance for this deduction category when the Auto Write-Off box is checked (= Yes).

Note This field pertains only to standard type deduction categories.

Setup: Deduction Category Maintenance, User Write-Off Limit Maintenance (27.6.11.1)

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User Write-Off User Maintenance

Deduction Category: MISC
Description: Misc Write Off
Deduction Category Type: STANDARD Non-promotional

User Write-off Limits		
User	Name	Write-off Limit
demo	Demo User	100.00

User Write-off Limit Maintenance

User: demo Demo User
Write-off Limit: 100.00

Delete Back Next

Deduction Category Maintenance (27.6.11.1)

QAD Proprietary 2008-TrM-Deduc-060

If the auto write-off box is checked and the maximum write-off value has been entered, an additional frame will appear which sets the allowable maximum write-off level for individual users.

User. The ID of the user for whom you are setting a write-off limit. A deduction category can have multiple users with write-off authority.

Note This field pertains only to standard type deduction categories.

Write-Off Limit. The maximum amount that the user can write off for this deduction category, either automatically in Payment Maintenance or manually through Process Deductions.

Note This field pertains only to standard type deduction categories.

Setup: Accounts Receivable Control (27.24)

Accounts Receivable Control

Next Batch: 00001296
 Next Memo: 01000061
 Next Journal: 000055
 AR Summarization Level: 1
 Drafts Receivable Account: 1300
 Exchange Tolerance: 0.00%
 External Memo References Allowed:
 Payments Sorting Method: Ref Reference

Deductions

Holding Account: 1290
 Expense Account: 3901
 Resolve Deductions:
 Deduction Prefix: d
 Next Deduction: 5
 Deduction Category:

Show Deductions:
 Process Claims:
 Deductions in Credit Check:

Back Next

Accounts Receivable Control (27.24)

QAD Proprietary 2008-TrM-Deduc-070

In order to use the deductions functionality, some defaults in the Accounts Receivable control file need to be set up. These fields control how deductions will be displayed, whether or not they will be included in programs which calculate credit balances, the default expense and holding accounts, etc.

Payments Sorting Method. The default sorting sequence used when open invoices and memos are displayed during payment processing in Payment Maintenance. The choices are:

- Ref: sorts open records by reference number
- Date: sorts by due date, by reference number
- Bill: sorts by bill-to address, by due date

Holding Account. The GL account, sub-account, and cost center used to hold deduction amounts until they are processed. This sets the Holding account default for Deduction Category Maintenance.

Expense Account. The GL account, sub-account, and cost center used to track write-off allocations for standard deductions. This sets the Expense account default for Deduction Category Maintenance.

Resolve Deductions. The default for the Resolve field in the Allocation Maintenance frame of Process Deductions.

Set to No if users typically resolve deductions as a separate step after the deduction has been allocated.

Set to Yes if users typically resolve a deduction immediately when processing it. When this field is set to Yes, the Deduction Resolution screen in Process Deductions will display, allowing a user to write off (standard deduction), generate a claim (promotion deduction) or recharge the deduction.

Deduction Prefix. The prefix used when a new deduction is generated.

Next Deduction. Displays the next sequential number that will be used when creating a deduction during the cash application process.

Deduction Category. This is an optional field. If a deduction category is entered here, it will default into the Category field in the Deduction Details frame in Payment Maintenance.

This field is usually left blank. If however, most deductions fall into a specific category, then that category can be entered here to save time during payment maintenance.

Show Deductions. The default for the Show Deductions field in Customer Account Inquiry and Customer Account Statement Print. If set to Yes:

- The customer deduction balance is added to the customer balance in the inquiry display
- Deduction records print on the statement and display in the inquiry

Process Claims

Deductions in Credit Check. If this field is set to Yes, the system will include open deduction amounts in the customer balance when checking credit.

If this field is set to No, deduction amounts will not be considered when checking a customer's credit.

Processing Payments/Creating Deductions - Initial Entry (27.6.4)

Payment Maintenance

Batch: 1296 Control: 10,000.000 Total: 0.000

Check: 25465 Pay From: PPI22 PETCO
 Currency: USD Payment Center:
 Check Control: 10,000.00 Amount: 0.00
 Date: 9/2/2009 Batch: 1296
 Effective: 9/2/2009
 Bank: AA US Bank Account #8293-01
 Remark: Sort Method: Ref Reference
 Auto Apply: Select Bill-To Customers:

Delete Back Next

Payment Maintenance (27.6.4)

QAD Proprietary 2008-TrM-Deduc-080

In addition to using Payment Maintenance to process customer payments and miscellaneous cash receipts, it is also used to create deductions. Payments and deductions are applied to one or more open items, such as invoices, for one or more bill-to customers.

This training material will not deal in detail with those aspects of payment processing not directly related to deduction creation. An in depth discussion of payment maintenance is covered in another training guide on Accounts Receivable processes.

Control. The control number for this batch.

Check. The check number for this payment. It must be unique for each customer or Payment Center.

Pay From . The customer address code for an individual bill-to customer or for a payment center.

Currency. Currency defaults from the pay-from customer but any valid currency can be used.

Check Control. A control total for this payment or leave blank if you do not want the system to validate that the total of all entries equals the control total.

Date. The date associated with this transaction. The default is the system date but another date can be entered here. On invoices and memos, in conjunction with the credit terms, the date determines the discount and due dates.

Effective. The date this transaction affects the general ledger. The default is the system date. If Verify GL Accounts is set to Yes in Domain/Account Control, the system verifies that the date is within an open GL period in MFG/PRO for the entity specified.

Bank. The code for the bank receiving this payment.

Remark. A short notation (22 characters) can be made here regarding this payment.

Sort Method. The sorting sequence used to list open invoices and memos during payment processing. It defaults from the Accounts Receivable Control File (discussed above) but can be changed. The sort methods are Ref, Date and Bill.

