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Enterprise Edition

Training Guide Advanced Financials

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About This Course

Course Description

This class is designed to teach advanced features and functions of QAD Financials for QAD Enterprise Applications, Enterprise Edition. Topics include: budgeting, allocations, structures reports, consolidation, Excel integration, screen customization, and ERS.

For QAD Financials fundamentals topics, such as Accounts Receivable, Accounts Payable, and General Ledger), refer to the Financials Fundamentals, Enterprise Edition class.

Lessons will include business considerations for implementation when applicable, a presentation of the topic, and an exercise in most cases. At the end of the class, an evaluation will give you the opportunity to test your newly-acquired knowledge.

Course Objectives

By the end of this class, students will:

- Have a comprehensive knowledge of the advanced QAD Financials concepts
- Understand the tools available for data load during implementation
- Understand the best practice for setup and usage of QAD Financials.

Audience

This class is intended for accountants, controllers, financial managers and accounting clerks, as well as QAD R&D, Services and Support.

Prerequisites

An understanding of financial principles is required to get the full benefit of this class.

Students must have completed the QAD Financials Fundamentals class.

Course Credit and Scheduling

This course provides 24 credit units. It is designed to be taught in four days.

QAD Web Resources

The QAD website provides product and company overviews. From QAD's main site, you can access QAD's Learning or Support sites.

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

Chapter 1

GL Coding Structures

GL Coding Structures - Objectives

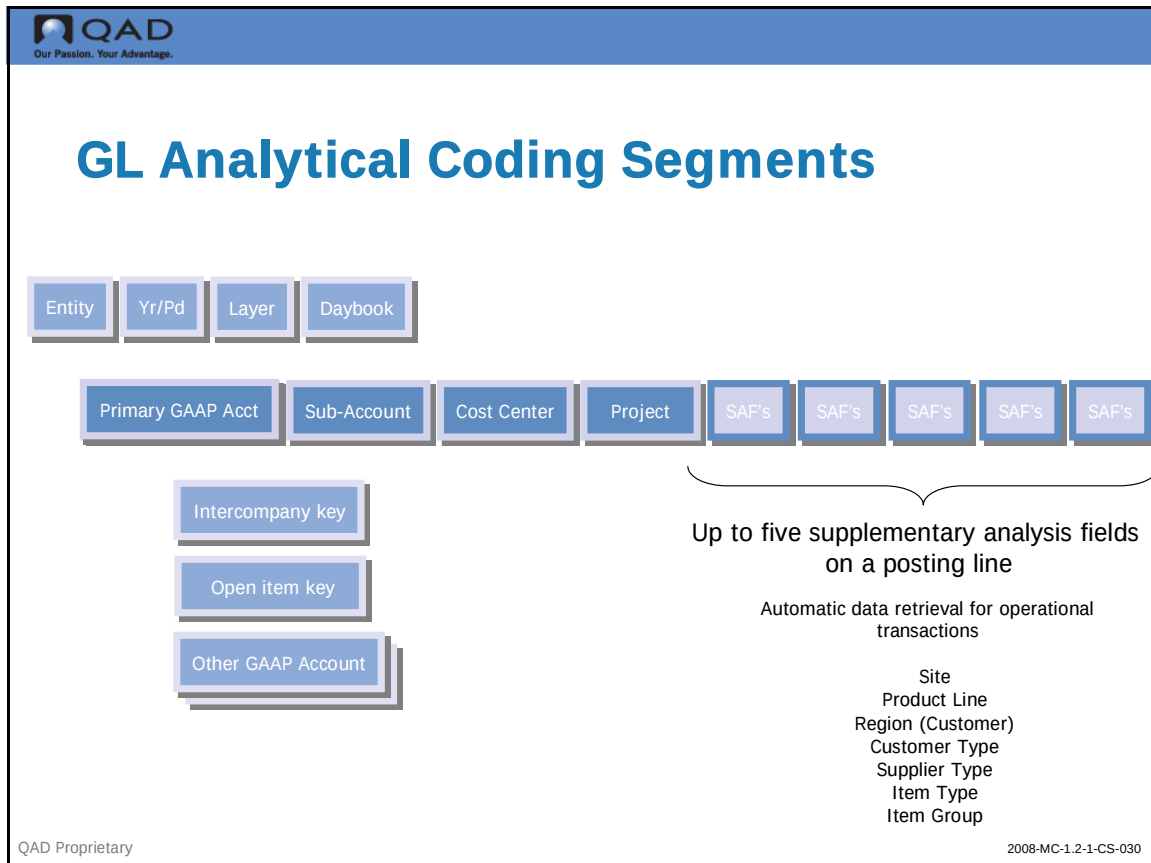


Objectives



- ▲ Understand the capabilities of the GL coding structure for financial analysis
- ▲ Learn how to use the GL capabilities for your company
 - Simplified setup of complex financial analysis

GL Analytical Coding Segments



To support different types of reporting and analysis, some GL accounts can be used in combination with sub-accounts, cost centers, and projects. These elements provide finer detail in financial reporting. You can list balances for sub-accounts and cost centers separately or summarize them under account codes.

Supplementary Analysis Fields (SAFs) provide reporting data on specific areas within GL accounts, cost centers, or projects. They are typically used to track the volume of sales or purchases of a product in a region in a given period.

Transactions are recorded in daybooks, which can enable temporary postings through links to accounting layers. The Chart of Account (COA) mask lets you combine accounts, sub-accounts, cost centers, and projects in a predefined posting framework.

The following table lists the valid combinations of GL accounts and analysis elements:

	Account Type	Sub-Acct.	Cost Center	Project	SAF
Standard Accounts	Bank Account	Yes	No	No	No
	Cash Account	Yes	Yes	Yes	Yes
	Closing Account	Yes	No	No	No
	Cross-Company Account	No	No	No	No
	Customer Control Account	Yes	Yes	Yes	No
	Customer Payment Account	Yes	Yes	Yes	Yes
	Fixed Assets Account	Yes	Yes	Yes	Yes
	Inventory Control Account	Yes	Yes	Yes	Yes
	Open Items Account	Yes	Yes	Yes	Yes
	Standard Account	Yes	Yes	Yes	Yes
	Supplier Control Account	Yes	Yes	Yes	No
	Supplier Payment Account	Yes	Yes	Yes	Yes
	Tax Account	Yes	No	No	No
	WIP Control	Yes	Yes	Yes	Yes
System Accounts					
	PO Receipts	Yes	Yes	Yes	Yes
	Realized Exchange Gain	Yes	No	No	No
	Realized Exchange Loss	Yes	No	No	No
	Result of Current Year	Yes	No	No	No
	Result of Previous Year	Yes	No	No	No
	Rounding Differences	Yes	No	No	No
	Unmatched Invoices	Yes	No	No	No
	Unrealized Exchange Gain	Yes	No	No	No
	Unrealized Exchange Loss	Yes	No	No	No

GL Analytical Coding Segments Update


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GL Analytical Coding Segments Update

- ▲ Sub-Account
 - Enabled at creation
 - Enabled later
- ▲ SAF
 - Enabled at creation
 - Enabled later

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When creating GL accounts, you set the analytical parameters for the account on the Analysis tab in GL Account Create. When you define analysis for an account, you can specify the individual sources or targets for transaction amounts, such as cost centers or SAFs.

Important After you have saved account data and used the account in postings, you can add analysis, but you cannot remove it.

If you have set an analysis type of None, you can change this to another value after transactions have been posted to the GL account. However, you cannot change the value in the Analysis Type field from another value to None once transactions have been posted against the GL account.

Supplementary Analysis Fields (SAFs)

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Automatically Populated SAFs

Journal Entry - View

Year: 2007 10 Posting Date: 10/25/2007
 Daybook Code: W0-MVAR 00000003 Layer Type: OFFICIAL Save As Template: ☐
 Description: MATL-VAR 400004 Template Code: Replacement: ☐
 Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account Co	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
60400	Material Usage Var	Mech		MATL-VAR 40	EUR	2.75	0.00
Sub-Account Code Mech SAF Concept Code SAF Code Item Type SUBASSY Product Line SAM Site EMEA-NLS							
30100	Inventory WIP	Mech		MATL-VAR 40	EUR	0.00	2.75
Sub-Account Code Mech SAF Concept Code SAF Code Item Type SUBASSY Product Line SAM Site EMEA-NLS							

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Site, product line, item type and work-order number that linked to this variance transaction

Supplementary Analysis Fields are populated automatically, and can be viewed in detail by drilling down the transaction in Journal Entry View (25.13.1.3).

SAFs Highlights


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SAFs Highlights

- ▲ Optional analysis for creating detailed views of data.
- ▲ Eliminate need to create separate COA elements for individual reporting.
- ▲ Use with standard accounts
 - Exception: bank, closing, and tax accounts.
- ▲ Not applicable to system accounts
 - Exception: PO receipts
- ▲ Two types:
 - System SAFs
 - User-Defined SAFs

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

SAF analysis can be applied to all GL accounts, except bank, closing, and tax accounts. SAF analysis is not supported for System accounts except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and, normally, a separate SAF structure is set up for each of these types of transaction. In addition to system SAF concepts, user-defined SAF analysis can augment operational reporting or can be used with financial transactions only. See “User-Defined SAFs” on page 12.

System SAF Concepts


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System SAFs

- ▲ Require additional setup in SAF Code Create (25.3.7.2.1).
- ▲ Automatically retrieve data for manufacturing, sales and purchase orders, and inventory transactions.
- ▲ Predefined system SAF concepts:
 - Product Line
 - Site
 - Item Type
 - Item Group
 - Region
 - Customer Type
 - Supplier Type

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

The following system concepts are provided:

Product Line. This concept captures values created in Product Line Maintenance (1.2.1) and associated with items involved in operational transactions.

Site. This concept captures values created in Site Maintenance (1.1.13) and associated with items involved in operational transactions.

Item Type. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with items in Item Master Maintenance (1.4.1) when those items are used in operational transactions.

Item Group. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with items in Item Master Maintenance (1.4.1) when those items are used in operational transactions.

Region. This concept captures generalized code values created in Generalized Codes Maintenance (36.2.13) and associated with customers in Customer Data Maintenance (2.1.1) when those customers are referenced on operational transactions.

Customer Type. This concept captures codes created in Customer Type Create (27.20.4.1) and associated with customers in Customer Create (27.20.1.1) when those customers are referenced on operational transactions.

Supplier Type. This concept captures codes created in Supplier Type Create (28.20.4.1) and associated with suppliers in Supplier Create (28.20.1.1) when those suppliers are referenced on operational transactions.

While the system concepts are specifically designed for capturing details of operational transactions, you can use a combination of system and user-defined concepts in the same structure.

System concepts cannot be deleted, but can be disabled by clearing the Active field. Data is captured for a concept only when it is active. Since system concepts have a predefined meaning, you cannot modify other fields of the concept or create new system concepts.

Not all concepts apply to every transaction. For example, when you post a sales order, the Supplier Type field does not apply, since a customer—not a supplier—is associated with the sales order shipment. See *User Guide: QAD Financials A* for a list of the system concepts and the types of operational transactions they apply to.

You can include a maximum of five system SAF concepts in each SAF structure, and you can use the same SAF system concept in different SAF structures.

Retrieving SAF Codes for System Concepts

If new system SAF codes are used in operational transactions, you must manually update the system SAF codes in SAF Code Create (25.3.7.2.1) before you can use the codes in a Financials posting.

User-Defined SAFs



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User-Defined SAFs

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

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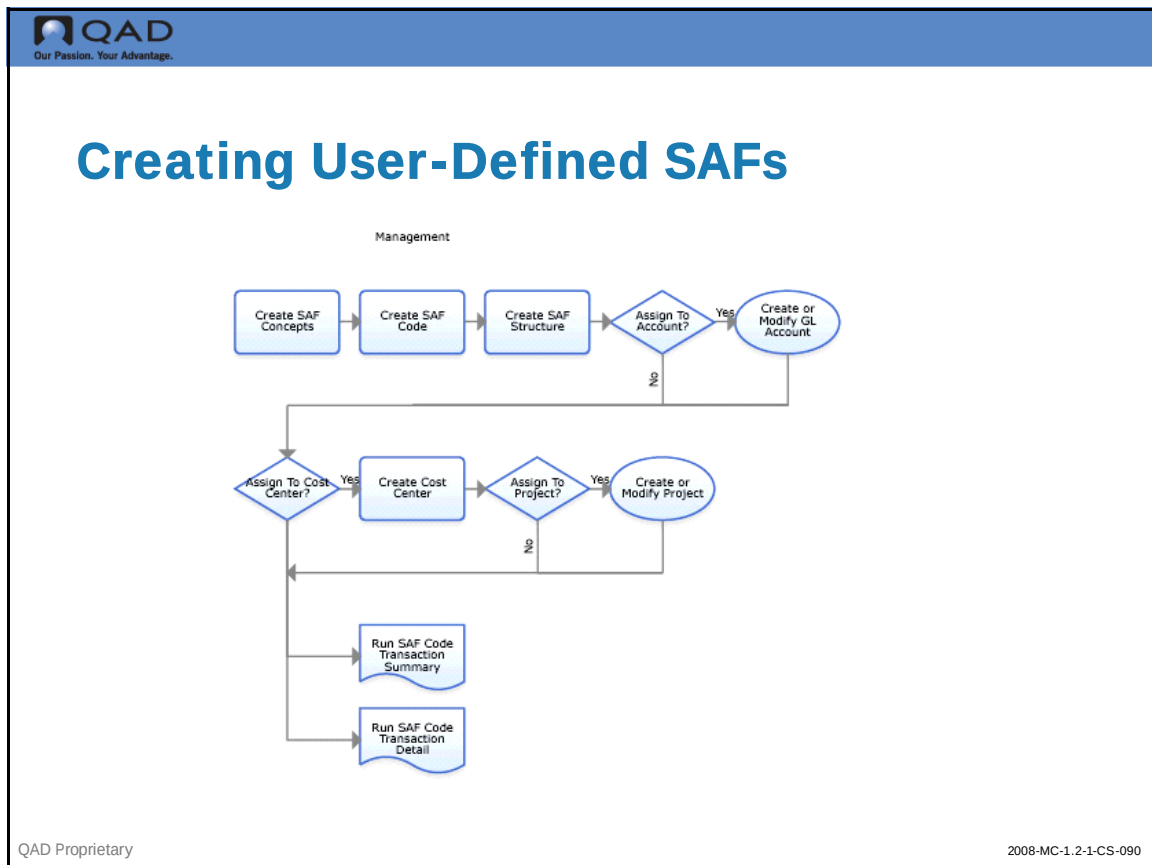
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Create user-defined SAF concepts (25.3.7.1) based on your business requirements, and unlike system SAF concepts, they do not automatically retrieve code values from transactions. Instead, you manually create both the concept and the SAF codes it uses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

User-defined SAF concepts are normally applied to financial transactions only, although you can also use them with fixed assets. Like system concepts, you can include a maximum of five user-defined SAF concepts in each SAF structure, and you can use the same user-defined SAF concept in different SAF structures.

You can create user-defined SAF analysis to track specific costs arising from any type of financial transaction.

User-Defined SAFs Creation Process



The process map displays the steps involved in creating user-defined SAFs. For details on the SAF creation steps, refer to the *Financials Fundamentals Training Guide*.

SAF Defaulting


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SAF Defaulting

- ▲ To ensure that each operational transaction has SAF details
 - Used when no SAF code can be retrieved
- ▲ SAF structure defaults mandatory
 - Other levels optional
- ▲ Defaulting sequence by transaction type

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2008-MC-1.2-1-CS-

The system validates the SAF structure to ensure that each SAF concept, both system and user-defined, has a default SAF code.

System SAF concepts retrieve codes from operational transaction records. Operational transactions are posted automatically, and you cannot manually correct SAF data before posting. Therefore, to ensure that posting is successful, you must define default values. The defaults are used when a code for an active SAF concept cannot be retrieved for a transaction. This substitute SAF code ensures that the transaction is processed.

Default SAF codes can be defined on multiple levels. The defaulting mechanism selects the most likely default SAF code for the concept, based on an order of precedence determined by the type of transaction in which the SAF is being used. Only the default at the structure level is required; others are optional.

Default codes for SAF concepts are defined for multiple components:

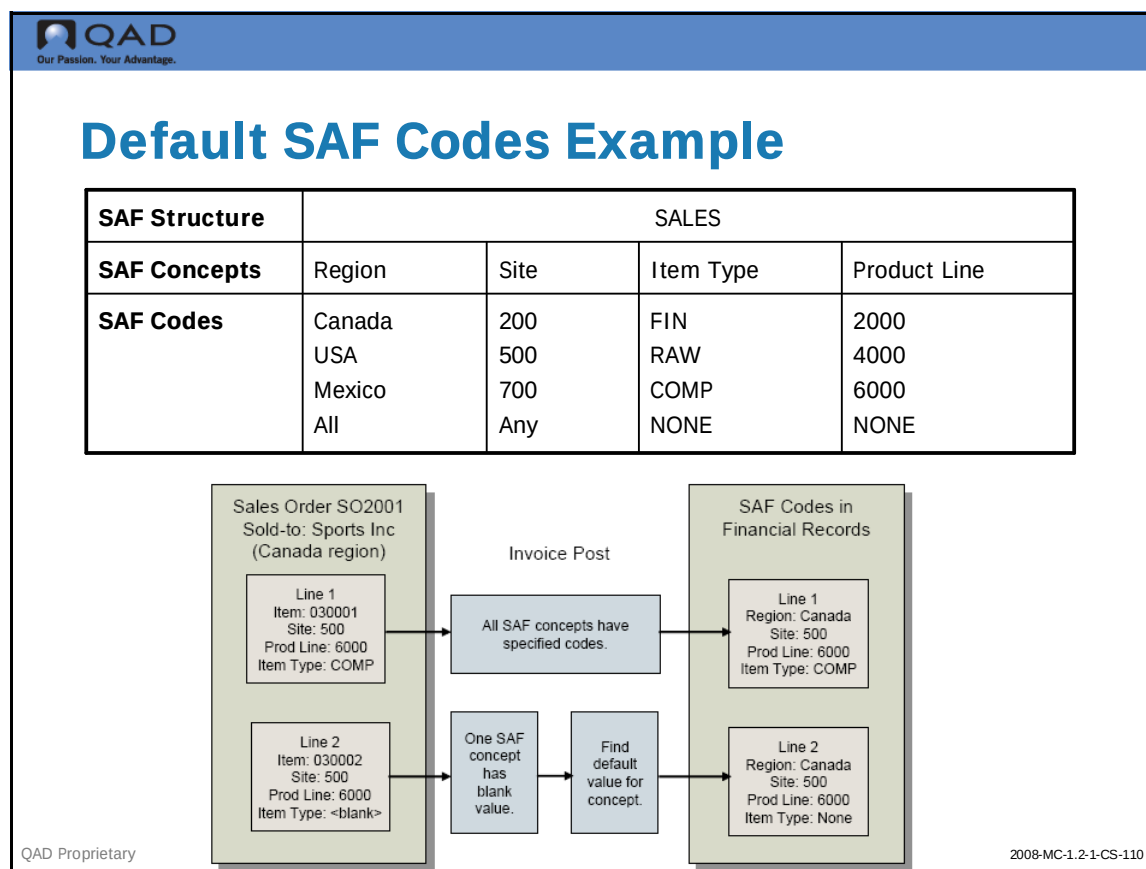
- Customers, on the Defaults tab
- Suppliers, on the Defaults tab
- Business relations, on the Defaults tab
- Projects, on the Defaults tab
- Cost centers, on the main screen
- GL accounts, on the Defaults tab

The table lists the SAF defaulting sequence when a value is not found in the transaction or when SAF data is specified manually in programs, such as Journal Entry Create.

The system always finds the correct structure to use based on the type of analysis and the value of the Retrieve SAF Structure from GL field. The system then finds default values for codes by searching the components in the table in the listed order. If no values are defined for a component, the system then checks the next component. Since default values must be defined for the SAF structure, a value is always found.

Transaction Type	Defaulting Sequence
Non-Invoice Operational and Journal Entries	Cost center or project GL account SAF structure
Customer Invoices and Credit Notes	Customer Business relation Cost center or project GL account SAF structure
Supplier Invoices and Credit Notes	Supplier Business relation Cost center or project GL account SAF structure

SAF Defaulting Example



Customer Sports Inc. in Canada periodically buys quantities of item 030001 from site 500 with item type COMP. This item belongs to product line 6000. The sales order transactions for these line items are posted to the sales account GL10001. Occasionally, the customer also buys item 030002 from that same product line; it has a blank item type.

SAF system concepts for site, region, item type, and product line are active. You must assign every SAF concept a default SAF code when you set up the SAF structure; when the system uses the default value, it means that the code was blank in the originating transaction. You might want to assign default codes like the following to indicate that the code was not relevant in the transaction:

- Default code Any for the Site concept
- Default code All for the Region concept
- Default code None for the Item Type concept
- Default code None for the Product Line concept

You combine these four concepts in an SAF structure called Sales and assign the SAF structure to account GL10001.

You now create sales order SO2001 for customer Sports Inc. with two lines: one for item 030001 and one for 030002. When you post an invoice that updates account GL1001, the codes for all the active concepts are stored with the transaction history so they are available for analysis. In this example, the SAF codes would have the following values.

For line item 030001:

SAF Reporting

The screenshot displays the QAD SAF Reporting interface. The main window is titled "SAF Transaction Summary" and shows a table of transactions. The table has columns for COA Code, Description, Compare Period, Period Activity, Closing Balance, Cur, Period Activity, Unit, and Period Quantity. The transactions are grouped by COA Code (1000, 10000, 2200, 5013, 5023) and Description (Home Product, imh ap rate, NJ Plant, imh po receipts, imh ap usage, imh ap rate). The table shows various activity and balance values for each transaction.

Below the main table, there is a "Posting Browse for Transaction" section with a search bar and filters. The search results show a list of transactions with columns for SAF Code, GL Account, BC Debit, BC Credit, Posting Date, GL Cal Year, GL Rd, Sub-Account Code, and Cost Center. The results are filtered by SAF Code (1000) and GL Account (2200).

To the right of the main window, there is a "SAF Code Transaction Detail" window. This window shows a detailed view of a specific transaction, including the description, opening balance, period total, and balance. The details are organized into a table with columns for Description, BC Debit, BC Credit, TC Debit, TC Credit, and Qty Unit.

At the bottom of the screenshot, the text "QAD Proprietary" is visible on the left and "2008-MC-1.2-1-CS-120" is visible on the right.

- 1 Site is 500 from the sales order line.
- 2 Region is Canada from the sales order customer.
- 3 Item Type is COMP from the sales order line item.
- 4 Product line is 6000 from the sales order line.

For line item 030002:

- 1 Site is 500 from the sales order line.
- 2 Region is Canada from the sales order customer.
- 3 Item Type is None from the default value.
- 4 Product line is 6000 from the sales order line.

The retrieval process for system concepts is automatic, and requires no user input. However, you must supply the default values for active concepts that do not have a value.

SAF Reports and Views

Two specific SAF reports and one view are available:

- SAF Transaction Summary (25.15.3.5) lists all transactions in which SAFs are used in combination with GL accounts and sub-accounts.
- SAF Transaction Detail (25.15.3.6) provides a detailed breakdown of GL postings, based on SAF codes.
- Transactions by SAF View (25.15.4.24) provides a detailed breakdown of GL postings based on SAF codes.

Also, in most GL, Cost Center and Project reports you can use SAF as filter criteria, just as any other GL coding element, which provides additional analysis capabilities.

Hands-On Exercise

Exercise: Supplementary Analysis Fields

Create a new SAF structure and add it to GL accounts. Log in to entity EMEA-DE or US-WEST.

Steps:

- 1 In SAF Concept Create (25.3.7.1.1), create a new concept:

Field	Data
SAF Concept Code:	Logcharge
SAF Concept Description:	Logistics Charge

Other fields default.

- 2 In SAF Code Create (25.3.7.2.1), create the following codes:

Field	SAF Code 1	SAF Code 2	SAF Code 3
SAF Code:	Freight	Handling	Other
SAF Description:	Freight	Handling	Other
SAF Concept:	Logcharge	Logcharge	Logcharge

Note: budget groups are not mandatory.

- 3 In SAF Code View (25.3.7.2.3), select the SAF concept code Logcharge to review the linked SAF codes you created.
- 4 In SAF Structure Create (25.3.7.4.1), create the SAF structure Transport.

Field	Data
Structure Code:	Transport
Description:	Transport

- a Right-click in the grid and select Insert a New Row.

Line	SAF Concept	Default Values
1	Site	No
2	Product Line	Def
3	Logcharge	Freight

- b Click Save.

- 5 Check all GL accounts for which cost centers are enabled. If no SAF structure is linked, then link Transport:

- a Open GL Account Modify (25.3.13.2).
- b In the Search pane, click on Stored Searches - Manage Filter Fields.
- c Select the Cost Center Account line and click OK.
- d In the Search pane, select Cost Center Account, set the operator to Not Equal, and select No. Click Search.

The browse displays the list of GL accounts that are cost center enabled.

- e Select them one by one with a double-click.
 - f In the Analysis tab, if the SAF Structure Code field is empty, specify the Transport SAF structure.
- 6 In Cost Center Modify (25.3.20.2), add SAF defaults to cost center Log:
- Cost Center: Log
 - Retrieve SAF structure from GL account: Select this field
- 7 Create SAF defaults for this cost center.
- a In the SAF Defaults grid, right-click and select Insert a New Row for each of the three lines:

Field	Data
SAF Concept Code:	Logcharge, Site, Product Line
SAF Code:	Freight, US-W-S, SAM

Chapter 2

Daemons

Daemons - Objectives



Objectives

- ▲ Discover the role of daemons in QAD Enterprise Applications.
- ▲ Learn to manage daemons.
- ▲ Learn to use daemons as tools.

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2008-MC-1.3-1-DA-020

In this chapter, you will learn what daemons are and how to manage them and use them as tools. However, this is not meant to be an in-depth training about daemons. The system administration training provides a thorough training on daemons. Instead, this chapter is intended to provide an overview, and to create awareness.

Overview


Our Passion. Your Advantage.

Overview

- ▲ Daemons in QAD Enterprise Applications.
- ▲ Use in Financial Programs: XML Files.
- ▲ Exercise: XML and Scan Daemons.

QAD Proprietary2008-MC-1.3-1-DA-030

In this chapter, you will learn about the function of daemons in QAD Enterprise Applications, and how to manage them. You will also learn how to use daemons as tools in the Financials modules.

For more information about daemons, see the *User Guide: QAD System Administration*.

Daemons Highlights


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Daemons in QAD Enterprise Applications

- ▲ **History**
 - Historical data for GL and SAFs.
- ▲ **Balance**
 - Customer and supplier balance movements and history data.
- ▲ **Budget**
 - Actuals vs budget data.
- ▲ **Cross-Company**
 - Cross-company postings.
- ▲ **Replication**
 - Completing data for new domains.
- ▲ **Time-Out**
 - Terminating inactive user sessions.

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2008-MC-1.3-1-DA-040

Daemons are server-based processes that let you run background tasks; the user has no direct input.

Important Some daemon processes must be running to ensure the integrity of your application. You must ensure that these processes are configured to start when the database is started.

In general, tasks submitted to the daemon for processing are stored in a queue in a dedicated database table. The daemon regularly checks the queue for tasks, and then processes them. The behavior of each daemon and its request queue are controlled and monitored using specific maintenance programs.

The system has the following daemons:

- Balance daemon
- Budget daemon
- Cross-Company daemon
- Event Daemon
- History daemon
- Replication daemon
- Report daemon
- Scan daemon

- Time Out daemon
- XML daemon

Types of Daemon



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Daemons in QAD Enterprise Applications - Continued

- ▲ **XML**
 - Data dump and upload.
- ▲ **Scan**
 - Monitors a directory for documents to attach to new Financials records.
- ▲ **Event**
 - Publishes Financials business events.
- ▲ **Report**
 - Processes batch reporting requests.

QAD Proprietary2008-MC-1.3.1-DA-045

Balance Daemon

The Balance daemon operates in a similar manner to the History daemon. It builds the supplier and customer balance and movement data and history files.

The Balance daemon updates the supplier and customer history tables each time a movement is created on an invoice.

Note If queue records are waiting to be processed by the Balance daemon, the supplier and customer balances may be inaccurate.

Budget Daemon

The Budget daemon allocates postings to the appropriate budget topics. All postings are processed, including those in the transient and secondary layers. The daemon analyzes all budget definition tables, and updates the actuals for the relevant budget topics. The Budget daemon must always be running when using Allocations because of its essential role in this functionality.

Cross-Company Daemon

The Cross-Company daemon processes automatic cross-company postings that cannot be performed manually in the UI. The Cross-Company daemon handles transactions related to invoices and banking entries, in addition to intercompany transactions in purchase and sales orders.

The Cross-Company daemon processes transactions in the primary layer only, and completes the linking fields in both the source and target posting line.

Event Daemon

The Event daemon publishes Financials business events, such as record creation events, as XML messages. Event publishing lets you export data updates to other Financials instances, without the need to extract the data from the database.

History Daemon

The History daemon populates the database with condensed GL transaction data, and updates GL and SAF balances for each period. Detailed transaction data is accumulated in tables to increase performance in, for example, drill downs and reporting. All GL postings, including those in the transient and secondary layers, are processed.

The History daemon generates historical data grouped by a number of criteria, such as the GL period, the account, sub-account, project, cost center, period mark, daybook, and the entity used in the transactions.

Replication Daemon

The Replication daemon makes domain shared set data available to the operational functions, and replicates the data to the appropriate operational domain.

During implementation of the system and setup of the domains, you can continue to modify the data associated with a domain for as long as you require, and then confirm the setup when you are satisfied that it meets your business requirements. Until the setup of a domain is confirmed, the domain data is not available to your operational functions.

The availability of domain data to the operational functions is controlled by the Setup Complete field in the Domain function. When you select the Setup Complete field, the Replication daemon creates request queue records for each shared set. After the data has been reproduced, you cannot change the shared sets and base currency of the domain. In addition, you cannot link any of the entities linked to the domain to a different domain; the relationship is now permanent.

The data made available to the operational functions includes daybooks, GL accounts, sub-accounts, and cost centers, suppliers, customers, and exchange rates.

Report Daemon

Financial reports can be printed to screen or to a printer directly, or can be batch printed from a report queue. You can schedule batch reports, output them to files, or e-mail them to addresses or roles. The Report daemon processes these batch reporting requests.

Scan Daemon

The Scan daemon lets you configure the system to monitor a directory for documents to be attached to new records in the QAD application database. Currently, the Scan daemon is only used for documents related to supplier invoice creation. You configure the daemon by specifying the tasks it should perform when it finds a document.

Note In order to use the Scan daemon, you must enable workflow because the scanned documents are associated with draft objects and sent to user inboxes for completion. See *User Guide: QAD Financials A* for details on how to configure workflows.

Supplier invoice is the most common type of document to scan, but you can also use this feature to scan documents related to any components that support the save-as-draft feature. For example, you could scan new customer profiles and send them to the inbox of those responsible for creating customer records.

The Configure activity for the Scan daemon includes an additional grid where you specify the scan directory associated with each entity. See *User Guide: QAD System Administration* for more information.

Time Out Daemon

You can configure a user time-out setting defined in Security Control (36.3.24). This feature lets system administrators automatically terminate inactive user sessions, thereby reducing system load and improving performance for active users. Time out is defined as a number of minutes a logged in user can be inactive.

XML Daemon

The XML daemon processes external data in XML format.

Daemon Functions


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Manage XML Daemon

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

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Use the following activities to maintain and control daemons:

- Configure
- Clear Queue
- Monitor
- Start
- Stop
- Unconditional Stop

These activities are the same for all of the daemons, except the XML daemon and the Report daemon. See *User Guide: QAD System Administration* for detailed information.

Both the Configure and Monitor activities check the status of the daemon, and update the daemon status before displaying. For example, if the daemon status is set to Running, but no daemon process is detected on the QAD Financials appServer, the status is reset to Inactive before the Configure or Monitor screens display.

Note You configure, clear queues, and monitor the Report daemon in the same way as other daemons. However, the Report daemon is stopped and started from within the .Net Report Service.

Configure

The Configure activity lets you configure maintenance information for a daemon, such as the login ID and password, in addition to the log file and start directory. For security reasons, you should use a dedicated daemon user name. The user name must have access to all domains and entities have role permissions to all component activities in the database.

Note The activities controlled by the daemon must be included in the list of activities for the role assigned to the daemon user name.

The Configure activity also lets you define the time interval before the daemon checks its queue for new requests, indicate whether to record processed items for audit purposes, and set the number of records that the daemon should process in each run.

Start

The Start activity starts the daemon. The system displays a message that indicates that the daemon has started successfully.

Stop

The Stop activity stops the daemon.

The daemon stops after it completes its current task. Depending on the type of daemon and the amount of time it takes to complete an operation, some time can pass before the daemon detects the stop request and shuts down.

The system displays a message that indicates that the daemon has stopped successfully.

Unconditional Stop

If you cannot stop the daemon using the Stop activity, the Unconditional Stop activity stops the daemon. This task should only be performed by the system administrator.

Note The Start, Stop and Unconditional Stop activities are not available for the Report daemon, which is managed by the .Net Report Service.

Monitor

The Monitor screen lets you view the start and stop dates for the daemons and the requests that are processed, waiting, in progress, or incorrectly processed.

The screen is composed of a header area and two grids.

The header area contains fields that display the daemon name, the start and end times, and the daemon status. The header also contains four fields that let you choose the type of requests to include in the view.

The center grid of the Monitor displays:

- The start and end time of the request currently processing.
- A description of the request.

- The status of the request. The valid values are PROCESSED-OK, PROCESSED-ERR, WAITING, and IN-PROCESS.

Additionally, if you set a specific start date and time for the request, the center grid also displays this data. It is only possible to set a specific request date and time for the XML daemon.

The lower grid displays the error information for each request line, if any.

The view does not store correctly processed records after the next refresh unless the Keep Processed Items field is selected in the Maintain screen.

XML Daemon Configuration

XML Daemon Configuration

XML Daemon | XML Daemon Monitor | XML Daemon Configure

Go To | Actions | Tools | Print | Preview

Attachments

Daemon Name: xmldaemon

Instances: 1

Interval (Sec): 10

Keep Processed Items: ☒

Number Treated in One Run: 999,999

Login ID for this Daemon: mfg

Password for this Daemon:

Daemon Log File: /dr01/qadapps/qdt/scripts/live/daemons/XMLDAEMON/logs/outputlog

Daemon Start Directory: /dr01/qadapps/qdt/scripts/live/daemons/XMLDAEMON

OS Command String: <DaemonExecutable>

Host Name:

Start Date of Last Daemon Run: 07/01/2008 06:04:16

End Date of Last Daemon Run: 07/01/2008 06:04:06

Daemon Status: Running

Running Processes: 1

Input Directory for XML Files: /qaddemo/daemon/daemon/xml_daemon

Action to be Performed: Save

Override XML Action: ☐

Override Originator Action: ☐

Originator	Activity	Override XML	Last Modified User	Last Modified Date	Last Modified Time

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Configuring Daemons

The Scan Daemon Configure activity contains an additional grid for specifying the business component to be associated with a scanned document, the directory the daemon should monitor for documents, and the entity the scanned documents should be associated with.

The XML daemon processes external data in the form of XML files, for example, invoices are received in electronic form from a supplier. You store the files in a specific directory on the server, and the daemon reads and processes them.

The XML daemon differs from the other daemons in that it creates its own requests.

The XML daemon can process XML files only. You must convert other text formats to XML, according to the QAD-defined XSDs, before importing them.

You can use the Dump XML option to generate well-formed schema as the starting point for entering your own data. Use the Dump XML option to create the XML schema for a component, and you access it by selecting Properties in the component menu. The Properties dialog includes a Dump XML button that lets you generate schemas to a designated directory. You must already have data in the system for the object for which you want the dump an XML sample file.

You can also create an XML file for one or multiple objects by right-clicking in the View or Modify browser, and selecting Dump XML.

XML Daemon Configuration

The XML Daemon Configure screen lets you configure the XML daemon, and differs from the Maintain screen of the other daemons.

The settings in XML Daemon Configure instruct the daemon to convert an XML file into a daemon request and how to process it. Only the settings that are unique to the XML daemon are described here; the others are the same as the general settings discussed above.

Field Descriptions

Input Directory for XML Files. Specify the directory that the daemon scans for XML files.

Action to be Performed. Optionally, choose the action that the XML daemon must perform on the data in the XML file. If not specified, the action is read from the XML file.

Override XML Action. Select this field to override the action specified in the XML file with the action defined in the Action to be Performed field.

Override Originator Action. Select the field to override the action based on the originator and according to the rules defined in the grid.

The Originator field is part of the header section of the XML file and indicates the origin of the file; for example, a source application or external party.

Originator. Specify the originator for which to perform the override action.

Activity. Choose the activity to perform. The options are:

- Save
- Save/Create Draft
- Create Draft
- Validate

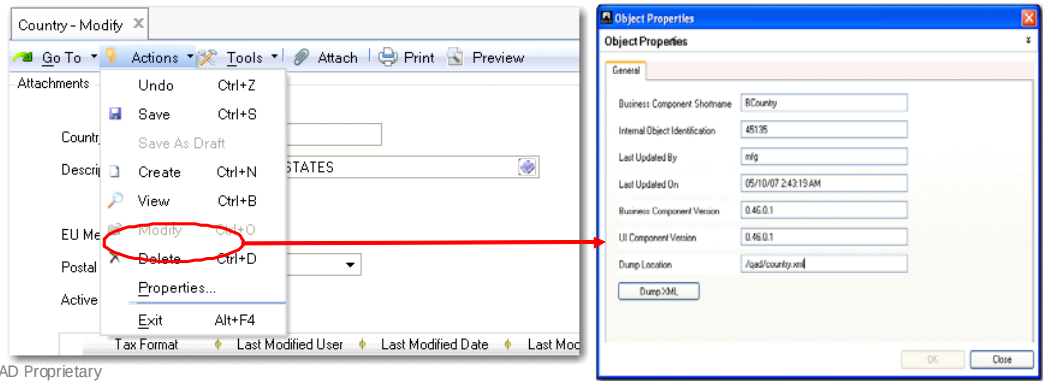
XML Daemon Usage Example


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Use of XML Files in Financials

▲ File layout.

1. Object modify menu (for example, Country Modify).
2. Select Properties from object drop-down list
3. Enter dump location and file name.
4. Click Dump XML.



QAD Proprietary 3-1-DA-070

In the following example, you want to update all countries in your system with additional data. Instead of doing this manually, you can update in batch using an XML file and the XML daemon.

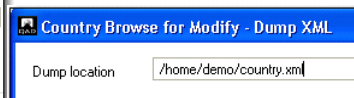
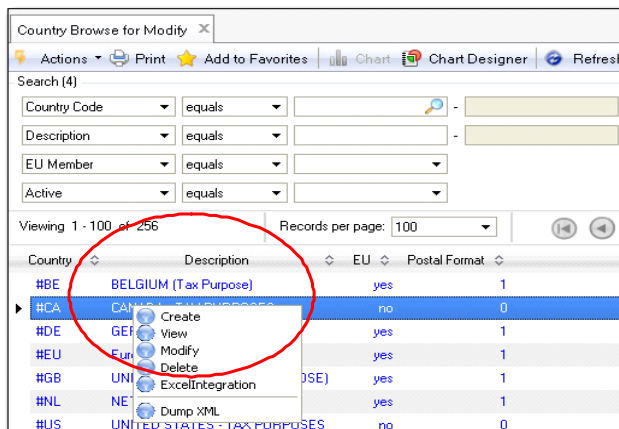
- 1 In Country Modify (36.1.3.1.2), select Properties from the Country drop-down menu.
- 2 Enter a file name and a dump location, and click Dump XML.

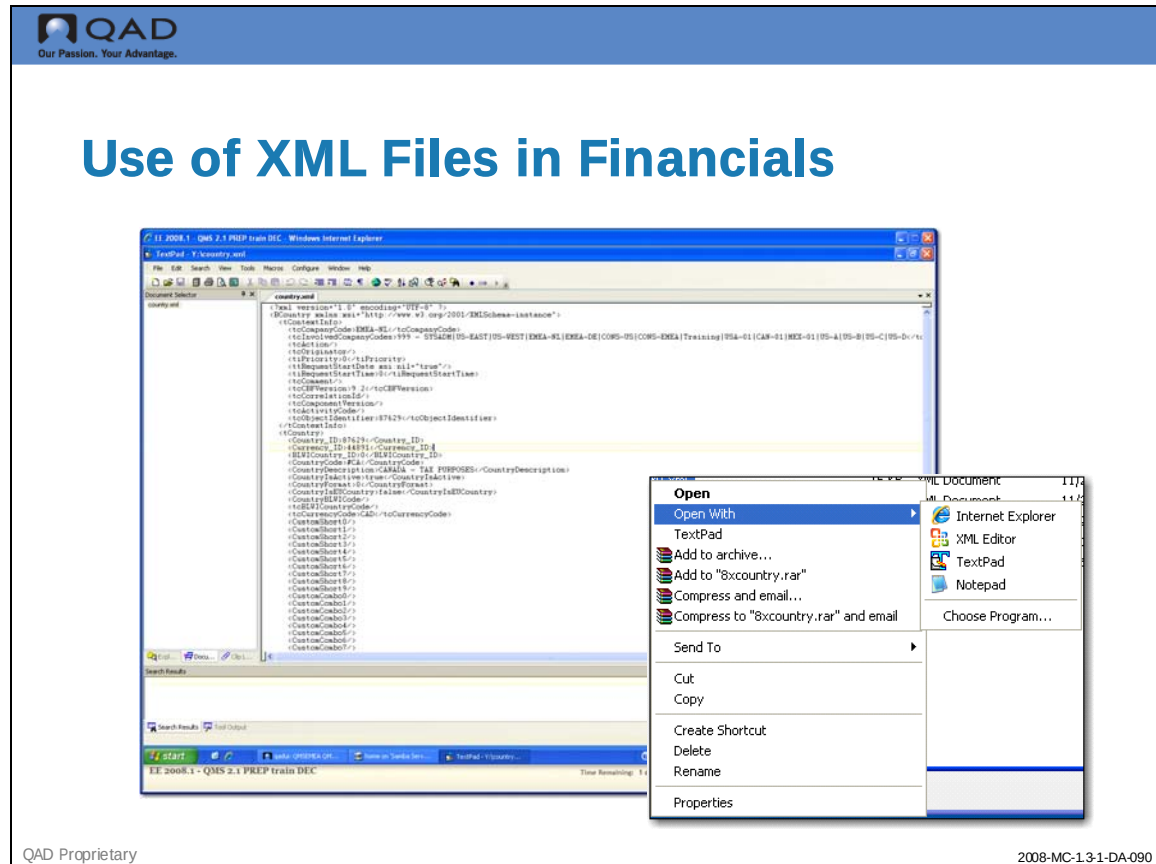
To select specific records only, open the Country Browse for Modify window, select the required records and right-click to select Dump XML.

You must then enter a file name and dump location.

Use of XML Files in Financials

- In object Modify menu browse: right-click -> Dump XML
- Multiple selection





Once you have created the XML dump file, open it with the program of your choice to update the data and re-import the file into the system.

Hands On Exercises

Exercise 1: Dump and Load XML Files

In entity US-WEST, use the XML daemon to modify the following exchange rates (type = accounting) for USD against EUR:

- 1 USD = 0.67 EUR as of March 1, 2009
- 1 USD = 0.625 EUR as of April 1, 2009

In entity EMEA-DE, use the XML daemon to upload the following exchange rates (type = accounting) for EUR against USD in entity EMEA-DE:

- 1 EUR = 1.5 USD as of March 1, 2009
- 1 EUR = 1.6 USD as of April 1, 2009

Steps

- 1** Open XML Daemon Monitor (36.14.16.6.3), and verify that the daemon is running. Otherwise, use XML Daemon Unconditional Stop (36.14.16.6.6) to stop it, and XML Daemon Start (36.14.16.6.4) to start it.
- 2** Open Exchange Rate Modify (26.4.2).
 - a** Select exchange rate USD-EUR (US-WEST entity) or EUR-USD (EMEA-DE entity).
 - b** Right-click and select Dump XML.
 - c** In the pop-up window Dump location, enter file name USDEURFX1.xml (US-WEST) or EURUSDFX1.xml (EMEA-DE).
- 3** Open your home directory: Z:\qadapps\qea\fin\ to find the file that you just downloaded.
- 4** Right-click on the file name and select Open.
- 5** In the list of applications, select Textpad.
- 6** Click OK.
- 7** Modify the file in the Textpad application:

In entity US-WEST:

 - a** Find the ExchangeRateValidDateFrom field and change the date to 2009.03.01
 - b** Find the ExchangeRate field and change the value to 0.67
 - c** Find the ExchangeRateValidDateFrom field and change the date to 2009.04.01
 - d** Find the ExchangeRate field and change the value to 0.625.

In entity EMEA-DE:

- a Find the ExchangeRateValidDateFrom field and change the date to 2009.03.01
 - b Find the ExchangeRate field and change the value to 1.5
 - c Find the ExchangeRateValidDateFrom field and change the date to 2009.04.01
 - d Find the ExchangeRate field and change the value to 1.6
- 8 Save and close.
 - 9 Open Windows Explorer and move the file to the xml_daemon directory (shortcut on your desktop). The file will be picked up and processed by the XML daemon.
 - 10 Go back to the QAD Application, and Exchange Rate Modify (26.4.2).
 - 11 Verify that the new rates that you just imported are in the system.
 - 12 Go to XML Daemon Monitor (36.14.16.6.3).
Note in the grid at the bottom of XML Daemon Monitor that the file has been imported. The Daemon Request Status should state PROCESSED-OK.

Exercise 2: Scan Daemon

Tip Use Workflow Delete (36.24.7) to remove objects from your application inbox.

- 1 Copy the scanned supplier invoice 100%Pure .pdf from the daemon directory on your training lab desktop (Financials Activities\Daemons) to the scan_daemon folder on the desktop, in the subdirectory of the entity you are logged in to (example: EMEA-DE-Supplier_Invoices).
- 2 Return to the QAD application.
- 3 Open your Inbox, located in the upper right corner of the UI.
- 4 Double-click on the new message.
- 5 Click on the link in the message to start the Supplier Invoice Create process.
- 6 In the Supplier Invoice Create (28.1.1.1) window that was opened by the system, check the scanned document (use the drop-down button to display it).
- 7 Use the data on this document to enter the information on the supplier invoice (such as supplier name, reference, amount, and currency). Use daybook SINV.
- 8 Save the details.
- 9 In Supplier Invoice View (28.1.1.3), check the attached scanned document.

Chapter 3

Excel Integration

Objectives



Objectives

- ▲ Learn how to use Excel integration for:
 - Loading and updating static data
 - Loading transaction data

Overview



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Overview

- ▲ Fixed data:
 - Chart of accounts (25.3.13.5)
 - Business Relations (36.1.4.3.5)
 - ...
- ▲ Transactional data:
 - Journal entries (25.13.1.6)
 - ...

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In this section, you will learn how to use powerful Excel integration capabilities in QAD Enterprise Applications.

Excel integration can be used to upload and update master data, such as the chart of account data, business relations, and SAF structures. You can also upload transactional data, such as journal entries.

Type “Excel integration” in the menu search bar to review the menu list.

Excel Integration Uses



Excel Integration Uses

- ▲ Load
 - Loads existing data to the Excel Integration grid
- ▲ Export to Excel for maintenance
 - Creates Excel file (template)
- ▲ System View System Codes (36.24.3.3)
 - Displays database field name

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Use the Excel integration feature to export data into Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the system database, where it is validated before being saved. Export to Excel for reporting is available in all browses and grids. Advanced Excel integration is supported in only a subset of components.

When you export to Excel, all settings configured for the specific type of record are placed in the spreadsheet, including custom business fields. Each setting and field is converted to a column heading, and the columns contain the value assigned to the field for that business component.

With advanced Excel integration, you can:

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

Advanced integration with Excel is available as a right-click option on the results grid of business components that support it. To view the complete list, see *User Guide: QAD Financials A*.

Load Data For Export to Excel for Maintenance


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Chart of Accounts

- ▲ GL Account Excel Integration (25.3.13.5)
- ▲ Right-click in grid:
 - Load Accounts
 - Export to Excel for maintenance
 - Import from Excel

QAD Proprietary2008-MC-1.4-1-XLS-050

In the following sections, we will review the areas where Excel integration can be used, and learn how to load data for export to Excel for maintenance.

The Load option lets you retrieve all records for a supported business component (such as GL accounts and business relations) from the database, and export them to Excel for maintenance.

This activity includes multiple steps:

- You choose the Excel Integration activity and load data into the grid using the Load option.
- You then export the data to a spreadsheet, open the data in Excel, and modify it.
- After saving your changes, you return to the QAD application and import the modified data.

Export Data for Maintenance


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Business Relations

- ▲ Business Relation Excel Integration (36.1.4.3.5)
- ▲ Right-click in grid:
 - Load business relations
 - Export to Excel for maintenance
 - Import from Excel

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2008-MC-1.4-1-XLS-060

To export data for maintenance:

- 1 Choose the Excel Integration activity for one of the supported record types, such as customer. The system displays a blank grid containing the data fields for this business component as column headings.
- 2 Right-click on the blank grid and choose Load Customers.

The system retrieves all customer records from the database, and loads them into the grid. The order of columns in the grid is determined by the sequence of the fields in the original data model. This is the order in which the fields appear in the spreadsheet.

You can also make modifications directly on screen before exporting to Excel, once the business component data is loaded. Your modifications are validated when you click Save.

Important You should **not** customize the display by hiding columns before export. When you hide a column, the corresponding field is not exported to the spreadsheet. If the field is mandatory for this business component, the system will attempt to validate it before saving it to the database, and will generate validation errors.

Export Data to Excel for Modification


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Customer Data

- ▲ Customer Excel Integration (27.20.1.5)
- ▲ Right-click in grid:
 - Load Customers
 - Export to Excel for maintenance
 - Import from Excel

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To export the data:

- 1 Right-click in the grid and choose Export to Excel for Maintenance.
- 2 At the prompt, enter the name of the spreadsheet in which to save the data.
- 3 Open the spreadsheet in Excel and make your changes.

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

The spreadsheet has the following features:

- The first row of every spreadsheet contains logical identifiers for the business component fields. You can edit these identifiers for maintenance purposes within Excel. When you import your saved data into the system, your edits are discarded.
- The second row contains technical identifiers for the business component fields. These identifiers correspond directly to the database tables, and must not be edited. Any change you make to a logical identifier will generate an error during validation.
- The other rows contain your business component data.

- The spreadsheet contains business component ID columns, which identify the business component instances in the databases. You cannot edit these IDs, and you should leave these columns blank for any new rows you create. Each spreadsheet can contain a number of ID columns. For example, when you export business relation data to a spreadsheet, there are ID columns for business relation, address, default SAF, contact, and tax number.
- All rows are imported into the system, which lets you hide unnecessary rows while working with large spreadsheets. You should avoid hiding columns, however, as hidden columns are not imported. You can create extra columns for maintenance purposes, which are also not imported.
- Avoid using the Sort option in Excel.

Most business components contain sub-level information. For example, the business relation can contain separate address rows for head office, delivery, invoice, reminder and remittance, and can also contain contact details.

When you export to Excel, the main business component data and its sublevel data are grouped together in a hierarchy, with each main business component row followed by sublevel rows. If you sort the data in Excel, the sublevel rows are rearranged throughout the spreadsheet, and the hierarchical relationship is lost. This creates a conflict and prevents you from importing the saved data.

- Ensure that your column widths are set to Autofit before saving. If the column width is too narrow and the data is not readable, the data will not import correctly.



Customer Bank Numbers

- ▲ Customer Bank Number Import (27.20.1.9)
- ▲ Right mouse click in grid:
 - Export to Excel for maintenance (= template)
 - Import from Excel

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2008-MC-1.4-1-XLS-080

- The spreadsheet you create has the Shared attribute, which lets other network users modify the data.
- Be aware of mandatory fields while you are modifying data. For example, you must specify a bank number, currency, and banking profile when you create a GL bank account. If you do not enter valid information for these fields while creating a new GL bank account in the spreadsheet, an error occurs after import when you try to save the data.

Import Modified Data from Excel



Suppliers

- ▲ Supplier Excel Integration (28.20.1.5)
- ▲ Supplier Bank Number Import (28.20.1.7)

=> Similar to Customer

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2008-MC-1.4-1-XLS-090

When you have completed the modifications:

- 1 Save the changes to your Excel spreadsheet.
- 2 Switch back to your QAD application.
- 3 Right-click in the business component data grid and choose Import from Excel.
- 4 When prompted, select your spreadsheet and click OK.
- 5 Click Save to validate the data and save to the database.
- 6 If the system returns validation errors, you can resolve them on screen at this stage, and save again to validate.

Creating a Template to Export to Excel


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Open Items (Opening Balance Create)

- ▲ Customer (27.1.10) / Supplier (28.1.15)
- ▲ Transfer account
- ▲ Calculate BC/MC
- ▲ Invoice type:
 - Adjustment, Credit note, Credit note correction, Invoice, Invoice Correction
- ▲ Customers: Ship-to/Ship-From
- ▲ Suppliers: Invoice Status Code
 - Allocation status: any or allocated

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2008-MC-1.4-1-XLS-100

This option creates a blank spreadsheet for maintenance that contains the relevant fields as column headings. This is similar to the previous activity, but you do not load existing system data. You use the template to add your own data and import it, which creates new records in the system.

- 1** Choose the Excel Integration activity for a supported business component such as customer. The system displays the blank grid consisting of the data fields as column headings.
- 2** Right-click on the blank grid and choose Export to Excel for Maintenance.
- 3** Open your spreadsheet in Excel and make your modifications. Save your spreadsheet and import the data into the application, as described in Import Modified Data from Excel. You must leave the first column with the <component name>_ID field blank. The system supplies the IDs when you import the data
- 4** Save your spreadsheet and import the data into the application, as described in “Import Modified Data from Excel” on page 49.



Journal Entries

- ▲ Journal Entry Excel Integration (25.13.1.6)
- ▲ Right mouse click in grid:
 - Export to Excel for maintenance
 - Import from Excel

Hands On Exercises

Log in to EMEA-DE or US-WEST.

Exercise 1: GL Account Excel Integration (25.3.13.5)

- 1 In GL Account Excel Integration (25.3.13.5), right-click in the grid and select Export to Excel for Maintenance.

- 2 Enter a file name and a location for your file.

- 3 Go to the dump location and open the Excel file.

The worksheet displays field labels on the first row, and field names on the second row. Do not modify these two rows.

- 4 Make some modifications to the rows below. Add some accounts, modify others.

If logged into US-WEST, add the following account:

Field	Value
Account	2059
Description	Supplier Open Bal Transfer
Type	Standard Account
Category	Liability
Analysis	None
Debit/Credit	Debit
Balance Account	
Manual Posting	
Consolidation Method	Current Exchange Rate

If logged into EMEA-DE, add the following account:

Field	Value
Account	15900
Description	Supplier Open Bal Transfer
Type	Standard Account
Category	Liability
Analysis	None
Debit/Credit	Debit
Balance Account	
Manual Posting	
Consolidation Method	Current Exchange Rate

- 5 Save when you are done. Return to the QAD application.
- 6 In the GL Account Excel Integration grid, right-click and select Import from Excel.
- 7 Select your location and file name.

- 8 Verify that the data is as you entered in Excel.

If a description is too long, an error message will display (“Value is too long”).

You can correct this in the grid.

Exercise 2: Business Relation Excel Integration

This process is similar to that for GL accounts. You will export the business relation data to Excel, and use the file as a template for data load.

- 1 Open Business Relation Excel Integration (26.1.4.3.5).
Some data displays in the grid.
- 2 Select a business relation. Right-click on the grid and select Export to Excel for Maintenance.
The first row on the Excel file shows field labels, the second row database field names. Do not modify these rows. Do not change the order of the columns.
- 3 Create the new business relation: Gallug.

Field	Value
Business Relation Code	Gallug
Business Relation Name	Global Aluminium Germany
Business Relation Search Name	Gallug
Head-Office Address	
Address	Ostseestrasse 100
Zip Code	55001
City	Bremen
Country	DE
Language	US
Contact	
Name	Muller
Initial	J
Gender	Male
Function	Sales Manager
Telephone	+49-2-75800123

- 4 Return to the QAD application.
- 5 In the Business Relation Excel Integration grid, right-click and select Import from Excel.

Exercise 3: Supplier Excel Integration

- 1 Go to Supplier Excel Integration (28.20.1.5).
- 2 Perform the same steps as for Exercises 1 and 2: export for maintenance and import.
- 3 Create supplier S01000 in entity EMEA-DE.

Field	Value
Supplier Code	S01000
Business Relation	Gallug
Default Currency	EUR
Credit Terms	2M

Field	Value
Invoice Status Code	999
Control Accounts (all 3)	APcontrol3rdparty
Sub-Account Profile	Mech
Purchase Account Profile	Purchase
Supplier Type	OTH
Taxable	Yes
Tax Zone	DE
Tax Class	H

Create supplier S01000 in entity US-WEST:

Field	Value
Supplier Code	S01000
Business Relation	Gallug
Default Currency	USD
Credit Terms	2M
Invoice Status Code	999
Control Accounts (all 3)	APcontrol3rdparty
Sub-Account Profile	Mech
Purchase Account Profile	Purchase
Supplier Type	OTH
Taxable	Yes
Tax Zone	DE
Tax Class	H

Exercise 4: Supplier Bank Account Number Import

- 1 Go to Supplier Bank Number Import (28.20.1.7).
- 2 Perform the same steps as for the exercises 1, 2, and 3.
- 3 Create the following supplier bank account:

US-WEST:

Field	Value
Bank Format	IBAN
Bank Account	DE73370502990152004792
SWIFT Code	COKSDE33
Default Bank	True
Own Bank Account	12345678
Payment Format	US-Check
Parent Type	CREDITOR
Parent Object Code	S01000
Entity Code	US-WEST

EMEA-DE:

Field	Value
Bank Format	IBAN
Bank Account	DE73370502990152004792
SWIFT Code	COKSDE33
Default Bank	True
Own Bank Account	DE03300209000001112223
Payment Format	DEU.018
Attribute Name	Payment Type
Payment Type	51000
Parent Type	CREDITOR
Parent Object Code	S01000
Entity Code	EMEA-DE

Exercise 5: Supplier Open Items

1 Open Supplier Opening Balance Create (28.1.15).

2 In entity US-WEST, enter the following data:

Field	Value	Value	Value
Action:	Save	Save	Save
Bank Account Number:	DE73370502990152004792	DE73370502990152004792	DE73370502990152004792
Supplier Code:	S01000	S01000	S01000
Sub-Account Code:	Mech	Mech	Mech
TC Invoice Amount:	2,000	500	250
Invoice Date:	31-Dec.-08	31-Dec.-08	31-Dec.-08
Invoice Description:	Inv Po1001	Corr on inv	Prepayment
Invoice Due Date:	31-Jan-09	31-Jan-09	31-Jan-09
Invoice Reference:	INV2008001	CN2008002	BE0003
Invoice Tax Point Date:	31-Dec-08	31-Dec-08	31-Dec-08
Invoice Type:	Invoice	Creditnote	Adjustment
Invoice Voucher:	99900001	8880002	7770003
Daybook Code:	SIHO	SCNHO	SUBADJ
Credit Term:	1M	1M	1M
Posting Date:	31-Dec-08	31-Dec-08	31-Dec-08
Posting Text:	InvPo1001	Corr on inv	Prepaym
Invoice Status Code:	0000	0000	0000
Curr:	USD	USD	USD
Transfer:	2059	2059	2059

In entity EMEA-DE, enter the following data:

Field	Value	Value	Value
Action:	Save	Save	Save
Bank Account Number:	DE73370502990152004792	DE73370502990152004792	DE73370502990152004792
Supplier Code:	S01000	S01000	S01000
Sub-Account Code:	Mech	Mech	Mech
TC Invoice Amount:	2,000	500	250
Invoice Date:	31-Dec-08	31-Dec-08	31-Dec-08
Invoice Description:	Inv Po1001	Corr on inv	Prepaym
Invoice Due Date:	31-Jan-09	31-Jan-09	31-Jan-09
Invoice Reference:	INV2008001	CN2008002	BE0003
Invoice Tax Point Date:	31-Dec-08	31-Dec-08	31-Dec-08
Invoice Type:	Invoice	Creditnote	Adjustment
Invoice Voucher:	99900001	8880002	7770003

Field	Value	Value	Value
Daybook Code:	SIHO	SCNH0	SUBADJ
Credit Term:	1M	1M	1M
Posting Date:	31-Dec-08	31-Dec-08	31-Dec-08
Posting Text:	InvPo1001	Corr on inv	Prepaym
Invoice Status Code:	0000	0000	0000
Curr:	USD	USD	USD
Transfer:	15900	15900	15900

Exercise 6: Journal Entries

- 1 Open Journal Entry Excel Integration (25.13.1.6).
- 2 Upload and post the following transactions in the period of the current system date (the posting date is the system date):

Field	Value
Daybook	TRAJE
Sub-Account	Gserv....
Cost Center	Adm

In the US-WEST entity, the following are the transaction posting lines:

Account	Debit	Credit
7000 (Travel)	10,000	
7010 (ICT)	900	
7200 (Repair & Maint)	1,100	
2470 (Accrual)		12,000

In the EMEA-DE entity, the following are the transaction posting lines:

Account	Debit	Credit
40000(Travel)	10,000	
40100 (ICT)	900	
42000 (Repair & Maint)	1,100	
19100 (Accrual)		12,000

- 3 Import the transactions into the system, saving the transaction as a template.

Field	Value
Daybook	Template
Template Code	M-EXP-ACCR-1

You should now understand how easy to use QAD Financials Excel integration is, and how useful it is for data load during implementation and data modifications in batch.

Chapter 4

ERS

ERS—Objective



Objective

- ▲ Understand the ERS functionality in QAD Enterprise Applications.
- ▲ Learn how to set up and use ERS.

Overview



Our Passion. Your Advantage.

Overview

- ▲ ERS benefits.
- ▲ ERS key features.
- ▲ ERS process flow.
 - ERS setup
 - ERS processing

QAD Proprietary 2008-MC-1.5-1-ERS-030

In this section, you will learn about the Evaluated Receipts Settlement (ERS) functionality, its benefits, and key features. Then, we will learn how to set up and process ERS.

ERS Benefits



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ERS Benefits

- ▲ Streamline business processes
 - Reduced costs
 - Reduced errors
 - Eliminate non-value added activities
- ▲ Improve supplier relationships
 - More timely payments
 - Maximized discounts
 - Lower prices from suppliers
- ▲ Vital for automotive industry; beneficial to other verticals.

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2008-MC-1.5-1-ERS-040

The ERS function lets you generate supplier invoices and corresponding receiver matching records based on completed purchase order receipts.

ERS offers several benefits to customers and suppliers, such as reduced clerical workload, lower costs, and reduced error rate. Several factors make an ERS system work efficiently:

- Trading partners must agree on price.
- Customers must issue purchase authorization.
- Suppliers must provide accurate shipping information.
- Customers must enter accurate receipts.

