

**DRAFT 16**



# **Conversion Guide**

## **QAD Enterprise Edition**

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### Overview

This document covers the necessary pre-conversion steps to prepare a database for an upgrade to QAD Enterprise Edition (QAD EE). All activities should be performed in the sequence listed in this document. Please read this entire document before starting the pre-conversion process.

This guide also covers some of the new objects for the QAD EE Financials. The values for some of these values are prompted for at the start of the conversion. Other values are programmatically determined within the conversion. A brief explanation will be given for some of these objects and their values.

A number of new reports and utilities have been created to highlight the items needing to be changed or updated in preparation for the conversion. The pre-conversion reports and utilities do not appear on any menus. They are executed by typing the program name at any MFG/PRO menu command line. They run in a character environment only in English. No translations are available for these reports and utilities. CIM and batch processing are not supported.

### Pre-conversion Code Installation

Follow the instructions in the *Install & Configure Software* section to install the pre-conversion code. The code should be installed in its own directory straight from the media (including the sub-directories therein). Ensure that this directory appears at the beginning of the propath. If you are using QAD 2007 (eB2.1) or QAD 2008 SE, the media contains data files (\*.d) that also need to be loaded into the qadadm and main databases for both the Domain Table Extension utilities and Search and Replace reports.

The source code is version neutral and supports all versions of MFG/PRO from 8.6e through QAD 2008 SE. **Attempting to compile the pre-conversion code will result in Progress errors due to field and table references that do not exist in all versions.** The exceptions to this are the Domain Table Extension utilities and the Search and Replace reports for users running QAD 2007 or QAD 2008 SE. The compiled code for these programs (utqtabs.p, utqtplsd.p, utsarrp1.p, utsarrp2.p and utsarrp3.p) should be put into the us/ut sub-directory under the directory where the rest of the pre-conversion code was installed.

To obtain maximum performance when running the GL Account Type Utility, it is recommended that -Bt start-up parameter be set to 10000.

### Prerequisites For Upgrading to QAD EE

#### 1. Table Extension Domain Utilities

For users on QAD 2007 or QAD 2008 SE, two utilities must be run to update domain information in the qtbl\_ext table. These utilities were issued with QAD 2007.1 but are also included in the pre-conversion code packet.

- utqtabs.p – Covers supplier lots on shippers
- utqtplsd.p – Covers Expense Due account in Sales Account Maintenance (1.2.17 – ppplsmnt.p)

There are two parts to the utility for supplier lots. The second portion will be run post-conversion before transaction processing begins.

- Migrate Supplier Lot from eB2.1 (5.25.8 – utvdt92b.p)
- Users converting from MFG/PRO eB2 need only run Migrate Supplier Lot from eB2 (5.25.7 – utvdtr92.p) post-conversion before transaction processing begins.

## 2. Data Reduction

Archiving and consolidating as much data as is feasible will reduce the amount of time to complete the conversion. This is optional, but recommended.

- GL Transaction Consolidation \* (25.13.11 – glcons.p)  
(Transaction consolidation should include all accounts and be done for single accounting periods per consolidation.)
- Closed AR Delete/Archive \* (27.23 – arrcup.p)
- Invoice History Delete/Archive (7.13.23 – soivup.p)
- Closed AP Delete/Archive \* (28.23 – aphtup.p)
  
- Uninvoiced Receipt Delete/Archive \* (28.22 – aprcup.p)
- Uninvoiced Logistics Charge Delete/Archive (28.21 – aplaup.p)
- Closed PO Receipt Delete/Archive \* (5.22 – porcup.p)
- Closed PO Delete/Archive \* (5.23 – popoup.p)
- Supplier Schedule Delete/Archive \* (5.5.3.23 – rsdel.p)
- PO Shipper Delete Delete/Archive \* (5.13.23 – rsscdel.p)
- Customer Schedule Delete/Archive \* (7.5.23 – rcdel.p)
  
- PRO/PLUS Sequence Schedule Detail Delete (7.5.4.22 – rcsqscdl.p)
- Shipper Delete/Archive \* (7.9.23 – rcsdel.p)
- Container Delete/Archive \* (7.7.23 – rcctdel.p)
- Expired Quote Delete/Archive (7.12.23 – sqqoup.p)
- Inventory Transaction Delete/Archive \* (3.21.23 – ictrup.p)
- Zero Balance Delete/Archive (3.23 – icldup.p)
- Cost Set Delete (30.23 – cscsdel.p)
- Intrastat Delete/Archive (2.22.23 – iehup.p)
- Retired Asset Delete/Archive (32.23 – fartup.p)
  
- Tag Delete/Archive (3.16.23 – pitdup.p)
- WIP Lot Trace Delete/Archive (3.22.13.23 – wldel.p) – PRO/PLUS Module
- Intersite Request Delete/Archive (12.15.23 – dsdmup.p)
- Closed Intersite Demand Delete/Archive (12.17.23 – dsdoup.p)
- Product Structure Delete/Archive (13.23 – bmpsdel.p)
- Routing Delete/Archive (14.13.23 – rwrodel.p)
- Work Order Delete/Archive (16.23 – wowoup.p)
- Operation History Delete/Archive (17.23 – sfopup.p)
- Cumulative Work Order Delete/Archive (18.23.2 – recwoup.p)
  
- PCR/PCO Delete/Archive (1.9.15 – ecarcdel.p) – PCC Module
- Lot Master Delete/Archive (1.22.23 – clltup.p) – Compliance Module
- Service/Repair Order Delete/Archive (7.23.23 – srsroup.p)
- Closed Project Delete/Archive (10.23.23 – pjup.p) – PRM Module
- Call/Quote History Delete/Archive (11.1.1.23 – fscaarc.p)
- Service Request Delete/Archive (11.1.15.23 – fssrarc.p)
- Field Notification Delete/Archive (11.3.12.23 – fsfnarc.p)
- Contract Delete/Archive (11.5.13.23 – fssaarc.p)
- Revenue Delete/Archive (11.5.18.23 – fsdefarc.p)
- Flow Delete/Archive (17.21.23 – flschup.p)
- Test Results Delete/Archive (19.22 – mpcaup.p)

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\* Indicates activities producing maximum benefit

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### Data Reduction cont'd

- Quality Order Delete/Archive (19.23 – qcqcup.p)
- Family Hierarchy Delete/Archive (33.3.23 – spfhup.p)
- Operations Plan Delete/Archive (33.15.23 – spfpup.p)
- Simulation Delete/Archive (33.17.23 – spfspup.p)

## 3. Global Tax Management Conversion

You must convert your tax environment to use Global Tax Management if you are converting from a release below eB and have not already done so. Please refer to the GTM Conversions chapter in the *QAD SE User Guide* for further instructions. **Note:** This activity may take up to a full day to complete.

## Data Preparation

Many data changes are required to existing static data prior to upgrading to QAD EE. Some of the utilities below provide the means to perform mass updates, while other utilities are required to create underlying data used in the conversion.

All of the utilities and reports listed in this section prompt the user to specify a directory location where the reports will output. Once supplied, this directory location will be saved and used as the default location for the user for each subsequent execution of a utility or report. This value can be changed and the new value will be saved as the new output directory for that user. (i.e., Each user can have a separate output directory location.)

### 1. Employee Entity Utility (uxempent.p)

Every employee (emp\_mstr) must be associated with an entity for QAD EE Financials. This utility is the means to satisfy this requirement. The utility can be run for a range of employees when multiple entities need to be assigned. It updates employees with the user-specified entity code. This entity cannot be changed post-conversion.

The utility provides a simulation mode that previews the effect of the update. It will also report employees that are missing an entity code.

The report output filename is: uxempent-<dbname>-<domain>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain.

**Note:** This utility has no impact on the system or future transactions as it updates a previously unused field in the Employee Master.

### 2. End User Contact Utility (uxendupd.p)

Every end user must have one and only one primary contact with a unique contact name. This utility updates end users missing a contact name or primary contact when possible. It lists end users having duplicate contact names, multiple primary contacts or end users missing contacts. Some of these errors must be manually corrected through End User Maintenance (11.9.1 – adeumt.p).

The utility provides a simulation mode that previews the effect of the update. The report output filename is:

uxendupd-<dbname>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, one execution runs across all active domains.

**Note:** This utility may impact future processing to the extent that contact names and primary designations are changed.

### 3. Control Account Utility (uxctrl.p)

The conversion needs to know which accounts are currently used as Accounts Receivable and Accounts Payable control accounts in the AR and AP modules of the current installation of MFG/PRO before conversion (i.e., not the accounts intended for these purposes post-conversion). The conversion should not attempt to determine this information programmatically because accounts not referenced on customers, suppliers or transactions would be overlooked.

This utility prompts the user to input lists of account codes currently used as these control accounts. The output from the utility is used later by the GL Account Type Utility, Data Preparation Report and during the conversion. The report output filename is:

```
uxctrl-<dbname>-<domain>-<date>_<time>.prn.
```

This utility can be run as many times as needed. Previous answers are displayed and can be removed if desired.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain.

**Note:** This utility has no impact on the system or future transactions as it only creates qad\_wkfl records storing the user input values.

### 4. GL Account/Project Utility (uxglproj.p)

Prior to eB, project codes were not part of the GL account structure on posted transactions. They were not defined for use with specific accounts. The conversion needs to know which accounts will require project codes in the QAD EE Financials to create the GL Mask records. It cannot programmatically determine this information for users on MFG/PRO 8.6e or 9.0.

This utility is required for only users on MFG/PRO 8.6e or 9.0. It prompts the user to input account code ranges that will be used with project codes after conversion. The report output filename is:

```
uxglproj-<dbname>-<date>_<time>.prn.
```

This utility can be run as many times as needed. Previous answers are displayed and can be removed if desired.

**Note:** This utility has no impact on the system or future transactions as it only creates qad\_wkfl records storing the user input values.

Prior to executing the conversion any allocation codes defined in the system should be updated to include project codes on those accounts that will require project codes after the conversion.

### 5. Orphaned Address Utility (uxaddrfix.p)

All customer, supplier, end user and remit-to addresses must have a related List Type Master (ls\_mstr) in order to be converted. This utility reports and creates missing List Type Masters under the following scenarios:

- Customer exists (with cm\_mstr and ad\_mstr) but no List Type Master of 'customer' is found.
- Supplier exists (with vd\_mstr and ad\_mstr) but no List Type Master of 'supplier' is found.
- End user exists (with eu\_mstr and ad\_mstr) but no List Type Master of 'enduser' is found.

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- A supplier exists and has a reference to a remit-to address (vd\_remit <> "") which in turn has a valid address but no List Type Master of 'remit-to' is found.
- Site exists with an address but no List Type Master of 'company' is found.

The utility provides a simulation mode that previews the effect of the update. The report output filename is: uxaddrfix-<dbname>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, one execution runs across all active domains.

**Note:** This utility may impact the system to the extent that addresses that were previously unusable will now be usable.

## 6. Credit Terms Utility (uxcrterms.p)

All customers and suppliers must have a valid credit terms code (ct\_mstr) assigned to them before upgrading to QAD EE. Blank credit terms are no longer permissible. Any blank credit terms code (i.e., ct\_code = <blank>) will be deleted by the conversion. In order to achieve the same effect, a new credit terms code should be created in Credit Terms Maintenance (2.19.1 – adcrmt.p) with 0 days and 0% discount.

The utility must be run separately for both customers and suppliers. The utility can be run for a range of customers or suppliers when multiple credit terms codes need to be assigned. It updates any customers/suppliers having a blank or invalid credit term with the user-specified code.

The utility provides a simulation mode that previews the effect of the update. It will also report customers and suppliers that are missing a credit terms code or have an invalid code. The report output filename is: uxcrterms-<dbname>-**cust**-<domain>-<date>\_<time>.prn  
or  
uxcrterms-<dbname>-**supp**-<domain>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain.

**Note:** This utility will alter future transactions involving the customers or suppliers updated with new credit terms.

## 7. Data Preparation Report (gpdatarp.p)

This report highlights any data issues that must be cleaned up prior to starting the conversion.

- Data that is missing from the old Financials but required in QAD EE Financials.
- Data that exists in the old Financials but is not allowed in the same state in QAD EE Financials.
- Data that is invalid in both the old and new Financials.

This report is the gatekeeper for the conversion. The conversion cannot be run until this report has zero errors. Even though the name indicates it is just a report, it does create a qad\_wkfl record in the database once no errors are found. The conversion looks for this record before it will commence. It is very likely this report will need to be run multiple times before all the errors have been resolved.

The report output filename is: dataprep0#-<dbname>-<date>\_<time>.prn, where # represents a segment number. The report may have multiple segments.

For QAD 2007 or QAD 2008 SE, one execution runs across all active domains.

**Note:** This report in and of itself will not impact the system or future transactions. However, any changes made in the system as a result of errors shown on the report may impact future transactions, depending on the nature of the data corrected.

The following new utilities are provided to assist with mass correction of some data errors. These utilities must be run if the Data Preparation Report indicates there are errors in these areas to see a detail listing of the errors. Beyond that, their use for data correction is optional as the data can alternatively be manually corrected through the menu functions listed on the respective utility's reports.

#### a. Country Code Utility (uxctryup.p)

QAD EE requires all address and employees have a non-blank, valid country code. This utility reports and updates the country code on addresses and employees having a blank or invalid country code with the user-specified country code. The user may specify a range of addresses (which also covers employees) when multiple country codes need to be assigned.

The utility provides a simulation mode that previews the effect of the update. It will also report addresses and employees that are missing a country code. The report output filename is: uxctryup-<dbname>-<domain>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain.

**Note:** This utility will potentially alter future transactions involving tax calculations due to the changed country code on customer and/or suppliers updated with new country codes.

#### b. Tax ID Utility (uxtaxid.p)

QAD EE Financials require all suppliers for 1099 reporting (vd\_1099 is true) have unique non-blank Federal tax IDs (ad\_gst\_id).

If 1099 reporting is not being used, the utility will set vd\_1099 too false for all suppliers thereby reducing the number of Federal tax ID errors. If any 1099 reporting is required, these errors will need to be corrected manually through Supplier Maintenance (2.3.1 – advnmt.p).

