



QAD Enterprise Applications

Enterprise Edition

Training Guide

Advanced Financials

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QAD 2009 Enterprise Edition

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About This Course

Course Description

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

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

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

Course Objectives

By the end of this class, students will:

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

Audience

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

Prerequisites

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

Students must have completed the QAD Financials Fundamentals class.

Course Credit and Scheduling

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

System Requirements

This course uses the QAD Enterprise Applications Enterprise Edition database. See the title page for the exact database title. Whether you are studying this material in a classroom or as a self-study

exercise, this is launched in a virtual environment management system. QAD instructors will prepare classroom environments. If you encounter questions or problems on QAD software that are not addressed in this book, several resources are available.

QAD Resources

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

Product Help

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

QAD Web Resources

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

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

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

QAD Learning Portal for Training Opportunities

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

QAD Support for Product Documentation and the QAD Knowledgebase

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

Choose Support under the Global Services tab.

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

CHAPTER 1

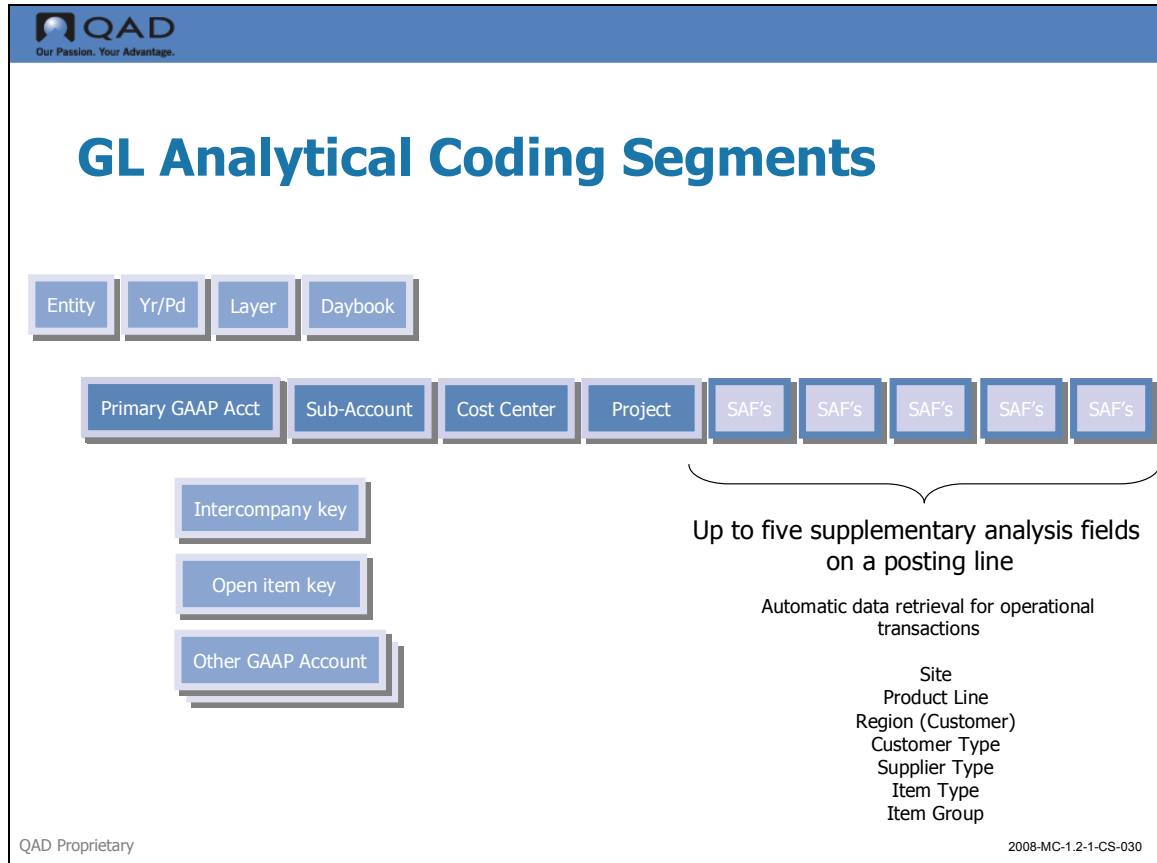
GL Coding Structures



Objectives



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



GL Analytical Coding Segments

To support different types of reporting and analysis, some GL accounts can be used in combination with sub-accounts, cost centers, and projects (see below the list of valid combinations). These elements provide finer detail in financial reporting. Balances in sub-accounts and cost centers can be listed separately or summarized under account codes.

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

Transactions are recorded in daybooks, which can enable temporary postings through links to accounting layers. The general ledger mask allows you to combine accounts, sub-accounts, cost centers and projects in a predefined posting framework.

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

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



GL Analytical Coding Segments Update

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

- ▲ SAF
 - Enabled at creation
 - Enabled later

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GL Analytical Coding Segments Update

Analytical parameters for a GL account are set during its creation, on the Analysis tab. When you define analysis for an account, you can specify the individual sources or targets, such as cost centers or SAFs, of transaction amounts.

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

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



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Automatically Populated SAFs

Journal Entry - View

Year

200710

Posting Date

10/25/2007

Daybook Code

WD-MVAR

Layer Type

OFFICIAL

Save As Template

Description

MATL-VAR 400004

Template Code

Replacement

Original Posting Reference

Sequence Number

000000000

Reversal

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

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

Supplementary Analysis Fields (SAFs)

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



SAFs Highlights

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

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SAFs Highlights

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

SAF analysis can be applied to all standard GL accounts except for Bank, Closing, and Tax. SAF analysis is not supported for System accounts except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and normally a separate SAF structure would be set up for each of these types of transaction. Next to system SAF concepts, user-defined SAF analysis can augment the operational reporting or be used only with financial transactions. For these concepts, you must define the values (see User-Defined SAFs below).



System SAFs

- ▲ Do not require additional setup.
- ▲ Automatically retrieve data for manufacturing, sales and purchase orders, and inventory transactions.
- ▲ Predefined system SAF concepts:
 - Product Line
 - Site
 - Item Type
 - Item Group
 - Region
 - Customer Type
 - Supplier Type

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System SAF Concepts

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

The following system concepts are provided:

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

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

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

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

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

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

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

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

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

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

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

Retrieving SAF Codes for System Concepts

SAF codes for system concepts are automatically updated based on data captured when the operational transactions occurs. Unlike user-defined concepts and codes, you do not have to create the codes for system concepts ahead of time. For example, when an invoice is posted for a sales



User-Defined SAFs

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

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order line item with an item type of 10001 and the Item Type concept is active, the system automatically creates a code value of 10001—if it does not already exist—and records it as part of the transaction.

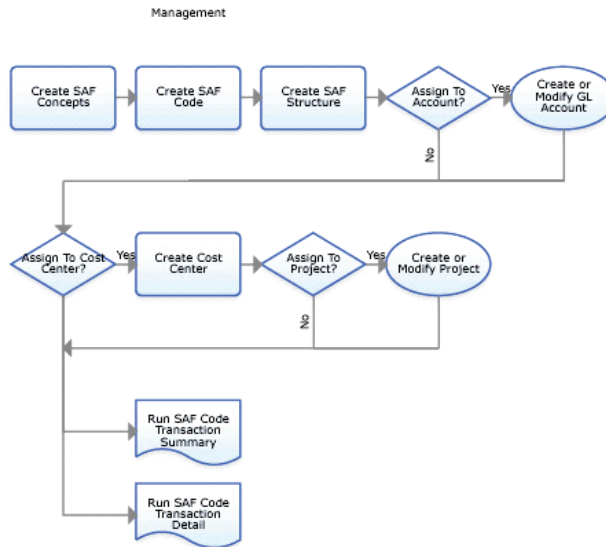
You do not have to do any setup maintenance when you create new operational codes; the system handles this for you so you can continue to analyze the system concepts using the new data.

User-Defined SAFs

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



Creating User-Defined SAFs



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

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

User-Defined SAFs Creation Process

Above process map displays the steps involved in creating user-defined SAFs. For a detail of the SAF creation steps, refer to the Financials Fundamentals Training Guide.



SAF Defaulting

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

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SAF Defaulting

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

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

Default SAF codes can be defined on multiple levels. The defaulting mechanism selects the most likely default SAF code for the concept, based on an order of precedence determined by the type of

transaction in which the SAF is being used. Only the default at the structure level is required; others are optional.

Default codes for SAF concepts are defined for multiple components:

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

The table below lists the defaulting sequence for retrieving a code when a value is not found in the transaction or when the SAF data is being specified manually in programs such as Journal Entry.