ERS improves your company's relationship to suppliers by ensuring more timely payments, accurate and maximized discounts, and lower prices.

While the ERS function can be beneficial to many verticals, it is a must for the automotive industry.

ERS Key Features



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ERS Key Features

- ▲ Optional functionality.
- ▲ Generates:
 - Supplier invoices/credit notes
 - Receiver matching records
- ▲ Based on completed PO receipts.
- ▲ Supplier invoices can be:
 - Initial
 - Confirmed
- ▲ Receipts can be from multiple entities and sites within a domain.

QAD Proprietary 2008-MC-1.5-1-ERS-050

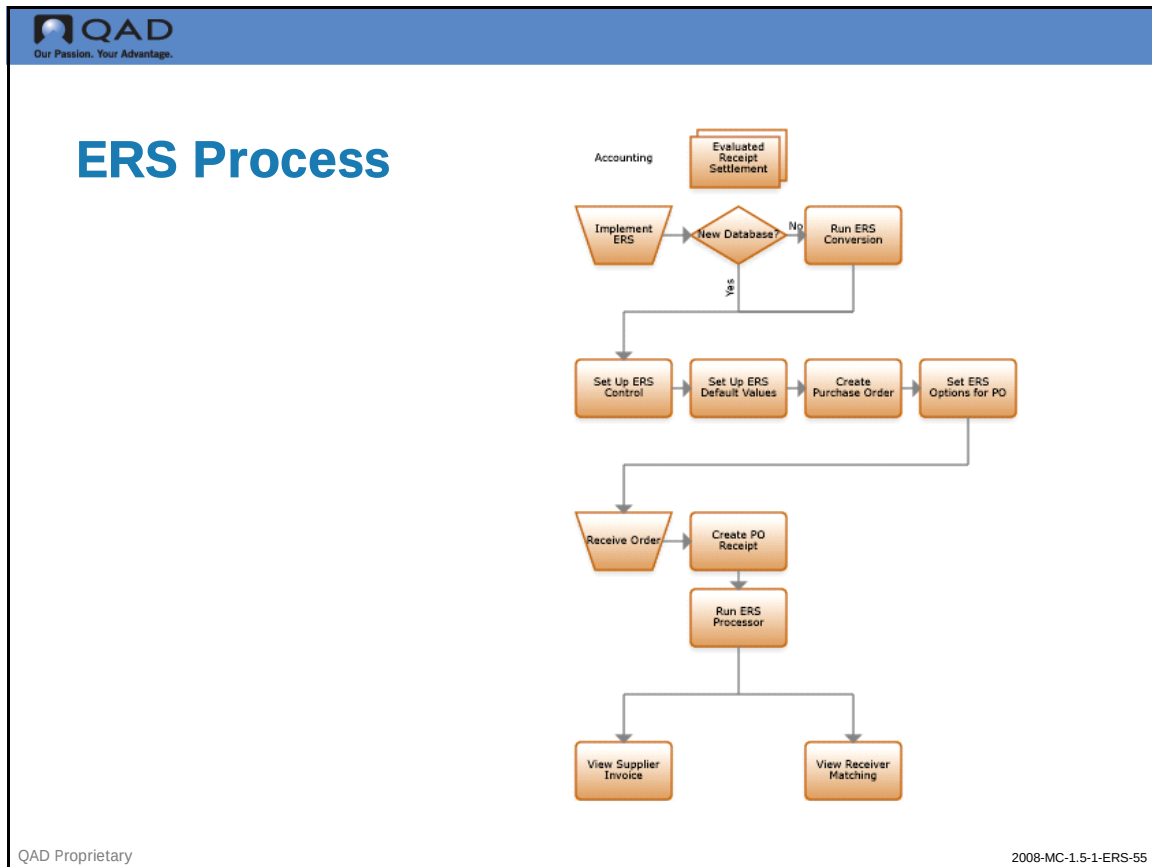
The (optional) ERS function lets you generate supplier invoices or credit notes and corresponding receiver matching records based on completed purchase order receipts. The system automatically records liabilities to the supplier based on quantities received at the unit price negotiated with the supplier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

You can use the ERS Processor program to generate supplier invoices and receiver matching for purchase orders, scheduled orders, blanket orders, pending invoices generated due to supplier consignment inventory consumption, or for receivers that become available for invoicing at time of use or when ownership changes (for example, inventory transfer, WO component issues, or shipments).

You can choose to create supplier invoices with status initial, requiring confirmation, or automatically confirmed.

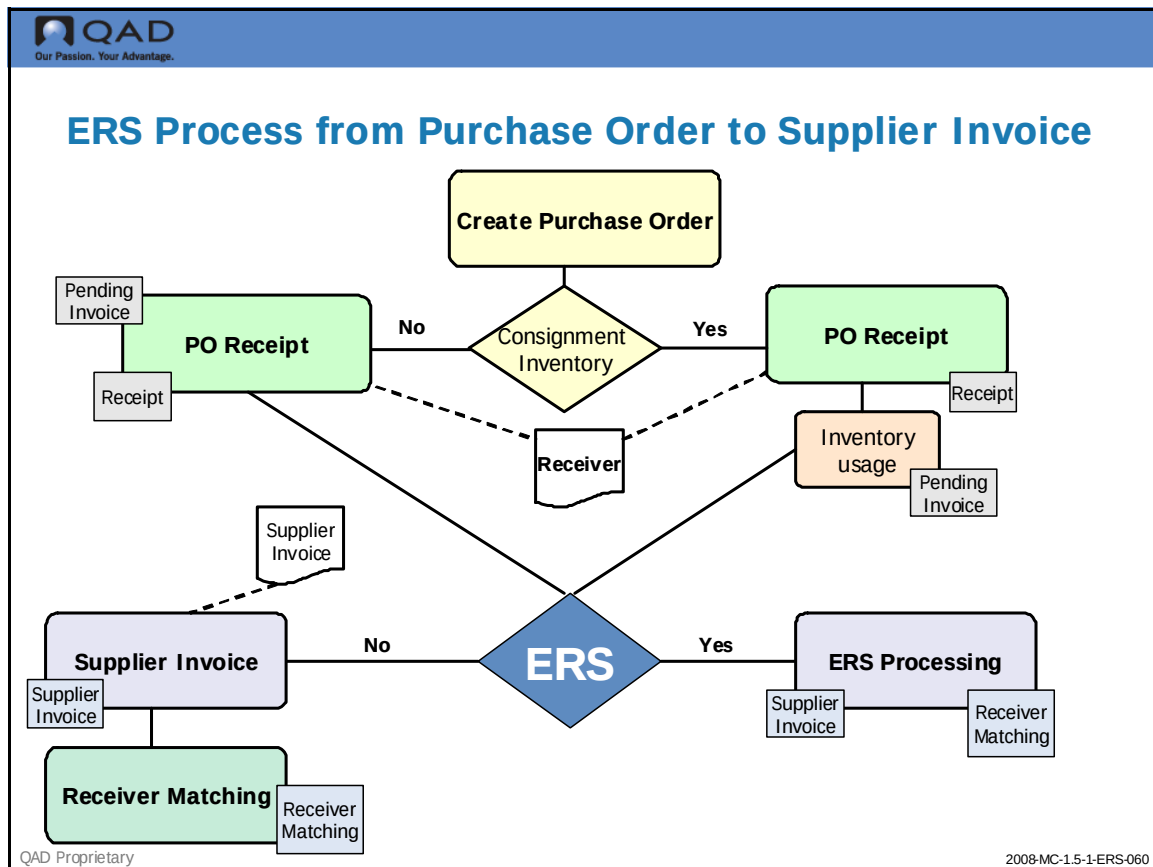
ERS can process receipts across multiple entities and sites within a domain, where the entity that recorded the purchase order and incurred the AP liability is different than the receiving entity. In this case, ERS automatically creates cross-company postings.

ERS Process Map



The slide shows the ERS process map from setup to supplier invoice and receiver matching.

ERS in Purchase Order to Supplier Invoice Process



For comparison purposes, the slide shows the purchase order to supplier invoice and receiver matching flow with and without ERS.

ERS High-Level Process Overview


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ERS High Level Process Overview

- ▲ Prerequisites
 - ERS Control
 - ERS Browse
 - Purchase Order Maintenance, create PO
 - Purchase Order Receipt, receive PO
- ▲ ERS process
 - Invoice/credit note created based on PO receipt lines
- ▲ Reports and audits
 - Audit trail
 - Supplier Invoice View, check supplier invoice
 - Receiver Matching View, check receiver matching

QAD Proprietary2008-MC-1.5-1-ERS-070

Set up ERS by setting control programs and adding required records. If you already have open purchase orders, you must also convert them to enable ERS processing (see below).

You must also set default ERS process options for purchase orders.

The ERS Processor creates an invoice or a credit note based on the purchase order receipt lines.

The system provides several ways to verify and report the ERS processing:

- Use an audit trail.
- Use Supplier Invoice View (28.1.1.3) to check the supplier invoice.
- Use Receiver Matching View (28.2.3) to verify the receiver matching.

ERS Setup


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ERS Setup

- ▲ ERS Control
 - Activate ERS
- ▲ ERS Maintenance, ERS Browse
 - Define conditions for processing
- ▲ ERS Purchase Order Conversion
 - Enable ERS processing for existing POs

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2008-MC-1.5-1-ERS-080

Use the fields in ERS Control (28.10.24) to activate and deactivate ERS processing, and to set options that affect ERS processing.

Use ERS Maintenance to set the default ERS processing options for a PO line, which determine:

- Whether to process the line using ERS
- When applicable, whether ERS should generate confirmed or initial invoices for the line

ERS Browse lets you review the ERS options set as default.

ERS Conversion

If you decide to implement ERS in a new database, this step is not required. If you have existing open purchase orders and you want ERS processing to apply to them, you must run a utility program to set the processing option.

Choose ERS Purchase Order Conversion (36.25.62) from the Miscellaneous Utilities menu. The system prompts you to enable or disable ERS.

- Enter E to set ERS option 0—ERS enabled for all purchase orders.
- Enter D to set ERS option 1—ERS disabled for all purchase orders.

For the full setup details, refer to the *User Guide: QAD Financials A*.

ERS Control Setup

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ERS Control

ERS Processing: ☐ Activate

ERS Option: Select ERS option

ERS Packing Slip Error: ☐

Update GL Average Cost: ☐

ERS Invoice Date Option:

QAD Proprietary 2008-MC-1.5-1-ERS-090

In ERS Control (28.10.24), the following fields need to be set:

ERS Processing. Select the field to activate ERS. When activated, a pop-up window with ERS processing options opens when you create a purchase order.

ERS Option. Specify the default value for the ERS Option field that displays in the pop-up window mentioned above. Valid values for the header ERS Option are:

- Blank: The system determines the default ERS option for the line using settings in ERS Maintenance.
- 0: The system determines the ERS option when you run the ERS Processor, and uses the most current value from ERS Maintenance.
- 1: ERS processing is disabled.

The defaulting for the ERS Option works as follows:

Control File	PO Header	PO Line	ERS Processor
Blank	Defaults to blank	Defaults to value from ERS Maintenance (1, 2, or 3)	Uses PO Line value if that is not zero.
0	Defaults to 0	Defaults to 0	Uses value in ERS Maintenance
1	Defaults to 1	Defaults to 1	ERS is not used

The ERS maintenance options are:

- 1: no ERS

- 2: Initial Supplier Invoice
- 3: Confirmed Supplier Invoice

The PO header uses the value from the control file as the default. On the PO header, you can modify this value. The values allowed on the PO header are blank, 0, 1, 2, or 3.

- If the value on PO header is not blank, that value is passed as the default to the PO lines. If the value on the PO header is blank, the default value for the PO lines is retrieved from ERS Maintenance.
- You can also modify the ERS Option value on the PO line. The possible values on the PO header are 0, 1, 2 or 3.
- In the ERS Processor, if the value of the ERS Option for the PO line is 2 or 3, that value is used.
- In the ERS Processor, if the value of the ERS Option for the PO line is 0, the value is retrieved from ERS Maintenance.
- In the ERS Processor, if the value of the ERS Option for the PO line is 1, the PO receipt line is not processed.

ERS Invoice Date Option. Specify how ERS calculates the supplier invoice date:

- 0 (zero): Use the receipt date of the receiver as the supplier invoice date.
- 1: Use the shipment date of the receiver as the supplier invoice date.

ERS Maintenance and ERS Browse

Supplier: MizSupp

Site:

Item Number:

ERS Option: 1

ERS Price List Option: 1

Supplier	Site	Item Number	ERS Option	ERS Price List Option
10000	10074-SI	12000	3	1
		14000	1	1
		2005	1	1
		2300	1	1
		40000	1	1
		40001	1	1

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The ERS Processor searches ERS Maintenance (28.1.1) for default settings for the supplier, site, and item combination associated with a PO line to determine how it should process the line. You can define default settings in ERS Maintenance for a particular supplier, site, item number, or any combination of these, such as:

- Supplier, site, and item
- Supplier and site
- Supplier and item
- Supplier
- Site

When determining the ERS option for a PO line, the system looks for a corresponding ERS Maintenance record or combination of ERS Maintenance records, in the following order:

- Supplier/site/item record
- Supplier/site record
- Supplier/item record and a separate site record
- Supplier record and a separate site record

If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line.

ERS Option. Specify whether the ERS Processor should create supplier invoices and receiver matching for purchase order lines with the supplier, site, and item combination, and if created, whether to create initial or confirmed invoices. The options are:

- 1: Disallow ERS processing for the combination specified.
- 2: Create an initial invoice and receiver matching record for pending invoices with the specified combination of supplier, site, and item. This option adds a degree of security because the invoice created must be approved using a separate process.
- 3: Create a confirmed supplier invoice and receiver matching record for receipts with the specified combination of supplier, site, and item.

ERS Price List Option. Specify the effective date the ERS Processor should use when retrieving the relevant price list. The options are:

- 1: Use the receipt date.
- 2: Use the ship date.
- 3: Use the order date.

The ERS Processor uses the ERS Price List Option field if a price list is specified for the order, and if the Fixed Price field on the order line is set to No.

ERS - Purchase Order Maintenance

ERS – Purchase Order Maintenance

ERS settings display and can be modified

ERS Browse X Purchase Order Maintenance X

Go To Actions Copy Print Preview

Header Lines Trailer

Header Details Tax Info LOGISTICS Delivery ERS Consignment Comments

Header

Purchase Order: P1278 Supplier: Miz Ship-To: MD100

Supplier

Mieslav Zúbal
Brenská 1
Simo
Czech republic

Ln Format S/M: Single

Ln	Site	Req	Item Number	Qty Ordered	UM	Unit Cost	Disc%
1	10000		Skoda	5.0	EA	1000.00	0.00%

Line Details

Qty Received: 0.0 Due Date: 9/25/2008 CRT Int: 0.00

Qty to Rel: 0.0 Pur Acct: 000000AP Project: 1000

Single Lot: ☐ ERS ERS Option: 10

Location: ERS Price List Option: 0

Item Revision: ☐ Project: ☐

Status: ☐ Type: ☐

Supplier Item: ☐ Taxable: ☐

Manufacturer: ☐ Inspect Req: ☐ Cmnts: ☐

Description: Car Skoda

UM Conversion: 1.0000

Stock UM Quantity: 5.0 EA

Update Avg/Last Cost: ☒

Extended Net Cost: 5,000.00

QAD Proprietary 2008-MC-1.5-1-ERS-110

When ERS is set up and activated, it affects how you create a purchase order, issue a blanket or scheduled order, and how you receive purchased items.

Three fields in Purchase Order Maintenance (5.7) affect ERS processing:

Fixed Price. This field is part of the standard header in Purchase Order Maintenance (5.7), but it functions differently when you are using ERS. The header sets the default for line items. The value for this field defaults from Supplier Data Maintenance (2.3.1).

- If the item price is fixed, the ERS Processor takes the price from the purchase order.
- If the item price is not fixed, the ERS Processor refers to the relevant price list.
- If there is no price list, the ERS Processor looks for a supplier-item quoted price defined in Supplier Item Maintenance.
- If there is no supplier quoted price, the ERS Processor looks for the GL material cost in the item master.

The ERS Option field and the ERS Price List Option fields in the pop-up window default from the ERS Option field of ERS Control. The header value determines how the default ERS Option is set on each line item on the order, but can be updated.

ERS Processor

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ERS Processor

ERS Processor: ERS Report - ERS Audit Report

Go To Actions Tools Print Preview

Supplier: To: Site: To: Receiver: R1502 To: R1502 Receipt Date: To:

Apply

Selected	Domain	Order	Order Ln	Receiver	Reference	Supplier Invoice Internal Reference	Quantity	Unit Price	E
☒	Domain1	P1279	2	R1502	R1502	2008/APINVFin/000000000	1	13000	
Business Method: pmfgpro.StoreSIExe Explanation: This message was Field Label: Field Name: Field Value: Message: WARNING: No tax Message Number: QADFIN-OP-953 Type: W									
☒	Domain1	P1279	1	R1502	R1502	2008/APINVFin/000000248	2	15000	
☒	Domain1	P1279	3	R1502	R1502	2008/APINVFin/000000248	4	8000	

Processing

Create Supplier Invoice and Receiver Matching ☒ Recalculate Tax Details ☐

Print Audit Report ☒

Execute in Batch ☐ Batch ID:

Progress: 3 / 3

QAD Proprietary 2008-MC-1.5-1-ERS-120

Run the ERS Processor (28.10.13) to generate supplier invoices and their corresponding receiver matching for PO receipts. You can only run one instance of the ERS Processor at a time.

The ERS Processor (28.10.13) lets you specify ranges of suppliers, sites, and receivers to retrieve receipts for which you want to create supplier invoices and receiver matching. The processor then retrieves a group of receipts that meet your selection criteria. You can then specify which receipts to process by selecting the check box for that record.

The ERS Processor opens the selected group of receipts, creates the relevant supplier invoice records and receiver matching, and makes the appropriate journal entries, just as if the invoices were entered manually.

ERS Audit Report

The ERS audit report, which is produced when you select the Print Audit Report option in the ERS Processor, provides an overview of processed receipts and lists validation errors, if the ERS Processor ran with errors.

The ERS audit report generates errors in the following situations:

- No price is available for an item.
- Purchase orders have already been invoiced.
- Credit terms are invalid.

- No packing slip number is entered on the receipt screen, and the ERS Packing Slip Error field of ERS Control (28.10.24) is set to Yes.

Chapter 5

Logistics Accounting

Logistics Accounting—Overview


Our Passion. Your Advantage.

Overview

- ▲ Introduction to Logistics Accounting
 - Definitions
 - Process overview
 - Benefits
- ▲ Setup
 - General setup
 - Setup for inbound logistics accounting
 - Setup for outbound logistics accounting
- ▲ Logistics charges accrual process
 - Inbound
 - Outbound
- ▲ Logistics charges processing
- ▲ Reporting

QAD Proprietary2009-AF-LA-030

This chapter begins with an introduction to Logistics Accounting, including definitions and an overview of the process. The introductory section also discusses the business benefits of Logistics Accounting.

The setup section outlines the steps involved in setting up inbound and outbound Logistics Accounting, before reviewing how logistics charges are accrued and processed in the system, and which reporting capabilities are available.

Definitions



Definitions

▲ Logistics Accounting

To define and track logistics charges for any inbound and outbound transportation costs payable to third-party suppliers.



▲ Logistics charges

Individual costs payable to third-party suppliers for the transportation of goods.



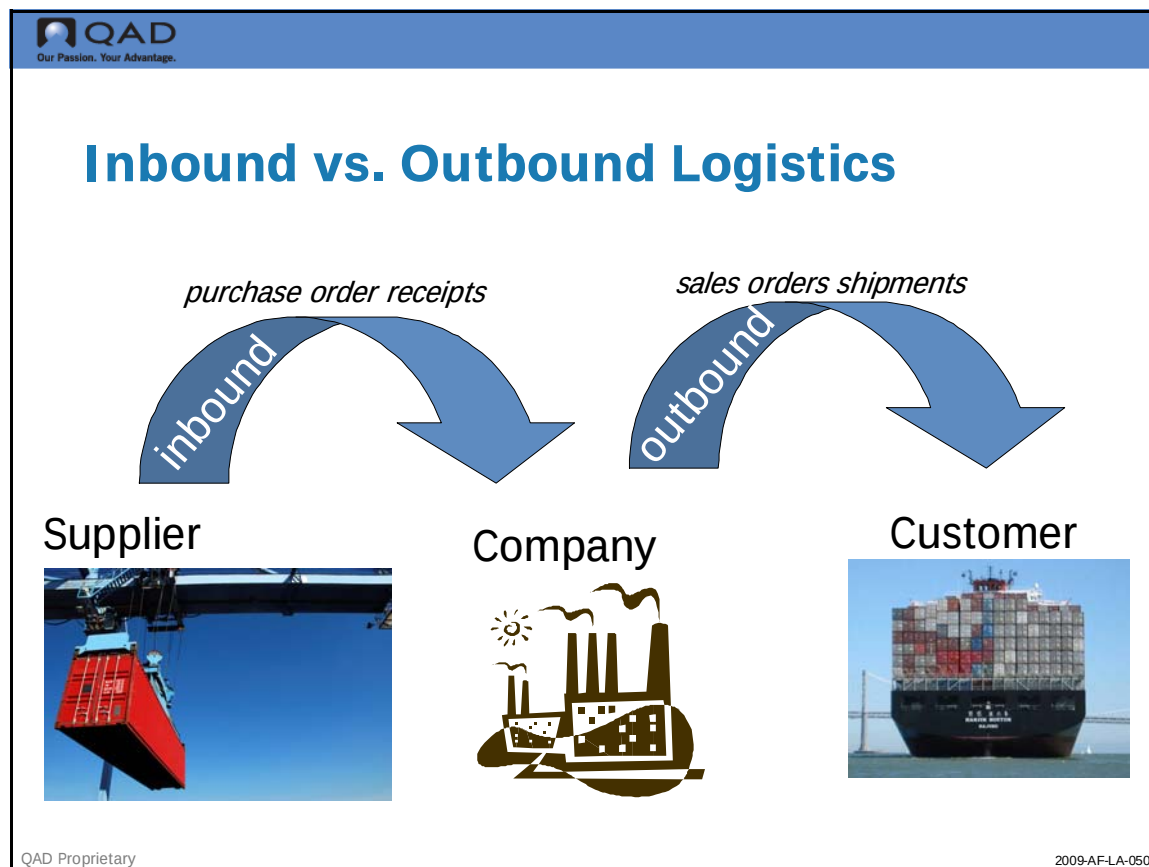
QAD Proprietary

2009-AF-LA-040

Logistics costs are those incurred when a product is moved from one location to another. These costs can include, not only the freight charges paid to carriers, but also insurance, duty, customs clearance, handling charges, and so on. Depending on the freight terms, these costs can be paid by the supplier and recharged to the customer within the item price or as a trailer charge. The costs can also be paid by the customer directly to the carrier, insurer, or customs.

The individual costs payable to third-party suppliers for the transportation of goods are referred to as logistics charges. Logistics Accounting lets you define logistics charges for any inbound and outbound transportation costs payable to third-party suppliers.

Inbound versus Outbound Logistics

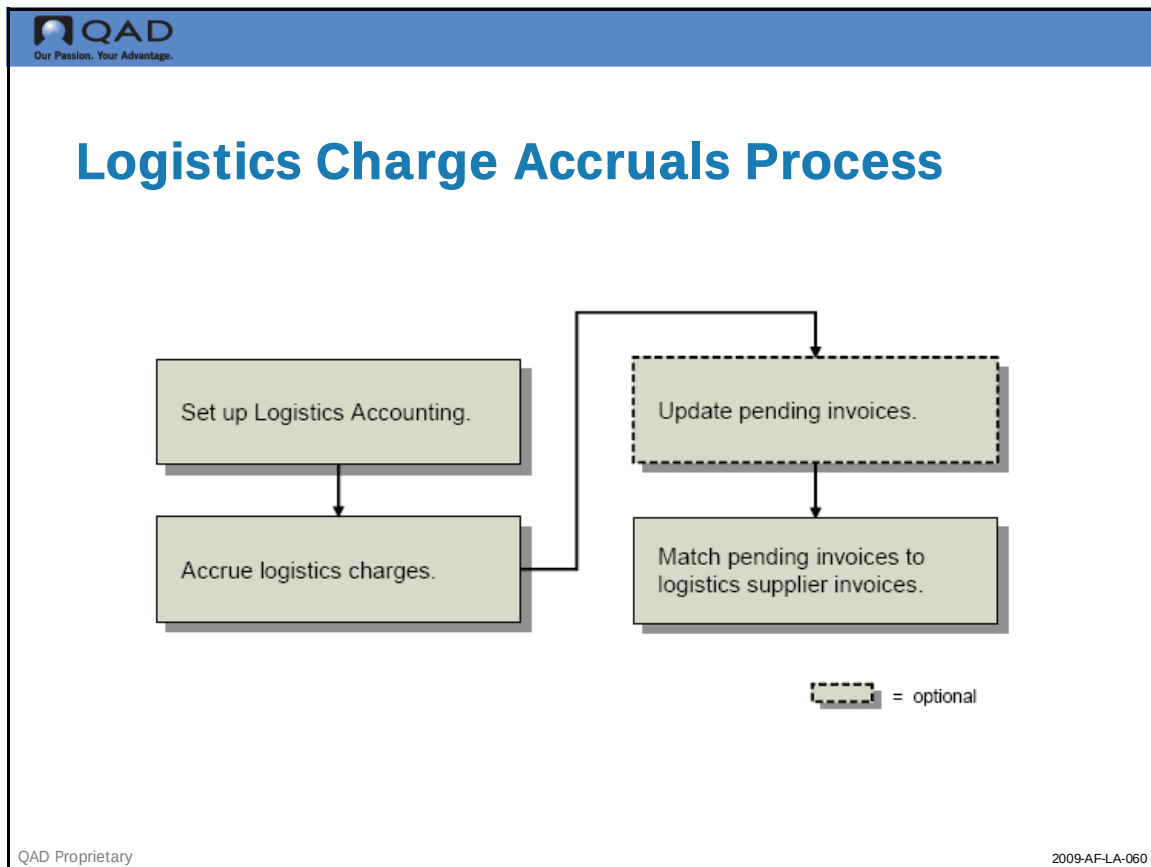


Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. The system then automatically creates a pending invoice for the charges during purchase receipts. During purchase receipts, the system determines which logistics charges to accrue, based on the terms of trade assigned to the order supplier.

The system then creates pending invoice records and receivers for each purchase order line.

Outbound logistics charges relate to the transportation costs incurred when you ship items to customers or to other company locations. Outbound logistics charges include the cost of freight only. Normally, outbound logistics charges result from the sales order and distribution order processes, and accrue when the items are shipped. In order to accrue outbound logistics charges, you must first define freight charge data and freight terms, and then associate the freight terms with the customer.

Logistics Charge Accruals Process Overview



GL accruals for inbound logistics charges are triggered by purchase order receipts. GL accruals for outbound logistics charges are triggered by shipments.

For each receipt or shipment, a pending invoice is created for each logistics charge accrual. Inbound logistics charges are built into the GL cost for items.

The above process flow summarizes the steps involved in accruing logistics charges

Logistics Charge Accruals Process Highlights



Logistics Charge Accruals Process Highlights

- ▲ Pending invoices = logistics charge accruals
- ▲ Automatic pending invoice creation
 - during PO receipts, SO and DO shipments
- ▲ Match during receiver matching
- ▲ Internal vs. external references
- ▲ Additional fields and frames

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Pending invoices for logistics charges are created automatically during purchase order receipts, and sales or distribution order shipments. Logistics charge accruals are also referred to as pending invoices. During receiver matching, you can match the amounts from pending invoices to actual invoice amounts. The more information provided on the pending invoice, such as the supplier of the logistics charge, the easier it is to match it to an invoice.

When purchased items are shipped from an item supplier, you may not know the name of the logistics supplier until the goods arrive. Logistics charges can accrue without specifying a logistics supplier. After an invoice arrives, you can define the logistics supplier on the pending invoice using Logistics Charge Pending Invoice Maintenance (2.15.7). During receiver matching, it is easier to match invoice amounts to pending invoices when logistics suppliers are assigned.

Each pending invoice includes an internal reference and, optionally, an external reference. An internal reference is a code that identifies a shipment or receipt created by the system, such as a receiver number or shipper ID. An external reference is an identifier supplied by a third-party logistics supplier, such as a bill of lading number, carrier tracking number, or packing slip number. During receiver matching, use internal and external references to help match invoices from logistics suppliers to pending invoices.

When Logistics Accounting is enabled, additional fields and frames display in several screens. These fields are described in *User Guide: QAD Master Data*, which contains detailed information on Logistics Accounting.

Benefits


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Benefits

- ▲ Improved efficiency
 - Complete tracking, monitoring, accruing and invoicing of all costs associated with freight and duty
- ▲ Improved margin visibility
 - Include all transportation-related expenses in standard cost of product
- ▲ Improved planning and budgeting
 - Provide planned vs. actual performance analysis of logistics providers
- ▲ Improved control
 - Match accrued logistics charges against supplier invoices
- ▲ Two types of logistic charges
 - Inbound, outbound

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2009-AF-LA-080

As manufacturing companies increasingly look for cheaper materials and components from remote sources, logistics costs have become a more significant aspect of cost management. The availability of accurate product and customer profitability information, including the total cost of purchasing or selling items, enables companies to make better pricing and financial analysis decisions.

Logistics Accounting lets you define logistics charges for any inbound and outbound transportation costs payable to third-party suppliers.

Inbound logistics charges are the transportation costs associated with purchasing items from external suppliers. Outbound logistics charges are the transportation costs associated with the shipment of items from a company location to customers or other company locations.

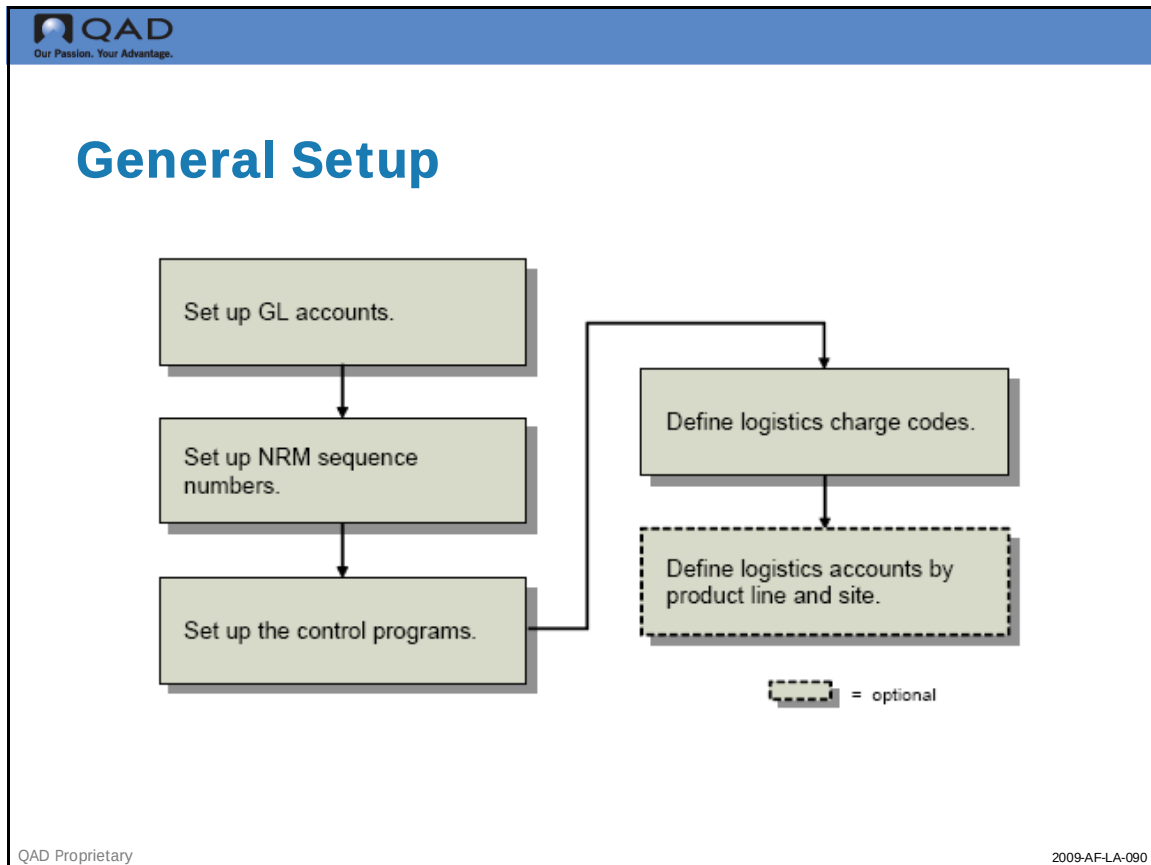
For some companies, a significant proportion of purchases are imports. Logistics costs have a large financial impact since they can represent a high percentage of the total delivered cost and must be included in price comparisons with local sources. In Logistics Accounting, inbound logistics charges are considered part of the overall cost specific to each item and included in the item cost.

For other companies, the shipment of goods by third-party carriers is a frequently occurring expense. Tracking the amounts owed to carriers as a separate liability in the general ledger (GL) provides better control over invoices from suppliers. Identifying variances in expected freight

charges and actual invoice amounts reduces the risk of duplicate or over payment of logistics charges. Tracking these charges improves visibility of total outbound freight costs, helping to reduce these costs by reviewing order quantities or seeking alternative carriers.

When items are purchased or shipped, you can accrue logistics charges as part of the process. GL accruals for inbound logistics charges are triggered by purchase receipts. GL accruals for outbound logistics charges are triggered by shipments. For each receipt or shipment, a pending invoice is created for each logistics charge accrual. Inbound logistics charges are built into the GL cost for items.

Logistics Accounting Setup



To implement Logistics Accounting, you first need to define general data, such as specific GL accounts, Number Range Management (NRM) sequence numbers, control programs settings, logistics charge codes, and, optionally, logistics accounts by product line and site. Next, you set up inbound and outbound specific data, like freight charges and cost elements.

This section details the general setup steps for Logistics Accounting.

Note This course does not provide detailed information on how taxes for logistics charges are set up and calculated. For more details, see *User Guide: QAD Master Data*.

Setting Up GL Accounts

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Setting Up GL Accounts			
	Account	Type	Use
Inbound	Accrual	Liability	PO Receipt, Invoice
	Expense	Expense	PO Return
	Variance	Expense	Invoice
Outbound	Sales Order Accrual	Liability	Shipment, Invoice
	Sales Order Expense	Expense	Shipment
	Sales Order Variance	Expense	Invoice
	Distribution Order Accrual	Liability	Shipment, Invoice
	Distribution Order Expense	Expense	Shipment
	Distribution Order Variance	Expense	Invoice

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2009-AF-LA-100

You must define the default GL accounts, sub-accounts, and cost centers that are accessed when logistics charges are accrued and invoiced. You can use separate sets of accounts to track inbound and outbound logistics charges.

For outbound logistics charges, you can use separate sets of accounts to track the costs associated with shipments to customers and shipments to other company locations. See *User Guide: QAD Financials A* for information on setting up accounts.

The slide lists the accounts used by Logistics Accounting. The Type column indicates how the account is used. The Use column indicates the transactions that use the account.

Setting Up NRM Sequence Numbers

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Setting Up NRM Sequence Numbers

- ▲ Number Range Maintenance (36.2.21.1)
- ▲ For sales order shipments and distribution order shipments

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All pending invoices must have an internal reference number. Before you can accrue outbound logistics charges, you must set up separate Number Range Management (NRM) sequence codes used as identifiers for discrete sales order and distribution order shipments. See *User Guide: QAD System Administration* for details on Number Range Management.

The system uses the sequence codes to determine what format to use when assigning sequential internal reference numbers to discrete shipments.

This step is not required for other types of shipments. For sales order shippers, the shipper number is used as the internal reference. Shipper sequence codes are defined in Container/Shipper Control (7.9.24). When distribution orders use shipper documents, the shipper number is also used. Inbound logistics charge accruals use receiver or PO shipper numbers as internal references.

Use Number Range Maintenance (36.2.21.1) to create sequence parameters for sales order shipments and distribution order shipments. See *User Guide: QAD System Administration* for more information on number ranges.

Target Dataset

Enter the dataset identifier associated with this sequence:

Enter la_so_ship_id for sales order shipments.

Enter la_do_ship_id for distribution order shipments.

Internal

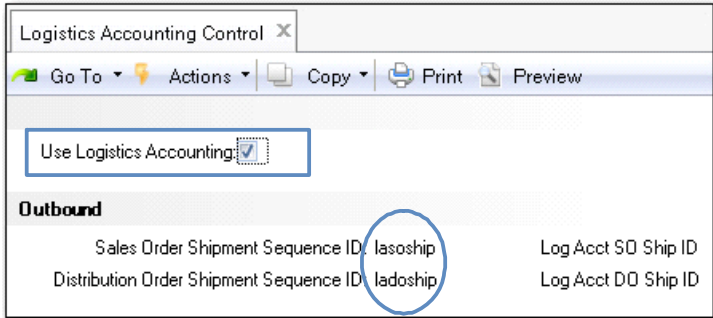
Enter Yes to have NRM generate sequence numbers automatically. Enter No to let users supply numbers that are validated against the NRM sequence.

Setting Up the Control Programs


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Setting Up the Control Programs

- ▲ Logistics Accounting Control
 - Activation
 - Assign NRM sequence codes



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Use Logistics Accounting Control (2.15.24) to assign NRM sequence codes to sales order and distribution order shipments.

Sales Order Shipment Sequence ID. Enter the NRM sequence code used for sales order shipments. The sequence code must have the target dataset la_so_ship_id.

Distribution Order Shipment Sequence ID. Enter the NRM sequence code used for distribution order shipments. The sequence code must have the target dataset la_do_ship_id.

Logistics Operational Accounting Control

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Setting Up the Control Programs

▲ **Logistics Operational Accounting Control**

- Pending invoices and third-party logistics supplier
 - Receiver matching
- GL accrual, expense and variance
 - Default

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2009-AF-LA-130

Use Logistics Operational Accounting Control (36.9.1) to:

- Specify whether pending invoices must contain a third-party logistics supplier before they can be selected for receiver matching.
- Specify default GL accrual, expense, and variance accounts for tracking inbound and outbound logistics charges. You can define a separate set of default outbound accounts for sales order and distribution order shipments.

If you only want to track inbound logistics charges, you can leave the Outbound fields blank. If you only want to track outbound logistics charges, you must first define inbound accounts when Verify GL Accounts is Yes in Domain/Account Control.

Match Blank Suppliers. When No, only pending invoices with a defined logistics supplier display when logistics charges are selected for matching in the Logistics Charge tab of Receiver Matching Create (28.2.1). The default is No.

When set to Yes, you can indicate during receiver matching whether to display pending invoices with blank suppliers by selecting the Include Blank Suppliers field in the Logistics Charge tab of Receiver Matching Create (28.2.1).

Defining Logistics Charge Codes

Defining Logistics Charge Codes

▲ Logistics Charge Code Maintenance

Logistics Charge Code Maintenance - General Settings

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Taxable: ☐
Tax Class:
Close Accruals on First Voucher: ☒
Logistics Supplier: S06666
Apportion Method: 01

Logistics Charge Code Maintenance - Account Settings

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Inbound

Cost Element: Freight

Accrual Account: 19400 Gserv
Expense Account: 79500 Gserv
Variance Account: 78500 Gserv

Outbound

Sales Order Accrual Account:	19300	Gserv
Sales Order Expense Account:	79550	Gserv
Sales Order Variance Account:	78550	Gserv
Distribution Order Accrual Account:	19350	Gserv
Distribution Order Expense Account:	79600	Gserv
Distribution Order Variance Account:	78600	Gserv

Use Logistics Charge Code Maintenance (2.15.1) to define codes for each logistics charge incurred and payable to a third-party supplier when purchasing or shipping items. You can also define the accrual, expense, and variance accounts used to track each logistics charge. These accounts default from Logistics Operational Accounting Control, but you can change them.

A logistics charge code can be used for inbound charges, outbound charges, or both. There is nothing to indicate whether a logistics charge code is used for outbound or inbound purposes. When an inbound and outbound charge is managed differently, define two separate codes.

Defining Detailed Logistics Accounts

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Defining Detailed Logistics Accounts

- ▲ Inbound Account Maintenance (2.15.13)
- ▲ Outbound Accrual Account Maint (2.15.16)
- ▲ Outbound Expense Account Maint (2.15.19)

Inbound Account Maintenance

Logistics Charge Code: Inbound Duty

Product Line: IC product line 1

Site: IC Site 1

Supplier Type:

Accrual Account: 2315	icsub01	0100
Expense Account: 5615	icsub01	
Variance Account: 5715	icsub01	

Outbound Accrual Account Maint

Logistics Charge Code: Logistics Charge Code 12

Product Line: Home Product

Site: Box Shipping

Supplier Type:

Sales Order Accrual Account: 001250AA	10	0510
Distribution Order Accrual Account: 000100AA	20	0610

Comments:

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Although inbound and outbound logistics accounts are defined for each logistics charge in Logistics Charge Code Maintenance (2.15.1), you may want to define logistics accounts at a more detailed level.

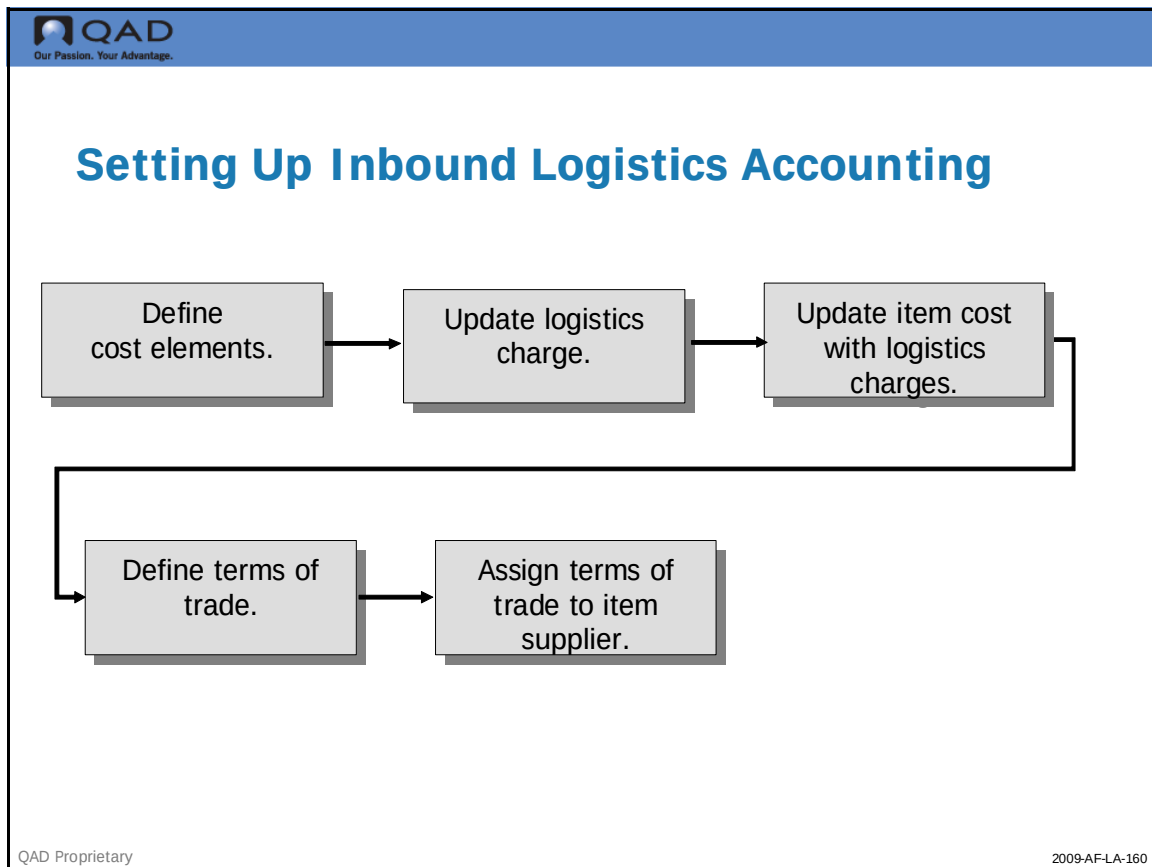
You can separately track logistics charges by product line at multiple sites within the same entity. For example, you may want to track logistics charges for different product lines at different sites using separate accounts.

Use the following programs to specify GL accrual, expense, and variance accounts used for inbound and outbound logistics charges by product line, site, and supplier or customer type:

- Inbound Account Maintenance (2.15.13)
- Outbound Accrual Account Maint (2.15.16)
- Outbound Expense Account Maint (2.15.19)

All accounts default from the specified logistics charge code, but you can change them.

Setting Up Inbound Logistics Accounting



After the general data, set up additional data specific to inbound logistics:

- Define cost elements for each logistics charge in Cost Element Maintenance (30.17.1).
- Link logistics charges to the appropriate cost element in Logistics Charge Code Maintenance (2.15.1). One cost element can only link to one logistics charge.
- Update item cost with logistics charges in Item Master Maintenance (1.4.1), Item Cost Maintenance (1.4.9), Item-Site Cost Maintenance (1.4.18), or Item-Element Cost Maintenance (30.17.5).
- Define Terms of Trade in Terms of Trade Maintenance (2.15.4).
- Link Terms of Trade to the item supplier in Supplier Data Maintenance (2.3.1).

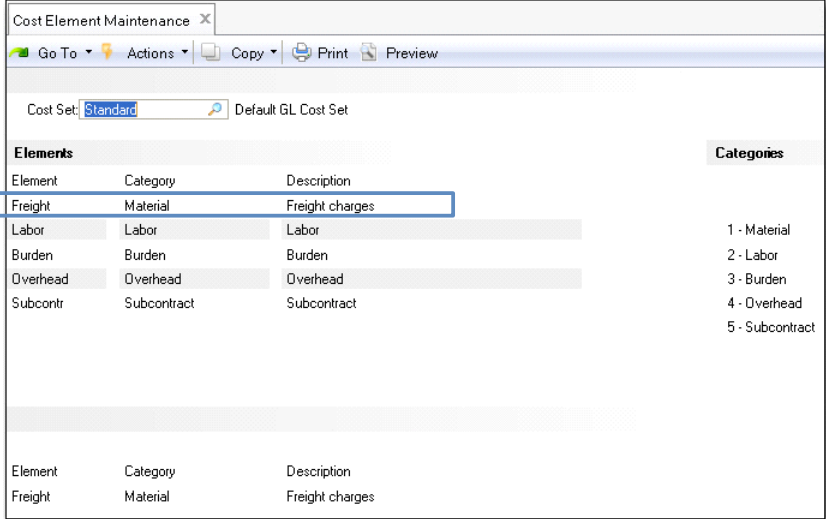
We will now review these steps in more detail.

Creating Cost Elements

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Creating Cost Elements

▲ Cost Element Maintenance



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Use Cost Element Maintenance (30.17.1) to set up separate cost elements for logistics charges in the GL cost sets assigned to sites that receive purchased items. The cost elements must be in the Material or Overhead cost category. See *User Guide: QAD Costing* for more information on cost elements and product costing.

Create a cost element for each logistics charge you want to accrue. For example, you could create separate cost elements for domestic freight and overseas freight, or create only one cost element for freight.

Updating Logistics Charge Code

Updating Logistics Charge Code

▲ Logistics Charge Code Maintenance

Logistics Charge Code Maintenance - Left Screenshot:

Logistics Charge Code: **FRT10**
 Description: Freight Accrual CC10

☐ Taxable:
 Tax Class:
☐ Close Accruals on First Voucher:
 Logistics Supplier: FEDX
 Apportion Method: 01

Logistics Charge Code Maintenance - Right Screenshot:

Logistics Charge Code: FRT10
 Description: UPS freight charges

Inbound
 Cost Element: Freight

Accrual Account: 19400 Gserv
 Expense Account: 79500 Gserv
 Variance Account: 78500 Gserv

Outbound

Account	Value	Gserv	
Sales Order Accrual Account:	19350	Gserv	
Sales Order Expense Account:	79550	Gserv	
Sales Order Variance Account:	78550	Gserv	
Distribution Order Accrual Account:	19350	Gserv	
Distribution Order Expense Account:	79600	Gserv	
Distribution Order Variance Account:	78600	Gserv	

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When you have set up logistics cost elements, associate each of them with individual logistics charge codes in Logistics Charge Code Maintenance (2.15.1).

You can also assign default tax settings and logistics suppliers to the logistics charges to facilitate data entry.

Updating Item Costs

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Updating Item Costs

▲ Four menu options

- Item-Element Cost Maintenance
- Item Cost Maintenance
- Item-Site Cost Maintenance
- Item Master Maintenance

Item Cost Maintenance X

Go To Actions Copy Print Preview Attach

Item Number: 10-10000-001 Description: Aluminium Tube 1.5
Unit of Measure: MT High Grade-Extra Light 2

Totals

Totals:	22.20	0.00	22.20	☐	11/25/08	☐

GL Cost Data (GL Cost Source Site: EMEA-NLS / Set: Standard)

Element	This Level	Lower Level	Total	Pri	Category	A/O
Material	18.00	0.00	18.00	☒	Material	☐
Freight	2.00	0.00	2.00	☐	Material	☐
Labor	0.00	0.00	0.00	☒	Labor	☐
Burden	0.00	0.00	0.00	☒	Burden	☐
Overhead	2.20	0.00	2.20	☒	Overhead	☐
Subcontr	0.00	0.00	0.00	☒	Subcontr	☐

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Use Item-Element Cost Maintenance (30.17.5), Item Cost Maintenance (1.4.9), Item-Site Cost Maintenance (1.4.18), or Item Master Maintenance (1.4.1) to add logistics cost elements associated with logistics charges to purchased items in the GL cost set and enter this-level logistics costs for those items. You must enter GL cost values in order to accrue logistics charges during purchase receipts.

Add the same cost elements to the current cost set when the last cost method is used for current costs. The value of the current cost will be updated when logistics charges are matched if Current Cost from AP is Yes in Inventory Control.

Defining Terms of Trade

Defining Terms of Trade

▲ Terms of Trade Maintenance

Charge	Description	Responsibility
FRTUPS	UPS freight charges	Customer

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Terms of trade specify both the logistics charges associated with purchasing items from external suppliers and the party responsible for paying each. These trade terms are specific to the purchase of items and define the obligations of the customer and seller for the delivery of goods. Terms of trade are also referred to as *Inco Terms*. Inco Terms are defined by the International Chamber of Commerce and used in international contracts.

During purchase receipts, the system determines which logistics charges to accrue based on the terms of trade assigned to the purchase order. When the receiving site is responsible for a logistics charge payment, the logistics charge is accrued since the charge is payable to a third-party logistics supplier, not the item supplier. Logistics charges are not accrued when they are the responsibility of the item supplier.

Use Terms of Trade Maintenance (2.15.4) to define new terms of trades.

When you (the customer) are responsible for transporting the goods, the system automatically populates the Transport Days field when a new order is created in Purchase Order Maintenance (5.7), Blanket Order Maintenance (5.3.1), and Supplier Scheduled Order Maintenance (5.5.1.13) with the Transit Days value in Delivery Transit Time Maintenance (2.16.1).

Each terms-of-trade record can include all of the logistics charges associated with a purchase, with the responsible party assigned to each logistics charge.

Assigning Terms of Trade to Suppliers

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Assigning Terms of Trade to Suppliers

▲ Supplier Data Maintenance

Supplier Data Maintenance X

Go To Actions Copy Print Preview

Supplier Address

Supplier: S07500 Business Relation: Tube City

Name: Tube City

Address: Croghan Street 36

Address:

City: Fremont State: OH Post: OH43420 Format:

Country: UNITED STATES US County: Sandusky

Attention: Kenny Sheppard [2]

Telephone: [2]

Fax: [2]

Active: ☒ Added: 6/6/2007

Supplier Terms Data

Cr Terms: 2M Discount Percent: 0.00%

Partial OK: ☐

DB Number: CoC Number:

Logistics Accounting Data

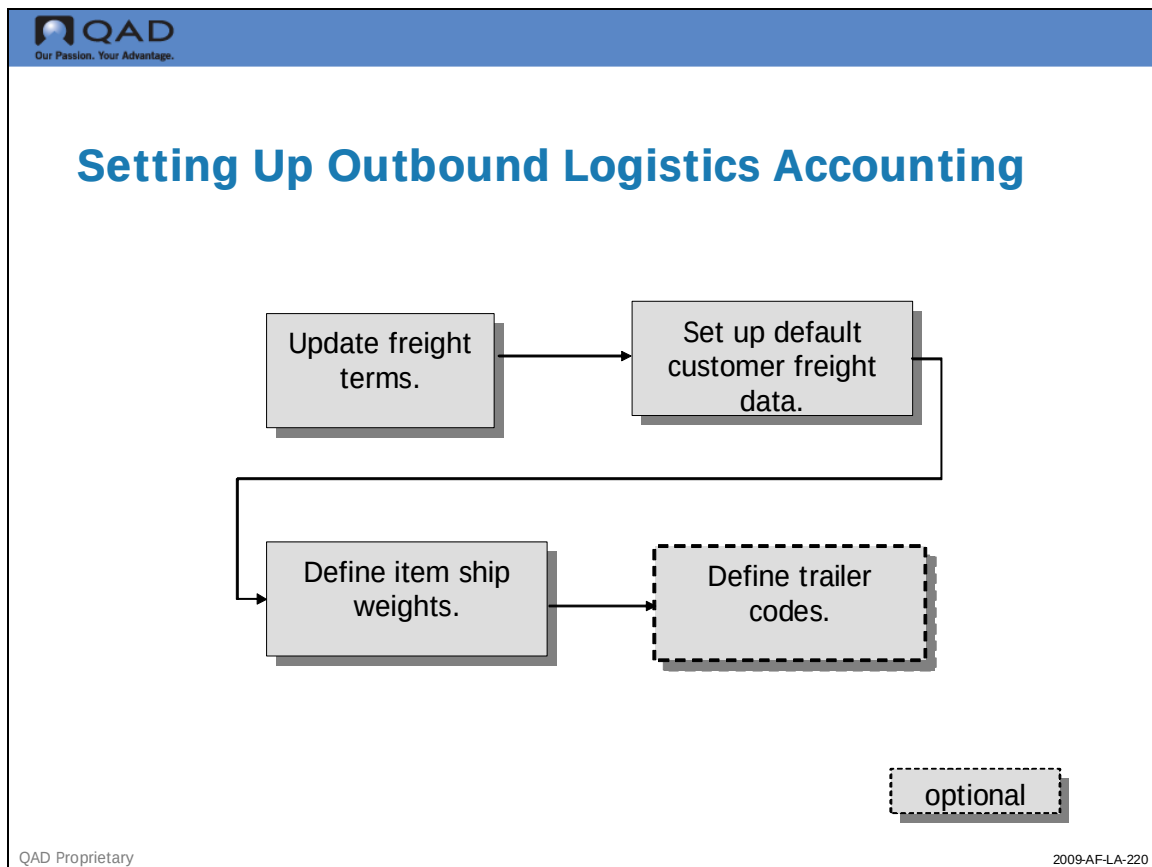
Terms of Trade: USFFRT

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2009-AF-LA-210

Assign default terms of trade to applicable item suppliers in Supplier Data Maintenance (2.3.1). The default terms of trade are used when the supplier is entered on the order header of a purchase order, blanket order, or supplier scheduled order.

Setting Up Outbound Logistics Accounting



After you have defined outbound accrual, expense, and variance accounts, and assigned them to logistics charges, you can begin the setup for outbound logistics charges.

The required setup involves updating freight terms, customer defaults, and item details. If you use freight terms that involve trailer codes, you also need to create these and configure order defaults.

Updating Freight Terms

Updating Freight Terms

▲ Freight Term Maintenance

Freight Terms Maintenance

Go To Actions Copy Print Preview

Freight Terms: FRA10

Description: Add to Trailer

Type: 1

Accrual Level: Accrue by Shipment

Logistics Charge Code: FRA10 Freight Accrual CC10

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Freight terms are set up in Freight List Maintenance (2.20.1), Freight Zone Maintenance (2.20.4), Freight Charges Maintenance (2.20.10), and Freight Terms Maintenance (2.20.13).

When updating freight terms for Logistics Accounting in Freight Terms Maintenance (2.20.13), assign a logistics charge to each freight terms with an accrual level. The system uses the type code to determine whether freight charges are accrued and, if so, at what level.

- Type 1 (Add) and 2 (Allow): Logistics charges are accrued for the entire shipment.
- Type 3 (Prepaid) and 5 (Include): Logistics charges are accrued for each line item.
- Type 4 (Collect) and 6 (Will Call), logistics charges do not accrue. A logistics charge cannot be assigned to either of these freight terms.

When logistics charges are accrued by shipment or by order line, you must assign the logistics charge code used to track the logistics charges incurred and payable to a third-party carrier.

For more details on how to set up freight terms, see *User Guide: Master Data*.

Setting Up Default Customer Freight Data

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Setting Up Default Customer Freight Data

Customer Data Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Customer Address

Customer: 002 Business Relation: 002
 Name: Honda Delta Active: ☒
 Address: 1142 Callaway Added: 1/19/2005
 Address:
 Address:
 City: GR State: CA Post: 34535 For
 Name: United States USA County:
 Attention: [2]:
 Telephone: [2]:
 Fax: [2]:

Customer Freight Data

Freight List: FedX
 Min Fit Wt: 0
 Freight Terms: FRA10

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To facilitate data entry and minimize errors, it is recommended that you set up default freight data for each customer. The data you set up in Customer Data Maintenance (2.1.1) will default on orders, but can be updated.

Set Up Freight Lists

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Set Up Freight Lists

Freight List Maintenance

Go To Actions Copy Print Preview

Freight List: FED-X

Site: 100000

Currency: USD

Description: Federated Express

Type: Unit

Unit of Measure: lb

Trailer Code: 21 TaxableFreight

Freight Mode:

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Use Freight List Maintenance (2.20.1) to define charges that apply to sales quotes, orders, and RMAs. Typically, you need at least one freight list for each shipping company you use. More than one freight list may be needed if the shipping company supports different types of transportation. For example, a shipping company may ship by train, by truck, by refrigerated truck, and by regular semi-trailer.

Set up freight lists for different currencies if your shipper delivers to other countries. You can also define lists per site if the same shipper transports from more than one warehouse or manufacturing site.

Type. Specify whether freight charges are based on the weight of each unit or on the total weight of the items that use this freight list. Valid entries are:

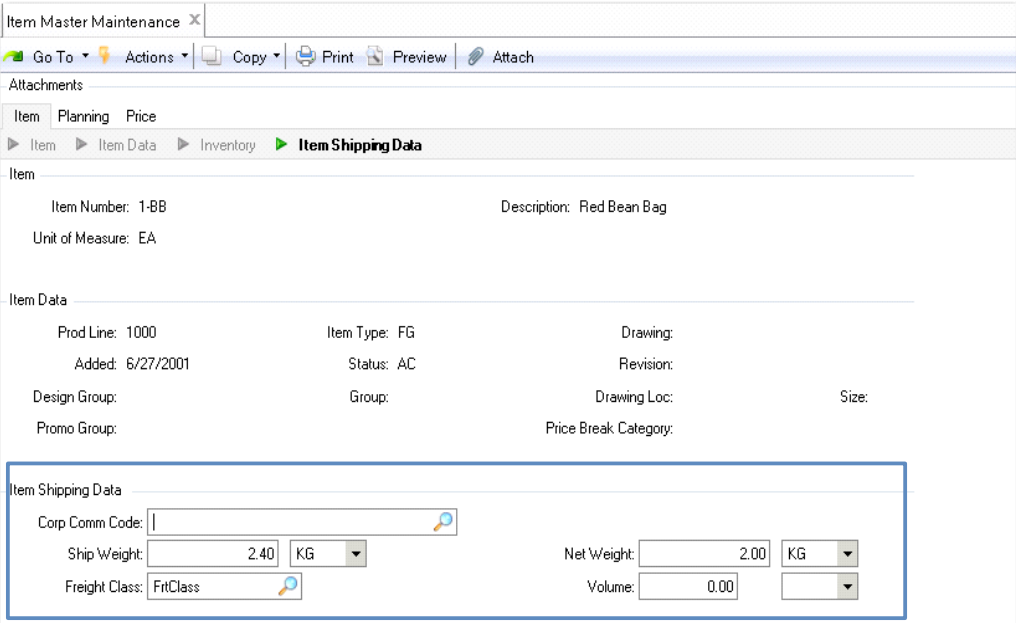
- **Unit:** Freight charges are calculated for individual units based on each unit's shipping weight.
- **Bulk:** Freight charges are calculated based on the total weight of applicable items. Weight is calculated for each order line as the unit weight multiplied by the line item quantity.

Trailer Code. This value links a freight list with the appropriate GL account to use when charging amounts on the sales quote, sales order, or pending invoice trailer.

Note If the trailer codes you associate with freight lists are not the same as the default trailer codes in Sales Order Accounting Control (36.9.6), you must set Use SO Freight List Trailer Code to Yes in Sales Order Accounting Control. Otherwise, errors display and freight is not calculated in order maintenance programs.

Freight Mode. An optional code that can be used to describe the transportation method. Define values in Generalized Codes Maintenance (36.2.13) for field fr_mode.

Defining Item Ship Weight



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Defining Item Ship Weight

Item Master Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Item Planning Price

Item Item Data Inventory **Item Shipping Data**

Item

Item Number: 1-BB Description: Red Bean Bag

Unit of Measure: EA

Item Data

Prod Line: 1000 Item Type: FG Drawing:

Added: 6/27/2001 Status: AC Revision:

Design Group: Group: Drawing Loc: Size:

Promo Group: Price Break Category:

Item Shipping Data

Corp Comm Code:

Ship Weight: 2.40 KG

Net Weight: 2.00 KG

Freight Class: FrtClass

Volume: 0.00

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Where necessary, update the item records of items you are shipping and receiving to specify the ship weight. Use Item Master Maintenance (1.4.1).