Additionally, if Validate VAT Registration in Global Tax Management Control (2.13.24 – txtxcmt.p) is true then VAT Registration IDs for customers and suppliers in EU countries must conform to the ISO format for their country. This utility lists the IDs that do not comply with the ISO format.

The utility provides a simulation mode that previews the effect of the update. The report output filename is: uxtaxid-<dbname>-<domain>-<date>\_<time>.prn.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain.

**Note:** This utility will impact only 1099 reporting for US-based users, and only when producing year-end 1099 forms.

### Account Type Incompatibility Error

Most errors shown on the Data Preparation Report are self-explanatory. One exception is the Account Type Incompatibility error. In the old Financials it is possible to define an account in Account Code Maintenance as an Expense type account but use that account code in static data for non-expense type purposes (e.g., in Product Line Maintenance as an Inventory account).

The QAD EE Financials require that accounts used for specific purposes must have the appropriate account type definition based on the financial statement where they appear. Account codes used in

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database fields for static data that are associated with the Balance Sheet must be defined as type (ac\_type) A(sset) or L(iability); not I(ncome) or E(xpense). Similarly, Account codes used in database fields for static data that are associated with the Income Statement must be defined as type I(ncome) or E(xpense); not A(sset) or L(iability).

For example, the account code used in pl\_inv\_acct or pl\_wip\_acct must be defined as either an Asset or Liability type account; preferably Asset. (The important thing is for the account code to be represented on the correct financial statement.) It is not acceptable to use an account code normally used as Purchases Expensed in pl\_inv\_acct or pl\_wip\_acct

There are two ways to resolve Account Type Incompatibility errors.

1. If the account code also appears as a conflict on the GL Account Type Utility report, it is possible to correct the account code by running the utility in update mode and specifying an alternate account code to resolve the conflict. The replacement account will be applied during conversion and therefore have no effect on transactions occurring prior to conversion.
2. If the account code does not appear as a conflict on the GL Account Type Utility report, the only course of action is to update the field in error (e.g., pl\_inv\_acct) with an account code having the appropriate account type. *Warning:* This will impact future transactions once such a change is made. Therefore it should only be done after closing the database to transaction processing in preparation for conversion.

**Do not** consider correcting these errors by writing a Progress utility to update the account type on the offending accounts! Doing so will cause the Balance Sheet to be out of balance and Retained Earnings will no longer match the amount initially recorded.

Please be aware that changes to correct these errors will result in information being reported differently on financial reports after conversion. Continuing the example from before, if a Purchases Expensed account were used as the Inventory account in Product Line Maintenance, any transactions involving this account will appear on the Balance Sheet post-conversion, whereas before they were on the Income Statement. For instance, a PO receipt involving such an account will be reflected as Inventory on Balance Sheet post-conversion.

The Account Type Incompatibility errors are a result of the tighter controls used by the QAD EE Financials.

### Unposted GL Transactions Error

The Data Preparation Report checks for any unposted GL transactions but counting glt\_det records. It is possible that some of these records may be for a zero transaction amount and therefore will not show up on the Unposted Transactions Register (25.13.14 – glutrrp.p). These zero-amount records can be deleted using the GL Transaction Delete/Archive (36.23.2 – mgmgrp01.p).

## 8. Code Search and Replace

This is a suite of reports and utility to be used only by users converting from QAD 2007 or QAD 2008 SE. It is optional, unless indicated by the Data Preparation Report, but is highly recommended regardless. The Table Extension Domain utilities must be run first.

### a. Duplicate Code Report (utsarrp1.p)

This report highlights codes (entities, credit ratings, credit terms, tax parameters, etc.) with duplicate names occurring in multiple domains. These items will be moving to the system level in QAD EE and only one instance of each code will remain. This report allows the user to identify any differences in the codes across domains.

**b. Code Usage Report (utsarrp2.p)**

This report highlights the number of instances where a particular code is being used in the current domain. This provides more insight into the use and analysis of the code.

**c. Replace Code (utsarrp3.p)**

This is the utility where specified code values can be replaced in the current domain with a new value provided by the user.

**Note:** This utility can have a broad impact on the system and future transactions, depending on the codes being replaced. Use it judiciously and only after backing up the database.

**9. GL Account Type Utility (uxglacup.p)**

In QAD EE Financials, each General Ledger (GL) account has an account type. This is a classification as to how the account is used. These types include control accounts, Intercompany accounts, bank and cash accounts, special accounts (classified as System accounts) dedicated to period closing and exchange rate fluctuations. Any other accounts not falling into these specialized classifications are classified as Standard accounts. These are predominantly income/expense accounts, but also include some Balance Sheet accounts as well.

Control, banking, cash, Intercompany and System type accounts have restrictions on how/where they can be used in transactions. Standard accounts have no restrictions other than they cannot be used for purposes associated with the other account types.

System type accounts may have one and only one GL account per domain defined for each individual purpose. For example, only one account may be used for Unrealized Exchange Rate Gains in a domain, regardless of the currency involved. Similarly another single GL account must be dedicated to Exchange Rate Rounding Differences. The one exception to this rule for System type accounts is PO Receipts. Multiple accounts can be used for PO Receipts.

Intercompany accounts are similar to System type accounts, but they are not classified as a System type account. In the old Financials, it is possible to have different Intercompany accounts for the debit side and credit side for each functional area (AR, AP, Inventory, and Fixed Assets) and each entity (and in QAD 2007 or QAD 2008 SE also for each entity). In QAD EE this granularity will be handled differently.

Separate accounts for Intercompany debits and credits will no longer be supported. Further, the Intercompany account used for a functional area must be the same for that functional area in every entity within the same domain. If this level of detail is not desired, then the same Intercompany account can be used for any or all functional areas in a domain.

The utility distinguishes between Tax Accounts that are used for AR and Tax Accounts that are used for AP. However, it is not required that each of these areas have separate account codes. The same account code can be used for both AR and AP taxes if desired.

The purpose of the GL Account Type Utility is to identify GL accounts in static data (not transactional data) that will not pass the requirements described above when moved to QAD EE Financials. For every exception encountered in the database, the user is prompted to provide a GL account to be used during conversion to correct the exception.

When checking for exceptions involving the Accounts Receivable and Accounts Payable control accounts, the utility uses the account information entered through the Control Account Utility as its basis for comparison.

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The utility provides a report-only option listing the GL accounts in conflict. The report can be run in either Detail or Summary mode. Detail mode will list every instance of an account that is in conflict, the menu function where the conflict occurs and some key values to aid in identifying the specific offender. Summary mode lists only the first instance of an account in conflict and the menu function where it is defined. There may be additional instances other than the one shown. The report output filename is:

uxglacup-**dtl**-<dbname>-<domain>-<date>\_<time>.prn  
or  
uxglacup-**sum**-<dbname>-<domain>-<date>\_<time>.prn.

The report-only mode should be used first as a planning tool to determine how the exceptions will be resolved. Once this has been done, the corrections can be done in several ways.

- Correct the offending account directly in the maintenance program shown on the report.
- Use the utility to make the correction.
- Use a combination of the above two methods.

The utility can be rerun as many times as needed. If it was previously run in Update mode, the previous answers will be displayed on the screen. Each time the utility is run, it will check for additional exceptions since the last execution. Hence the requirement to run the utility one final time in Update mode just prior to starting the conversion.

For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain. The Data Preparation Report checks for this as well as verifying that all exceptions have been resolved. If not, errors are reported.

This utility, when run in Update mode, does not impact the system or future transactions. It only creates qad\_wkfl records. However, any account conflicts resolved by modifying the accounts directly in their menu functions (e.g., Product Line Maintenance, System Control, etc.) will impact subsequent transactions involving the account fields updated. Take this into consideration when developing a plan to resolve the account conflicts noted on the report produced by this utility.

**NOTE 1:** Customers that have not finished their QAD EE conversion and will be receiving new conversion code after December 2008 will need to delete existing qad\_wkfl records (where qad\_key5 = "GL Acct Type") from the GL Account Type Utility and rerun with the latest code so the qad\_wkfl records will match the conversion code in dom\_cv93.p. Before deleting these qad\_wkfl records, users should first run the old version of the utility with Update = No to print out their previous answers.

**NOTE 2:** Customers that have the Enhanced Controls module retrofitted back to a release prior to QAD 2007 (eB2.1) will need to modify the 'buffer-copy qad\_wkfl' statements in the 'update\_qadwkfl-EE' procedure of uxglacup.i to exclude the oid\_qad\_wkfl field to avoid Progress errors when executing the utility in Update mode.

# Conversion Preparation

## 1. Conversion Parameters Utility (utfinpar.p)

This utility prompts the user to provide answers for the parameters used by the QAD EE conversion when creating new Financial objects. Customers upgrading from QAD 2007 or QAD 2008 SE with multiple domains may desire to provide a different set of answers for each domain. For QAD 2007 or QAD 2008 SE, the utility must be run in each active domain, regardless of whether answers differ by domain.

The majority of these parameters are for Daybook codes used in various areas of the applications. Other parameters are items such as default Credit Terms, Sub-account, Cost Center, etc. Some parameters can be specified by domain whereas others are system-level and apply to all domains.

Since there are so many parameters, it is suggested that this utility be run well in advance of starting the conversion to allow ample time for planning and decision-making. The table below lists the parameters along with a brief explanation of each. QAD 2007 and QAD 2008 SE users may find it helpful to extract this table to a spreadsheet with one column per domain for planning purposes.

**Note:** This utility does not impact the system or future transactions. It only creates qad\_wkfl records.

The report output filename is: utfinpar-<dbname>-<date>\_<time>.prn.

| Level  | Parameter   | What Is This For?  |
|--------|---|--|
| Domain | Default AR Finance Charges Daybook                      | Daybook code to use for this default daybook type. It is not required if Finance Charges are not used.   |
| Domain | Default AR Credit Note Daybook for Operational Invoices | Daybook code to use for this default daybook type.   |
| Domain | Default AR Credit Note Daybook for Financial Invoices   | Daybook code to use for this default daybook type.   |
| Domain | Default AR Invoice Daybook for Operational Invoices     | Daybook code to use for this default daybook type.   |
| Domain | Default AR Invoice Daybook for Financial Invoices       | Daybook code to use for this default daybook type.   |
| Domain | Default AR Payment Daybook                              | Daybook code to use for this default daybook type.   |
| Domain | Default Customer Adjustment Daybook                     | Daybook code to use for this default daybook type.   |
| Domain | Default AP Credit Note Daybook for Financial Invoices   | Daybook code to use for this default daybook type.   |
| Domain | Default AP Invoice Daybook for Financial Invoices       | Daybook code to use for this default daybook type.   |
| Domain | Default AP Payment Daybook                              | Daybook code to use for this default daybook type.   |
| Domain | Default ERS Supplier Invoice Daybook                    | Daybook code to use for this default daybook type. This prompt will only appear if ERS is in use. (SP3 and above only)   |
| Domain | Default ERS Supplier Credit Note Daybook                | Daybook code to use for this default daybook type. This prompt will only appear if ERS is in use. (SP3 and above only)   |
| Domain | Default Intercompany Daybook                            | Daybook code to use for this default daybook type. A Daybook code must be specified for each functional area (IC, FA, Inventory, SO and WO) but they may share the same code if desired. |
| Domain | Default Matching Entry Daybook                          | Daybook code to use for this default daybook type.   |
| Domain | Default Banking Entry Daybook                           | Daybook code to use for this default daybook type.   |
| Domain | Default Inventory Daybook                               | Daybook code to use for this default daybook type.   |
| Domain | Default Work Order Daybook                              | Daybook code to use for this default daybook type.   |
| Domain | Default Sales Order Daybook                             | Daybook code to use for this default daybook type.   |

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| Level  | Parameter  | What Is This For?   |
|--------|--|---|
| Domain | Default Fixed Assets Daybook                         | Daybook code to use for this default daybook type.  |
| Domain | Default Daybook for Journal Entries                  | Used for any domain that has not previously used daybooks when converting GL transactions. <b>Note:</b> This should be a new daybook code that the conversion will create and not one of the default daybooks specified above.  |
| Domain | Default Daybook Sequence Effective Date (MM/DD/YYYY) | The earliest date when the new Financial daybooks can be used.  |
| Domain | Account for Posting Balances                         | This account is used by the conversion when it balances any unbalanced double-sided GL transactions. This is the account where such offsets will be posted.<br><b>Note:</b> This should be a new account that does not exist in the database. The conversion will create it.  |
| Domain | Account for Year-End Balances                        | New account to be created by the conversion for posting the offset to year-end closing entries.   |
| Domain | Account for Results of Current Year                  | This prompt will only appear if the GL Report Writer is <u>not</u> in use or no account has been assigned for this purpose in that module.<br>If prompted for, this account must be an account that has no transactions posted against it. It may be a new account. If so, it will be created by the conversion.<br>It is used to accumulate the YTD profit/loss total for printing on the Balance Sheet. It is not created if the conversion finds GL transactions posted to the co_ctrl.co_pl account in the General Ledger Control; co_ctrl.co_pl will be used instead in that case. |
| Domain | Account for Current Year Income Offset               | This prompt will only appear if the GL Report Writer is <u>not</u> in use or no account has been assigned for this purpose in that module. If prompted for, this account must be a new account that does not exist and will be created by the conversion.   |
| Domain | Account for Results of Previous Years                | This account will be created by the conversion. It is used to accumulate the profit/loss total for previous unclosed years when printing the Balance Sheet.   |
| Domain | Default Account for Unmatched Invoices               | Default GL account to use for Unmatched Invoices. If using European Accounting then use the Waiting Expenses account in the European Accounting Control (25.23 – eueupm.p). If not using European Accounting then specify a new account to be created during conversion.  |
| Domain | Default Sub-Account                                  | Default sub-account to be used when an account requires a sub-account. <b>Note:</b> This should be a new value which does not exist in the database. See also GL Mask.  |
| Domain | Default Cost Center                                  | Default cost center to be used when an account or sub-account requires a cost center. <b>Note:</b> This should be a new value which does not exist in the database. See also GL Mask.   |
| Domain | Default Project                                      | Default project code to be used when an account, sub-account or cost center requires a project code. <b>Note:</b> This should be a new value which does not exist in the database. See also GL Mask.  |
| Domain | Default Credit Term                                  | Used when a credit term cannot be converted because it had a due date (or if the term has stages and one of the stages has a due date).   |
| Domain | Convert Unused Cashbooks?                            | Should the conversion convert "not used" cashbooks (i.e., ba_mstr records where ba_status = "NU")?  |
| Domain | Create Entity Tax Periods?                           | Should the conversion create Tax Periods for each entity?   |
| System | Default Tax class for Suspended and Delayed Tax      | The default tax class to use for Suspended and Delayed Taxes. This prompt will only appear if the European Accounting module is in use. (SP3 and above only)  |
| System | Management Currency                                  | This will be used to calculate the Management Currency amounts during the transactional conversions. It will also be used to set the Management Currency in QAD EE Financials after the conversion.<br><b>Note:</b> Setting the correct value here is critical as it cannot be changed after any transactions are posted.   |

| Level  | Parameter                        | What Is This For?   |
|--------|----------------------------------|---|
| System | Convert only open invoices?      | Should the conversion convert all invoices or only open invoices and associated payments?   |
| System | Country for default Tax Box      | Country code for the default Tax Box used in Tax Reporting  |
| System | Convert existing security setup? | Should the conversion convert the existing security setup or just convert Users, Groups (and Roles for QAD 2007 or QAD 2008 SE) and allow the user to re-implement the security setup after the conversion? |