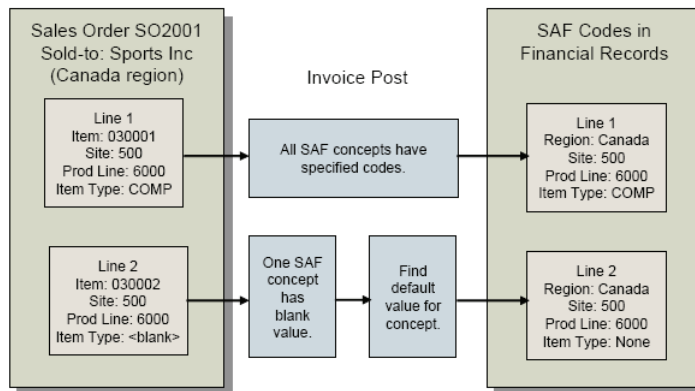
The system always finds the correct structure to use based on the type of analysis and the value of Retrieve SAF Structure from GL. It then finds default values for codes by searching the components listed in the table in the listed order. If no values are defined for a component, the system then checks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

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



Default SAF Codes Example

SAF Structure	SALES			
SAF Concepts	Region	Site	Item Type	Product Line
SAF Codes	Canada	200	FIN	2000
	USA	500	RAW	4000
	Mexico	700	COMP	6000
	All	Any	NONE	NONE



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SAF Defaulting Example

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

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

- Default code Any for the Site concept
- Default code All for the Region concept

- Default code None for the Item Type concept
- Default code None for the Product Line concept

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

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

For line item 030001:

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

For line item 030002:

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

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



SAF Reporting

SAF Transaction Summary

Test Company History
Page 1 / 2

QAR Code	Description	Compare Period	Compare Period	Period Activity	Closing Balance	Curr	Period Activity	Unit	Period Quantity
1000	Home Product	0.00	0.00	20.00 DT	20.00 DT USD		20.00 DT		0.00
5023	imh ap rate	0.00	0.00	20.00 DT	20.00 DT USD		20.00 DT		0.00
		0.00	0.00	20.00 DT	20.00 DT USD				
10000	NJ Plant	0.00	0.00	4,587.50 CR	4,587.50 CR USD				
2203	imh pre-receipts	0.00	0.00	462.00 DT	462.00 DT USD				
		0.00	0.00	462.00 DT	462.00 DT USD				
5013	imh ap usage	0.00	0.00	12.00 DT	12.00 DT USD				
		0.00	0.00	12.00 DT	12.00 DT USD				
5023	imh ap rate	0.00	0.00	108.00 DT	108.00 DT USD				
		0.00	0.00	108.00 DT	108.00 DT USD				

SAF Code Transaction Detail

Test Company History
Page 1 / 2

SAF 1-GL Sub-Account	Year/Period	Voucher	Description	BC Debit	BC Credit	TC Debit	TC Credit	Qty	Unit
1000			Home Product		N/A		N/A		
			Opening Balance:		N/A		N/A		
			Period Total:	20.00	0.00				
			Balance:		(20.00)				
5023			imh ap rate		N/A		N/A		
			Opening Balance:		N/A		N/A		
			Period Total:	20.00	0.00				
			Balance:		0.00				
10000			NJ Plant		N/A		N/A		
			Opening Balance:		N/A		N/A		
			Period Total:	582.00	5,169.00				
			Balance:		(4,587.00)				
2203			imh pre-receipts		N/A		N/A		
			Opening Balance:		N/A		N/A		
			Period Total:	462.00	0.00				

Posting Browse for Transaction: X

Actions: Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (17)

SAF Code equals Search Clear All

SAF Concept Code equals

GL Account equals

GL Calendar Year range 2009 2009

GL Period range 3 3

Sub-Account Code equals

Viewing 1 - 8 of 8 Records per page: 100

SAF Code	GL Account	BC Debit	BC Credit	Posting Date	GL Cal Year	GL Pd	Sub-Account Code	Cost Center
RET	2200	50.00	0.00	03/05/2009	2009	03 100	EXCC	
2000	2200	50.00	0.00	03/05/2009	2009	03 100	EXCC	
RET	2200	80.00	0.00	03/05/2009	2009	03 100	EXCC	
2000	2200	80.00	0.00	03/05/2009	2009	03 100	EXCC	
RET	2200	68.60	0.00	03/05/2009	2009	03 100	EXCC	
2000	2200	68.60	0.00	03/05/2009	2009	03 100	EXCC	
RET	2200	0.00	200.00	03/02/2009	2009	03 100	EXCC	
1000	2200	0.00	200.00	03/02/2009	2009	03 100	EXCC	

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2008-MC-1.2-1-CS-120

SAF Reports and Views

Two specific SAF reports and one view are available:

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

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

Hands-On Exercise

Exercise: Supplementary Analysis Fields

Instructions: Create a new SAF structure and add it to GL accounts.

Log into entity EMEA-DE or US-WEST

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

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

Other fields default.

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

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

Note: budget groups are not mandatory.

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

Field	Data
Structure Code:	Transport
Description:	Transport

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

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

Click Save and Create after Lines 1 and 2, and Save after entering Line 3.

- 5 Check all GL accounts for which cost centers are enabled. If no SAF structure is linked, then link Transport:
 - a Open GL Account Modify (25.3.13.2).
 - b In the search pane, click on Stored Searches - Manage Filter Fields.
 - c Select the Cost Center Account line, and change the operator to “not equals”. Click OK.
 - d In the Search pane, select Cost Center Account does not equal No. Click Search.
The browse displays the list of GL accounts that are cost center enabled.
 - e Select them one by one with a double-click.
 - f In the Analysis tab, if SAF Structure Code is empty, enter “Transport”.
- 6 In Cost Center Modify (25.3.20.2), add SAF defaults to cost center Log:
 - Cost Center: Log
 - Retrieve SAF structure from GL account: Select this field
- 7 Create SAF defaults for this cost center.
 - a In the SAF Defaults grid, right-click and select Insert a New Row for each of the three lines:

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

CHAPTER 2

Daemons



Objectives

- ▲ Learn what daemons do in QAD Enterprise Applications
- ▲ Learn to manage daemons
- ▲ Learn to use daemons as tools

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



Overview

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

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Overview

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

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



Daemons in QAD Enterprise Applications

- ▲ **History**
 - historical data GL & SAF
- ▲ **Balances**
 - customer/supplier balances movements and history data
- ▲ **Budget**
 - actuals vs budget data
- ▲ **Cross-Company**
 - postings
- ▲ **Replication**
 - creation of new domain
- ▲ **Time-Out**
 - terminate inactive user sessions
- ▲ **XML**
 - data dump/upload
- ▲ **Scan**

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Daemons Highlights

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

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

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

The system has the following daemons:

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

Types of Daemon

Balance Daemon

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

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

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

Budget Daemon

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

Cross-Company Daemon

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

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

Event Daemon

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

History Daemon

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

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

Replication Daemon

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

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

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

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

Report Daemon

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

Scan Daemon

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

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

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

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

Time Out Daemon

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



Manage XML Daemon

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

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XML Daemon

The XML daemon processes external data in XML format. See “XML Daemon” on page 33 for more information.

Daemon Functions

Use the following activities to maintain and control daemons:

- Configure
- Clear Queue
- Monitor
- Start



- Stop
- Unconditional Stop

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

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

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

Configure

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

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

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

Start

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

Stop

The Stop activity stops the daemon.

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

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

Unconditional Stop

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

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

Monitor

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

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

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

The center grid of the Monitor displays:

- The start and end time of the request currently processing.
- A description of the request.
- The status of the request. The valid values are PROCESSED-OK, PROCESSED-ERR, WAITING, and IN-PROCESS.

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

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

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

Configuring the Scan Daemon

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

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XML Daemon Configuration

XML Daemon XML Daemon Monitor XML Daemon Configure X

Go To Actions Tools Print Preview

Attachments

Daemon Name

Instances

Interval (Sec)

Keep Processed Items ☒

Number Treated in One Run

Login ID for this Daemon

Password for this Daemon

Daemon Log File

Daemon Start Directory

OS Command String

Host Name

Input Directory for XML Files

Action to be Performed Save

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

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

Daemon Status Running

Running Processes

Override XML Action ☐

Override Originator Action ☐

Originators

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

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XML Daemon

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

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

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

You can use the Dump XML option to generate well-formed schema as the starting point for entering your own data. Use the Dump XML option to create the XML schema for a component, and you access it by selecting Properties in the component menu. The Properties dialog includes a

Dump XML button that lets you generate schemas to a designated directory. You must already have data in the system for the object for which you want the dump an XML sample file.

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

XML Daemon Configuration

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

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

Field Descriptions

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

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

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

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

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

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

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

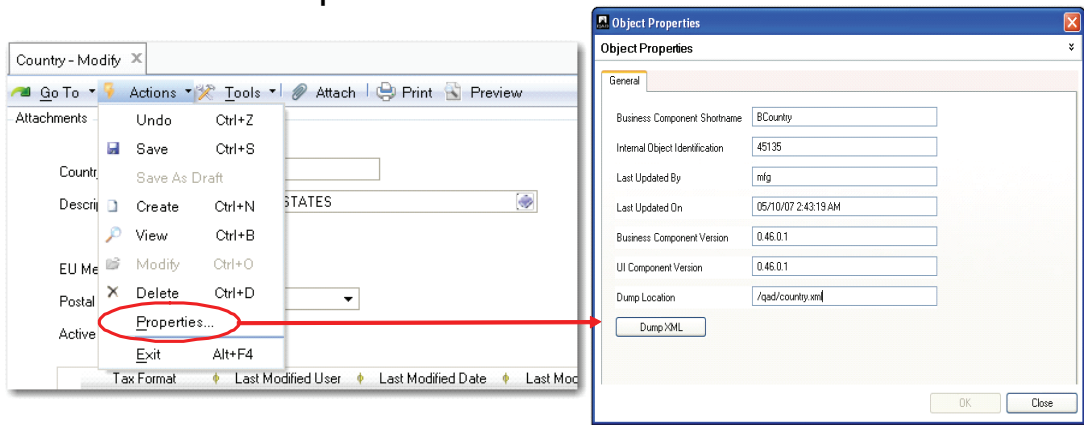
- Save
- Save/Create Draft
- Create Draft
- Validate



Usage in Financial Programs: XML Files

▲ File layout

- Object modify menu (e.g. Country Modify)
- Select Properties from object drop down list
- Enter dump location & file name.
- Click "Dump XML"



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XML Daemon Usage Example

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

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

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





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Usage in Financial programs: XML files

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

Country Browse for Modify

Actions Print Add to Favorites Chart

Search (4)

Country Code equals

Description equals

EU Member equals

Active equals

Viewing 1 - 100 of 256

Records per page: 100

Country	Description	EU	Pos
#BE	BELGIUM (Tax Purposes)	yes	
#CA	CANADA (Tax Purposes)	no	
#DE	GERMANY (Tax Purposes)	yes	
#EU	EUROPE (Tax Purposes)	yes	
#GB	UNITED KINGDOM (Tax Purposes)	yes	
#NL	NETHERLANDS (Tax Purposes)	yes	
#US	UNITED STATES (Tax Purposes)	no	0