Setting Up Trailer Codes

Trailer Code Maintenance

Trailer Code: 20

Description: Freight

Trailer Acct: 4100

Project:

Taxable: ☐

Tax Class:

Discount at Payment: ☐

Sales Order Accounting Control

Calculate Freight by Site: ☒ (Applies to Discrete Sales Orders)

Price Table Required: ☐ (Applies to Scheduled Orders)

Disc Table Required: ☐ (Applies to Scheduled Orders)

Vary Pricing Date by SO Line: ☐

Minimum Shipment Amount: 1

Taxable Trailer Code 1: 11

Taxable Trailer Code 2: 21

Taxable Trailer Code 3: 31

Comm on Margin not Sales: ☐

Print Shipper Number On Invoices: ☐

Use SO Freight List Trailer: ☒

Nontaxable Trailer Code 1: 10

Nontaxable Trailer Code 2: 20

Nontaxable Trailer Code 3: 30

Enable Rounding Function: ☐

Select to use freight list trailer default instead

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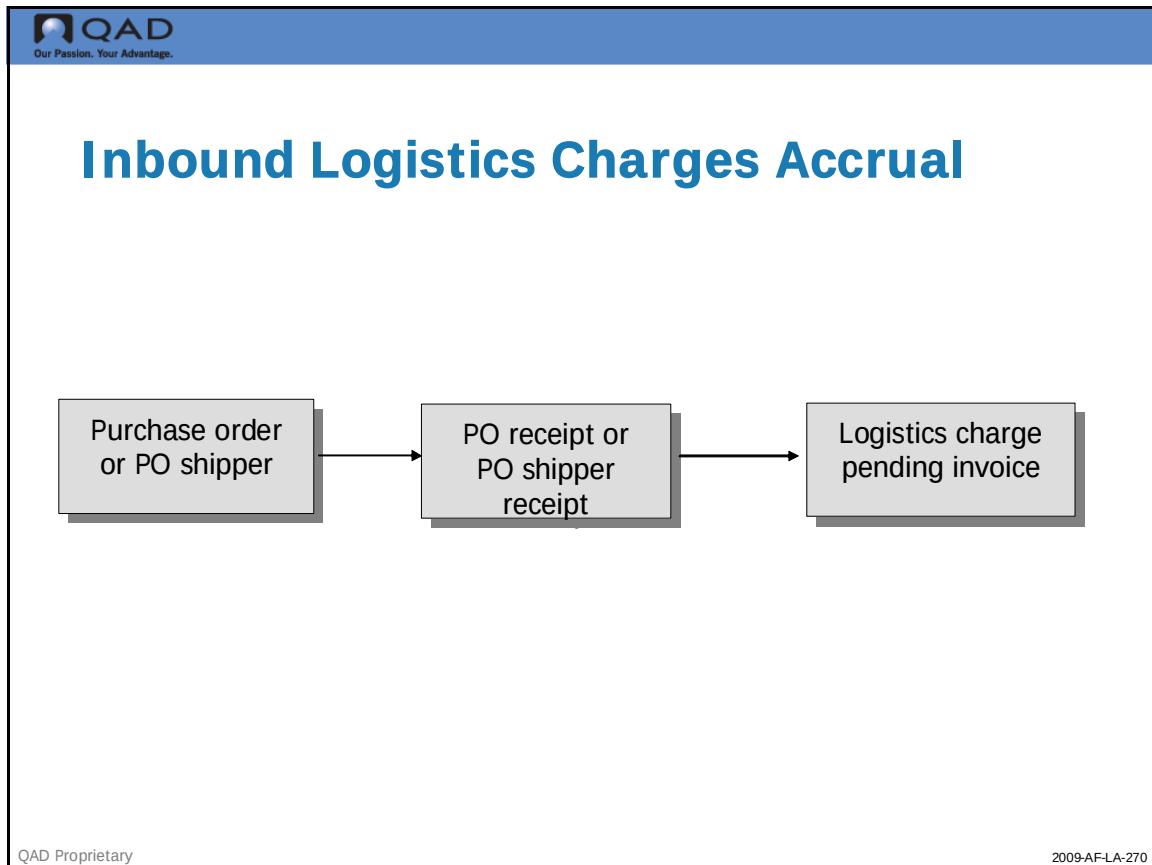
If you use freight terms that involve trailer codes, those need to be set up in Trailer Code Maintenance (2.19.13).

Once established, the three most frequently used taxable and nontaxable trailer codes can be specified as defaults in Sales Order Accounting Control (36.9.6). These defaults display on the trailer of every order, but can be changed manually.

You can also associate a trailer code with freight lists. If you want this trailer code to be used rather than the ones defined in Sales Order Accounting Control, you must set Use SO Freight List Trailer Code to Yes in Sales Order Accounting Control (36.9.6).

For more details on setting up trailer codes, see the *User Guide: QAD Master Data*.

Inbound Logistics Charges Accrual Process



The inbound logistics charges accrual process starts with a purchase order or a shipper containing the required information for the system to accrue the charges appropriately.

The accrual happens during the PO or PO shipper receipt, and results in a logistics charge pending invoice.

We will now review these steps in more detail.

Purchase Order Maintenance


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Inbound Logistics Charges Accrual

▲ Purchase Order Maintenance

Purchase Order Maintenance
Go To ▾ Actions ▾ Copy ▾ Print ▾ Preview ▾

Header Lines Trailer

Header Details Tax Info LOGISTICS Delivery ERS Consignment Comments

Header

Purchase Order: D1P40 Supplier: 3000 Ship-To: MD100

Supplier: Acme Supply Co. Ship To: Central Headquarters
 1 Claridge Drive 1 Penn Plaza

Verona, NJ 07044 Newark, NJ 07102
 United States United States

Logistics Accounting Data

Terms of Trade: Show Detail ☒

Transport Days: 0 Transportation Resp: Customer

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		

When you create an order in Purchase Order Maintenance (5.7), Blanket Order Maintenance (5.3.1), or Scheduled Order Maintenance (5.5.1.13), you can specify the terms of trade. After you enter the terms-of-trade code, you can, optionally, display the terms-of-trade detail lines and assign a logistics supplier to each charge that is your responsibility as a customer. Logistics charges that are the responsibility of the item supplier do not display.

PO Shipper Maintenance

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Inbound Logistics Charges Accrual

▲ PO Shipper Maintenance

PO Shipper Maintenance x

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Supplier: ICSUP01 Ship Date: 8/15/2008 IC Supplier 1
Shipper ID: 1234567 IC Supplier 1 Address1

Ship-to ID: icsite1 IC Site 1

Carrier Shipment Ref: ICSUP-1 Status:

Carrier Shipment Ref2:

Ship Via: Ship Date: 8/15/2008
FOB Point: Arrive Date:
Mode of Transport:

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		
icfit	Inbound Freight		

QAD Proprietary 2009-AF-LA-290

In PO Shipper Maintenance (5.13.14) or PO Fiscal Receiving (5.13.16), the system prompts for additional Logistics Accounting information.

Enter the shipment reference number from the carrier, such as a bill of lading number, carrier tracking number, or packing slip number. The shipment reference is used during receiver matching to help match pending invoices to invoices from logistics suppliers.

When terms of trade are assigned to purchase orders attached to the shipper, the terms-of-trade code assigned to the first PO line is applied to the entire shipper or container.

After you finish entering line items, the terms-of-trade details display. You can specify a supplier for each logistics charge that is your responsibility.

PO and PO Shipper Receipts

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Inbound Logistics Charges Accrual

▲ PO / PO shipper receipts

Purchase Order Receipts

Go To Actions Copy Print Preview

Order: D1P41
Supplier: 3000
Status:
Effective: 3/11/2009

Packing Slip: 000138756

Acme Supply Co.

Move to Next Operation: ☒

Receiver: D1P41

Acme Supply Co.

Receive All: ☒

Comments:

Ship Date: 3/6/2009

PO Shipper Receipt

Go To Actions Copy Print Preview

Supplier: ICSUP01
IC Supplier 1

Shipper ID: 1234567
IC Supplier 1 Address1

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2009-AF-LA-300

During purchase receipt processing in Purchase Order Receipts (5.13.1) or PO Shipper Receipt (5.13.20), a pending invoice record is created for each logistics charge associated with a purchase receipt that is your responsibility.

Receiving PO line items creates pending invoices for logistics charges and the corresponding GL transactions, and calculates tax.

When a pending invoice is created in Purchase Order Receipts (5.13.1), the receiver number is used as the internal reference and the packing slip number is used as the external reference.

Pending invoices created in PO Shipper Receipt (5.13.20) use the shipper number as the internal reference and the carrier shipment reference from the PO shipper as the external reference.

GL Effect

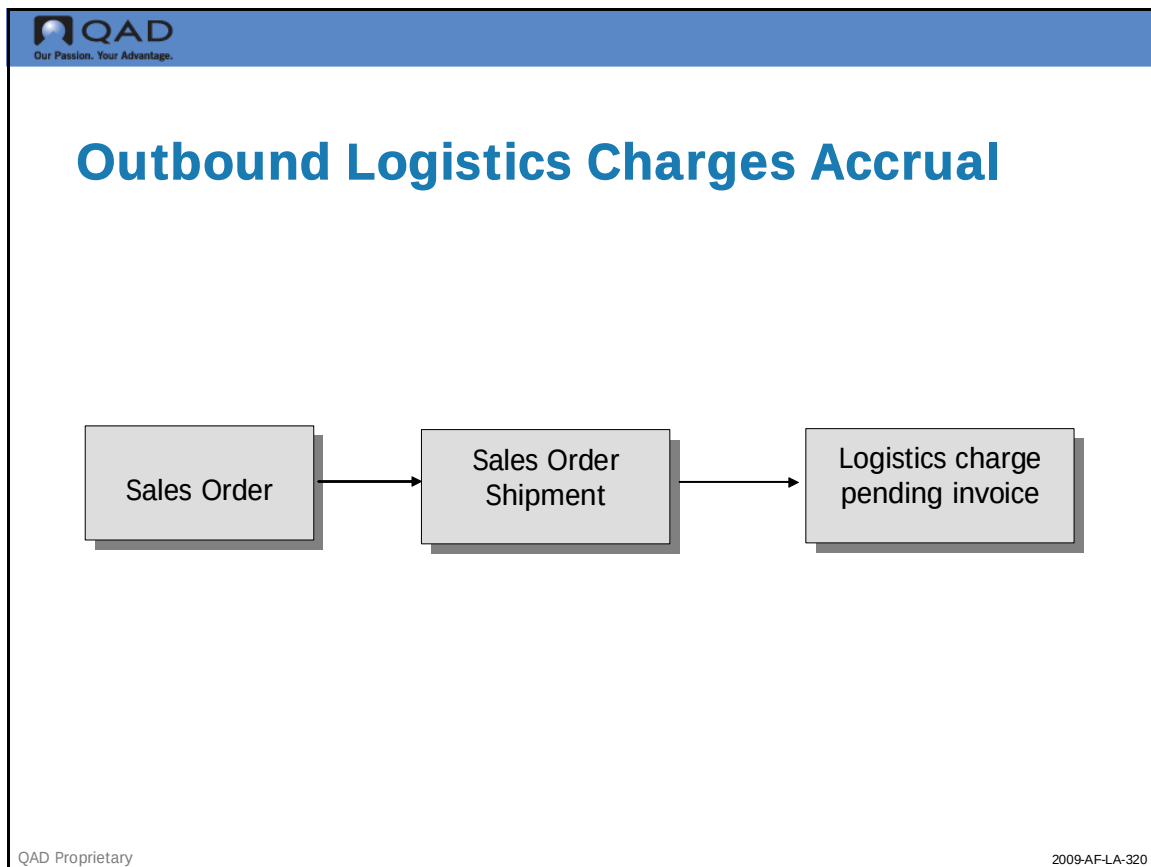
 Inbound Logistics Charges Accrual			
▲ GL effect			
Inventory Acct		Inbound Accrual Acct	
DR	CR	DR	CR
1,000			1,000

QAD Proprietary 2009-AF-LA-310

In addition to the GL transactions created during PO receipt for item material cost, the following GL transactions are created for each PO line received with an associated logistics charge:

- Debit inventory for the PO line logistics charge accrual value.
- Credit the inbound accrual account for the logistics charge, product line, site, and supplier type for the same amount.

Outbound Logistics Charges Accrual Process



The outbound logistics charges accrual process starts with a sales order (SO) containing the required information for the system to accrue the charges appropriately.

The accrual happens during the SO shipment, and results in a logistics charge pending invoice.

We will now review these steps in more detail.

Sales Order Maintenance

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Outbound Logistics Charges Accrual

▲ Sales Order Maintenance

Sales Order Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Header Details Tax Info **Freight Data** Salesperson Delivery Consignment Comments

Header

Order: D1S32 Sold-To: 1011 Bill To: 1011 Ship-To: 1011

Sold-To: 10000 Ship-To: 10000

1142 Callaway 1142 Callaway

GR City NJ 34626 GR City United States

United States

Freight Data

Salesperson 1: Multiple: Commission 1: 0.00%

Freight List: FedX Fit Min Wgt: 0 Freight Terms: ADD Calculate Freight: [x] Display Weights: [x] Entered By: mfg

Freight List: FedX Freight Class: Fit Min Wgt: 0

Item Ship Weight: 0 UNIT: 0 EXTENDED: 0

Freight Ship Weight: 0 KG 0 KG

Unit Freight Charge: .00 USD .00 USD

Import/Export: [x]

QAD Proprietary 2009-AF-LA-330

During sales order maintenance, the logistics charge code associated with the freight term and the default supplier, if any, are displayed. The logistics supplier can be changed.

The same Logistics Accounting frames and fields are used in the following programs and their related shipping programs:

- Sales Order Maintenance (7.1.1)
- Sales Quote Maintenance (7.12.1)
- Pending Invoice Maintenance (7.13.1)
- RMA Maintenance (11.7.1.1)
- Distribution Order Workbench (12.17.13)
- Distribution Order Maintenance (12.17.14)
- Distribution Order Processing (12.17.21)

See *User Guide: QAD Sales* for more information on sales orders.

Logistics Accounting Details

Outbound Logistics Charges Accrual

▲ Sales Order Maintenance

Header Lines Trailer

Order: D1S32 Sold-To: 1011 Bill To: 1011 Ship-To: 1011

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
10002	Logistics Charge Code 23	FEDX	Federal Express

Non-Taxable: 15,000.00 Currency: USD Line Total: 15,000.00
 Taxable: 10.00 Tax Date: 0.00 Taxable Freight: 21 10.00
 Containers: 0.00 Fringe: 20 0.00
 Line Charges: 0.00 Special: 30 0.00
 Total Tax: 1.80
 Total: 15,011.80

Trailer Information

CR Initials: Credit Card: Action Status: Revision: 0 EDI PU Ack: ☐ Partial OK: ☐

Print Sales Order: ☒ Print Pack List: ☒ Print Inv Hist: ☒ EDI Inv Hist: ☐

Prepaid: 0.00 FOB Point: Ship Via: BOL: A81294y5

Logistics Accounting details

Pending invoice external reference

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After you have finished entering order line items, the Logistics Accounting detail frame displays when:

- A freight terms code is specified on the order header.
- The freight terms code indicates an accrual level of shipment or line.
- A freight list is specified on at least one order line.

In the trailer, the BOL field value is used as external reference on the pending invoice that is created during shipment.

Sales Order Shipments

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Outbound Logistics Charges Accrual

▲ Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

Order: D1532 Ship Allocated: ☐ Sold-To: 1011
Effective: 3/11/2009 Ship Picked: ☒ 10000

Freight List: FedX Freight Class: Fit Min Weight: 0
Item Ship Weight: 0 EXTENDED: 0
Freight Ship Weight: 10 KG 0 KG
Unit Freight Charge: .00 USD .00 USD

Freight List: FedX
Freight Minimum Weight: KG
Freight Terms: ADD
Calculate Freight: ☒
Display Weights: ☒

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

Order: D1532 Ship Allocated: ☐ Sold-To: 1011
Effective: 3/11/2009 Ship Picked: ☒ 10000

Shipment ID: AG3954857

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
30002	Logistics Charge Code 23	FEDX	Federal Express

QAD Proprietary 2009-AF-LA-350

Processing a discrete shipment in any of the following programs creates a pending invoice when the freight terms assigned to the order or line indicate an accrual level of shipment and a freight list is specified on at least one order line:

- Sales Order Shipments (7.9.15)
- Pending Invoice Maintenance (7.13.1)
- Distribution Order Processing (12.17.21) or Shipments (12.17.22)
- RMA Maintenance (11.7.1.1), Shipments (11.7.1.16), or Receipts (11.7.1.13)

When a pending invoice is created in discrete shipment programs, the shipment ID number is used as the internal reference and the bill of lading (BOL) number is used as the external reference.

Shipment ID. If the NRM sequence code specified in Logistics Accounting Control is an internal sequence, leave this field blank to have the system assign a number. Otherwise, enter a sequence number. The system validates it against the Sales Order Shipment Sequence ID specified in Logistics Accounting Control.

Processing shipments creates pending invoices for logistics charges and the corresponding GL transactions, and calculates tax on logistics charges.

Sales Order Shippers

Outbound Logistics Charges Accrual

▲ SO shippers

The screenshot displays two overlapping software windows from QAD. The background window is titled 'Sales Order Shipper Maintenance...' and shows shipping information for a shipper with ID 10000 and number SH01, originating from NJ Plant. The foreground window is titled 'Pre-Shipper/Shipper Confirm' and contains fields for 'Ship-From ID' (10000), 'Pre-Shipper/Shipper' (Pre-Shipper), and 'Number' (SH01). A blue box highlights the 'Number' field, with a blue arrow pointing to it from the text 'Internal reference'. Below this, the 'Carrier Shipment Ref' field in the background window is also highlighted with a blue box and a blue arrow pointing to it from the text 'External reference'. Other fields include 'Ship-To/Dock' (002), 'Shipping Group', 'Inventory Movement Code', 'Carrier' (KEX), 'Ship Via', 'FDB Point', 'Mode of Transport', 'Vehicle ID', 'Payment Type', 'Carrier Account', 'Document Format' (GEN), 'Consolidate Ship' (optional), 'Language' (US), and 'Comments'.

QAD Proprietary 2009-AF-LA-360

During the confirmation process in Pre-Shipper/Shipper Confirm (7.9.5) or Pre-Shipper/Shipper Auto Confirm (7.9.7), a pending invoice is created and freight charges accrued based on the freight terms assigned to the first sales order attached to the shipper.

Each sales order attached to the shipper must have the same freight terms code; otherwise, an error displays.

Pending invoices created during confirmation use the shipper number as the internal reference and the carrier shipment reference from the shipper as the external reference.

GL Effect

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Outbound Logistics Charges Accrual			
▲ GL effect			
SO Expense Acct		Sales Order Accrual Acct	
DR	CR	DR	CR
1,000			1,000

QAD Proprietary

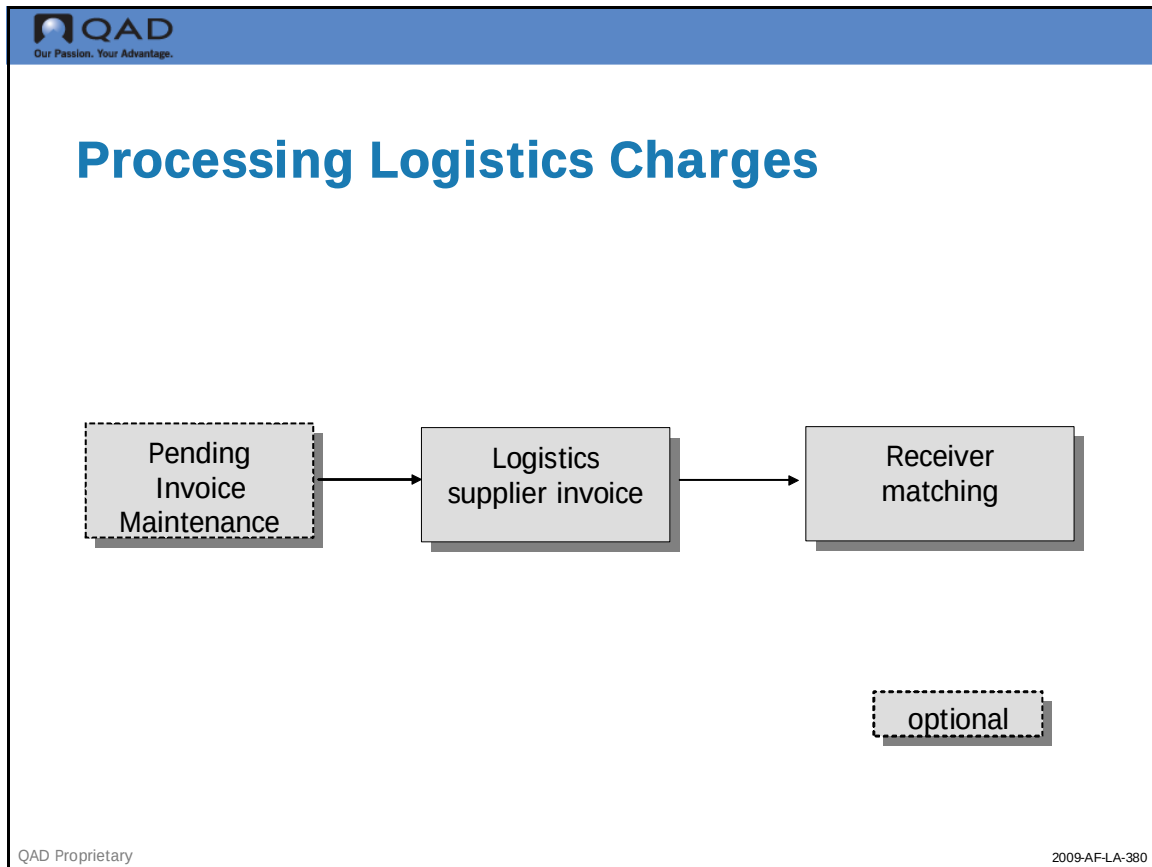
2009-AF-LA-370

During shipment, the system creates a GL transaction for the entire shipment or for each line, depending on the freight terms.

A sales order shipment creates the following GL transactions:

- Debit the Sales Order Expense account for the logistics charge, product line, site, customer type, and channel.
- Credit Sales Order Accrual for the logistics charge, product line, site, and supplier type.

Processing Logistics Charges



This section describes how logistics charges are processed once accrued.

Logistics Charge Pending Invoice

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Processing Logistics Charges

▲ Logistics Charge Pending Invoice

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2009-AF-LA-390

For each PO line received into inventory, the system checks each cost element for that line item in the Material or Overhead category in the GL cost set. If the cost element is linked to a logistics charge code belonging to the PO terms of trade and the charge is your responsibility, a pending invoice is automatically created for that logistics charge.

Logistics Charge Pending Invoice Maintenance (2.15.7) can only be used to review a pending invoice and edit the logistics supplier. It is automatically updated with the supplier invoice number and variance details during matching.

Although you can match invoice amounts from logistics suppliers to pending invoices with blank suppliers in Receiver Matching Create (based on the control setting), it is easier to match pending invoices when logistics suppliers are assigned.

When you receive more than one invoice for the same logistics charge, you can enter the supplier from the first invoice and match the amount, then change the supplier on the pending invoice before matching the second invoice.

Example A single pending invoice is created for freight and you receive two invoices, one from a shipping agent for transporting the goods to a local port and another from a local carrier for transporting the goods from the dock to your company warehouse.

Logistics Supplier Invoice

Processing Logistics Charges

▲ Logistics supplier invoice

The screenshot shows the 'Supplier Invoice Create' window in QAD. The window has a menu bar (Go To, Actions, Tools, Attach, Print, Preview) and a toolbar. The main area is divided into several tabs: Attachments, General, Addresses, Financial Info, Tax, SI Posting, Matching, and Posting. The 'General' tab is active. The 'Supplier Code' is 'S06666' and 'Business Relation' is 'UPS'. The 'Reference' is 'LA1'. The 'PO Number' field is highlighted with a blue circle and an arrow pointing to it with the text 'PO number is blank'. The 'Invoice Status Code' is 'RMHOLD', highlighted with a blue circle and an arrow pointing to it with the text 'Invoice status code enabled for receiver matching'. The 'Matching' button at the bottom left is also highlighted with a blue circle and an arrow pointing to it with the text 'Matching'. The 'TC Invoice Amount' is '2,000.00 EUR'. The 'Exchange Rate' is '1.000000000'. The 'BC Invoice Amount' is '2,000.00 EUR'. The 'Invoice Date' is '11/25/2008'. The 'Year' is '2008' and the 'Month' is '11'. The 'Posting Date' is '11/25/2008'. The 'Sub-Account' is 'Gserv'. The 'Project' is '0000'. The 'Cost Center' is '000000000'. The 'Link to Invoice' is '000000000'. The 'Approved' checkbox is checked. The 'Lock Payment' checkbox is checked. The 'Initial Status' is 'Selected'. The 'Adjustment' is '0'. The 'Receiver Matching' checkbox is checked. The 'Open' checkbox is checked. The 'Save and Create', 'Save', and 'Close' buttons are at the bottom right.

When an invoice is received from a logistics supplier, the total amount of the invoice is recorded in Supplier Invoice Create (28.1.1.1). To capture the logistics costs for individual line items, a portion of the total invoice amount is allocated to each line item on the associated order.

The system apportions inbound and outbound logistics charges to line items on an order when the pending invoice is created, based on the apportion method associated with the logistics charge code. The total invoice amount is allocated to individual line items as a ratio of the accrued logistics charges.

On logistics supplier invoices, the PO number is left blank. The invoice status code is enabled for receiver matching just as for normal orders.

Matching Logistics Charges

Processing Logistics Charges

- ▲ Receiver Matching
 - Logistics tab

Separate frame
for Logistics
Accounting
pending invoices

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2009-AF-LA-410

When invoices arrive from logistics suppliers, use the Logistics Charge tab of Receiver Matching Create (28.2.1) to match the accruals on pending logistics charge invoices to the logistics supplier invoice for payment.

See *User Guide: QAD Financials A* for details on receiver matching.

Variances

When you indicate that matching is complete against a logistics charge by setting Close Line to Yes, the system calculates the variance, if any, as the difference between the invoice amount and the accrued amount less the invoiced amount. Any difference is posted to the variance account for the logistics charge. Variances are calculated, but not recorded, when Close Line is No.

GL Effect

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Processing Logistics Charges

▲ GL effect (inbound)

DR	CR
1,000	

DR	CR
	1,000

▲ GL effect (outbound)

DR	CR
1,000	

DR	CR
	1,000

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2009-AF-LA-420

An invoice to a logistics supplier for logistics charges accrued during a purchase receipt (inbound) creates the following GL transactions:

- Debit the inbound accrual account for the logistics charge, product line, site, and supplier type.
- Credit Accounts Payable for the logistics supplier.

An invoice to a logistics supplier for shipments to customers creates the following GL transactions:

- Debit the Sales Order Accrual account for the logistics charge, product line, site, and supplier type.
- Credit Accounts Payable for the logistics supplier.

Logistics Accounting Reporting

Logistics Accounting Reporting

The screenshot shows the 'Applications' menu in QAD. The menu is organized into a tree structure. The following items are highlighted with blue arrows pointing to text labels:

- Matching Logistic Charge Variance Report**: This item is located under the 'Receiver Matching' menu.
- Logistics Charge Variance Report**: This item is located under the 'Supplier Reports Menu'.
- Open Logistics Charge Report**: This item is located under the 'Supplier Reports Menu'.

Other items visible in the menu include:

- Accounts Receivable
- Accounts Payable
- Supplier Invoice Menu
- Receiver Matching
 - Receiver Matching Create
 - Receiver Matching Modify
 - Receiver Matching View
 - Receiver Matching Delete
 - Receiver Matching Report
- Matching Variance Report
- Matching Logistic Charge Variance Report
- Supplier Payment Activity Menu
- ERS Menu
- Log Charge Pending Invoice Maint
- Supplier Reports Menu
 - Supplier Open Item Basic Report
 - Supplier Open Item Extended Report
 - Supplier Account Activity
 - Supplier Turnover Report
 - Supplier Account Summary
 - Supplier Aging Analysis Current
 - Supplier Aging Analysis History
 - Supplier Aging Analysis by Gp Current
 - Supplier Aging Analysis by Gp History
 - Unallocated Supplier Invoice Report
 - Supplier Report
 - Supplier List Report
 - Logistics Charge Variance Report
 - Open Logistics Charge Report
- Supplier Views Menu
- Supplier Setup Menu
- Accounts Payable Utilities Menu
- Supplier Invoice Control

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2009-AF-LA-43

The following three reports are useful for analyzing logistics accounting:

- Matching Logistic Charge Variance Report (28.2.8), which is similar to Matching Variance Report, but is specific to logistics charges.
- Logistics Charge Variance Report (28.17.17), which is another view on logistics charges using operational data
- Open Logistics Charge Report (28.17.18), which is similar to Unmatched PO Receipts, but for logistics charges.

Sample Logistics Accounting Reports

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Logistics Accounting Reporting

Logistics Charge Variance Rep... X Logistics Charge Variance Rep... X

Logistics Charge Variance Report
QMS EMEA 11/25/08 07:25:55 Page: 1

Reporting Currency: EUR
Exchange Rate: EUR 1.0 = EUR 1.0

Supplier	Chrg Code	Internal Reference	Order	Voucher	Effective Cur	Invoice Amount	Accrued Amount
506666	FRTUPS	RC1011	LA-002	2008/SINV000000003	11/25/08 EUR		
LA-002	100.00	507500 / EMEA-NLS					
506666	FRTUPS	RC1012	LA-003	2008/SINV000000004	11/25/08 EUR		
LA-003	-200.00	507500 / EMEA-NLS					
506666 Logistics Supplier Total:						EUR	9,900.00
Report Total:						EUR	9,900.00

Open Logistics Charge Report... X Open Logistics Charge Report... X

Open Logistics Charge Report
QMS EMEA

Reporting Currency: EUR
Exchange Rate: EUR 1.0 = EUR 1.0

Supplier	Chrg Code	Internal Reference	Order	Ship-From	Ship-To	Effective Cur	Open Amount
506666	FRTUPS	RC1010	LA-001	507500	EMEA-NLS	11/25/08 EUR	2,000.00
506666	FRTUPS	RC1011	LA-002	507500	EMEA-NLS	11/25/08 EUR	4,000.00
506666	FRTUPS	RC1012	LA-003	507500	EMEA-NLS	11/25/08 EUR	6,000.00
506666 Logistics Supplier Total:						EUR	12,000.00
Report Total:						EUR	12,000.00

Open Logistics Charge Report
QMS EMEA

Reporting Currency: EUR
Exchange Rate: EUR 1.0 = EUR 1.0

General Ledger Detail

Account	Sub-Acct	CC	Project	Date	Eff Date	Description	Debit Amount
39400	Geerv			11/25/08	11/25/08	01 LA-001 RC1010	2,000.00
				11/25/08	11/25/08	01 LA-002 RC1011	4,000.00
				11/25/08	11/25/08	01 LA-003 RC1012	6,000.00
							12,000.00

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End of Report

-440

The above slide displays two sample reports.

For a complete list of available Logistics Accounting reports, see *User Guide: QAD Master Data*.

Chapter 6

Budgeting

Budgeting—Objectives



Objectives

- ▲ Learn how budgeting works in QAD Enterprise Applications.
- ▲ Learn how to create and update budgets.
- ▲ Learn how to use the Excel integration for budgets.



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2008-MC-2.1-1-BU-020

A budget is a set of amounts that is expected to be spent or earned during a given time period. Most organizations compile budgets annually to plan for expenses and revenues.

In this chapter, you will learn how to use the budgeting functionality in QAD Enterprise Applications.

You will learn how to set up and update budgets, both manually and using Excel integration.

Overview


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Overview

- ▲ Demo
 - Budget creation, budget periods, budget levels, Excel integration, hotlink, budget update
- ▲ Budget Setup
- ▲ Exercise

QAD Proprietary2008-MC-2.1-1-BU-030

Your instructor will demo the main budgeting functionality including Excel integration.

Then, you will learn about the setup process, which elements it includes and which steps are required, manually and using the Excel integration.

Once your budget is set up, you will learn how to update it using the Excel hotlink.

Finally, you will practice what you have learned by completing an exercise.

Budgeting



Budgeting

- ▲ Use Budget Create (25.5.2.1) to define budgets.
- ▲ Define budgets for a single entity, or for a group of entities with the same shared sets.
- ▲ Budgets are composed of a structure of budget topics.
- ▲ Topics are linked to:
 - Accounts
 - Sub-accounts
 - Cost centers
 - Projects
 - SAFs
 - Sub-totals

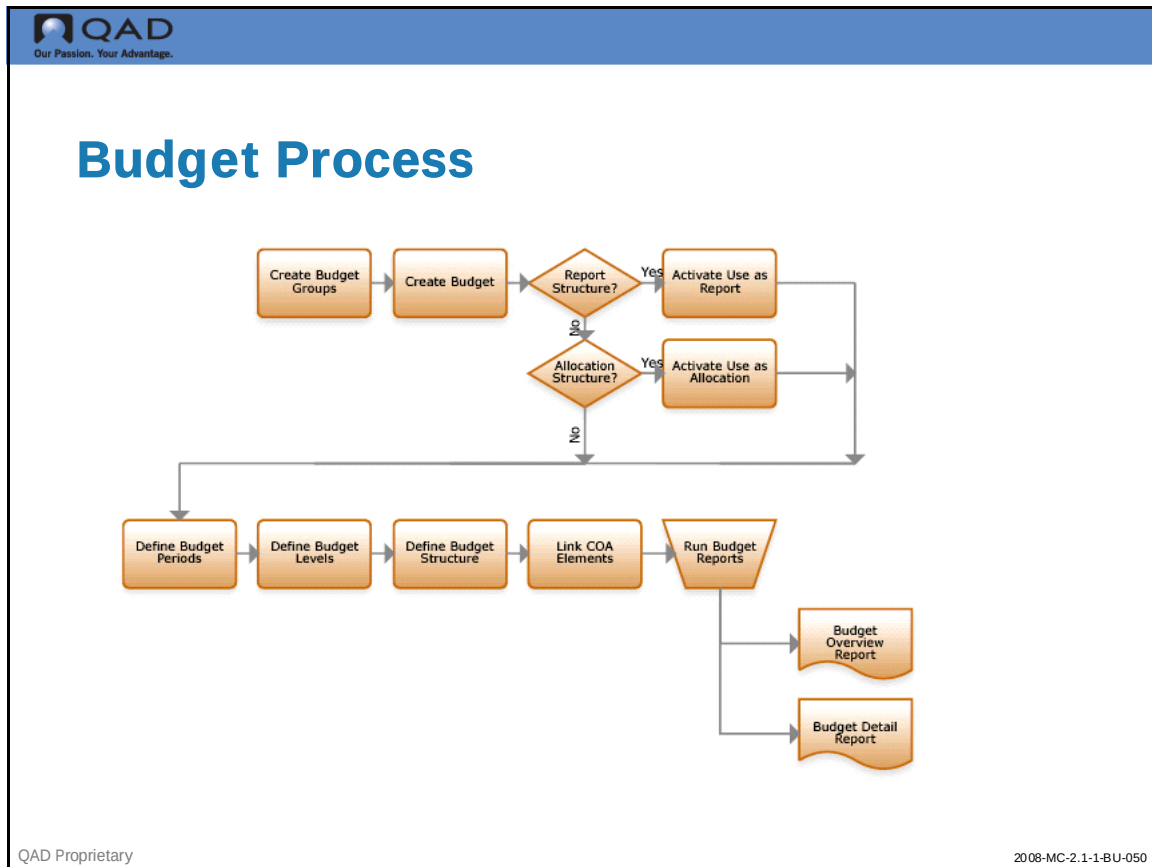
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2008-MC-2.1-1-BU-040

Use the Budget Create (25.5.2.1) activity to define budgets for a single entity or for a group of entities that use the same shared sets. The entities can be in the same or different domains.

Budgets are composed of a structure of budget topics, each identified by a topic code and linked to a single or group of accounts, sub-accounts, cost centers, projects, or SAFs. You also define the hierarchy of topics for which budget and actuals data will be accumulated, and the position of subtotals and COA components in the hierarchy.

Budget Process



The slide shows the steps involved in the budget business process.

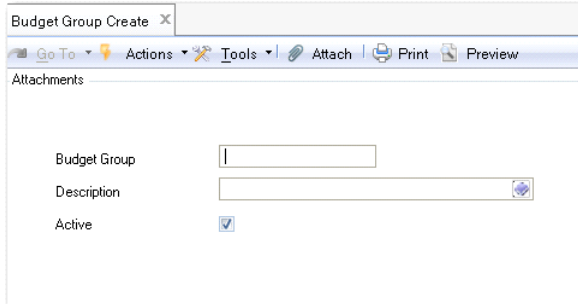
Budget Groups



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Budget Groups

- ▲ Facilitate budget setup.
- ▲ Define a budget group of accounts, sub-accounts, cost centers, projects, or SAFs.
- ▲ Link the budget group to a budget topic, rather than linking each COA component individually.



QAD Proprietary 2008-MC-2.1-1-BU-060

A budget group is any combination of accounts, sub-accounts, cost centers, projects, and SAF codes used to update actuals for a budget topic.

Use Budget Group activities (25.5.2) to create, view, modify, and delete budget groups.

You link a COA component to a budget group by assigning a group name when you create or modify the component definition in, for example, GL Account Create (25.3.13.1) or Cost Center Create (25.3.20.1).

Budget Report Periods



Budget Report Periods

- ▲ Define report periods that are specific to budget reports.
- ▲ Budgets can have multiple versions.
- ▲ Associate each version record with a valid reporting period.
- ▲ Reporting periods are independent of GL periods and tax periods.

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2008-MC-2.1-1-BU-070

Budgets also include report periods that are linked to budget versions, and are used by the budget reports. Report periods let you mark a specific time span for which you want to produce budget reports. Reporting periods are independent of GL periods and tax periods, and can span multiple GL periods across multiple entities.

Use Budget Report Period Create (25.4.5.1) to define report periods. Budgets can have multiple versions, and you must associate each version record with a valid reporting period.

Budget Create

Budget Create (25.5.1.1)

Budget Create X

Go To Actions Tools Attach Print Preview

Excel Hotlink

Attachments

Budget Code: 1 2008 Status: Valid

Description: 1 2008

Used for Allocation ☐

Use as Report ☐

General Budget Period Levels Structures Versions

Budget Administrator: bws

Currency Code: USD

Report Period Check: No Action

Use Quantity Info ☐

Overrun (YTD): No Action

Total Overrun: No Action

GL Period Overrun: No Action

Send E-Mail on Errors ☐

Send E-Mail on Warnings ☐

Entity Code Last Modified

US-WEST

Check Actuals Online ☐

QAD Proprietary 2008-MC-2.1-1-BU-080

Use Budget Create (25.5.1.1) to create budget periods, levels, and structures.

Budget Create Header fields

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Budget Create Header Fields

Budget Status

Select if the budget structure will define a report hierarchy for the Balance Sheet and Income Statement structured reports.

Select the field if the budget structure will be used for allocations.

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2008-MC-2.1.1-BU-090

In the following are the main fields in the header of Budget Create (25.5.1.1):

Budget Code. Specify a code (maximum 20 characters) to identify the budget.

Status. This field displays the budget status. Budgets can have one of the following statuses:
Initial: The preliminary status of a budget. The status field is read-only and set to Initial until you define budget periods and levels.

Valid: Indicates that the budget can be modified and is ready for use. The status changes automatically from Initial to Valid when you define the budget periods and budget levels. You cannot change a budget status from Valid to Initial.

Operational: Indicates that the budget setup is complete, and that actuals will be retrieved by the Budget daemon.

You must manually change the budget status to Operational to allow the actuals to be updated. You can change a budget status from Valid to Operational, and from Operational to Closed.

Note The system generates Budget daemon requests for operational budgets only.

Closed: Indicates that the budget life span is complete. You can reopen the budget by changing its status to Operational.

Used for Allocation. Select the field if the budget structure will be used for allocations.

GL accounts, sub-accounts, projects, cost centers, and SAFs can be used in allocation structures.

Use as Report. Select the field if the budget structure will be used to define a report hierarchy for the Balance Sheet and Income Statement structured reports.

When you select Use as Report, the system validates and categorizes the report structure data differently than general budget data.

General Budget Data

The screenshot shows the 'General' tab of the 'General Budget Data' form. The form includes the following fields and options:

- Budget Administrator:** mfg
- Currency Code:** USD (Annotated with a blue circle and a blue arrow pointing to the text 'Budget Currency' on the left.)
- Report Period Check:** No Action
- Use Quantity Info:** ☐
- Overrun (YTD):** No Action
- Total Overrun:** No Action
- GL Period Overrun:** No Action
- Send E-Mail on Errors:** ☐
- Send E-Mail on Warnings:** ☐
- Entity Code:** 1000 (Annotated with a red circle and a red arrow pointing to the text 'Specify the entities that will update actuals for the budget.' on the right.)
- Check Actuals Online:** ☐ (Annotated with a red circle and a red arrow pointing to the text 'Select the field to enable the online budget check' below it.)

Annotations on the screenshot:

- A blue arrow points from the text 'Budget Currency' to the 'Currency Code' field.
- A red arrow points from the text 'Specify the entities that will update actuals for the budget.' to the 'Entity Code' field.
- A red arrow points from the text 'Select the field to enable the online budget check' to the 'Check Actuals Online' checkbox.

QAD Proprietary 2008-MC-2.1-1-BU-100

Use the General tab to specify the scope of the budget activities and the entities that will provide the budget actuals. The following are the main fields in the General tab:

Currency Code. Specify a budget currency. The field defaults to the base currency for the domain, but you can modify this value.

Note You cannot modify the currency if the budget has a status of Operational.

Report Period Check. Choose whether the system validates if a reporting period is open when a transaction is posted for that period on this topic.

Use Quantity Info. Select this field to include quantities in your budget, such as machine hours, kilowatt hours, or other quantifiable values. These quantities are specified at GL account level only using GL Account Unit of Measure.

Overrun (YTD), Total Overrun, GL Period Overrun. Choose how the system responds if the budget amounts from the start of the budget period to date, for the entire budget, or for a particular budget period are overrun. In each field, the options are No Action, Warning, or Error.

No Action: The system allows the user to enter transactions that cause overruns.

Warning: The system warns the user that the budget is overrun, but allows the user to save the transaction.

Error: The system prevents the user from saving a transaction that overruns the budget figure.

Check Actuals On-Line. Select the field to enable online budget check.

Each time a linked budget account is specified in banking entry, journal entry, customer and supplier invoices, open item adjustment, or petty cash activities, the system will check if the new transaction causes the budget amounts to be overrun.

In addition, if you choose Warning or Error in the Overrun (YTD), Total Overrun, or GL Period Overrun fields, the system will display a warning or error if a transaction causes a budget overrun for the corresponding time frame.

Note This field has an effect only when Online Budget Check is selected in the system settings in System Maintain (36.24.3.1), and when the budget is operational.

Send E-mail on Errors, Send E-mail on Warnings. Select the relevant field to send an e-mail to the budget administrator if an overrun error or warning occurs. The system sends the e-mail to the address defined in User Maintenance (36.3.1) for the user specified in the Budget Administrator field.

Entity Code. Specify the entities that will update actuals for the budget.

Budget Periods

Budget Periods

- ▲ Intervals of time into which the budget life span is divided for budget reporting purposes.
- ▲ Separate from tax or GL periods

Period Code	Start Date	End Date
Budget Pd 2007/1	01/01/2007	01/31/2007
Budget Pd 2007/2	02/01/2007	02/28/2007
Budget Pd 2007/3	03/01/2007	03/31/2007
Budget Pd 2007/4	04/01/2007	04/30/2007
Budget Pd 2007/5	05/01/2007	05/31/2007
Budget Pd 2007/6	06/01/2007	06/30/2007
Budget Pd 2007/7	07/01/2007	07/31/2007
Budget Pd 2007/8	08/01/2007	08/31/2007
Budget Pd 2007/9	09/01/2007	09/30/2007
Budget Pd 2007/1	10/01/2007	10/31/2007
Budget Pd 2007/1	11/01/2007	11/30/2007
Budget Pd 2007/1	12/01/2007	12/31/2007

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Use the Budget Period tab to create the budget periods for which the budget is valid.

Budget periods can be based on GL periods or can be different.

Note The system creates a budget column and a forecast column in the grid in the Structures tab for each budget period you define. If the budget uses quantities, the Structures tab also contains a column for budget quantities and forecast quantities for each budget period.

Budgets can contain a maximum of 54 periods and can run over multiple years. You can also create a single budget period to span an entire year.

You cannot define budget levels or structures until you define the budget periods.

You can define budget periods:

- Manually. Enter all budget period codes and start and end dates manually in the budget periods grid.
- Based on an existing GL calendar year. The budget periods are equivalent to the GL periods of the year you specify. Click the Create Budget Periods button to create the periods.
- From rules. Enter the start date, the number of periods, and define whether the periods are defined by week, month, or quarter. The system then creates the budget period table when you click Create Budget Periods.

Periods Grid

This grid contains a row for each budget period you define. When creating budget periods manually, right-click to insert a row.

Periods by Year Field. Specify a GL calendar year on which to base the budget periods. The system creates budget periods that are equivalent to the GL periods of the year you specify. Use this option independently of the Periods by Dates fields.

Periods by Dates Fields. The system uses the data in these fields to automatically generate budget periods

Budget Levels

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Budget Levels

WBS Level	COA Element	Used for Proportional Allocation
1	(Sub)Total	☐
2	(Sub)Total	☐
3	General Ledger	☐
4	Sub-Account	☐

Input Level (Budget)

Maximum of 15 levels.

Choose the COA hierarchy on which to base the budget structure:

- Subtotal
- General Ledger
- Sub-Account
- Cost Center
- Project
- SAF

A subtotal is a calculated field that shows the sum of all underlying levels, both for budget and actual data.

Use the Levels tab to define the hierarchy and level of detail to include in the budget structure. A budget can contain a maximum of eight levels.

At each level, you can specify whether to include GL accounts, sub-accounts, cost centers, projects, SAFs, or subtotals, and create a sequenced list. A subtotal is a calculated field that shows the sum of all underlying levels, both for budget and actual data. If the budget includes SAFs, they must be at the lowest level within the hierarchy.

Budget Structures

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Budget Structures

General

Budget Period

Levels

Structures

Versions

Versions: Initial Version (2007/8)

Auto Roll-Up ☐

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC.
Travel	5,400.00	4,600.00	4,450.00	
Transportation Costs	0.00	0.00	0.00	

Total Actual 0.00
Total Commitment 0.00

Create the budget topics according to the structure defined on the WBS Levels tab.

The columns in the grid default from the settings on the General and Periods tab.

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Use the Structures tab to create the budget topics according to the structure defined on the WBS Levels tab, and enter data for each topic. WBS is an abbreviation of Work Breakdown Structure.

The columns in the grid default from the settings on the General and Budget Period tab. The grid contains a column for the topic code, a budget column, and a forecast column for each budget period. In addition, if you select the Use Quantity Info field in the General tab, the grid includes a Budget Quantity and Forecast Quantity column for each budget period.

When you select a topic for an operational budget, the system displays the linked account or COA component and the total actuals for the topic at the bottom of the Structures tab.

Create a Budget Structure


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Create a Budget Structure

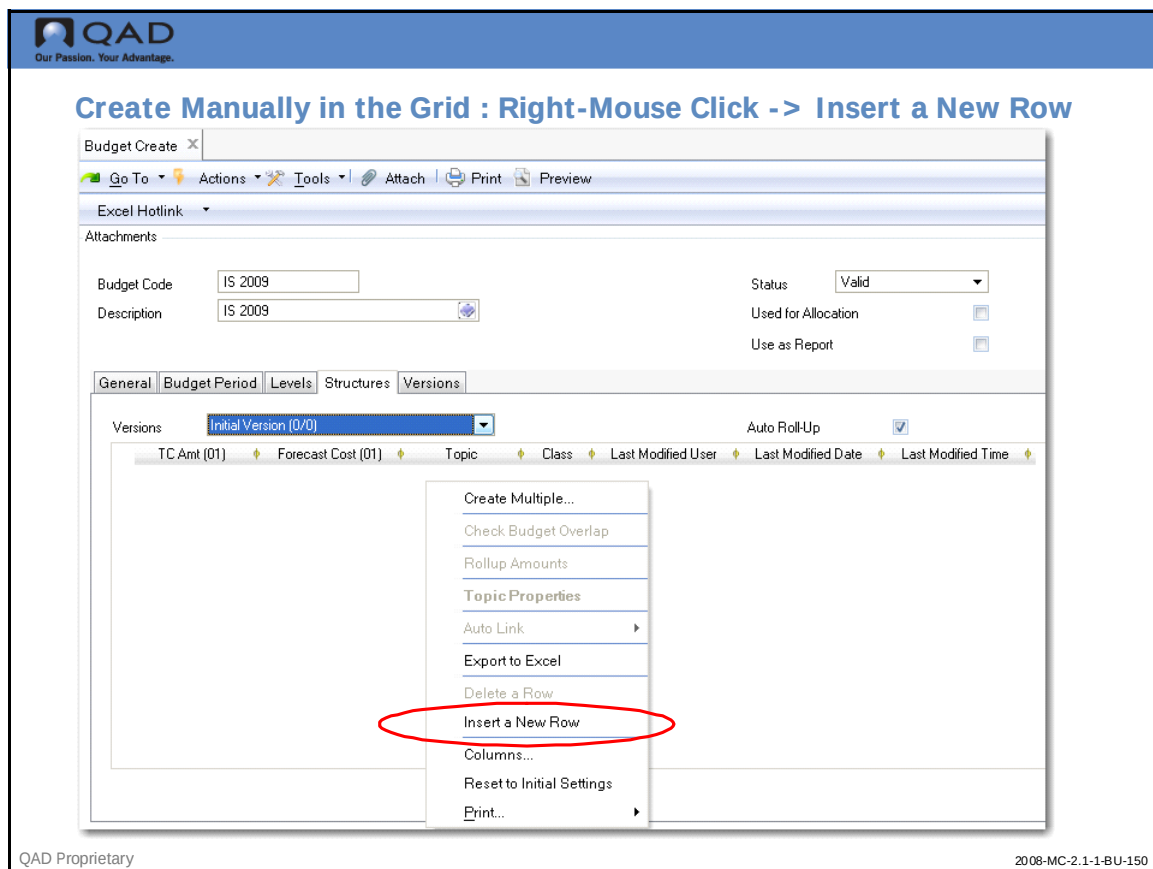
- ▲ Manually in the grid
- ▲ Excel Hotlink
 - Create Excel template
 - Create from Excel

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The Budgeting functionality in QAD Enterprise Applications lets you create budget structures manually in the application or import an Excel file using the Hotlink.

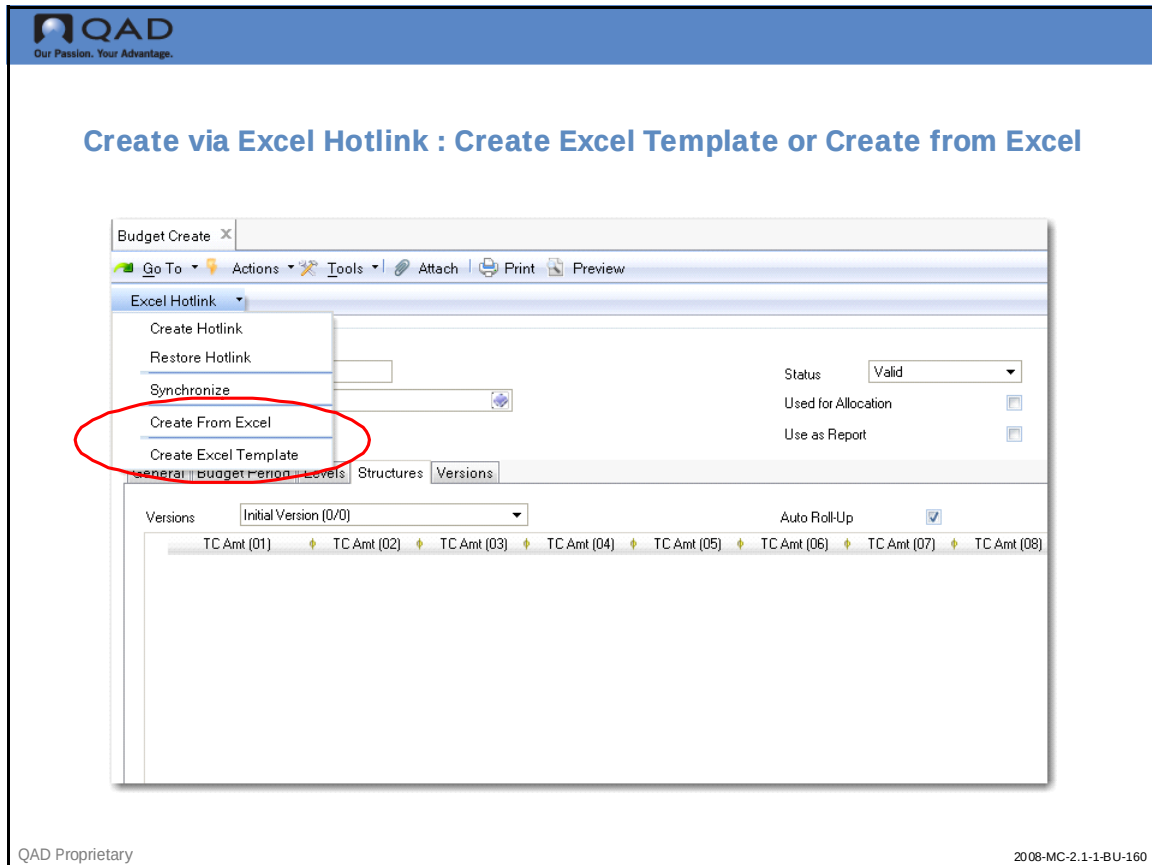
The Excel Hotlink option lets you maintain budget data in Microsoft Excel and then synchronize it with the system. The integration with Excel provided in budgeting is more advanced than that available in other functions.

Create Manually in the Grid



To manually create a structure, right-click in the grid in Budget Create (25.5.1.1) to insert a new row.

Create via Excel Hotlink



To create a budget structure based on an Excel worksheet, click on Excel Hotlink.

The Excel Hotlink menu is only available when the Structures tab is active; it does not apply to the data in other tabs.

The Create Excel Template and Create From Excel options are similar to the standard Excel integration. You use these when first setting up the budget.

Create the basic structure you want and then create an Excel template without defining the data. When you have completed the definition, you can upload the data using the Create from Excel option.

Linked spreadsheets can only contain the budget structure and budget data. You cannot create new COA links in Excel to import into and update a budget structure.

The menu has the following options:

Create Hotlink. Choose Create Hotlink to create a spreadsheet containing the budget topic structure and any budget values already entered. The first spreadsheet columns correspond to the topic names and are read-only. When you update a value in the spreadsheet, the corresponding value in the relevant column in the Structures tab is updated also.

You must run both Excel and your QAD application simultaneously to maintain the hotlink. You can save data in either the spreadsheet or the budget grid at any stage.

The system stores the spreadsheet file location for each budget. If you plan to share budget maintenance with other users, make sure the file is saved on a shared network drive so it is accessible to them.

Restore Hotlink. Use the Restore Hotlink command to open the spreadsheet associated with a budget.

Synchronize. Use the Synchronize option to replace the budget data in the Structures tab with data in the Excel sheet.

Create from Excel. Use this option to import data defined in a template to initialize the budget structure.

Link COA Topics

Topic Properties - Fixed Assets

WBS Code: Fixed Assets Budget Code: Balance Sheet
Description: Balance Sheet

General COA Link

Budget Group: Fixed Assets

Link by Level: []
To create a list, enter items separated by a comma (,).
To create a range, use the pipe (|). To blank out the level, use the pound sign (#).

SAF Structure: [] SAF Concept Code: []

Alternate COA Group: []

Right-click on a topic, select Topic Properties.

Specify a budget group to link all COA for the group to the topic.

Specify the COA components to link to the budget topic.

Specify an SAF structure and concept code for the first SAF level in the structure.

Note: The SAF fields are enabled only when the topic references a SAF level.

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After you define the budget structure, specify the COA components that are the source of the actuals data.

You can link a COA component to a budget topic in a number of ways:

- Budget group. All COA components that belong to this group are linked to the topic.
- Link by level. Specify a single item, a comma-separated list, or a range.
- SAF level, where applicable. For topics at SAF level, specify the SAF structure.

Budget Versions


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Budget Versions

General Budget Period Levels Structures Versions

Description	Comment	Active	Creation Date	Creation Time	From Reporting Year	From Report Pd	Version Code
Initial Version		☒	01/05/2009	16:31:58	0000	01	Initial Version

- ▲ Budgets can have multiple versions.
- ▲ You must associate each version record with a valid reporting period.
- ▲ Only one budget version can be active at any time.

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You can create several versions of the same budget using the Budget Modify All Versions (25.5.1.6) activity. Only one budget version is active at any time, and only this budget version is used for the Online Budget Check when this option is enabled in the General tab.

To create a new budget version, insert a row in the Versions grid.

Budget Activities


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Budget Activities

- ▲ **Copy**
 - You can use an existing budget as the basis for a new budget.
 - The rules used during copying are:
 - The structure is copied.
 - You must define the periods of the new budget.
 - You can optionally copy the budget data also.
- ▲ **Rebuild**
 - The Budget daemon updates the topic actual.
 - Each posting on a budget item generates a work record for the daemon.

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Modifying Budgets

A number of restrictions apply when modifying budgets.

When creating budgets in Budget Create (25.5.1.1), you cannot modify the data in the Periods and Levels tabs once you have created the budget topics in the Structures tab.

Two activities let you modify saved budgets:

- Budget Modify (25.5.1.2) lets you change the budget data in the Structures tab for the current active budget version. The data in the General, Budget Period, Levels, and Versions tabs cannot be modified.
- Budget Modify All Versions (25.5.1.6) lets you modify budget data in all tabs, except the Levels tab, and save your changes as a new budget version.

You can prevent changes to the general budget data by only assigning access to Budget Modify (25.5.1.2) and limiting access to Budget Modify All Versions (25.5.1.6) to the budget administrator.

Copying Budgets

Budget Copy (25.5.1.5) lets you use an existing budget as the basis for a new budget.

When you copy a budget, you copy the budget structure and can, optionally, copy the budget data. However, you must define budget periods for the new budget.



Budget Activities – Continued

▲ Rebuild – Continued

- Clears all previous daemon calculations for a specific budget and re-generates all work records.
- All budget actuals are recalculated (rebuilt).

▲ Delete

- All budgets can be deleted.

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Rebuilding Budgets

The Budget daemon monitors topic values and ensures that the topic used in a budget has current values. Each posting on the budget item simultaneously generates a work record for the daemon.

The Budget Rebuild (25.5.1.2) activity clears all previous actuals calculations for a specific budget and regenerates all daemon records. Rebuilding recalculates all the actuals.

Deleting Budgets

Any budget can be deleted without restriction.

Budget Daemon



Budget Daemon

- ▲ Allocates postings to the appropriate budget topics.
- ▲ All postings are processed, including those in the transient and secondary layers.
- ▲ Inspects all budget definition tables, and updates the actuals for the relevant budget topics.
- ▲ The Budget daemon is also used for allocations.

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Daemons are server-based processes that let you run background tasks.

The Budget daemon allocates postings to the appropriate budget topics. All postings are processed, including those in the transient and secondary layers.

The Budget daemon inspects all budget definition tables, and updates the actuals for the relevant budget topics.

The Budget daemon should be active when allocations are executed because the allocation functionality uses the same tables. The Budget daemon ensures that the most current values are available for an allocation run. Allocations are discussed in more details in another section.

Updating Budget Data



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Updating Budget Data

- ▲ Manually in the grid
- ▲ Excel Hotlink
 - Create Hotlink / Restore Hotlink / Synchronize

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Once budgets are set up, they can be maintained and updated:

- Manually in the grid
- Using the Microsoft Excel Hotlink.

Use the Create Hotlink, Restore Hotlink and Synchronize options to update your budget (see “Create a Budget Structure” on page 139).

Hands On Exercise

Exercise 1: Create a New Budget using the Excel Hotlink

Log in to US-WEST or EMEA-DE.

- 1 Go to Budget Report Period Create (25.4.5.1). Create new periods for 2009, copying from 2008.

Field	Data
New Year:	2009
Copy from GL Calendar Year:	2008

- 2 Click OK.

Note This step is not necessary in your day-to-day business. Only at the beginning of the year, before entering new budget data, will you need to create new budget periods.

- 3 Go to Budget Create (25.5.1.1).

Field	Data
Budget Code:	IS2009
Description:	IS2009

- 4 On the Budget Period tab, create four periods for 2009.

Select Custom Date. Use the Periods by Dates sub-screen to create the periods:

Field	Data
Starting Date:	01/01/2009
Occurrences:	4
Budget Period Type:	Quarter

- 5 On the Levels tab, enter three lines by right-clicking on the grid and selecting Insert a New Row.

Field	Data
WBS Level:	1,2,3
COA Element:	(Sub)Total, (Sub)Total, General Ledger

The Input Level (Budget) field displays 3.

- 6 On the Versions tab, enter the following values:

Field	Data
From Report Period:	01
From Reporting Year:	2009

- 7 Go to the Structures tab, click the Excel Hotlink button, and select Create from Excel.
- 8 In the popup window, go to Desktop and open the Budgeting folder in the Financials Activities directory. Select the file H0 budget create.xls and click Open to review. After the upload from Excel, the Structures tab should look as follows.

Budget Create

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Budget Create

Budget Create (25.5.1.1)

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The budget amounts are loaded.

- 9 Save your newly-created budget. If you receive an error message about missing COA links, try the following workaround:
 - a Change the budget status back to Initial.
An error pop-up displays and the budget status automatically changes back to Valid.
 - b Click the Save button and the budget is saved without COA links.

Exercise 2: Create and Copy a Budget

- 1 In Budget Create (25.5.1.1), create the following budget:

Field	Data
Budget Code:	CC-ADM
Description:	CC-ADM

- 2 In the Budget Period tab, create periods for 2009. Click Select Year, specify 2009 as the year, and then click Create Budget Periods.
- 3 In the Levels tab, right click and select Insert a New Row twice to create two levels.

Field	Data
WBS Level:	1, 2
COA Element:	Cost Center, General Ledger

- 4 In the Structures tab, right click and select Insert a New Row. Rename the topic to ADM on this row.
- 5 Right-click on the row and select Topic Properties. In the Topic Properties window, select the COA Link tab.