## 2. Process Pending Transactions

- Print any pending invoices (7.13.3 Pending Invoice Print – sosorp10.p)
- Post any remaining invoices (7.13.4 Invoice Post – soivpst.p)
- Confirm all unconfirmed vouchers (28.6 Voucher Confirmation Automatic – apvoco01.p  
28.7 Voucher Confirmation Manual – apvoco.p)
- Post all GL transactions (25.13.7 Transaction Post – gltrpst.p)

## 3. Close Production Database

Close the production database to prevent further data or transactions from being added. Provide access to users responsible for pre-conversion activities. This can be accomplished through Menu Security (36.10 – mgpwmt.p).

## 4. Finalize GL Account Type Utility (uxglacup.p)

Rerun the GL Account Type Utility in Update Mode (in all active domains for QAD 2007 or QAD 2008 SE) and resolve any new conflicts.

An error will be displayed if the GTM Conversion has not been done and conflicts were found in account from the obsolete tax tables (tax\_mstr, vt\_mstr). The utility will not be flagged as complete until the GTM Conversion has been done. Then this utility must be rerun again to check for conflicts involving accounts in the new tax table (tx2\_mstr).

## 5. Rerun Data Preparation Report

Rerun the Data Preparation Report and correct data as necessary until zero errors are achieved.

## 6. Pre-conversion Integrity Report (gpinckrp.p)

This report assesses the status of financial transaction data before conversion. It reports AR, AP and GL transaction integrity information in a single report. Inconsistencies will be highlighted which may optionally be corrected before conversion. If data corrections are made, this report should be rerun again so that an accurate pre-conversion snapshot is captured. This report can be rerun multiple times as needed.

The report output filename is: gpinckrp-dtl-<dbname>-<date>\_<time>.prn  
or  
gpinckrp-sum-<dbname>-<date>\_<time>.prn.

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| Pre-conversion Integrity Report |                |
|---------------------------------|----------------|
| Build Integrity Check Records:  | <u>yes</u>     |
| Report Integrity Check Records: | <u>yes</u>     |
| Detail/Summary:                 | <u>Summary</u> |
| Output File Location:           | █ _____        |

Setting Build Integrity Check Records to Yes will store data in the database for the current report execution, enabling the report to be reproduced at a later time showing the same information. Anytime the current status of the database is required, this field should be set to Yes. Set this field to No to run the report using the data collected from a previous execution.

Report Integrity Check Records displays the information collected during the first step. This field should usually be set to Yes.

For QAD 2007 or QAD 2008 SE, the reports span all active domains regardless of the domain where they are launched.

### a. GL Transaction Integrity

The total of posted GL transactions by account in the gltr\_hist table are compared to the amounts stored in the Account Balance table (acd\_det). Any differences are reported and can be corrected by running the Recalculate acd\_det Totals utility (utacdfix.p – 36.25.39).

**Warning:** Running this utility in a database containing consolidated GL transactions will zero out the period totals for all periods other than the consolidation period.

Any out-of-balance transactions are reported, as the conversion will have to balance them by creating offsetting entries. If the database contains GL transactions that have been consolidated by selected accounts, the report should be run in Summary mode, which verifies the transactions are in balance for the year, not by individual transaction.

It also performs various database integrity checks:

- The entity in each GL transaction still exists.
- The account for each GL transaction still exists and is active.
- All effective dates for GL transactions have corresponding periods in the GL calendar.

If any of these types of errors are reported, they must be manually fixed before conversion begins.

### b. AR Transaction Integrity

This portion of the report compares the sum of open AR invoices and payments by account to the sum of the corresponding amounts for each AR GL account. It reports any differences in the local and/or transaction currency amounts. The report also lists any non-AR GL transactions that have been posted against an AR control account. Finally, the sum of open AR invoices and unapplied payments by customer is compared to each customer's Open Balance in Customer Maintenance, reporting any differences. Differences can be corrected by running the Adjust Customer Balance utility (utcsbal.p – 36.25.5).

It also performs various database integrity checks:

- The customer referenced on each invoice still exists.
- Every invoice has detail line information.

**c. AP Transaction Integrity**

This portion of the report compares the sum of open AP vouchers by account to the sum of the corresponding amounts for each AP GL account. It reports any differences in the local and/or transaction currency amounts. The report also lists any non-AP GL transactions that have been posted against an AP control account. Finally, the sum of open AP vouchers by supplier is compared to each supplier’s Open Balance in Supplier Activity Inquiry, reporting any differences. Differences can be corrected by running the Adjust Supplier Balance utility (utvdbal.p – 36.25.4).

It also performs various database integrity checks:

- The supplier referenced on each voucher still exists.
- Every voucher has detail line information.

**7. Make Additional Corrections as Desired**

**8. Finalize Data Preparation Report**

Rerun the Data Preparation Report to ensure that no errors have been introduced. If so, correct data as necessary until zero errors are achieved.

**Standard Period Closing Reports**

Running standard period closing reports provides a basis for comparison against the equivalent reports post-conversion to ensure that data was unchanged during conversion.

- Trial Balance (25.15.4 – gltbrp.p or 25.15.5 – gldtbrp.p)
- Balance Sheet (25.15.8 – glbsrp.p)
- Income Statement (25.15.13 – glinrp.p)
- AR Aging as of Effective Date (27.18 – arcsrp05.p)
- AP Aging as of Effective Date (28.17.6 – apvorp04.p)
- AR Tax by Tax Rate (2.13.15.14 – txarrp01.p)
- AR Tax by Tax Rate (2.13.15.17 – txaprp01.p)
- AR Balance Report (27.20 – arcsrp.p)
- Inventory Valuation Report (3.6.13 – ppptrp03.p)
- Unvouchered Receipts Report (5.13.10 – poporp11.p)
- Purchase Receipt Report (5.13.5 – poporp06.p)
- Asset Owned Report (32.5.11 – faaorp.p)
- Sales Order Report (7.15.1, 2 or 3 – sosorp.p, sosorp01.p, sosorp02.p)

# Conversion Execution

This section provides detailed instructions on the steps to execute the conversion. Please follow them carefully. The instructions in this section supersede any similar instructions in the *Installation Guide for Progress Database* found on QAD Support website ([http://support.qad.com/documentation/qad\\_ee](http://support.qad.com/documentation/qad_ee)) until further notice.

## 1. Prepare the Environment

In order to setup the environmental variables that are used by the conversion and instructions throughout this document, a script should be created that establishes the values for the environment variables. This also helps to easily navigate to common directories when working from the command prompt. This script will be referred to as `setEnv.sh` within this document but can be any name.

If using an HP-UX system please see Appendix B – Additional Prerequisites for HP-UX Systems.

The following environment variables need to be defined at a minimum for the instructions in this document to work correctly. Other variables can be added to your script as desired. See Appendix A for a sample `setEnv.sh` script.

```
export DLC=<Progress install directory>
export CATALINA_HOME=<tomcat install directory>
export JAVA_HOME=<Java install directory>
export QDT=<Directory where you will install QDT to>
export EB3=<Directory where you will install QAD EE to>
export SNAP=<Directory where you want store snapshots>
export XML=<Directory where you install QDT XML files>
export LOGS=<Directory of the conversion logs>
```

QAD highly recommends that this script be run immediately after logging onto the server. Most of the following commands depend on the environment variables and paths set by this script. To run this script, at the UNIX command prompt type:

```
. setEnv.sh
```

Note that there is a space between the dot (period) and “`setEnv.sh`”. There is no output from this script.

## 2. Prepare the Source Database(s)

Perform the pre-conversion steps outlined earlier in this document. There must be zero errors on the Data Preparation Report to continue.

Both databases (`qaddb` and `qadadm`) should be in latest supported Progress version format.

## 3. Install & Configure Software

### a. Install QDT

- i). Extract the files from the QDT zip file into a new install directory with the same name as the zip file. For example:

```
unzip qdt_2.03.015.zip -d qdt_2.03.015
```

- ii). Navigate to the newly created install directory.

iii). Run the install script from the install directory as follows:

```
./install.ksh
```

iv). Follow all prompts on the screen. When asked for the install path, use the path from the setEnv.sh script.

**b. Install Pre-conversion Code**

The QDT media also contains all of the pre-conversion reports and utilities need to prepare a database for conversion. The pre-conversion code is located in preconvrep.zip. Unzip the pre-conversion code into its own directory (QAD suggests “preconvrep”).

To run the pre-conversion reports and utilities, add the directory containing the unzipped code to the MFG/PRO propath. The propath will also need to include the <preconvrep dir>/us directory. Each program can then be run by simply typing the name at the MFG/PRO menu command line.

**c. Install QAD EE**

i). Add another “proapw” line to the \$QDT/start.tpl file. There should be three of the following lines in the start.tpl file, where QADxxxx represents the current product name.

```
&DLC/bin/proapw &QADDB-NAMEInstall QADxxxx
```

**NOTE:** QDT and QDT Admin need to run in an Xterm window.

ii). Navigate to the \$QDT directory and run QDT. Type

```
./qadinst (Linux) or ./qadinst.ksh (UNIX)
```

to launch the QDT main menu which should look something like the following.

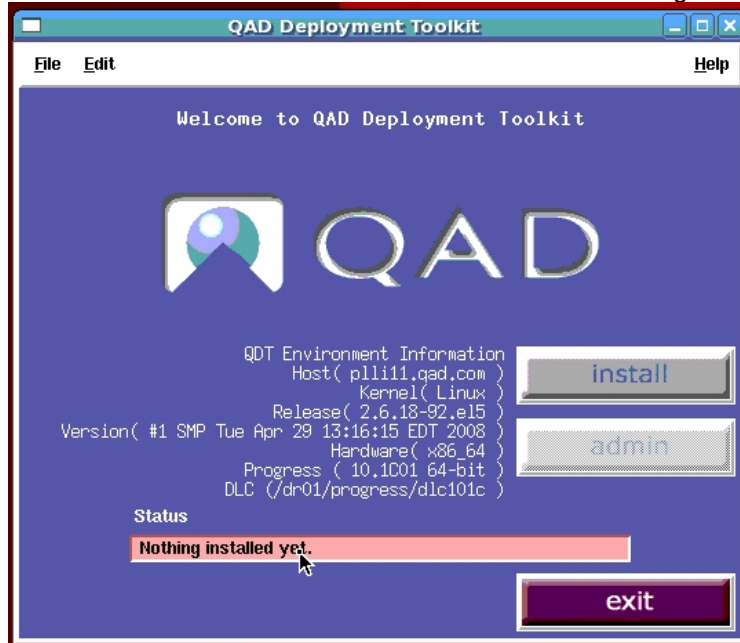


Figure 1 – QDT Main Menu

iii). Change the installation media location so that it points to the root directory of the QAD EE image.

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Figure 2 – Change Installation Media Location

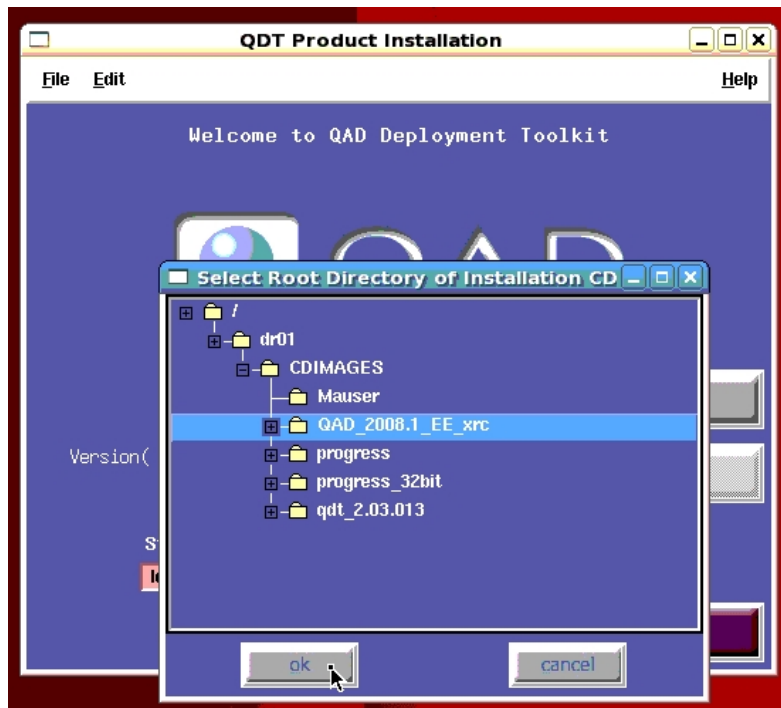


Figure 3 – Select Installation Media Directory

- iv). Select the Install option from the menu. When prompted for an environment name, click New and enter a name for this conversion environment. Click OK after entering the environment name.