Create View Modify Delete ExcelIntegration Dump XML

home on 'Samba Server (qaddemo)' (Y:)

File Edit View Favorites Tools Help

Back Forward Stop Search Folders

Address Y:\

File and Folder Tasks

Rename this file Move this file Copy this file Publish this file to the Web E-mail this file Delete this file

Other Places

My Computer My Documents

Name	Size	Type	Date Modified
.lftp		File Folder	6/3/2008 10:55 AM
arch		File Folder	5/27/2008 11:49 PM
attach		File Folder	5/27/2008 11:49 PM
cm		File Folder	5/27/2008 11:49 PM
ec		File Folder	9/10/2008 9:36 PM
lef		File Folder	6/5/2008 8:45 PM
mail		File Folder	9/5/2008 11:46 PM
process_maps		File Folder	5/27/2008 11:53 PM
xml		File Folder	9/26/2008 10:57 AM
.bash_history	37 KB	BASH_HISTORY File	10/1/2008 6:43 PM
.bash_profile	1 KB	BASH_PROFILE File	10/2/2008 7:44 PM
.bashrc	1 KB	BASHRC File	10/7/2008 7:06 PM
.viminfo	8 KB	VIMINFO File	9/25/2008 4:53 PM
country.xml	3 KB	XML Document	11/26/2008 1:35 PM

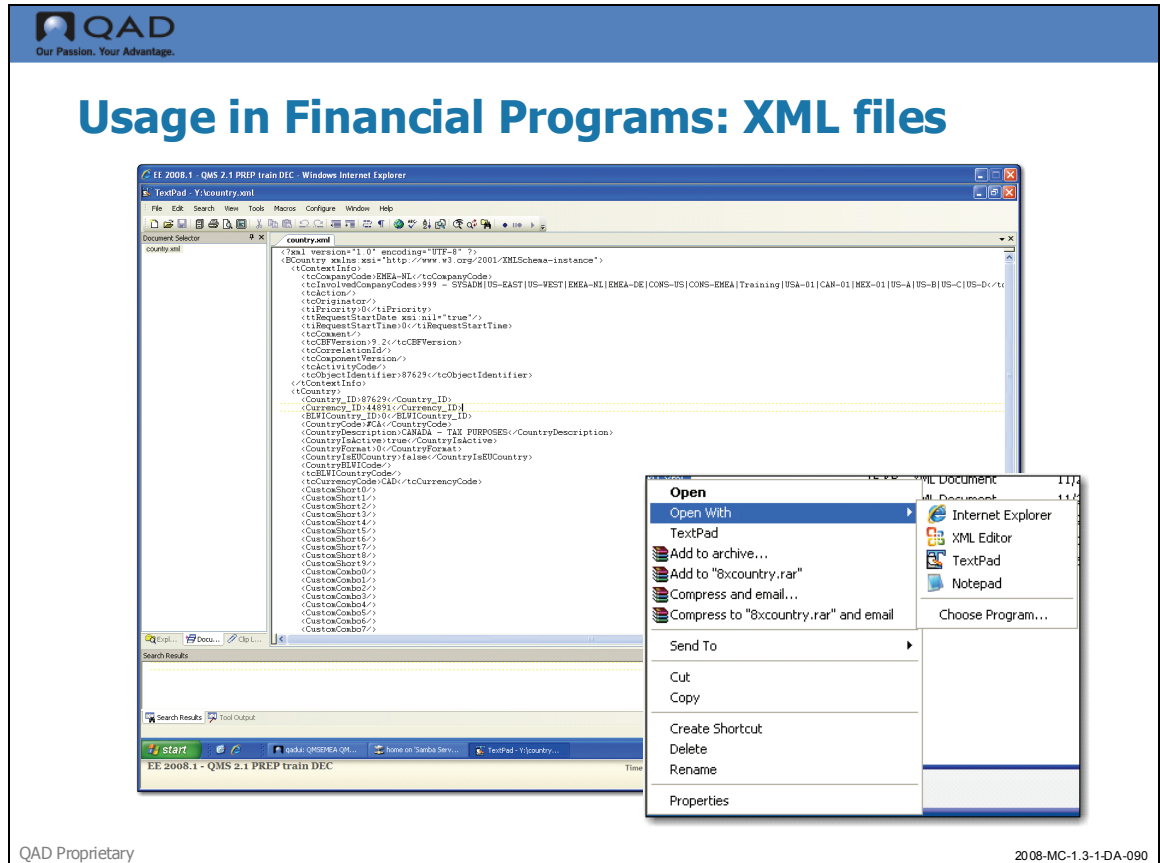
Country Browse for Modify - Dump XML

Dump location /home/demo/country.xml

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You must then enter a file name and dump location.



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

Hands On Exercises:

Exercise 1: Dump and Load XML Files

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

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

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

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

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

In entity US-WEST:

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

- d Find the ExchangeRate field and change the value to 0.625.

In entity EMEA-DE:

- a Find the ExchangeRateValidDateFrom field and change the date to 2009.03.01
 - b Find the ExchangeRate field and change the value to 1.5
 - c Find the ExchangeRateValidDateFrom field and change the date to 2009.04.01
 - d Find the ExchangeRate field and change the value to 1.6
- 6 Save and close.
 - 7 Open the Windows Explorer and move the file to the `xml_daemon` directory (shortcut on your desktop). The file will be picked up and processed by the XML Daemon.
 - 8 Go back to the QAD Application, and Exchange Rate Modify (26.4.2).
 - 9 Verify that the new rates that you just imported are in the system.
 - 10 Go to XML Daemon Monitor (36.14.16.6.3).

Note in the grid at the bottom of XML Daemon Configure that the file has been imported. The Daemon Request Status should state PROCESSED-OK.

Exercise 2: Scan Daemon

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

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

CHAPTER 3

Excel Integration



Objectives

- ▲ Learn how to use Excel integration to
 - Load and update static data
 - Load transaction data



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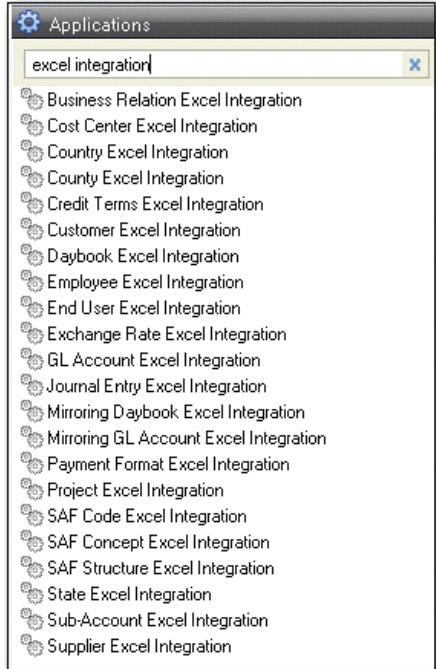
Overview

▲ Fixed data:

- Chart of accounts (25.3.13.5)
- Business Relations (36.1.4.3.5)
- ...

▲ Transactional data:

- Journal entries (25.13.1.6)
- ...



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Overview

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

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

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



Excel Integration Use

- ▲ Load
 - Uploads data in grid already available in system
- ▲ Export to excel for maintenance
 - Creates Excel file (template)
- ▲ System View System Codes (36.24.3.3)
 - Displays database field name

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Excel Integration Use

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

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

With advanced Excel integration, you can:

- Export all records for remote maintenance. You then modify the data and re-import the saved results into the system database.



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

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



Chart of Accounts

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

Load Data For Export to Excel for Maintenance

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

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

This activity includes multiple steps:

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



Business Relations

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

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Create an Empty Grid and Load Data

To export data for maintenance:

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

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



Customers

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

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

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

Export Data to Excel for Modification

To export the data:

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

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

The spreadsheet has the following features:

- The first row of every spreadsheet contains logical identifiers for the business component fields. You can edit these identifiers for maintenance purposes within Excel. When you import your saved data into the system, your edits are discarded.
- The second row contains technical identifiers for the business component fields. These identifiers correspond directly to the database tables, and must not be edited. Any change you make to a logical identifier will generate an error during validation.
- The other rows contain your business component data.
- The spreadsheet contains business component ID columns, which identify the business component instances in the databases. You cannot edit these IDs, and you should leave these columns blank for any new rows you create. Each spreadsheet can contain a number of ID columns. For example, when you export business relation data to a spreadsheet, there are ID columns for business relation, address, default SAF, contact, and tax number.
- All rows are imported into the system, which lets you hide unnecessary rows while working with large spreadsheets. You should avoid hiding columns, however, as hidden columns are not imported. You can create extra columns for maintenance purposes, which are also not imported.
- Avoid using the Sort option in Excel.

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

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



Customer Bank Numbers

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

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- Ensure that your column widths are set to Autofit before saving. If the column width is too narrow and the data is not readable, the data will not import correctly.
- The spreadsheet you create has the Shared attribute, which lets other network users modify the data.
- Be aware of mandatory fields while you are modifying data. For example, you must specify a bank number, currency, and banking profile when you create a GL bank account. If you do not enter valid information for these fields while creating a new GL bank account in the spreadsheet, an error occurs after import when you try to save the data.



Suppliers

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

=> Similar to Customer

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2008-MC-1.4-1-XLS-090

Import Modified Data from Excel

When you have completed the modifications:

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



Open Items (Opening Balance Create)

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

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2008-MC-1.4-1-XLS-100

Creating a Template to Export to Excel

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

- 1 Choose the Excel Integration activity for a supported business component such as customer. The system displays the blank grid consisting of the data fields as column headings.
- 2 Right-click on the blank grid and choose Export to Excel for Maintenance.