Field	Data
Budget Group:	<leave blank>
Link by Level:	ADM (enter or select from lookup)

- 6 Click OK.
- 7 In the Structures tab, right-click in the ADM topic row again and select Create Multiple Children.
- 8 In the pop-up window, enter the following data:

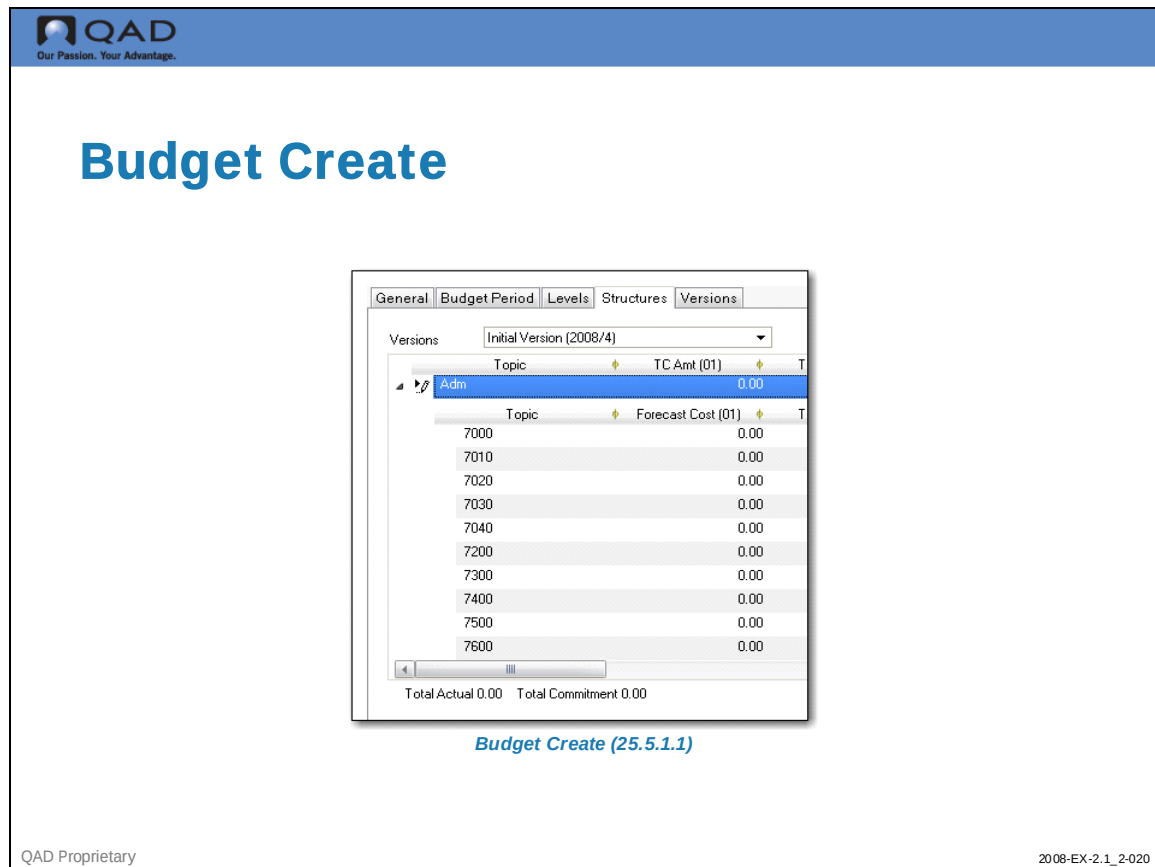
If you are logged in to entity US-WEST:

Field	Data
Starting Code:	7000
Ending Code:	7800
Breaking Position:	<leave blank>

If you are logged in to entity EMEA-DE:

Field	Data
Starting Code:	40000
Ending Code:	49999
Breaking Position:	<leave blank>

Budget Create



- 9 Click OK.

The screen should look as shown in the image above (US-WEST).

- 10 On the Versions tab, enter the following values:

Field	Data
From Report Period:	01
Reporting Year:	2009

- 11 Change the budget status to Operational.

- 12 Click Save and Create.

- 13 In Budget Copy (25.5.1.5), enter the following data:

Field	Data
Source Budget Code:	CC-ADM
Budget Code:	CC-MAR
Budget Description:	CC-MAR
Copy Budget Figures:	Selected

- 14 Click Save.

- 15 Go to Budget Modify All Versions (25.5.1.6) and select the newly-created budget code (CC-MAR).

- 16** Go to the Structures tab and rename the topic from ADM to MAR.
- 17** Right-click on the row, select Topic Properties, and then go to the COA Link tab. Replace ADM by MAR.
- 18** Click OK in the Topic Properties window.
- 19** Save the budget.
Your new budget is ready.

Chapter 7

Budget Reports

Budget Reports—Objectives



Objectives

- ▲ Understand which budget reports are available
- ▲ Learn to run reports for a specific business case

Budget Reports Definitions



Budget Reports: Definitions

- ▲ Standard reports
- ▲ Report on:
 - Budgets
 - Forecasts
 - Actuals
- ▲ General budget reports:
 - Budget Overview Report (25.5.3.2)
 - Budget Detail Report (25.5.3.1)

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Standard budget reports are available in QAD Financials, with broad capacities.

Two reports let you report on budgets, forecasts, and actuals: the Budget Detail report and the Budget Overview report. You can run the reports for a single entity or across multiple entities. The reports also let you report on non-operational budgets.

Budget Overview Report


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Budget Overview Report

- ▲ Up to 8 columns of data
- ▲ Specify for each column
 - Data type:
 - Budget / Forecast / Actuals
 - Monetary value / Quantity
 - Absolute differences: Budget – Actuals, Forecast – Actuals
 - % differences : (budget – actuals) / Budget * 100
 - Time frame:
 - From / To
 - Life to date / Life to end
- ▲ Budget version:
 - See “To” period
 - Use Active budget
 - Use Original Budget

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The Budget Overview (25.5.3.1) report lists summarized data by budget level. The data that resulted in the actuals are listed at the end of the report.

You can configure this report to display up to eight columns of data and specify what kind of data you want to include in each column. You do this by selecting the measure you want to use to generate the report data from the following list:

- Budget Qty
- Forecast
- Forecast Qty
- Actuals
- Actual Qty
- Budget – Actuals
- Forecast – Actuals
- (Budget – Actuals)/Budget * 100
- (Forecast – Actuals)/Forecast * 100

Other options include the following:

Time Frame Type for Actuals. Indicate how you want the system to select data to report for each of the eight columns:

From – To Period: Analyze data between the range of reporting period specified in Reporting Periods 1–8.

Life To Date: Analyze all data from the start of the budget to today.

Life To End: Analyze all data from the start of the budget to the end of the budget.

Version Measure. Indicate which version of the budget the measures should analyze:

See To Period: Find the version of the budget associated with the To Reporting Period specified for the column. This choice is valid only when Time Frame type is From – To Period.

Use Active Budget: Select actuals from the active budget. This is the typical way of analyzing data.

Use Original Budget: Select actuals from the initial version of the budget.

Budget Detail Report


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Budget Detail Report

- ▲ Detailed actuals by budget topic
- ▲ Subtotals / Grand total
- ▲ Open budget / forecast amounts
 - Budget – Actuals or Forecast - Actuals

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The Budget Detail (25.5.3.1) report lists detailed actuals by budget topic, with subtotals and a grand total. The report also displays open budget or forecast amounts.

This report has similar options to Budget Overview, but lets you choose one open budget calculation method from the following:

- Budget – Actuals
- Forecast – Actuals

The options for commitments are not currently supported.

The report includes the following other budget-specific selection criteria:

- Budget Code
- Budget Responsible
- Budget WBS Topic
- Operational Budgets Only (Yes/No)
- Reporting Period
- Reporting Year

Hands On Exercise

Exercise 1: Budget Overview

Log in to entity US-WEST or EMEA-DE.

- 1 Run the Budget Overview (25.5.3.2) report for budget IS2009.

Field	Data
Budget Code:	IS2009
Measure 1-5:	Budget

Time frame:

Field	Data
Reporting Period 1:	1
Reporting Period 2:	2
Reporting Period 3:	3
Reporting Period 4:	4
Reporting Period 5:	All
Reporting Year 1-5:	2009
Operational Budgets Only (If this filter field does not appear, make it visible in Tools Filter Fields)	No

Exercise 2: Budget vs Actuals

Important Ensure that the Budget and History daemons are running and the status of the CC-Adm budget is operational.

- 1 Upload actuals data for the first three months of 2009 using the Journal Entry Excel Integration (25.13.1.6).
- 2 First open the Excel files named HO budget reports 2Jan .xls, HO budget reports 2Feb .xls and HO budget reports 2Mar .xls in the Budget Reports directory in the Financial Activities folder on your desktop. (Choose the xxx-USD worksheets if working in the US-WEST entity).
- 3 Update the year to 2009 on each transaction. For the February Excel file, change the posting date to February 28—there is no February 29 in 2009.
- 4 In the grid, right-click and select Import from Excel. Use the Excel worksheets mentioned above. Import each worksheet in a separate session.
- 5 Run Budget Overview (25.5.3.2) report for budget CC-Adm.
- 6 Click Tools | Manage Filter Fields and add filter fields for a total of eight columns. (Report Period, Reporting Year, Time Frame type, Measure, Version Measure)

Field	Data
Budget Code:	CC-ADM
Measure 1-4:	Budget, Actuals, Budget-Actuals, (Budget-Actuals) / Budget * 100

Field	Data
Measure 5-8:	Budget, Actuals, Budget-Actuals, (Budget-Actuals) / Budget * 100
Reporting Period 1-4:	3 to 3 (March Only)
Reporting Year 1-4:	2009
Reporting Period 5-8:	1 to 12
Time Frame:	From-To Period (All)

Results: See report print: 2.2_2b_H0 2.xls in directory Financial Activities | Budget Reports on your Desktop.

Exercise 3: Budget Detail Report

Log in to US-WEST or EMEA-DE.

- 1 Run the Budget Detail (25.5.3.1) report using the following criteria:

Field	Data
Budget Code:	CC-ADM
Reporting Period 1:	1 to 2
Reporting Year:	2009

Results: See report print: 2.2_2c_H0 3.xls

Chapter 8

Structured Reports

Structured Reports - Objectives



Objectives

- ▲ Learn what structured reports are and how they can benefit you
- ▲ Learn and practice how to setup and use structured reports

Overview



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Overview

- ▲ What are structured reports?
- ▲ Setting up a structured report
 - Base data
 - Report structure
- ▲ Running structured reports

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In this section, you will first learn what structured reports are. Then, you will learn how to set up a report structure and run it.

The system provides a variety of reports that let you analyze general ledger transactions, supplier and customer details and activity, banking and cash transactions, and other specialized areas. The system includes GL transaction reports, customer and supplier reports, bank and cash reports, and financial reports.

The general ledger provides a wide-range of analytical reports. The budgeting and GL activity reports let you view and manage account balances in the general ledger. The GL transaction reports let you monitor transactions in the general ledger.

The Balance Sheet, Regional Balance Sheet, Income Statement, and Regional Income Statement must be set up as structured reports.

Report Structures Highlights



Report Structures

- ▲ Define hierarchy of levels to accumulate data for the Balance Sheet and Income Statement reports.
- ▲ Report structure consists of a placeholder entity budget
 - Contains a budget structure.
 - Does not have to contain budget data.
- ▲ Create levels and topics, link COA elements, and optionally add subtotals.
- ▲ Structure must contain a minimum of one GL account topic level.
- ▲ You can also create structured reports based on an alternate COA (Regional Balance Sheet and Regional Income Statement).

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Report structures let you define a hierarchy of levels for which data will be accumulated for the Balance Sheet and Income Statement reports. You can define a tree-like report structure that ends at the lowest level on the chart of accounts, and where the higher levels are subtotals.

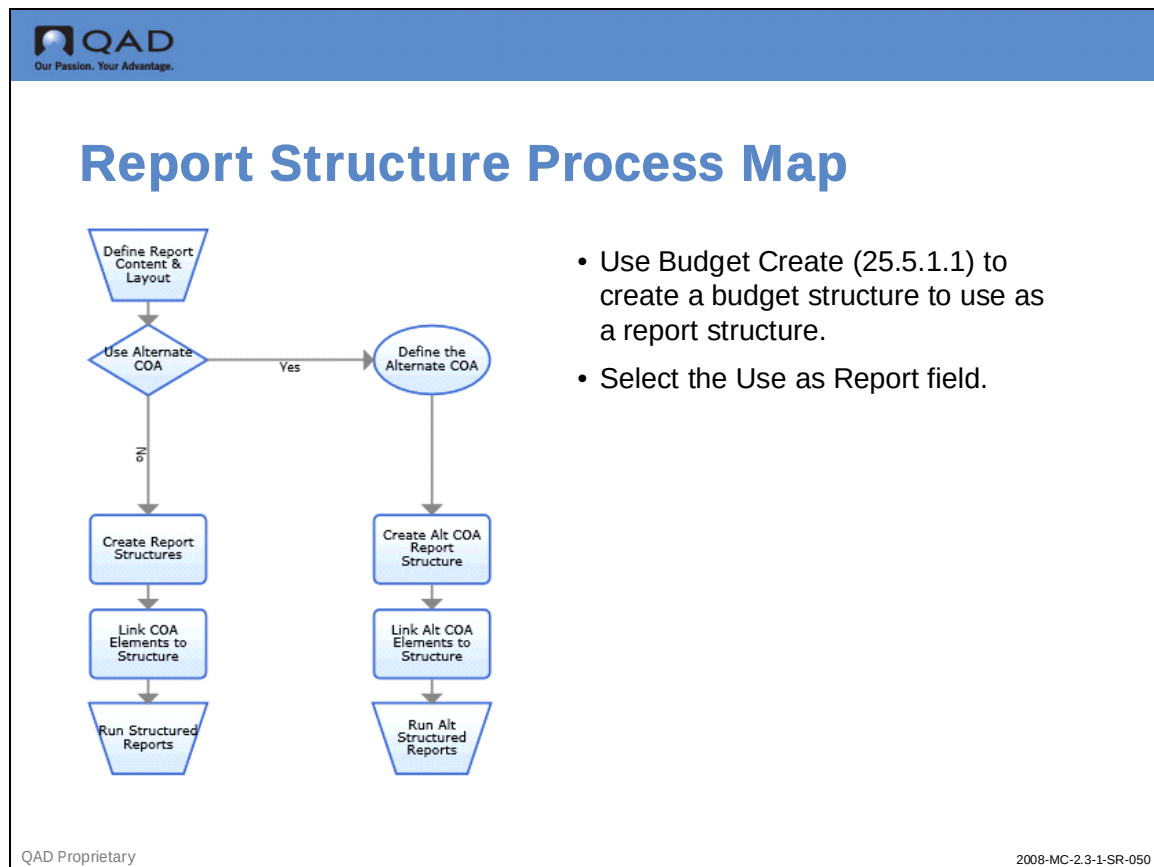
A report structure consists of a placeholder entity budget, where the budget structure is defined, but contains no budget data.

You define a report structure by creating levels and topics, by linking COA elements and, optionally, adding subtotals to the hierarchy of topics. In addition to GL accounts, you can define sub-topics for sub-accounts, cost centers, and projects.

When you define a structure, it must contain a minimum of one GL account topic level.

You also have the option to run the Regional Balance Sheet and Income Statement structured reports based on an alternate COA structure.

Report Structure Process Map



You use the Budget Create (25.5.1.1) activity to create a budget structure for use as a report structure.

Only minimal budget data is needed in the header, including the budget code and description, and you then select the Use as Report field.

When you select Use as Report, the system validates and categorizes the report structure data differently than for general budget data. Selecting the Use as Report field makes the report structure available in the selection criteria of the Financial Statement ProForma, Balance Sheet, and Income Statement reports.

Report Structure Base Data

The screenshot displays two overlapping windows from the QAD software interface. The top window, titled 'Budget Group - Modify', shows fields for 'Budget Group' (Accounts Payable), 'Description' (Accounts Payable), and 'Active' (checked). The bottom window, titled 'General Ledger Account - Modify', shows fields for 'Account' (15000), 'Description' (Accounts Payable), 'GL Type' (Supplier Control Account), 'Active' (checked), 'Referenced' (checked), 'In Posting' (checked), 'System Time' (dropdown), 'Budget Group' (Accounts Payable), 'Budget Enabled' (checked), and 'Category' (Liability). A blue circle highlights the 'Budget Group' and 'Category' fields in the bottom window.

Report Structure Base Data: Budget Groups

Budget Group - Modify

Budget Group	Accounts Payable
Description	Accounts Payable
Active	☒

General Ledger Account - Modify

Account	15000	Referenced	☒
Description	Accounts Payable	In Posting	☒
GL Type	Supplier Control Account	System Time	
Active	☒	Budget Group	Accounts Payable
		Budget Enabled	☒ Category: Liability

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Budget Groups

It is a best practice that reports that run on a report structure have their content selected and grouped according to that structure, and not based on the list of GL accounts. Since report structures are created in the budget module, they require the same type of base data, like budget groups.

A budget group is a grouping of accounts, sub-accounts, cost centers, projects, or SAFs used to update actuals for a budget topic.

Use Budget Group activities (25.5.2) to create, view, modify, and delete budget groups.

You link a COA component to a budget group by assigning a group name when you create or modify the component definition in, for example, Account Create or Cost Center Create.

Budget Period



Report Structure Base Data: Budget Period

- ▲ Minimum of one period for the report structure
- ▲ Can create a single period for the entire year.

GL Period Code	Start Date	End Date
Period	01/01/2007	12/31/2007

Periodicity Year: Year

Periodicity Dates: Starting Date, Occurrences, GL Period Type

Create GL Period

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2008-MC-2.3-1-SR-070

In Budget Create (25.5.1.1), use the Periods tab to define a minimum of one period for the report structure; you can create a single period for the entire year.

Budget Levels



Report Structure Base Data: Budget Levels

- ▲ Define the number of levels to include.
- ▲ No subtotal levels within the COA elements.
- ▲ Maximum of 15 levels.
- ▲ Strict sequence
 - (Sub-total), GL Acct, (Sub-Acct), (Cost Center/Project), (SAF)
- ▲ Level type can be
 - (Sub)Total
 - All COA elements

WBS Level	COA Element	Used for Proportional Allocation	Last Modified
1 (Sub)Total		☐	m/g
2 General Ledger		☐	m/g

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Use the Level tab to define the number of levels to include in the report structure hierarchy. Report structures are defined top-down, so include subtotals at the highest levels in the hierarchy.

The GL account level is mandatory and must be the first COA element you include in the report structure hierarchy, after the subtotal levels. The other COA elements are not mandatory.

A report structure can contain a maximum of 15 levels. You use the Topic Level field in the report Selection Criteria to indicate the level of detail that you want the structured report to contain. For example, if you have eight levels in a report structure, the input level is 8.

Creating a Report Structure

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Creating a Report Structure

- ▲ Create a structure of topics, like in a regular budget.
- ▲ Unlimited number of topics by level
- ▲ Link a COA element to each level topic (Auto Link)
- ▲ Excel integration

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Use the Structures tab to link a COA element to each level topic, like for budgets. The number of topics by level is not limited.

If the structure includes lower COA levels, you must link the elements in a one-to-one combination with one GL account, one sub-account, and one cost center or project in the hierarchy of a topic. You cannot use ranges or lists when linking sub-accounts, cost centers, or projects.

If you create topics that use the same naming convention as the accounts or analysis you want to link to, select Auto Link to automatically create a link to the relevant COA component. You can do this for the entire structure or for the current row in the grid.

As with budgets, you can use the Excel integration to facilitate the structure creation (see Chapter 6, “Budgeting,” on page 123 for more details).

Topic Properties

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Report Structure Topic Properties

Hide subtotal topics on the Balance Sheet and Income Statement reports.

Indicate how debit and credit amounts are represented for a report structure topic.

General COA Link

Status: Active

GL Account Unit of Measure: >

Component

Click to add a new row, right click for further options

☐ Hide On Reporting

☐ Invert Base Sign

☐ Roll Up Amount

☐ Print Sum Line

Category: Asset

Link COA elements to budget and report structures (Auto Link)

Indicate whether the current topic level can be rolled up to a higher level.

Indicate the GL category of accounts linked to the current level in the budget or report structure.

Note: New accounts, sub-accounts, etc... added to a budget group are automatically linked to the structure.

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The Topic Properties screen used to link COA elements to budget and report structures contains five fields that are specific to report structures.

Select the Hide on Reporting field to hide topics on the balance sheet and income statement reports.

The display sign of an amount on a topic is derived as follows, based on the value of the Invert base sign field.

Topic Balance	Invert Base Sign?	Operator Displayed
Debit	No	+
Debit	Yes	-
Credit	No	-
Credit	Yes	+

Invert Base Sign is only used for calculations, and not for reporting revenue as a “positive” amount.

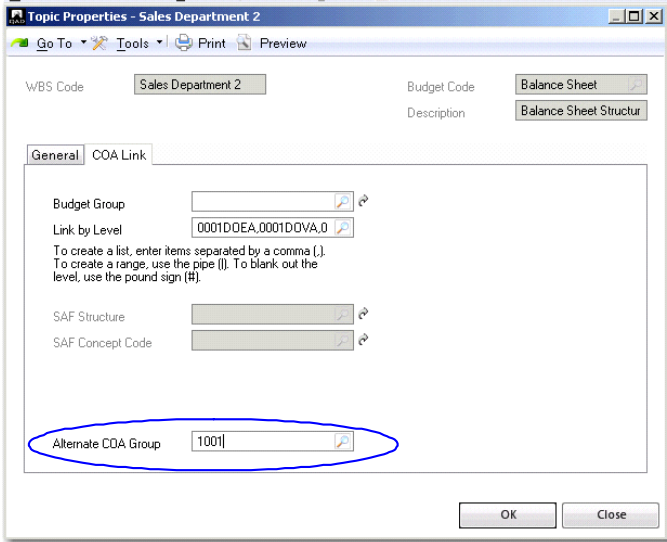
Select the Roll Up Amount field to indicate whether the current topic level can be rolled up to a higher level. This field is particularly useful when using report structures to create regional balance sheets and income statements because in some regional accounting systems, such as the Chinese Accounting System, accounts cannot be rolled up above budget level.

Select the Print Sum Line field to print a header and footer line for the linked accounts. In some regional balance sheets and income statements, account subjects can require a header line and a footer line; for example, “Current Asset” or “Current Asset Sum.” If you select the field, the system inserts a sum line and the original line is appended with a colon.

In the Category field, you can select an option to indicate the GL category of accounts linked to the current level in the budget or report structure. When creating a report structure for a regional balance sheet or income statement, you can only link accounts of the same category. If you link accounts from more than one GL category to a structure level, you receive an error.

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Report Structure Topic Properties - Continued



Specify an alternate COA group on which to base the report output.

Required when creating a regional report based on an alternate COA structure, such as the Chinese Balance Sheet.

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In the Alternate COA Group field, specify an alternate COA group on which to base the report output. This step is sometimes required when creating a regional report based on an alternate COA structure, such as the Chinese Balance Sheet. When creating a regional balance sheet or income statement, you can still link some topic to non-alternate COA elements—it depends on how your alternate COA is configured.

An alternate COA group code functions in a similar way to a budget group code, and links level 1 alternate COA accounts. When a level 1 alternate COA account is assigned to a group code, all lower level alternate COA accounts in that structure are then automatically mapped to the group code.

Report Structure System Accounts



Report Structure System Accounts

- ▲ During Year-End Closing, the system posts the P&L balance to the balance sheet.
 - The P&L balance then becomes zero.
- ▲ You can include the P&L balance for the current year and all unclosed previous years in a report structure.
- ▲ Use two system accounts:
 - Result of Previous Year
 - Result of Current Year
- ▲ The results are shown on a separate line in the reports:
 - Profit/Loss of All Open Accounting Years

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During the Year-End Closing procedure, the system posts the total balance of the P&L accounts to the balance sheet, and the balance of the P&L accounts is zero for the new GL calendar year.

However, if you run a balance sheet early in the current calendar year, the previous GL calendar year may still be open, and the P&L balance will not have been transferred. In addition, you may want to include the P&L balance to date for the current year.

Two system-type accounts let you include the balance of all P&L accounts for the current year and all unclosed previous years in a report structure.

When you run a Balance Sheet or Income Statement that includes a Result of Current Year account, the system transfers the balance of all profit and loss accounts to that system account, and displays the resulting balance on the report.

Similarly, when you run a report with a structure that includes a Result of Previous Years account, the system transfers the balance of the profit and loss accounts for all previous, unclosed years to that system account. The resulting balance is displayed on the report.

Report Execution Program



Execution Program

- ▲ Retrieves the data based on the report structure and the program selection criteria
- ▲ Two versions:
 - Balance Sheet report, which focuses on balances
 - Income Statement report, which focuses on movements
- ▲ Attributes
 - Selection criteria
 - Content
 - Output options

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2008-MC-2.3-1-SR-120

The execution program for structured financial reports retrieves data based on the selected structure, and the other selection criteria.

The balance sheet report focuses on balances, while the income statement report focuses on movements.

In addition to the selection criteria, we will review the content specific to each of these reports, and which outputs are available.

Selection Criteria


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Selection Criteria

- ▲ A report structure can be used for both the Income statement and Balance Sheet
- ▲ Multi-entity
 - Select entities from any domain with the same COA shared set
- ▲ Time frame
 - Balance Sheet report
 - To Date: entered by the user
 - From date: the start of the GL calendar year specified
 - Income Statement report
 - From Date and To Date: entered by the user
- ▲ Data:
 - Actuals (posting)
 - Budget

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Structure: Balance Sheet Report (25.15.5.4), Income Statement Report (25.15.5.5), and any other structured report can use any available structure.

Entity: Structured reports calculate balances for each entity in the selection. GL calendar years are closed per entity, so the last closed GL calendar year can be different for each entity. Selected entities need to share the same chart of accounts.

Date Selection: For the balance sheet, you set the To Date parameter for data columns to define the time period. The start of the period is the start of the accounting year. For the income statement, you set both dates.

Data: You can run the report for either actuals or budget data.

Other Selection Criteria



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Selection Criteria

- ▲ Other
 - Sub-Account, Cost Center, Project
 - List selection
 - Report on selected analytical details
 - Layer
 - List selection
 - Report on any combination of primary (official), secondary (management), and transient layers

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The system derives data for the report from a user-defined report structure, in which you created levels and topics, and linked COA elements to the topic hierarchy. In addition to GL accounts, you can define sub-topics for sub-accounts, cost centers, and projects.

In the selection screen, you can select the level of analytical detail for a specific run.

You can also select to run the report for a specific layer only, or a combination of layers (for example, primary and transient).

Balance Sheet Report Content



Balance Sheet Report Content

- ▲ Two measures:
 - Actual and Budget data for the selected time frames
- ▲ Measures variances
 - Absolute variances and percentage variances
- ▲ The budget data is pro-rated when the selected time frame does not match the granularity of the period definition.

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You can use the following criteria for each column:

- Actual. The actual balance at the end of the time period.
- Budget. The budgeted balance at the end of the time period. Budget data is retrieved from the report structure for the given period.
- Variance. The variance calculated between the two previous data columns. A common balance sheet would include columns for actuals and budget for the given period, followed by a comparison between these balances.
- % Variance. The variance between the two previous data columns as a percentage.

If the time period you specify in the selection criteria does not match the GL calendar periods (or a multiple), the report data is prorated on day basis.

In addition to the Balance Sheet Report (25.15.5.4), the Multi-Column Balance Sheet Report (25.15.5.6) lets you include up to a maximum of 15 data and calculation columns in the report. This lets you view monthly or quarterly comparisons for actuals and budgets, and calculate variances and percentage variances for each period.

Income Statement Report



Income Statement Report Content

- ▲ Two measures:
 - Actual and budget data for the selected time frames
- ▲ Displays a percentage of the total income
 - Total income is calculated as the sum of all amounts on GL accounts of category Income
- ▲ Measures variance in absolute value
- ▲ The budget data is pro-rated when the selected time frame does not match the granularity of the period definition

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Use the Actual, Budget, Variance, and % Variance options for the income statement report. The percentage of each line is calculated as a percentage of total income. The total income is the sum of all GL accounts that are linked to the income category.

If the time period you specify in the selection criteria does not match the GL calendar periods (or a multiple), the report data is prorated on day basis.

In addition to the Income Statement Report (25.15.5.5), the Multi-Column Income Statement Report (25.15.5.7) also provides up to 15 columns of reporting, in which you define the From and To Dates and the content criteria for the Income Statement. The Multi-Column report provides greater flexibility when generating summaries and forecasts for monthly or quarterly periods and is easily exported to spreadsheet format for analysis.

Regional Structured Reports



Regional Structured Reports

- ▲ Regional Balance Sheet and Regional Income Statement
- ▲ Use to run structured balance sheet and income statement reports with the output organized based on a multi-level alternate COA structure.
- ▲ Specify the report structure using Budget Create.
- ▲ In the Topic Properties, specify the alternate COA group on which to base the report.
- ▲ When you run the reports, specify the COA cross-reference for the alternate COA structure on which to base the report output.

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Use the Regional Balance Sheet report (25.15.5.8) to run structured reports with the output organized based on a multi-level alternate COA structure; for example, a Chinese Balance Sheet.

As with the non-regional balance sheet and income statement reports, you specify the report structure using Budget Create. You then specify the alternate COA group on which to base the report using the Alternate COA Group field in the COA Link tab of the Topic Properties window.

When you run the report, you specify the COA cross-reference for the alternate COA structure on which to base the report output. The system uses the cross-reference to retrieve the corresponding mappings and, consequently, the relevant alternate accounts.

Use the Regional Income Statement report (25.15.5.9) to run structured reports with the output organized based on a multi-level alternate COA structure; for example, a Chinese Income Statement. The structure and alternate COAs are retrieved as described for the Regional Balance Sheet report.

Output Options



Output Options

▲ Reporting Currency

- Domain base currency, if the selected domains have the same base currency
- Statutory currency, if the selected domains have different base currencies
- Any other currency
 - Amounts are recalculated using today's accounting exchange rate.

▲ Detail level

- Specifies the topic level up to which (and including) the data needs to be reported.

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You may select any report output currency. By default, the system uses the domain currency if all domains within the selection have the same currency, otherwise, the management currency is used. With any other currency, the system calculates the amounts with the exchange rate valid on the report date.

You may specify a level of detail different of the one specified in the report structure. If you run the reports with a Topic Level of 3 and the structure has five levels, then the report shows output for three levels; topics at levels 4 and 5 will be hidden.



Output Options

- ▲ Hide account numbers
 - COA details not shown
- ▲ Round
 - Nearest thousand
 - Unit
- ▲ On topic level
 - Hide on report: hide this topic
 - Invert base sign
 - Roll Up Amount: roll up to higher level
 - Print Sum Line: print header and footer line

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You can display the account numbers or hide them and specify a rounding to the nearest thousand or to the unit.

At the topic level, you can choose to hide selected topics, or to invert the base sign.



Output Options

▲ Analytical details:

- Only applicable when the analytical dimension is explicitly defined in the report structure.

Summarize Sub-Accounts?	Summarize Cost Centers/Projects?	Report Detail
Y	Y	One amount per GL account.
N	Y	An amount for each GL account and sub-account combination.
Y	N	An amount for each GL account and cost center/project combination.
N	N	An amount for each GL account, sub-account, and cost center/project combination.

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The level of analytical detail is defined during the structure creation.

During report execution, you can additionally choose to summarize each element or either. See above table for a detail of the results by combination of selection.

Hands On Exercise

Exercise: Structured Reports

- 1 Log in to entity EMEA-DE.
- 2 In Budget Create (25.5.1.1), create the following budget report structure:

Field	Data
Budget Code:	IncStat
Description:	Income Statement
Use as Report:	Yes

- 3 On the Budget Period tab, check Select Custom Date. In Periods by Dates, enter:

Field	Data
Starting Date:	01/01/09
Occurrences:	4
Budget Period Type:	Quarter

- 4 Click Create Budget Periods.
- 5 On the Levels tab, create three rows by right clicking and selecting Insert a New Row.

Field	Data
WBS Level:	1, 2, 3
COA Element:	(Sub)Total, (Sub)Total, General Ledger

- 6 On the Versions tab, modify Initial Version row:

Field	Data
From Reporting Year:	2009
From Report Period:	1

- 7 On the Structures tab, click on the Excel Hotlink button and select Create from Excel.
- 8 Upload the Excel worksheet H0 Struct report 1.xls in the Financial Activities\Structured Reports directory on your Desktop.
A row is created in the Structures tab grid with a Topic called Period Result.
- 9 Right-click on the row and select Auto Link | Complete Budget to link to budget groups (verify that Check for Unposted Transactions = No).
- 10 Go to GL Account Extended View (25.15.2.2) to verify that all Profit and Loss GL accounts are linked to a budget group.
- 11 Click on Stored Searches | Manage Filter Fields to add the filter field Balance Account with Initial Value = No.
This gives you a list of Profit and Loss GL accounts.
- 12 Right click on the column header and select Show Group by Box.
- 13 Scroll to the right to the Budget Group column.

- 14 Drag and drop the column header to the Group By box.

GL Account Extended View

GL Account Extended View (25.15.2.2)

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- 15 Expand the Budget Group that does not show any budget group name:
- 16 Go to GL Account Modify (25.3.13.2) to update the GL accounts in this group.
- 17 Assign the budget group Other Expenses.
- 18 Run the Income Statement report (25.15.5.5).

Entity: EMEA-DE

Field	Data
Report Structure:	IncStat
Measure 1 and 2:	Actuals
Measure 1 From Date:	01/01/08
Measure 1 To Date:	12/31/2009
Measure 2 From Date:	01/01/2009
Measure 2 To Date:	12/31/2009

- 19 Use Tools | Manage Filter Fields to add or remove filter criteria as needed.
- 20 Run the report once with GL account details (set the filter field Suppress Accounts to No) and once without (set the filter field Suppress Accounts to Yes).

Chapter 9

Report Customization

Report Customization - Objective and Overview



Objective

- ▲ Practice creating report variants suited to your specific business case, in various areas of the financial application
- ▲ Learn how to customize the new Component 1 reports

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

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

Note You need a Crystal Reports Designer licence in order to perform points 2 and 3.

Default settings are provided for each report. These can be adapted based on your company standard to better support your best practices. The last used settings for a report can be automatically saved based on user-configurable settings. Filter settings and layout can be given a name and stored as a report variant for private use or to be shared among users or groups of users (roles).

By default, the system saves each user's last-used report variant. When you reopen a report you have already run, and click Execute to start the report, the report runs using the settings you last used.

In addition, you can define specific report settings and save them using a variant name. When you run the report, select that variant, and the report settings will be copied into the selection criteria, saving time.

The majority of Financials reports are implemented using Crystal reports. However, as of QAD 2009.1 EE, any new reports introduced with each subsequent release will be implemented using the Component 1 reporting framework. This section describes how you can customize Component 1 reports.

Report Variants Highlights


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Report Variants

- ▲ Store specific selection criteria
 - Available next time the report is started
 - Unlimited number of variants
 - Save for personal use or shared use
 - Linked to a standard report
 - Do not appear as separate entries on the menu

- ▲ All variants of one report are based on the **same data**, but use **different filter criteria** and can use a **different report layout**

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Report variants let you store the settings for a report under a user-defined name. By storing settings in a variant, you avoid defining report settings each time the report is run.

You can store an unlimited number of variants for your personal use or share them with other users in a specific role.

Report variants do not appear as separate entries on the menu. They are linked to and accessible from a standard report menu.

Changing Report Settings and Defaults

Managing Filter Fields

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

You can use Manage Filter Fields to:

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

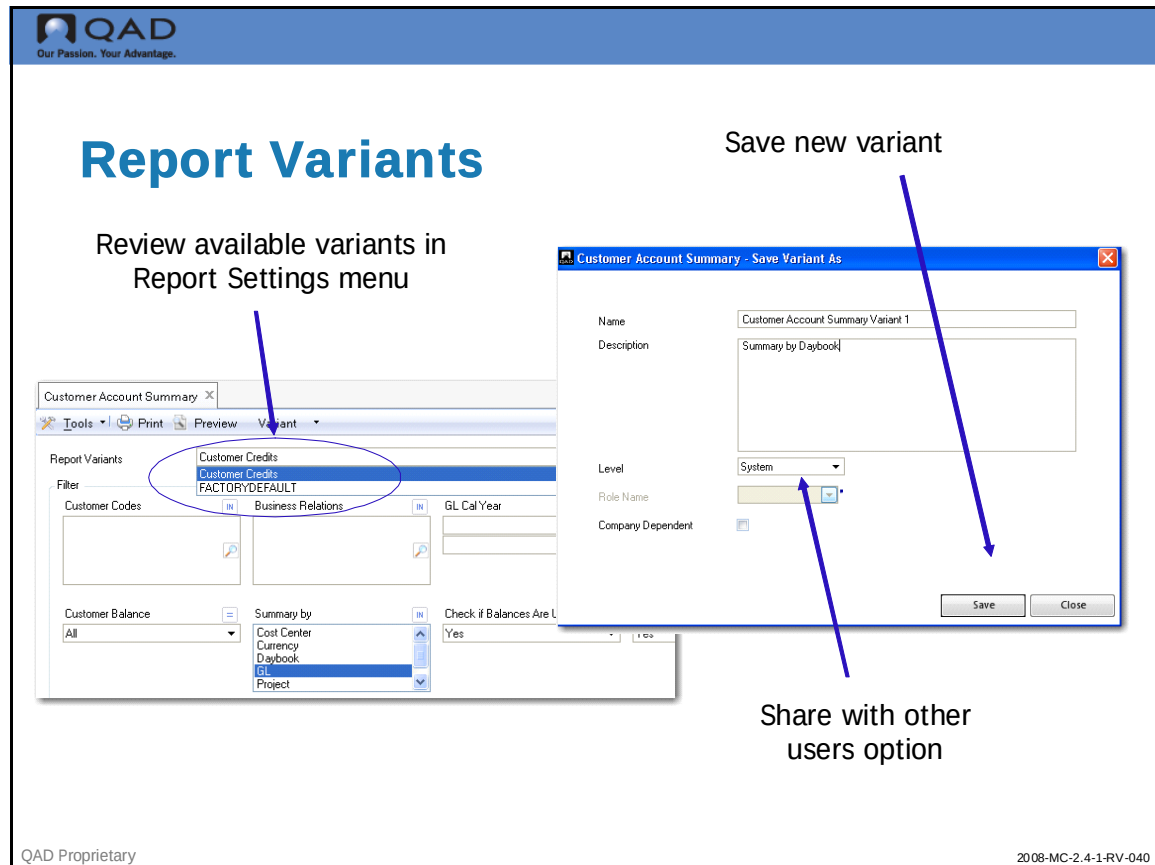
For a detailed explanation of fields, refer to *User Guide: QAD Financials A*.

Report Options

The Report Options option in the Tools menu lets you specify reporting runtime parameters. These settings are stored at report variant level, and affect how the report is printed.

For a detailed explanation of fields, refer to *User Guide: QAD Financials A*.

Saving Report Variants



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

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

Use Report Variant Delete (36.4.21.25.3) to delete unwanted variants from the system.

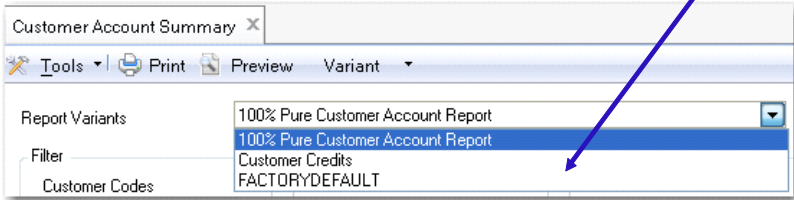
Select an option from the Level drop-down list to specify whether you want to keep a variant for your personal use, or share it with other users. For use by you only, select User; to share with other users of the same role, select Role; or to share with all users, select System.

Report Variant Reuse



Report Variants Reuse

Select variant from drop-down list



Customer Account Summary

Tools | Print | Preview | Variant

Report Variants

Filter

Customer Codes

100% Pure Customer Account Report

100% Pure Customer Account Report

Customer Credits

FACTORYDEFAULT

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Once saved, reuse a report variant by selecting it from the drop-down list under Report Variants.

Component 1 Reports



Component 1 Framework

- ▲ From QAD 2009.1, QAD is moving to use the new Component 1 reporting framework
- ▲ All new reports for QAD 2009.1 EE were created with Component 1:
 - Italian Tax Register reports
 - Regional Balance Sheet Report
 - Regional Income Statement Report
 - Reporting Daybook Exception Report
 - Daybook Set Report
- ▲ All new reports for subsequent releases will use Component 1

Customizing Component 1 Reports

Customizing Component 1 Reports

Italian AP Tax Register - Viewer

Filter | Viewer

New Filter Open Save Save As Delete Settings Document Run Schedule

Search Conditions

Field	Operator	Value 1	Value 2	+	x
Tax Register	contains			+	x
Reporting Currency	contains			+	x
Posting Date	range			+	x
GL Cal Year	range			+	x
GL Period	range			+	x
Tax Year	range			+	x
Tax Period	range			+	x
Print Header	equals			+	x
Print Lines	equals			+	x
Trial / Final	equals			+	x
Sort By	equals			+	x

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Create New Filters

Modify Report Settings

Add criteria

Remove criteria

By default, a Component 1 report displays all records available in the source data. However, you may want to retrieve just a certain range of records in the report; for example, sales records between last September and this March. You do this by setting filter conditions to filter data in the report.

The search operators include the following:

- equals
- not equals
- contains
- range
- starts at (the default)
- greater than
- less than
- is null
- is not null

If you choose the Range operator, enter a beginning value of the range in the first search box. Optionally, enter an ending value of the range in the second search box.

To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. When you specify several criteria, note that multiple criteria for the same field are treated as a logical AND condition.

To remove a search criteria row, click on the delete (X) icon.

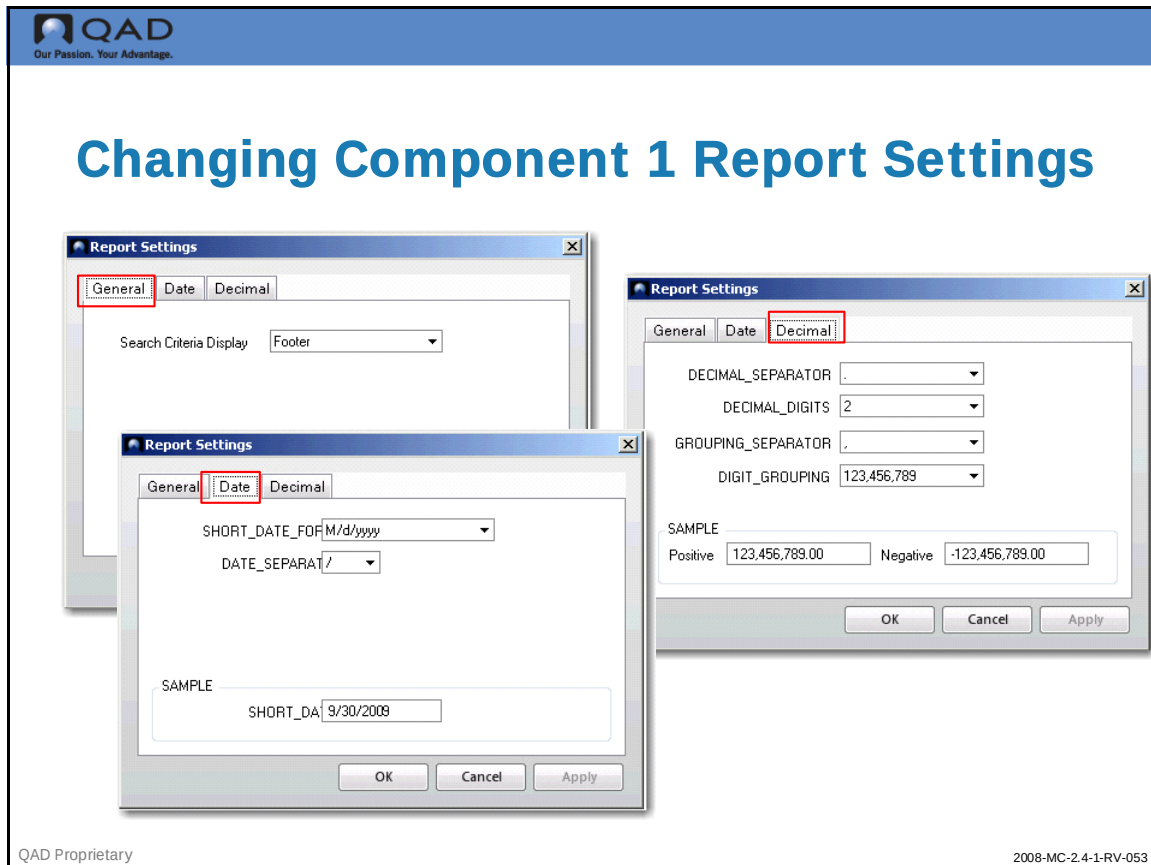
Optionally, save the new filter conditions as a filter for future reuse.

On the toolbar, select an output format from the list next to the Settings button. You can choose from three output formats when the report is run:

- Document: The report is displayed in the Report Viewer window.
- Excel: The report is generated in Microsoft Excel format. You can save the file and open it in the Report Viewer window.
- PDF: The report is generated in PDF format.

You can also use the Report Settings option to customize how certain elements of data will be displayed in the rendered report.

Changing Component 1 Report Settings



In the Filter screen of a Component 1 report, click Settings on the toolbar to open the Report Settings dialog box.

General Tab

Specify whether to display search criteria in the report, and if yes, whether to display this information in the report header or footer.

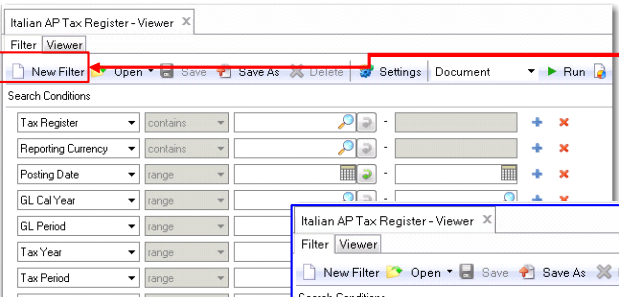
Date Tab

Select a format for dates to be displayed in the report and specify a date separator. You can see a sample of the date format you specify at the bottom of the dialog box.

Decimal Tab

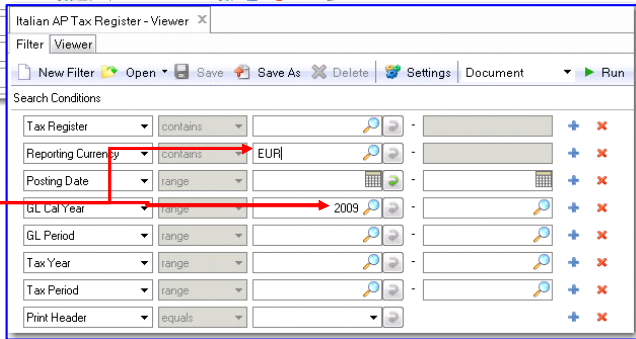
Specify how numbers will be displayed in the report, including decimal separator, decimal digits, grouping separator, and grouping format. A sample number is displayed at the bottom of the dialog box.

Creating a New Filter



Click the New Filter button

All filters are reset



Modify the filters

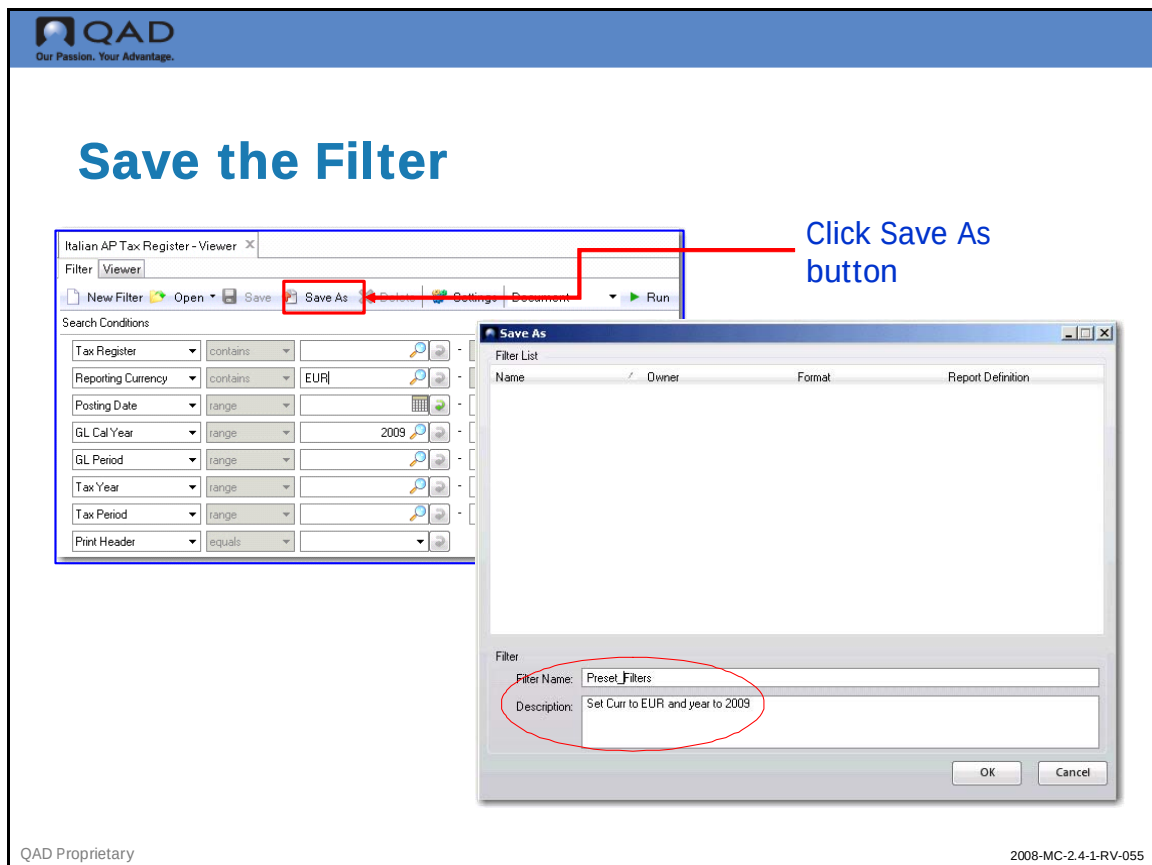
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If a report always contains a certain range of data and is exported to a certain format, you do not have to define the filter criteria and output settings every time you generate the report. You can save the search conditions and output settings as a filter and open it to load the same set of configurations when you run the report later.

A filter is a personalized set of search conditions and settings, which means that the filters you created can only be accessed and managed by you and the administrator, and no one else.

- 1 In the Filter window, click New Filter on the toolbar.
All the search conditions are reset to the default values.
- 2 Change the filter criteria.

Save the Filter



- 3 On the toolbar, click Save As.
- 4 In the Save As dialog box, enter a unique filter name, and optionally, a brief description. Then click OK.
The filter is created.
- 5 If you make further changes to the search conditions, click Save on the toolbar to save the changes.

Loading an Existing Filter

Loading an Existing Filter

Click Open button

Double-click the filter you want to open

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- 1 On the toolbar, click Open and then select an existing filter from the list.
- 2 If the list is too long, click More to choose the filter from a browse window.
After you select an existing filter, its search conditions and settings are loaded in the Filter window.
- 3 If you want to save any changes to the loaded filter, click Save on the toolbar.

Maintaining Filters

The screenshot shows the 'Personal User Filter Maint' window. It has a title bar with the QAD logo and the text 'Our Passion. Your Advantage.'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area contains the following fields:

- Report Code: ItalianAPTaxRegister
- System: ☐ (An annotation 'Specify who can access the filter' points to this field.)
- User: mfg
- Filter: Preset_Filters
- Description:
- Default: ☐ (An annotation 'Set a filter as default' points to this field.)
- Param Name: (An annotation 'Modify report parameters' points to this field.)
- Value Type:
- Value:
- 2nd Type:
- 2nd Value:
- Operator:

At the bottom left, it says 'QAD Proprietary'. At the bottom right, it says '2008-MC-2.4-1-RV-057'.

Filters are user-specific, and you can use Personal User Filter Maintenance (36.4.21.14) to maintain your own filters.

System. Specify whether or not the filter is system-defined.

User. View or enter the user for whom to define the filter. When the filter is system-defined, this field is disabled.

Filter. Enter a filter name.

Description. Enter the description of the filter.

Default. Indicates whether this is the default filter in Report Viewer.

Param Name. Enter a parameter name in the filter criteria. If the parameter name already exists, you can either create a new parameter with the same name or update the existing one.

Hands On Exercises

Exercise 1: Income Statement Report Variant

Create two variants of the Income Statement report (25.15.5.5), one with and one without GL account numbers.

- 1 Log in to EMEA-DE.
- 2 Open the Income Statement report (25.15.5.5).
- 3 On the object toolbar, click Tools | Manage Filter Fields and the following initial values:

Field	Data
Report Structure:	Income Statement
Measure 1:	Actual
Suppress Accounts:	No (select this in the Initial Value column)

- 4 Click Save.
- 5 On the object toolbar, click Variants, and select Save as.
- 6 Enter a name for the report variant, and select a level (System, Role, User).
- 7 Click Save.
- 8 Run the report twice; once with and once without suppressing GL accounts.

Exercise 2: SAF Code Report Variant

In this exercise, you will create two report variants for the SAF Code Transaction Detail report (25.15.3.6). The first report should show four grouping levels by GL account, sub-account, SAF 1, and SAF 2. The second report should show three grouping levels by SAF 1, SAF 2, and GL account.

- 1 Log in to US-WEST or EMEA-DE.
- 2 Open SAF Code Trans Details report (25.15.3.6), and go to Tools | Manage Filter Fields.
- 3 Enter the following initial values:

Field	Data
Grouping Level 1:	GL
Grouping Level 2:	Sub-Account
Grouping Level 3:	SAF 1
Grouping Level 4:	SAF 2

Note Ensure that you also select the Grouping Level 4 field in the Manage Filter Fields window.

- 4 Click Save.
- 5 Save as report variant SAFdetV1.

- 6 Enter the following initial values:

Field	Data
Grouping Level 1:	SAF 1
Grouping Level 2:	SAF 2
Grouping Level 3:	GL

- 7 Click Save.
- 8 Save as report variant SAFdetV2.

Exercise 3: Customer Account Summary Report Variant

Create a report variant for the Customer Account Summary (27.17.4) report for the period 1/2009 until 12/2009, with summary by daybook.

- 1 Log in to US-WEST or EMEA-DE.
- 2 Open the Customer Account Summary (27.17.4) report.
- 3 Click Tools | Manage Filter Fields.
- 4 Enter initial values as follows:

Field	Data
GL Cal Year:	2009 / Second Initial Value 2009
Summary by:	Daybook

- 5 Click Save.
- 6 Save as report variant CustsumV1.
- 7 Run the report.

Exercise 4: Supplier Open Item Extended Report Variant

Modify Supplier Open Item Extended report (28.17.5) to report on adjustments and prepayments only, with invoice date 01/01/2009 until the end of the current period.

- 1 Log in to US-WEST or EMEA-DE.
- 2 Open the Supplier Open Item Extended report (28.17.5).
- 3 Click Tools | Manage Filter Fields

Enter the following initial value:

Field	Data
Invoice Date:	01/01/2009 To Initial Value: end of current quarter
Include Invoices:	No
Include Adjustments:	Yes
Include Credit Note Corrections:	No
Include Credit Notes:	No
Include Prepayments:	Yes

- 4 Save as report variant Supadj.
- 5 Run the report variant.

Exercise 5: GL Transactions Report Variant

Create report variants for the GL Transactions by Daybook (25.15.1.4) report, one with transactions of the primary layer only, for period 2009/01 to 2009/12, the second one with a GL transactions template for the period 2009/01 to current period.

- 1 Open the GL Transactions by Daybook (25.15.1.4) report.

Variant 1

- 2 Click on Tools | Manage Filter Fields. Enter the following initial/second initial values:

Field	Data
Layer:	Primary
GL Period:	Initial Value 1, Second Initial Value 12
GL Cal Year:	2009

- 3 Click Save.
- 4 Save as report variant OffLayV1.
- 5 Run the report.

Variant 2

- 6 Click on Tools | Manage Filter Fields. Enter the following initial/second initial values:

Field	Data
Layer:	Trans-Template
GL Period:	Initial Value 1, Second Initial Value: \$Current Period
GL Year:	Initial Value, 2009, Second Initial Value: &Current Year

- 7 Click Save.
- 8 Save as report variant Templates.
- 9 Run the report.

Chapter 10

Alternate COA

Alternate COA - Objectives



Objectives

- ▲ Understand the alternate chart of accounts (COA) functionality, its benefits, and its use
- ▲ Understand the COA cross-reference functionality
 - Used to create cross-references for use in alternate COAs and in consolidation
- ▲ Practice setting up an alternate COA

Overview

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Overview

- ▲ Alternate COA Benefits and Highlights
- ▲ Process
- ▲ Setup
- ▲ Reports
- ▲ Exercise

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In this chapter, you will learn about the alternate chart of account (COA) functionality.

First, we will review its benefits, highlights and features. Then, you will learn how to set up an alternate COA, and learn which reports can be used to report on alternate COAs.

Benefits and Highlights



Benefits and Highlights

- ▲ Required in some countries, such as China, France, and Russia
- ▲ Reporting only, no posting
- ▲ Multiple alternate COAs
- ▲ Stored at system level
 - Valid across domains
- ▲ Alternate COA structures
 - Copy function and Excel integration
- ▲ Mapped to operational COA using cross-references



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2009-AF-AC-040

An alternate chart of accounts (COA) is a secondary grouping of accounts that is generally used for statutory reporting.

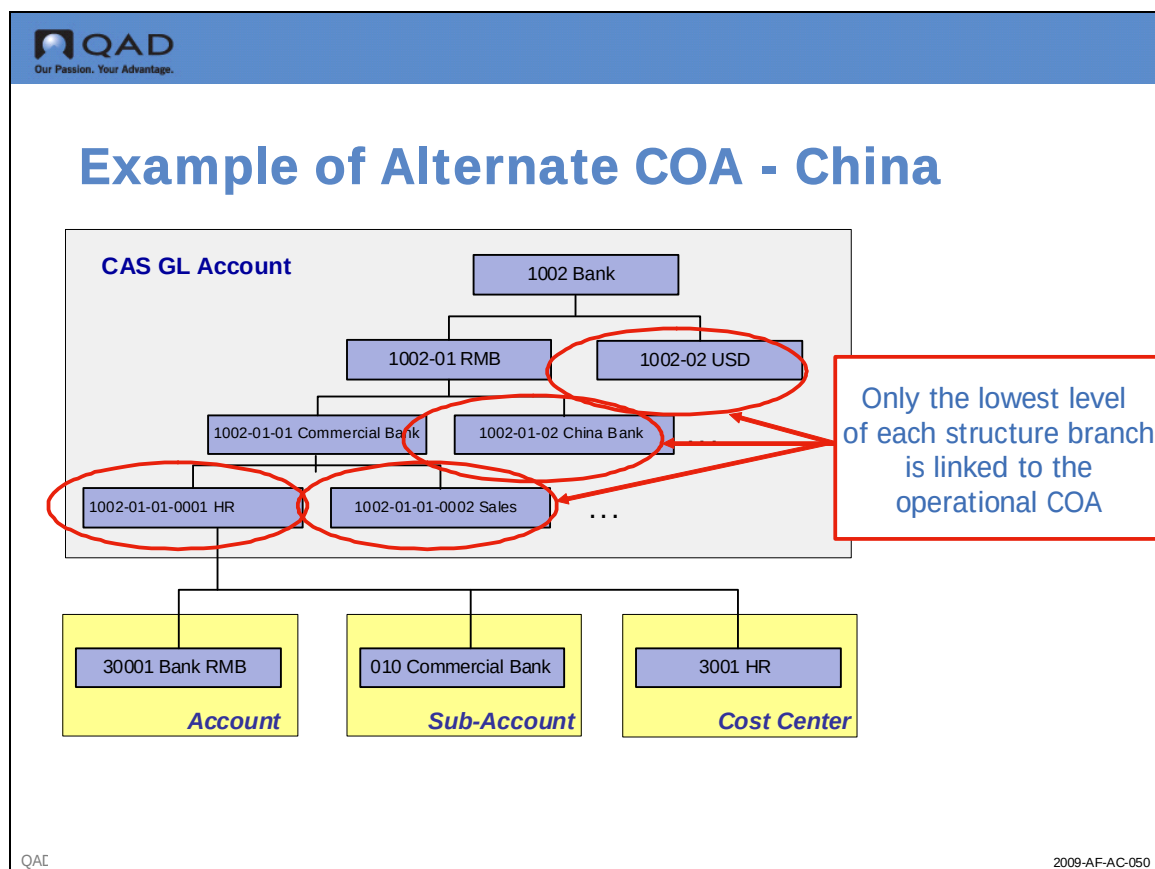
For example, due to legal requirements in other countries in which your company operates, such as Russia, China, or France, you may have to report your accounting activity using a standardized chart of accounts that has been provided by the legal authority. In this case, you will have a primary, operational chart of accounts, and an alternate chart of accounts.

The postings always occur in the primary operational chart of accounts, which is cross-referenced to the alternate chart of accounts.

You can set up as many alternate COA as you need. All are stored at system level, to be usable across domains. The setup of an alternate COA occurs in two or three steps, and you can use the copy function or Excel integration to facilitate the operation.

Alternate COA structures are the basis of an alternate COA. Any accounts, sub-accounts, cost centers, and projects can be linked to the operational COA using COA cross-references.

Alternate COA Example



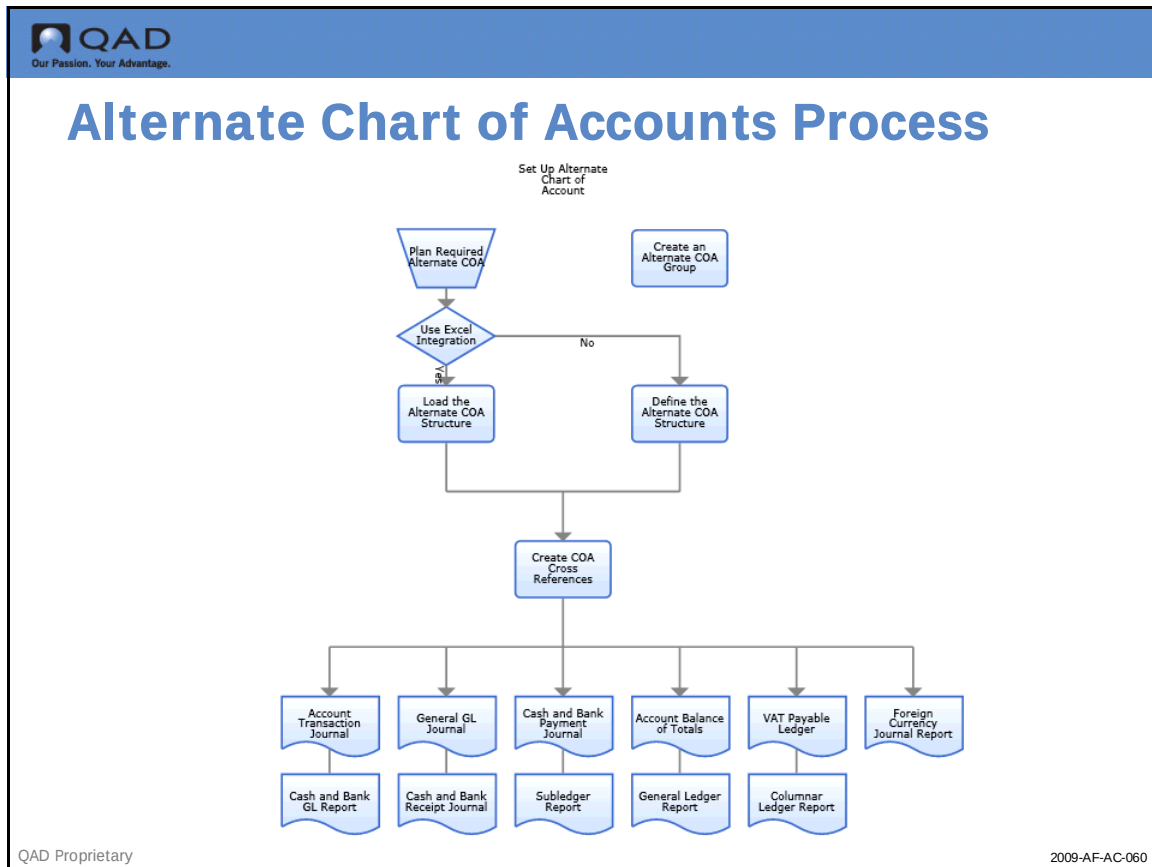
China Accounting Standards (CAS) regulations require that an account code be structural. The first four digits are designated by the Chinese Financial Bureau, and then companies can define their own structure based on their requirements. In addition, the GL code contains the sub-account and cost center. In order to satisfy Chinese account code requirements, the Chinese subsidiary of a US company creates a structural alternate COA, mapped to its operational COA.