Auto Apply. Indicates whether to apply this payment automatically to the selected open charges. This is usually set to Yes.

No: You must manually apply the payment amount to individual invoices and other charges.

Yes: A selection frame displays so you can enter a range of reference numbers, transaction dates, and due dates to which this payment applies.

Select Bill-To Customers. You can only update this field when the pay-from customer is a payment center; otherwise, it does not apply. Indicate if you want to select a subset of bill-to addresses linked to the pay-from customer or process payments for all of them:

No: Process payments for all bill-to customers associated with the specified payment center.

Yes: View a list of bill-to customers belonging to the specified payment center and select individual customers for payment processing.

Processing Payments/Creating Deductions - Invoice/Memo Selection (27.6.4)

Payment Maintenance

Go To Actions Copy Print Preview

Batch: 1296	Control:	10,000.000	Total:	0.000
-------------	----------	------------	--------	-------

Invoice/Memo Selection

Reference: To:

Date: To:

Due Date: To:

Select All (*)

Delete Back Next

Payment Maintenance (27.6.4)

QAD Proprietary 2008-TrM-Deduc-090

If Auto Apply (see previous page) is checked (set to Yes) the following Invoice/Memo Selection screen will appear and allows you to display a list of open items from which you can select the item or items to which you want to apply this payment. You can select items by reference (invoice/memo number), transaction date, due date or a combination of all three. If you leave all selection criteria blank, the system selects all open items for the customer bill-to addresses.

Note The system does not select open items unless the control total is greater than zero.

Reference From/To. The range of open items to be selected from.

Date. The range of transaction dates to be selected from.

Due Date. The range of due dates to be selected from.

Select All. This determines the default status of the retrieved open items.

Checked (Set to Yes): when most or all of the selected open items are covered by this payment.

Unchecked (Set to No): when you want to manually select items for payment from the list.

Processing Payments/Creating Deductions - Automatic Payment Selection Screen (27.6.4)

Payment Maintenance

Go To Actions Copy Print Preview

Check: 25465 Check Control: 10,000.00 Amt: 11,800.00
 Pay From: PPI22 PETCO Unapplied: -1,800.00

Automatic Payment Selection

S	Ref	Bill To	T	Due Date	Balance	Applied Amount	Discount
*	1000051	PPI22	M	9/29/2008	-500.00	-500.00	0.00
*	IV20317	PPI22	I	9/29/2008	12,300.00	12,300.00	0.00
	IV20318	PPI22	I	9/29/2008	12,300.00	0.00	0.00
	IV20319	PPI22	I	9/29/2008	13,750.00	0.00	0.00
	IV20320	PPI22	I	9/29/2008	12,700.00	0.00	0.00

Delete Back Next

Payment Maintenance (27.6.4)

QAD Proprietary 2008-TrM-Deduc-100

This screen displays all the open items based on the selection criteria established on the Invoice/Memo Selection Screen above. Selected items are marked with an asterisk (*) in the S column. The order of the items is determined by the sort method specified in Accounts Receivable Control File.

You can select or deselect items as needed. Each time you select/deselect an item, the system automatically updates the two totals in the upper right corner of the screen.

- In the Amt field, the system displays the current applied amount
- In the Unapplied field, it displays the current unapplied amount which is the check control minus the total applied

Once you are satisfied with the selected items, press Enter or click Next to process them and move to the Payment Application screen. The system automatically calculates the discount for prepayment based on the credit terms assigned to the invoice.

Processing Payments/Creating Deductions - Payment Application (27.6.4)

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Payment Application

Payment Maintenance x

Go To Actions Copy Print Preview

Check: 25465 Check Control: 10,000.00 Amount: 11,800.00
 Pay From: PPI22 PETCO Unapplied: -1,800.00

Payment Application Detail

Reference	Bill To	Type	N/U Ref	Due Date	Balance	Amount
1000051	PPI22	M		9/29/2008	0.000	-500.000
IV20317	PPI22	I		9/29/2008	0.000	12,300.000

Payment Application Maintenance

Ref: Type: Bill To: Entity:
 N/U Ref: Amount to Apply: 0.00
 Account: Cash Amount: 0.00
 Tax: Discount: 0.00

Delete Back Next

QAD Proprietary 2008-TrM-Deduc-110

Payment Maintenance (27.6.4)

Payment Maintenance can be used to record payments that do not correspond to a specific invoice such as prepayments or tax refunds. This training guide will not discuss such unapplied and non-AR payments. Details about these transactions is contained in other training guides dealing specifically with Accounts Receivable functionality. This guide will only detail how to create a deduction.

Ref. If a single invoice was selected in the previous step, that invoice number will default into this field. If multiple invoices were selected, an invoice must be selected from the list.

Type. When an invoice number is entered in the Ref column, the type defaults to an I.

Bill-To. Defaults from the referenced invoice.

Cash Amount. The cash amount to be applied against the invoice. When creating a deduction, this amount should always be the total amount of the invoice.

Discount. The system automatically calculates the discount for prepayment based on the credit terms assigned to the invoice. Discounts are independent of deductions.

Pressing Enter or clicking Next will return you to the Payment Application Maintenance screen. By default, the invoice number just processed will be highlighted.

Ref. To create a deduction, leave this field blank. When Enter is pressed or Next is clicked, a warning will display as a reminder that an unapplied, non-AR receipt or short payment is about to be created.

Type. The code to create a deduction is S (short pay)

Pressing Enter or clicking Next will bring up the Deduction Details screen.