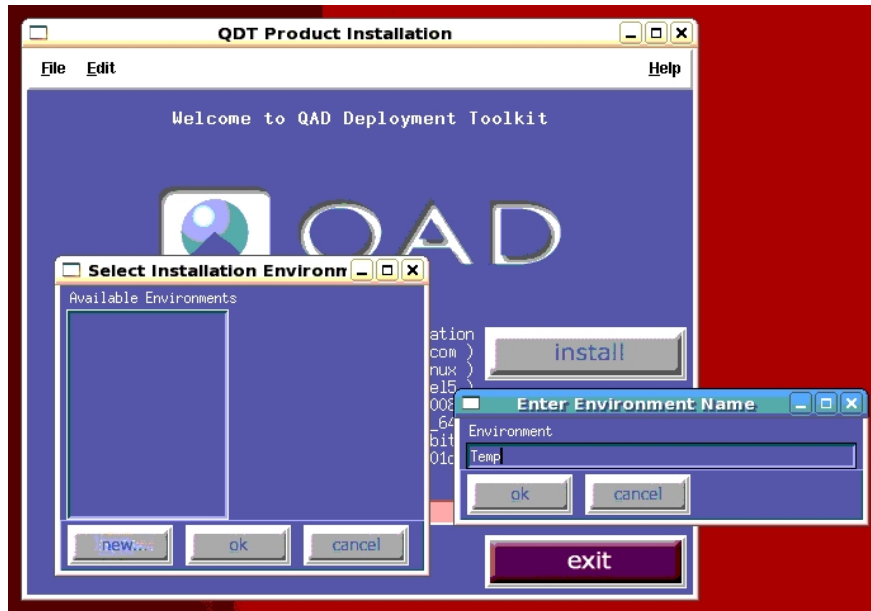


Figure 4 – Enter Environment Name

- v). The QDT Install screen is now displayed. To change the default install location, click Edit and enter the path where QAD EE is to be installed. The Install destination is repeated in the Destination box.

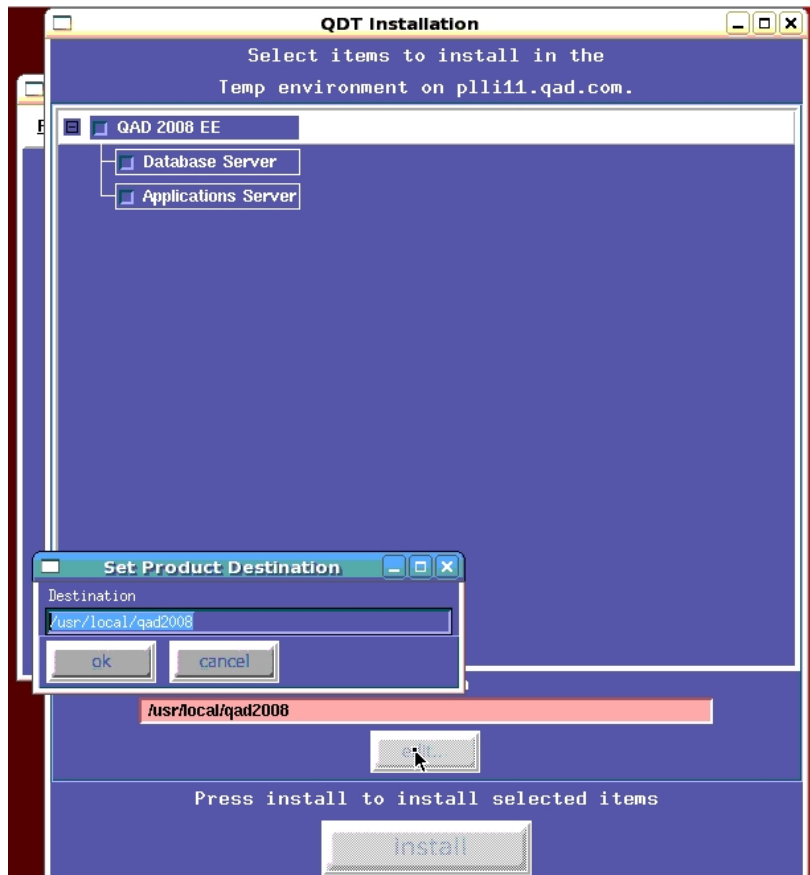


Figure 5 – QAD EE Install Prompt

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- vi). Click the Install button to begin installing QAD EE.
- vii). The installation process can be monitored from the Install window. If any problems occur they will be displayed here. All of the output is also logged to \$QDT/logs/install.log for later analysis. Once the install has completed quit QDT.

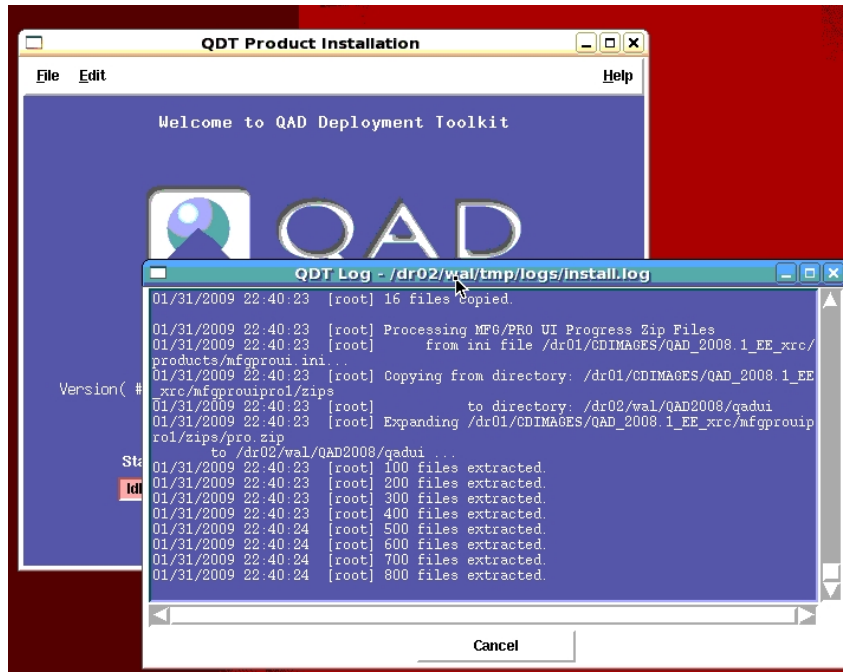


Figure 6 – Install Window

## 4. Conversion Setup

### a. Enable Large Files

If your conversion requires the use of large files, perform the following steps.

- i). Navigate to the database directory found in the QAD EE install directory (\$EB3/db).
- ii). Open the mfgprod database structure file with your text editor of choice.
- iii). Locate the following two lines in the file. Please note these lines are not adjacent to each other in the file.

```
d "GLTRHIST":35,64 /dr02/mfgpro/QAD2008_32/db f 5120  
d "FIN_TRANSACTION":55,64 /dr03/QAD2008/db f 5120
```

- iv). Change the f number from 5120 to 2097152. This will enable large files for the target mfgprod database.

### b. Configure Conversion Settings

- i). Start QDT. Navigate to \$QDT and run ./qadinst (Linux) or ./qadinst.ksh (UNIX) as before.
- ii). The QDT Main Menu appears again. Click on the Admin button.

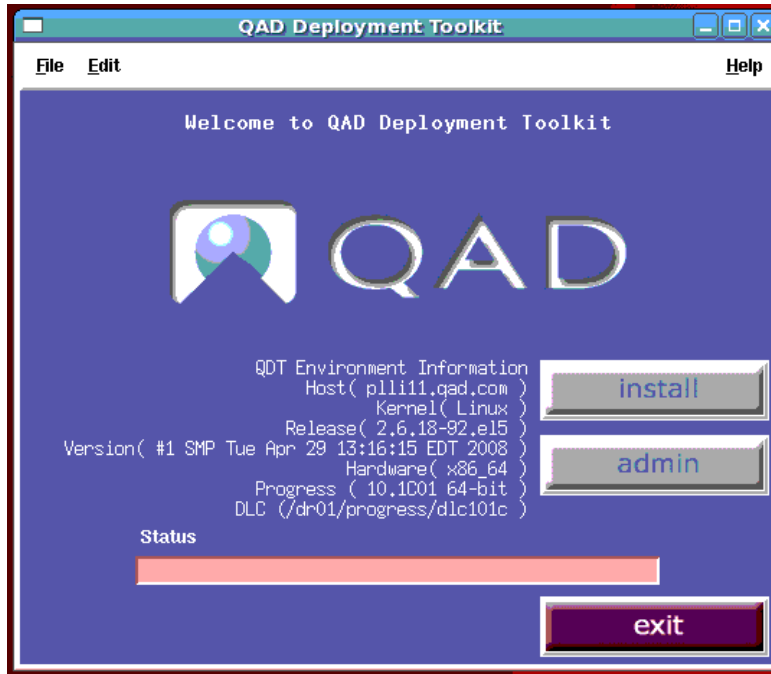


Figure 7 – QDT Main Menu

- iii). Conversions need to be enabled before proceeding.

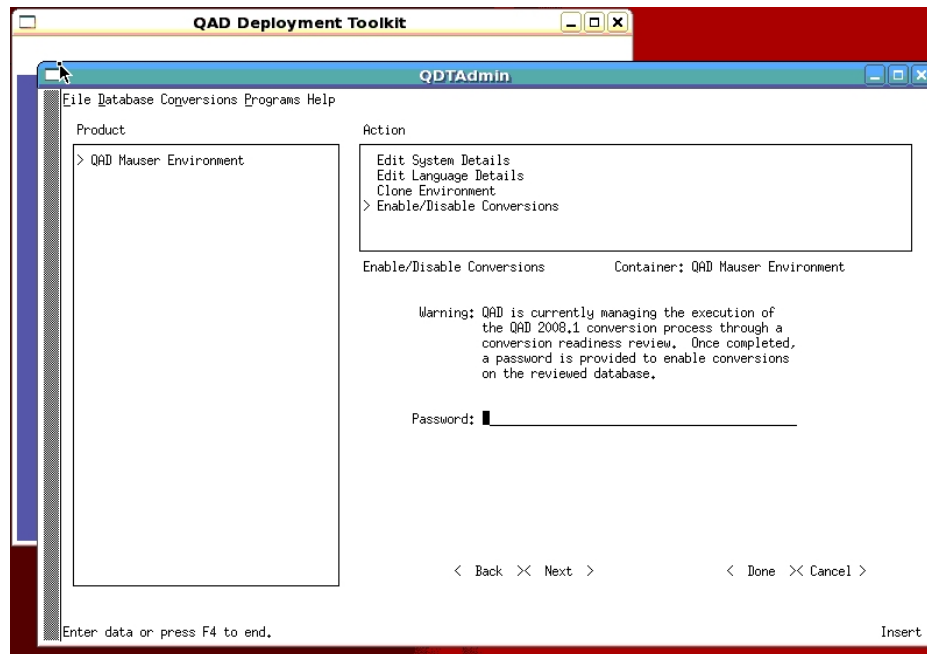


Figure 8 – Enable Conversions

- iv). Once the conversion is enabled a screen similar to the one in Figure 9 appears. Press Enter on the left hand menu item that corresponds to the environment name.
- v). A sub-menu option named “QAD 2008 EE” is presented. Press Tab on this menu item. This will bring your cursor over to the right hand menu.

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- vi). **Do not** select the Configure option. Be sure to select the Convert QAD EE from Previous Release as shown below.

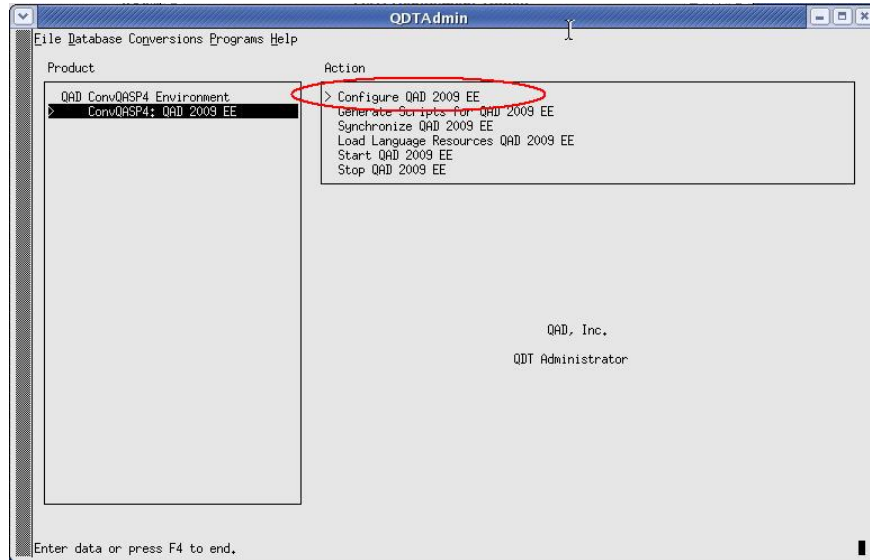


Figure 9 – QDT Admin Main Menu

- vii). Next select “Live Main Database: Create Live Main Database”, as shown in Figure 10.

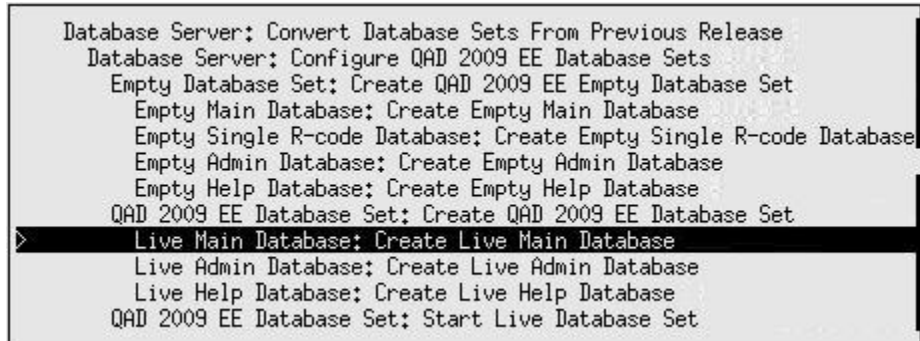


Figure 10 – Conversion Option Menu

- viii). Tab to the Next button and press Enter to bring you to the second option menu. Shown below in Figure 11.