The example above shows an alternate COA structure for bank accounts. The alternate COA created for Chinese reporting contains four levels, and only accounts at the lowest level are mapped to the company's operational COA. Any account code that has no child is the lowest level account.

Alternate account 1002-01-01-0001 HR is mapped to operational account 30001 Bank RMB, sub-account 010, and cost center 3001 HR.

When running Chinese statutory reports, the statutory account code balances for parent accounts, such as 1002 Bank, are summed from child statutory codes.

Alternate Chart of Accounts Process



The above slide displays the process to set up and then use an alternate COA.

Alternate COA Setup



Alternate COA Setup

- ▲ Create alternate COA groups (opt.)
- ▲ Create an alternate COA structure
- ▲ Create cross-references

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2009-AF-AC-070

To set up an alternate COA, three steps are involved; one of which is optional.

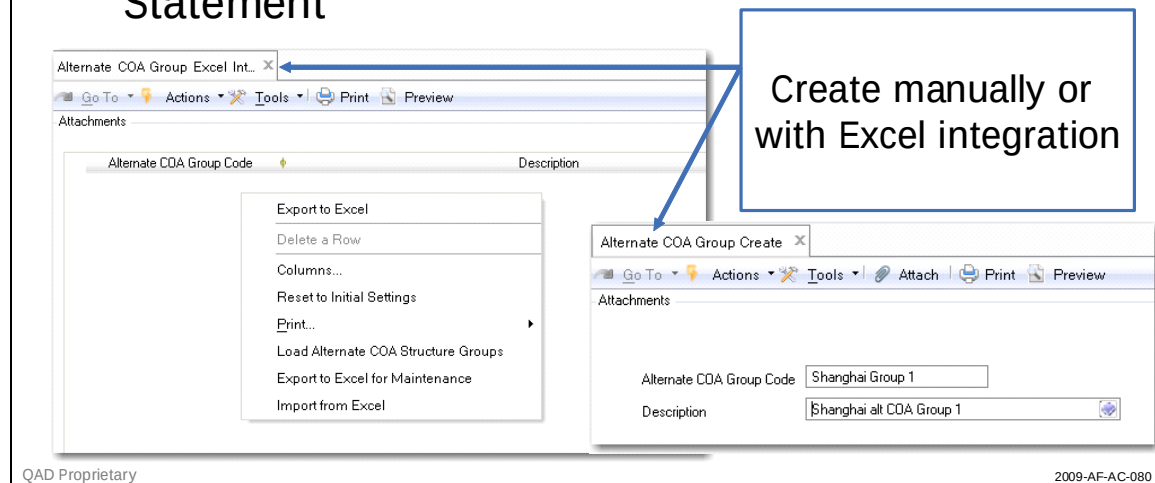
- 1 Create alternate COA groups (optional and recommended).
- 2 Create an alternate COA structure.
- 3 Map operational accounts to the structure using cross-references.

We will now review these steps in detail.

Alternate COA Groups

Alternate COA Groups

- ▲ Assigned to alternate accounts
- ▲ Avoid duplication of cross-reference
- ▲ Use on Regional Balance Sheet and Income Statement



An alternate COA group code functions in a similar way to a budget group code, and links level 1 alternate COA accounts. Lower level alternate COA accounts are then automatically mapped to the group code also and all related operational COA can be linked through the alternate structure.

Alternate COA groups are used to group data in the Chinese structured reports, such as the Chinese Income Statement and Balance Sheet.

Use Alternate COA Group Create (25.3.21.7) or Alternate COA Group Excel Integration (25.3.21.11) to define groups to which you can assign alternate accounts.

Alternate COA Structure



Alternate COA Structure

- ▲ One or more structures
- ▲ Multiple levels
- ▲ Link lowest structure level to operational COA
 - Any combination of GL account and sub-account, cost center, project
- ▲ Many-to-one relationship

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2009-AF-AC-090

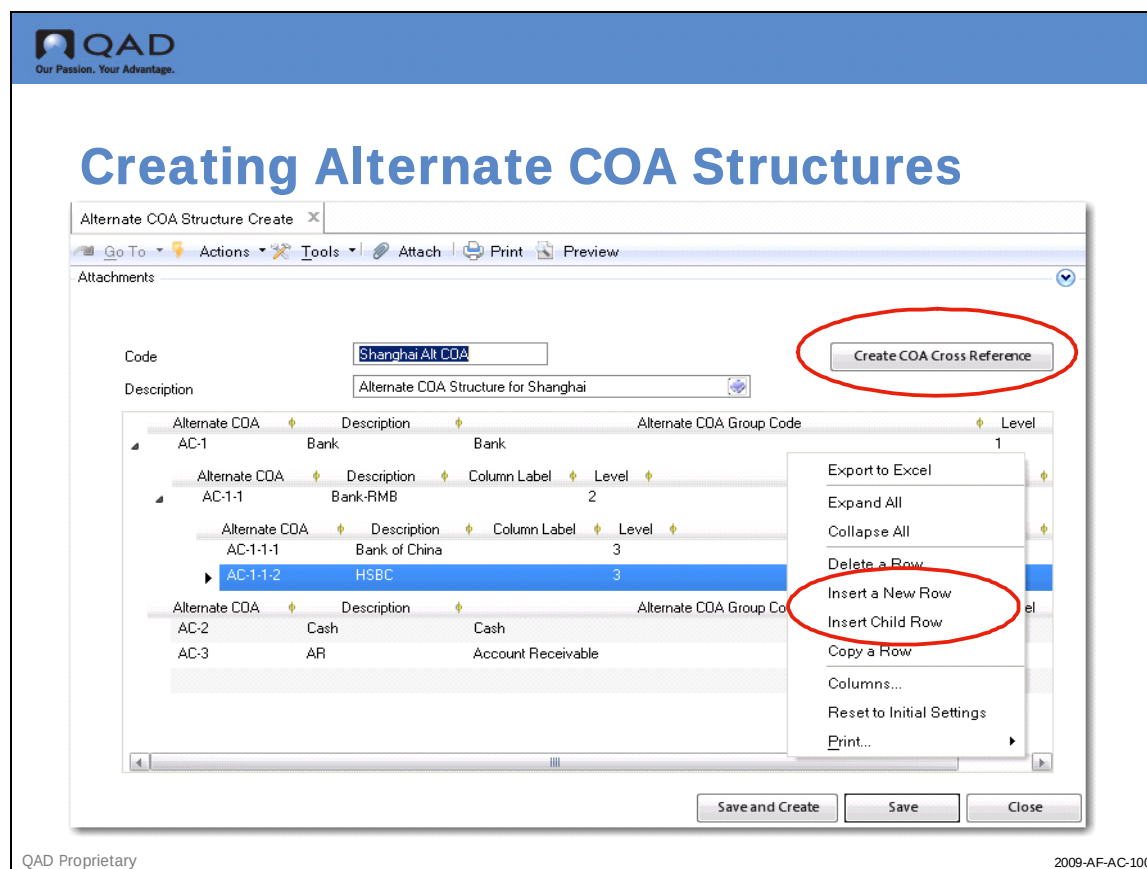
An alternate COA consists of one or more account structures, each containing a group of unique alternate accounts. Each alternate account is assigned an account code and account level indicator, and, optionally, a description, a column label, and an alternate COA group code.

The structure can have an unlimited number of levels.

Only the lowest level alternate account can be mapped to a combination of GL account, sub-account, cost center, and project, where any of sub-account, cost center, or project values can be blank.

There is a many to one relationship between the source and the target COA, which means that one, or a range of GL accounts, sub-accounts, cost centers, and projects can be linked to a unique alternate account.

Creating Alternate COA Structures



Use Alternate COA Structure Create (25.3.21.1) to create new alternate COA structures. In the grid, right click and select Insert a New Row, or Insert a Child Row.

Optionally, you can use Alternate COA Structure Copy (25.3.21.5) to create an alternate COA structure based on an existing structure or define a structure using Excel and load it using Alternate COA Excel Integration (25.3.21.6).

Once you have defined an alternate COA structure, you then map it to the operational COA. You can do this from within the Alternate COA Structure Create (25.3.21.1) menu. After you define an alternate COA structure, click the Create COA Cross Reference button. The alternate COA structure is saved and COA Cross Reference Create (25.3.14.1) opens.

COA Cross-References



COA Cross-Reference

- ▲ Create a COA cross reference record mapping the alternate COA to the primary COA
 - COA Cross Reference Type: Alternate COA
- ▲ System validated
 - Based on existing postings
- ▲ **Note:** you can also create COA cross-refs of types Combined COA Dimensions and Separate COA Dimensions for use in consolidation
 - Covered in Consolidation chapter of this training

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2009-AF-AC-110

The COA Cross Reference Create function (25.3.14.1) lets you map operational GL accounts, sub-accounts, cost centers, and projects to alternate COA structures. Initially, use COA Cross Reference Create (25.3.14.1) or COA Cross Reference Excel Integration (25.3.14.6). You can also use COA Cross Reference Copy (25.3.14.5) to facilitate the creation of additional cross-references.

In addition to creating alternate COA mappings, you can also use the COA Cross Reference Create function (25.3.14.1) to define mappings from GL combinations in source entities to GLs in consolidation entities.

See Chapter 16, “Consolidation,” on page 349 and *User Guide: QAD Financials A* for a detailed explanation of how this validation works.

Cross-references are validated against the existing posting history.

Creating COA Cross-References

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Creating Cross-References for Alternate COAs

▲ Alt. COA mapping

Type

Alternate COA

Target Domain

Alternate COA

Alternate COA

Combined COA Dimensions

Separate COA Dimensions

Lead

COA Cross Reference Create

Go To Actions Tools Attach Print Preview

Attachments

Code:
Description:
Active: ☒
Columns:

Type:
Target Domain:
Alternate COA:

Source GL Account From	Source GL Account Till	Source Sub-	Source Sub-A	Source Cost	Source C	Source	Source	Target Alternate Account
1040	1044	10	99	0001				AC-1-1-1

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When creating an alternate COA mapping, select the Alternate COA type. You do not need to specify a target domain; alternate COAs are created at system level.

Reports with Alternate COA

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Reports with Alternate COA

- ▲ Use Alt COA with any Chinese accounting regional reports
 - Chinese GL Transaction Reports

Menu Search

- GL Transactions Menu
- GL Reports and Views Menu
 - GL Transaction Activity Reports
 - GL Transaction Activity Views
 - Analytical Trans Reports Menu
 - Analytical Trans Views Menu
 - Financial Reports Menu
 - Regional GL Trans Reports Menu
 - Chinese GL Transaction Report**
 - Cash and Bank Receipt Jour
 - Cash and Bank Payment Jo
 - Account Transaction Journal
 - Foreign Currency Journal
 - General GL Journal
 - Cash and Bank GL Report
 - Subledger Report
 - Account Balance of Totals
 - Columnar Ledger Report
 - General Ledger Report
 - Value-Added Tax Payable L
- Trial Balance Summary
- GL Report Writer Menu
- GL Consolidation Menu

Cash and Bank Receipt Journal

Tools | Print | Preview | Variant

Report Variants: FACTORYDEFAULT

Filter

Entity	GL Cal Year	GL Period
1000 (Domain1)	2009	2
1000EK (Domain1)	2009	2
2000 (Domain1)		
2010 (Domain1)		
3000 (Domain1)		

Posting Date: 02/16/2009

Use Alternate COA: ☐

COA Cross Reference: ☐

Include Cost Center: No

Include Sub-Account: No

Daybook: ☐

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2009-AF-AC-130

You can run any Chinese accounting reports (25.15.7.1) using an alternate COA to group and report the data.

To run a report using an alternate chart of accounts, select Yes in the Use Alternate COA field, and specify a COA cross-reference mapping code in the COA Cross Reference field.

Chapter Review



Review

1. What are the benefits of the alternate COA functionality?
2. At what level is the alternate COA data stored?
3. What are the three steps (one optional) to set up an alternate COA?
4. What are the three cross-reference types? What are they used for?
5. Which reports are available to use with alternate COA?

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2009-AF-AC-140

To test your understanding of the alternate COA functionality, try answering the above questions. Answers are provided below.

- 1 It is a legal requirement in Russia, China, and France to provide statutory reporting with a government-defined COA. Multiple alternate COAs can be created and used.
- 2 Alternate COAs are stored at system level so they can be used across domains.
- 3 Create alternate COA groups (optional), create an alternate COA structure, and create cross-references.
- 4 The three cross-reference types are:
 - Alternate COA cross-references, for creating alternate COAs.
 - Combined dimensions cross-references, for creating consolidation mappings.
 - separate dimensions cross-references, for creating consolidation mappings.
- 5 Currently, any Chinese GL report can use alternate COAs.

Chapter 11

Allocations

Allocations - Objectives



Objectives

- ▲ Learn about allocation capabilities in QAD Financials
- ▲ Learn how to set up and use allocations for your business case

Overview



Overview

- ▲ Allocations in QAD Enterprise Applications
 - Operational vs financial
 - Direct vs indirect
- ▲ Allocation setup
- ▲ Allocation processing
- ▲ Demo cases
 - Housing costs
 - Manufacturing costs to production sites

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2008-MC-3.1-1-ALL-030

In this section, you will learn about the two different types of allocations. You will learn in detail how to set up financial allocations and how they are processed. Finally, you will review two demonstration cases to illustrate what you have learned.

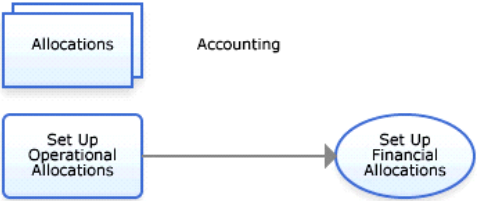
Allocations



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Allocations

- ▲ Used to allocate fixed percentages of expenses to different GL elements.
- ▲ Two types of allocation:
 - Operational
 - Financial



```
graph LR; A[Allocations] -- Accounting --> B[Set Up Operational Allocations]; B --> C([Set Up Financial Allocations])
```

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2008-MC-3.1-1-ALL-040

The system supports two types of allocations:

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

Operational Allocations



Operational Allocations

- ▲ Used in operational transactions - sales and purchasing.
- ▲ Use allocation codes anywhere you enter an account in operational transactions.
- ▲ Define nested allocation codes.

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2008-MC-3.1-1-ALL-050

To simplify data entry in operational transactions, use Operational Allocation Code Maintenance (25.3.23) to define codes that allocate fixed percentages of expenses to different accounts, sub-accounts, cost centers, and projects.

Op Allocation Code Maintenance


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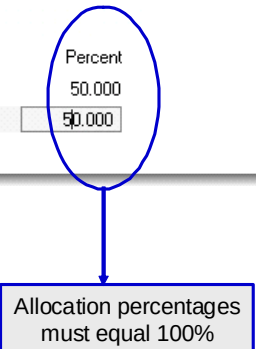
Op Allocation Code Maintenance

Op Allocation Code Maintenan... X

Go To Actions Copy Print Preview

Allocation Code: Rent
Description: Rental Allocation

Account	Sub-Acct	CC	Project	Percent
8300	0001			50.000
8400	1000			50.000



Allocation percentages must equal 100%

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2008-MC-3.1.1-ALL-060

Create operational allocation codes using Op Allocation Code Maintenance (25.3.23). Define the specific accounts, sub-accounts, cost centers, and projects that a transaction must be split amongst, and the percentages to allocate to each. The percentages must total 100%.

You can define nested allocation codes so that one allocation code references another. When the system calculates amounts, it explodes each level of allocation codes, multiplying the amount to be apportioned by the percentages at each level.

Financial Allocations

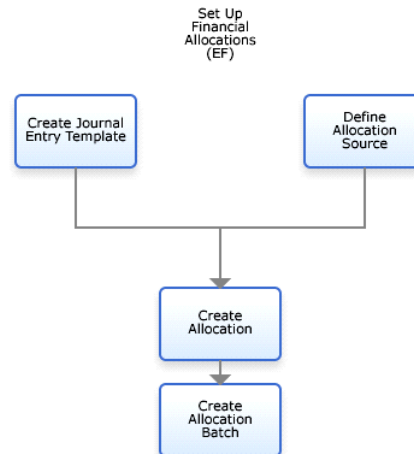


Financial Allocations

- ▲ Allocate costs and revenue to accounts, sub-accounts, cost centers, and projects.

- ▲ Setup:

- Define allocation source
- Define allocation structure
- Group allocations into batches



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2008-MC-3.1-1-ALL-070

Use the GL Allocation activities (25.3.22) to identify types of cost and automatically distribute them to the correct cost targets. Configure allocations using the following sequence of steps:

- 1 Define the allocation structure. Allocation structures consist of a source, a target, and the transfer algorithm between them.
- 2 Group allocations into batches.
- 3 Configure recursive allocations to reuse a previous allocation run as input for the next.
- 4 Interrupt and restart the execution of a batch.
- 5 Validate the results of the allocation run before final posting.

Types of Financial Allocations



Types of Financial Allocation

▲ Direct allocation

- Used when the source of the cost or revenue is clear.

▲ Indirect allocation

- Used when costs/revenues cannot be traced back immediately to a specific department or activity.
- A distribution mechanism:
 - Collects the data for a given time frame
 - Calculates the distribution amounts
 - Generates the resulting allocation postings

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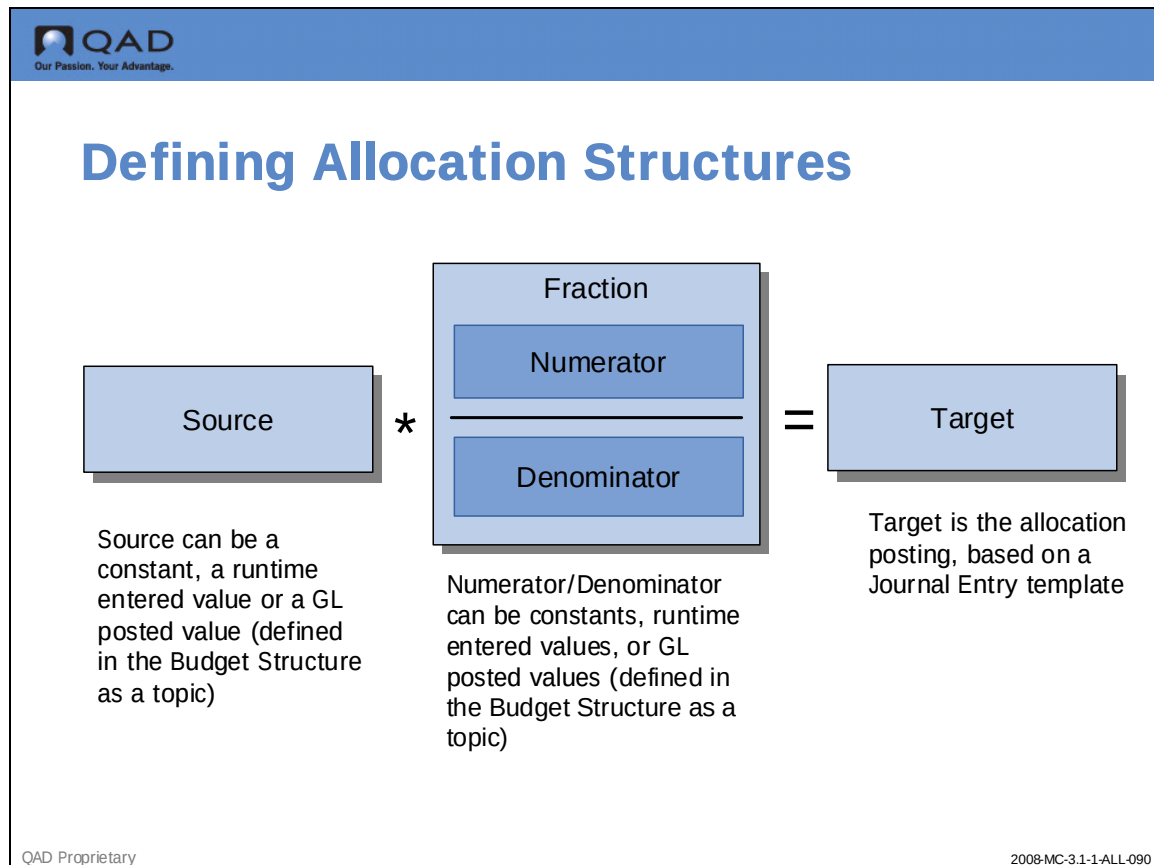
2008-MC-3.1-1-ALL-080

A direct cost can be traced directly to the source. For example, when a department purchases office furniture for its own use, the cost is a direct cost. Direct costs can be further subdivided into:

- Assignable costs are charged directly to the account or sub-account without allocation.
- Shared costs cannot be directly assigned to a cost objective, but are charged instead to an intermediate cost pool.

An indirect cost cannot be traced directly to one source. For example, a company electricity bill covers the electricity usage for all company departments. Initially, the bill is allocated to an overhead cost center, and later re-allocated over all the departments. You use allocation to distribute indirect costs to the various direct activities that benefited. For this, you must define a cost allocation plan.

Allocation Structures



An allocation consists of the following elements:

Source. This is the base amount for the allocation.

Fraction. This is a factor applied to the source amount to calculate the amount to be posted to the target.

Target. This consists of the COA elements, such as account, sub-account or cost center, to which the fraction is to be posted.

Allocation Sources

- Constant Value

The source is a value that is entered in the allocation definition. The value can be entered in the base currency or as a combination of base currency and quantity.

- Standard Charge

Standard charges are calculated by multiplying the quantity and unit price. Both values are entered in the allocation definition. The per-unit cost for electricity is an example of a standard cost.

- WBS Topic

Work Breakdown Structure (WBS) topics are used in budgets to provide analysis for budget costs, and are also used in allocations as a source type.

Fractions

- Constant Factor

The fraction can be a constant multiplier that is entered in the allocation definition and which can also be reviewed and changed during the execution of the allocation batch.

- Real Fraction

The fraction can be a real fraction defined by its numerator and denominator. Both the numerator and denominator are WBS topics from which the value or quantity is retrieved. When the allocation is run, the source value is multiplied by the constant value or the real fraction.

- Proportional Fraction

A proportional fraction uses multiple fractions. Only the denominator is specified to calculate the fractions. The denominator is a WBS topic. The numerators are defined based on the denominator. There are as many numerators (and, thus, fractions) as composing elements in the denominator.

Allocation Targets

You must define a posting template to specify how the amounts calculated by applying the fractions to the source amounts are to be posted.

Running Allocations



Allocation Transactions

- ▲ Distribute costs and revenues to accounts, sub-accounts, cost centers, and projects.
- ▲ Identify types of cost, and automatically distribute costs to the cost targets.
- ▲ Use [GL Allocation Batch Create \(25.3.22.6\)](#) to create batches of allocations.
- ▲ Use [Allocation Batch Run Execute \(25.13.9\)](#) to run the allocation batches.
- ▲ The Budget daemon must be active.

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2008-MC-3.1-1-ALL-110

Allocation is the process of distributing costs and revenues to the appropriate accounts, sub-accounts, cost centers, and projects. Once your allocation structures are set up, you need to run them in batch.

The GL Allocation Batch Create (25.3.22.6) and Allocation Batch Run Execute (25.13.9) activities let you create and run batches of allocations that you have previously defined.

The Budget daemon should be active when allocations are run because the allocation functionality uses the same tables. The Budget daemon ensures that the most current values are available for an allocation run.

Create Allocation Batches

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Create Allocation Batches

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Use Allocation Batch Run Execute (25.13.9) to run multiple allocations simultaneously. This activity also runs allocations in sequence, using the result of one allocation as the source of the next. An allocation batch can contain one or multiple allocation codes.

JE Group. JE group identifiers are used in allocation batch processing. If the allocation batch run is canceled, only the current JE group is reversed or unprocessed. The JE groups that are already processed remain processed.

Alloc Code. Specify an allocation code to include in the JE group.

Run Allocation Batch

▲ The Budget daemon calculates the allocation batch figures.

Note: The Budget daemon must be running.

▲ The result of the allocation run is immediately posted.

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By default, the system runs all selected lines in the Allocation Batch Run Execute screen, except when a batch has already run for the same target period. The system also keeps a log file of previously run allocations.

An allocation batch is run correctly if the figures it uses from the Budget module are valid. These figures are calculated by the Budget daemon.

The result of an allocation is immediately posted. By using a transient layer daybook as target—the recommended approach—you can review the allocation postings, and correct or delete them as necessary. You then assign them to the primary or the secondary layer.

Field Descriptions

Allocation Batch. Specify the allocation batch to run.

Processing Status. This field displays the status of the current allocation batch.

Source GL Period. Select the source data from this period only or cumulative data from the start of the GL calendar year up to the end of this period.

Target GL Period, Posting Date. Specify the target period and posting date.

Number Of Groups. Specify the number of JE groups selected for execution.

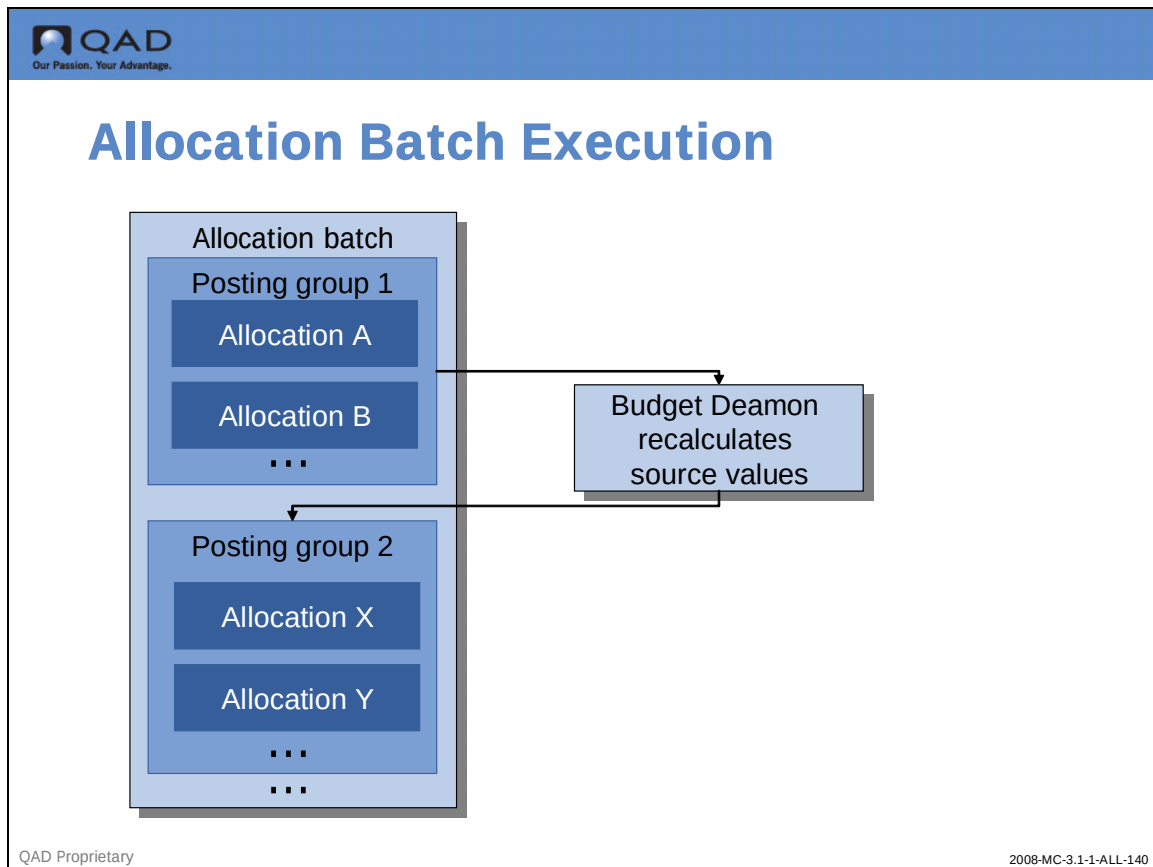
To Be Processed. This field displays the number of JE groups still to process.

Processed. This field displays the number of JE groups already processed.

Click Apply to display the allocation batch details in the grid

The result of a JE group run is always a single journal entry

Allocation Batch Execution



The system runs all of the allocations in the JE group. This ensures that when an allocation batch run is interrupted, the system does not stop the batch run until all allocations in the current group have been run.

The system checks for unprocessed daemon records before running each allocation in the batch, and displays a warning when unprocessed records exist.

When an allocation batch is interrupted, you can restart the batch for the same GL period. All allocations already run are deselected to ensure that they are not re-run.

Demo Case 1



Demo 1: Allocate Housing Costs

- ▲ Collect the electricity, water, and heating costs for November 2007
- ▲ Allocate the total costs to the company departments, according to the following fixed distribution:
 - Adm: 10%
 - Mfg: 40%
 - R&D: 30%
 - Sls: 20%
- ▲ Post to a Transient layer
- ▲ Review and final posting to the primary/official layer

Demo Case 1: Account Involved**Demo Case 1: Accounts Involved**

Account	Description	Cost Center Account	Category
43000	Housing Expense	☒	Expense
43100	Electricity	☐	Expense
43200	Water	☐	Expense
43300	Heating	☐	Expense
43999	Housing Alloc Transfer	☐	Expense

Demo Case 1: Source



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Demo Case 1: Source

Budget Code

Housing cost

Description

Housing cost allocation

Status

Operational

Used for Allocation☒

Use as Report☐

General

Budget Period

Levels

Structures

Versions

Versions

Initial Version (2007/11)

Auto Roll-Up☒

Topic	TC Amt (01)	Forecast Cost (01)	Class
Housing Allocatio		0.00	0

COA Link for General Ledger List: 43100,43200,43300. Total Actual 4,850.00 Total Commitment 0.00

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2008-MC-3.1.1-ALL-170

Demo Case 1: Target Template



Demo Case 1: Target Template

Journal Entry - View

Year	2007 10	Posting Date	10/31/2007		
Daybook Code	TEMPLATE 000000002	Layer Type	TRANSIENT		Save As Template ☒
Description	Housing Alloc Template	Template Code	Housing Alloc T		Replacement ☐
Original Posting Reference		Sequence Number	000000000		Reversal ☐

GL Account	GL Description	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
43999	Housing Alloc Transfer		Housing Alloc Template	EUR	0.00	100.00
43000	Housing Expense	Adm	Housing Alloc Template	EUR	10.00	0.00
43000	Housing Expense	Mfg	Housing Alloc Template	EUR	40.00	0.00
43000	Housing Expense	R&D	Housing Alloc Template	EUR	30.00	0.00
43000	Housing Expense	Sls	Housing Alloc Template	EUR	20.00	0.00

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2008-MC-3.1.1-ALL-180

Demo Case 1: Allocation



Our Passion. Your Advantage.

Demo Case 1: Allocation

Allocation Code

Alloc Housing

Description

Housing Allocation

General

Proportional Allocation

Source Type

WBS Topic

Source WBS

Housing Allocation

From Layers

Official

From Amt

Balance

Amt By

GL Period

Value Of

BC Amount

Quantity

0.00

BC Price

0.00

BC Amount

0.00

Fraction Type

Constant Factor

Constant Fraction

1.00

Numerator WBS

From Amt

Amt By

Value Of

Denominator WBS

Amt By

Value Of

From Amt

Amt By

Value Of

Daybook Code

TRAJE

Layer Code

Trans-Approve

Template Code

Housing Alloc T

QAD Proprietary

2008-MC-3.1.1-ALL-190

Demo Case 1: Target Posting


Our Passion. Your Advantage.

Demo Case 1: Target Posting

Year	2007 11	Posting Date	11/30/2007		
Daybook Code	TRAJE 000000004	Layer Type	TRANSIENT	Save As Template	☐
Description	Allocations Cost Alloc 2007/11	Template Code		Replacement	☐
Original Posting Reference		Sequence Number	000000000	Reversal	☐

	GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
	43999			Allocation Alloc Hou	EUR	0.00	4,850.00
☐	43000	Gserv	Adm	Allocation Alloc Hou	EUR	485.00	0.00
☐	43000	Gserv	Mfg	Allocation Alloc Hou	EUR	1,940.00	0.00
☐	43000	Gserv	R&D	Allocation Alloc Hou	EUR	1,455.00	0.00
☐	43000	Gserv	Sls	Allocation Alloc Hou	EUR	970.00	0.00

QAD Proprietary
2008-MC-3.1-1-ALL-200

Demo Case 2



Demo 2: Allocate Manufacturing Costs

- ▲ Allocate manufacturing costs to production sites
- ▲ Allocate the cost proportional to the machine hours run in each site
 - WC01: 150 HRS
 - WC02: 170 HRS
 - WC03: 100 HRS

Demo Case 2: Source and Fraction



Demo Case 2: Source and Fraction

Source →

Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)	Forecast Qty (01)	Class
Machine Hours	0.00	0.00	0.00	0.00	0
Mfg Housing	0.00	0.00	0.00	0.00	0
Mfg All	0.00	0.00	0.00	0.00	0

COA Link for Cost Center List: Mfg. Total Actual 0.00 Total Commitment 0.00

Fraction →

Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)	Forecast Qty (01)	Class
Machine Hours	0.00	0.00	0.00	0.00	0
Work Centers	0.00	0.00	0.00	0.00	0
Mfg Housing	0.00	0.00	0.00	0.00	0

COA Link for Cost Center List: WC01,WC02,WC03. Total Actual 0.00 Total Commitment 0.00

Demo Case 2: Target Template



Our Passion. Your Advantage.

Demo Case 2: Target Template

Journal Entry - View

Go To

Actions

Tools

Attach

Print

Preview

Attachments

Year

2007

07

Posting Date

07/31/2007

Daybook Code

TEMPLATE

000000003

Layer Type

TRANSIENT

Save As Template

☒

Description

Production Housing Cost Allocation

Template Code

Mfg Cost Alloc

Replacement

☐

Original Posting Reference

Sequence Number

000000000

Reversal

☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
43000	Gserv	Mfg	Production Housing	EUR	0.00	10.00
43000	Gserv	WCD1	Production Housing	EUR	10.00	0.00

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2008-MC-3.1.1-ALL-230

Demo Case 2: Allocation



Demo Case 2: Allocation

Allocation - Modify

Allocation Code: Description:

General
Proportional Allocation

Source Type	WBS Topic				
Source WBS	Mfg All	From Layers	Trans-Approve		
From Amt	Balance	Amt By	GL Period	Value Of	BC Amount
Quantity	0.00	BC Price	0.00	BC Amount	0.00
Fraction Type	Proportional Fracti	From Layers	Official		
Constant Fraction	0.00				
Numerator WBS					
From Amt		Amt By		Value Of	
Denominator WBS	Production Dep				
From Amt		Amt By	GL Period	Value Of	Quantity
Daybook Code	TRAJE	Layer Code	Trans-Approve		
Template Code	Prod Housing				

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2008-MC-3.1.1-ALL-240

Demo Case 2: Batch Run



Our Passion. Your Advantage.

Demo Case 2: Batch Run

Search for Allocation Batch

Allocation Batch

Mfg Housing Batch

Processing Status

Processing

Source GL Period

2007

11

Number of Groups

1

Target GL Period

2007

11

To Be Processed

0

Posting Date

11/30/2007

Processed

1

Search

Drag a column header here to group by that column.

Sequence	Execute	Processed	Source Type	Proportional CDA Code	BC Amou	Fraction Type	Numerator	Denominator	Fraction	Posting Amount
1	☒	☒	WBS Topic	WC01	1,940.00	Proportional Fraction	150	420	0.3571428571	692.86
1	☒	☒	WBS Topic	WC02	1,940.00	Proportional Fraction	170	420	0.4047619048	785.24
1	☒	☒	WBS Topic	WC03	1,940.00	Proportional Fraction	100	420	0.2380952381	461.9

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2008-MC-3.1.1-ALL-250

Demo Case 2: Target Posting



Demo Case 2: Target Posting

Year: 2007 11

Daybook Code: TRAJE 000000003

Description: Allocations Mfg Department 2007/11

Original Posting Reference:

Posting Date: 11/30/2007

Layer Type: TRANSIENT

Template Code:

Sequence Number: 000000000

Save As Template: ☐

Replacement: ☐

Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hous	EUR	0.00	692.86
43000	Housing Expense	Gserv	WC01	Allocation Mfg Hous	EUR	692.86	0.00
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hous	EUR	0.00	785.24
43000	Housing Expense	Gserv	WC02	Allocation Mfg Hous	EUR	785.24	0.00
43000	Housing Expense	Gserv	Mfg	Allocation Mfg Hous	EUR	0.00	461.90
43000	Housing Expense	Gserv	WC03	Allocation Mfg Hous	EUR	461.90	0.00

QAD Proprietary

2008-MC-3.1-1-ALL-260



Cost Center-GL-Sub-Account	Year / Post GL Pd Date	Voucher	Reference	Description	BC Debit	BC Credit Cur	TC Debit	TC Credit	Qty Unit
Mfg Manufacturing General					Opening Balance:	N/A	N/A		0.00
					Period Total:	1,940.00	1,940.00		
					Ending Balance:	N/A	N/A		
43000		Housing Expense		Opening Balance:	N/A	N/A			0.00
				Period Total:	1,940.00	1,940.00			
				Ending Balance:	N/A	N/A			
Gserv		General Services		Opening Balance:	N/A	N/A			0.00
				Period Total:	1,940.00	1,940.00			
				Ending Balance:	N/A	N/A			
Transactions:									
	2007/11/10/2007	TRAJE000000002		Allocation Housing All	1,940.00	0.00 EUR	1,940.00	0.00	0.00
	2007/11/10/2007	TRAJE000000003		Allocation Mtg Housing	0.00	692.86 EUR	0.00	692.86	0.00
	2007/11/10/2007	TRAJE000000003		Allocation Mtg Housing	0.00	795.24 EUR	0.00	795.24	0.00
	2007/11/10/2007	TRAJE000000003		Allocation Mtg Housing	0.00	451.90 EUR	0.00	451.90	0.00

Cost Center-GL-Sub-Account	Year / Post GL Pd Date	Voucher	Reference	Description	BC Debit	BC Credit Cur	TC Debit	TC Credit	Qty Unit
					Opening Balance:	N/A	N/A		170.00
					Period Total:	1.00	0.00		
					Ending Balance:	N/A	N/A		
Transactions:									
	2007/11/10/2007	TRAJE000000001		Machine Hours 11/2007	1.00	0.00 EUR	1.00	0.00	170.00 HRS
WC03 Work Center 3					Opening Balance:	N/A	N/A		100.00
					Period Total:	462.90	0.00		
					Ending Balance:	N/A	N/A		
43000		Housing Expense		Opening Balance:	N/A	N/A			0.00
				Period Total:	461.90	0.00			
				Ending Balance:	N/A	N/A			
Gserv		General Services		Opening Balance:	N/A	N/A			0.00
				Period Total:	461.90	0.00			
				Ending Balance:	N/A	N/A			
Transactions:									
	2007/11/10/2007	TRAJE000000003		Allocation Mtg Housing	461.90	0.00 EUR	461.90	0.00	0.00
Z90000		Machine Hours Carrier		Opening Balance:	N/A	N/A			100.00
				Period Total:	1.00	0.00			
				Ending Balance:	N/A	N/A			

QAD Proprietary

2008-MC-3.1-1-ALL-275

Hands On Exercises (US)

The recommended flow for these exercises is:

- 1 Create the WBS in Budget Create.
- 2 Check that the Budget daemon is running.
- 3 Create the allocation.
- 4 Enter transactions using Journal Entry Excel integration.
- 5 Run Allocation Batch Run Execute.

Exercise 1: Constant Value Source US

Case: Every month 10,000 USD of housing expenses must be allocated to the following cost centers:

- Adm: 40%
- Log: 10%
- Mar: 20%
- Mfg: 30%

Create the corresponding allocation, create an allocation batch, and run it for the GL period prior to the current period. There are two ways to do this.

Steps:

- 1 In GL Account Create (25.3.13.1), create account 7399.

Field	Data
Account:	7399
Description:	HC alloc offset
GL type:	Standard Account
Budget Enabled:	Yes
Category:	Expense
<u>Posting tab</u>	
Balance/P&L:	Profit and Loss Account
Auto/Manual:	Manual
Debit/Credit:	Debit
<u>Analysis tab</u>	
Analysis:	None

- 2 In Journal Entry Create (25.13.1.1), create a template for the posting:
Let the year and posting date default.

Field	Data
Daybook Code:	Template
Save as Template:	Yes
Description:	CVS alloc template
Template Code:	Templ 1

The following are the postings in US-WEST:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
7399	HC alloc offset				100.00
7300	Housing Expense	Gserv	Adm	40.00	
7300	Housing Expense	Gserv	Log	10.00	
7300	Housing Expense	Gserv	Mar	20.00	
7300	Housing Expense	Gserv	Mfg	30.00	

Use as posting daybook: TRAJE

- 3 Save your changes.
- 4 In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code:	CVS H01
Description:	CVS H01
Source Type:	Constant Value
From Layers:	Primary
Quantity:	0
BC Amount:	10,000.00
Fraction type:	Constant Factor
From Layers:	Primary
Constant Fraction:	1.00
Daybook Code:	TRAJE
Template Code:	Templ 1
Layer Code:	Trans-Approve

- 5 Save your allocation.
- 6 In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code:	ConstVS
JE Group:	GR1
Alloc Code:	CVS H01

- 7 Save the allocation batch.
- 8 Run Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch:	ConstVS
Source Period:	Enter the period previous to the current.

Field	Data
Target GL Period:	Specify the same period as the source.
Posting Date:	The last day of the target GL period.

9 Click Search.

Field	Data
Grid	
Sequence:	1
JE Group:	GR1
Execute:	Yes
Allocation Code:	CVS H01
BC Amount:	10,000.00
Posting Amount:	10,000.00
Posting Reference:	2008/TRAJE/nnn

10 Click Execute to run the allocation batch.

11 In Journal Entry View (25.13.1.3), search for transactions in daybook TRAJE with the same posting date as the allocation batch posting date you entered.

12 Review the transaction.

13 The same result can be obtained using another QAD Financials functionality: how?

Exercise 2: Allocation using WBS Source US-WEST

In this exercise, you will create a GL allocation for housing costs using:

- Code: HC-1
- Batch code: HC
- JE group: GR1

In the Budget Periods tab, use the date 01/01/08 to 12/31/08

In the Version tab, set the reporting period to 01/2008. (Primary layer, balance, period, BC amount)

Target: create a template with code HC-alloc-1

US-WEST:

7399 CR 1000

7300 Adm DR 250

7300 Mfg DR 450

7300 R&D DR 100

7300 Sls DR 200

Use daybook TRAJE for the allocation posting.

Post the actuals in daybook JE using a template (Excel worksheet Alloc HC act1).

Run the allocation batch HC.

Steps:

- 1 Using GL Account Create (25.3.13.1) or GL Account Excel Integration (25.3.13.5), create the following accounts:

Acct	Desc	GL Type	Cat.	Analysis	Bal/P&L	DR/CR	Auto/Manual
7301	HC1	Standard Acct	Expense	None	P&L	Debit	Manual
7302	HC2	Standard Acct	Expense	None	P&L	Debit	Manual
7303	HC3	Standard Acct	Expense	None	P&L	Debit	Manual

- 2 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date:	01/31/08
Daybook Code:	Template
Description:	Alloc H02
Template Code:	HC-alloc-1
Save as Template:	Yes

The postings are:

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
7399	HC alloc offset				1000.00
7300	Housing Expense	Gserv	Adm	250.00	
7300	Housing Expense	Gserv	Mfg	450.00	
7300	Housing Expense	Gserv	R&D	100.00	
7300	Housing Expense	Gserv	Sls	200.00	

- 3 In Budget Create (25.5.1.1), create the following WBS structure.

Field	Data
Budget Code:	HC-1
Description:	HC-1
Used for Allocation:	Yes
<u>Budget Period Tab</u>	
Period Code:	Period
Start Date:	01/01/08
End Date:	12/31/08

- 4 In the Levels tab, right-click in the grid and select Insert a New Row.

Field	Data
WB Level:	1
COA Element:	General Ledger

- 5 In the Structure tab, insert a new row.
Topic: HC alloc HO2
- 6 Right-click on the topic and select Topic Properties.

The Topic Properties window opens.

- 7 In the Topic Properties window, select the COA Link tab.
 - Budget Group: leave blank.
 - Link by Level: use the lookup and select GL accounts 7301, 7302, 7303 (press Ctrl and click).
- 8 Click OK to save.
- 9 Change the budget status to Operational and save.
- 10 In GL Allocation Create (25.3.22.1), create the following allocation:

Field	Data
Allocation Code:	HC-1
Description:	HC-1
<u>General tab</u>	
Source Type:	WBS Topic
Source WBS:	HC alloc H02
From Layers:	Primary
From Amt:	Balance
Amt By:	GL Period
Value Of:	BC Amount
Fraction Type:	Constant Factor
Constant Factor:	1
Daybook Code:	TRAJE
Template Code:	HC-alloc-1

- 11 Save the allocation.
- 12 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code:	HC
Description:	HC
Right-click in the grid and insert a row.	
JE Group:	GR-1
Alloc Code:	HC-1

- 13 Save the allocation batch.
- 14 Use Journal Entry Excel Integration (25.13.1.6) to post the actuals.
- 15 In the xml docs directory on your Desktop, use Excel worksheet act1 USD.xls.
The result should be a transaction with posting date 04/30/08, description: Housing exp.
- 16 Open GL Allocation Batch Run Execute (25.13.9) and specify the following:

Field	Data
Allocation Batch:	HC
Source GL Period:	2008/4
Target GL Period:	2008/4
Posting Date:	04/29/08
Number of Groups:	1
To Be Processed:	1

- 17 Click Apply. The allocation batch details display in the grid.

Field	Data
Sequence:	1
JE Group:	GR1
Execute:	Yes
Allocation Code:	HC-1
Source WBS Topic	
BC Amount:	4,850.00
Posting Amount:	4,850.00
Posting Reference:	2008/TRAJE/5

- 18 Run the allocation batch.

- 19 In Journal Entry View (25.13.1.3), review the newly-created journal entry.

Field	Data
Posting Date:	04/29/08
Daybook Code:	TRAJE

Exercise 3: Proportional Allocation US

Create a GL allocation for further allocation of housing costs allocated to cost center Mfg

Allocation Details	
Allocation Code:	MfghrsHC-1
Batch Code:	MfgHC
JE Group	GR1
Source Details	
Source:	WBS GL code: 7300
Cost Center:	Mfg (Trans-Approve layer, balance, period, BC amount)
Proportional Allocation Details	
Proportional Allocation	WBS GL code: Z9000 (create this account first)
Cost Centers:	WC01, WC02, WC03 (Trans-Approve layer, period, quantity)
Target Details	
Target:	Create a template with code MfgHC-alloc-1

	US: 7300 EMEA: 43000 - Mfg CR 100 US: 7300 EMEA: 43000 - WC01 DR 100
Daybook:	TRAJE

Post in daybook TRAJE the actuals using a template (Excel worksheet Alloc mfgHC act2 for the US).

Run the allocation batch, MfgHC.

Steps:

- 1 In Journal Entry Create (25.13.1.1), create the template:

Field	Data
Year:	2009/1
Posting Date:	01/31/09
Daybook Code:	TEMPLATE
Save as Template:	Yes
Description:	Proportional Allocation Template
Template Code:	Propalloc1

Description: Proportional allocation template

Template Code: Propalloc1

GL Acct	GL Desc	Sub-Acct	CC	Debit	Credit
7300	Housing Expense	GServ	Mfg		100.00
7300	Housing Expense	GServ	WC01	100.00	

- 2 In GL Account Create (25.3.31.1), create the following accounts. Ensure you select the Quantity field and enter a unit of measure.

GL Acct	Desc	GL Type	Cat.	Budget Enabled	Budget Group
Z9000	Machine HRS	Standard Account	Expense	Yes	<blank>
Z9001	Offset Mach. HRS	Standard Account	Expense	Yes	<blank>

Bal./P&L	DR/CR	Auto/Manual	Quantity	GL Acct UM	Analysis Type (Analysis Tab)
P&L	Debit	Manual	Yes	HRS	Cost Center
P&L	Debit	Manual	Yes	HRS	None

- 3 In Budget Create (25.5.1.1), create the allocation basis structure, and ensure that the Use Quantity Info field is selected.

Field	Data
Budget Code:	Propalloc1
Description:	Propalloc1
Used for Allocation:	Yes

Field	Data
General tab	
Use Quantity Info:	Yes
Budget Period tab	
Right-click in the grid and insert a row.	
Period Code:	Period
Start Date:	01/01/2008
End Date:	12/31/2009

- 4 In the Levels tab, right-click in the grid and select Insert a New Row.

WB Level	COA Element	Used for Proportional Allocation
1	General Ledger	No (uncheck)
2	Cost Center	Yes (check)

- 5 In the Structures tab, right-click in the grid and select Insert a New Row twice.
- 6 Specify topics 7300 and Z9000
- 7 Right-click on in the row and select Topic Properties. On the COA Link tab, link topic 7300 to GL account 7300 and cost center Mfg.
- 8 Right-click and select Insert Child Row.
- 9 Give the row the Topic Name of MFG.
- 10 Link the second topic Z9000 to GL Z9000 and to cost centers WC01, WC02, and WC03.
- 11 Save and close the Topic Properties windows.
- 12 Change the budget status to Operational and save.
- 13 In GL Allocation Create (25.3.22.1), create the following allocation.
Ensure that you select the layers in which the data is posted.

Field	Data
Allocation Code:	MfghrsHC-1
Description:	MfghrsHC-1
Source Type:	WBS Topic
Source WBS:	Mfg
From Layers:	Trans-Approve
From Amt:	Balance
Amt By:	GL Period
Value Of:	BC Amount
Fraction Type:	Proportional Fraction
From Layers:	Trans-Approve
Denominator WBS:	WC0x
Amt By:	GL Period
Value of:	Qty

Field	Data
Daybook Code:	TRAJE
Template Code:	Propalloc1

- 14** In the Proportional Allocation tab, create three lines—one for each cost center. Right-click to insert a new row.

Field	Data
Cost Center Code:	WC01
Cost Center Code:	WC02
Cost Center Code:	WC03

- 15** Save the allocation.

- 16** In GL Allocation Batch Create (25.3.22.6), create the following allocation batch.

Field	Data
Allocation Batch Code:	MfgHC / MfgHC
JE Group:	GR1
Alloc Code:	MfghrsHC-1

- 17** Save your changes.

- 18** Go to Journal Entry Excel Integration to upload the actuals. Use the Excel worksheet Alloc mfgHC act2 for US in the Financials Activities\Allocations directory on your desktop.

The results should be a transaction with the posting date 04/30/08, and the description “Machine Hours”.

The actual amount to allocate to the cost center Mfg is 1.940. This figure is the result of the previous hands-on.

- a** Ensure that, for cost center Mfg, you have 1.940 on account 7300 (US).

- b** If you skipped the previous hands-on, post the 1.940 as follows:

Daybook: TRAJE

Period: 2008/4

GL 7300 (US) 1940 Debit USD

GL 2470 (US) 1940 Credit USD

If a sub-account is required, use Gserv.

- 19** In GL Allocation Batch Run Execute (25.13.9, run the following allocation batch:

Field	Data
Allocation Batch:	MfgHC
Source GL Period:	2008/4
Target GL Period:	2008/4
Number of Groups:	1
To Be Processed:	1
Click Apply:	

20 Go to Journal Entry View (25.13.1.3) and verify the entry.

GL Acct	Sub-Acct	CC	DR	CR
7300	GServ	Mfg	0	714.29
7300	Gserv	WC01	714.29	0
7300	GServ	Mfg	0	809.52
7300	GServ	WC01	809.52	0
7300	GServ	Mfg		476.19
7300	GServ	WC01	476.19	0

Hands On Exercises (EMEA)

Exercise 1: Constant Value Source EMEA-DE

Case: Every month 10,000 Euros of housing expenses must be allocated to the following cost centers:

- Adm: 40%
- Log: 10%
- Mar: 20%
- Mfg: 30%

Create the corresponding allocation, create an allocation batch, and run it for the GL period prior to the current period.

Steps:

1 In Journal Entry Create (25.13.1.1), create a template for the posting:

Let the year and posting date default.

Field	Data
Daybook Code:	Template
Save as Template:	Yes
Description:	CVS alloc template
Template Code:	Templ 1

The postings are:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
43999	HC alloc offset				100.00
43000	Housing Expense	Gserv	Adm	40.00	
43000	Housing Expense	Gserv	Log	10.00	
43000	Housing Expense	Gserv	Mar	20.00	
43000	Housing Expense	Gserv	Mfg	30.00	

Use daybook TRAJE.

2 Save the template.

- 3 In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code:	CVS H01
Description:	CVS H01
Source Type:	Constant Value
From Layers:	Primary
Quantity:	0
BC Amount:	10,000.00
Fraction type:	Constant Factor
From Layers:	Primary
Constant Fraction:	1.00
Daybook Code:	TRAJE
Template Code:	Templ 1
Layer Code:	Trans-Approve

- 4 In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code:	ConstVS
JE Group:	GR1
Alloc Code:	CVS H01

- 5 Save the allocation batch.
- 6 Run Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch:	ConstVS
Source Period:	Enter the period previous to the current.
Target GL Period:	Enter the same period as the source.
Posting Date:	Specify the last day of the period previous to the current.

- 7 Click Search.

Field	Data
Grid	
Sequence:	1
JE Group:	GR1
Execute:	Yes (check)
Allocation Code:	CVS H01
BC Amount:	10,000.00
Posting Amount:	10,000.00
Posting Reference:	2008/TRAJE/nnn

- 8 Click Execute to run the allocation batch.
- 9 In Journal Entry View (25.13.1.3), search for transactions in daybook TRAJE with the same posting date as the allocation batch posting date you entered.

10 Review the transaction.

11 The same result can be obtained using another QAD Financials functionality: how?

Exercise 2: Allocation using WBS Source EMEA-DE

General Information

Create a GL allocation for housing costs

- Code: HC-1
- Batch code: HC
- JE group: GR1

In the Budget Periods tab, use the date 01/01/08 to 12/31/29.

In the Version tab, set the reporting period to 01/2008. (Primary layer, balance, period, BC amount)

Target: create a template with code HC-alloc-1

EMEA-DE

43999 CR 1000

43000 Adm DR 250

43000 M0fg DR 450

43000 R&D DR 100

43000 Sls DR 200

Use daybook TRAJE for the allocation posting.

Post the actuals in daybook JE using a template (Excel worksheet Alloc HC act1).

Run the allocation batch HC.

Steps:

1 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date:	01/31/08
Daybook Code:	Template
Description:	Alloc H02
Template Code:	HC-alloc-1
Save as Template:	Yes (check)

The postings are:

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
43999	HC alloc offset				1000.00
43000	Housing Expense	Gserv	Adm	250.00	

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
43000	Housing Expense	Gserv	Mfg	450.00	
43000	Housing Expense	Gserv	R&D	100.00	
43000	Housing Expense	Gserv	Sls	200.00	

- 2 In Budget Create (25.5.1.1), create the following WBS structure.

Field	Data
Budget Code:	HC-1
Description:	HC-1
Used for Allocation:	Yes
<u>Budget Period tab</u>	
Period Code:	Period
Start Date:	01/01/08
End Date:	12/31/09
Level Tab:	

- 3 Right-click in the grid and select Insert a New Row.

Field	Data
WB Level:	1
COA Element:	General Ledger
Structure Tab:	

- 4 Insert a new row.

Topic: HC alloc H02

- 5 Right-click on the topic and select Topic Properties.

- 6 Select the COA Link tab.

- Budget Group: leave blank.
- Link by Level: use the lookup and select GL accounts 43000, 43100, 43200, and 43300.

- 7 Click OK to save.

- 8 Change the budget status to Operational and save.

- 9 In GL Allocation Create (25.3.22.1), create the following allocation:

Field	Data
Allocation Code:	HC-1
Description:	HC-1
<u>General tab</u>	
Source Type:	WBS Topic
Source WBS:	HC alloc H02
From Layers:	Primary
From Amt:	Balance

Field	Data
Amt By:	GL Period
Value of:	BC Amount
Fraction Type:	Constant Fraction
Constant Factor:	1
Daybook Code:	TRAJE
Template Code:	HC-alloc-1

- 10 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code:	HC
Description:	HC
Right-click in the grid and insert a row.	
JE Group:	GR-1
Alloc Code:	HC-1

- 11 Go to Journal Entry Excel Integration (25.13.1.6).
- 12 Post the actuals. In the xml docs directory on your Desktop, use Excel worksheet Alloc HC act1.xls if logged in to EMEA-DE.
- The result should be a transaction with posting date 04/30/08, description: Housing exp.

- 13 Go to GL Allocation Batch Run Execute (25.13.9)

Field	Data
Allocation Batch:	HC
Source GL Period:	2008/4
Target GL Period:	2008/4
Posting Date:	04/29/08
Number of Groups;	1
To Be Processed:	1

- 14 Click Search. The allocation batch details display in the grid.

Field	Data
Sequence:	1
JE Group:	GR1
Execute:	Yes
Allocation Code:	HC-1
Source WBS Topic	
BC Amount:	4,850.00
Posting Amount:	4,850.00
Posting Reference:	2008/TRAJE/5

- 15 In Journal Entry View (25.13.1.3), review the newly-created journal entry.

Field	Data
Posting Date:	04/29/08
Daybook Code:	TRAJE

Exercise 3: Proportional Allocation EMEA-DE

Create a GL allocation for further allocation of housing costs allocated to cost center Mfg

Allocation Details	
Allocation Code:	MfghrsHC-1
Batch Code:	MfgHC
JE Group	GR1
Source Details	
Source:	WBS GL code: 43000
Cost Center:	Mfg (Trans-Approve layer, balance, period, BC amount)
Proportional Allocation Details	
Proportional Allocation	WBS GL code: Z90000
Cost Centers:	WC01, WC02, WC03 (Trans-Approve layer, period, quantity)
Target Details	
Target:	Create a template with code MfgHC-alloc-1
	43000 - Mfg CR 100 43000 - WC01 DR 100
Daybook:	TRAJE

Post in daybook TRAJE the actuals using a template (Excel worksheet mfgHC act2 for EMEA)

Run the allocation batch, MfgHC.

Steps:

- 1 In Journal Entry Create (25.13.1.1), create the template:

Field	Data
Year:	2009/1
Posting Date:	01/31/09
Daybook Code:	TEMPLATE
Save as Template:	Yes (check)
Description:	Proportional Allocation Template
Template Code:	Propalloc1

Description: Proportional allocation template

Template Code: Propalloc1

GL Acct	GL Desc	Sub-Acct	CC	Debit	Credit
7300	Housing Expense	GServ	Mfg		100.00
7300	Housing Expense	GServ	WC01	100.00	

- 2 In Budget Create (25.5.1.1), create the allocation basis structure, and ensure that the Use Quantity Info field is selected.

Field	Data
Budget Code:	Propalloc1
Description:	Propalloc1
Used for Allocation:	Yes
<u>General tab</u>	
Use Quantity Info:	Yes
<u>Budget Period tab</u>	
Right-click in the grid and insert a row.	
Period Code:	Period
Start Date:	01/01/2008
End Date:	12/31/2009

- 3 In the Levels tab, right-click in the grid and select Insert a New Row.

WB Level	COA Element	Used for Proportional Allocation
1	General Ledger	No (uncheck)
2	Cost Center	Yes (check)

- 4 In the Structures tab, right-click in the grid and select Insert a New Row twice.
- 5 Specify topics 7300 and Z9000
- 6 Right-click in the row and select Topic Properties. On the COA Link tab, link topic 7300 to GL account 7300 and cost center Mfg.
- 7 Right-click and select Insert Child Row.
- 8 Give the row the Topic Name of MFG.
- 9 Link the second topic Z9000 to GL Z9000 and to cost centers WC01, WC02, and WC03.
- 10 Save and close the Topic Properties windows.
- 11 Change the budget status to Operational and save.
- 12 In GL Allocation Create (25.3.22.1), create the following allocation. Ensure that you select the layers in which the data is posted.

Field	Data
Allocation Code:	MfghrsHC-1
Description:	MfghrsHC-1
Source Type:	WBS Topic
Source WBS:	Mfg
From Layers:	Trans-Approve
From Amt:	Balance
Amt By:	GL Period

Field	Data
Value Of:	BC Amount
Fraction Type:	Proportional Fraction
From Layers:	Trans-Approve
Denominator WBS:	WC0x
Amt By:	GL Period
Value of:	Qty
Daybook Code:	TRAJE
Template Code:	Propalloc1

- 13** In the Proportional Allocation tab, create three lines—one for each cost center. Right-click to insert a new row.

Field	Data
Cost Center Code:	WC01
Cost Center Code:	WC02
Cost Center Code:	WC03

- 14** In GL Allocation Batch Create (25.3.22.6), create the following allocation batch:

Field	Data
Allocation Batch Code:	MfgHC
JE Group:	GR1
Alloc Code:	MfghrsHC-1

- 15** Go to Journal Entry Excel Integration to upload the actuals. Use the Excel worksheet Alloc mfgHC act2 in the Financials Activities\Allocations directory on your desktop.

The results should be a transaction with the posting date 04/30/08, and the description “Machine Hours.”

The actual amount to allocate to the cost center Mfg is 1.940. This figure is the result of the previous hands-on.

- a** Ensure that, for cost center Mfg, you have 1.940 on account 43000 (EMEA).

- b** If you skipped the previous hands-on, post the 1.940 as follows:

Daybook: TRAJE

Period: 2008/4

43000 1940 Debit EUR

19100 1940 Credit EUR

If a sub-account is required, use Gserv.

- 16** In GL Allocation Batch Run Execute (25.13.9), run the allocation batch.

Field	Data
Allocation Batch:	MfgHC
Source GL Period:	2008/4
Target GL Period:	2008/4

Field	Data
Number of Groups:	1
To Be Processed:	1
Click Search:	

17 In Journal Entry View (25.13.1.3), verify the entry.

GL Acct	Sub-Acct	CC	DR	CR
7300	GServ	Mfg	0	714.29
7300	Gserv	WC01	714.29	0
7300	GServ	Mfg	0	809.52
7300	GServ	WC01	809.52	0
7300	GServ	Mfg		476.19
7300	GServ	WC01	476.19	0

Chapter 12

COA Mask

COA Mask - Objectives



Objectives

- ▲ Learn about the concept of COA masks
- ▲ Learn how to activate, create, and assign COA masks
- ▲ Use the COA mask functionality to validate GL account, sub-account, cost center, and project combinations



Overview



Our Passion. Your Advantage.

Overview

- ▲ Definition
- ▲ Setup
 - Domain level
 - Creating COA masks
 - Assigning COA masks
- ▲ Exercise

QAD Proprietary 2008-MC-3.2-1-GLM-030

In this section, we will first define COA masks, and then learn how to set up and use them.

Finally, an exercise will let you practice your newly-acquired knowledge.