Processing Payments/Creating Deductions - Deduction Details (27.6.4)

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Deduction Details

Payment Maintenance x

Go To Actions Copy Print Preview

Check: 25465 Check Control: 10,000.00 Amount: 11,800.00
 Pay From: PPI22 PETCO Unapplied: -1,800.00

Payment Application Detail

Reference	Bill To	T	N/U Ref	Due Date	Balance	Amount
1000051	PPI22	M		9/29/2008	0.000	-500.000
IV20317	PPI22	I		9/29/2008	0.000	12,300.000

Deduction Details

Deduction: d0000006 Category: MISC Account: 2105
 Bill To: PPI22 Petco Corp Headquarters Invoice:
 Customer Ref: Cust Ref for this Deduction Amount: 1,800.00
 Other Ref: Our Ref for this Deduction Comments:

Delete Back Next

Payment Maintenance (27.6.4)

QAD Proprietary 2008-TrM-Deduc-120

Deduction. The number for this deduction. The deduction prefix and number default from settings in the Accounts Receivable Control File.

Category. The category for this deduction. If the category for the deduction is unknown, or if the deduction is to be allocated to multiple categories, this field can be left blank and a category (or categories) can be assigned at the time the deduction is processed.

Note Once the deduction has been created, this field cannot be edited here and must be updated during deduction processing.

Customer Ref. This is a short description as to why the deduction was taken. It is an optional field.

Other Ref. Another short description field for deduction information. Optional.

Invoice. If the deduction should be applied against a specific invoice, that number is entered here. If the deduction is not against a single invoice (for example, pallet charges), or the invoice is unknown, this field is left blank.

Amount. The amount of the deduction.

Comments. Checking this box will bring up a separate page where any other reference information about the deduction can be entered.

Processing Payments/Creating Deductions - Payment Application (27.6.4) (cont.)

The screenshot shows the 'Payment Application' window in QAD. The window title is 'Payment Maintenance'. It displays the following information:

Check: 25465 Check Control: 10,000.00 Amount: 10,000.00
 Pay From: PPI22 PETCO Unapplied: 0.00

Payment Application Detail

Reference	Bill To	T	N/U Ref	Due Date	Balance	Amount
d0000006	PPI22	S				-1,800.000
IV20317	PPI22	I		9/29/2008	0.000	12,300.000

Payment Application Maintenance

Ref: Type: Bill To: Entity:
 N/U Ref: Amount to Apply:
 Account: Cash Amount:
 Tax: Discount:

Buttons: Back, Next

QAD Proprietary 2008-TrM-Deduc-130

The deduction has now been created.

When a deduction is recorded, Payment Maintenance creates the following GL entries:

- Debits the Cash account from the bank with the value of the check
- Debits the Holding account associated with the specified deduction category; if a category is not specified, debits the Holding account in Accounts Receivable Control File
- Credits the Accounts Receivable account from the DR/CR memo

Processing Payments/Creating Deductions - Auto Write-Off (27.6.4)

The screenshot displays two overlapping windows in the QAD software interface. The top window, titled 'Deduction Category Maintenance', shows the configuration for a deduction category named 'AUTO'. Its description is 'Automatic Write Off' and its type is 'STANDARD'. The 'Auto Write-off' checkbox is checked, and the 'Maximum Write-off' is set to 100.00. The bottom window, titled 'Payment Maintenance', shows details for a payment of 10,000.00 from 'PETCO'. It includes a 'Payment Application Detail' table and a 'Deduction Details' section. A red arrow originates from the 'Deduction Category: AUTO' field in the top window and points to the 'Deduction Details' section in the bottom window, indicating that the deduction category is being applied to the current payment.

Deduction Category Maintenance

Deduction Category: AUTO
 Description: Automatic Write Off
 Deduction Category Type: STANDARD

Holding Account: 2101
 Expense Account: 3905
 Auto Write-off:
 Maximum Write-off: 100.00

Payment Maintenance

Check: 25465 Check Control 10,000.00 Amount: 11,800.00
 Pay From: PPI22 PETCO Unapplied: -1,800.00

Payment Application Detail						
Reference	Bill To	T	N/U Ref	Due Date	Balance	Amount
IV20317	PPI22	I		9/29/2008	0.000	12,300.000

Deduction Details

Deduction: d0000006 Category: AUTO Account: 2101
 Bill To: PPI22 Petco Corp Headquarters Invoice:
 Customer Ref: Customer Ref 1 Amount: 100.00
 Other Ref: Our Ref 1 Comments:

Buttons: Delete, Back, Next

If a deduction created during payment maintenance has been assigned to a deduction category that was set up to allow auto write-off it will be done during payment maintenance.

Processing Payments/Creating Deductions - Auto Write-Off (27.6.4)

Unposted Transaction Inquiry 07/09/09

GL Reference	Batch	Cur	Unb Only	Output page
AR090709000063	1302	USD	No	

GL Reference	Batch	Eff Date	Entered	User ID	Total	Corr
AR090709000063	1302	07/09/09	07/09/09	demo	0.00	No

Line	Account	Project	Enty	Description	Amount	Cur
1	1040		1000	AR Payment	9,500.00	USD
2	1200		1000	AR Payment	-9,500.00	USD
3	1040		1000	Default Daybo	-500.00	USD
4			1000	AR Payment	400.00	USD
5	2101		1000	AR Payment	100.00	USD

GL Reference	Batch	Eff Date	Entered	User ID	Total	Corr
AR090709000064	1302	07/09/09	07/09/09	demo	0.00	No

Line	Account	Project	Enty	Description	Amount	Cur
1	2101		1000	Deduction Wri	-100.00	USD
2	3905		1000	Deduction Wri	100.00	USD

25.13.13 Unposted Transaction Inquiry glutriq.p

When a standard deduction is automatically written off in Payment Maintenance, the following additional transactions occur:

- Debits the Expense account of the deduction category specified for the allocation line
- Credits the Holding account of the deduction category specified for the allocation line

Processing Standard Deductions - (27.6.11.3)

Once a deduction has been created during payment maintenance, unless it was automatically written off, it must be processed, that is, it must be assigned to a deduction category (if this was not done during payment maintenance), allocated and reconciled.