Open your spreadsheet in Excel and make your modifications. Save your spreadsheet and import the data into the application, as described in Import Modified Data from Excel.



Journal Entries

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

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2008-MC-1.4-1-XLS-110

You must leave the first column with the <component name>_ID field blank. The system supplies the IDs when you import the data

- 3 Save your spreadsheet and import the data into the application, as described in “Import Modified Data from Excel” on page 51.

Hands On Exercises:

Log in to EMEA-DE or US-WEST.

Exercise 1: GL Account Excel Integration (25.3.13.5) - Dump, Modify, and Load Data

- 1 In GL Account Excel Integration (25.3.13.5), right-click in the grid and select Export to Excel for Maintenance.
- 2 Enter a file name and a location for your file.
- 3 Go to the dump location and open the Excel file.
The worksheet displays field labels on the first row, and field names on the second row. Do not modify these two rows.
- 4 Make some modifications to the rows below. Add some accounts, modify others.

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

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

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

Field	Value
Account	15900
Description	Supplier Open Bal Transfer
Type	Standard Account
Category	Liability
Analysis	None
Debit/Credit	Debit

Field	Value
Balance Account	
Manual Posting	
Consolidation Method	Current Exchange Rate

- 5 Save when you are done. Return to the QAD application.
- 6 In the GL Account Excel Integration grid, right-click and select Import from Excel.
- 7 Select your location and file name.
- 8 Verify that the data is as you entered in Excel.
If a description is too long, an error message will display (“Value is too long”).
You can correct this in the grid.

Exercise 2: Business Relation Excel Integration

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

1 Open Business Relation Excel Integration (26.1.4.3.5).

Some data displays in the grid.

2 Select one business relation. Right-click on the grid and select Export to Excel for Maintenance.

The first row on the Excel file shows field labels, the second row database field names. Do not modify these rows. Do not change the order of the columns.

3 Create the new business relation: Gallug.

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

4 Return to the QAD application.

5 In the Business Relation Excel Integration grid, right-click and select Import from Excel.

Exercise 3: Supplier Excel Integration

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

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

Create Supplier S01000: in Entity US-WEST:

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

Exercise 4: Supplier Bank Account Number Import

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

In entity US-WEST:

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

In entity EMEA-DE:

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

Exercise 5: Supplier Open Items

1 Open Supplier Opening Balance Create (28.1.15).

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

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

In entity EMEA-DE, enter the following data:

Field	Value	Value	Value
Action:	Save	Save	Save
Bank Account Number:	DE73370502990152004792	DE73370502990152004792	DE73370502990152004792
Supplier Code:	S01000	S01000	S01000

Field	Value	Value	Value
Sub-Account Code:	Mech	Mech	Mech
TC Invoice Amount:	2,000	500	250
Invoice Date:	31-Dec-08	31-Dec-08	31-Dec-08
Invoice Description:	Inv Po1001	Corr on inv	Prepaym
Invoice Due Date:	31-Jan-09	31-Jan-09	31-Jan-09
Invoice Reference:	INV2008001	CN2008002	BE0003
Invoice Tax Point Date:	31-Dec-08	31-Dec-08	31-Dec-08
Invoice Type:	Invoice	Creditnote	Adjustment
Invoice Voucher:	99900001	8880002	7770003
Daybook Code:	SIHO	SCNHO	SUBADJ
Credit Term:	1M	1M	1M
Posting Date:	31-Dec-08	31-Dec-08	31-Dec-08
Posting Text:	InvPo1001	Corr on inv	Prepaym
Invoice Status Code:	0000	0000	0000
Curr:	USD	USD	USD
Transfer:	15900	15900	15900

Exercise 6: Journal Entries

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

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

- 3 In the US-WEST entity: Transaction posting lines:

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

Import into the system. Once done, do this again but saving the transaction as template.

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

In the EMEA-DE entity:

Transaction posting lines.

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

Import into the system. Once done, do this again but saving the transaction as template.

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

You should now have a better idea of how easy to use QAD Financials Excel integration is, and its uses in data load during implementation in addition to data modifications in batch.

CHAPTER 4

ERS



Objective

- ▲ Understanding the ERS functionality in QAD Enterprise Application
- ▲ Learn how to set up and use ERS



Overview

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

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2008-MC-1.5-1-ERS-030

Overview

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



ERS Benefits

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

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2008-MC-1.5-1-ERS-040

Benefits

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

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

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





ERS Key Features

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

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2008-MC-1.5-1-ERS-050

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

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

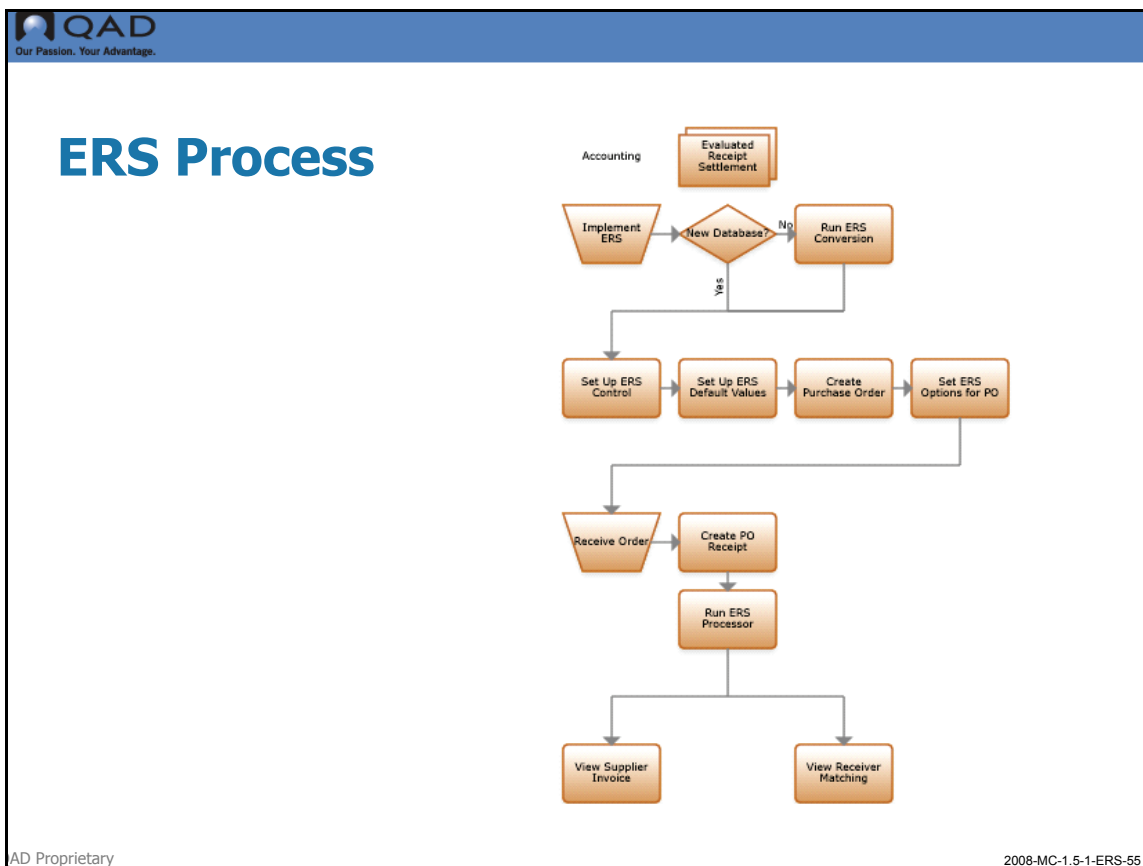
Key Features

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

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

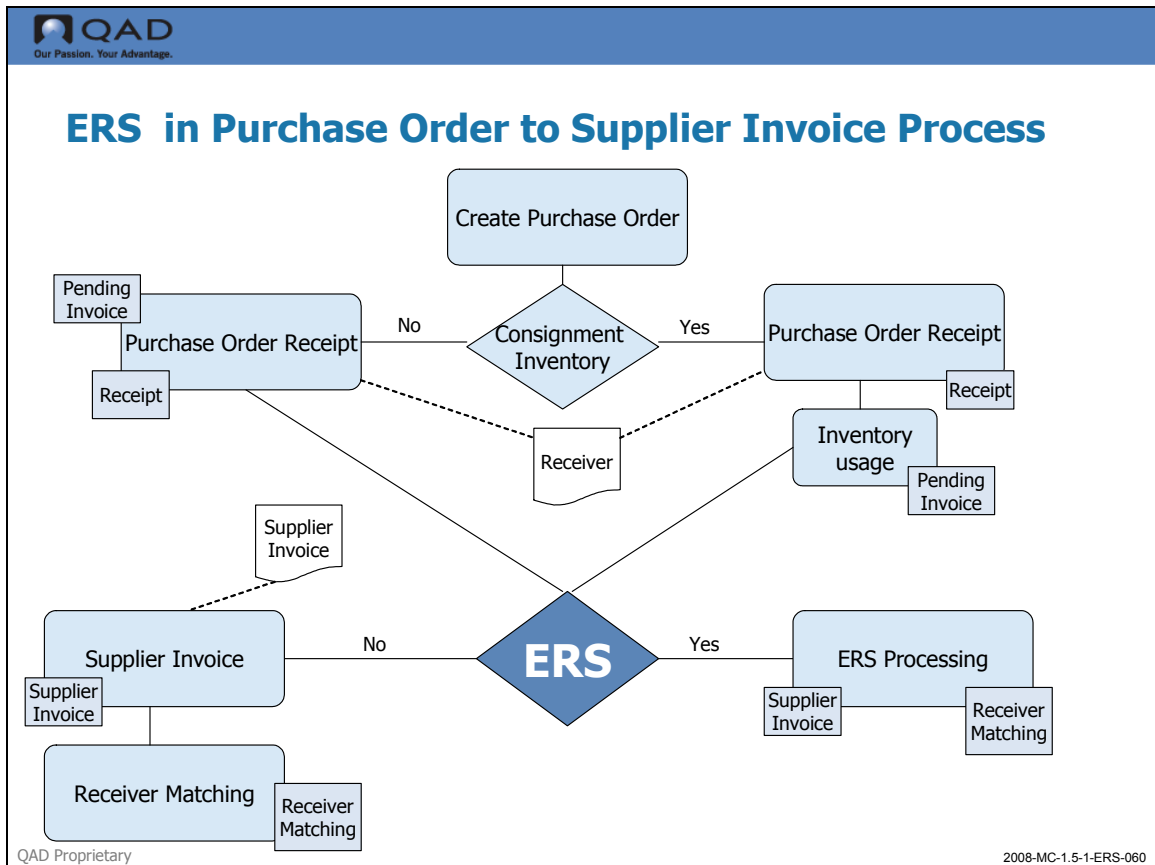
You can choose to create supplier invoices with status initial, requiring confirmation, or automatically confirmed.