Definition



Definition

- ▲ Matrix that defines the valid combinations of COA elements
- ▲ Three types of COA mask:
 - Sub-account
 - Cost center
 - Project
- ▲ Activated at domain level

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2008-MC-3.2-1-GLM-040

A COA mask is a matrix that defines the combinations of GL accounts, sub-accounts, cost centers, and projects to which you can post transactions.

Three COA element types have COA mask maintenance functions:

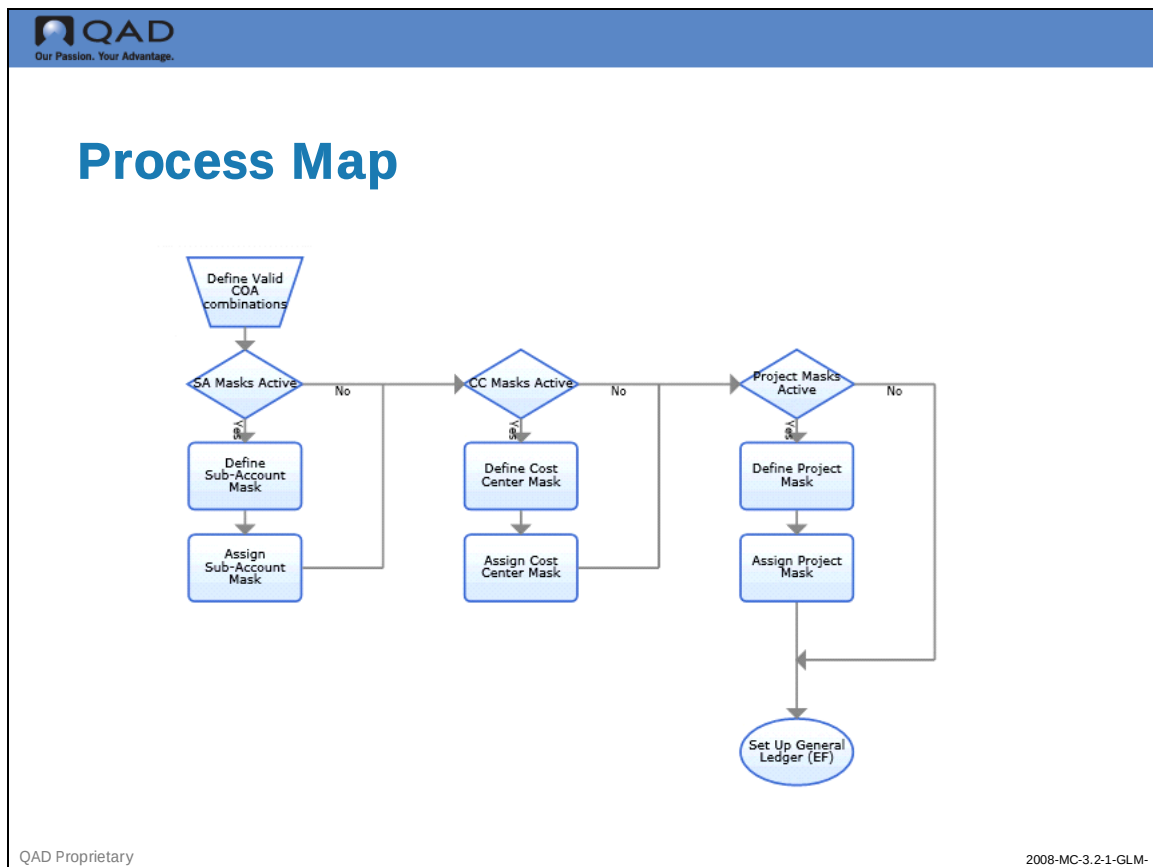
- Sub-Account Mask Create (25.3.9.1.1)
You specify a sub-account COA mask code and list the ranges of GL accounts with which sub-accounts assigned that COA mask can be combined.
- Cost Center Mask Create (25.3.9.2.1)
You specify a cost center COA mask code and list the ranges of GL accounts and sub-accounts with which cost centers assigned that COA mask can be combined.
- Project Mask Create (25.3.9.3.1)
You specify a project COA mask code and list the ranges of GL accounts, sub-accounts, and cost centers with which projects assigned that COA mask can be combined.

You assign a COA mask to an element using the COA Mask fields in Sub-Account Create/Modify, Cost Center Create/Modify, and Project Create/Modify. The COA mask code you specify must be of the same type as the COA element. One COA mask can be reused by many COA elements.

COA masks are defined at domain level, and as part of a shared set. Three control fields in Domain Create (36.1.1.1.1) indicate which COA mask types are active: Sub-Account Mask, Cost Center Mask, and Project Mask. You can only define a COA mask if it has been activated in Domain Create. Postings will be validated for each of the types marked as active.

The system will also use the COA masks you define to restrict lookup values wherever account combinations are entered. For example, if sub-account COA masks are active and you create a journal entry posting line and specify the GL account, the sub-account lookup will only let you select from the sub-accounts that can be used with the GL account you specified.

Process Map



The slide shows the process map for activating, creating, and assigning COA masks.

Domain COA Mask Settings

Domain COA Mask Settings

- ▲ Domain Modify (36.1.1.1.2)
 - Valid for all entities in the current domain

The screenshot shows the 'Domain Create' window in QAD. The 'General' tab is selected. Under 'Attachments', the 'Domain' field is set to 'EMEADOM', 'Name' is 'EMEADOM', and 'Search Name' is 'EMEADOM'. The 'Primary Entity' is 'EMEAENT1', 'Active' is checked, and 'Setup Complete' is unchecked. In the 'COA Mask' section, which is highlighted with a blue box, there are three rows: 'Sub-Account Mask' with a checked checkbox and a dropdown set to 'Exclude From Posting'; 'Cost Center Mask' with a checked checkbox and a dropdown set to 'Exclude From Posting'; and 'Project Mask' with a checked checkbox and a dropdown set to 'Exclude From Posting'. The 'COA Element without Mask' column is empty for all three rows.

Use the check boxes to activate combinations of GL elements to validate during posting.

- Sub-accounts
- Cost centers
- Projects

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2008-MC-3.2-1-GLM-050

The mask you define applies to all transactions posted for the current domain. You define the mask on the domain level, and it is used by all entities in the domain.

When you select Sub-Account Mask, Cost Center Mask, or Project Mask, you define the combinations of COA elements the system validates when you post a transaction.

COA Element without Mask

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COA Element without Mask Setting

Specify how system will treat COA elements not assigned a mask

- **Exclude from Posting**
- **No Posting Restrictions**

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2008-MC-3.2-1-GLM-

Three additional fields in Domain Create control how the system treats COA elements that are not assigned a COA mask. The COA Element without Mask fields contain two options: No Posting Restrictions and Exclude from Posting.

If, for example, you activate cost center masks and select No Posting Restrictions in the COA Element without Mask field, cost centers that are not assigned a COA mask can be used in any posting. Alternatively, if you select Exclude from Posting in the COA Element without Mask field, cost centers that are not assigned a COA mask cannot be used in postings.

COA Mask Shared Sets



COA Mask Shared Sets

- ▲ Three COA mask shared sets:
 - Sub-Account COA Mask
 - Cost Center COA Mask
 - Project COA Mask
- ▲ You can modify the COA mask shared sets at any point of time
 - Even when Setup Complete is Yes in Domain Modify

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2008-MC-3.2-1-GLM-

COA masks can be shared by multiple domains, and are, therefore, stored at shared set level. You can share a set of COA masks across domains using shared sets of the following types:

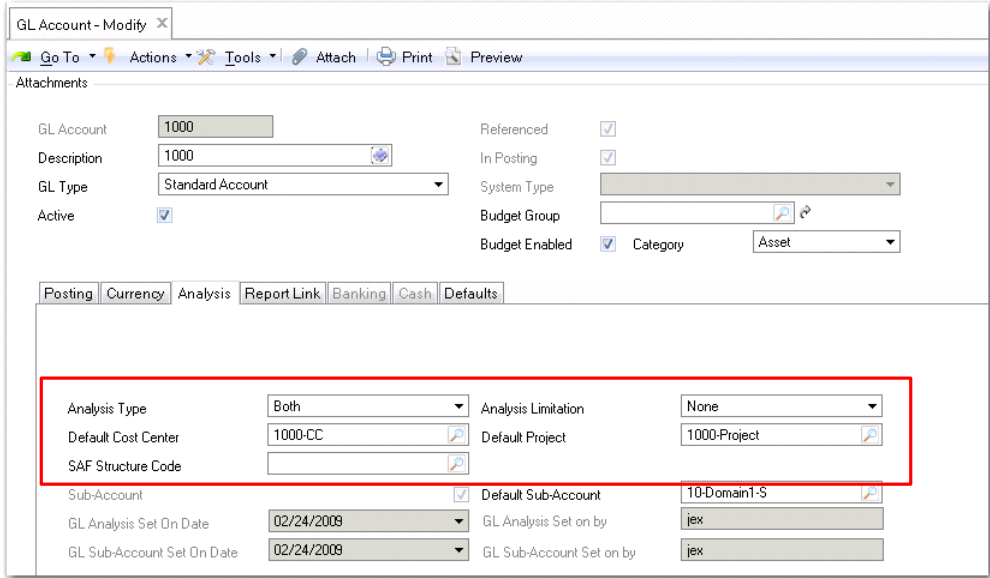
- Sub-Account Mask Shared Set
- Cost Center Mask Shared Set
- Project Mask Shared Set

The COA mask codes are stored in the shared sets, and you can share COA masks regardless of how the COA elements are shared. The COA mask ranges are stored according to the COA shared sets for the current domain.

Different domains that use the same chart of account can use different sets of COA masks. For example, the same sub-account COA mask can be shared by Domain1 and Domain2, a particular project COA mask can be used by Domain1 only, and a different project COA mask can be used by Domain2.

When domain setup is complete, you can no longer modify the shared sets assigned to the domain. However, this restriction does not apply to the three COA mask shared sets, which can be modified at any time.

COA Masks and Account Analysis



GL Account - Modify

Go To Actions Tools Attach Print Preview

Attachments

GL Account: 1000
 Description: 1000
 GL Type: Standard Account
 Active: ☒

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

Posting Currency Analysis **Report Link** Banking Cash Defaults

Analysis

Analysis Type: Both
 Analysis Limitation: None
 Default Cost Center: 1000-CC
 Default Project: 1000-Project
 SAF Structure Code:

Sub-Account: ☒ Default Sub-Account: 10-Domain1-S
 GL Analysis Set On Date: 02/24/2009 GL Analysis Set on by: jex
 GL Sub-Account Set On Date: 02/24/2009 GL Sub-Account Set on by: jex

QAD Proprietary 2008-MC-3.2-1-GLM-

COA mask combinations are synchronized with the analysis you define for GL accounts. You define the default sub-account, cost center, and project for an account on the account Analysis tab, and these combinations must match those of the active COA masks.

When you have defined Both as the analysis type, and At Least One or None as the analysis limitation in GL Account Create, the cost center and project analysis for the account does not have to match the COA mask combination exactly. Instead, the system checks the COA mask for at least one of the elements in the combination. If this is found, the posting is validated. If the COA mask contains any cost center or project in combination with the account, you can choose to leave the cost center or project fields blank for the account when generating a posting.

Sub-Account Mask

Sub-Account Mask Create

Code: SAMatrix1

Description: Sub-Account Matrix

GL Account Rules

From	To	Disallowed Range	Desc
100	1000	☐	
1010	1099	☐	
2001	2550	☐	

Sub-Account Create

Sub-Account: R&D

Description: Research and Development

Budget Group: 1000

Sub-Account Mask Code: SAMatrix1

Sub-Account Type COA Mask "SAMatrix1"

From GL Account	To GL Account
"100" -	"1000"
"1010" -	"1099"
"2001" -	"2550"

QAD Proprietary 2008-MC-3.2-1-GLM-060

Use Sub-Account Mask Create (25.3.9.1.1) to define the ranges of GL accounts with which a sub-account can be combined in postings. The sub-account mask is then assigned to the sub-account using Sub-Account Create (25.3.17.1) or Sub-Account Modify (25.3.17.2). If you assign a COA mask to a sub-account, the system will prevent it from being used with any GL account not specified within the ranges defined in Sub-Account Mask Create.

Note You can use Sub-Account Mask Excel Integration (25.3.9.1.6) to import a sub-account mask matrix. You can also create a sub-account mask based on an existing mask using Sub-Account Mask Copy (25.3.9.1.5).

Use the grid to define the ranges of GL accounts that can be used with this sub-account. Each range is defined for the COA shared sets that the current domain is using. A range can be shared at COA shared set level.

You can define multiple ranges of GL accounts for which you can use the sub-account. Normal ranges cannot overlap. However, disallowed ranges can overlap normal ranges.

Specifying Ranges in Grids

To define the range of values for which a COA mask applies, insert a new row into the rules grid. Then, complete the From and To fields to define a range.

You must define at least one range in a COA mask grid. The ranges are stored according to the COA shared sets of the current domain, and a COA mask code can include ranges for different COA shared sets.

Blanks

If you specify a non-blank value in the From field and a blank in the To field, this indicates that you want to map all values beginning with the non-blank value to the end of the range.

If you specify a blank in the From field and a non-blank value in the To field, this indicates that you want to map all values from the beginning of the range up to the non-blank value.

Assigning Masks

You assign a COA mask code to a sub-account by specifying the mask in the Sub-Account Mask Code field in Sub-Account Create or Sub-Account Modify. You can click the lookup to list all sub-account masks for the assigned sub-account COA mask shared set.

You can also create a new sub-account mask as required by clicking the GoTo button to the right of the Sub-Account Mask Code field. The GoTo opens Sub-Account Mask Create (25.3.9.1.1). If you have already assigned a COA mask to the sub-account, the GoTo button displays Sub-Account Mask View (25.3.9.1.3) and also lets you display a related view showing all sub-accounts linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats sub-accounts that are not assigned a sub-account COA mask. If sub-account COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all sub-accounts without a sub-account COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the sub-account with any GL account.

If sub-account COA masks are not enabled for the current domain, the Sub-Account Mask Code field is read-only.

Cost Center COA Mask

Cost Center Mask Create

Code: CCMatrix1

Active: ☒

Description:

GL Account Rules:

From	To	Disabled Range	De
10	1999	☐	
2010	2055	☒	

Sub-Account Rules:

From	To	Disabled Range	De
01	99	☐	
102	199	☐	

Cost Center Create

Cost Center:

Description:

Cost Center Administrator:

Budget Group:

Saf Set on Date:

Cost Center Mask Code: CCMatrix1

Saf Defaults:

Saf Code:

Cost Center Type COA Mask "CCMatrix1"

From GL Account	To GL Account
"10" - "1999"	
"2010" - "2055"	

From Sub-Acct	To Sub-Acct
"01" - "99"	
"102" - "199"	

QAD Proprietary 2008-MC-3.2-1-GLM-

Use Cost Center Mask Create (25.3.9.2.1) to specify the ranges of GL accounts and sub-accounts that you can use in combination with a particular cost center.

Note You can use Cost Center Mask Excel Integration (25.3.9.2.6) to import a cost center mask matrix. You can also create a cost center mask based on an existing mask using Cost Center Mask Copy (25.3.9.2.5).

You then associate the COA mask with a cost center by specifying the cost center COA mask code in the COA Mask field in the cost center record in Cost Center Create.

If you have activated cost center COA masks in Domain Create, you must specify ranges in at least one of the two grids in Cost Center Mask Create.

Assigning Masks

You assign a COA mask code to a cost center by specifying it in the Cost Center Mask Code field in Cost Center Create or Cost Center Modify. You can click the lookup to list all cost center masks for the assigned cost center COA mask shared set.

You can also create a new cost center mask as required by clicking the GoTo button to the right of the Cost Center Mask Code field. The GoTo opens Cost Center Mask Create (25.3.9.2.1). If you have already assigned a COA mask to the cost center, the GoTo button displays Cost Center Mask View (25.3.9.2.3) and also lets you display a related view showing all cost centers linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats cost centers that are not assigned a cost center COA mask. If cost center COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all cost centers without a cost center COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the cost center in combination with any GL account or sub-account.

If cost center COA masks are not enabled for the current domain, the Cost Center Mask Code field is read-only.

Project COA Mask

Project COA Mask

The screenshot shows the QAD Project Mask Create window. The Project Matrix1 grid is visible, showing GL Account Rules, Sub-Account Rules, and Cost Center Rules. The Project Mask Code field is highlighted, and a diagram below it shows the Project Type COA Mask "PrjMatrix1" associated with three grids:

From GL Account	To GL Account
"001" - "999"	
"1002" - "2999"	

From Sub-Acct	To Sub-Acct
"01" - "99"	
"101" - "150"	

From Cost Center	To Cost Center
"Dep1" - "Dep2"	
"Dep6" - "Dep8"	

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Use Project Mask Create (25.3.9.3.1) to specify the ranges of GL accounts, sub-accounts, and cost centers that you can use in combination with a particular project when posting.

Note You can use Project Mask Excel Integration (25.3.9.3.6) to import a project mask matrix. You can also create a project mask based on an existing mask using Project Mask Copy (25.3.9.3.5).

You then associate the COA mask with a project by specifying the project COA mask code in the COA Mask field in Project Create.

If you have activated project COA masks in Domain Create, you must specify ranges in at least one of the three grids in Project Mask Code Create.

Assigning Masks

You assign a COA mask code to a project by specifying it in the Project Mask Code field in Project Create or Project. Click the lookup to list all project masks for the assigned project COA mask shared set.

You can also create a new project mask as required by clicking the GoTo button to the right of the Project Mask Code field. The GoTo opens Project Mask Create (25.3.9.3.1). If you have already assigned a COA mask to the project, the GoTo button displays Project Mask View (25.3.9.3.3) and also lets you access a related view showing all projects linked to that COA mask.

The COA Element without Mask field in Domain Create controls how the system treats projects that are not assigned a project COA mask. If project COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all projects without a COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the project in combination with any GL account, sub-account, or cost center.

If project COA masks are not enabled for the current domain, the Project Mask Code field is read-only.

COA Mask Implementation Considerations



Consider before Implementing...

- ▲ For COA masks and shared sets:
 - Who will maintain both the COA element shared sets and COA mask shared sets?
 - Will the COA shared sets and COA mask shared sets be administered:
 - Locally
 - Centrally
 - A combination of both

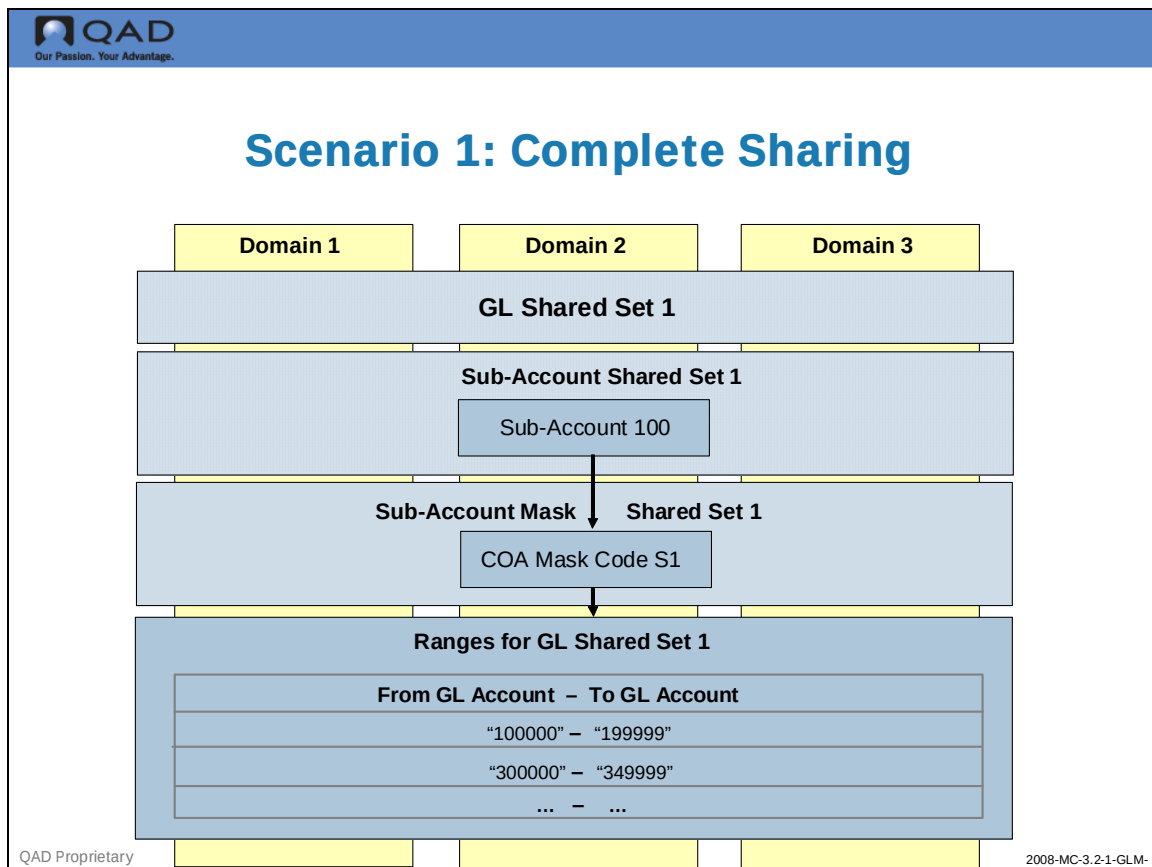
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2008-MC-3.2-1-GLM-

Before implementing COA masks and shared sets, you must first determine who will be responsible for maintaining both the COA element shared sets and COA mask shared sets. You must also consider whether the COA shared sets and COA mask shared sets will be administered locally or centrally, or a combination of both.

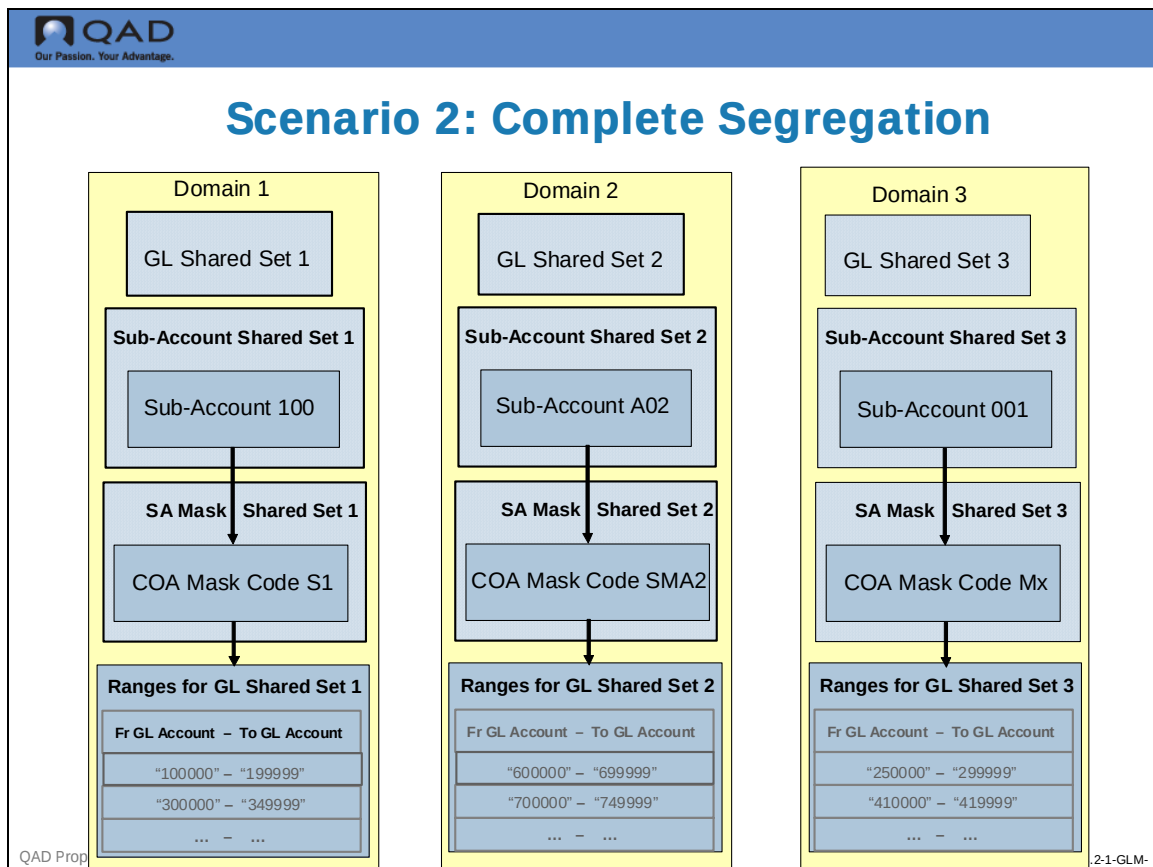
Both of these considerations greatly influence the setup of the COA masks and their shared sets, as described in the following scenarios.

Scenario 1



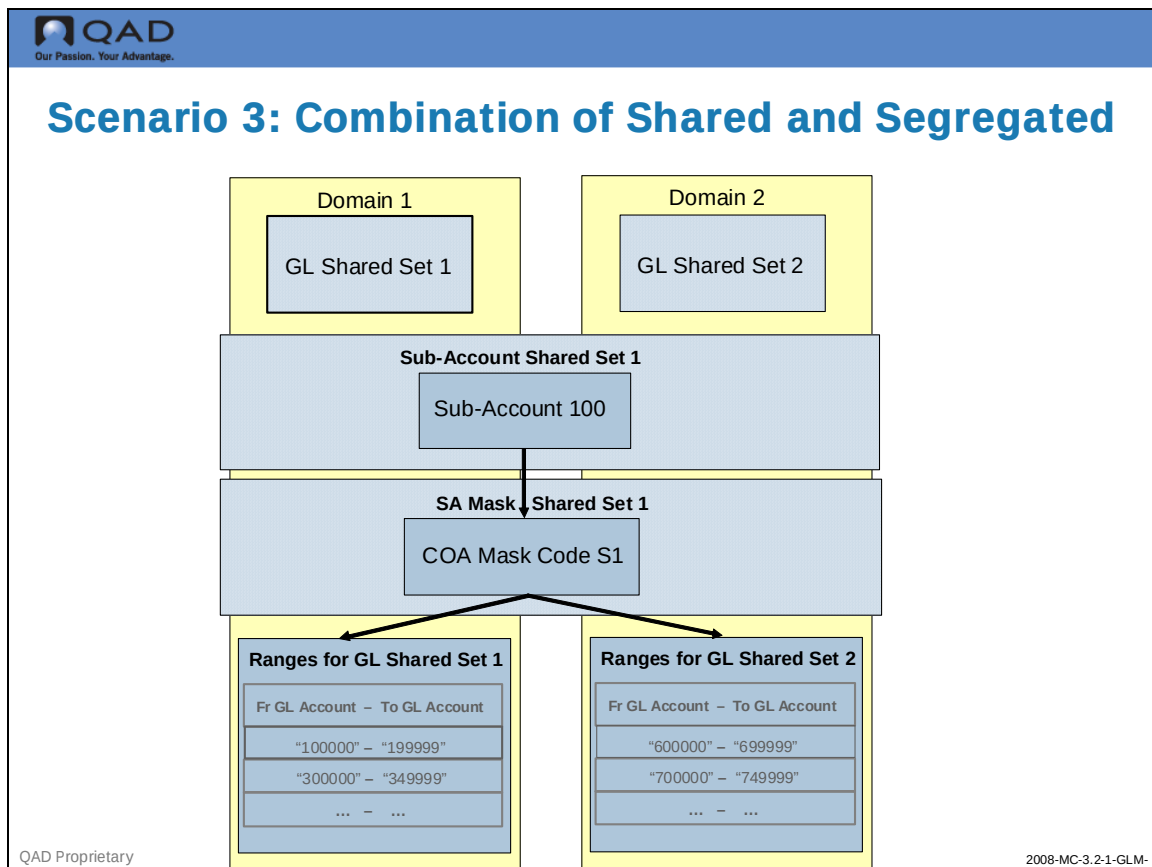
In this scenario, the GL shared set, sub-account shared set, and sub-account mask shared sets are administered centrally in the organization's head office by corporate finance and accounting personnel. The data is then shared across all domains.

Scenario 2



In this scenario, the GL account, sub-account, and sub-account mask shared sets are maintained locally by each site's finance and accounting personnel. An organization may want to separate shared sets due to varying levels of complexity within the COA and within the COA masks for each domain.

Scenario 3



In scenario 3, the GL shared sets are not shared across domains and are maintained locally by each site's finance and accounting personnel. The sub-account and sub-account mask shared sets are shared across domains, and are maintained by one person centrally in the corporate head office.

COA Mask Validation



COA Mask Validation

- ▲ If the sub-account is not blank, the system matches the GL account using the sub-account COA mask.
- ▲ If the cost center is not blank, the system matches the GL account and sub-account using the cost center COA mask.
- ▲ If the project is not blank, the system matches the GL account, sub-account, and cost center using the project COA mask.

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2008-MC-3.2-1-GLM-

The system validates the COA mask for a given GL combination using the following method:

- If the sub-account in the GL combination is not blank, the system matches the GL account using the sub-account COA mask.
- If the cost center in the GL combination is not blank, the system matches the GL account and sub-account using the cost center COA mask.
- If the project in the GL combination is not blank, the system matches the GL account, sub-account, and cost center using the project COA mask.

Validation Example


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Validation Example

Sub-Account Mask assigned to sub-account 28

GL Account From	GL Account To	Disallowed?
010	1999	No
2002	3000	No
2050	2055	Yes

Cost Center Mask assigned to cost center Dep2

GL Account From	GL Account To	Disallowed?	Sub-Account From	Sub-Account To	Disallowed?
010	1999	No	01	99	No
2002	3000	No	102	199	No
2050	2055	Yes			

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Sub-Account 28 and cost center Dep2 are assigned the COA masks shown in the slide.

Validation Example – Continued

Project Mask assigned to project Eng

GL From	GL To	Disallowed?	S-A From	S-A To	Disallowed?	CC From	CC To	Disallowed?
001	999	No	01	99	No	Dep1	Dep2	No
100		No	101	150	Yes	Dep6	Dep8	Yes
						Dep8	Dep9	No

Project Eng is assigned the COA mask shown in the slide.

When postings are validated all three masks are used in conjunction to form a validation matrix.

Postings and Validation

				
Postings and Validation				
GL Account	Sub-Account	Cost Center	Project	Validated?
998	100	Dep1	Eng	No
1004	28	Dep2	Eng	Yes
2000	10	Dep8	Eng	No
2997	123	Dep9	Eng	No

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The postings in the above slide are validated using the COA masks shown in the previous two slides.

The posting with GL account 998, sub-account 100, and cost center Dep1 fails to validate because sub-account 100 is not defined in the sub-account range for the project mask.

The posting with GL account 1004, sub-account 28, and cost center Dep2 is validated because:

- The sub-account mask assigned to sub-account 28 includes GL account 1004 within its valid ranges
- The cost center mask assigned to Dep2 includes GL account 1004 and sub-account 28 within its valid ranges
- The project mask assigned to project Engineering includes GL account 1004, sub-account 28, and cost center Dep2 within its valid ranges

The posting with GL account 200, sub-account 10, and cost center Dep8 fails to validate because Dep8 is part of a disallowed range.

The posting with GL account 2997, sub-account 123, and cost center Dep9 fails to validate because sub-account 123 is part of a disallowed range.

Hands On Exercise

Log in to US-WEST or EMEA-DE.

Enable the COA masks for Sub-Account and Cost Center.

Create masks for sub-accounts and cost centers. Assign the masks to the relevant sub-accounts and cost centers.

Test the COA mask by creating journal entries with valid, and invalid COA mask combinations

After the exercise, disable the COA masks again in Domain Modify (36.1.1.1.2)

Steps

- 1 Open Domain Modify (36.1.1.1.2).
- 2 Enter the domain name that is relevant to your chosen entity (QMSUS or QMSEMEA).
- 3 On the General tab, enable sub-account and cost center COA masks by selecting the relevant fields.
- 4 Set the COA Element without Mask fields to Exclude from Posting.
- 5 Log off the application and log in again
- 6 In Sub-Account Mask Create (25.3.9.1.1), create the sub-account mask SAMK1.

In the GL Account Rules grid, enter the following for US-WEST:

Row	From	To	Disallowed Range
1	2470	2470	No
2	7000	7999	No
3	7500	7500	Yes

In the GL Account Rules grid, enter the following for EMEA-DE:

Row	From	To	Disallowed Range
1	19100	19100	No
2	40000	49999	No
3	45000	45000	Yes

- 7 Save the mask.
- 8 In Sub-Account Modify (25.3.17.2), assign the mask to sub-accounts GServ, Mech, and Elec.
- 9 In Cost Center Mask Create (25.3.9.2.1), create the cost center mask CCMK1.

For US-West enter the following combinations:

GL Account Rules				Sub-Account Rules			
Row	From	To	Disallowed Range	Row	From	To	Disallowed Range
1	2470	2470	No	1	Elec	Mech	No
2	7000	7999	No	2	Ho	Ho	Yes
3	7500	7500	Yes				

For EMEA-DE enter the following combinations:

GL Account Rules				Sub-Account Rules			
Row	From	To	Disallowed Range	Row	From	To	Disallowed Range
1	19100	19100	No	1	Elec	Mech	No
2	40000	49999	No	2	Fin	Fin	Yes

10 Using Cost Center Modify (25.3.20.2), assign the CCMK1 mask to cost centers Adm and Mar.

11 Save your changes.

12 Go to Journal Entry Create (25.13.1.1).

13 Create two journal entries using daybook TRAJE:

- 1 journal entry with a valid combination of accounts
- 1 journal entry where all combinations are invalid

In US-West, enter the following journal entries:

JE1				
Account	Sub-Account	Cost Center	Debit	Credit
7000	Gserv	ADM	1000	
7010	Gserv	ADM	2000	
2470	Gserv			3000

JE2				
Account	Sub-Account	Cost Center	Debit	Credit
7500	Ho	Fin	5000	
2470	Ho			5000

In EMEA-DE, enter the following journal entries:

JE1				
Account	Sub-Account	Cost Center	Debit	Credit
40000	Gserv	ADM	1000	
40100	Gserv	ADM	2000	
19100	Gserv			3000

JE2				
Account	Sub-Account	Cost Center	Debit	Credit
45000	Ho	Fin	5000	
19100	Ho			5000

14 Verify that the system validates as intended.

15 Disable the masks again in Domain Modify (36.1.1.1.2).

16 Log off the application, and log in again.

Chapter 13

User-Defined Fields

User-Defined Fields—Objective



Objective

- ▲ Learn how to create and use user-defined fields in QAD Enterprise Applications

Overview


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Overview

- ▲ Definitions
- ▲ How to create and modify
- ▲ Exercise

QAD Proprietary2008-MC-3.3-1-UDF-030

In this section, you will learn how to create and use user-defined fields.

We will first review some definitions, then learn the process.

Hands-on exercises are provided in the following chapter on screen customization.

Definition



User-Defined Fields: Definition

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

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2008-MC-3.3-1-UDF-040

User-Defined Fields (UDFs) are predefined fields in the database tables that are not used in the business logic, and can be customized to store additional information specific to your business requirements.

UDFs are available for all Enterprise Financials business components in the Financials module, both on master data, such as business relations and suppliers, and for transactional components, such as supplier invoices.

Create a User-Defined Field

Field name: type and validation

Combo: user-defined value list

Date : valid date

Decimal : valid decimal

Integer : valid integer

Short : free text (max 20 char)

Long : free text (max 255 char)

Note : free text (max 2000 char)

Value list

- Only for type combo
- Create your own list

Lookup reference

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

QAD Proprietary 2008-MC-3.3-1-UDF-050

Use the User-Defined Field activities (36.4.12) to create, modify, view, and delete UDFs.

The following UDFs are available for each category of field:

Type	Number	Validation
Combo	10	User-defined value list.
Date	5	Valid date.
Decimal	5	Valid decimal.
Integer	5	Valid (signed) integer.
Short	10	Free text (maximum 20 characters) or value retrieved through lookup.
Long	2	Free text (maximum 255 characters) or value retrieved through lookup.
Note	1	Free text (maximum 2000 characters).

Lookup Reference. Click the lookup to select a query from the list of predefined queries. This field lets you specify a standard lookup to associate with the user-defined field. Users can then select a value from the lookup.

The Lookup Reference field is enabled when you select a field of type CustomShort or CustomLong in the Field Name field.

Value List Tab

Use the Value List tab to define the list of values for a drop-down list UDF. Right-click and choose Insert a New Row to specify a value.

Adding a User-Defined Field to the UI

Add UDF to UI

From within the target menu, access Design Mode

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

Field list / properties

(Daybook Control)JournalControlCombo

BackColor	☐ Transparent
FieldName	tJournalJournalControl
Height	21
Left	42
ScAppearanceName	
ScButtonDisplayStyle	Always
ScEnabled	True
ScInitialValue	
ScLabelSize	150, 21
ScLabelText	Daybook Control
ScReadOnly	False

Reset to Initial Settings Copy settings

BusinessFieldLabel

Owner

Drag and drop UDF to the required position on the UI

Daybook Create [Customized f...]

Go To Actions Tools Attach Print Preview

Attachments

Daybook Code

Description

Daybook Type

Layer Code Primary

Active ☒

Daybook Control

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

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

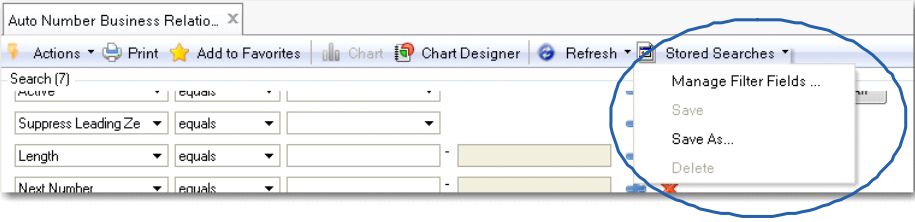
When saving changes, you can choose to make the new field available to a user, a role, or all.

Using User-Defined Fields in Reports or Views

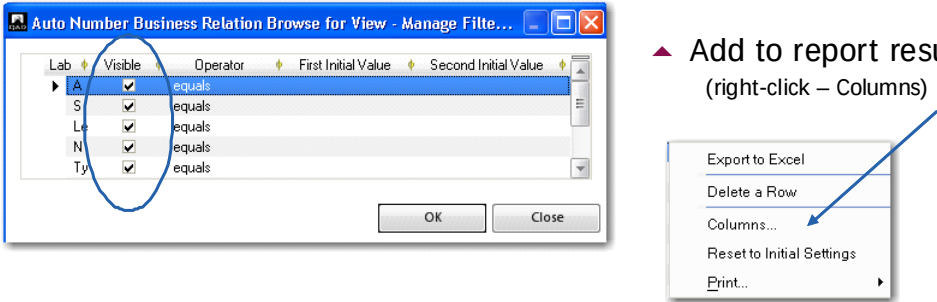
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Add to Report or View

▲ Use Manage Filter Fields



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



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

To include a UDF in the selection criteria for a report or in the report itself, you must adapt the selection and the report logic.

Modifying User-Defined Fields



Modify User-Defined Fields

- ▲ If the UDF is in use, you can modify:
 - Description
 - Side and column label
 - Value list (only for combo type fields)
 - Lookup reference
- ▲ If the UDF is not in use, you can modify:
 - Mandatory field
 - Display length
 - Decimal precision
 - Can be deleted

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The range of UDF properties you can modify depends on whether the field has been used. A UDF is considered used if it appears on the UI and at least one value has been stored for it in the database.

If the UDF is used, you can modify the following properties:

- Description
- Side Label
- Column Label
- Value list (for Combo type UDFs only)
- Lookup Reference, Stored Search, Stored Search Return (for Short and Long type UDFs only)

If a UDF is not used, you can modify the following additional properties:

- Mandatory
- Display Length
- Decimal Precision (for decimal type UDFs only)

You can delete a UDF if it has not been used.

Go to User-Defined Field Delete (36.4.12.4). Select the field you want to delete. Click Delete.

If the UDF has been used, that is, if a value has been entered in the field and stored in a record, you cannot delete the UDF. Instead, you can go to Design Mode and make the field invisible. In this case, the field still exists, but it is not visible and not usable.

Chapter 14

Screen Customization

Screen Customization—Objectives



Objectives

- ▲ Understand the benefits of screen customization
- ▲ Learn how to customize screens for your own business case

Overview and Scope


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Scope

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

QAD Proprietary2008-MC-3.4-1-SC-030

The system supports many ways that users and administrators can tailor the user interface of component-based functions including:

- Customizing the user interface using the Design Mode feature.
- Creating your own user-defined fields and add them to the user interface using the User-Defined Fields feature.

In addition to the customization of component-based functions, you can modify other aspects of the UI. The features a particular user can access depends on the system and user settings, and the user's permissions. See *User Guide: QAD System Administration* for a discussion of settings and *User Guide: QAD Security and Controls* for more information on permissions.

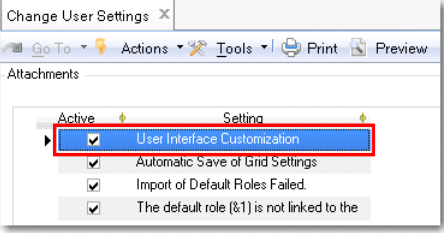
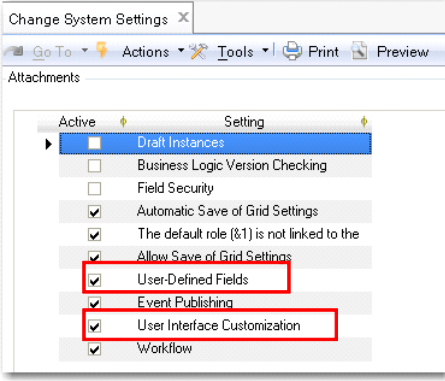
Setup Prerequisites

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Screen Customization Prerequisites

▲ Setup

- Security settings
 - Change System Settings (36.24.5.1)
 - Change User Settings (36.24.5.2)

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To use Design Mode, you must be assigned access to the Customization activity at either the user, role, or general level. If none of these three activities is linked to any of your roles, the Design Mode option is not available in the Tools menu.

Checking for the existence of a screen customization before displaying each screen requires additional system resources and processing time. If you are not using customizations or some users are not using them, this check can be disabled using a setting that can be defined at both the system and user level.

- A system administrator can clear the User Interface Customization setting in Change System Settings (36.24.5.1) to prevent the system from ever looking for existing UI customizations. Users can still use Design Mode—if Design Mode activities are linked to their roles, but customized screens will not be displayed.
- If User Interface Customization is enabled at the system level, each user can clear the User Interface Customization setting in Change User Settings (36.24.5.2) to disable the check for existing UI customizations for themselves. The user can still use Design Mode—if Design Mode activities are linked to their role, but customized screens will not be displayed.

Note If customization is disabled at system level, individual users cannot enable it.

See *User Guide: QAD Security and Controls* for more information on setting up role permissions.

Important In order to perform the screen customizations described in this chapter, you must be assigned the UI design role, which provides you with the relevant role permissions.

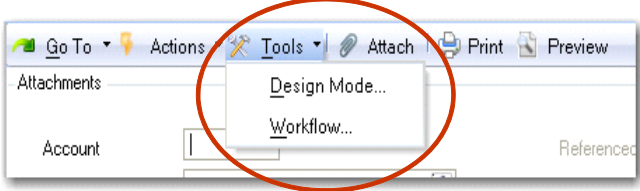
General Process Flow

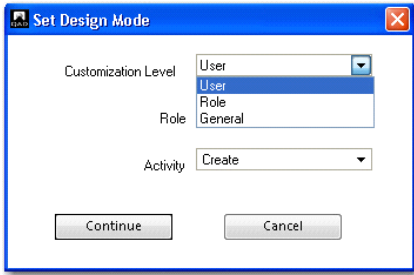
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General Process Flow

- ▲ **Design Mode**

- ▲ **Customizations level**
 - General
 - Role
 - User





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2008-MC-3.4-1-SC-050

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

The customizations you create apply to either yourself, all users that belong to your default role, or all users in the system. This is determined when you save the customization.

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

When you select Design Mode, the system prompts you to choose a customization level.

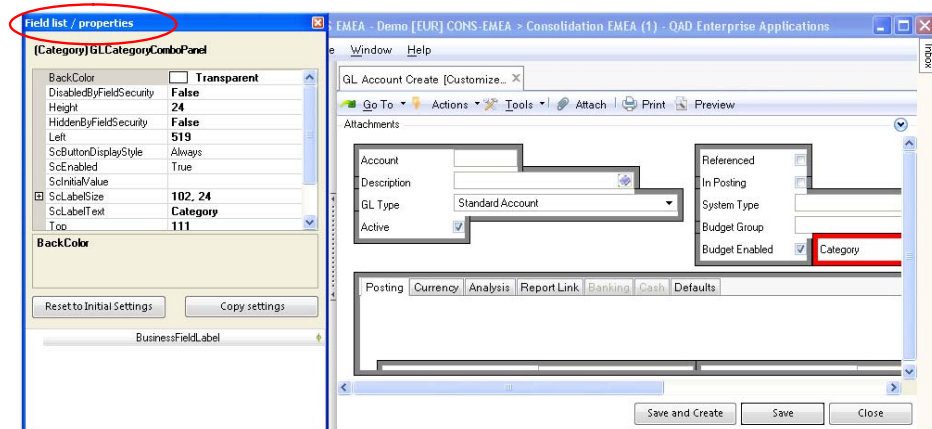
- 1 Choose the level for the customizations:
 - General. The customizations are effective for all users.
 - Role. The customizations are effective for all users with the same default role as you.
 - User. The customizations are effective for you only.
- 2 If you chose the Role customization level, select the role for which the customizations apply.
- 3 Select the component activity for which the customization applies; for example, Create, Modify, or Delete.



General Process Flow – Continued

▲ Highlight a field on the UI to:

- Change its properties
- Move it to another position
- Remove it from the UI
- Add a user-defined field



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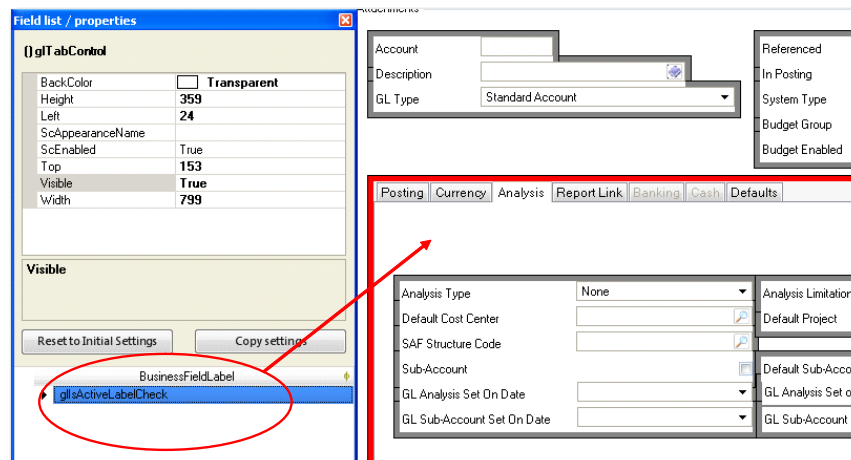
2008-MC-3.4-1-SC-060

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

Moving Fields to Other Tabs

- ▲ Set to invisible by setting the Visible property to False
 - The field now displays in the business field area of the Field list window
- ▲ Select the target tab

▲ Drag the field from the business field area to its new location



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2008-MC-3.4-1-SC-070

You can remove a field from the UI by clicking on the field to activate it and setting the Visible property to False.

The field is then stored in the BusinessFieldLabel pane of the design frame. To return the field to the UI, click on it and drag it from the BusinessFieldLabel pane to the screen.

You can move a field within the UI by dragging it to its new location or by modifying the position properties. You cannot drag a field from one tab to another. To reposition a field to a new tab:

- 1 Set the Visible property to False. The field now displays in the business field area of the Field List window.
- 2 Select the target tab to activate it.
- 3 Drag the field from the storage area to its new location.

Field Properties

Property	Value
BackColor	Transparent
Height	24
Left	24
MaxLength	8
ScAppearanceName	
ScEnabled	True
ScInitialValue	
ScLabelSize	102, 24
ScLabelText	Account
ScReadOnly	False
Top	15
Visible	True
Width	171

If ScEnabled is False, the field is visible on UI, but cannot be accessed or copied

Default value

Field label on the UI

If ScReadOnly is True, the field is visible on the UI, but not editable.

If Visible is False, the field is no longer visible (but appears in the business fields area).

QAD Proprietary 2008-MC-3.4-1-SC-080

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

Field Descriptions

BackColor. Specify the color schema for the field. The system applies any color modifications you make to the field border, and not the actual input zone.

Modify the numeric red, green, and blue properties of the field, or select a color from the drop-down list.

Height. Specify the height of the field (label and input zone) in pixels.

Left. Specify the field position in pixels, relative to the left of the screen.

Max Length. Specify the maximum length of the field.

ScAppearanceName. Specify a user-defined setting from the `Appearances.xml` file to apply to the field. The `Appearances.xml` file contains settings for color, shadowing, and alignment.

ScEnabled. Specify True or False to enable or disable the field.

If you set the property to False, the field continues to display on the screen, but it is no longer accessible in the UI. It cannot be tabbed to and its value cannot be copied.

ScInitialValue. Specify the initial value of the field. This field can be used for defaulting when several possible values exist, for example, a daybook in Supplier Invoice Create.

ScLabelSize. Specify the amount of space in pixels (width and height) to allocate to the field label.

ScLabelText. Specify the label text for the field.

ScReadOnly. Select True or False from the drop-down list to indicate whether the field is read-only or editable. When set to True, the field cannot be updated, but can be tabbed to and its contents can be selected and copied.

Top. Specify the field position in pixels, relative to the upper left corner of the screen.

Visible. Select True from the drop-down list to make the field visible on the UI. Select False to hide the field (including the label).

Note Fields that are hidden from the UI are listed in the BusinessFieldLabel section of the design window.

Width. Specify the width of the field (label and input zone) in pixels.

BusinessFieldLabel. This section of the design window lists fields that have been hidden on the UI or user-defined fields that have been defined but not yet placed on the UI.

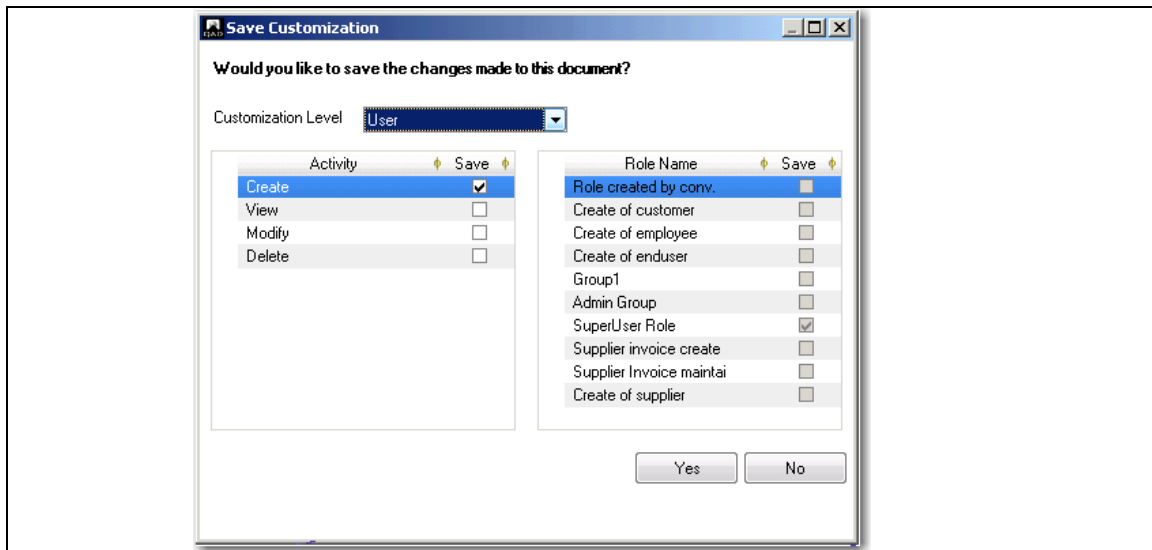
Use the two buttons as follows:

Reset to Initial Settings resets the properties of the field to the initial settings shipped with the application. The system prompts you to confirm the reset operation.

Copy Settings copies the properties of the selected field to another customization level. You can choose the level and the role or user, if applicable.

To apply your customizations to the UI, choose Tools and Design Mode.

The system prompts you to confirm the changes and lets you select other activities for the business component to which to apply the customizations.



Field Descriptions

Customization Level. Select the level at which the customization applies.

Activity. The Save Customization screen lets you apply your customizations to other screens related to the function you customized. This varies depending on the activities defined for each component, but you can typically apply your customizations to the following screen types:

Create: Select to apply your layout customizations when the screen is used to create a new record.

View: Select to apply your layout customizations when using the screen to view a record.

Modify: Select to include your layout customizations when using the screen to modify a record.

Delete: Select to include your layout customizations when using the screen to delete a record.

Role Name. Select the roles for which the customizations apply. These fields are activated when you select Role in the Customization Level field.

Click Yes to apply the changes to the selected activities. Click No to close the screen without applying the changes.

Hands On Exercise

Exercise 1: Rearrange Fields in Customer Modify

On the Payment tab in Customer Modify, make the BLWI Group field invisible for all activities.

On the same tab, move the Print Reminder and Print Statement fields, and position them under the Statement Cycle field.

Steps:

- 1 Log into US-WEST or EMEA-DE.
- 2 Go to Customer Modify (27.20.1.2) and select any customer in the grid to open the main screen. Go to the Payment tab.
- 3 On the object menu bar, click on Tools and select Design Mode.
- 4 In the pop-up window, specify General in the Customization Level field and click OK.
- 5 Select the BLWI field.
It is now highlighted in red.
- 6 In the Field list / properties window, set the Visible property to False.
- 7 Select the Print Reminder field and move it under the Statement Cycle field (drag and drop).
- 8 Select the Print Statement field and move it under the Print Reminder field.
- 9 Close the Field list / properties window by clicking on the red X. In the Save Customization window, select:
Customization Level: General
Activity: Select Save all
- 10 Click Yes to save.
- 11 Verify the end result on your screen.

Exercise 2: Make a Field Read-Only

In Supplier Invoice Create, make the Exchange Rate field read-only.

Apply the changes to the Create activity only.

Create a supplier invoice and test your customized screen.

Steps:

- 1 In Supplier Invoice Create (28.1.1.1), click Tools and select Design Mode. In the pop-up window, select General in the Customization Level field and Create in the Activity field.
- 2 Click Continue.

- 3 Highlight the Exchange Rate field. In the Field list / properties window, change the ScReadOnly property to True.
- 4 Close the Field list /properties window.
- 5 In the Save Customization screen, select only Save Create. Click Yes.
- 6 Verify the result on your screen.

Exercise 3: Create a User-Defined Field

Create a user-defined field for the GL Account business component, and create a value list for the field. Position the UDF on the UI.

Log in to US-WEST or EMEA-DE.

Steps:

- 7 In User-Defined Field Create (36.4.12.1), create a field with the following parameters:

Field	Data
Business Component:	GL Account
Field Name:	tGL.CustomCombo0
Description:	Account Representative
<u>General tab</u>	
Side Label:	Account Representative
Column Label:	Account Representative
Display Format:	X(20)
Display Length:	20
Mandatory:	No

- 8 In the Value List tab, right-click in the grid and select Add a New Row. Specify the following custom values:
 - Chief Accountant
 - Jr. Accountant
 - Sr. Accountant
- 9 Click Save.
- 10 In GL Account Modify (25.3.13.3), select any account to open the main window.
- 11 Click on Tools and select Design Mode. In the pop-up window, select the Customization Level to General and click Continue.
- 12 In the Field List/Properties window, you will see the new field at the end of the BusinessFieldLabel panel.
- 13 Drag the field and drop it in the GL Account - Modify screen next to the Active field.
- 14 Close the Field List/Properties window.

- 15 In the Save Customization window, select Save for all activities. Click Yes to save.
Your UDF should now display on your screen, with a drop-down list attached.
- 16 Return to the GL Account Browse for Modify window.
- 17 Click on a search criteria drop-down list (Account, for example). The new field should appear on this list.
- 18 Right-click on the first row in the grid and select Columns. You can select your new UDF and make it visible on the UI.

Exercise 4: Create a Second User-Defined Field

Create a user-defined field for the GL Account business component, and position the field on the UI.

Save for all activities.

Update search criteria and columns in the grid.

Steps:

Log in to US-WEST or EMEA-DE.

- 1 In User-Defined Field Create (36.4.12.1), create a field using the following parameters:

Field	Data
Business Component:	GL Account
Field Name:	tGL.CustomShort1
Description:	User in Charge
<u>General tab</u>	
Side Label:	User in Charge
Column Label:	User in Charge
Display Format:	X(20)
Display Length:	20
Mandatory:	No
Lookup Reference:	BUser.SelectUser
Stored Search:	FACTORYDEFAULT
Return Field from Stored Search:	tUsr.UsrLogin

- 2 In GL Account Modify (25.3.13.3), select any account to open the main window. Click on Tools and select Design Mode.
- 3 In the pop-up window, set the Customization Level to General and click Continue.
- 4 In the Field List/Properties window, you will see the new field at the end of the BusinessFieldLabel panel.
- 5 Drag this field and drop it in the GL Account - Modify screen next to the Referenced field.

6 Close the Field List/Properties window.

7 In the Save Customization window, select Save for all activities. Click Yes to save.

Results: In the GL Account - Modify screen, the new field should display with your login as default value.

Chapter 15

Self-Billing

Self Billing - Objectives



Objectives

- ▲ Understand the self-bill workflow
- ▲ Learn what options are available for creating self-bills
- ▲ Learn how to create self-bills
- ▲ Learn how to adjust self-bills
- ▲ Practice your new knowledge by completing exercises



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2009-MC-SB-005

Introduction to Self-Billing



Introduction to Self-Billing

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

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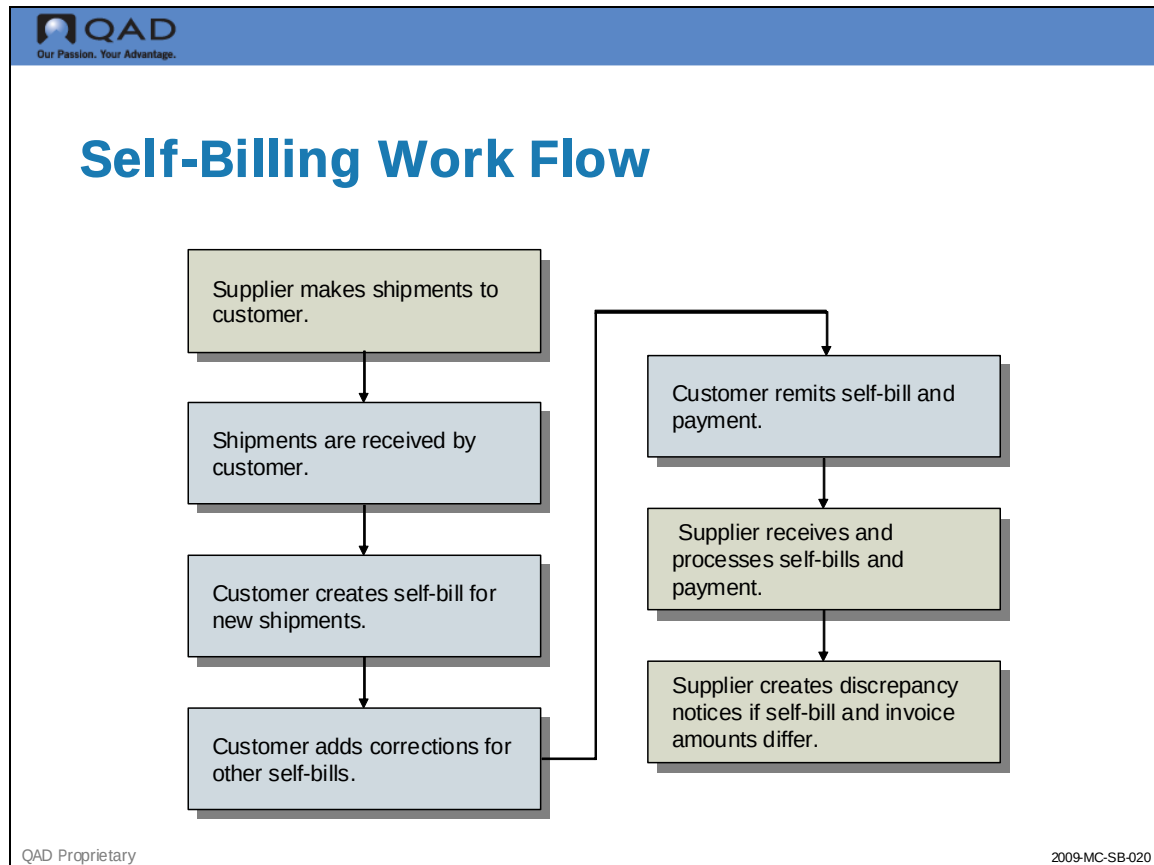
2009-MC-SB-010

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

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

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

Self-Billing Work Flow



The slide shows the traditional self-billing workflow.

The self-bill is remitted to the supplier, who then processes it and compares it with open invoices. When the self-bill information is entered into the system, it is matched to invoices for that customer.

If the supplier notes any discrepancy between the self-bill and their records, the customer must be notified within a predefined period for corrections to be made. In some situations, a self-bill is remitted and only later is the payment made. In other situations, payment may accompany the self-bill.

The payment remitted reflects the self-bill and any agreed-upon corrections from previous self-bills. Each supplier-customer relationship usually sets up specific rules for reconciling discrepancies. Sometimes these must be written off as losses by either the supplier or the customer.