When a deduction is allowed, depending on the deduction category type, the system creates a TRM claim or the amount is written off and the system creates a balancing GL transaction.

When a deduction is disallowed, the system creates a debit memo to recharge the customer. When creating debit memos to recharge a customer, the exchange rate for multi-currency environments is set to the exchange rate of the deduction.

There are multiple activities to processing deductions, including:

- Deduction Selection
- Header & Detail Information
- Deduction Allocation (across one or more deduction categories)

- Resolution (creating the transactions)
- Posting

Allocated deduction transactions can be posted as part of the resolution or as a separate activity.

Processing Standard Deductions - Deduction Selection (27.6.11.3)

Deduction Selection

Process Deductions X

Go To Actions Copy Print Preview

Deduction: To:

Invoice: To:

Date: 9/3/2009 To: 9/3/2009

Category: To:

Pay From: PPI22

Bill To:

Sold To:

Customer Reference:

Check:

Next Action:

Unallocated:

Partially Allocated/Reconciled:

Fully Reconciled:

Back Next

Process Deductions (27.6.11.3)

QAD Proprietary 2008-TrM-Deduc-160

In the selection screen, you select which deductions to work with by setting the filter criteria in a number of ways:

- Specify ranges for deduction, invoice, date, or category for selecting deductions to process
- Specify selection criteria such as the pay-from customer, the bill-to customer, the sold-to customer, and the check number
- Specify whether to include unallocated, partially allocated/reconciled, or full reconciled deductions

Processing Standard Deductions - Header & Detail Information (27.6.11.3)

The screenshot shows the 'Process Deductions' window in QAD. The window title bar includes 'Payment Maintenance', 'Deduction Category Maintenance', and 'Process Deductions'. The main content area is titled 'Process Deductions' and contains the following information:

Deduction: Currency: USD Amount: 1,300.00
 Allocated: 1,300.00 Reconciled: 0.00

Deduction Detail

Pay From: ppi22	Petco Corp Headquarters	Batch: 1296
Bill To: PFI22	Petco Corp Headquarters	Check: kss1
Sold To: PFI22	Petco Corp Headquarters	Date: 7/8/2009
Invoice Number:		User: demo
Customer Reference: cust ref for this deduction		Comments: <input type="checkbox"/>
Other Reference: our ref for this deduction		Next Action: <input type="checkbox"/>

At the bottom right of the window are 'Back' and 'Next' buttons. The footer of the window contains 'QAD Proprietary' on the left and '2008-TrM-Deduc-170' on the right.

These frames include general deduction information such as customer payment details and any amount allocated to this deduction.

Deduction. The deduction to be processed. Doing a lookup here will bring up a list of all deductions which met the selection criteria.

Deduction Detail Frame

Only certain details can be edited in this frame, including:

Sold To. The sold-to customer associated with the current deduction. Default is the bill-to customer but if a bill-to customer has multiple associated sold-to customers, any one of them can be entered here.

Invoice Number. The invoice number associated with this deduction, if any.

If an invoice number was entered when the deduction was created during payment maintenance, it defaults here.

If the invoice was unknown at the time of payment maintenance and now should be made part of the record, it can be entered now.

If this deduction is not related to any invoice, then this field can be left blank.

Customer Reference. Any customer-supplied reference for this deduction such as charge back debit number. This defaults from the customer reference entered in the Deduction Details frame in Payment Maintenance when the deduction was created. This can be useful when researching a deduction with a customer.

Other Reference. An additional reference for this deduction. This defaults from the other reference entered in the Deduction Details frame in Payment Maintenance.

Comments. Update comments about the current deduction. Comments entered for a deduction in Payment Maintenance can be maintained here.

Next Action. Set to Yes to display the Deduction Next Action frame for updating the next action code and date for the current deduction.

Processing Standard Deductions - Deduction Allocation (27.6.11.3)

Payment Maintenance x Process Deductions x

Go To Actions Copy Print Preview

Deduction: d0000008 Currency: USD Amount: 400.00
 Allocated: 0.00 Reconciled: 0.00

Allocation Detail

Allocation Maintenance

Line: 1
 Category: PALLET Invoice Number: Comments:
 Amount: 400.00 Sold To: PPI22 Next Action:
 Reconciled: 0.00 Promotion: Resolve:

Delete Back Next

QAD Proprietary *Process Deductions (27.6.11.3)* 2008-TrM-Deduc-180

In the allocation step, the Allocation Maintenance and Allocation Detail frames are used to select, add, modify, and delete deduction allocations related to different categories.

All deductions must be allocated to one or more deduction categories before they can be reconciled since each deduction category contains the financial information to allow the deduction to be properly expensed.

If a deduction is not allocated to a deduction category during payment maintenance, it is done in this step.

Category. The deduction category that part or all of the current deduction is allocated to. This field can only be accessed when creating a new detail line; it cannot be modified here.

If a deduction was allocated to a deduction category in error during payment maintenance, the line can be deleted here and re-entered with the correct category.

Amount. The amount of the current deduction to allocate to the selected deduction category. This field cannot be 0 (zero) and the total amount allocated cannot exceed the total deduction amount.

Invoice Number. This defaults from the Deduction Detail frame or it can be entered here.

Sold To. This defaults from the sold-to customer specified in the Deduction Detail frame or it can be added here for the first time.

Promotion. The code of the promotion associated with this deduction. If the deduction is being or has been allocated to a deduction category with a type of Promo. This field is only active when the category is promotion related.

The system validates that:

- The promotion specified has a status of Confirmed, Live, or Finished
- The sold-to customer is associated with the promotion
- The currency of the promotion matches the currency of the deduction

You cannot change this field after a claim has been generated. If the wrong promotion was specified, you must delete the claim in TRM and then correct the value here.