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



ERS Process Map

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



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

You can use the ERS Processor program to generate supplier invoices and receiver matching for purchase orders (Purchase Order Maintenance (5.7)), scheduled orders (Scheduled Order Maintenance (5.5.1.13)), blanket orders (Blanket Order Maintenance (5.3.1)), pending invoices generated due to supplier consignment inventory consumption, or for receivers that become available for invoicing at time of use or when ownership changes (for example, inventory transfer, WO component issues, or shipments).



ERS High Level Process Overview

▲ Prereqs

- ERS Control
- ERS Browse
- Purchase Order Maintenance – create purchase order
- Purchase Order Receipt – receive purchase order

▲ ERS process

- Invoice/credit note created based on PO receipt lines

▲ Reports/Audits

- Audit trail
- Supplier Invoice View – check supplier invoice
- Receiver Matching View – check receiver matching

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2008-MC-1.5-1-ERS-070

ERS High-Level Process Overview

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

Set default ERS process options for purchase orders, update purchase order if necessary or desired.

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

The system provides several ways to verify and report the ERS processing: audit trail can be enabled, use Supplier Invoice View (28.1.1.3) to check the created supplier invoice, or Receiver Matching View (28.2.3) to verify receiver matching.



ERS Setup

- ▲ ERS Control
 - Activation of ERS, supplier invoice daybook...
- ▲ ERS Maintenance, ERS Browse
 - Definition of negotiated conditions for processing
- ▲ ERS Purchase Order Conversion
 - Enable ERS processing on existing purchase orders

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2008-MC-1.5-1-ERS-080

ERS Setup

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

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

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

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

ERS Conversion

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

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

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

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

The screenshot shows the 'ERS Control' setup window in QAD. The window has a blue header with the QAD logo and tagline 'Our Passion. Your Advantage.' Below the header, the title 'ERS Control' is displayed in large blue font. The main area contains several fields with annotations:

- ERS Processing:** A checkbox that is checked. An arrow points to it with the label 'Activate'.
- ERS Option:** A text field containing the value '0'. An arrow points to it with the label 'Select ERS option'.
- ERS Packing Slip Error:** A button with a grid icon.
- Update GL Average Cost:** A button with a grid icon.
- ERS Voucher Date Option:** A text field containing the value '0'.
- ERS Invoice Daybook:** A text field containing the value 'APINVFin'. An arrow points to it with the label 'Select daybooks'.
- ERS Credit Note Daybook:** A text field containing the value 'APCNFin'.

At the bottom left, it says 'QAD Proprietary'. At the bottom right, it says '2008-MC-1.5-1-ERS-090'.

ERS Control Setup

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

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

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

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

- 1: ERS processing is disabled.

ERS Voucher Date Option: Specify how ERS calculates the supplier invoice date:

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

Also, specify the daybooks for supplier invoice and credit note transactions in the corresponding fields.

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ERS Maintenance / ERS Browse

Supplier: MizSupp
 Site:

Item Number:

ERS Option: 1
 ERS Price List Option: 1

ERS Browse

Actions Print Add to Favorites Chart Chart Designer Refresh New Edit

Search
 Supplier starts at - Search Clear All

Viewing 1 - 100 of 259 Records per page: 100

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

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Set up ERS Maintenance

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

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

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

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

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

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

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

In the *ERS Price List Option* field, you specify the effective date the ERS Processor should use when retrieving the relevant price list. The options are:

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

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

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ERS – Purchase Order Maintenance

ERS Browse | Purchase Order Maintenance

Go To | Actions | Copy | Print | Preview

Header | Lines | Trailer

Header | Details | Tax Info | LOGISTICS | Delivery | **ERS** | Consignment | Comments

Header
Purchase Order: P1278 Supplier: Mz Ship-To: MD100

Supplier
Miroslav Zukal
Bimenska 1
Brno
Czech republic

Header
Purchase Order: P1278 Supplier: Mz Ln Format S/M: Single

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

Line Details

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

Qty to Ret: 0.0 Pur Acct: 00000QAP Project: 1000

Single Lot: ☐ **ERS** ERS Option: 00 Type: Taxable: ☐

Location: ERS Price List Option: 0 Inspect Req: ☐ Cmnts: ☐

Item Revision: Supplier Item: UM Conversion: 1.0000

Status: Manufacturer: Stock UM Quantity: 5.0 EA

Description: Car Skoda Update Avg/Last Cost: ☐ Extended Net Cost: 5,000.00

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ERS and Purchase Order Maintenance

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

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

- **Fixed Price:** this field is part of the standard header in Purchase Order Maintenance (5.7), but it functions differently when you are using ERS. The header sets the default for line items. The value for this field defaults from Supplier Maintenance (2.3.1).
 - If the item price is fixed, the ERS Processor takes the price from the purchase order.
 - If item price is not fixed, the ERS Processor refers to the relevant price list.

- If there is no price list, the ERS Processor looks for a supplier-item quoted price defined in Supplier Item Maintenance.
- If there is no supplier quoted price, the ERS Processor looks for the GL material cost in the item master.
- The *ERS Option* field and the *ERS Price List Option* fields in the pop-up window default from the ERS Option field of ERS Control. The header value determines how the default ERS Option is set on each line item on the order but can be updated.

ERS Processor

When necessary, check ERS processor and audit reports

The screenshot displays the ERS Processor application window titled "ERS Report - ERS Audit Report". The interface includes a menu bar with "Go To", "Actions", "Tools", "Print", and "Preview". Below the menu is a form with fields for "Supplier", "Site", "Receiver" (set to "R1502"), and "Receipt Date". To the right of these fields are "To" labels and corresponding input fields. An "Apply" button is located below the form. The main area contains two tables. The first table has columns: Selected, Domain, Order, Order Ln, Receiver, Reference, Supplier Invoice Internal Reference, Quantity, and Unit Price. It shows one row with Domain1, Order P1279, Order Ln 2, Receiver R1502, Reference R1502, Supplier Invoice Internal Reference 2008/APINVFln/0000000000, Quantity 1, and Unit Price 13000. Below this is a section for "Business Method", "Explanation", "Field Label", "Field Name", "Field Value", "Message", "Message Number", and "Type", showing a warning message: "WARNING: No tax QADFIN-OP-953". The second table has the same columns as the first and shows two rows: one for Order Ln 1 with Unit Price 15000, and another for Order Ln 3 with Unit Price 8000. At the bottom, there is a "Processing" section with checkboxes for "Create Supplier Invoice and Receiver Matching" (checked), "Recalculate Tax Details" (unchecked), "Print Audit Report" (checked), and "Execute in Batch" (unchecked). A "Batch ID" field is also present. A progress bar at the very bottom shows 33 green bars, with the text "3 / 3" next to it.

Selected	Domain	Order	Order Ln	Receiver	Reference	Supplier Invoice Internal Reference	Quantity	Unit Price
☒	Domain1	P1279	2	R1502	R1502	2008/APINVFln/0000000000	1	13000

Business Method	Explanation	Field Label	Field Name	Field Value	Message	Message Number	Type
pnfpro.StoreSIExce	This message was				WARNING: No tax	QADFIN-OP-953	W

Selected	Domain	Order	Order Ln	Receiver	Reference	Supplier Invoice Internal Reference	Quantity	Unit Price
☒	Domain1	P1279	1	R1502	R1502	2008/APINVFln/0000000248	2	15000
☒	Domain1	P1279	3	R1502	R1502	2008/APINVFln/0000000248	4	8000

Processing

Create Supplier Invoice and Receiver Matching ☒ Recalculate Tax Details ☐

Print Audit Report ☒

Execute in Batch ☐ Batch ID

Progress 3 / 3

ERS Processor

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

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

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

ERS Audit Report

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

The ERS audit report generates errors in the following situations:

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

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

CHAPTER 5

Logistics Accounting



Overview

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

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2009-AF-LA-030

Overview

In this chapter, you will first get an introduction to Logistics Accounting including definitions and process overview; we will also discuss the benefits of using Logistics Accounting for your business.

Then, you will learn which steps are involved in setting up inbound and outbound Logistics Accounting, before reviewing how logistics charges are accrued and processed in the system, and which reporting capabilities are available.