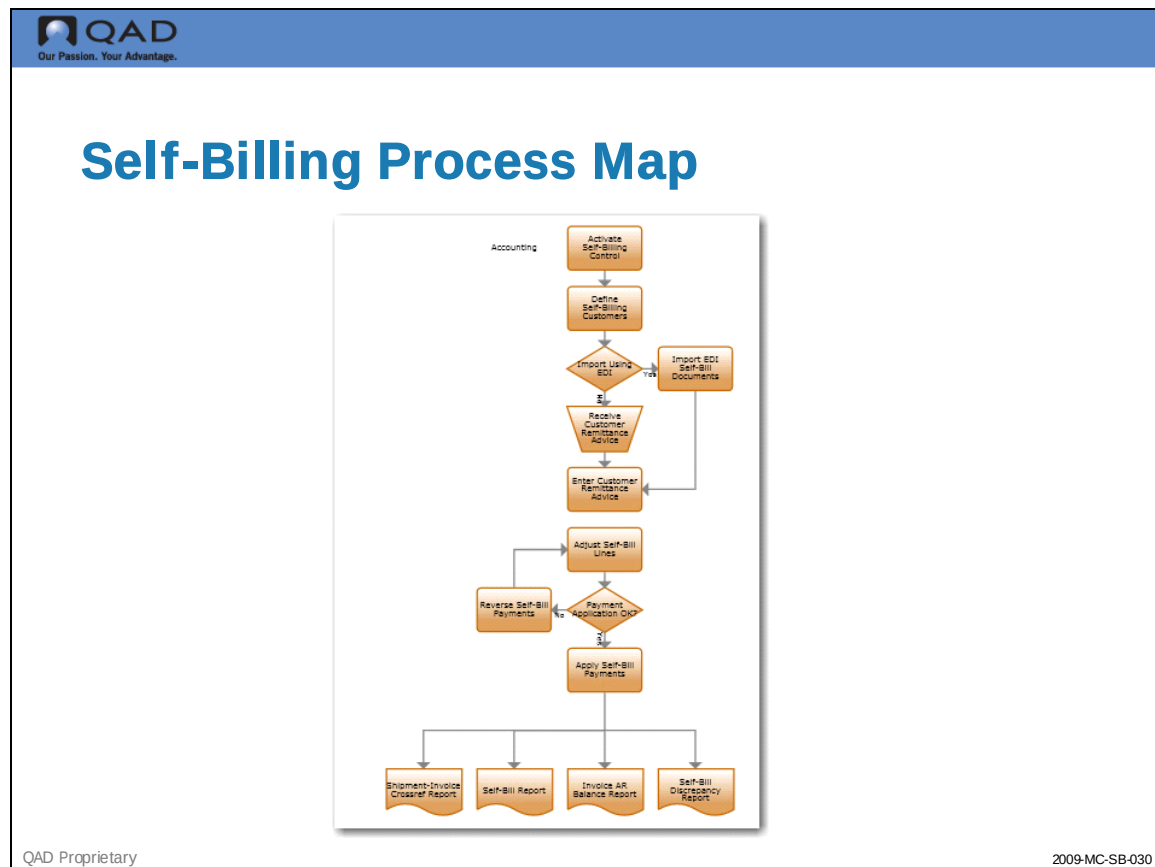
Non-Traditional Self-Bill Process

Many industries do not use the traditional self-billing methodology. In some situations, suppliers do send invoices to their customers. However, customers disregard these and, as in the traditional self-billing environment, send their own type of remittance advice document to their supplier. This customer remittance document contains different details, based on the specific industry. These details can include customer bill-to, PO numbers, kanban numbers, RANs, shipper numbers, invoice line-item numbers, sales order (SO) numbers, and others.

The customer remittance document must always include an amount payable to the supplier. This can also be in the form of an ERS payment. The amount can reflect any adjustments for defective or damaged parts and any other pertinent credits due.

Unlike the traditional self-bill process, other industries do not necessarily rely on the customer-remitted document number as reference to the original supplier invoice. Instead, the supplied information must be used to reconcile the customer's remittance document to the supplier's invoice records.

Self-Billing Process Map



The slide shows the Self-Billing process map, which is part of the Accounts Receivable set of process maps.

The process map shows the steps required to set up self-billing and to process customer remittance information to create self-bills. The map also shows the self-billing reports you can run.

When using the Self-Billing process map in the system, you can click on the nodes to access the screens that let you perform self-billing activities.

Self-Billing Options



Self-Billing Options

- ▲ Automatically enter customer remittance information using Document Import (35.13).
- ▲ Automatically enter remittance information based on hard-copy customer remittance advice using Self-Bill Auto Create (27.6.12.4).
- ▲ Manually enter remittance information using Self-Bill Maintenance (27.6.12.1).
- ▲ Apply under- or over-payment credit to accounts receivable based on customer remittance
- ▲ Apply batch payments to invoices referenced on self-bills.

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A number of self-billing options are available to you. You can:

- Create new self-bills by automatically loading customer remittance information using EDI Document Import (35.13).
- Use Self-Bill Auto Create (27.6.12.4) to automatically create self-bills by entering information from hard-copy customer remittance advice.
- Use Self-Bill Maintenance (27.6.12.1) to manually create self-bills.

In addition, you can use self-bills as the basis to:

- Apply under- or over-payment credit to accounts receivable.
- Apply batch payments to invoice references on self-bills.

Self-Billing—Prerequisite Data



Self-Billing - Prerequisite Data

- ▲ Self-Billing uses processed shipping information to match incoming customer-initiated payments.
- ▲ Shipment details are captured at the time a shipper is confirmed.
- ▲ Invoice, tax, order-level discount, and trailer information is captured at the time of invoice posting.
- ▲ **Note:** Always use shippers. Sales Order Shipments (7.9.15) does not generate self-billing data.

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AR Self-Billing uses processed shipping information to match incoming customer-initiated payments. The system must first process shipping information for the incoming remittance.

Shipment details are captured at the time a shipper is confirmed. Invoice, tax, order-level discount, and trailer information is captured at the time of invoice posting.

Note The Sales Order Shipments (7.9.15) does not capture self-billing information.

Activate Self-Billing

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Activate Self-Billing

Assign Self Billing
prefix

Daybook for Self Billing
transactions

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You activate self-billing using Self-Billing Control (27.6.12.24). The following describes the three fields other than the Enable Self-Billing field:

Self-Bill Prefix. Define the three-character, self-bill numbering prefix according to your requirements. In cases where the customer supplies the remittance prefix and number, you can choose to leave this field blank.

Next Self-Bill. Enter the next self-bill number (maximum 22 characters). In cases where the customer supplies the remittance number, you can choose to leave this field blank.

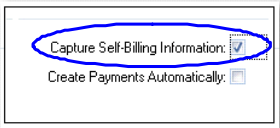
Self-Bill Daybook. Select a self-billing daybook to use for self-billing transactions. You must define at least one daybook of type Self-Bill Invoices in the system.

Set Up Self-Billing for a Customer



Set Up Self-Billing for Customers

- ▲ Activate Self-Billing for a customer in Customer Data Maintenance
- ▲ Select the Capture Self Billing Information field



- ▲ **Note:** this field only appears after you activate Self Billing in Self-Billing Control

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Configure the following self-billing fields in Customer Data Maintenance (2.1.1):

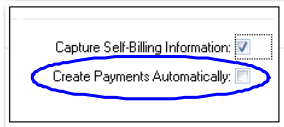
Capture Self-Billing Information. Select this field to capture self-billing information for this customer bill-to address. When sales orders or schedules are used with shippers, this field triggers the creation of shipment invoice cross-reference records for every line item of a shipment. These cross-reference records are updated when the invoice is created, and can then be retrieved by the Self-Billing program. The records do not include sales order shipment postings.

This field is displayed only after you activate self-billing in Self-Billing Control.



Set Up Self Billing for Customers - Continued

- ▲ Activate creation of payments from Self-Billing transactions



- ▲ The customer payment will have status For Collection or Paid
- ▲ **Note:** this field only appears after you activate Self Billing in Self-Billing Control

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Create Payments Automatically. Select this field to automatically create a customer payment from the self-bill transaction. The customer payment is created with a status of For Collection, or Paid. The default customer bank account to be used for the payment is selected on the Banking tab of the Customer record, and you must also select a status for the payment from a drop-down menu on this tab.

You can then process the payment using the standard customer payments flow. If you do not select this field, you process the self-billing invoice using any of the other customer payment processes or a banking entry.

This field is displayed only after you activate self-billing in Self-Billing Control.

Designate Customer Bank Account for Use with Self-Billing

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Designate Customer Bank Account for Use with Self-Billing

Customer - Modify

Go To Actions Tools Attach Print Preview

Attachments

Customer Code: SB-Cust Active: ☒

Business Relation: SB-Cust1 Bill-To Customer:

Business Relation Accounting Payment Banking Defaults Credit Limit Tax Info Comments

Business Relation Code	Branch	Self-Bill Default	Curr	Bank GL Account	Referenced	Payment Status
custbank		☒		900900	☒	Paid

Indicate the default bank account for self-billing

Specify the payment status to use

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You must indicate the bank account to use for a customer's self-bills by selecting the Self-Bill Default field for the account in the Banking tab of Customer Create or Customer Modify.

As stated previously, the customer payment is created with a status of For Collection (if this status is already defined for the customer), or Paid (if no status is defined for the customer). Therefore, you must ensure that both these statuses are defined in Customer Payment Status Create for the self-bill default customer bank GL account.

You must also specify a status for self-bill payments from the customer bank account using the Payment Status drop-down list in the Banking tab of Customer Create or Customer Modify. Ensure that you assign the status of Paid.

Self-Billing Data

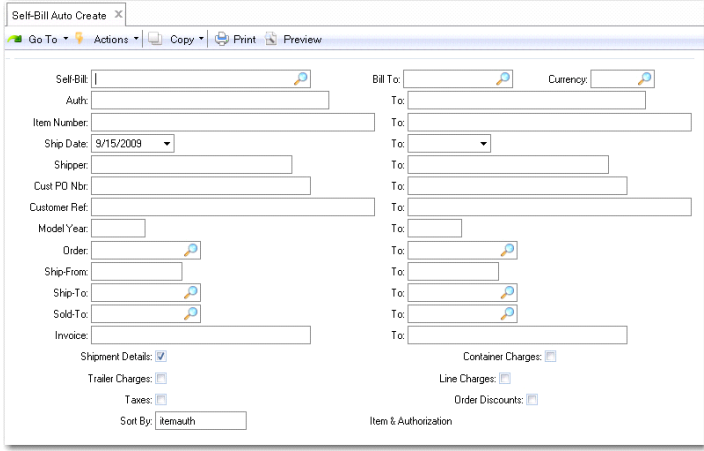


Self-Billing Data

▲ Can include:

- Adjustments and corrections from previous self-bills
- Partial payment for a shipment
- Full payment for a shipment
- Trailer charges for selected invoices (including freight and handling charges)
- Tax charges on selected invoices

Self-Bill Auto Create



- ▲ Used to enter customer remittance data
- ▲ Associate payment information with correct invoice

▲ Assign self-bill number or use system-generated number

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Self-Bill Auto Create (27.6.12.4) lets you enter customer remittance advice into your system. Specify a range of selection criteria as shown on the customer's remittance advice, and then associate the payment information with the correct invoice. You can assign a self-bill number to the document you are creating, or let the system auto-generate the self-bill number.

To create a self-bill:

- 1 Enter a previously-created self-bill number, or leave Self-Bill blank when creating a new self-bill.
- 2 Enter any identifying information in the auto-create selection screen. Enter as much or as little information as you have from the customer's remittance advice you are re-creating. Significant information you should enter is:
 - Shipper number
 - Sold-to
 - Ship-to
 - Item number
 - Date of shipment
 - Authorization number

Note The more selection criteria you provide, the narrower and more accurate your selection becomes.

- 3 Specify whether to include shipment details, trailer charges, taxes, container charges, line charges, or order discounts on the selection display screen.

When you click Next in the Self-Bill Auto Create main screen and if the system can locate shipper data that matches your selection criteria, the Workbench frame displays.

See *User Guide: QAD Financials A* for more information on Self-Bill Auto Create.

Self-Bill Auto Create - Workbench

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Self-Bill Auto Create – Workbench

Balance Qty	Balance Amount	Ship Date	Invoice Number	Sold-To
50.0	679.04	9/17/2009	2009/AROPER1000006916	SB-Cust
	13.58081			

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2009-MC-SB-135

The system analyzes your customer's shipment data and displays a list of possible shipper numbers that might be associated with the customer's remittance advice document. This information is displayed in the screen according to the sort order you previously indicated.

Use the workbench area to refine your selection by deselecting any lines that should not be referenced by this self-bill. The item number is the customer's item number, which was originally used on the order.

- Use Next/Previous functions to navigate from entry to entry.
- Deselect any entry that does not belong on the self-bill. An asterisk (*) indicates selection.

Self-Bill Auto Create - Report

Self-Bill Auto Create - Report

Self-Bill Item: 1-BB

Customer PO Number: SH45

Shipper: SH48

Self-Bill Workbench:

Print selection: ☒

Select to print the self-bill details

Self-Bill Auto Create - 9/17/2009

QAD

Self-Bill Auto Create 09/17/09 02:57:33

DOM1 USD DB NY Page: 1

Print selection: Yes Output: PAGE

Self-Bill Item	Authorization	Customer Reference	Customer PO Number	Shipper	Model Yr Order	Ship Qty	Ship Amt
1-BB			SH45		300300	50.0	679.04
Entries: 1						50.0	679.04
Total: 1						50.0	679.04

End of Report

Self-Bill Auto Create 09/17/09 02:57:33

DOM1 USD DB NY Page: 2

Report Criteria: Report Submitted By: mfg

Print selection: Yes Output: PAGE

QAD Proprietary 2009-MC-SB-136

You can print a report of the shipment details for which you created self-bills by selecting the Print Selection field at the end of the Workbench frame. You then select the output type and click Next to generate the report.

See *User Guide: QAD Financials A* for more information on Self-Bill Auto Create.

Importing Self-Bills



Importing Self-Bills

- ▲ Customers with EDI can use Supplier Self-Billing Export to export payment information to you.
- ▲ Use Document Import (35.1) to import EDI self-bills into the system with EDI eCommerce.
- ▲ During import, the system tries to associate incoming electronic self-bill data with invoice data.

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Use Document Import (35.1) to import EDI self-bills into the system with EDI eCommerce. This function loads self-bill information from an EDI file and processes it to create a self-bill document in your QAD database.

Note For more details on EDI eCommerce, see *User Guide: QAD EDI eCommerce*.

During import, the system tries to associate incoming electronic self-bill data with invoice data. Once loaded into your database, the information can be manually modified using Self-Bill Maintenance.

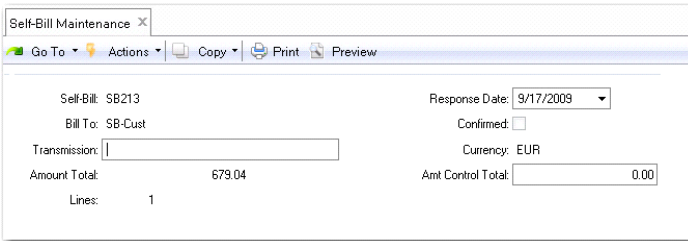
EDI self-bill lines should always be associated with a QAD invoice number. However, the system may not be able to make this association for some self-bill lines due to incorrect or incomplete information in the EDI file. These problems are reported in the EDI load report produced during import.

Lines that the import process cannot associate are tagged as adjustment entry lines. You can manually associate adjustment self-bill lines to the correct invoice in Self-Bill Maintenance.

Self-Bill Maintenance


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Self-Bill Maintenance



- ▲ Manually enter new self-bills
- ▲ Maintain existing self-bills
- ▲ Delete self-bills

▲ Reconcile any adjustments that resulted from processing in Self-Bill Auto Create or Document Import

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2009-MC-SB-150

Use Self-Bill Maintenance (27.6.12.1) to manually enter new self-bills and delete and maintain existing self-bills. Use this function to reconcile any adjustment lines that result from processing a self-bill using Self-Bill Auto Create (27.6.12.4) or Document Import (35.1).

In certain situations, you may not be able to associate some lines from a customer's remittance advice to the self-bill you are creating. These lines are labeled adjustment self-bill lines. You must manually associate these lines with the corresponding invoice lines using Self-Bill Maintenance (27.6.12.1).

Self-Bill Maintenance - New Self-Bill

Self-Bill Maintenance – New Self-Bill

Self-Bill: SB216
 Bill To: SB-Cust
 Transmission:
 Amount Total: 0.00
 Lines: 0

Response Date: 9/17/2009
 Confirmed: ☐
 Currency: EUR
 Amt Control Total: 0.00

Line Selection Frame

Right click in frame and select Insert to insert new line

The Line Edit Frame then opens...

QAD Proprietary

SB-152

You usually use Self-Bill Auto Create or Document Import to create a new self-bill. However, under some circumstances you may have to use Self-Bill Maintenance to create a new self-bill.

Follow these steps to create a new self-bill using Self-Bill Maintenance. In the program header do the following:

- 1 Enter a new self-bill number.
 Leave blank for the system to create a new number from the information in the control program.
- 2 Enter or select a customer bill-to address.
 On a new self-bill, information defaults for Response Date and Currency.
- 3 Edit Transmission, Response Date, and Amt Control Total as needed. Press Next.
 A self-bill line selection frame is displayed.
- 4 Right-click the blank self-bill line and choose Insert to insert a line.
 The self-bill line edit frame is displayed.

Self-Bill Maintenance - Line Edit Frame

Self-Bill Maintenance – New Self-Bill

Self-Bill Maintenance

Go To Actions Copy Print Preview

Line: 1 Bill To: SB-Cust Self-Bill: SB217

Self-Bill Item: 1-BB Sold-To: SB-Cust

() Type: A

Authorization: Shipper: SH46

Cust PO Nbr: Sales Order:

Customer Ref: Model Year:

Paid Qty: 0.000000000 Invoice:

Paid Price: 0.00 Tax Amount: 0.00

Paid Amount: 0.00 Tax Rate: 0.00%

Currency: EUR Origin: M

Remarks:

Close Shipment Line: ☐

Line Edit Frame

Enter details to create a new self-bill

QAD Proprietary 2009-MC-SB-154

5 Enter the Self-Bill Item or Sold-To.

6 Enter any other identifying information available. If you enter an item number associated with a customer item in Customer Item Maintenance (1.16), the customer item number is displayed below the Self-Bill Item field.

When you press Next, the system matches shipment invoice records based on the information in these fields.

For Type:

- Leave blank if entering a shipment line.
- Enter A for an adjustment line. Use this code when creating an adjustment line to reference a write-off.
- Enter C for trailer charges line.
- Enter D for discount line.
- Enter T for tax line.
- Enter L for line charges line.
- Enter X for container charges line.

7 When the system finds multiple matches for the information you enter, a shipment selection frame is displayed. Use this frame to select the correct line.

- Use the arrow keys to scroll from line to line.

- Press Enter to select the correct line.

If only one match is found, or after you select the correct shipment line from the line match frame, the financial detail frame is displayed.

- 8 Enter or edit financial details and remarks for the line. Press Next.

Matching shipment information is displayed in the last frame.

See *User Guide: QAD Financials A* for more information on Self-Bill Maintenance.

Self-Bill Maintenance - Modifying an Existing Self-Bill

Self-Bill Maintenance – Modify Existing Self-Bill

Line Selection Frame

Self-Bill: SB213 Bill To: SB-Cust SB-Cust1

Self-Bill Item

Authorization

Customer PO Number

T Customer Reference

1-BB 2009/4 SH45

Modify line

Line Edit Frame

Amount to pay

Line: 1 Bill To: SB-Cust Self-Bill: SB213

Self-Bill Item: 1-BB Sold-To: SB-Cust

Type: SH45

Authorization: Shipper: SH45

Cust PO Nbr: Sales Order: 300300

Customer Ref: Model Year:

Paid Qty: 50.00000000 EA Invoice: 2009/AROPER1000006916

Paid Price: 13.58081 Tax Amount: 0.00

Paid Amount: 679.04 Tax Rate: 0.00%

Currency: EUR Origin: A

Remarks:

Close Shipment Line: ☐

Shipment Information

	Shipment	Paid	Balance
Quantity:	50.00	50.00	0.00
Price:	13.58		
Extended Amount:	679.04	679.04	0.00

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After using Document Import to process EDI self-bills or Self-Bill Auto Create to automatically create self-bills, use Self-Bill Maintenance to make any adjustments.

Once the header information has been entered into the Self-Bill Maintenance header or you have finished the initial auto-create procedure, the line selection frame is displayed. Use this frame to edit, delete, or add new self-bill lines. Use this frame also to link adjustment self-bill lines to shipments, which in effect changes self-bill adjustment lines to shipment self-bill lines.

When modifying an existing self-bill in the Self-Bill Maintenance, you cannot edit the Self-Bill, Bill-To, or Currency fields in the header, which default from Self-Bill Auto Create.

Use the following steps to modify a self-bill:

- 1 In the header frame of Self-Bill Maintenance, enter the Bill-To and Self-Bill number of the self-bill you want to modify.
- 2 Click Next twice.
- 3 In the Line Selection Frame, select the self-bill line that you want to edit and press Next. The Line Edit Frame opens.
- 4 Adjust the quantity, price, or amount to pay as required. The new amount is displayed at the end of the Line Edit frame (see the next slide).

Self-Bill Maintenance – Modify Existing Self-Bill

Shipment Information		Shipment	Paid	Balance
Quantity:		50.00	48.00	2.00
Price:		13.58		
Extended Amount:		679.04	720.00	-40.96

System asks whether to override old amount

Do you wish to overwrite the control total with self-bill total

New payment amount, displayed in end frame of Line Edit

New, updated amount displayed in first frame

Self-Bill Maintenance X

Go To Actions Copy Print Preview

Self-Bill: 58216
 Bill To: SB-Cust
 Transmission:
 Amount Total: 720.00
 Lines: 1

Response Date: 9/17/2009
 Confirmed: ☐
 Currency: EUR
 Amt Control Total: 720.00

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- 5 When you click Next, the system asks you whether you want to overwrite the original self-bill amount.
- 6 When you click Next and eventually return to the first frame in Self-Bill Maintenance, the frame displays the updated amount (720 Euros, the original amount was 679.04 Euros).

See *User Guide: QAD Financials A* for more information on Self-Bill Maintenance.

Deleting Self-Bills

The screenshot shows the 'Self-Bill Maintenance' window in the QAD system. The window has a title bar with the QAD logo and the text 'Our Passion. Your Advantage.'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area displays various fields for a self-bill line. A confirmation dialog box is overlaid on the bottom right, asking 'Please confirm delete' with 'yes' and 'no' buttons.

Line:	3	Bill To:	00010000	Self-Bill:	SB12347
Self-Bill Item:	1-bb			Sold-To:	00010000
	()			Type:	A
Authorization:				Shipper:	
Cust PO Nbr:				Sales Order:	B56-001
Customer Ref:				Model Year:	
Paid Qty:	15.0			Invoice:	
Paid Price:	0.00			Tax Amount:	0.00
Paid Amount:	0.00			Tax Rate:	0.00%
Currency:	USD			Origin:	M
Remarks:					
Close Shipment Line:	☐				

Please confirm delete

yes no

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You can use Self-Bill Maintenance (27.6.12.1) to delete an entire self-bill or a specific self-bill line. When a self-bill or a self-bill line is deleted, any shipment-invoice cross-reference records associated with it are released and the invoice lines can be selected on another self-bill.

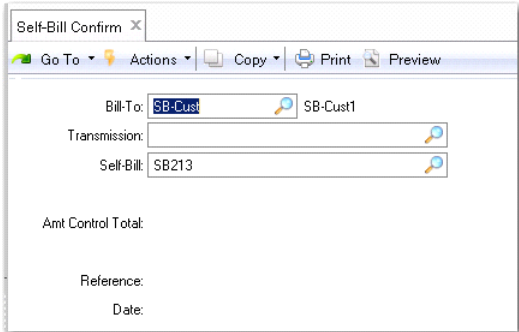
Note A self-bill or self-bill line cannot be deleted if payment has been applied to it.

To delete a self-bill line:

- 1 Select the self-bill that has the line you want to delete.
- 2 In the line selection frame, select the line to delete. Press Delete.

The self-bill line detail frame and a delete confirmation prompt appear.

Applying Payments to Self-Bills



- ▲ Use to credit payment to the invoices referenced by a self-bill document
- ▲ Reconcile self-bills

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Once a self-bill has been created and payment has been received, payment must be credited to the appropriate QAD invoices. Use Self-Bill Confirm (27.6.12.7) to apply payment to all of the invoices that are referenced by a self-bill document.

Important You cannot apply payment to a self-bill if the Amt Total does not equal the Amt Control Total.

When you use this program to apply payment, the payment is applied to the invoice specified on the self-bill detail line.

When a payment is applied, four different situations are possible:

- Payment is credited to the invoice.
- When no invoice is specified—the Invoice field is blank—the amount paid is applied to unapplied cash with a reference to the self-bill and the self-bill line.
- When payment is greater than the amount open on the invoice, the overpayment amount is applied to unapplied cash with a reference to the invoice.
- When payment is greater than the invoice line, the overpayment is applied to unapplied cash with a reference to the self-bill and self-bill line.

See *User Guide: QAD Financials A* for more information on Self-Bill Confirm.

Payment Created by Confirming Self-Bill

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Payment Created by Confirming Self-Bill

Customer Payment - View X

Go To Actions Tools Attach Print Preview

Attachments

Customer

Customer Code SB-Cust Business Relation SB-Cust1

Name SB-Cust1

Bank

Bank GL Account 900900 Own Bank Number 898989

Customer Bank No 900900 Payment Format AR Direct Debit

Amount 720.00 EUR Reference

Due Date 09/17/2009 Subtype Automatic

Value Days 0 Status Paid

Year/Number 2009 000000001 Creation Date 09/17/2009

Last Printed Date

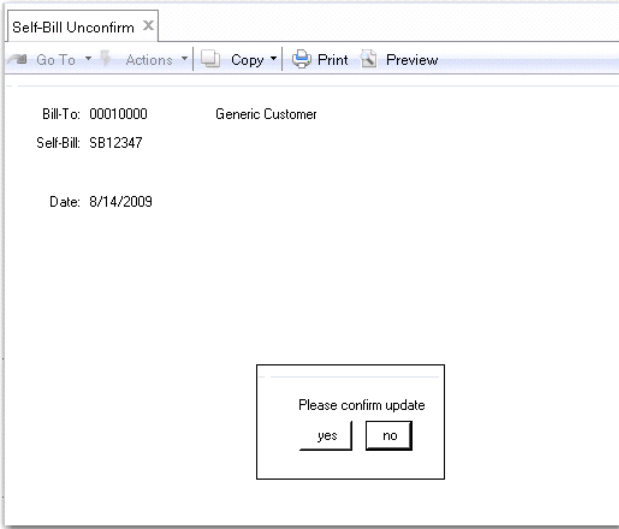
Times Printed 0

Allocate

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The slide displays the customer payment automatically created by confirming the payment in Self-Bill Confirm (27.6.12.7).

Reversing Self-Bills



Reverses payments made in Self-Bill Confirm

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If you need to reverse a payment, use Self-Bill Unconfirm (27.6.12.8). This program reverses payments made in Self-Bill Confirm (27.6.12.7).

Payments cannot be reversed if:

- Unapplied cash related to the self-bill has been used to pay another invoice.
- The payment period is not a valid, open GL period.

See *User Guide: QAD Financials A* for more information on Self-Bill Unconfirm.

Report and Inquiries

Self-Bill Report

Self-Bill Discrepancy Report

Self-Bill Discrepancy Report

Use Self-Bill Report (27.6.12.13) to review self-bill detail information. Use the selection criteria and sort options to sort and narrow down the information reported.

Use Self-Bill Discrepancy Report (27.6.12.10) to view discrepancy details associated with a self-bill document. Use the details provided by this report to reconcile discrepancies in self-bills. This report shows the three types of discrepancies that prevent you from applying payment to a self-bill.

- **Discrepant Lines:** Lines matched to invoice shipment data where the invoice shipment data has an open quantity, an open amount, or a price difference.
- **Adjustment Lines:** Lines marked with a type A. These lines could not be matched when the self-bill was originally created.
- **Lines Not Matched:** Lines that can be matched to invoice shipment data, but for some reason were not. These are marked as type blank.

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Reports and Inquiries – Continued

Invoice AR Balance Report
Invoice AR Balance Report - 8/...

Invoice AR Balance Report
 DOM1 USD DB NY

Bill To	Invoice Number	Invoice Date	Effective	Due Date	Status Code	Cur	Original	A	Open Amount
	00010000 2009/ARCMJOUR0000000003	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	150.00		150.00
	00010000 2009/ARFINV0000000001	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	880.00		880.00
	00010000 2009/ARFINV0000000001	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	9,990.00		9,990.00
	00010000 2009/ARFINV0000000002	02/25/09	02/25/09	05/29/09	QAD-ALLOC	USD	1,111.00		1,111.00
	00010000 2009/AROPER1000006823	03/18/09	03/18/09	06/19/09	QAD-ALLOC	USD	150.00		150.00
	00010000 2009/AROPER1000006842	03/18/09	03/18/09	06/19/09	QAD-ALLOC	USD	550.00		550.00
	00010000 2009/AROPER1000006870	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	10.00		10.00
	00010000 2009/AROPER1000006871	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	15.00		15.00
	00010000 2009/AROPER1000006872	07/28/09	07/28/09	10/29/09	QAD-ALLOC	USD	20.00		20.00
	00010000 2009/CI0000000056	04/23/09	04/23/09	05/23/09	QAD-ALLOC	USD	1,000.00		1,000.00

Self-Bill	T	Paid Qty	Paid Price	Paid Amount	Tax Amount	Tax Rate
SB12347	A	250.0	10.00	2,500.00	0.00	0.00%
SB12347	A	15.0	300.00	4,500.00	0.00	0.00%

Invoice AR Balance Report

QAD Proprietary
2009-MC-SB-210

Use Invoice AR Balance Report (27.6.12.11) to determine what portion of invoices referenced by the self-bill have been paid. Internally, the system maintains a map between every self-bill line and an invoice. Applying payment to a self-bill means applying payment to the associated invoices.

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Reports and Inquiries – Continued

Shipment-Invoice Crossref Re...
✕

Shipment-Invoice Crossref Report
DOM1 USD DB NY

08.

Self-Bill Item Authorization Customer PO Number Customer Reference cit#1	Shipper Order Model Yr	Invoice Ship Dt	Ship Qty Open Qty	Price	Ship Amt Balance	Ship-From C
CIT#5 authxx POEK1	SH23 sojul1	07/10/09	25.0		2,500.00	C1000
			0.0	100.00	0.00	no
AUTHXX SAPO03a	SH13 EK-cu4	2009/AROPER1000006851 06/08/09	150.0		75,000.00	c1001
			0.0	500.00	0.00	no
AUTHXX JULP01	SH19 D1570	2009/AROPER1000006854 06/29/09	150.0		75,000.00	C1001
			0.0	500.00	0.00	no
imhpart1	SH25 JUL10	2009/AROPER1000006859 07/10/09	150.0		75,000.00	C1001
			0.0	500.00	0.00	no
	SH08 dl551	04/23/09	10.0		100.00	imhsite
			0.0	10.00	0.00	no

Shipment-Invoice Crossref Report

QAD Proprietary
2009-MC-SB-220

The shipment-invoice cross-reference structure holds the map between shipment-related details such as shipper number or authorization number and associated QAD invoice numbers.

Shipment-Invoice Crossref Report (27.6.12.15) facilitates inquiries into the self-bill cross-reference structures in the system.

Chapter 16

Consolidation

Consolidation—Objectives



Objectives

- ▲ Understand the scope and capabilities of the consolidation functionality in QAD Enterprise Applications
- ▲ Learn how to set up and run consolidation for a specific business case

Overview


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Overview

- ▲ Benefits
- ▲ Current scope
- ▲ Highlights
- ▲ Process Flow
- ▲ Setup
 - Prerequisites
- ▲ Processing
- ▲ Exercise

QAD Proprietary2008-MC-4.1.1-CON-030

This section reviews the highlights of the consolidation functionality in QAD Enterprise Applications, including its benefits and current scope.

We will then study the consolidation process—from setup to processing—in more detail.

Finally, you will practice your newly-acquired knowledge with a hands-on exercise.

Benefits of Consolidation



Consolidation Benefits

- ▲ Combine the financial records of many entities into one consolidated set of financial statements for legal/accounting purposes.
 - Usually, a monthly process.
- ▲ Perform a number of consolidations within the organization to account for subsidiaries.

QAD Proprietary

2008-MC-4.1-1-CON-040

Consolidation is usually a monthly review process, giving an immediate financial summary of a multi-entity organization.

You can perform a number of consolidations within the organization to account for subsidiaries that have been taken over by the parent organization.

In order to consolidate, you must identify the entities with accounts you want to consolidate, and set up a consolidation entity in which to store the consolidation data. All accounts in the source entities are mapped to corresponding consolidation accounts in the consolidation entity.

The consolidation functionality responds to a legal and accounting requirement.

Current Scope



Current Scope

- ▲ Consolidate entities in different domains, but in the **same database**.
- ▲ Consolidate GL balances/movements with full **analytic detail**.
- ▲ The entities can use the same or different base **currencies**.

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2008-MC-4.1-1-CON-050

The consolidation functionality requires that the entities to consolidate be in the same database, but they can belong to different domains.

You can, optionally, include the full GL analytic detail in a consolidation, for example, sub-account, cost center, project, and SAF structures, or only part of it.

The entities involved in consolidation do not need to have the same base currency.

Key Features



Key Features

- ▲ Supports different consolidations within the same organization
- ▲ Mapping of GL calendar year and periods, currencies, and COAs across entities
- ▲ Consolidate one or more periods in a single run, for example, quarterly processing
- ▲ Supports proportional consolidation
- ▲ Lets you build up hierarchies of consolidation entities

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2008-MC-4.1-1-CON-060

The consolidation functionality in QAD Enterprise Applications lets you perform multiple consolidations within one system, and is, therefore, of great benefit to large organizations,

Again, you can include all GL analytical elements in a consolidation.

Proportional consolidation is an option, and we will review this later in more detail.

The entities involved in a consolidation do not need to have the same GL calendar. Additionally, a consolidation can be run for one or several periods at a time.

In a consolidation entity, the same reporting capabilities exist as for non-consolidation entities.

Key Features—Continued



Key Features – Continued

- ▲ Consolidate separately by accounting layer
- ▲ Fast balance-level consolidation
- ▲ Supports simulations
- ▲ Automatic tracking of intercompany transactions to support elimination
- ▲ For multiple consolidations:
 - Supports incremental elimination as well as full elimination

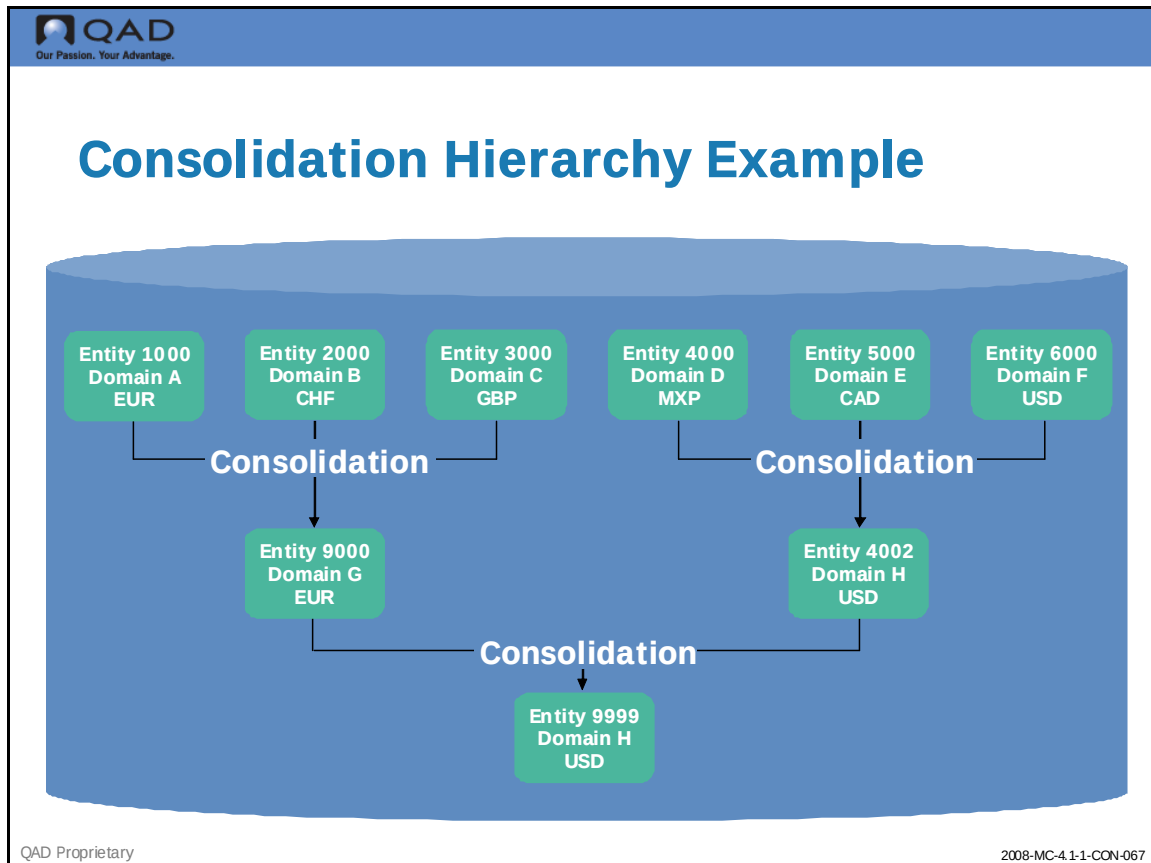
Consolidation Process



Consolidation Process

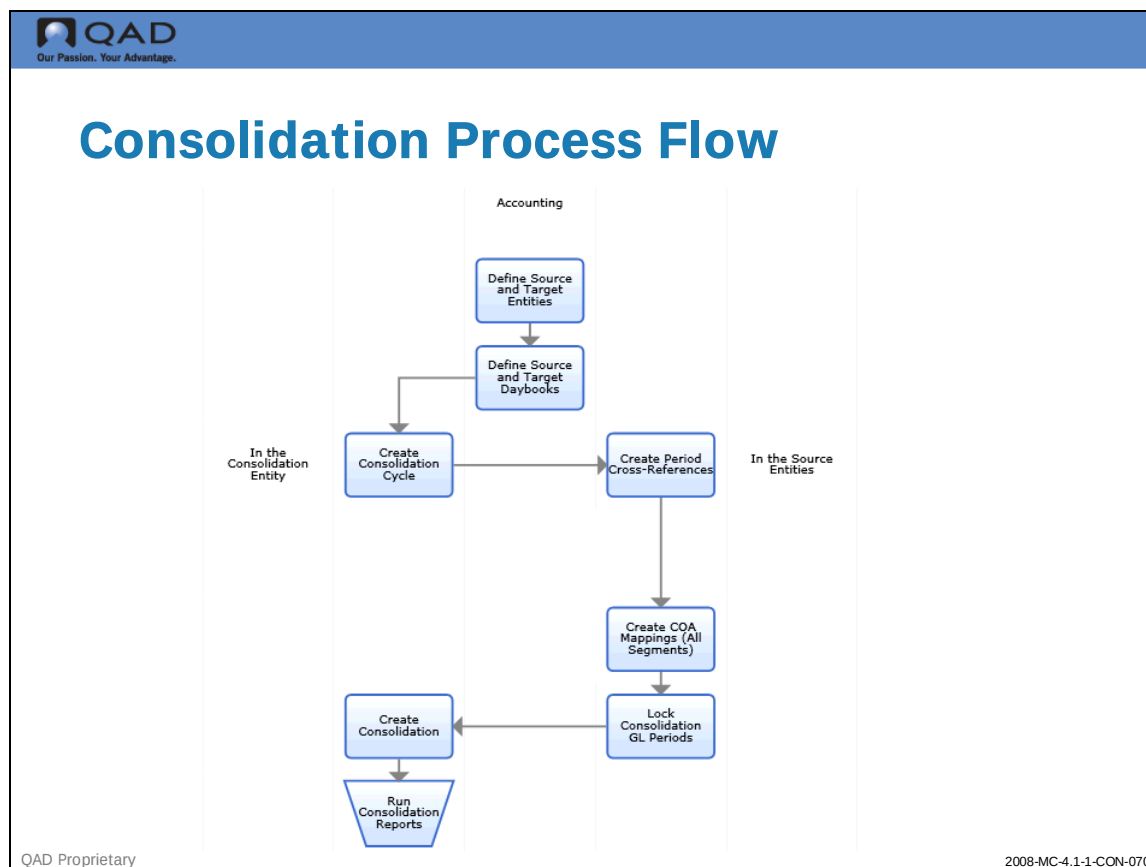
- ▲ Transfers GL balances from the source companies to a target (consolidation) company using journal entries
 - Account, sub-account and intercompany codes
 - 100% or partial consolidation
 - Staged consolidation is possible, through different currencies
- ▲ Allows further manual postings after consolidation:
 - Report based on intercompany codes is basis for intercompany elimination
 - Allows simulation postings or other postings in consolidation company

Consolidation Hierarchies



An organization has subsidiaries represented by entities 9000 and 4002. Entity 9000 in turn has subsidiary entities 1000, 2000, and 3000, and 4002 has subsidiary entities 4000, 5000, and 6000. The organization performs consolidations for subsidiary entities 1000, 2000, and 3000 in entity 9000, for entities 4000, 5000, and 6000 in entity 4002, and, finally, for entities 9000 and 4002 in entity 9999.

Consolidation Process Flow



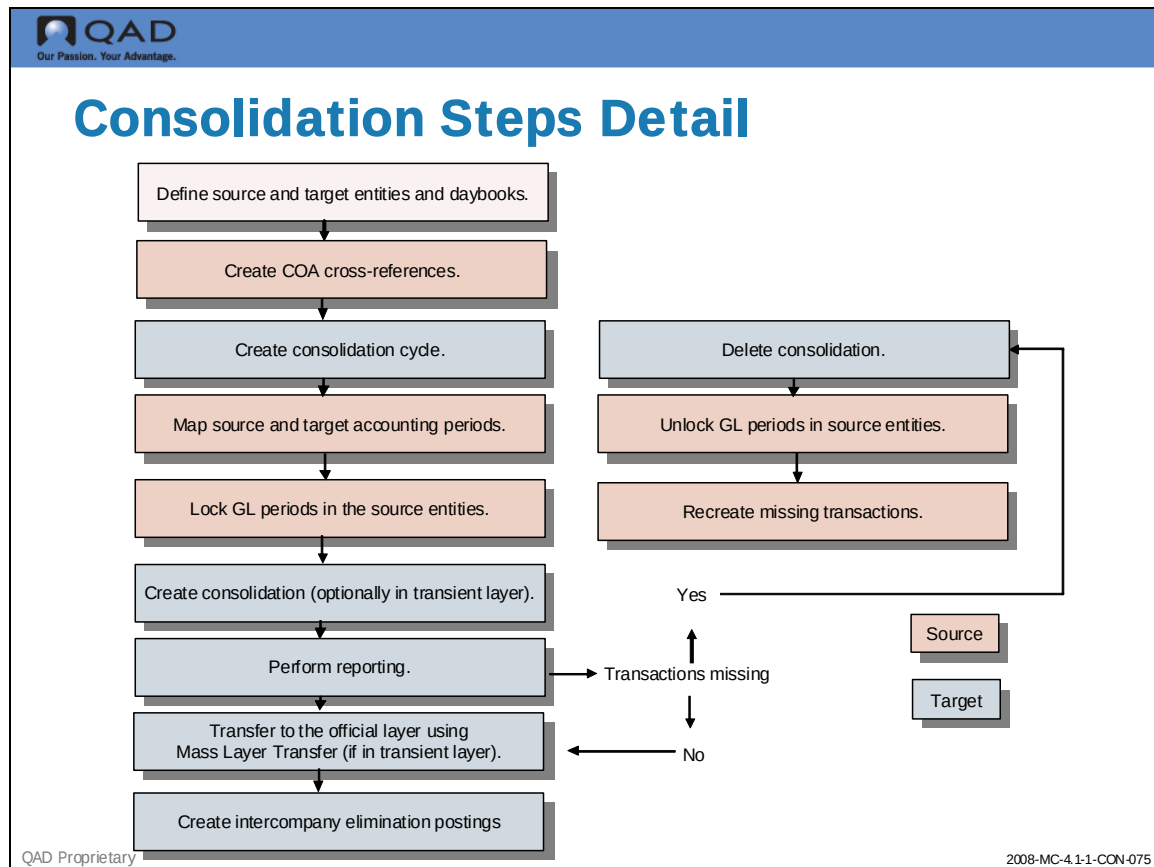
The system uses source and target entities in the consolidation process. Source entities are the subsidiary entities whose accounts you want to consolidate. The target entity is the consolidation entity in which you combine the source account balances.

From within the consolidation entity, you create a consolidation cycle, which identifies the source entities, the daybooks to be used for balances in each entity, and the participation percentage to be applied to each entity.

Consolidation is performed for specific GL periods, and you must align your consolidation entity GL periods with those of the source entities. You must also map GL elements in your source entities to the consolidation accounts in your consolidation entity.

Important After you have created the consolidation, you must perform an additional step to eliminate intercompany postings. See “Intercompany Elimination Postings” on page 372.

Consolidation Steps Detail



You set up and run consolidation in the following order:

- 1 Create the source and target entities and daybooks required for consolidation.
- 2 From within each of the source entities, map source and target GL accounts and, optionally, sub-accounts, cost centers and projects, to create COA cross references for use in the consolidation cycle. Each subsidiary entity and the COA cross reference it uses must belong to the same domain.
- 3 From within the consolidation entity, create the consolidation cycle, which defines the source entities and daybooks to use.
- 4 From within each of the source entities, define a range of GL periods to be mapped to the consolidation GL calendar.
- 5 From within each of the source entities, lock the GL periods that are to be included in the consolidation.
- 6 From within the consolidation entity, create the consolidation. In this step, you define source and target accounting layers, set the GL period range, and run the consolidation.
- 7 Perform reporting.
- 8 Create elimination postings.

We will now review these steps in more detail.

Setup Prerequisites


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Setup Prerequisites

- ▲ Consolidation entity
 - Set up separate entity
 - Define rounding differences account
 - Default cost center
 - Default project
 - Default tax code
 - Consolidation daybook per subsidiary/source entity and layer
 - Create a separate management layer for elimination postings
 - Create a separate daybook for elimination postings

QAD Proprietary2008-MC-4.1.1-CON-080

Prior to creating a consolidation cycle, the following setup is required:

Consolidation (Target) Entity

You must set up a new, separate consolidation entity, including the business relation.

You must create a rounding difference account, default cost center, project codes, and tax code for the consolidation entity.

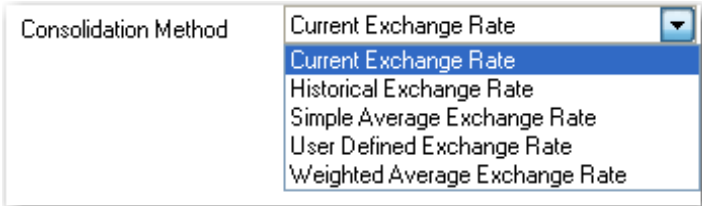
Additionally, you must create a consolidation daybook for each source entity and layer.

Source Entities


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Setup Prerequisites – Continued

- ▲ In each source entity:
 - COA cross-references
 - GL accounts, sub-accounts, cost centers, projects
 - Period cross-references
 - Exchange rate consolidation method
 - For each GL account (only once per shared set):
 - In currency tab



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2008-MC-4.1-1-CON-090

In each source entity, use COA Cross Reference Create (25.3.14.1) to create mappings between the GL dimensions in source and consolidation entities.

Special attention is required when mapping open item accounts, cross-company accounts and tax accounts. When posting to any of these accounts, the system requires additional input that cannot be given during consolidation posting. Therefore, all accounts of one of these three types should be matched to standard accounts in the consolidation entity. For intercompany accounts, this results in a zero balance, as expected.

Use Consolidation Period Cross-Reference Maintain (25.19.1.3) to create cross-references between GL periods in a source entity and GL periods in consolidation entities.

Finally, for each GL account of a specific shared set, select the consolidation method in the currency tab of GL Account Create (25.3.13.1) or GL Account Modify (25.3.13.2).

Consolidation can be performed between entities using the same or different base currencies. When the entities are in domains with different base currencies, the system converts transactions in the base currency of the source entity into the base currency of the consolidation entity using rates in the exchange rate shared set of the consolidation entity. The exact rate used is determined for each account based on the setting of the Consolidation Method field in the Currency tab of GL Account Create. This field can have one of the following values:

- Actual Rate (accounting rate at period end, also known as current rate)
- Historical Rate

- Simple Average Rate
- User-Defined Rate (Own Method)
- Weighted Average Rate

These methods are described in detail in the *User Guide: QAD Financials A*.

When different methods are used, exchange rate differences may result. These are posted to the Rounding Differences account specified in Consolidation Cycle Create (25.9.1.7).

COA Cross Reference Creation

COA Cross Reference Create

Go To Actions Tools Attach Print Preview

Attachments

Code: Cash Mapping 01

Description: Cash Accounts mapping

Active: ☒

Columns: All

Type: Combined COA Dimensions

Target Domain: Alternate COA

Alternate COA: Combined COA Dimensions

Separate COA Dimensions

Source GL Account From	Source GL Account Till	Source Sub-	Source Sub-A	Source Cost	Source C	Source	Target GL Account
1060	1065	0001	0001	CASH			

Export to Excel

Delete a Row

Insert a New Row

Copy a Row

Columns...

Reset to Initial Settings

Print...

Retrieve defaults

Retrieve defaults GL Accounts

Retrieve defaults Sub-Accounts

Retrieve defaults Cost Centers

Retrieve defaults Projects

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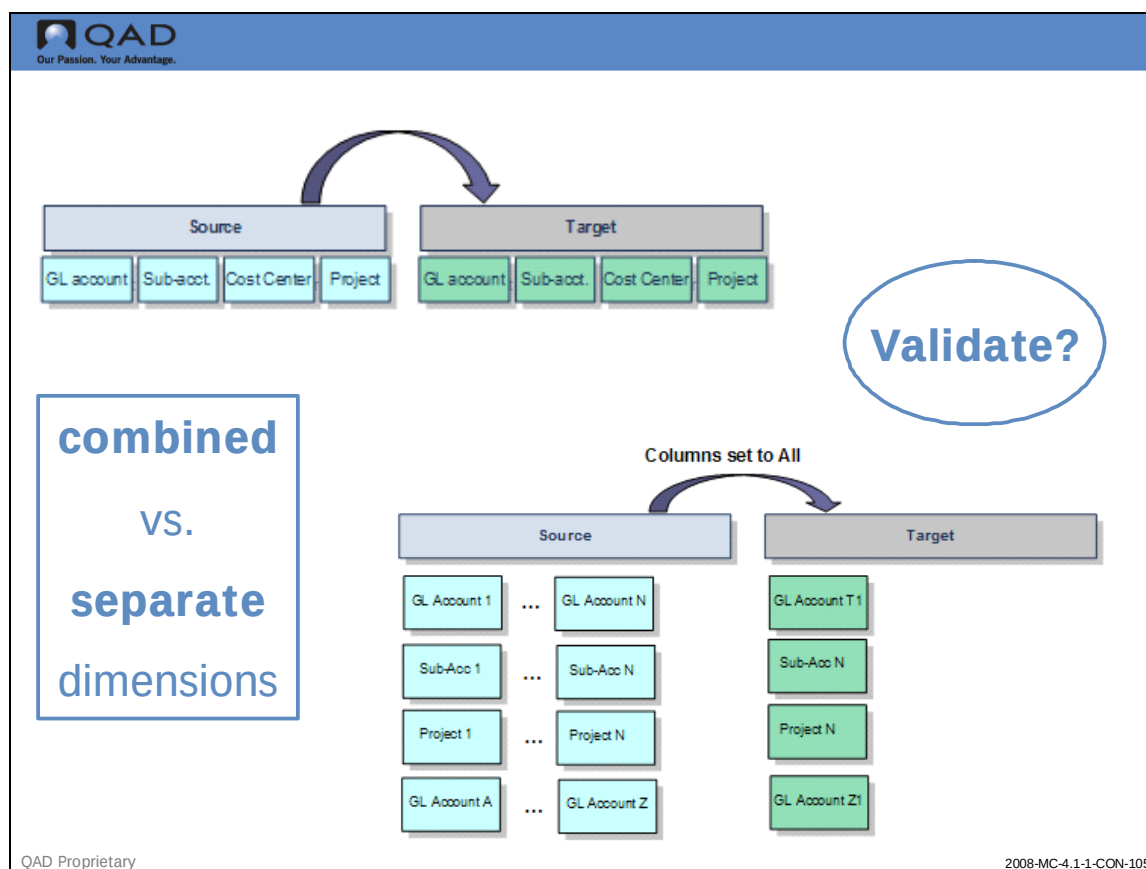
2008-MC-4.1-1-CON-100

Use COA Cross Reference Create (25.3.14.1) to define mappings between the source and target entity charts of accounts. You can choose between two different types of cross-references: combined, or separate COA dimensions. The third available type is reserved for the setup of alternate COAs. On the next slide, we will explain more about the two consolidation types.

You must create a cross-reference structure in the same domain as the source entity. The target domain is the consolidation entity's domain. Each cross reference should be valid. For details on the validations performed, refer to the *User Guide: QAD Financials A*. Many-to-one combinations are possible.

A Copy function, as well as Excel integration, are available when creating COA cross-references.

Combined vs Separate GL Dimensions Types



When the cross reference type is **Combined GL Dimensions**, you specify cross-references from source GL combinations (account, sub-account, cost center, project, SAF) to target GL combinations. The system reads the GL combination from the source transaction, and looks for a match in the cross-reference table of the consolidation entity's domain, in the following order:

- Matching account, sub-account, cost center, and project
- Matching account, sub-account, cost center, and blank project
- Matching account, sub-account, blank cost center, and project
- Matching account, sub-account, blank cost center, and blank project
- Matching account, blank sub-account, blank cost center, and blank project

If no match is found, the transaction is posted to the same GL combination as the source transaction.

When the cross reference type is **Separate GL Dimensions**, you can specify cross-references from separate source GL COA elements to separate target GL COA elements (GL accounts to target GL account, sub-accounts to target sub-accounts, and so on).

When creating separate COA cross-references, use the Columns field to indicate the type of mapping to filter on—All, GL Account, Sub-Account, Cost Center, or Project. The filter lets you focus on one element at a time, and you can change the filter type during input.

By selecting the Validate option at the end of the COA Cross Reference Create, you can validate the cross references that you have defined against posting history. If the cross reference type is Separated GL Dimensions or Combined GL Dimensions, you can indicate whether or not to validate the sub-account, cost center, or project.

If gaps exist in the cross reference mappings used in a report or consolidation, the system will display an error. If there are any overlaps in the cross reference mappings you create, the system will use the first mapping record it finds in the grid.

Note that the validation option does not prevent saving; it is only a means to verify and detect conflicts with the current posting history.

Refer to the *User Guide: QAD Financials A* for a detailed explanation of validation in COA Cross Reference Create (25.3.14.1).

Consolidation Cycle Create

Create a Consolidation Cycle

Consolidation Cycle Create

Go To Actions Tools Attach Print Preview

Attachments

Entity Code: 1000 Status: Initial

Rounding Diff Acc: Round Default Tax Code: 00000000

Sub-Account: 0001

Sub-Account ☒ Cost Center ☒ Project ☒ SAF ☒

Percentage	Subsidiary Entity	COA Cross Reference	Official Daybook Code	Management Daybook Code	Transient Day
100.00	2000	com1	CS1-01m	Mgt-2	trans-2

Default Analysis

Configure default SAF, Cost Center, or Project analysis for the consolidation

Consolidation Cycle - Default Analysis

SAF Cost Center Project

Structure Code

QAD Proprietary 2008-MC-4.1.1-CON-110

When the prerequisites are set up for the source and target entities, a consolidation cycle can be created.

Use Consolidation Cycle Create (25.19.1.7) to create a consolidation cycle in the consolidation entity that defines the consolidation structure. You indicate the source and target entities; and whether consolidation is full or proportional.

An entity can be a consolidation entity for several source entities in one consolidation cycle and a source entity in another consolidation cycle. The consolidation process is started in the consolidation entity for a range of periods or for one period.

You add source entities to the consolidation cycle by inserting a new row.

You also add the daybook codes for the consolidation transactions. You specify a daybook for each source layer, and the system posts the consolidation transactions to the appropriate consolidation daybook.

Indicate whether sub-accounts, cost centers, projects, and SAFs should be included in the consolidation.

On each row, specify the COA cross-reference code used for each source entity in this consolidation cycle. When a consolidation cycle's status is changed to Valid or Operational, cross-references are validated.

Click the Default Analysis button to display a new window with multiple tabs where you can configure default SAF, Cost Center, or Project analysis for the consolidation. When source transactions use any of these, and the Sub-Accounts, Cost Center, Project, and SAF fields are not selected, the system applies the defaults you define here to the consolidation transactions.

Set Up Intercompany Eliminations



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Set Up Intercompany Eliminations in the Consolidation Entity

- ▲ Create a separate management layer for elimination postings
- ▲ Create a separate daybook for elimination postings
 - Daybook type: Journal Entries
 - Controlled by: Financials
 - Layer: Dedicated management layer for eliminations
 - For each daybook shared set

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2008-MC-4.1-1-CON-115

The slide describes the setup required before you can eliminate intercompany postings from your consolidation.

- 1 Create a separate management layer in the consolidation entity for elimination postings.
- 2 Create a separate daybook for elimination postings in each consolidation entity. If you are consolidating at several levels, it is recommended that you create a daybook for each shared set.
 - a Set the daybook type to Journal Entries and the control type to Financials.
 - b In the Layer Code field, specify the dedicated management layer that you created for intercompany eliminations.

Creating a Consolidation



Execution

- ▲ Lock status of periods to consolidate.
 - Each source entity
- ▲ Consolidation entity
 - Consolidation Create (25.19.2.1):
 - From/to GL period
 - Target layer type:
 - Primary
 - Secondary
 - Transient = RECOMMENDED
 - Source layer type
 - Primary
 - Secondary

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2008-MC-4.1.1-CON-130

You run the consolidation cycle you have defined using Consolidation Create (25.19.2.1) within the consolidation entity. You can run the consolidation for primary or secondary layer transactions, but not simultaneously. It is recommended that you first run a consolidation posting to the transient layer, before posting it to the actual target layer.

Before creating a consolidation, you must ensure that:

- The GL periods in the source entities are locked.
- No unposted transactions exist in the source entities.
- You have mapped all new source accounts and sub-accounts.

You select source and target layers when configuring the consolidation. You can only select the primary or secondary layers for source entities. When you select a secondary source layer, the system retrieves all the secondary layers created in the source entity. For example, if you have created secondary layers for different types of IFRS or GAAP reporting, the system retrieves all of these layers and displays them on the Source Layers tab. You then choose which layers to include.

When the consolidation is completed, you can review the GL postings and generate reports.

As a result of the consolidation run:

- The daybooks in the consolidation entity are updated with the GL transactions in the source transaction currency and in the target base or consolidation currency.

- The system locks the entity, period, and layer combination in order to avoid another run. If you are running the consolidation in the transient layer, you have the option to review the postings, and to delete this consolidation and create a new one, if necessary. Consolidations in the primary layer cannot be deleted.
- The system keeps a history of all consolidation runs with the following attributes:
 - Consolidation run number
 - Date and time of the run
 - Source entities
 - Periods
 - Layer type

Use the Consolidation activities to create, delete, and view consolidations:

- Create. Configure and run a new consolidation. You run the consolidation by clicking Save.
- View. Display all consolidation runs with all fields in read-only mode.
- Delete. Delete a consolidation run. You can only delete consolidations in the transient layer.

Execution – Continued

- ▲ Consolidation entity
 - After validation, transfer the consolidation from the transient to the primary (official) layer
 - Identify the intercompany transactions and perform the elimination postings

Intercompany Elimination Postings

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Intercompany Elimination Postings

- ▲ Identify postings to eliminate.
- ▲ Create offset journal entries.
- ▲ Repeat the process at each level of the consolidation.

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The section describes how to identify and eliminate intercompany postings in your consolidation.

- 1 Identify the postings to eliminate using one of the following methods:
 - Use GL Transactions View Extended (25.15.2.10) or Trial Balance View (25.15.2.9), and filter by intercompany code to display intercompany transactions.
 - Run the GL Transactions by Intercompany Code report (25.15.1.5) to identify intercompany transactions to eliminate.

- 2 In the consolidation entity, create and post a journal entry that offsets intercompany transactions.

The elimination posting can consist of a single journal entry posted to one of the new journal entries type daybooks you created in “Set Up Intercompany Eliminations” on page 368. For ease of entry, you can use a posting template.

- 3 At each level of consolidation, repeat the process of identifying intercompany transactions and creating netting postings to eliminate them.

Special Considerations for Staged Consolidations

For staged consolidations, where you consolidate the local entities first, followed by regional entities, and then global entities, you can take one of two approaches to eliminating intercompany postings from your consolidation:

- Incremental eliminations

Consolidate the management layer containing the elimination postings to a higher level in the consolidation. At the higher level, only create postings to eliminate the intercompany positions at that level.

- Full elimination at each level

Do not consolidate the management layer that contains the elimination postings to a higher level in the consolidation. At the higher level in the consolidation, create new, complete journal entries that eliminate all intercompany positions up to that consolidation level.

Hands On Exercises - US

General Information

In this hands on exercise, you will create a new consolidation entity (GR-CONS). In GR-CONS, you are going to consolidate the existing consolidation entity, CONS-US.

Before you can do that, you have to consolidate the operational entities (for QMS-US: US-WEST, US-EAST) into CONS-US.

Exercise 1: Consolidation Setup US

In domain QMS-US create a new consolidation entity GR-CONS using the same address details as CONS-US.

Create all consolidation settings in GR-CONS:

Daybooks for CONS-US both in transient and primary layer

Consolidation cycle: 100% CONS-US

Check all other settings as required.

Validate the consolidation setup in CONS-US.

Steps:

- 1 Log in to QMS-US domain, entity CONS-US.
- 2 In Business Relation Create (36.1.4.3.1), create the following business relation:

Field	Data
Name:	GRCONS

- a** On the Address Info tab, right-click and select Insert a New Row. Add the address details:

Field	Data
Address:	Specify an address.
Zip:	Specify the zip.
City:	Specify a city.
Country Code:	US
Click OK	
General Tab	
Domain Restricted:	No
Internal Entity:	Yes
Intercompany:	Yes
Intercompany Code:	GRCONS
Customer/Supplier Compensation Allowed:	No

- b** Click Save.

- 3 In Entity Create (36.1.1.2.1), create the following entity:

Field	Data
Entity Code:	GR-CONS
Business Relation:	GRCONS
Domain:	QMSUS
General Tab	
Reverse P&L Revaluation:	Yes
Consolidation Entity:	Yes

- 4 Let the other fields default.

- 5 Click Save.

- 6 In User Domain/Entity Access Maintain (36.3.4), specify the following details:

Field	Data
User:	QAD
Domain:	QMSUS
Entity:	GR-CONS

- 7 Click Search.

In the grid, the Link field is selected for the user, domain, and entity code indicated.

- 8 In Role Membership Maintain (36.3.6.6), specify the following:

Field	Data
User:	QAD
Domain:	QMSUS
Role:	SuperUser
Entity:	GR-CONS

- 9 Click Search.

In the grid, the Link field is selected for the user, domain, and entity code indicated.

- 10 Log out, and log back in as:

User: QAD

Password: QAD

- 11 Change workspace to QMSUS-GR-CONS.