Comments. When checked, allows a user to update deduction detail comments.

Next Action. When checked, Allocation Next Action frame displays; otherwise, it is skipped.

Note This is the same frame that displays for a deduction, only in this case the record created applies to the allocation detail.

Resolve. The default (checked or not checked) is set in the Accounts Receivable Control File. It can be changed here.

When checked (set to Yes), the Deduction Resolution screen in Process Deductions will display, allowing a user to write off (standard deduction), generate a claim (promotion deduction) or recharge the deduction.

When not checked (set to No), the deduction must be resolved as a separate step after the deduction has been allocated.

Processing Standard Deductions - Resolution (Reconciliation) (27.6.11.3)

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Resolution Maintenance

Process Deductions X

Go To Actions Copy Print Preview

Allocation Detail

Deduction: d0000008 Line: 1 Amount: 500.00
Category: MISC Reconciled: 0.00

Resolution Detail

Seq	Type	Reference	Date	User	Posted	Pending	Amount
1	ALLOCATE	kss234	7/12/2009	demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500.00

Resolution Maintenance

Sequence: 2 Type: WRITEOFF Amount: 500.00
Effective: 7/12/2009 Aging Date: Post:
Remarks:

Delete Back Next

QAD Proprietary 2008-TRM-Deduc-190

Process Deductions (27.6.11.3)

Once a deduction has been allocated (assigned to one or multiple deduction categories) either during payment maintenance or in the Allocation step described above, it must be reconciled and posted to complete the deduction process.

The resolution frames are used to create transactions that (1) write off a standard deduction, (2) create a claim against a TRM promotion or (3) recharge a deduction back to the customer. Depending on a company's policies and structure, posting of reconciled deductions can be done during the reconciliation step or as a separate step using Deduction Post (27.6.11.9)

Sequence. The next sequence number to add a line to the resolution maintenance screen. It is almost always the sequence number for the allocate sequence number + 1.

Type. The transaction type for this deduction resolution. When the category type for the selected deduction is Standard, the valid transaction types are Recharge and Write-Off. When the category type is Promotion, the valid transaction types are Recharge and Claim.

Amount. The amount to be resolved. The reconciled amount cannot be greater than the allocated amount for this detail line.

Effective. Effective date for the transaction.

Aging Date. This field can be updated only when the Type field = recharge and is the date for the debit memo used when calculating the balance based on credit terms.

Remarks. Optional field used to enter brief (24 characters) remarks about this deduction resolution. Remarks print in Deduction Report (27.6.11.6).

Post. Set to Yes to create the transaction for the selected deduction resolution line:


For Standard deductions, this posts write-off and recharge GL transactions.

For Promo deductions, this posts recharge GL transactions. When type is set to Claim, Post defaults to No and cannot be updated. Claims are posted using Trade Management functions.

For the selected line, this sets the Pending field in the Resolution Detail frame to Yes. When you exit the frame, the system posts the transaction and sets the Posted field to Yes and the Pending field to No.

You can also use Deduction Post (27.6.11.9) to post deduction resolution records defined in Deduction Processing.

Processing Standard Deductions - Resolution (Reconciliation) (27.6.11.3) (cont.)


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Resolution Maintenance

Process Deductions
Go To Actions Copy Print Preview

Allocation Detail

Deduction: d0000008 Line: 1 Amount: 500.00
 Category: MISC Reconciled: 500.00

Resolution Detail

Seq	Type	Reference	Date	User	Posted	Pending	Amount
1	ALLOCATE	kss234	7/12/2009	demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500.00
2	WRITEDFF	AR090712000058	7/12/2009	demo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500.00

Resolution Maintenance

Sequence: Type: Amount: 0.00
 Effective: Aging Date: Post:

Back Next

Process Deductions (27.6.11.3)

QAD Proprietary
2008-TrM-Deduc-200

Summary

QAD
Our Passion. Your Advantage.

Unposted Transaction Inquiry

07/12/09

GL Reference Batch Cur Unb Only Output page
AR090712000058 1300 USD No

GL Reference Batch Eff Date Entered User ID Total Corr
AR090712000058 1300 07/12/09 07/12/09 demo 0.00 No

Line	Account	Project	Enty	Description	Amount	Cur
1	2101		1000	Deduction Wri	-500.00	USD
2	3905		1000	Deduction Wri	500.00	USD

25.13.13 Unposted Transaction Inquiry glutriq.p

QAD Proprietary 2008-TrM-Deduc-210

Allows users to separate short pays from open AR balances.

- Assigned to one or multiple deduction categories
- Assigned to separate GL holding account until resolution
- Allows unapproved deductions to be charged back to customer

Two special features of deduction functionality

- Auto Write-Off
 - Can be done as single step in Payment Maintenance
 - Limits can be set by deduction category and by user
- Deduction Category Types
 - Standard
 - Promo

Deduction Resolution

- Write-Off - Standard Category Type: Deduction can be written off to one or more deduction categories
 - Categories are user defined; no limit
 - Each deduction category can have separate GL expense account associated with it

- Write-Off - Promo Category Type: Deduction can be written off to one of more deduction categories directly associated with TRM promotions.
- Recharge - Disallowed deductions can be re-charged to the Bill-To customer's account

Activity 1 - Setup: Account Codes Maintenance

Note Before beginning these exercises, use Pending Invoice Maintenance to enter, print and post several invoices for one of the customers set up in an earlier exercise.

Use Account Code Maintenance (25.3.13).

- 1 Set up an account for deduction write-offs.

Field	Value
Account	3901
Description	Deduction Write-Offs
Type	I
Currency	USD
Format Position	50000
Sub-Module Entries Only	Unchecked
Statistical Account	<blank>
Active	Checked (yes)
Currency Translation Index	1 (Current Exchange Rate)

- 2 Set up a deduction holding account.