Definitions

▲ Logistics Accounting

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



▲ Logistics charges

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



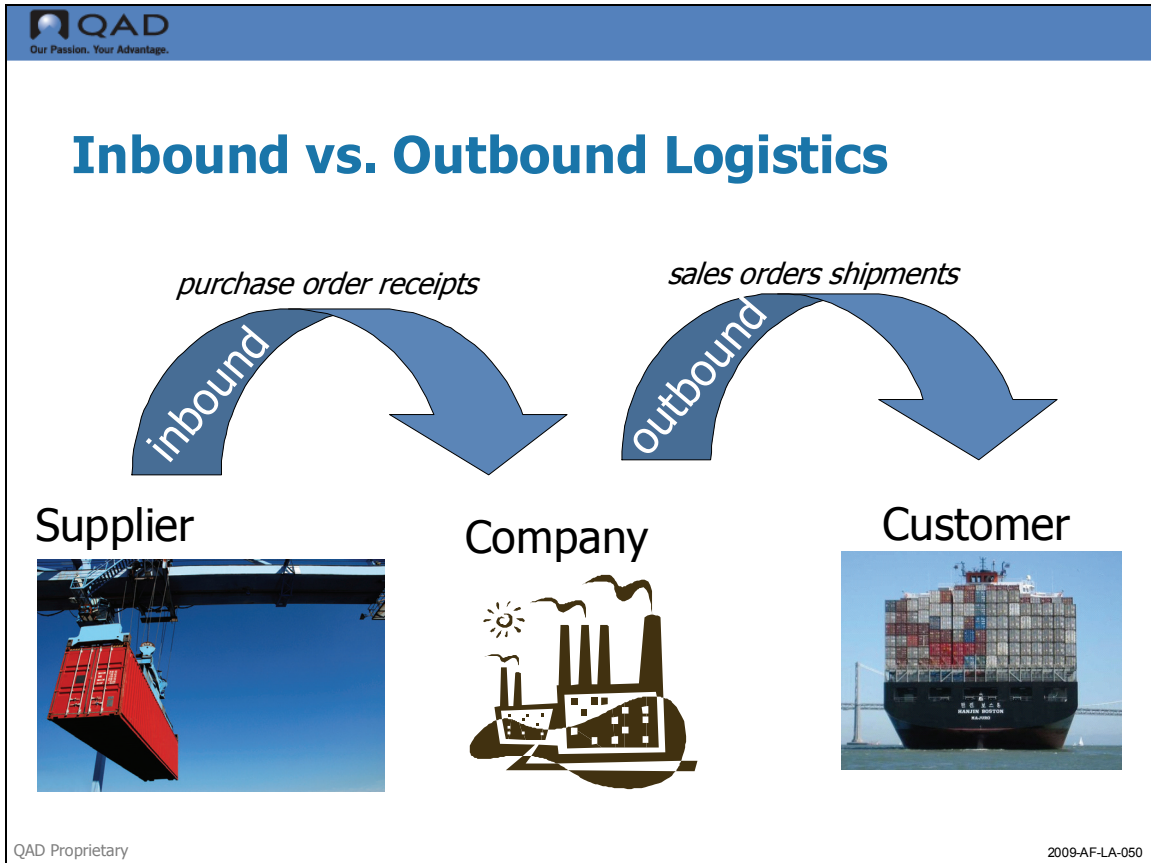
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2009-AF-LA-040

Definitions

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

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



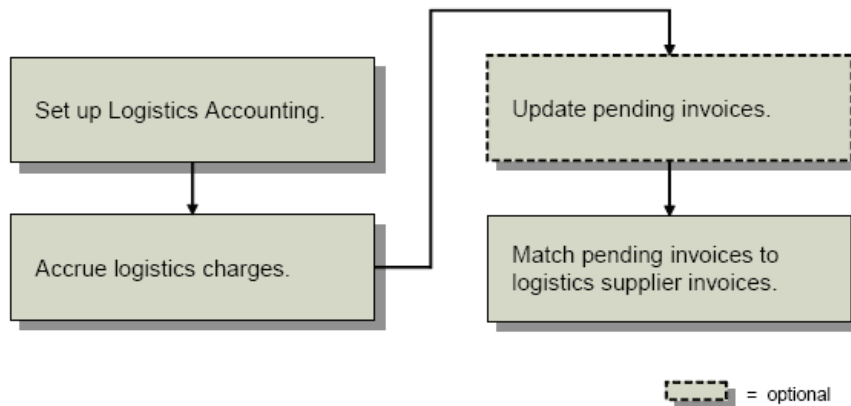
Inbound vs. Outbound Logistics

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

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

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

Logistics Charge Accruals Process



Logistics Charge Accruals Process Overview

GL accruals for inbound logistics charges are triggered by purchase receipts. GL accruals for outbound logistics charges are triggered by shipments. For each receipt or shipment, a pending invoice is created for each logistics charge accrual. Inbound logistics charges are built into the GL cost for items.

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



Logistics Charge Accruals Process Highlights

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

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Logistics Charge Accruals Process Highlights

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

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

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

When Logistics Accounting is enabled, additional fields and frames display in several programs. These fields are described in *User Guide: QAD Master Data*, where you will find detailed information on Logistics Accounting.



Benefits

- ▲ Improved efficiency
 - complete tracking, monitoring, accruing and invoicing of all costs associated with freight and duty
- ▲ Improved margin visibility
 - include all transportation-related expenses in standard cost of product
- ▲ Improved planning and budgeting
 - provide planned vs. actual performance analysis of logistics providers
- ▲ Improved control
 - match accrued logistics charges against supplier invoices
- ▲ 2 types of logistic charges
 - inbound, outbound

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Benefits

As manufacturing companies increasingly look for cheaper materials and components from remote sources, logistics costs have become a more significant aspect of cost management. Accurate product and customer profitability information that includes the total cost of purchasing or selling items supports better pricing and financial analysis decisions.

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

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

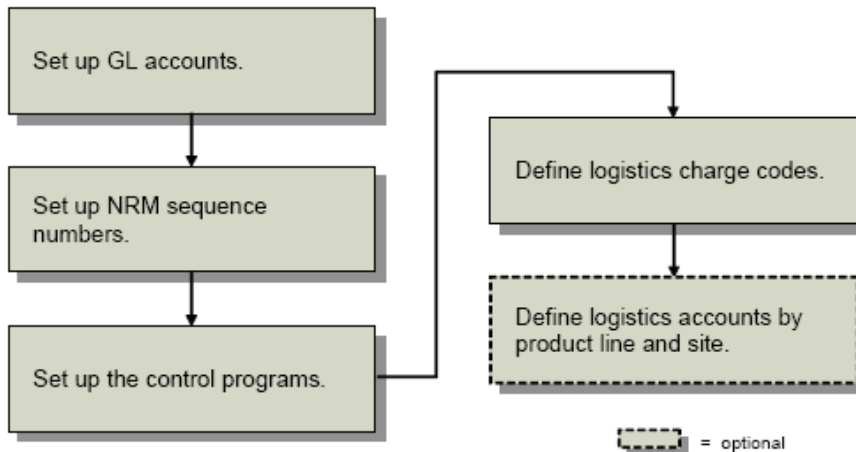
For some companies, a significant proportion of purchases are imports. Logistics costs have a large financial impact since they can represent a high percentage of the total delivered cost and must be included in price comparisons with local sources. In Logistics Accounting, inbound logistics charges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

For other companies, the shipment of goods by third-party carriers is a frequently occurring expense. Tracking the amounts owed to carriers as a separate liability in the general ledger (GL) provides better control over invoices from suppliers. Identifying variances in expected freight charges and actual invoice amounts reduces the risk of duplicate or over payment of logistics charges. Tracking these charges improves visibility of total outbound freight costs, helping to reduce these costs by reviewing order quantities or seeking alternative carriers.

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



General Setup



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Logistics Accounting Setup

When setting up Logistics Accounting you first need some general data: specific GL accounts, Number Range Management (NRM) sequence numbers, control programs settings, logistics charge codes, and optionally logistics accounts by product line and site, to provide more accounting detail. Next, you set up inbound and outbound specific data, like freight charges and cost elements.

We will now review the general setup steps in more detail and later inbound, and outbound data.

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

Identifying/Setting Up GL Accounts

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

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General Setup

Identifying and Setting Up GL Accounts

Define default GL accounts, sub-accounts, and cost centers that are accessed when logistics charges are accrued and invoiced. Separate sets of accounts can be used to track inbound and outbound logistics charges. For outbound logistics charges, you can use separate sets of accounts to track the costs associated with shipments to customers and shipments to other company locations. See *User Guide: QAD Financials A* for information on setting up accounts.

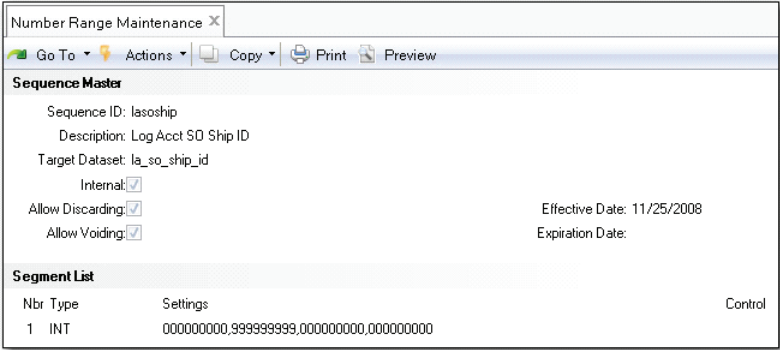
The table above lists the accounts used by Logistics Accounting. The Type column indicates how the account is used. The Use column indicates the transaction that uses the account.



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Setting Up NRM Sequence Numbers

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



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Setting Up NRM Sequence Numbers

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

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

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

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

Target Dataset

Enter the dataset identifier associated with this sequence:

Enter la_so_ship_id for sales order shipments.

Enter la_do_ship_id for distribution order shipments.