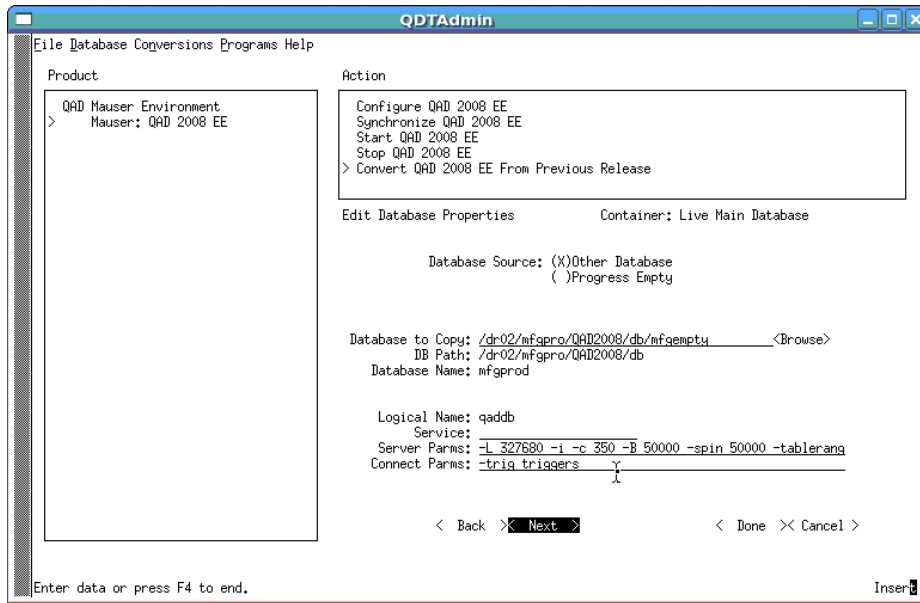


Figure 11 – Live Main Database Option Screen 2

- ix). Change “**Server Params**” to the following:  
*-L 327680 -i -c 350 -B 50000 -spin 50000 -tablerangesize 4096 -indexrangesize 2048 -bibufs 50 -Mf 6 -n 50*
- x). Select Next twice, pressing Enter each time. You should now be on the 4<sup>th</sup> menu screen for “**Live Main Database: Create Live Main Database**”.
- xi). Tab to the Options field and press Enter to bring up more settings as shown below in Figure 12.

```

Database: /dr02/TEST/QAD2008/db/mfgprod

BI Cluster Size (KB): 0 [X] Options
BI Block Size: 0 (default) [V]
Number of BI Clusters: 0
    
```

Figure 12 – BI Block Options

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- xii). Change **BI Block Size** to 16k, BI Cluster size to 32768 (32mb) and **Number of BI Clusters** to 6. This is the last setting to be changed in “**Live Main Database: Create Live Main Database**”. These changes to the BI cluster size can greatly improve performance, however it may lead to issues at the compile step. If this problem is encountered, change these settings after the compile step has run by running the following command.

```
proutil mfgprod -C truncate bi -bi 32768 -biblocksize 16
```

- xiii). Next Select “**Character Client Code: Generate R-Code**” and press Enter.

Steps In Action Set

```
Live Help Database: Create Live Help Database
QAD 2008 EE Database Set: Create Live Database Scripts
QAD 2008 EE Database Set: Start Live Database Set
Applications Server: Configure QAD 2008 EE Application
> Character Client Code: Generate R-code
Character Client Code: Generate Client Scripts
Financials AppServer: Stop Financials AppServer
Financials AppServer: Create Financials AppServer
Financials AppServer: Update Financials Configuration
Financials AppServer: Start Financials AppServer
UI Configuration: Create UI Configuration
UI Configuration: Build UI Configuration
```

[ ] Pause Before Executing Each Action

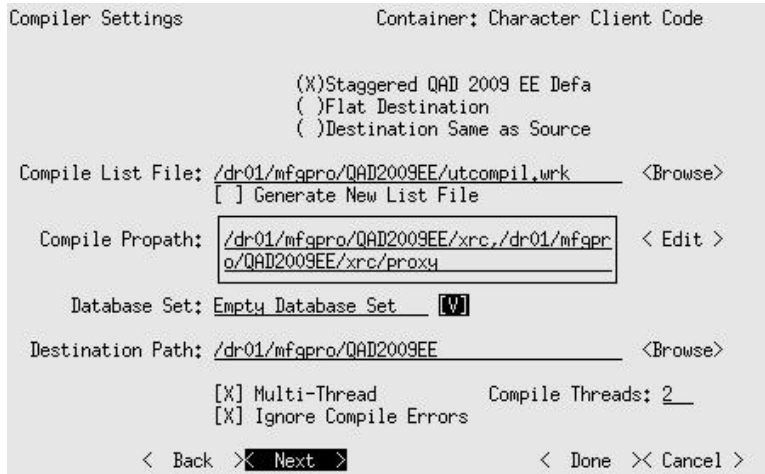
<Edit... >

<Execute ><Cancel >

**Figure 13 – Compile R-Code Menu Option**

xiv). Change the Compiler Settings as shown in Figure 14, using the spacebar to toggle the checkbox settings on.

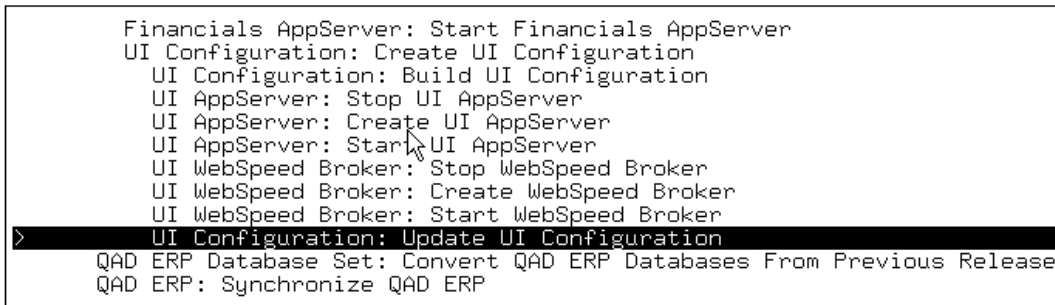
- Check Multi-thread
- Check Ignore Compile Errors
- Set the number of Compile Threads to the number of CPU cores.



**Figure 14 – Compiler Settings**

- xv). Tab to Next and press Enter.
- xvi). Create Dir = Yes.
- xvii). Tab to Next and press Enter. This returns to the main conversion option screen.
- xviii). Select **“UI Configuration: Update UI Configuration”**

Steps In Action Set



[ ] Pause Before Executing Each Action

<Edit... >

<Execute >> Cancel >

**Figure 15 – UI Configuration Menu Item**

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xix). In the UI configuration screen, make the changes listed below. Refer to Figure 16 for details.

- **Working Directory** = <defaulted in for your specific environment>
- **Login** = mfg
- **Password** = <mfg user's password>
- **Confirm Password** = <mfg user's password>

Note the password fields do not show key entries.

```
Working Directory: /dr02/TEST/QAD2008
OS Prompt: $
Port: 23
Login: mfg
Password:
Confirm Password:
Minimum Connections: 1
Maximum Connections: 5
< Back > < Next > < Done > < Cancel >
```

Figure 16 – UI Configuration Screen

xx). Select “**QAD 2009 EE Database Set: Convert Base Databases from Previous Release**” as shown in Figure 17 and press Enter.

```
Financials AppServer: Start Financials AppServer
UI Configuration: Create UI Configuration
UI Configuration: Build UI Configuration
UI AppServer: Stop UI AppServer
UI AppServer: Create UI AppServer
UI AppServer: Start UI AppServer
UI WebSpeed Broker: Stop WebSpeed Broker
UI WebSpeed Broker: Create WebSpeed Broker
UI WebSpeed Broker: Start WebSpeed Broker
UI Configuration: Update UI Configuration
> QAD 2009 EE Database Set: Convert QAD 2009 EE Databases From Previous
QAD 2009 EE: Synchronize QAD 2009 EE
```

Figure 17 – Convert QAD 2009 EE

xxi). Tab to Next on first screen and press Enter.

xxii). Provide the following information:

- Select Yes to all Create prompts.
- Source qaddb database name is the full path of the source production database.
- Source adm database name is the full path of the source admin database.
- If the database being converted is prior to QAD 2007 some domain information will need to be set up. Tab to Next and press Enter to provide the domain code, domain name and domain description for the predetermined domains.

xxiii). You are now ready to start the conversion upon returning to the main menu.

## 5. Running the Conversion

Tab to Execute and press Enter to start the conversion as shown in Figure 18.

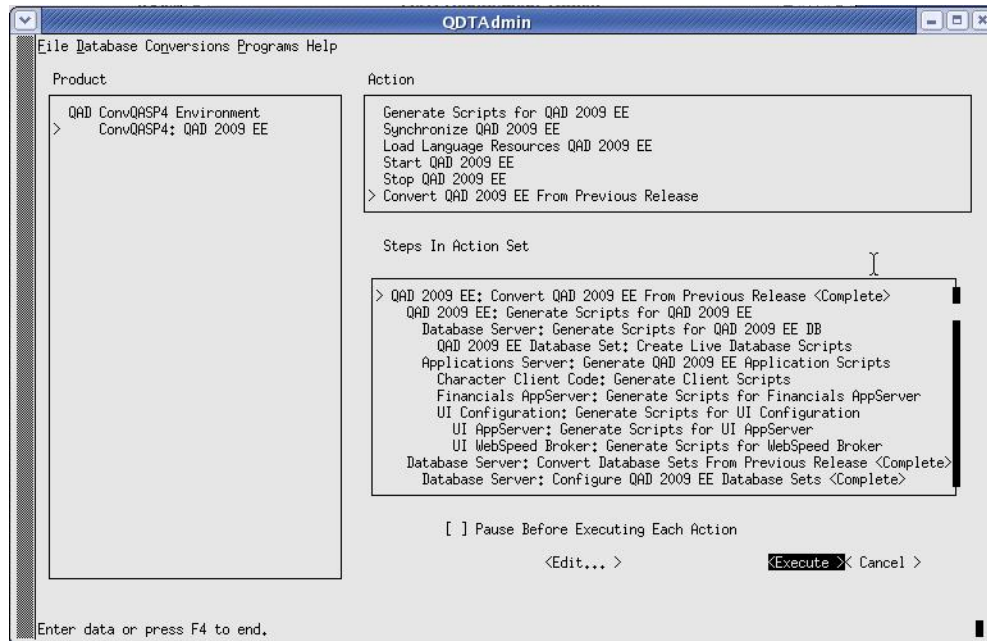


Figure 18 – Starting the Conversion

The conversion will proceed until finished or an error occurs. No further input is required until the conversion has come to an end. Once the conversion has finished, quit QDT and carry out the following steps.

### a. Enter the License Codes

Navigate to the scripts directory and run the client script for the desired language.

```
cd $QDT/scripts/<envname>/scripts
./client.<envname>
```

Log into MFGPRO using the following:

```
User: mfg
Password: [blank]
Domain: QAD
```

Finally, when prompted select “add” and enter the applicable license codes.

### b. Run Workaround Programs

If any workaround programs have been provided separately, run them against the mfgprod database if applicable. To do this start a Progress editor session with the mfgprod database using the Progress mpro command as follows:

```
mpro $EB3/db/mfgprod
```

Some workarounds may need to be run at specific stages in the conversion process. Separate instructions will be provided when this is necessary.

## Post-conversion Steps

### 1. Fixed Assets Migration Utility (32.25.2 – facvmt.p)

Users on MFG/PRO 8.6e or 9.0 and using the original Fixed Assets module must upgrade to the Enhanced Fixed Assets when upgrading to QAD EE.

The legacy data is dumped during conversion. Run this utility to load the legacy data into the new tables.

This utility is to be run only by users upgrading from MFG/PRO 8.6e or 9.0. Please refer to the Fixed Assets Conversion chapter in *QAD SE User Guide* for more information.

### 2. Table Extension Domain Conversions – Part 2 (5.25.7 – utvdtr92.p or 5.25.8 – utvdt92b.p)

These utilities complete the conversion of data previously held in Table Extension records. Only one of these two menu items should be executed. The pertinent menu option needs to be run for each active domain in the system.

- Users upgrading to QAD EE from eB2.1 with any Service Pack before SP 6 or eB2 must run the utility at menu 5.25.7.
- Users upgrading to QAD EE from eB2.1 SP 6 or higher must run the utility at menu 5.25.8.

### 3. Sales Order Balance Update (36.16.23.6 – utcsob.p)

This utility recalculates the open sales order balance by customer and updates the outstanding balance on the Customer Master. This balance is checked when a credit check is performed and the Include Sales Order flag is checked.

### 4. Document Credit Terms Update (36.25.83 – uxdocrterms.p)

Any credit term that has either a fixed due date, or has a multiple stages and references a credit term with a fixed due date is not converted.

This utility will update various documents (calls, invoice history, sales orders, purchase orders, service contracts, price list detail, sales quotes) of the user's choosing with a user-specified credit terms code. This credit terms code will be applied to any documents meeting the selection criteria that have either blank or invalid credit terms assigned to them.

The utility must be run for each domain, and separately for each document type.

### 5. Data Validations

#### a. System Consistency Check (36.16.23.1 – utsyscon.p)

The purpose of this utility is to ensure that master data which is maintained in the Financials and replicated to the operational part remains consistent. i.e. If there is a record in the operational part of the system, then there must be a record in the financials and vice versa.

This check will ensure that new records have been created in the Financials by the conversion for every master record in the original version.