Field	Value
Account	1290
Description	Deduction Holding Account
Type	A
Currency	USD
Format Position	11310
Sub-Module Entries Only	Unchecked
Statistical Account	<blank>
Active	Checked (yes)
Currency Translation Index	1 (Current Exchange Rate)

Activity 2 - Setup: Deduction Category Maintenance

Use Deduction Category Maintenance (27.6.11.1).

- 1 Set up a deduction category with a standard deduction type.

Field	Value
Deduction Category	MISC
Description	Miscellaneous Write-Off
Deduction Category Type	Standard
Holding Account	1290
Expense Account	3901

Field	Value
Auto Write-Off	Unchecked (no auto write-off allowed)
Maximum Write-Off	<blank>

- 2 Set up a deduction category with a standard deduction type and auto write-off.

Field	Value
Deduction Category	AUTO
Description	Automatic Write-Off
Deduction Category Type	Standard
Holding Account	1290
Expense Account	3901
Auto Write-Off	Checked (auto write-off allowed)
Maximum Write-Off	\$100.00
User	Demo
Write-Off Limit	\$100.00

- 3 Set up a deduction category with a promotion deduction type.

Field	Value
Deduction Category	LUMPSUM
Description	Lump Sum Category
Deduction Category Type	Promo
Holding Account	1290
Expense Account	<blank> (determined by acct. in Promo budget)
Auto Write-Off	Unchecked (no auto write-off allowed)
Maximum Write-Off	<blank>

Activity 3 - Setup: Accounts Receivable Control File

Use Accounts Receivable Control (27.24)

- 1 Set up fields in Accounts Receivable Control file to work with deductions.

Field	Value
Payment Sorting Method	Ref
Holding Account	1290
Expense Account	3901
Resolve Deductions	Yes
Deduction Prefix	D
Next Deduction	Accept default
Deduction Category	<blank>
Show Deductions	Checked (yes)
Process Claims	<blank>
Deductions in Credit Check	Checked (yes)

Activity 4 - Process A Payment/Create A Deduction

Use Payment Maintenance (27.6.4)

- 1 Pay a customer invoice short and create a deduction for the short payment.

Field	Value
Control	Invoice total minus \$300.00
Check	Your initials + 3 digits (e.g. KSS123)
Pay From	The bill-to customer number
Currency	USD (default)
Payment Center	unchecked
Check Control	Same as total entered above
Date	Accept Default
Effective	Accept Default
Bank	Accept Default
Remark	<blank>
Sort Method	Ref (default)
Auto Apply	Checked
Select Bill-To Customers	<blank>
Entity	Accept Default
Daybook	Accept Default
Account	Accept Default
Discount Account	Accept Default

- 2 Invoice/Memo Selection Frame.

Field	Value
Reference/To	<blank>
Date/To	<blank>
Due Date/To	<blank>
Select All	Unchecked

- 3 When the list of open invoices appears, select the invoice that is being paid.

Payment Application Maint Frame

Field	Value
Ref	Accept Default (invoice chosen above)
Type	I
Cash Amount	Total amount of the invoice
Discount	Accept default (\$0.00)

- 4 Press Enter or click Next.

Field	Value
Ref	<blank>
Type	S

Deduction Details Frame

Field	Value
Category	MISC
Customer Ref	Cust ref for deduction
Other Ref	Other ref for deduction
Invoice	<blank>
Amount	\$100.00
Comments	<blank>

- 5 Press Enter or click Next
Payment Application Maint

Field	Value
Ref	<blank>
Type	S

Deduction Details Frame

Field	Value
Category	<blank>
Account	<blank>
Customer Ref	<blank>
Other Ref	<blank>
Invoice	<blank>
Amount	\$100.00
Comments	<blank>

- Press Enter or click Next
Payment Application Maint

Field	Value
Ref	<blank>
Type	S

Deduction Details Frame

Field	Value
Category	AUTO
Customer Ref	<blank>
Other Ref	<blank>
Invoice	<blank>
Amount	\$100.00
Comments	<blank>

6 Click Back; Exit

Activity 5 - Check Auto Write Off Deduction

Use Unposted Transaction Inquiry (25.13.13)

1 Verify posted auto write-off transaction.

Field	Value
GL Reference	<blank>
Batch	Batch # from Activity 4 above
Currency	Accept Default (USD)
Unb Only	Uncheck this box
Output	Page

Write off transaction should appear on the report.

Activity 6 - Process a Standard Deduction - Deduction Selection

Use Process Deductions (27.6.11.3)

1 Select deductions for processing.

Field	Value
Deduction/To	<blank>
Invoice/To	<blank>
Date/To	<blank>
Category/To	<blank>
Pay/To	<blank>
Bill To	Enter customer # used in Activity 4
Sold To	<blank>
Customer Reference	<blank>
Check	<blank>
Next Action	<blank>
Unallocated	Checked
Partially Reconciled/Reconciled	Checked
Fully Reconciled	Unchecked

In Activity 4; 3 deductions were created:

- c** \$100.00 allocated to MISC category.
 - d** \$100.00 unallocated to any deduction category.
 - e** \$100.00 allocated to AUTO (auto write-off) category.
- 2** Select the \$100.00 deduction that has been allocated - in the top of the frame make sure the Allocated field shows \$100.00.

Process & Post a Standard Deduction

Use Process Deductions (27.6.11.3)

- 3** Select deductions for processing.

Field	Value
Deduction/To	<blank>
Invoice/To	<blank>
Date/To	<blank>
Category/To	<blank>
Pay/To	<blank>
Bill To	Enter customer # used in Activity 4
Sold To	<blank>
Customer Reference	<blank>
Check	<blank>
Next Action	<blank>
Unallocated	Checked
Partially Reconciled/Reconciled	Checked
Fully Reconciled	Unchecked

In Activity 4; 3 deductions were created:

- a** \$100.00 allocated to MISC category.
- b** \$100.00 unallocated to any deduction category.
- c** \$100.00 allocated to AUTO (auto write-off) category.