- 12 In Daybook Create (25.8.1.1), create the following daybook:

Field	Data
Daybook Code:	ConsUSof
Description:	ConsUSof
Daybook Type:	Consolidation
Layer Code:	Primary
Daybook Control:	Financial
Daybook Group:	Blank

- 13 Click Save and create a second daybook with the following details:

Field	Data
Daybook Code:	ConsUStr
Description:	ConsUStr
Daybook Type:	Consolidation
Layer Code:	Trans-Approve
Daybook Control:	Financial
Daybook Group:	Blank

- 14 In SAF Concept Create (25.3.7.1.1), create the following concept:

Field	Data
SAF Concept Code:	ConsDef
Description:	Consolidation Default

- 15 In SAF Create (25.3.7.2.1), create the following value:

Field	Data
SAF Code:	SCD
Description:	SAF Consolidation Default

- 16 In SAF Structure Create (25.3.7.4.1), create the following structure:

Field	Data
SAF Structure Code:	Consol
Description:	SAF Consolidation
Default Value	ConsDef: SCD

- 17 Change to workspace QMSUS-CONS-US.

- 18 In COA Cross-Reference Create (25.3.14.1), enter the following data:

Field	Data
COA Cross Reference:	GR-CONS-US-COA
Description:	Consolidation cross reference
Active:	Yes (Selected)
Type:	Separate COA Dimension
Target Domain:	QMSUS
Columns	All

- 19 In the grid, right-click and select Retrieve Defaults.

- 20 If needed, map GL accounts in source of type tax, open item, and cross company to a standard GL account in the consolidation/target COA.

- 21 Click Save.

- 22 Change Workspace to the source entity to be consolidated (GR-CONS).

- 23 In Consolidation Cycle Create (25.19.1.7), create the following cycle:

Field	Data
Entity Code:	GR-CONS
Status:	Initial
Rounding Diff Acc:	9890
Default Tax Code:	0000000

- 24 Click on Default Analysis, and specify the following details:

Field	Data
<u>SAF Tab</u>	
Structure Code:	Consol
SAF Code:	ConsolDef
SAF:	SCD
<u>Cost Center Tab</u>	
Cost Center Code:	Adm
<u>Project Tab</u>	
Project:	DEFAULT

- 25 In the consolidation cycle grid, right click and select Insert a New Row.

Field	Data
Percentage:	100
Subsidiary Entity:	CONS-US
Official Daybook Code:	consUSof
Transient Daybook Code:	ConsUStr
COA Cross-Reference:	GR-CONS-COA

- 26 Click Save.

- 27 Change Workspace to the source entity to be consolidated (CONS-US).

- 28 In Consolidation Period Cross-Ref Maintain (25.19.1.3), create the following period cross-references:

Consolidation Entity: GR-CONS

Cons Year	Source Year	Source GL Period	Cons Period
2009	2009	01	1
2009	2009	02	2
2009	2009	03	3
....			
2010	2010	01	1
2010	2010	02	2
Etc...			

- 29 In CONS-US, open the consolidation cycle CONS-US in Consolidation Cycle Modify.

- 30 Add the GR-CONS-US-COA cross-reference created earlier, and set the status to Operational.

- 31 Save the consolidation cycle.
- 32 Change Workspace to subsidiary entity US-West.
- 33 In Consolidation Period Cross-Ref Maintain (25.19.1.3), ensure that period cross-references exist for the periods you are consolidating.
- 34 In Entity GL Period Lock, lock the periods for which you are consolidating.
- 35 Change Workspace to subsidiary entity US-East, and repeat the previous two steps.
- 36 Change Workspace to the source entity to be consolidated (GR-CONS).
- 37 In Consolidation Cycle Modify (25.19.1.3), change the status to Operational and save.

Exercise 2: Consolidation Run US

Run a consolidation in CONS-US for the period 2009/01 to 2009/06 (if there are transactions. Otherwise, use 2007/01 to 2007/06).

Create the consolidation in transient layer first and verify the postings.

Delete the transient posting.

Re-do the consolidation in the primary layer.

Repeat the process in GR-CONS to consolidate CONS-US into GR-CONS.

Ensure that there are transactions in the periods to consolidate. If needed, use periods 2007/1 to 2007/06.

Steps:

- 1 Log in to workspace QMSUS/CONS-US
- 2 In Consolidation Create (25.19.2.1), create a trial consolidation in the transient layer:

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer Type:	Transient
Source Layer Type:	Primary

Subsidiary Entities:

Field	Data
Percentage:	100
Official Daybook:	CONEAOF
Entity Code:	US-EAST
Transient Daybook:	CONEATR
Activation:	Yes

- 3 Save the consolidation.

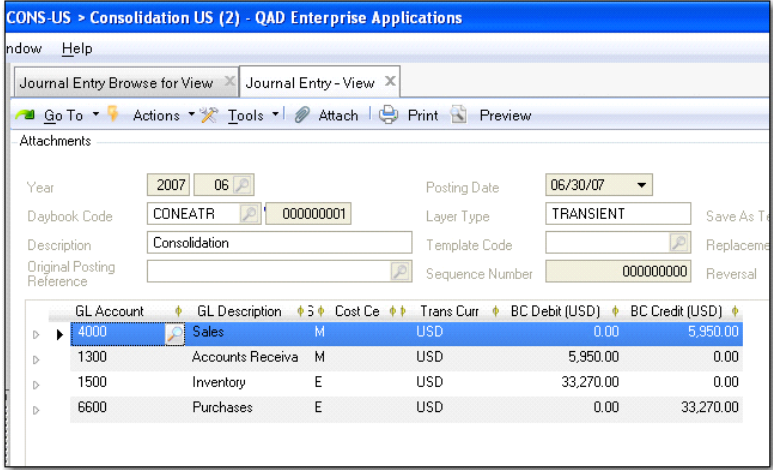
Field	Data
Percentage:	100
Primary Daybook:	CONWEOF
Entity Code:	US-WEST
Transient Daybook:	CONWETR
Activation:	Yes

- 4 In Journal Entry View (25.13.1.3), enter Year = 2009, Period = 6 and Daybook Code: CONEATR.
- 5 Click Search to review the transaction in US-EAST.
- 6 Repeat the previous to steps with Daybook Code = CONWETR to review the transaction in US-WEST.
- 7 Review the transactions. The results should look like those on the following screenshots:

Journal Entry - View

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Journal Entry - View



Journal Entry - View (25.13.1.3)

QAD Proprietary

2008-EX-4.1_2-010

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Journal Entry - View

CONS-US > Consolidation US (2) - QAD Enterprise Applications

Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2007 06 | Posting Date: 06/30/07

Daybook Code: CONWETR | 000000001 | Layer Type: TRANSIENT

Description: Consolidation | Template Code: | Sequence Number: 000000000

GL Account	GL Description	3	C	Trans Curr	BC Debit (USD)	BC Credit (USD)
4000	Sales	M	USD		425.00	0.00
4000	Sales	M	USD		0.00	23,547.30
4000	Sales	G	USD		0.00	3,000.00
1300	Accounts Receiva	M	USD		23,547.30	0.00
1300	Accounts Receiva	M	USD		0.00	425.00
1300	Accounts Receiva	G	USD		3,000.00	0.00
2000	Accounts Payable	M	USD		983.00	0.00
2000	Accounts Payable	M	USD		0.00	255,400.00
2500	Unapproved invoic	M	USD		256,383.00	0.00
2500	Unapproved invoic	M	USD		0.00	256,183.00
6600	Purchases	M	USD		255,200.00	0.00
6600	Purchases	M	USD		0.00	983.00
2000	Accounts Payable	G	USD		0.00	890.00
2500	Unapproved invoic	G	USD		890.00	0.00
2500	Unapproved invoic	G	USD		0.00	890.00

QAD Proprietary 2008-EX-4.1_2-020

- 8 In Consolidation Delete (25.19.2.3), delete the trial consolidations:

Field	Data
From GL Cal Year:	2009
To GL Cal Year:	2009
Entity Code:	US-EAST

- 9 Click Search. Confirm in the new window.

Field	Data
From GL Cal Year:	2009
To GL Cal Year:	2009
Entity Code:	US-WEST

- 10 Click Search. Confirm in the new window.

- 11 In Consolidation Create (25.19.2.1), create the consolidation—again in the primary layer.

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer Type:	Primary
Source Layer Type:	Primary

Subsidiary Companies:

Field	Data
Percentage:	100
Primary Daybook:	CONEAOF
Entity Code:	US-EAST
Transient Daybook:	CONEATR
Activation:	Yes

Field	Data
Percentage:	100
Primary Daybook:	CONWEOF
Entity Code:	US-WEST
Transient Daybook:	CONEATR
Activation:	Yes

12 Log in to the consolidation entity GR-CONS (change workspace) to create the second consolidation.

13 In Consolidation Create (25.19.2.1), create the following:

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer:	Transient
Source Layer:	Primary

Subsidiary Entities:

Field	Data
Percentage:	100
Primary Daybook:	ConsUSof
Entity Code:	CONS-US
Transient Daybook:	ConsUStr
Activation:	Yes

14 Go to Journal Entry View (25.13.1.3) to review the created transaction.

15 Enter GL calendar year 2009 and daybook code ConsUStr to search.

16 In Consolidation Delete (25.19.2.3), delete the trial consolidation you just created.

17 In Consolidation Create (25.19.2.1), recreate the same consolidation in the primary layer.

18 In Journal Entry View (25.13.1.3), review the transactions.

Hands On Exercises - EMEA

General Information

In this hands on exercise, you will create a new consolidation entity (GR-CONS). In GR-CONS, you are going to consolidate the existing consolidation entity CONS-EMEA.

Before you can do that, you will have to consolidate the operational entities (for QMS-EMEA: EMEA-DE, and EMEA-NL) into CONS-EMEA.

Exercise 1: Consolidation Setup EMEA

In domain QMS-EMEA create a new (consolidation) entity GR-CONS (use same address details as CONS-EMEA).

Create all consolidation settings in GR-CONS:

Daybooks for CONS-EMEA both in transient and primary layer

Consolidation cycle: 100% CONS-EMEA

Check all other settings as required.

Validate the consolidation setup in CONS-EMEA

Steps:

- 1 Log in to QMS-US domain, entity CONS-EMEA.
- 2 In Business Relation Create (36.1.4.3.1), create the following business relation:

Field	Data
Name:	GRCONS

- a On the Address Info tab, right-click and select Insert a New Row. Add the address details:

Field	Data
Address:	Address
Zip:	Zip
City:	City
Country Code:	US
Click OK	
General Tab	
Domain Restricted:	No
Internal Entity:	Yes
Intercompany:	Yes
Intercompany Code:	GRCONS
Customer/Supplier Compensation Allowed:	No

- b Click Save.

- 3 In Entity Create (36.1.1.2.1), create the following entity:

Field	Data
Entity Code:	GR-CONS
Business Relation:	GRCONS
Domain:	QMSEMEA
<u>General Tab</u>	
Reverse P&L Revaluation:	Yes
Consolidation Entity:	Yes

- 4 Let the other fields default.
- 5 Click Save.
- 6 In User Domain/Entity Access Maintain (36.3.4), specify the following details:

Field	Data
User:	QAD
Domain:	QMSEMEA
Entity:	GR-CONS

- 7 Click Search.
In the grid, the Link field is selected for the user, domain, and entity code indicated.
- 8 In Role Membership Maintain (36.3.6.6), specify the following:

Field	Data
User:	QAD
Domain:	QMSEMEA
Role:	SuperUser
Entity:	GR-CONS

- 9 Click Search.
In the grid, the Link field is selected for the user, domain, and entity code indicated.
- 10 Log out, and log back in as:
User: QAD
Password: QAD
- 11 Change workspace to QMSEMEA-GR-CONS.
- 12 In Daybook Create (25.8.1.1), create the following daybook:

Field	Data
Daybook Code:	ConsEMof
Description:	ConsEMof
Daybook Type:	Consolidation
Layer Code:	Primary
Daybook Control:	Financial
Daybook Group:	<blank>

- 13 Click Save and create a second daybook with the following details:

Field	Data
Daybook Code:	ConsEMtr
Description:	ConsEMtr
Daybook Type:	Consolidation
Layer Code:	Trans-Approve
Daybook Control:	Financial
Daybook Group:	<blank>

- 14 In SAF Concept Create (25.3.7.1.1), create the following concept:

Field	Data
SAF Concept Code:	ConsDef
Description:	Consolidation Default

- 15 In SAF Create (25.3.7.2.1), create the following value:

Field	Data
SAF Code:	SCD
Description:	SAF Consolidation Default

- 16 In SAF Structure Create (25.3.7.4.1), create the following structure:

Field	Data
SAF Structure Code:	Consol
Description:	SAF Consolidation
Default Value	ConsDef: SCD

- 17 Change to workspace QMSEMEA-CONS-EMEA.

- 18 In COA Cross-Reference Create (25.3.14.1), enter the following data:

Field	Data
COA Cross Reference:	GR-CONS-EMEA-COA
Description:	Consolidation cross reference
Active:	Yes (Selected)
Type:	Separate COA Dimension
Target Domain:	QMSEMEA
Columns	All

- 19 In the grid, right-click and select Retrieve Defaults.

- 20 If needed, map GL accounts in source of type tax, open item, and cross company to a standard GL account in the consolidation/target COA.

- 21 Click Save.

- 22 Change Workspace to the source entity to be consolidated (GR-CONS).

- 23 In Consolidation Cycle Create (25.19.1.7), create the following cycle:

Field	Data
Entity Code:	GR-CONS
Status:	Initial

Field	Data
Rounding Diff Acc:	9890
Default Tax Code:	0000000

- 24 Click on Default Analysis, and specify the following details:

Field	Data
SAF Tab	
Structure Code:	Consol
SAF Code	ConsolDef
SAF	SCD
Cost Center Tab	
Cost Center Code:	Adm
Project Tab	
Project:	DEFAULT

- 25 In the consolidation cycle grid, right click and select Insert a New Row

Field	Data
Percentage:	100
Subsidiary Entity:	CONS-EMEA
Primary Daybook Code:	consEMof
Transient Daybook Code:	ConsEMtr
COA Cross-Reference:	GR-CONS-EMEA-COA

- 26 Click Save.

- 27 Change Workspace to the source entity to be consolidated (CONS-EMEA).

- 28 In Consolidation Period Cross-Ref Maintain (25.19.1.3), create the following period cross-references:

Consolidation Entity: GR-CONS

Cons Year	Source Year	Source GL Period	Cons Period
2009	2009	01	1
2009	2009	02	2
2009	2009	03	3
....			
2010	2010	01	1
2010	2010	02	2
Etc...			

- 29 In CONS-EMEA, open the consolidation cycle CONS-EMEA in Consolidation Cycle Modify.

- 30 Add the GR-CONS-EMEA-COA cross-reference created earlier, and set the status to Operational.

- 31 Save the consolidation cycle.

- 32 Change Workspace to subsidiary entity EMEA-DE.

- 33 In Consolidation Period Cross-Ref Maintain (25.19.1.3), ensure that period cross-references exist for the periods you are consolidating.
- 34 In Entity GL Period Lock, lock the periods for which you are consolidating.
- 35 Change Workspace to subsidiary entity EMEA-NL, and repeat the previous two steps.
- 36 Change Workspace to the source entity to be consolidated (GR-CONS).
- 37 In Consolidation Cycle Modify (25.19.1.3), change the status to Operational and save.

Exercise 2: Consolidation Run EMEA

Run a consolidation in CONS-EMEA to consolidate EMEA-DE and EMEA-NL into CONS-EMEA. The consolidation is run for the period 2009/01 to 2009/06 (if there are transactions. Otherwise, use 2007/01 to 2007/06).

Create the consolidation in transient layer first and verify the postings.

Delete the transient posting.

Re-do the consolidation in the primary layer.

Repeat the process in GR-CONS to consolidate CONS-EMEA into GR-CONS.

Ensure that there are transactions in the periods to consolidate. If needed, use periods 2007/1 to 2007/06.

Steps:

- 1 Log in to workspace QMSEMEA/CONS-EMEA.
- 2 In Consolidation Create (25.19.2.1), create a trial consolidation in the transient layer:

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer Type:	Transient
Source Layer Type:	Primary

Subsidiary Entities:

Field	Data
Percentage:	100
Primary Daybook:	CONDEOF
Entity Code:	EMEA-DE
Transient Daybook:	CONDETR
Activation:	Yes

- 3 Save the consolidation.

Field	Data
Percentage:	100
Primary Daybook:	CONNLOF
Entity Code:	EMEA-NL
Transient Daybook:	CONNLTR
Activation:	Yes

- 4 In Journal Entry View (25.13.1.3), enter Year = 2009, Period = 6 and Daybook Code: CONDETR.
- 5 Click Search to review the transaction in EMEA-DE.
- 6 Repeat the previous to steps with Daybook Code = CONNLOF to review the transaction in EMEA-NL.
- 7 Review the transactions.

Chapter 17

Advanced Banking Setup

Advanced Banking Setup - Objectives



Objectives

- ▲ Learn how to work with bank payment file formats in QAD Enterprise Applications
 - Technical setup
 - Functional setup and use



Business Case



Business Case

- ▲ New bank account in The Netherlands.
- ▲ This bank account works with a specific electronic payment file format.
- ▲ QAD provides a zip file with the electronic payment file format for the Dutch bank account
- ▲ **How do I install this file in QAD Enterprise Edition?**

QAD Proprietary

2008-MC-4.3-1-PF-030

This section describes how to install a preconfigured electronic payment format in QAD Financials.

Payment formats are used in customer and supplier payments to define the layout of the payment output. These codes ensure that each payment from your account is formatted according to the requirements of the receiving customer or supplier bank. Each individual payment contains your own bank account details, the required format, and the correct customer and supplier account information.

Payment formats determine aspects of the payment such as:

- Whether the payment is for AR or AP
- Whether it is domestic, foreign, or both
- Which payment instrument to use, such as check, draft, or electronic transfer

Payment electronic formats are used with paper-based payments, such as checks or drafts, and with electronic payments, such as direct debit or electronic transfer. Formats tend to be common to certain regions. For example, US banks tend to deal with AP and AR checks, while AP electronic transfers and AR direct debits are more commonly used by Northern European banks, and checks, drafts, and transfers by Southern European banks. Payment formats are defined at system level in Financials.

Preconfigured formats are available on the QAD Support Web site for download and can be loaded in the system using standard EDI eCommerce functions. These formats are designed for specific banking systems, and are used to create electronic payment files to be transferred to these banks.

During the EDI load, you specify configuration details, such as the location on the operating system where generated payment files should be placed and the file name extension of the electronic payment file produced using the bank format.

You ensure that supplier and customer payments automatically use the correct format by linking the format to your bank account, and then associating the linked account number to the supplier or customer bank account number. Once the account numbers are linked, the system selects the correct format.

When you create a customer or supplier payment, the customer or supplier default bank is automatically displayed in the payment screen. If you have defined multiple account numbers for a supplier or customer, you can select another account number for the payment, but only if it has been linked to a format.

Manual or paper payments and electronic payments are treated differently in the system, and require different formats.

The system lets you change the default bank account and payment format within a supplier payment selection, provided the status of the selection is Initial, and the bank account and linked format have already been configured.

We will now learn how to install and set up a preconfigured payment format file based on a business case.

A company opens a bank account in The Netherlands. This bank uses a specific electronic file format that I need to use to process payments. QAD provides preconfigured format files. How do I install this file, and set my system up to use it?

Overview


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Overview

- ▲ Technical setup
 - Sequence Number Range
 - Directories
 - EDI settings
 - Upload process
- ▲ Functional setup
 - Create new GL account (type Bank)
 - Link bank GL to payment format
 - Supplier payment status
 - Supplier modify
 - Update bank info

QAD Proprietary2008-MC-4.3-1-PF-040

You must define both technical and functional data before you can generate customer and supplier payments.

We will now review each of these set up steps in detail.

Technical Setup


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Technical Setup

- ▲ **Setup directories**
 - Read/write permissions for all users
- ▲ **EDI eCommerce settings**
 - EC Number Range Maintenance (35.21.1)
 - Setup eCommerce Control (35.13.24)
 - Transmission Group Maintenance (35.13.13)
 - Setup Domain Cross Reference Maint (35.11.1)
- ▲ **Bank driver file**
 - Copy to the inbound (“in”) directory

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2008-MC-4.3-1-PF-050

Setup Prerequisites

Before setting up EDI eCommerce for use with bank payment format files, the system administrator should set up a data directory for eCommerce data files. Below that directory, there must be several subdirectories for the following types of data:

- Error files
- Inbound files for import
- Archive files, which are inbound flat files that have completed processing
- Files from an external system that are imported directly into the document repository for transformation and export to another external system

Future users should be given full access (read/write) to these directories.

All of these directories are specified in eCommerce Control (35.13.24), which needs to be set up next, in addition to Domain Cross-Reference Maint (35.11.1). You also need to specify the file name counter in Transmission Group Maintenance (35.13.13).

Once those steps are completed, copy the bank payment format file (or bank driver) to the inbound directory specified in eCommerce Control (35.13.24).

EDI data, such as control settings, trading partner data, and other static data, are stored at domain level.

EC Number Range Maintenance

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EC Number Range Maintenance

EC Number Range Maintenance...

Go To Actions Copy

Sequence Master
 Sequence ID: EDI-FIN1
 Description: EDI sequence 1
 Target Dataset:

☒ Internal

☒ Allow Discarding

☒ Allow Voiding

Effective Date: 12/1/2008
 Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	EDI-A	
2	INT	000000000,99999999,00000000,00000000	

Create 5 number range sequences

Type: Internal, discarding and voiding: yes

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2008-MC-4.3-1-PF-55

Once the directories are created, create five sets of number range sequences that are needed for the eCommerce Control setup. You perform this step in EC Number Range Maintenance (35.2.1.1). The settings for these sequences are:

- Internal: Yes
- Allow Discarding: Yes
- Allow Voiding: Yes

Normally, you use a combination of a fixed element and a counter (integer).

eCommerce Control

eCommerce Control (35.13.24)

Default Subsystem:

Error File Directory:

Outbound Error Directory:

Error Filename Prefix:

Inbound Directory:

Archive Directory:

Outbound Scan Directory:

Outbound Archive Directory:

Function Directory:

Non-Print ASCII Char:

Process Log Directory:

Print Fail/Pass/Both: Both

Print Details: ☒

Report Output:

eCommerce Transaction Control

Suppress Warnings: ☐

Stop On Error: ☐

Suppress Session Report: ☐

Send Email On Error Only: ☐

Email Address:

Source Code Pages:

Inbound Exchange Counter:

Outbound Exchange Counter:

Inbound Application Counter:

Outbound Application Counter:

Error Counter:

QAD Proprietary 2008-MC-4.3-1-PF-060

Then, use eCommerce Control (35.13.24) to set default values for eCommerce processing.

- Use the initial frame to set domain-level control values, such as directories used during document import and export.
- The second frame sets default values for error handling. This is also the place where you enter the number range sequences (counters) created at the previous step.
- The third optional frame lets you set application-specific values for financials functions. Enter the number range sequences here also (application: EDI).

Note For more details on completing the EDI activities, see *User Guide: QAD EDI eCommerce*.

Next, use Setup Domain Cross Reference Maint (35.11.1) to reference the eCommerce processing domain — the domain in which repository records and business documents are stored — associated with the user's login domain.

Transmission Group Maintenance


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Transmission Group Maintenance

Transmission Group Maintena... X

Go To Actions Copy Print Preview

Transmission Name: 850

Description:

Destination:

Processing Script:

Processing Program:

HTTP ID:

HTTP Timeout:

Subsystem:

File Name Counter: 

Capitalize Outbound Data: ☐

Target Code Page:

Used to assign file names to the transmission group

QAD Proprietary
2008-MC-4.3-1-PF-065

In Transmission Group Maintenance (35.13.13), you must set the file name counter sequence ID that is used to assign filenames to electronic banking output files. The file name counter must be a valid sequence ID defined in EC Number Range Maintenance.

Upload Process

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Upload Process

- ▲ Trading Partner Library Load (35.17.7)
 - Terminal mode
- ▲ Payment Format Maintenance (25.11.1)
 - Verify import of payment format

Trading Partner Library Load X

Input Directory: /home/demo/

 Import: Select All
 Target Domain: QAD

Payment Format Maintenance X

Go To Actions Tools Print Preview

Format Name	Description	Module	Payment Type	Payment Instrument
▶ CUST-CHECK		Accounts Receivable	Both	Check
DE-CHEQUE		Accounts Payable	Both	Check
▶ DE-DTAUS-AP	German Inland Pa	Accounts Payable	Domestic	Electronic Transfer
▶ DE-DTAUS-AR		Accounts Receivable	Domestic	Direct Debit
GENERIC-PAY-AP		Accounts Payable	Both	Electronic Transfer
GENERIC-DRAFT-AR	Generic AR	Accounts Receivable	Both	Direct Debit
US-CHECK	US Checks	Accounts Payable	Both	Check
▶ USA2CAP		Accounts Payable	Both	Electronic Transfer
▶ NL-CLIEOP-AP		Accounts Payable	Both	Electronic Transfer

QAD Proprietary

2008-MC-4.3-1-PF-070

Load the required payment formats using Trading Partner Library Load (35.17.7) (in character mode). The input directory is the one you created earlier. During the load, specify the location for generated payment files (output) and the file prefix.

You can also use Payment Format Excel Integration to create a template and load data. See Chapter 3, “Excel Integration,” on page 39. However, this step is typically not required because the EDI load provides this data for you.

Verify that payment formats have been imported correctly in Payment Format Maintenance (25.11.1). Typically, no changes are required for these formats, but, if necessary, attributes and values can be changed in this menu.

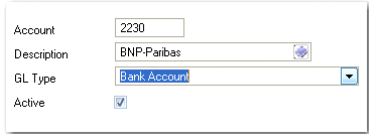
Functional Setup


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Functional Setup Flow



- ▲ Create own bank account
 - GL Account Create (25.3.13.1)
- ▲ Create payment format
 - Payment Format Maintenance (25.11.1)
- ▲ Link payment format to bank
 - Bank Payment Format Link (25.11.2)
- ▲ Define statuses for new payment format
 - Supplier Payment Status Create (28.9.1.1.1)
- ▲ Assign bank/payment format combination
 - Supplier Modify (28.20.1.2)



QAD Proprietary
2008-MC-4.3-1-PF-080

On the functional side, the following steps are required. The steps are described in detail in the *Financial Fundamentals Training Guide* and *User Guide: QAD Financials A*.

- 1 Create an own bank account.
- 2 Create a new payment format.
 Optionally, you can load predefined bank payment formats for use in electronic banking. See “Bank File Format Import” on page 400. Payment formats are stored at system level.
- 3 Link the payment formats to your entity bank account.
- 4 Define payment statuses for the new format.
- 5 Associate your bank account and the correct linked format with the customer and supplier bank account numbers specified on the Banking tab of the Customer or Supplier function.

Bank File Format Import


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Bank File Format Import

Bank File Format Import
X

Go To Actions Copy Print Preview

Input Directory: /d01/mehui/work93

Import: Select Some

eCommerce Target Domain: domain5

Select Documents

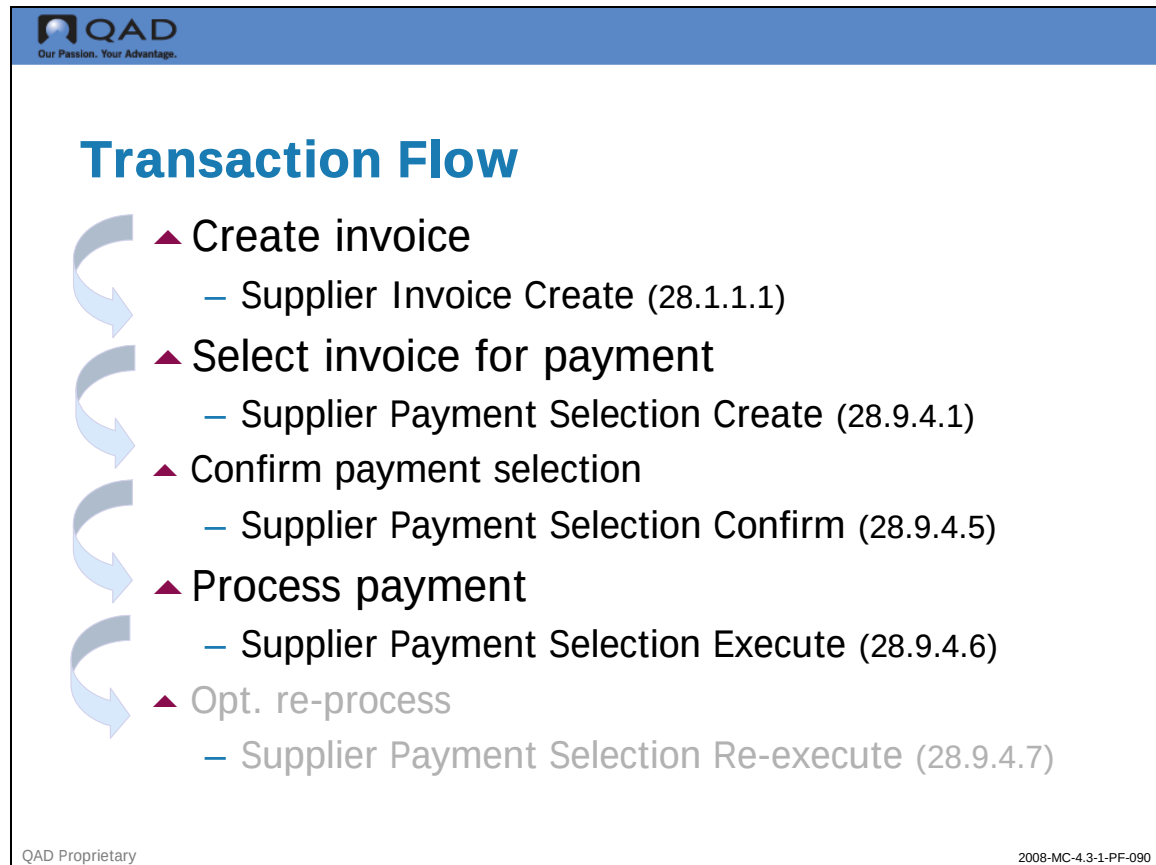
Import	Document Definitions
☐	6000Rules.080206-163446.2209.xml
☒	6000Rules.080206-164834.xml
☐	6000Rules.080206-164944.xml
☐	6000Rules.xml

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2008-MC-4.3-1-PF-075

Use Bank File Format Import to import predefined bank format XML files for use with electronic bank payments. Each imported format file is specific to an individual bank and contains the payment information and attributes required for that bank. Once the file is imported, a payment format with the same name is displayed in Payment Format Maintenance. You can then link this format to the bank account you intend to use for electronic payments.

The format definition files are usually delivered by the bank in zipped XML format. You unzip the files to a server directory and then load the files into the system using the Import function.

Transaction Flow



When the setup is complete, you can create invoices using the payment information, combine the formats in payment selections, and run the selections to generate payment files. These activities are described in *User Guide: QAD Financials A*, and are described in the *Financials Fundamentals Training Guide* also.

Change Own Bank Number

Supplier Payment Mass Change

Go To Actions Tools Print Preview

Posting Date: 10/01/2009

Business Relation: 10000 Year/Number: 0000 000000000

Supplier Code: Reference:

Payment Instrument: Due Date:

Status: Creation Date: Add

Select	Business Relation	Supplier Code	Year	Pay No.	Status	Reference	Due Date	Value Days
☒	10000	Supp001	2008	000000002	For Collection	Reval of payments	06/10/2008	0
☐	10000	Supp001	2008	000000003	For Collection	reval of Payments	07/09/2008	0
☐	10000	Supp001	2008	000000010	For Collection	Reval of Payment	07/23/2008	0
☐	10000	ANOSUPUI	2009	000000010	Allocated	test	01/27/2009	0
☐	10000	ANOSUPUI	2009	000000011	Allocated	anotest2	01/27/2009	0
☐	10000	LIN-SUP	2009	000000007	For Collection	ltw-scp-test	02/02/2009	0
☐	10000	LIN-SUP	2009	000000009	For Collection	ltw0203A	02/03/2009	0
☐	10000	LIN-SUP	2009	000000018	For Collection	remit test	02/03/2009	0

Change Status: ☐ New Status for Selected Rows:

Renumber: ☐ Renumber: 0

Change Own Bank Number: ☒ New Own Bank Number:

Apply Clear

QAD Proprietary 2008-MC-4.3-1-PF-85

When completing customer or supplier payments, you can decide for cash flow or other reasons to change the bank account or account number into which the payment is made. The Change Own Bank Number option lets you specify a different bank account and account number for selected payments. This option exists in both Customer Payment Mass Change (27.6.4.5) and Supplier Payment Mass Change (28.9.3.5).

You can specify a different account number for the same bank, or a different account number and bank account. The new account number, account, and payment instrument combination must be already defined in Bank Payment Format Link and must be defined for the same entity as the original combination.

You must also have defined a payment status that uses the new bank account, payment account, and payment instrument.

Transaction Results


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Transaction Results

- ▲ Check file in output (“out”) directory
- ▲ Check log file in “log” directory
- ▲ Check XML file in “outarchive” directory

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You can verify the results of a payment transaction in three locations:

- Check the output file in the “out” directory specified in eCommerce Control.
- Check the log file in the “log” directory.
- Check the output XML file in the “outarchive” directory.

Chapter 18

Process Incoming Bank Files

Process Incoming Bank Files - Objective



Objective

- ▲ Understand the benefits of using the Process Incoming Bank Files function
- ▲ Learn to set up and use the Process Incoming Bank Files function
- ▲ Understand the differences between US lockbox processing and European SWIFT MT940

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2008-MC-4.2-1-LB-020

This section describes how to set up and use the electronic banking functions in Financials.

You can import bank statements electronically from external systems, and convert transaction data contained in electronic bank files into automatic customer and supplier payments.

This chapter describes two of the most common worldwide methods for transferring and processing electronic bank files: lockbox processing, used in the US, and SWIFT MT940, more commonly used in Europe.

Your instructor will then demonstrate the whole bank file import process.

Prerequisites


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Prerequisites

- ▲ Own bank account
 - Combination own bank/entity must be unique
- ▲ Importing predefined bank format XML files for use with electronic bank payments.
 - Bank File Format Import (described in the previous chapter)
- ▲ Linking payment formats to bank accounts.
 - Bank Payment Format Link (described in the previous chapter)
- ▲ Configuring bank payment formats for use with automatic payments from bank payment files.
 - Bank File Format Maintain
- ▲ Incoming bank file layout must exist in system
 - EC Subsystem Definition Maint (35.13.1)

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This section lists the setup required before you can process transactions electronically.

The setup includes:

- Ensuring the combination of own bank account and entity is unique.
- Importing predefined bank format XML files for use with electronic bank payments using Bank File Format Import. This setup step is described in “Bank File Format Import” on page 400.
- Linking payment formats to bank accounts. This setup step is described in “Functional Setup” on page 399.
- Configuring bank payment formats for use with automatic payments from bank payment files. This is described in “Bank File Format Maintain” on page 408.
- Checking payment file extensions. See “EC Subsystem Definition” on page 409.

Bank File Format Maintain

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Prerequisites: Bank File Format Maintain

▲ Link transaction types to activities

Format Code	Description
USBank	US Bank file
Trans Type	Activity
R12057	Pay Supplier Payment
R12001	Create Customer Pay
R12002	Pay Customer Payme
Format Code	Description
Draft	Draft
SWIFT MT940	SWIFT MT940

US-specific Bank Formats and lockbox processing are common in the US

Swift MT 940 is more commonly used in Europe

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2008-MC-4.2-1-LB-026

In Bank File Format Maintenance (31.1.9), link the transaction codes to activities.

Bank payment files contain transaction codes, which identify the types of payment contained in the file. These codes are mapped to the system actions Create Customer Payment, Pay Customer Payment, or Pay Supplier Payment. This ensures that the correct type of automatic payment is created for each transaction.

For example, Wells Fargo uses the code R12057 to identify supplier payment transaction messages within payment files. This code is mapped to the system action Pay Supplier Payment. When you import a Wells Fargo payment file, the system maps all supplier payment transaction messages to the action Pay Supplier Payment. Once the messages are validated and processed, the system performs the action to which the transaction code is mapped. In this instance, the system invokes the Pay Supplier Payment action for all messages that are coded R057. It then retrieves the original supplier payments for these transactions and changes their status from For Collection to Paid.

The system uses the payment format linked to your bank account to store the mapping information. To enable auto-generated payments, you must link a payment format containing the correct mappings to your bank account when initiating the customer or supplier payment process. For example, to process Wells Fargo bank files, you must link the payment format containing the Wells Fargo transaction mapping to your account as part of the initial setup for customer or supplier payments. This ensures that when you import Wells Fargo payment files, the system can automatically complete the payment cycle.

Bank File Format Maintain (31.1.9) lets you create and view the transaction code mappings.

EC Subsystem Definition


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Prerequisites: EC Subsystem Definition

EC Subsystem Definition Maint
Go To Actions Copy Print Preview

Subsystem: EDI-Windows		Field Delimiter: 44
Format: Fixed		Record Code Position: 1
Record Code Length: 2		File Extension: edw
Quote Character: 3		Logfile Extension:
Remote Host Name:		
Logfile Directory:		
Process Log Directory:		
Application: EDI		
Source Code Page:		
Direction: In	Parsing Program:	

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The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are preconfigured and do not require user input.

Electronic Processing



Electronic Processing

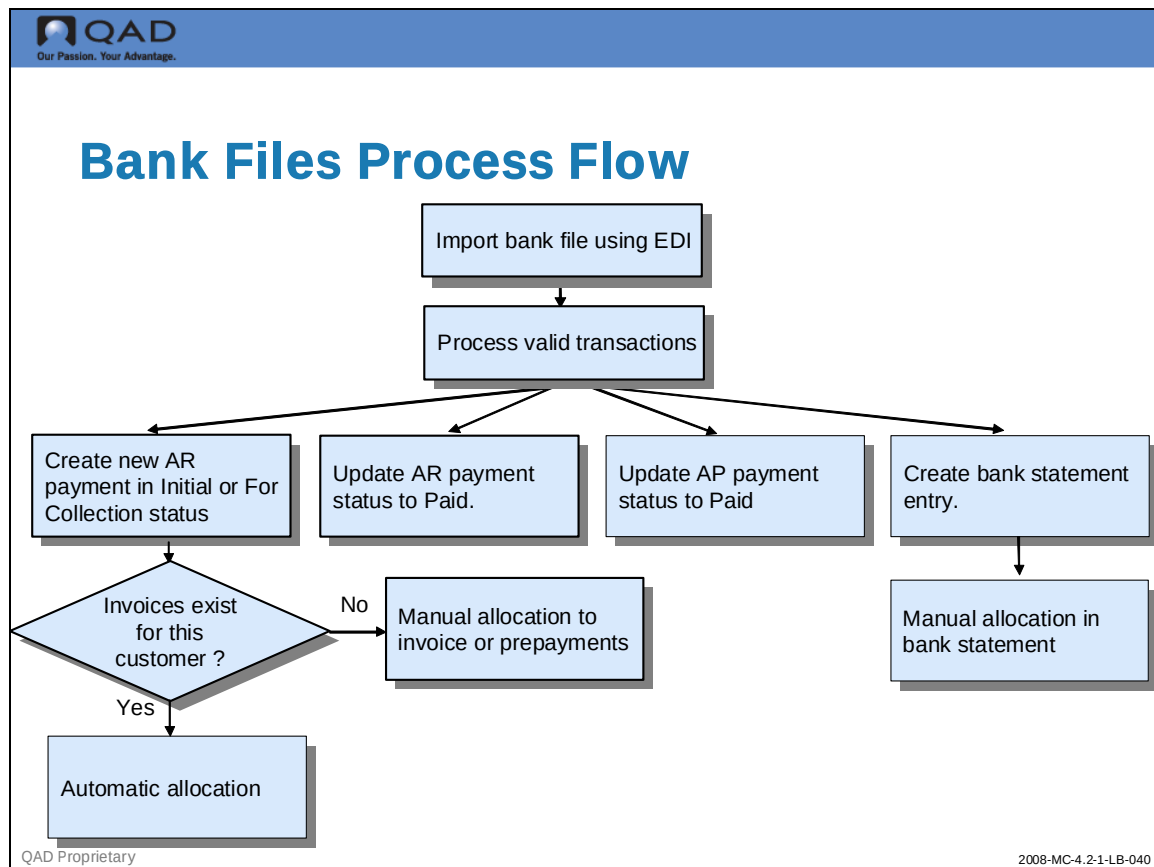
▲ Loading Files

- Load Files using EDI Document Import (35.1)
- Session Report (35.7)

▲ File Transactions

- Process the bank files using Process Incoming Bank Files (31.1.6)
- Generate resulting customer and supplier payments

Bank Files Process Flow



The process for importing bank files can be summarized by the following steps:

The system validates the transactions contained in the payment file by matching customer or supplier information in the transactions against customer or supplier records stored in the system. When these records match, the automatic payment is generated and the transaction can be allocated to an existing open item for the customer or supplier. If they do not match, you can manually select a customer or supplier, and create an open item to which you can then allocate the payment.

One payment file can contain multiple types of transaction messages, and you can filter the messages by type, date, bank account, or action. For example, you can choose to process only new customer payments, only existing supplier payments, or all payments within a range of dates.

Optionally, the system creates a bank statement line for each processed transaction message that results in a posting on the bank account (for example, when a payment is paid) or for message types that result in the creation of a bank statement line only. The system groups the lines by the bank statement numbers provided by the bank.

Loading Files: Document Import


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Loading Files: Document Import (35.1)

Document Import x

File Type (New/Error): New	Direction: Inbound
Print Details: Yes	Pre-Select All: No
Print Fail/Pass/Both: B	Both
Distr Order Mgmt: No	
Files: USBankDemo5b.usb	
Sessions:	
Output: PRN03 Batch ID:	

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2008-MC-4.2-1-LB-050

Loading Bank Payment Files

The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

The system uses two EDI functions to complete the first stage of the import process:

- Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are pre configured and do not require user input.
- Select the files to be imported using Document Import (35.1). Document Import loads the files into the Financials system, and stores the information in the database. An EDI transformation converts the file layout to the database tables.

For details on completing the EDI activities, see *User Guide: QAD EDI eCommerce*.

Loading Files: Session Report

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Loading Files: Session Report (35.7)

TextPad - Y:\PRN04.prn

File Edit Search View Tools Macros Configure Window Help

Document Selector PRN04.prn

PRN04.prn

edpsrp p i+ 35.7 Session Report Date: 11/27/08
Page: 1 QMS US Time: 07:14:23

Session ID: 26 Date: 11/27/08 eCommerce Session Report Time: 7:12 AM Direction: Inbound

Load Process Successful

EDI Customer Number	Document ID	Doc Type	Site	EDI Ship-To Site
Application Address	File Seq	St		

USBankDeao5b.usb

USBank

USBank 16 14 Passed

Transformation Process Successful

EDI Customer Number	Document ID	Doc Type	File Seq	Status
USBank		USBank	16 14	Passed

Gateway Transfer Process

File edi

Session Report X

Rep Go To Actions Copy Print Preview

Direction: In Print Details: ☒ Pre-Select All: ☒

Session: 26

Print Fail/Pass/Both: B Both

Output: PRN04

Batch ID:

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The Session report (35.7) shows the status of document imports or exports at each processing step. Use the report to analyze where problems occurred, then resolve the problems at the source.

Use the Session report to verify that bank files have been properly loaded.

Transactions: Process Incoming Bank Files

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Transactions: Process Incoming Bank Files (31.1.6)

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Processing Incoming Bank Files (31.1.6)

Use Process Incoming Bank Files (31.1.6) to select imported payment files, and to process the transactions contained in the files.

Use the search criteria in the Filter area to select the transactions contained in the file by transaction type, transaction date, upload date, or bank account number. The system loads these transactions into the transaction grid.

Each transaction displays the following information:

- Customer or supplier details, including name, business relation, address, and bank accounts
- Bank format in use
- Transaction code
- Value date
- Payment amount in transaction currency, and exchange rates if the original payment currency is different from the currency used by the bank
- Invoice details, if supplied by the bank
- Action to be performed on the processed transaction
- Processing status

You then click Process to process these transactions and automatically generate the corresponding customer or supplier payment activity.

When the system cannot match the payment information in the transactions with payment records for the customer or supplier, an error message is displayed in the transaction line on the grid. You can then manually specify a customer, supplier, or payment in order to complete the processing.

The Process Incoming Bank Files function includes the following options:

Create Customer Payment

When the message type from the bank indicates that a customer payment has been received, the program that processes the bank file creates a customer payment.

Pay Customer Payment

When the message type from the bank indicates that a customer payment has been cleared—that is, the payment was cashed on the bank account—the program that processes the bank file searches for a customer payment with the status For Collection with a matching amount. If it finds the payment, the system sets the payment status to Paid, the bank GL account is debited, and the customer payment account is credited.

Bounce Customer Payment

When the message type from the bank indicates that a customer payment has been bounced (payment refused), the program that processes the bank file searches for a customer payment with the status For Collection and a matching amount. If it finds the payment, the system sets the payment status to Bounced, and the linked invoices are reopened. The customer control account is debited, and the customer payment account is credited.

Pay Supplier Payment

You issue payments to your supplier, which your supplier sends to their bank. The supplier's bank arranges a money transfer from your bank. When the message type from the bank indicates that a supplier payment has been paid from your bank account, the program that processes the bank file searches for a supplier payment with the status For Collection and with a matching amount. If it finds the payment, the system sets the payment status to Paid and the bank GL account is credited.

Bounce Supplier Payment

When the message type from the bank indicates that a supplier payment has been Bounced (payment refused), the program that processes the bank file searches for a supplier payment with the status For Collection and with a matching amount. If it finds the payment, the system sets the payment status to Bounced, and the linked invoices are reopened. The supplier control account is credited, and the supplier payment account is debited.

Create Banking Entry

This message type allows you to create unallocated bank statement lines in the system, but is not supported yet. In the current version of the software, there is an option to create allocated bank statement lines if the bank account is used in either of the previously listed actions.

Other

The Other category refers to any other message type from the bank that has no equivalent transaction in Financials.

Process Incoming Bank Files - Selected files details

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Transactions: Process Incoming Bank Files (31.1.6)

Process Incoming Bank Files

Go To Actions Tools Print Preview

Attachments

Filter

Bank File Name: USBankDemo5b.usb

Transaction Direction: [Dropdown]

Account Number: [Dropdown]

Transaction Date: [Dropdown] to [Dropdown]

Upload Date: [Dropdown] to [Dropdown]

Actions: Pay Supplier Payment, Bounce Customer Payment, Bounce Supplier Payment, Create Banking Entry, Other

Add <<

Selected files details

Bank File Format	BankImpLineTransType	Action	Business Relation Type	Process Status	Account Number	Value Date	Statement
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	

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Process Incoming Bank Files - Files Processing

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Transactions: Process Incoming Bank Files (31.1.6)

Files

Bank File Name: USBankDemo5b.usb
 Transaction Direction:
 Account Number:
 Transaction Date:
 Upload Date:
 Add

Actions

- Pay Supplier Payment
- Bounce Customer Payment
- Bounce Supplier Payment
- Create Banking Entry
- Clear

Bank File Format	BankingLineTransType	Action	Business Relation Type	Process Status	Account Number	Value Date	Statement Number	Description
USBank	R12001	Create Customer Pay	Customer	Processed OK	12345678	12/08/2008		
USBank	R12001	Create Customer Pay	Customer	Processed OK	12345678	12/08/2008		

Processing

New Payments as Paid: ☒ All Entities Allocation: ☒
 Create Banking Entry: ☒

Number of Records: 3
 Successfully Processed: 3
 Processed with Errors: 0

Progress:

Process Save Close

Files processing...

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Transaction Results

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Transactions Results: Processed Customer Payments

Customer Payment Browse for... X

Actions ▾ Print ★ Add to Favorites Chart Chart Designer Refresh ▾ Stored Searches ▾

Search (12)

Customer Code ▾ equals ▾

Business Relation ▾ equals ▾

Reference ▾ equals ▾

Payment Selection C ▾ equals ▾

Payment Instrument ▾ equals ▾

Status ▾ equals ▾

+

+

+

+

+

+

×

×

×

×

×

×

Search Clear All

Viewing 1 - 3 of 3

Records per page: 100

⏪ ⏴ ⏵ ⏩

Customer Code	Business Relation Code	Payment Type	Status	Reference	Amount	Curr	Pay No	Open
CU1500	Roxy	Check	For Collection	CU1500126900	100.00	USD	000000001	yes
CU1500	Roxy	Check	For Collection	CU1500226908	200.00	USD	000000002	yes
CU1500	Roxy	Check	For Collection	CU1500326911	300.00	USD	000000003	yes

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Results: Processing Customer Payments

New AR Payments

You can create a new AR payment with either an Initial, For Collection, or Paid status for lockbox checks.

Bank payment files sometimes contain the original invoice reference for the check. In this case, when the transaction is validated and processed, the system retrieves the original invoice, allocates the check, and creates a customer payment with either a For Collection or Paid status.

Note For Collection and Paid statuses must exist in the system for this type of automatic payment.

When the customer is validated, but the payment file does not contain invoice references, the system compares the amounts in all open items for this customer, retrieving the oldest open item first. If one or a combination of open item amounts match the amount of the check, the system allocates the check and creates a customer payment. You can, optionally, assign a For Collection or Paid status to this payment.

When the customer is not validated and the payment file does not contain invoice references, you can manually select a customer to complete the transaction process. The system creates a customer payment with an Initial status, which you then process as normal.

Processing Existing AR Payments

The system uses the check number to retrieve the original customer payment and change its status to Paid. When the check number is not available in the bank file (for example, the bank has not included this value in the file), the system then identifies payments that have a status of For Collection and are of the same amount as the check that has been paid. Once these conditions are met, the For Collection payment is automatically updated to Paid.

Errors in Transaction Processing

The system processes transaction messages automatically when there is a complete match between the bank file and the system records for the following data:

- Customer or supplier name
- Customer or supplier code
- Invoice payment reference. This is the original customer or supplier invoice.
- Customer or supplier bank account number.
- Currency. The transaction message currency must match that of the original payment.

When one of these values does not match, the transaction line is displayed in red on the grid and the error is detailed.

You can use the customer, supplier, bank number, invoice, or payment number lookups on the grid to manually select the correct value and so process the transaction message.

The system also displays errors for the following occurrences:

- The customer bank account number is not defined for this customer.
- Your bank account number has not been linked to this customer.
- Your bank account is not linked to the payment format that contains the mapping for this transaction code.
- The correct payment status has not been defined for this customer.

The system does not process a transaction for which there is an error. However, you can manually configure the missing or incorrect data, and load the file again for reprocessing.

Examples



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Examples of Worldwide Bank File Processing

- ▲ US
 - Lockbox processing
- ▲ Europe
 - SWIFT MT 940

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The following pages describe two worldwide examples of electronic bank file processing: Lockbox (US) and SWIFT MT940 (Europe).

US Processing: Lockbox



US Processing: Lock-Box

- ▲ Functionality to process incoming US bank files
- ▲ Interface for incoming US Bank files containing payment (check) information
- ▲ Automatic creation of AR payments
- ▲ Automatic change of status of AR payments to Paid

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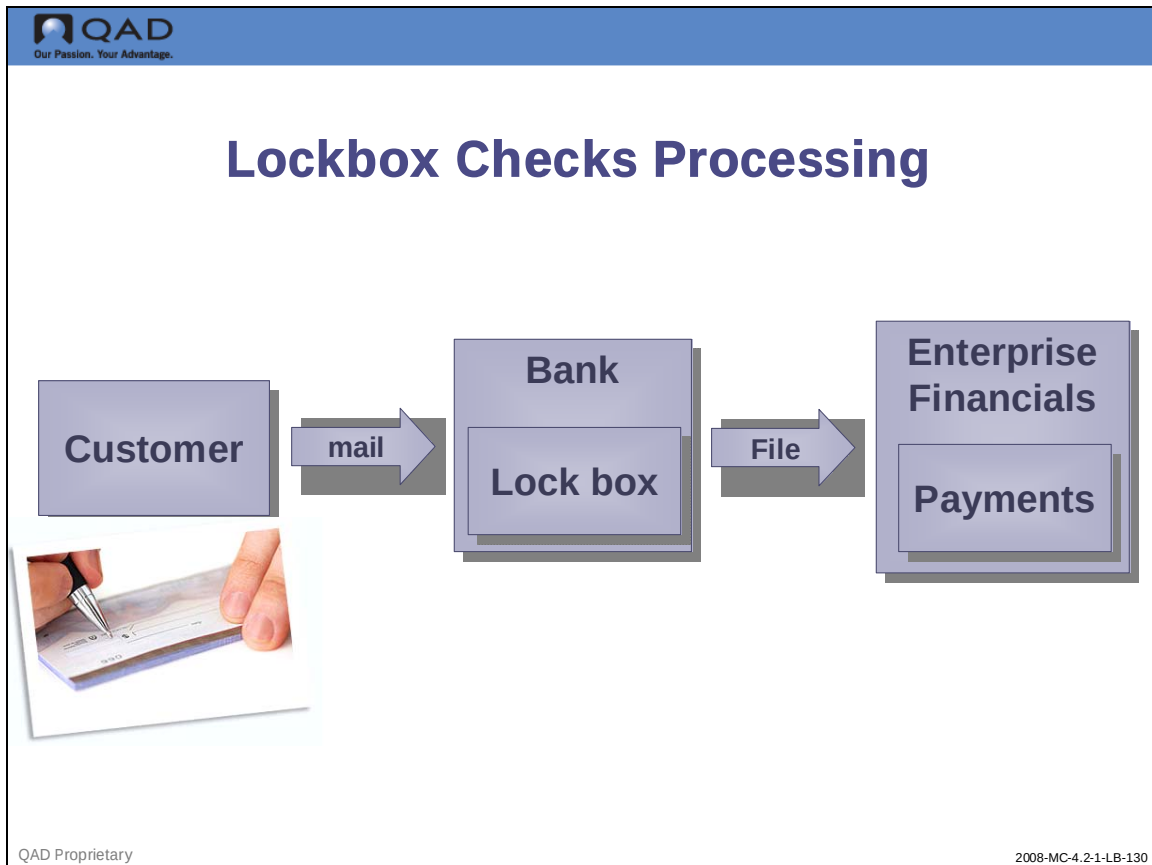
In the US, customer check payments are often sent to a lockbox (postal address) at the bank. The bank personnel empties the box daily, and registers the checks in the system. Then, the bank sends a file to the company owning the lock box. In that file, all received checks are listed.

The lockbox functionality processes incoming payment files, automatically creating AR payments and changing the payment status to Paid.

This functionality includes three business flows:

- Lock box for customer payments (checks)
- File from the bank that contains information on paid customer payments (checks)
- File from the bank that contains information on paid supplier payments (checks).

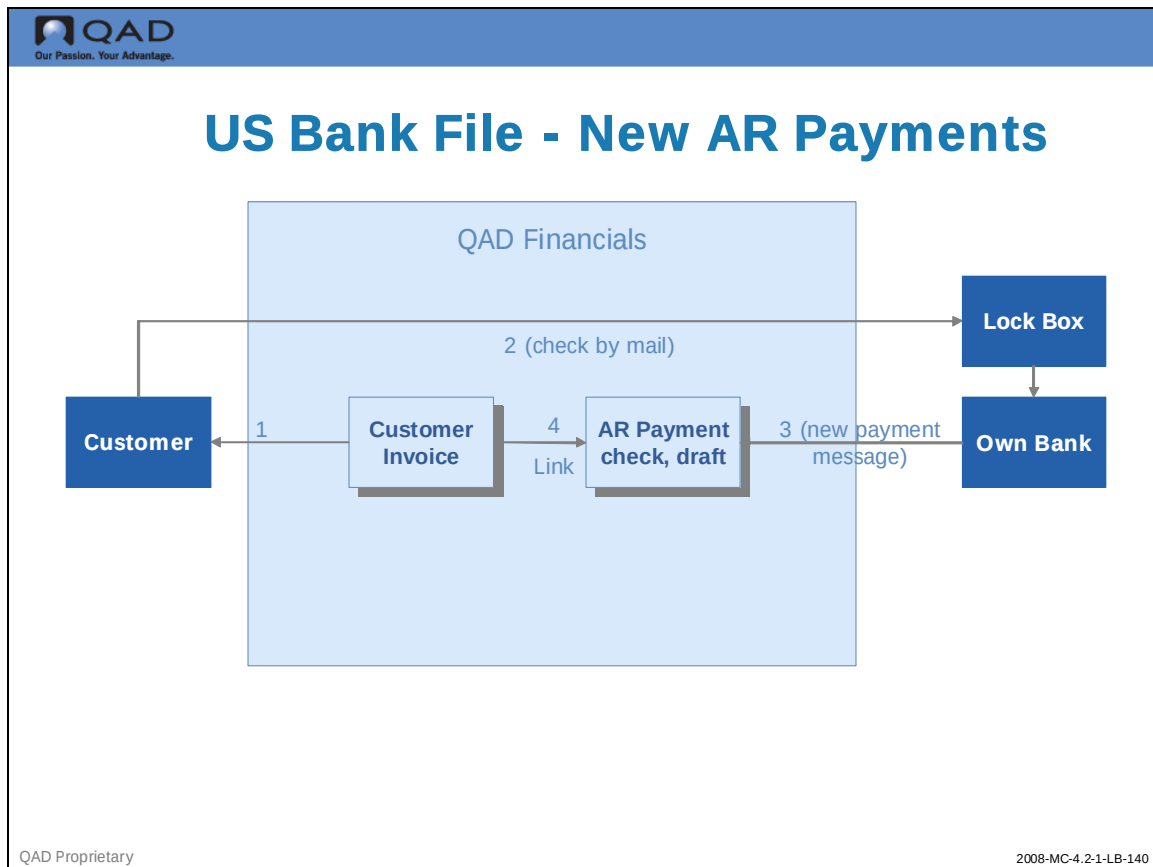
Lockbox Checks Processing



This section concentrates on the lockbox process.

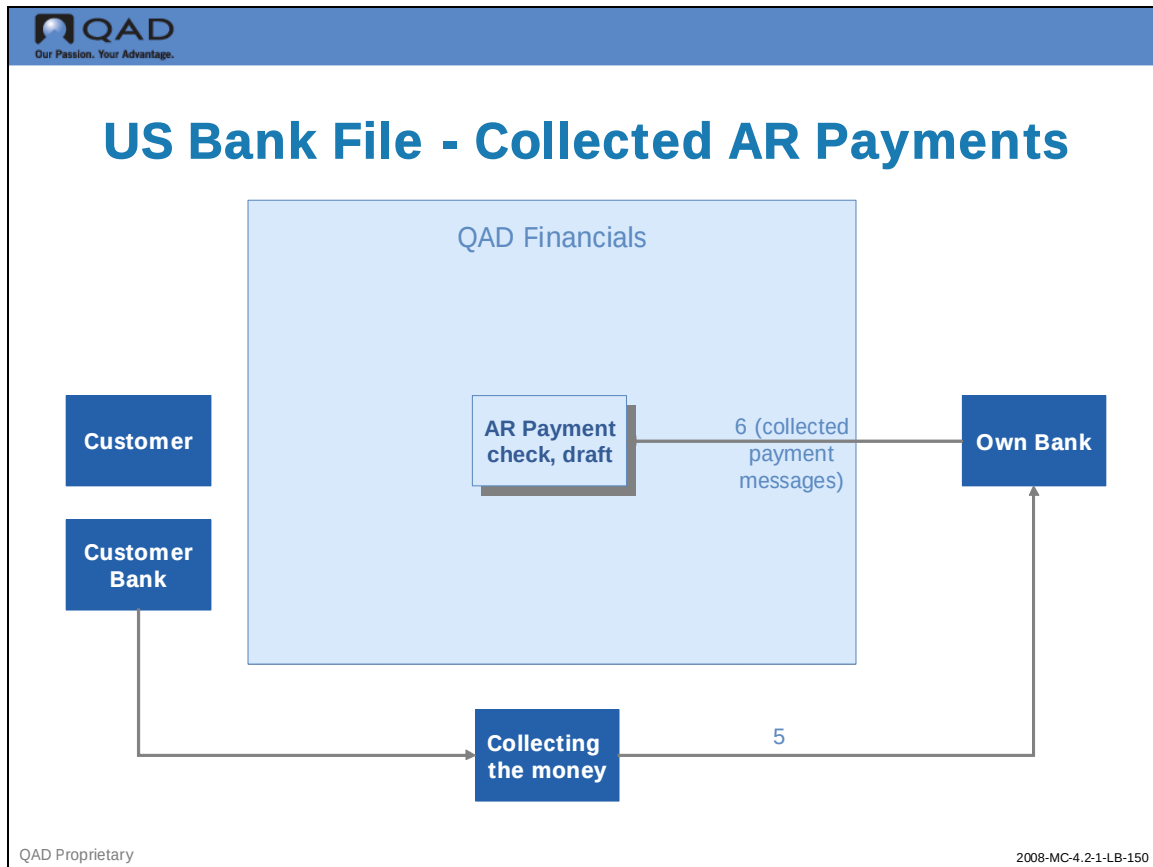
Many banks use a lockbox address to handle incoming payments (check, drafts). The address is checked daily and the customer checks are registered in the bank's system before a payment file listing the checks received is sent to your company. The Bank File Process is used to create new customer payments in the system to correspond with the checks listed.

US Bank File: New AR Payments



- 1 A customer invoice is issued.
- 2 Customer payment:
 - a The customer pays by sending a check to the lock box address.
 - b The customer sends remittance advice.
- 3 The bank sends an electronic file with the new check received.
- 4 New payments are created in the system and linked to invoices.

US Bank File: Collected AR Payments



The following steps are the logical continuation of the four steps on the previous page:

- 1 Customer payments are collected by the bank (in Standard Edition, this is called "Canceled").
- 2 The bank sends a file containing collected check numbers. The payments can be set to Paid using this information.

Benefits of Lockbox



Benefits of Lockbox

- ▲ Streamline customer payment process
- ▲ Process Automation
- ▲ Reduce overhead
- ▲ Reduce error rate

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The obvious benefits of this functionality are a streamlined customer payment process, reduced overhead costs due to process automation, and a decreased error rate.

European Processing: SWIFT MT940



European Processing: SWIFT MT940

- ▲ Commonly used throughout Europe
- ▲ In Financials, use SWIFT MT940 to create **bank statement lines** only
- ▲ SWIFT MT940 file has a predefined structure and contains account transaction data
- ▲ Each file contains a header, a section with transactions, and a footer

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The majority of European interbank messaging transactions use the SWIFT network. The most common files types used to import bank transaction data to Financials are SWIFT MT940 files.

The MT940 (MT = Message Type) electronic account statement is an international standard that was developed by SWIFT in Brussels for the paperless transmission of account information. This standard is used by banks all over the world. In particular, MT940 is used to provide bank information to clients' cash management, treasury systems, and accounting applications.

The SWIFT MT940 files imported to Financials typically contain customer statement messages sent by banks at the end of the banking day. The file provides the account balance and detailed information about all transactions booked to the account during the reported date.

Demo Scenario



Demo Scenario

- ▲ Customer Roxy, US-WEST, three open invoices
- ▲ Roxy sends three checks to lock box of our bank (Wells Fargo)
- ▲ Our bank sends us the data file with details of received customer checks
- ▲ Our bank sends us a second data file with the details of the customer checks that have been collected

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Your instructor will now demonstrate a complete flow based on the scenario described on this slide.