**b. Financials Consistency Check (36.16.23.2 – utfincon.p)**

This utility validates the consistency, completeness and integrity of converted financial data, all table structures in the new Financials are as they should be and their links are correct. It validates some balances (AR, AP) to ensure transactions balance across entities with regards to debits and credits and that the sub-ledgers balance to GL.

**c. Post-conversion Integrity Check (36.16.23.3 – acinckrp.p)**

This report relies on pre-conversion data. Until pre-conversion Integrity reports are released, this report should not be run. This report is not meaningful at present.

**d. Operational Account Structure Validation (36.9.20 – uxacval.p)**

This report checks all of the places in the system where default GL accounts, sub-accounts and cost centers can be specified and are used in the creation of GL transactions in the operational modules (e.g., Product Line Maintenance, Department Maintenance, etc.). It reports on any invalid combinations.

Invalid combinations could exist for a number of reasons, but more typically when accounts, sub-accounts, cost centers are made inactive. Such invalid settings can result in GL transactions which cannot be posted to the Financials.

Users should manually correct errors reported by this function to prevent invalid GL transactions from being generated. If all combinations are valid, the Verify GL Accounts flag in Domain / Account Control is set to Yes.

This report needs to be run for each active domain.

## 6. Post-conversion Reports

The following reports are suggested to be run post-conversion and compared against their counterparts run prior to conversion to verify data was accurately converted.

- Trial Balance
- Balance Sheet
- Income Statement
- Customer Aging Analysis
- Supplier Aging Analysis
- Inventory Valuation as of Date
- Unmatched PO Receipts as of Date
- Asset Owned Report (Fixed Assets valuation)
- Open Sales Order Balances 7.15.1, 2 and/or 3

## 7. Post-conversion Setup – Mandatory

### a. Structured Reports

#### i). Balance Sheet

The Balance Sheet Report (25.15.5.4) runs based on report structures implemented using the Budget function. The system constructs the balance sheet based on the accounts you

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specify in the report structure. All other accounts are excluded. Please refer to the *QAD EE Financials User Guide* for more information.

### ii). Income Statement

The Income Statement Report (25.15.5.5) runs based on report structures implemented using the Budget function. The system constructs the income statement based on the accounts you specify in the report structure. All other accounts are excluded. Please refer to the *QAD EE Financials User Guide* for more information.

## b. Invoice Status Codes

Rename or replace codes provided by the conversion. The conversion only creates three invoice status codes. Consider the number of codes that will be needed for receiver matching and financial matching purposes, decide at what point in the process invoices are deemed to be approved, released for payment, etc., set up new status codes and then assign them to suppliers (and customers) as appropriate. Please refer to the *QAD EE Financials User Guide* for more information.

## c. Daybooks

Daybooks are mandatory with the new financials.

### i). Daybooks

Decide if any further granularity of reporting is required. Add new daybooks as necessary and assign to transaction types using Default Daybook Maintenance. Optionally, delete or deactivate any daybooks that are not used.

### ii). Daybook Sets

At least one daybook set is mandatory. Additional daybook sets may be used to facilitate multiple invoice/credit note number ranges. Their use is optional. Daybook sets can be defined for an entire domain or for individual sites. In the latter case, the daybooks sets need to be assigned to the desired sites. Please refer to the *QAD EE Financials User Guide* for more information.

## d. Security

### i). Role and Permissions

Roles and permissions are similar to User Group Maintenance and Menu Security Maintenance in older versions of MFG/PRO for granting access by role.

Set up Notification Roles, including e-mail notification, and associated users for customers, suppliers, end users and engineers.

### ii). Update Domain/Entity/User

Grant access by user to entities and domains.

## e. Tax Periods

Tax periods will need to be created from the GL calendar unless the "Create entity Tax Periods" parameter for each domain in the Conversion Parameters Utility was set to Yes.

## f. Reporting Periods

Set up Reporting Periods if Budgeting is used. Report periods are used to mark a specific time span for producing budget reports. Reporting periods are independent of GL periods and tax periods, and can span multiple GL periods across multiple entities.

**g. Profiles**

The conversion creates the required profiles for each element in a GL transaction. These profiles need to be reviewed to verify they are linked to the correct shared set.

- Sub-account Profiles
- Cost Center Profiles
- Project Profiles

Additionally, the account codes for the specialized account profiles need to be reviewed to ensure that the correct default sub-account, cost center and project codes (as well as their associated linked shared sets) are set for each specialized account.

- Customer Account Profiles
- Purchase Account Profiles
- Sales Account Profiles

**h. Configure Daemons**

The History and Balance daemons are mandatory for correct operation of the system. The budget and replication daemons should also be reviewed for correct configuration. For more information on system daemons, see *User Guide: QAD System Administration*.

**8. Post-conversion Setup – Non-mandatory****a. Accounting Layers**

The conversion creates transient and official layers. Add any additional layers desired such as adjustments, internal reporting, etc.

**b. Cash Groups**

Cash groups are used to group GL accounts for cash flow reporting purposes. Define new cash group(s) for petty cash (as opposed to the bank account(s) for AR, AP and Payroll). Once cash groups have been defined, they must be assigned to the required GL account codes.

**c. Report Structures**

Define any desired new reports.

**d. Taxes**

QAD EE has a new concept called Tax Groups. With tax groups (and boxes) the user can set up tax reporting. During normal transaction processing, the application populates the tax transaction with the tax group defined against the tax rate(s).

**i). Tax Codes**

Define any new tax codes needed to take advantage of new functionality such as Suspended/Delayed taxes.

**ii). Tax Boxes**

Tax boxes contain the individual elements of a transaction, e.g., Tax Amount and Tax Base Amount, as they are reported in official returns to the authorities.

**iii). Tax Groups**

A tax group contains one or more tax boxes.

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### iv). Update Tax Rates

Add any new tax groups define to applicable tax rate(s).

### v). Posting Tax Group Update (36.16.23.7)

The conversion creates one default tax group. This default is assigned to transactions until the required set-up is defined.

This utility updates existing tax transactions with new tax groups added to a tax rate. This allows transaction processing to start without need for tax groups/boxes to be defined.

### e. Supplementary Analysis Fields (SAF Codes)

Define any SAF codes and assign to accounts, sub-accounts, cost centers if this level of detail analysis is desired. Please refer to the *QAD EE Financials User Guide* for more information.

### f. Customer Credit Checking

Customer credit checking is significantly enhanced in QAD EE. To take full advantage of all the new capabilities in this area, the credit checking parameters for should be reviewed to ensure they are set according to the desired behavior for each customer.

### g. Customer/Supplier Payment Statuses

Review/modify and/or create additional payment statuses for customers and suppliers.

### h. Customer/Supplier Control Accounts

Review/modify and/or create additional the control accounts for customers and suppliers.

### i. Additional Profiles

Review/modify any new profiles set up for customer and supplier credit notes and prepayments.

## Overview of Selected Converted Data

Many new objects are created programmatically by the conversion, some from the user-specified values provided in Conversion Parameters Utility, for QAD EE Financials. These include items such as Business Relations, Shared Sets, Profiles, Invoice Status Codes, Project Status Codes and Project Group, among others. This section describes some of these objects and the naming conventions used by the conversion when creating them. For additional information please refer to the *QAD EE User Guide*.

### 1. Layers

The conversion creates the necessary default layers required in QAD EE Financials.

### 2. Business Relations

A Business Relation and Address of type Head Office are created for any Employees and Addresses of the types listed below.

- Customer
- Supplier
- Employee
- Carrier
- Company
- Slsprsn
- Engineer
- Our\_bank (Bank address for the business’s operational cash)
- C/S\_bank (Customer and/or Supplier bank addresses)
- Faloc (Fixed Asset location ID address)

### 3. Shared Sets

The conversion creates a number of Shared Sets for each of the domains in the source database.

**Note:** Only active domains that belong to the database being converted will have Shared Sets created. The name of each of these Shared Sets will be the source domain name plus the Shared Set Type. The full list of shared sets created per domain is:

| Shared Set Code     | Shared Set Type |
|---------------------|-----------------|
| <domain>Cost Center | Cost Center     |
| <domain>Customer    | Customer        |
| <domain>Daybook     | Daybook         |
| <domain>Ex Rate     | Exchange Rate   |
| <domain>Account     | Account         |
| <domain>Project     | Project         |
| <domain>SubAccount  | SubAccount      |
| <domain>Supplier    | Supplier        |

### 4. Entities

The conversion links entities to the Shared Set of its domain.

### 5. Profiles

The conversion creates a number of default profiles.

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| Profile Code                   | Profile Type                         |
|--------------------------------|--------------------------------------|
| <account>-<domain>-A           | Account Profile                      |
| Bank Account                   | Bank Account Profile                 |
| Bank Daybook                   | Banking Entry Daybook Profile        |
| <cost center>-<domain>-C       | Cost Center Profile                  |
| <AR account>-<domain>          | Customer Account Profile             |
| Customer CN                    | Customer Credit Note Daybook Profile |
| Customer Invoice               | Customer Invoice Daybook Profile     |
| <project>-<domain>-P           | Project Profile                      |
| <Purchases account>-<domain>-A | Purchase Account Profile             |
| <Sales account>-<domain>-A     | Sales Account Profile                |
| <sub-account>-<domain>-S       | Sub Account Profile                  |
| <AP account>-<domain>          | Supplier Account Profile             |
| Supplier CN                    | Supplier Credit Note Daybook Profile |
| Supplier Invoice               | Supplier Invoice Daybook Profile     |

**Note:** Memo and Statistical accounts are not converted. Also, no blank sub-accounts, cost centers or projects will be converted. Instead, the default values prompted for in QDT will replace the blank values as defaults.

## 6. GL Mask

A GL Mask is created for every possible sub-account/cost center and project (as of eB) combination defined for an account in the Code Range Master table.

All pre-existing asc\_mstr records (combinations that have been used in historical transactions) are deleted. New asc\_mstr records are created based on the combinations defined in the Code Range Master table. (For MFG/PRO versions below eB2, the Code Range Master table is populated from sub-account and cost center combinations in the sbd\_det and ccd\_det table as part of the conversion upgrade to QAD EE.) When the Code Range record is for an "All" range, an asc\_mstr record is only created if there is none of the type pre-existing. Ultimately, the GL Mask is replicated to the asc\_mstr table, so they should be identical.

When converting a GL account the historical combinations in asc\_mstr are used as well as the ranges in cr\_mstr to decide if an account uses cost centers or projects.

- If an account does not use either cost centers or projects then the Analysis Type is set as None.
- If only projects are used, the Analysis Type is set to Project.
- If only cost centers are used, it is set to "Cost Centers".
- If both cost centers and projects are used, it is set to Both.

Only when an account has an Analysis Type of Cost Center is the default cost center assigned. Likewise, only when an account has an Analysis Type of Project is the default project assigned.

If an account is marked with Analysis Type of Both or None then the Analysis Limitation is marked as None and the default values are left blank. There is one exception to this rule. Currently in the application if an account is marked as an Automatic account and has an Analysis Type of Both then the Analysis Limitation must be set to Both and a default cost center and project assigned.

## 7. Project Status Codes

The conversion creates two default Project Status Codes:

- Code “OPEN” with a System status of “OPEN”
- Code “CLOSED” with a System status of “CLOSED”

## 8. Project Groups

The conversion creates a single default Project Group named ‘ALL’.

## 9. Security

### a. Users

The conversion creates an active User for each User in the database being converted where the User ID is not blank. A User Domain and User Entity are also created. User Domains are created for each Domain in the User Detail and a User Entity is created linking the User to each Entity in that Domain.

### b. User Roles

A User Role is created for each User Group Detail. The Role name is derived from the linked User Record. A User Role Domain and User Role Entity are also created based on the domain of the User Group Detail.

## 10. Daybooks

Existing daybooks with non-blank codes are created in the Shared Set based on the daybook’s domain. The converted daybook will have a type of Journal Entry, a Layer code of Official and a Control value of Operational. If the expiration date of the daybook has not arrived, the daybook is marked as active; otherwise it is inactive. The conversion ensures that the associated NRM sequence for active daybooks uses the new format of YYYY<daybook code>00000001.

Additional active default daybooks are created in each Shared Set with the type of Journal. These daybooks are the ones prompted for in QDT.

## 11. Generalized Codes

### a. Deleted Generalized Codes

A number of tables in QAD EE Financials will hold data that that was previously stored in Generalized Codes (code\_mstr). The conversion will move the following data from Generalized Codes to their new tables.

- Each Generalized Code defined for tx2\_tax\_usage will be moved to the txu\_mstr table.
- Each Generalized Code defined for taxc\_taxc will be moved to the txcl\_mstr table.
- Each Generalized Code defined for txt\_tax\_type will be moved to the txtx\_mstr table.
- Each Generalized Code defined for txe\_tax\_env will be moved to the txev\_mstr table.

### b. New Generalized Codes

The conversion validates that the data expected to exist in Generalized Codes does exist. Generalized Codes (code\_mstr) will be created as necessary for the following items:

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- Each State code on Employees (emp\_mstr.emp\_state) and other Addresses (ad\_mstr.ad\_state) must exist in Generalized Codes with a code\_fldname of ad\_state.
- Each Customer Type (cm\_mstr.cm\_type) must exist in Generalized Codes with a code\_fldname of cm\_type.
- Each County code on Addresses (ad\_mstr.ad\_county) must exist in Generalized Codes with a code\_fldname of ad\_county.
- Each Tax Class on Addresses (ad\_mstr.ad\_txc) must exist in Generalized Codes with a code\_fldname of ad\_txc.
- Each Voucher Type (vo\_mstr.vo\_type) must exist in Generalized Codes with a code\_fldname of vo\_type.
- Each Supplier Type (vd\_mstr.vd\_type) must exist in Generalized Codes with a code\_fldname of vd\_type.

### c. SAF Codes

Supplementary Analysis Field (SAF) codes are created from Generalized Codes as follows:

- Item Group (pt\_group)
- Item Type (pt\_part\_type)
- Customer Type (cm\_type)
- Supplier Type (vd\_type)
- Region (cm\_region)

Additional SAF codes are created for Sites and non-blank Product Lines.