Select the \$100.00 deduction that has been allocated - in the top of the frame make sure the Allocated field shows \$100.00

Deduction Detail:

- 4** Add/Edit information not entered during payment maintenance.

Field	Value
Sold To	Accept Default
Invoice Number	<blank>
Customer Reference	<blank>

Field	Value
Other Reference	<blank>
Comments	<blank>
Next Action	<blank>

Allocation Maintenance

- 5 Make any changes to the allocation or delete it and re-allocate it to another deduction category.

Field	Value
Line	Accept Default (1)
Amount	Accept Default (\$100.00)
Invoice Number	<blank>
Sold To	Accept Default
Comments	Unchecked
Next Action	Unchecked
Resolve	Checked

Resolution Maintenance

- 6 Reconcile and post the deduction.

Field	Value
Sequence	2 (current sequence # + 1)
Type	WRITEOFF
Amount	Accept Default (\$100.00)
Effective	Accept Default (today's date)
Remarks	<blank>
Post	Checked

- 7 Press Enter or click Next.

In the Resolution Detail frame, check to insure that the Pending box for the Write-Off sequence number is checked.

- 8 Click Back twice and then press Enter or click Next 3 times to return to the Resolution Detail frame.

Check to insure that the Posted box for the Write-Off sequence # is checked.

Activity 7 - Check Posted Deduction Transaction

Use Unposted Transaction Inquiry (25.13.13)

- 1 Verify posted deduction transaction.

Field	Value
GL Reference	Use GL reference from Resolution Maint. frame
Batch	<blank>

Field	Value
Currency	Accept Default (USD)
Unb	Unchecked
Output	Page

Posted deduction transaction should appear on the report.

Activity 8 - Process, Allocate & Post a Standard Deduction

Use Process Deductions (27.6.11.3).

- 1 Select deductions for processing.

Field	Value
Deduction/To	<blank>
Invoice/To	<blank>
Date/To	<blank>
Category/To	<blank>
Pay/To	<blank>
Bill To	Enter customer # used in Activity 4
Sold To	<blank>
Customer Reference	<blank>
Check	<blank>
Next Action	<blank>
Unallocated	Checked
Partially Reconciled/Reconciled	Checked
Fully Reconciled	Unchecked

In Activity 4; 3 deductions were created:

- a \$100.00 allocated to MISC category.
 - b \$100.00 unallocated to any deduction category.
 - c \$100.00 allocated to AUTO (auto write-off) category.
- 2 Select the \$100.00 deduction that is unallocated - in the top of the frame make sure the Allocated field shows \$0.00
Deduction Detail
 - 3 Add/edit information not entered during payment maintenance.

Field	Value
Sold To	Accept Default
Invoice Number	<blank>
Customer Reference	<blank>
Other Reference	<blank>

Field	Value
Comments	<blank>
Next Action	<blank>

Allocation Maintenance

- 4 Allocate the deduction to a deduction category.

Field	Value
Line	Accept Default (1)
Category	MISC
Amount	Accept Default (\$100.00)
Invoice Number	<blank>
Sold To	Accept Default
Comments	Unchecked
Next Action	Unchecked
Resolve	Checked

Resolution Maintenance

- 5 Reconcile and post the deduction.

Field	Value
Sequence	2 (current sequence # + 1)
Type	WRITEOFF
Amount	Accept Default (\$100.00)
Effective	Accept Default (today's date)
Remarks	<blank>
Post	Checked

- 6 Press Enter or click Next.

In the Resolution Detail frame, check to insure that the Pending box for the Write-Off sequence number is checked. Check to insure that the Posted box for the Write-Off sequence # is checked.

- 7 Press Back twice and then press Enter or click Next 3 times to return to the Resolution Detail frame.

Check to insure that the Posted box for the Write-Off sequence # is checked.

Activity 9 - Check Posted Deduction Transaction

Unposted Transaction Inquiry (25.13.13)

1 Verify posted deduction transaction

Field	Value
GL Reference	Use GL reference from Resolution Maint. frame
Batch	<blank>
Currency	Accept Default (USD)
Unb	Unchecked
Output	Page

Posted deduction transaction should appear on the report.

Appendix A

Additional Strip Menu Options

Additional Strip Menu Options

Note If an option appears on a promotion strip menu but does not appear in this appendix, it is an option which is not used in this version of TrM.

Strip Menu 1 - Header

Strip Menu 1 is an editing strip menu and allows a user to change various fields on the promotion header. At Status 2, any field can be edited. This chart shows which options can be edited at Status 3 and Status 5.

STRIP MENU 1 - HEADER

Strip Menu & Option	Description	Definition	At Status 3	At Status 5
1.A	Edit Description/Action	Change promo description. Next Action codes not used in this version	Y	Y
1.B	Edit Dates	Edit Buy Open/Close, Retail Start/End Dates	N	N
1.C	Edit Region/Area	Change region and/or area	N	N
1.D	Change Deal Code	Change the promotion deal code	N	N
1.E	Edit Owner Responsibility	Change Owner and/or Responsibility	Y	Y
1.F	Edit Customer Promo Level	Change the customer level	N	N
1.G	Edit Product Promo Level	Change the product level	N	N
1.H	Edit UDC-1 Code	Change the UDC1 code. Note: if this UDC is used for budgeting, it cannot be changed at Status 3 or higher	Y/N	Y/N
1.I	Edit UDC-2 Code	Change the UDC2 code. See Note for UDC1 above.	Y/N	Y/N
1.J	Edit UDC-3 Code	Change the UDC3 code. See Note for UDC1 above.	Y/N	Y/N
1.K	Edit UDC-4 Code	Change the UDC4 code. Note: if this is used for budgeting, it cannot be changed at Status 3 or higher	Y/N	Y/N
1.L	Edit Alternate Reference	Change the alternate reference on the promotion if one was entered	Y	Y
1.M	Edit Financial Details 1	If the promotion has an Off Invoice piece, change any of the price list details	Y	N
1.N	Edit Financial Details 2	Change details regarding number of claims, accrual methods for each deal type on the promotion.	Y	Y

Strip Menu 2 - Details

Strip Menu 2 is an editing strip menu and allows a user to change customers, customer groups, products, product groups and details on the deal pricing workbench. At Status 2, any field can be edited. This chart shows which options can be edited at Status 3 and Status 5.