SAF codes are system-level data, not domain-specific.

## 12. Exchange Rates

The latest exchange rate for each currency will be the active exchange rate for that currency, even if the exchange rate had an expiration date prior to conversion. Exchange rates are effectively open until a new exchange rate is created for that currency with a later start date.

## 13. Supplier Types

The conversion creates active Supplier Types for each value found in Generalized Codes where code\_fldname is vd\_type and the Generalized Code is not blank. Supplier Types are system-level data in QAD EE Financials.

## 14. Purchase Types

The conversion creates active Purchase Types for each value found in Generalized Codes where code\_fldname is vo\_type and the Generalized Code is not blank. Supplier Types are system-level data in QAD EE Financials.

## 15. Customer Types

The conversion creates active Customer Types for each value found in Generalized Codes where code\_fldname is cm\_type and the Generalized Code is not blank. Customer Types are system-level data in QAD EE Financials.

## 16. Credit Terms

The conversion creates active credit terms with a type of Normal based on credit terms code in the database being converted. If the pre-conversion credit Term has multiple due dates, then a staged credit term is created. In this instance the associated credit term will have a type of Staged rather than Normal.

Credit terms are system-level data in QAD EE Financials. If multiple Credit Terms are found in the pre-converted database with the same name in different domains and different terms, only one Credit Term will be created during conversion for the Credit Terms code.

QAD EE does not support fixed due dates for credit terms. As a workaround the conversion does the following:

- Does not convert credit terms with fixed due dates.
- Identifies the credit term in the pre-conversion database with the most stages.
- Creates a set of default credit term stages for each of the stages identified above.

**Note:** The naming convention is provided by the user within Conversion Parameters Utility plus a numeric extension on the end. However, as the credit term code can be a maximum of 8 characters, if the user supplies an 8 character code, the conversion will remove the last character in order to add the 1, 2, 3 etc. If only credit terms with fixed due dates exist, (i.e., no terms with multiple due dates) the credit term created will be as the user supplied within Conversion Parameters Utility.

- When converting a credit term which uses a stage with a fixed due date the conversion replaces the existing stages with these new default stages.
- When a customer or supplier document is converted that references a credit term whose stages have been replaced with the default stages, these new default stages are used.

## 17. Credit Ratings

The conversion creates active Credit Ratings for each value found in Generalized Codes where code\_fldname is cm\_cr\_rating and the Generalized Code is not blank. Customer Types are system-level data in QAD EE Financials.

## 18. Invoice Status Codes

The conversion creates three default Invoice Status Codes:

- QAD-ALLOC for use with allocated transactions. The field values are as follows:
  - Allocation = Allocated
  - ReceiverMatching = True
  - ReceiverMatching = False (not allowed)
- QAD-UNALLOC for use with unallocated transactions. This code is linked to the QAD-ALLOC invoice code as the associated "allocated" reason code. The field values will be as follows:
  - Allocation = Not allocated
  - ReceiverMatching = True (allowed)
- QAD-CONT for use with contested open items
  - Allocation = No Allocation
  - ReceiverMatching = False

These codes and their descriptions can be easily changed post-conversion. Any change is reflected on AR/AP documents where the code is referenced.

## 19. Payment Status Codes

### a. Customer Payment Status Codes

The conversion may create some or all of the Customer Payment Status Codes listed below.

**Payment Instrument Status**

|       |                    |
|-------|--------------------|
| Check | Initial            |
| Check | Paid               |
| Check | Bounced            |
| <br>  |                    |
| Draft | Initial            |
| Draft | For Collection     |
| Draft | Paid               |
| Draft | Paid Conditionally |
| Draft | Bounced            |

**Determining Factors:**

- Customer Payment Status Codes for the payment instrument Check are always created. The status codes are created for each GL bank account.
- Customer Payment Status Codes for the payment instrument Draft are created if an ar\_mstr record exists where ar\_type = "D". The status codes are only created for the GL bank accounts against which the Draft transactions were processed.

**Notes:**

Standard MFG/PRO did not have functionality for AR Payments In Process (PIP) accounts. Therefore, a status of For Collection is not created for customer payments of type Check. All payments are converted as status Paid and Open = No.

### b. Supplier Payment Status Codes

The conversion may create some or all of the Customer Payment Status Codes listed below.

**Payment Instrument Status**

|                     |                    |
|---------------------|--------------------|
| Check               | Initial            |
| Check               | For Collection     |
| Check               | Paid               |
| Check               | Void               |
| <br>                |                    |
| Transfer            | Initial            |
| Transfer            | For Collection     |
| Transfer            | Paid               |
| Transfer            | Void               |
| <br>                |                    |
| Electronic Transfer | Initial            |
| Electronic Transfer | For Collection     |
| Electronic Transfer | Paid               |
| Electronic Transfer | Void               |
| <br>                |                    |
| Draft               | Initial            |
| Draft               | For Collection     |
| Draft               | Paid               |
| Draft               | Paid Conditionally |
| Draft               | Void               |

**Determining Factors:**

- Statuses for payment instrument Check are always created. The statuses are created for each GL bank account.
- Statuses for payment instrument Transfer are created if an ap\_mstr record exists, where ap\_type = "CK" and ap\_ckfrm = "3".
- Statuses for payment instrument Electronic Transfer are created if an ap\_mstr record exists, where ap\_type = "CK" and ap\_ckfrm = "4".
- Statuses for payment instrument Draft are created if an ap\_mstr record exists, where ap\_type = "CK" and ap\_ckfrm = "5", "6" or "7".
- For payment instruments Check, Transfer and Electronic Transfer, the status For Collection is only created if the Use Payment in Process Acct (apc\_ctrl.apc\_pip) in AP Control (28.24 – appm.p) is set to Yes. If this status is created, the PIP account defined within Bank Maintenance (bk\_mstr.bk\_pip\_acct) of MFG/PRO is assigned to the GL Account field for the Paid statuses.

**Notes:**

- If the Use Payment in Process Acct (apc\_ctrl.apc\_pip) in AP Control is set to No, AP payments for payment instruments Check, Transfer and Electronic Transfer are converted as status Paid and Open = No.
- If the Use Payment in Process Acct (apc\_ctrl.apc\_pip) in AP Control is set to Yes, AP payments for payment instruments Check, Transfer and Electronic Transfer are converted as status For Collection and Open = Yes.

When PIP accounts are not used in the pre-conversion environment, irrespective of the MFG/PRO payment status, the conversion assigns all supplier payments with a status of Paid.

The new Financials mandate the entry of the PIP account against the status Paid, and therefore suggests that PIP accounts must be used in QAD EE. This is in fact not true. Unless the status of Conditional Collection is in use, the PIP account is retrieved from the For Collection status, the GL account is not mandated for this status and therefore PIP accounts do not have to be used. From Build 58 onwards, the GL account is optional, rather than mandated against the Paid status.

Irrespective of whether PIP accounts are used or not used in the pre-conversion environment. Transactional processing is allowed to continue following the conversion to QAD EE without the need for changes to both static and transactional data.

If users wish to implement PIP accounts, the accounts can be implemented either pre- or post-conversion.

**Pre-conversion**

The user can create the PIP account(s), populate the required bank accounts with the new PIP account(s) and switch the AP Control flag Use PIP Accounts to Yes. In order for the post-conversion position to be correct, they would also need to ensure that the GL balance for the PIP account matches the balance of the open checks. This adjustment can not be made post-conversion, as QAD EE does not allow journal entries to customer or supplier payment accounts.

If this approach is followed, the conversion creates an open payment with the For Collections status.

**Post-conversion**

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The user can create a payment status of For collection and assign the required PIP account. This will then be used going forward. Until such time that all of the payments are all cleared/closed, a manual list of open payments in the pre-conversion database would need to be maintained.

## 20. Payment Formats

Payment Format is the new term used in QAD EE Financials replacing Check Form and Payment Method (for European Accounting).

The Payment Format is determined from a combination of Bank and Payment Method on the supplier, customer, customer invoice, supplier invoice, or customer/supplier payment.

### a. Non-European Accounting

The conversion will create a Payment Format for each of the MFG/PRO AP check forms (1-8) in the format "Check Form 1", "Check Form 2" etc.

The conversion also creates a default AR check form as MFG/PRO did not have this concept. This is simply called "AR".

### b. European Accounting

QAD EE Financials has a list of "supported" Payment Formats. These are defined in XML files and downloaded from the Support website. The conversion will load these Payment Formats (from the directory specified in the QDT input values).

## 21. Conversion Accounts

Some new GL accounts of type Conversion are created during conversion. These accounts are used only by the conversion when converting financial transactions for Accounts Receivable and Accounts Payable. Each of these special accounts is in the format of QAD-xxxx, where xxx is a sequential number assigned to these special holding accounts. The description of these accounts is a concatenation of the original account number and description and may be trimmed to fit the field length.

The Conversion accounts remain active post-conversion so that postings can be made to them to remove any remaining balances. Once the Conversion accounts are balanced, the user should manually change status of the Conversion accounts to 'Inactive'.

It is possible that a database may contain unbalanced GL transactions. One reason for unbalanced transactions may be due to existing transactions from other financial software that was previously converted to MFG/PRO.

### a. GL Transactions

The conversion does not convert the existing GL transactions against the original control account but will instead create Posting Lines in the QAD EE Financials against the special conversion accounts. This is to solve a potential issue of a balance discrepancy between the converted sub-ledger (AR, AP, etc) and the converted control account balances for the corresponding accounts (AR control, AP control, etc). As this is a key check in the QAD EE Financials it must be solved during the conversions. If the GL transaction is against a non-control account then it will be converted as is.

## b. Unbalanced GL Transactions

Any unbalanced transactions existing in a closed fiscal year are converted as is. If the entire closed year is out of balance for an individual entity then a balancing posting is made. The reason for this is that if the historical years are unbalanced then the trial balance in QAD EE Financials will never balance.

An accounting year is deemed to be all GL calendar periods for an individual GL calendar year. To determine if a “balancing” transaction is needed for an entity in a closed year, all converted GL transactions for an accounting year and entity are tracked. If the total does not balance then a new Posting and Posting Line are created to balance the year and entity. The “balancing” transaction is created in the appropriate historical period and uses the GL account entered in Conversion Parameters Utility as the account to use for “Balancing transactions”. Note that the calculations to determine if the accounting year is balanced will not include year-end Postings (type of ‘YR’); these types are discussed separately below.

Any unbalanced transactions in an open fiscal year are modified so that the year-end closing process in QAD EE Financials runs without error. The conversion automatically creates a single Posting Line for the out-of-balance amount against an account specified by the user for this purpose prior to starting the conversion. This balances the offending transaction. All such changes made by the conversion are kept in a log file. They can also be easily seen by analyzing the postings against this special account.

Year-end transactions (type = ‘YR’) are treated as a special case, as these are always a one-sided transaction in the old Financials. The conversion always creates a “balancing” Posting Line for these transactions. This “balancing” Posting Line is created in the historical period and uses the P&L (B/S) account from General Ledger Control (co\_ctrl.co\_pl). As noted previously this year-end posting should not be considered when determining if the overall year is balanced.

For European Accounting the year-end transaction is not one-sided but should be fully balanced. When European Accounting is in use no “balancing” Posting Line is created for this transaction.

## c. AR Transactions

The conversion posts each total invoice or payment amount to the AR account defined against the Customer Master and then reverses this amount from the corresponding Conversion account for the AR account of the original transaction.

If the AR account used for the original transaction is NOT an actual AR Control Account as provided in the pre-conversion Control Account Utility or GL Account Type Utility then the Posting Line is changed to use the account from one of these utilities. Any such change is documented in a separate log file during conversion.

Note: If GL Transaction Consolidation has been performed in the pre-conversion database, and multiple Accounts Receivable control accounts are in use, it is likely that compensating balances will remain on the AR Conversion accounts. These should be corrected post-conversion using a journal entry.

## d. AP Transactions

The conversion of AP transactions follows the same approach outlined above for AR transactions. One difference however is the treatment of duplicate invoice numbers.

QAD EE prohibits duplicate invoice numbers for any single supplier. MFG/PRO used to provide a warning for this situation. The new Financials gives an error if such a condition is

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encountered. To work around this, when the conversion encounters a duplicate invoice number for a supplier a suffix of "/1" or "/2" is appended to the invoice number, as illustrated in the screen shot below.

| Business Relation Code | Inv Date   | Reference    | SI Text | Reference | Due Date   | TC |
|------------------------|------------|--------------|---------|-----------|------------|----|
| 13015                  | 05/29/2007 | 0401088165   | 430699  | 000000000 | 06/28/2007 |    |
| 13015                  | 08/15/2006 | 0403095306   | 405626  | 000000000 | 09/07/2006 |    |
| 13015                  | 11/10/2004 | 0403096052   | 349615  | 000000000 | 12/09/2004 |    |
| 13015                  | 11/23/2004 | 0403096165   | 352591  | 000000000 | 01/20/2005 |    |
| 13015                  | 09/03/2004 | 0403096168/1 | 345571  | 000000000 | 10/21/2004 |    |
| 13015                  | 04/18/2005 | 0403096168/2 | 363252  | 000000000 | 05/05/2005 |    |
| 13015                  | 09/22/2004 | 0403096172/1 | 345570  | 000000000 | 10/21/2004 |    |
| 13015                  | 06/29/2005 | 0403096172/2 | 375343  | 000000000 | 09/15/2005 |    |
| 13015                  | 06/01/2005 | 0403096442/1 | 368267  | 000000000 | 06/30/2005 |    |
| 13015                  | 07/14/2005 | 0403096442/2 | 372653  | 000000000 | 08/18/2005 |    |
| 13015                  | 07/01/2005 | 0403096442/3 | 375342  | 000000000 | 09/15/2005 |    |
| 13015                  | 07/13/2006 | 0404097752   | 402173  | 000000000 | 07/27/2006 |    |

Upon completion of the conversion, balances remaining in the Conversion accounts should be equal to the pre-conversion difference between the GL and sub-ledger. If additional balances remain, they need to be investigated and resolved.