Strip Menu 2 - Details

Strip Menu & Option	Description	Definition	At Status 3	At Status 5
2.A	Deal Edit/Promotion Workbench	Edit any promotion pricing details after the initial entry of the promotion.	N	N
2.B	View Deal/Pricing Workbench	View (only) promotion pricing details	Y	Y
2.C	Add/Delete Customer/CustGrp	Add or delete a customer group or customer. Note: what you can edit is dependent on the customer level set on the promotion header.	N	Y
2.D	Add a Single Customer	Add a single customer. This option only pertains when the customer level on the header is set to S for single customer.	N	N
2.E	Delete All Customers	Deletes all customers from the promotion.	N	N
2.F	Add/Delete a Product/Group	Add or delete a product group or products. Note: what you can edit is dependent on the product level set on the promotion header.	N	Y
2.G	Add Products @ Status 5 & 6	Add products to a live promotion. If a promotion has a product level set to G (product group) you can only add products which belong to a product group already on the promotion.	N	Y
2.H	Delete All Products	Deletes all products from a promotion.	N	N
2.K	Edit Notes	Edit any notes that were made during initial promotion entry.	Y	Y
2.M	Amend Live Promotion Dates	Change the Buy Open/Close and Retail Start/Finish dates on a live promotion.	N	Y
2.N	Change Buying Codes	Change the buying codes for each deal category on the promotion.	N	N

Strip Menu 3 - Status

Strip Menu 3 is not strictly an editing menu but controls the life cycle of the promotion via the statuses. These statuses were discussed in a previous section of this training guide. Refer to Setup: Promotion Status Code Maintenance (7.20.20.13)

Strip Menu 4 - Review

Strip Menu 4 provides means of reviewing the promotion's financial information.

Strip Menu 4 - Review

Strip Menu & Option	Description	Definition
4.A	Full Display	Displays all financial deal information including a breakdown by deal type, actual expenditures and variances between planned and actual spending
4.B	Product Group Summary	Displays planned vs. actual volume dollars and quantities for all product groups on the promotion, regardless of the promotion product level.

Strip Menu 4 - Review

Strip Menu & Option	Description	Definition
4.C	Customer Group Summary	Displays planned vs. actual volume dollars and quantities for all customer groups on the promotion, regardless of the promotion customer level.
4.D	Deal Categories Summary	Displays the planned vs. actual dollars and variance for each deal category on the promotion.
4.E	Product Summary	Displays same information as product group summary for individual products on the promotion.
4.F	Customer Summary	Displays same information as customer group summary for individual customers on the promotion.
4.G	Budget Summary	Displays the planned vs. actual dollars for each budget to which the promotion is attached.
4.H & I	Promotion Transactions & Claims	Displays information for all transactions and claims made against the promotion including off invoice discounts.

Strip Menu 5 - Views

Strip Menu 5 contains options for a user to view the promotion by each of its components. Most of these are self-explanatory.

Strip Menu 5 - Views

Strip Menu & Option	Description	Definition
5.A	View Deal/Pricing Workbench	Provides the same view of the deal pricing workbench as Strip Menu 2, Option B
5.B	View Notes 1	Displays any notes that have been attached to the promotion.
5.C	View Audit Log	Provides an audit trail including input user for all additions, changes and deletions made to the promotion from initial input until it is closed.
5.E	View Promotion History	Provides various views of the promotion history for the customers, customer groups, products and product groups on the promotion.
5.G	View Price Lists	If the promotion contains an off invoice deal category, this option will display the code for the QAD SE price list that was created when the promotion was approved.
5.H	View Financial Details 1	If the promotion contains an off invoice deal category, this option will display the financial details for the QAD SE price list that that was created when the promotion was approved.
5.I	Update Notes 1	Allows a user to update promotion notes.
5.J	View MFG Price Details	If the promotion contains an off invoice deal category, this option provides technical data for the QAD SE price list that was created when the promotion was approved.

Strip Menu 6 - Claim

Strip Menu 6 provides options for a user to edit a claim entered against the promotion from inside the promotion rather than from the TrM Claims menu.

Strip Menu 7 - Budget

Strip Menu 7 provides options that allow a user to perform various budget checks on the promotion.

Strip Menu 7 - Budget

Strip Menu & Option	Description	Definition
7.A	Budget Summary	Once a promotion has been moved to Status 3 or Status 5 this option allows a user to do a quick view of planned vs. actual spend for each budget to which the promotion is attached.
7.B	Online Budget Check	Only used for a promotion at Status 2 when a user does not actually want to move a promotion to Status 3 (which does impact actual budget numbers) but wants to perform a background check to make sure a promotion will be able to find a budget. If errors are found, they can be viewed using Strip Menu 3, Option J - View Budgeting Messages. Issues must be resolved before a promotion can be moved to Status 5.
7.C	Budget Impact Summary	Only used for a promotion at Status 2 when a user wants to see what the impact on the promotion budgets would be if the promotion is moved to Status 5 without actually having to change its status.

Strip Menu 8 - Reports

Strip Menu 8 provides a variety of report that a user can print either to the page or to a printer. These are self-explanatory but can be printed to page to see if they provide the information the user wants before being printed to paper.