Residual balances in the AR and/or AP conversion accounts may be a result of prior transactions posted to these control accounts that were not truly for AR or AP. These differences should be evident in corresponding Pre-conversion Integrity Reports. To identify specific errors:

- Balance aging by account to GL for each month.
- Add the balances in all conversion accounts for the particular function (AR or AP) to the converted control accounts for the function. This total should be the same as the control account total prior to conversion.

Journal entries are allowed to conversion accounts but not control accounts; the exception is Fixed Assets Control.

If the Inventory Control or WIP Control are out of balance, use Issues – Unplanned (3.7 icunis.p) or Receipts – Unplanned (3.9 – icunrc.p) to correct the account balance.

## Appendix A – Environment Setup Scripts

A sample `setEnv.sh` script is shown here. It may provide a clearer example of what is needed to run a conversion.

Some of the entries below are not needed for a conversion to run. Some are merely used as navigation aids during the pre-conversion process to help expedite these tasks.

All of these settings are accessed by putting a "\$" in front of the variable name from a UNIX terminal. For example, to change to the Logs directory, at the UNIX prompt type:

```
cd $LOGS
```

*setEnv.sh:*

```
GOLDDB=/dr02/db/golden/raypak_2007;export GOLDDB
PREDB=/dr02/db/preconv/raypak_2007;export PREDB
RDYDB=/dr02/db/rdy2conv/raypak_2007;export RDYDB
REPORTS=/dr02/reports/Raypak;export REPORTS
PRECONVREP=/dr02/mfgpro/eb2/qad2008conv;export PRECONVREP
DLC=/dr01/progress/dlc101c;export DLC
JAVA_HOME=/usr/java/jdk1.5.0_10;export JAVA_HOME
CATALINA_HOME=/dr01/tomcat;export CATALINA_HOME
QDT=/dr02/QDT;export QDT
LOGS=/dr02/QDT/logs;export LOGS
XML=/dr02/QDT/xml;export XML
EB3=/dr02/mfgpro/QAD2008;export EB3
QUERIES=/dr02/Queries;export QUERIES
SNAP=/dr02/db/snapshot;export SNAP
PATH=$JAVA_HOME/bin:$DLC/bin:$CATALINA_HOME/bin:$PATH;export PATH
```

## Appendix B – Additional Prerequisites for HP-UX Systems

Before you install you will need to download the following file for HP-UX systems.

### Prerequisite:

Download and install the extract 2.0.1 XML parsing library from HP (<http://hpux.cs.utah.edu/hppd/hpux/Development/Tools/expat-2.0.1>).

A PA-RISC version of this library is required for QDT to run.

(If you have a problem with this let us know and we can provide it for you)

### Installing

Extract the ZIP file to a directory on your HP box and run the following script to install QDT:

```
<CDIMAGE>/install/install.ksh
```

Running QDT

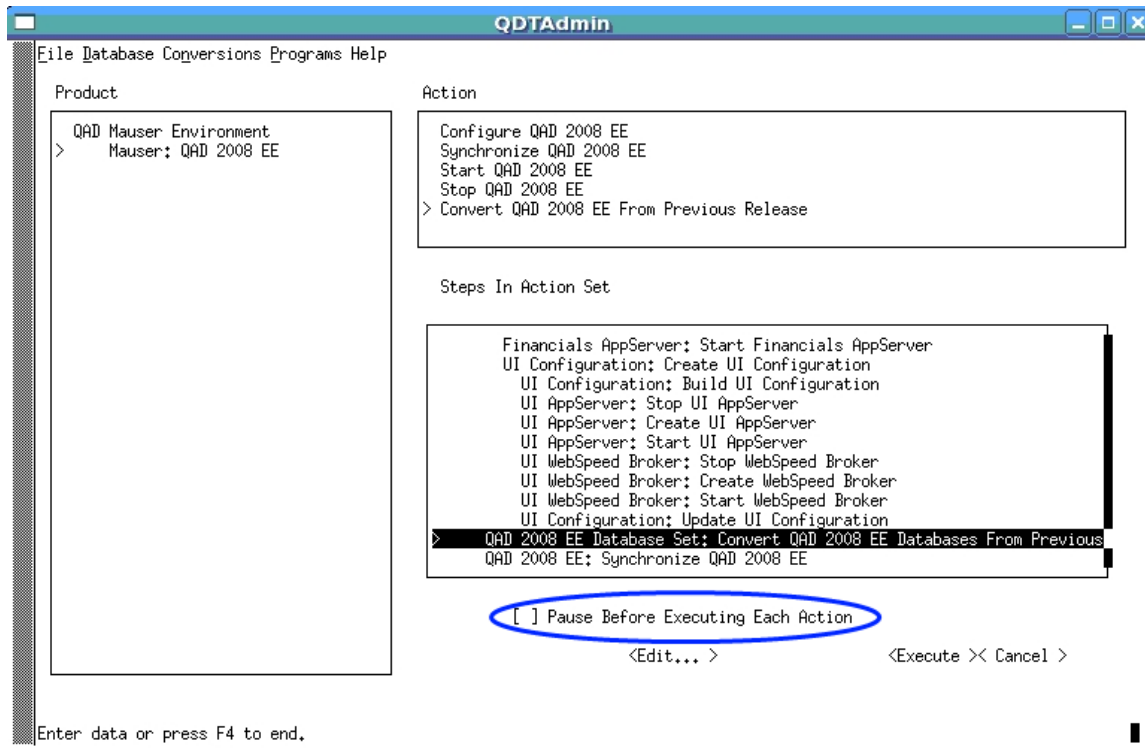
On HP-UX, run the following script to launch QDT:

```
<QDTInstallDir>/qadinst.ksh
```

## Appendix C – Conversion Snapshots

A snapshot is a set of configuration files paired with a database backup copied at a specific point in the conversion. Creating a snapshot allows the user to restore to a previous stage in the conversion without having to re-run all of the stages up to that point. Snapshots taken while running a test conversion can save a large amount of time if issues are seen at any point.

In order to create a snapshot the conversion must be run with the “Pause before executing each action” option select before the conversion begins. See the Screen shot below.



Once the conversion begins each of the conversion steps will prompt for an input before running. In all cases this is just a simple yes or no answer. When you wish to create a snapshot you should select no and exit QDT. A good time to create a snapshot would be once the Index rebuild stage has completed, step 6 of 10. This is just before the main data conversion process begins.

On the following pages are two sample scripts that show what files need to be copied to save and restore a snapshot.

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Below is a sample snapshot script. It will save all the necessary files needed to create a snapshot. The script below references the envname.ini file. This is a simple text file with the name of the conversion environment. This should be the same as the Environment name entered in QDT. It should be saved in the \$SNAP directory. Please note you need to have created and run the setEnv.ksh script outlined at the beginning of this document.

```
#!/bin/ksh
#
# Purpose: Take a snapshot
#
# Note: This script requires that EB3, QDT and SNAP environment variable
#       are set correctly

# Get the environment name
ENVNAME=$(cat $SNAP/envname.ini)
SCRIPTSDIR="$QDT/envs/${ENVNAME}/scripts"

# Stop Appserver & Webspeed Servers
${SCRIPTSDIR}/stopqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/stopqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/stopqadui_WS${ENVNAME}.ksh

# Stop database servers
${SCRIPTSDIR}/stop.${ENVNAME}

# Backup XML and INI files
cp -f $QDT/xml/QDT*.xml .
cp -f $QDT/fin*.ini .

# Backup databases
$DLC/bin/probkup $EB3/db/mfgprod mfgprod.bkup
$DLC/bin/probkup $EB3/db/admprod admprod.bkup

# Verify database backup files
#$DLC/bin/prorest $EB3/db/mfgprod mfgprod.bkup -vf
#$DLC/bin/prorest $EB3/db/admprod admprod.bkup -vf

# Restart database server, appserver and webspeed servers
${SCRIPTSDIR}/start.${ENVNAME}
${SCRIPTSDIR}/startqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/startqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/startqadui_WS${ENVNAME}.ksh

# Check the status
${SCRIPTSDIR}/checkqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/checkqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/checkqadui_WS${ENVNAME}.ksh
```

Below is a sample snapshot script. It will restore all the necessary files needed to reset the conversion to a specific point. The script below references the envname.ini file. This is a simple text file with the name of the conversion environment. This should be the same as the Environment name entered in QDT. It should be saved in the \$SNAP directory. Please note you need to have created and run the setEnv.ksh script outlined at the beginning of this document.

```
#!/bin/ksh
#
# Purpose: Restore a snapshot
#
# Note: This script requires that EB3, QDT and SNAP environment variable
#       are set correctly

# Get the environment name
ENVNAME=$(cat $SNAP/envname.ini)
SCRIPTSDIR="$QDT/envs/${ENVNAME}/scripts"

# Stop Appserver & Webspeed Servers
${SCRIPTSDIR}/stopqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/stopqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/stopqadui_WS${ENVNAME}.ksh

# Stop database servers
${SCRIPTSDIR}/stop.${ENVNAME}

# Restore XML files and INI files
cp -f QDT*.xml $QDT/xml/
cp -f fin*.ini $QDT/

# Restore databases
$DLC/bin/prorest $EB3/db/mfgprod mfgprod.bkup < $SNAP/y
$DLC/bin/prorest $EB3/db/admprod admprod.bkup < $SNAP/y

# Restart database server, appserver and webspeed servers
${SCRIPTSDIR}/start.${ENVNAME}
${SCRIPTSDIR}/startqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/startqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/startqadui_WS${ENVNAME}.ksh

# Check the status
${SCRIPTSDIR}/checkqadfin${ENVNAME}.ksh
${SCRIPTSDIR}/checkqadui_AS${ENVNAME}.ksh
${SCRIPTSDIR}/checkqadui_WS${ENVNAME}.ksh
```

## Appendix D – Configuring Access to the Progress Editor

In QAD EE, access to the Progress editor from the main menu (by entering “P” when attempting to exit) has been removed. Instead, mgeditor.p has been placed on menu 36.25.80. With the standard QAD EE. Net UI installation, use of mgeditor has been disabled. (It is still accessible through character telnet sessions.) The following instructions explain how to setup the User Option Telnet Maintenance for Progress editor access.

The User Option Telnet Maintenance function is used to create the hidden script that logs into the MFG/PRO system via telnet. The script can be emulated by mirroring the steps using a normal telnet session; for example, match 'login' and type user ID.

**Launch User Option Telnet Maintenance (36.4.14) and configure the login script as follows:**

**User ID:** \*

**Host:** <host-name for QAD EE Installation>

**Port:** 23

**Sequence:** 1

**Script Pattern:** login: <-- Validate the case of the login on the Telnet Screen (i.e. is it L or l)

**Script Value:** <unix-login> <-- Enter the UNIX user id

The screenshot shows a software window titled "User Option Telnet Maintenance". The window has a menu bar with "File", "Edit", "Tools", "Workspace", "Window", and "Help". Below the menu bar is a toolbar with icons for "Go To", "Actions", "Copy", "Print", and "Preview". The main content area is divided into several sections:

- User ID:** \*
- Telnet Options:**
  - Host: plli31.qad.com
  - Host O/S: UNIX
  - Port: 23
  - Image:
  - Script Timeout: 30
  - Idle Timeout: 90
- Script Lines:**
  - Sequence: 1
- Script Lines Data:**
  - Script Pattern: login: (text input field)
  - Script Value: mfg (text input field)
  - Script Status: | (text input field)

**Sequence:** 2  
**Script Pattern:** assword: Note: Drop the 'P' because some OS have this lower and some have uppercase.  
**Script Value:** <unix-password> <-- Enter the UNIX password  
Note: This is the OS password which is not necessarily the same password used for .Net UI.

File Edit Tools Workspace Window Help

User Option Telnet Maintenance X

Go To Actions Copy Print Preview

User ID: \*

**Telnet Options**

|           |                |                 |    |
|-----------|----------------|-----------------|----|
| Host:     | plli31.qad.com | Script Timeout: | 30 |
| Host O/S: | UNIX           | Port:           | 23 |
|           | Image:         | Idle Timeout:   | 90 |

**Script Lines**

Sequence: 2

**Script Lines Data**

Script Pattern:

Script Value:

Script Status:

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**Sequence:** 3  
**Script Pattern:** \$ <-- Ensure the script pattern is correct after the user above logs in. Is it \$ or # for example?  
**Script Value:** cd <QDT-install-dir>/scripts/<env>/scripts  
Change to the directory where the scripts are located for the environment under QDT.

The screenshot shows a web application window titled "User Option Telnet Maintenance". The interface includes a menu bar (File, Edit, Tools, Workspace, Window, Help) and a toolbar with buttons for "Go To", "Actions", "Copy", "Print", and "Preview". Below the toolbar, there is a "User ID:" field with an asterisk. The main content area is divided into sections: "Telnet Options" with fields for Host (plli31.qad.com), Host O/S (UNIX), Port (23), Image, Script Timeout (30), and Idle Timeout (90); "Script Lines" with a "Sequence:" field set to 3; and "Script Lines Data" with input fields for "Script Pattern:" (containing \$), "Script Value:" (containing cd /dr02/QAD2008.1EE/qdt/envs/SP2toSP3/scripts), and "Script Status:".

**Sequence:** 4  
**Script Pattern:** \$  
**Script Value:** . ./telnet.<env> <-- where <env> represents the environment being accessed. NOTE: There is a space between the two periods.

The screenshot shows a software interface titled "User Option Telnet Maintenance". It contains several sections:

- User ID:** \*
- Telnet Options:**
  - Host: plli31
  - Host O/S: UNIX
  - Port: 23
  - Image:
  - Script Timeout: 5
  - Idle Timeout: 15
- Script Lines:**
  - Sequence: 4
- Script Lines Data:**
  - Script Pattern: \$
  - Script Value: . ./telnet.SP2toSP3
  - Script Status:
- Telnet Connections:**
  - Maximum:
  - Min Telnet Connect:

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

Click the Back button to advance to the Telnet Connections section of the frame. Then update the Maximum and Min Telnet Connect numbers.

Click Next when finished.