Internal

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



Setting Up the Control Programs

▲ Logistics Accounting Control

- Activation
- Assign NRM sequence codes

Logistics Accounting Control

Go To Actions Copy Print Preview

Use Logistics Accounting ☒

Outbound

Sales Order Shipment Sequence ID: lasoship	Log Acct SO Ship ID
Distribution Order Shipment Sequence ID: ladoship	Log Acct DO Ship ID

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Setting Up the Control Programs: Logistics Accounting Control

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

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

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



Setting Up the Control Programs

- ▲ Logistics Operational Accounting Control
 - Pending invoices & 3rd-party logistics supplier
 - Receiver matching
 - GL accrual, expense & variance
 - Default

Inbound	
Match Blank Suppliers:	☒
Accrual Account:	19400 Gserv
Expense Account:	79500 Gserv
Variance Account:	78500 Gserv
Outbound	
Sales Order Accrual Account:	19300 Gserv
Sales Order Expense Account:	79550 Gserv
Sales Order Variance Account:	78550 Gserv
Distribution Order Accrual Account:	19350 Gserv
Distribution Order Expense Account:	79600 Gserv
Distribution Order Variance Account:	78600 Gserv

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Setting Up the Control Programs: Logistics Operational Accounting Control

Use Logistics Operational Accounting Control (36.9.1) to:

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

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

Match Blank Suppliers: When No, only pending invoices with a defined logistics supplier display when logistics charges are selected for matching in the Logistics Charge tab of Receiver Matching Create (28.2.1). The default is No. When set to Yes, you can indicate during receiver matching whether to display pending invoices with blank suppliers using the Include Blank Suppliers field in the Logistics Charge tab of Receiver Matching Create (28.2.1).

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Defining Logistics Charge Codes

▲ Logistics Charge Code Maintenance

Logistics Charge Code Maint X

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Logistics Charge Code: FRTUPS
Description: UPS freight charges

Taxable: ☐
Tax Class:
Close Accruals on First Voucher: ☒
Logistics Supplier: S06668
Apportion Method: 01

Logistics Charge Code Maint X

Go To Actions Copy Print Preview

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Inbound

Cost Element: Freight

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

Outbound

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

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Defining Logistics Charge Codes

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

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



Defining Detailed Logistics Accounts

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

Inbound Account Maintenance

Logistics Charge Code: Inbound Duty

Product Line: IC product line 1

Site: IC Site 1

Supplier Type:

Accrual Account: 2315 icsub01 0100

Expense Account: 5615 icsub01

Variance Account: 5715 icsub01

Outbound Accrual Account Maintenance

Logistics Charge Code: Logistics Charge Code 12

Product Line: Home Product

Site: Box Shipping

Supplier Type:

Sales Order Accrual Account: 00125QAA 10 0510

Distribution Order Accrual Account: 0001DQAA 20 0610

Comments:

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Defining Detailed Logistics Accounts

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

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

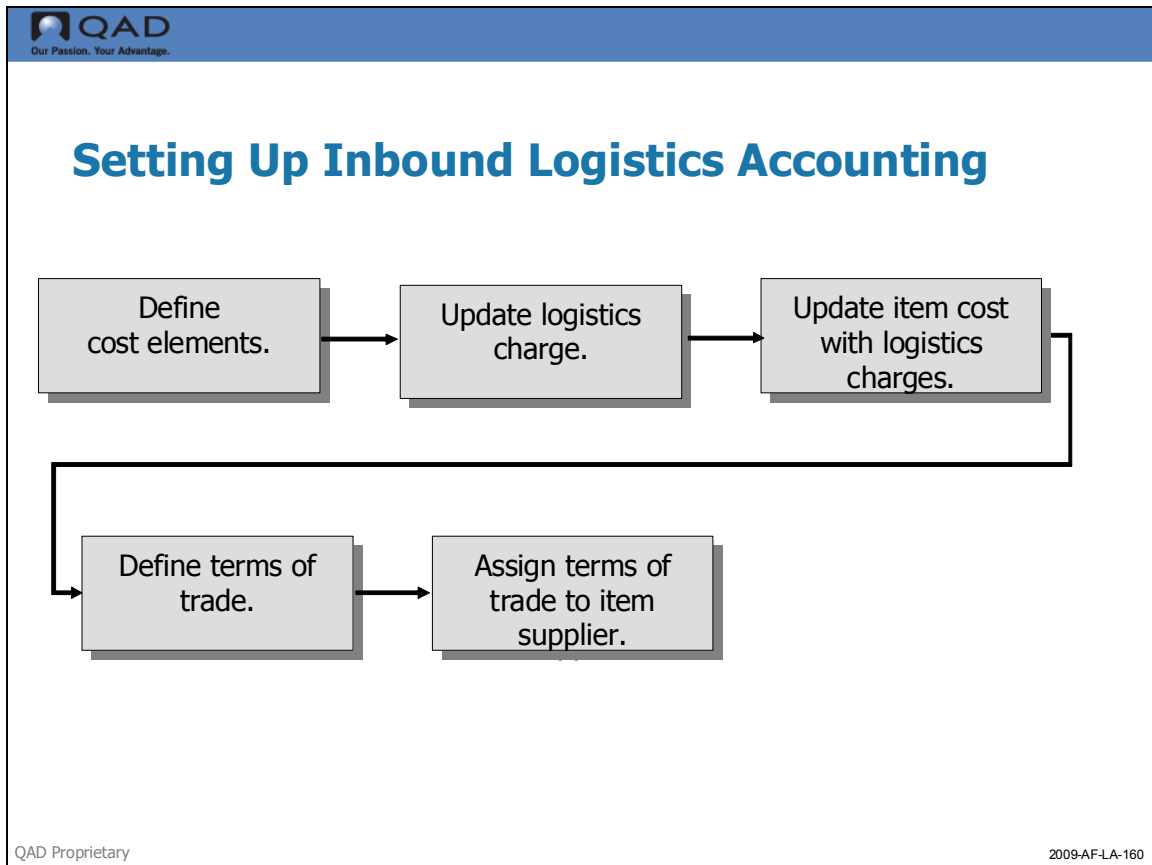
Use the following programs to specify GL accrual, expense, and variance accounts used for inbound and outbound logistics charges by product line, site, and supplier or customer type:

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



- Outbound Expense Account Maint (2.15.19)

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



Setting Up Inbound Logistics Accounting

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

- Define cost elements for each logistics charge in Cost Element Maintenance
- Link logistics charges to the appropriate cost element in Logistics Charge Maintenance. One cost element can only link to one logistics charge.
- Update item cost with logistics charges in Item Master Maintenance, Item Cost Maintenance, Item/Site Cost Maintenance or Item-Element Cost Maintenance
- Define Terms of Trade in Terms of Trade Maintenance
- Link Terms of Trade to the item supplier in Supplier Data Maintenance.

We will now review these steps in more detail.



Creating Cost Elements

▲ Cost Element Maintenance

Cost Element Maintenance X

Go To Actions Copy Print Preview

Cost Set: Default GL Cost Set

Elements			Categories
Element	Category	Description	
Freight	Material	Freight charges	
Labor	Labor	Labor	1 - Material
Burden	Burden	Burden	2 - Labor
Overhead	Overhead	Overhead	3 - Burden
Subcontr	Subcontract	Subcontract	4 - Overhead
			5 - Subcontract

Element	Category	Description
Freight	Material	Freight charges

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Creating Cost Elements

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

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



Updating Logistics Charge Code

▲ Logistics Charge Code Maintenance

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: **FRA10**

Description: Freight Accrual CC10

Taxable: ☐

Tax Class:

Close Accruals on First Voucher: ☐

Logistics Supplier: FEDX

Apportion Method: 01

Logistics Charge Code Maint

Go To Actions Copy Print Preview

Logistics Charge Code: FRTUPS
Description: UPS freight charges

Inbound

Cost Element: Freight

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

Outbound

Sales Order Accrual Account: 19350 Gserv
Sales Order Expense Account: 79550 Gserv
Sales Order Variance Account: 78550 Gserv

Distribution Order Accrual Account: 19350 Gserv
Distribution Order Expense Account: 79600 Gserv
Distribution Order Variance Account: 78600 Gserv

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Updating Logistics Charge Code

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

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





Updating Item Costs

▲ 4 menu options

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

Item Cost Maintenance x

Go To Actions Copy Print Preview Attach

Attachments

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

Totals

Totals:	22.20	0.00	22.20	☐	11/25/08	☐

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

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

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Updating Item Costs

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

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



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Defining Terms of Trade

▲ Terms of Trade Maintenance

Terms of Trade Maintenance

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Preview

Terms of Trade: USFRT

Description: US Freight

Transportation Resp: Customer

Charge	Description	Responsibility
FRTUPS	UPS freight charges	Customer

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Defining Terms of Trade

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

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

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

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

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



Assigning Terms of Trade to Suppliers

▲ Supplier Data Maintenance

Supplier Data Maintenance

Go To Actions Copy Print Preview

Supplier Address

Supplier: S07500 Business Relation: Tube City
 Name: Tube City Active: ☒
 Address: Croghan Street 36 Added: 6/6/2007
 Address:
 City: Fremont State: OH Post: OH43420 Format:
 Country: UNITED STATES US County: Sandusky
 Attention: Kenny Sheppard [2]
 Telephone: [2]
 Fax: [2]

Supplier Terms Data

Cr Terms: 2M Discount Percent: 0.00%
 Partial OK: ☐
 DB Number: CoC Number:

Logistics Accounting Data

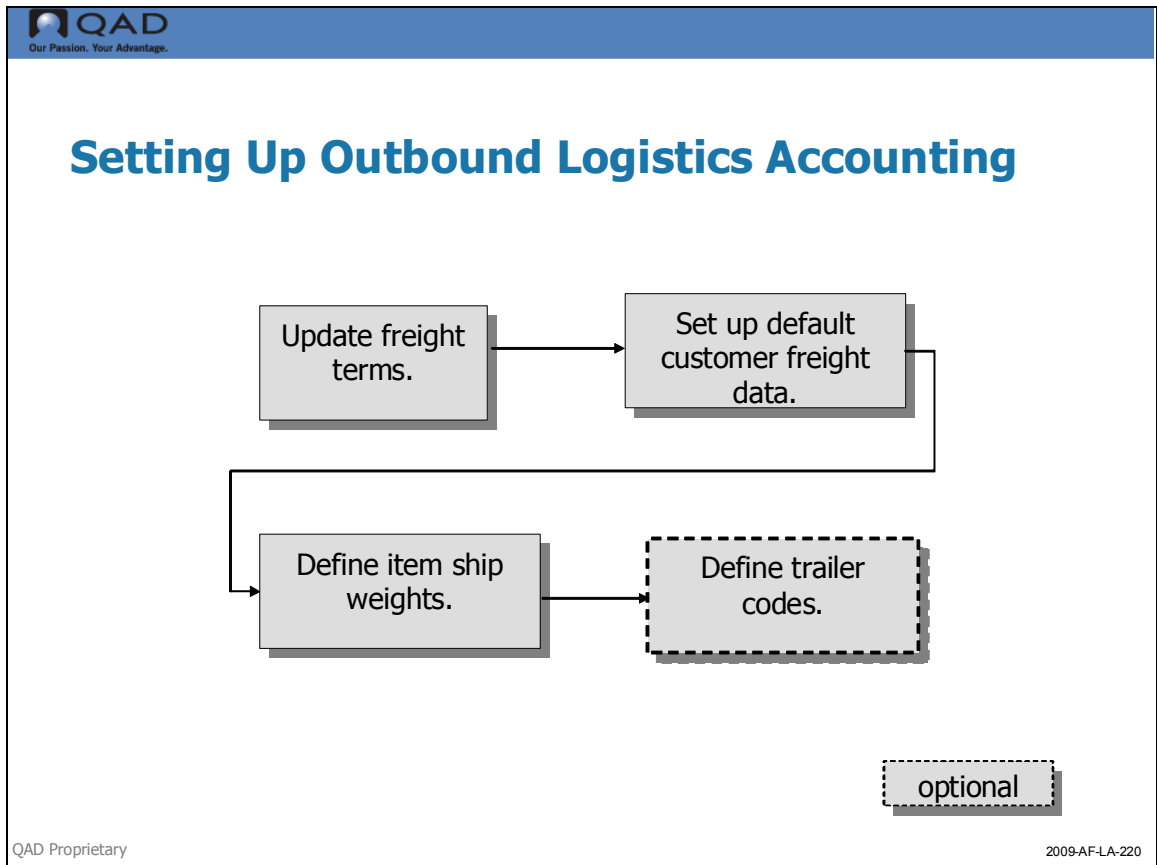
Terms of Trade: USFRT

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Assigning Terms of Trade to Suppliers.

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



Setting Up Outbound Logistics Accounting

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

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



Updating Freight Terms

▲ Freight Term Maintenance

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Updating Freight Terms

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

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

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

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

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



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Setting Up Default Customer Freight Data

Customer Data Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Customer Address

Customer: 002Business Relation: 002

Name: Honda DeltaActive: ☒

Address: 1142 CallawayAdded: 1/19/2005

Address:

Address:

City: GRState: CAPost: 34535For

Name: United StatesUSACounty:

Attention:[2]

Telephone:[2]

Fax:[2]

Customer Freight Data

Freight List: Fed-X

Min Frt Wt: 0

Freight Terms: FRA11

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Setting Up Default Customer Freight Data

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



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Defining Item Ship Weight

Item Master Maintenance X

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Attachments

Item

Planning

Price

Item

Item Data

Inventory

Item Shipping Data

Item

Item Number: 1-BB

Description: Red Bean Bag

Unit of Measure: EA

Item Data

Prod Line: 1000

Item Type: FG

Drawing:

Added: 6/27/2001

Status: AC

Revision:

Design Group:

Group:

Drawing Loc:

Size:

Promo Group:

Price Break Category:

Item Shipping Data

Corp Comm Code:

Ship Weight: 2.40 KG

Freight Class: FrtClass

Net Weight: 2.00 KG

Volume: 0.00

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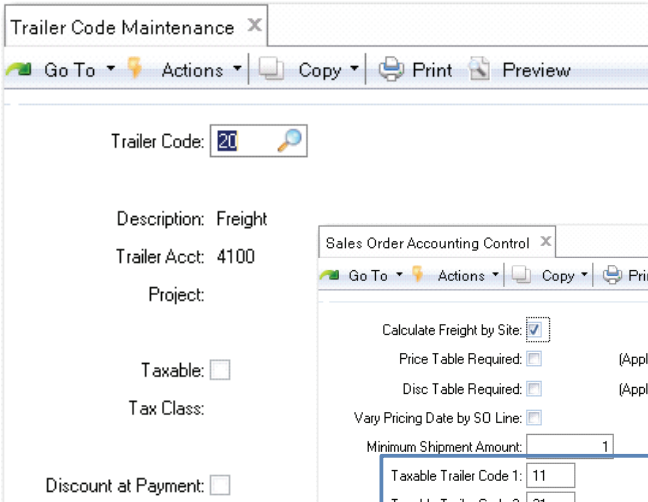
2009-AF-LA-250

Defining Item Ship Weight

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

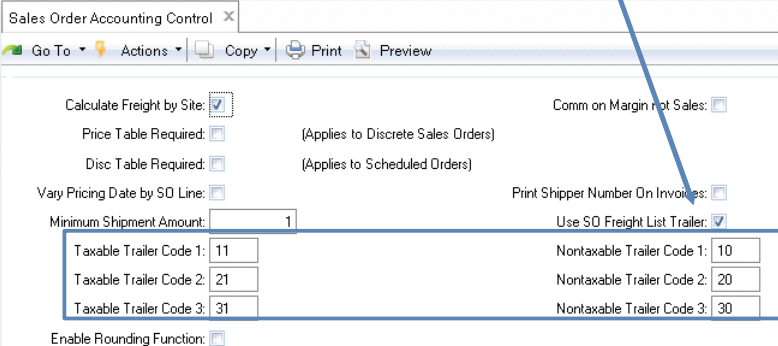
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Setting Up Trailer Codes



Trailer Code Maintenance window showing fields: Trailer Code (20), Description: Freight, Trailer Acct: 4100, Project, Taxable, Tax Class, Discount at Payment.

Select to use freight list trailer default instead



Sales Order Accounting Control window showing options: Calculate Freight by Site (checked), Price Table Required, Disc Table Required, Vary Pricing Date by SO Line, Minimum Shipment Amount (1), Comm on Margin not Sales, Print Shipper Number On Invoices, Use SO Freight List Trailer (checked), Taxable Trailer Code 1: 11, Taxable Trailer Code 2: 21, Taxable Trailer Code 3: 31, Nontaxable Trailer Code 1: 10, Nontaxable Trailer Code 2: 20, Nontaxable Trailer Code 3: 30, Enable Rounding Function.

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Setting Up Trailer Codes

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

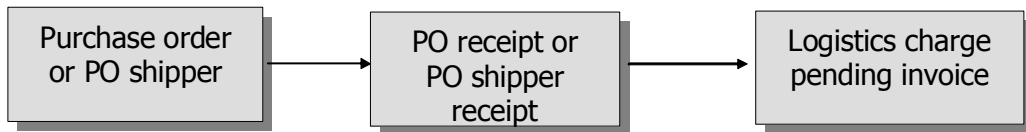
Once established, the three most frequently used taxable and nontaxable trailer codes can be specified as defaults in Sales Order Accounting Control (36.9.6). These defaults display on the trailer of every order but can be changed manually.

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

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



Inbound Logistics Charges Accrual



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Logistics Charges Accrual

Inbound Logistics Charges Accrual Process

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

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

We will now review these steps in more detail.

Inbound Logistics Charges Accrual

▲ Purchase Order Maintenance

The screenshot displays the QAD Purchase Order Maintenance interface. The 'Logistics Accounting Data' section is highlighted with a blue box. It includes fields for 'Terms of Trade' (set to 'icduty'), 'Transport Days' (set to '0'), and 'Transportation Resp.' (set to 'Customer'). A 'Show Details' checkbox is checked. Below this, the 'Logistics Accounting Detail' table is visible, with columns for 'Charge', 'Description', 'Log Supplier', and 'Name'. The first row shows 'icduty' as the charge and 'Inbound Duty' as the description.

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		

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Purchase Order Maintenance

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

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Inbound Logistics Charges Accrual

▲ PO Shipper Maintenance

PO Shipper Maintenance x

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Supplier: ICSUP01	Ship Date: 8/15/2008	IC Supplier 1
Shipper ID: 1234567		IC Supplier 1 Address1
Ship-to ID: icSITE1	IC Site 1	
Carrier Shipment Ref: ICSUP-1	Status:	
Carrier Shipment Ref2:		
Ship Via:	Ship Date: 8/15/2008	
FOB Point:	Arrive Date:	
Mode of Transport:		

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
icduty	Inbound Duty		
icfitt	Inbound Freight		

QAD Proprietary 2009-AF-LA-290

PO Shipper Maintenance

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

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

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

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

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Inbound Logistics Charges Accrual

▲ PO / PO shipper receipts

Purchase Order Receipts ✕

Go To
Actions
Copy
Print
Preview

Order: D1P41

Supplier: 3000

Status:

Effective: 3/11/2009

Packing Slip: 000138756

Move to Next Operation: ☒

Receiver: D1P41

Acme Supply Co.

Receive All: ☒

Comments:

Ship Date: 3/6/2009

PO Shipper Receipt ✕

Go To
Actions
Copy
Print
Preview

Supplier: ICSUP01

IC Supplier 1

Shipper ID: 1234567

IC Supplier 1 Address1

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PO and PO Shipper Receipts

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

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

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

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



Inbound Logistics Charges Accrual

▲ GL effect

Inventory Acct		Inbound Accrual Acct	
DR	CR	DR	CR
1,000			1,000

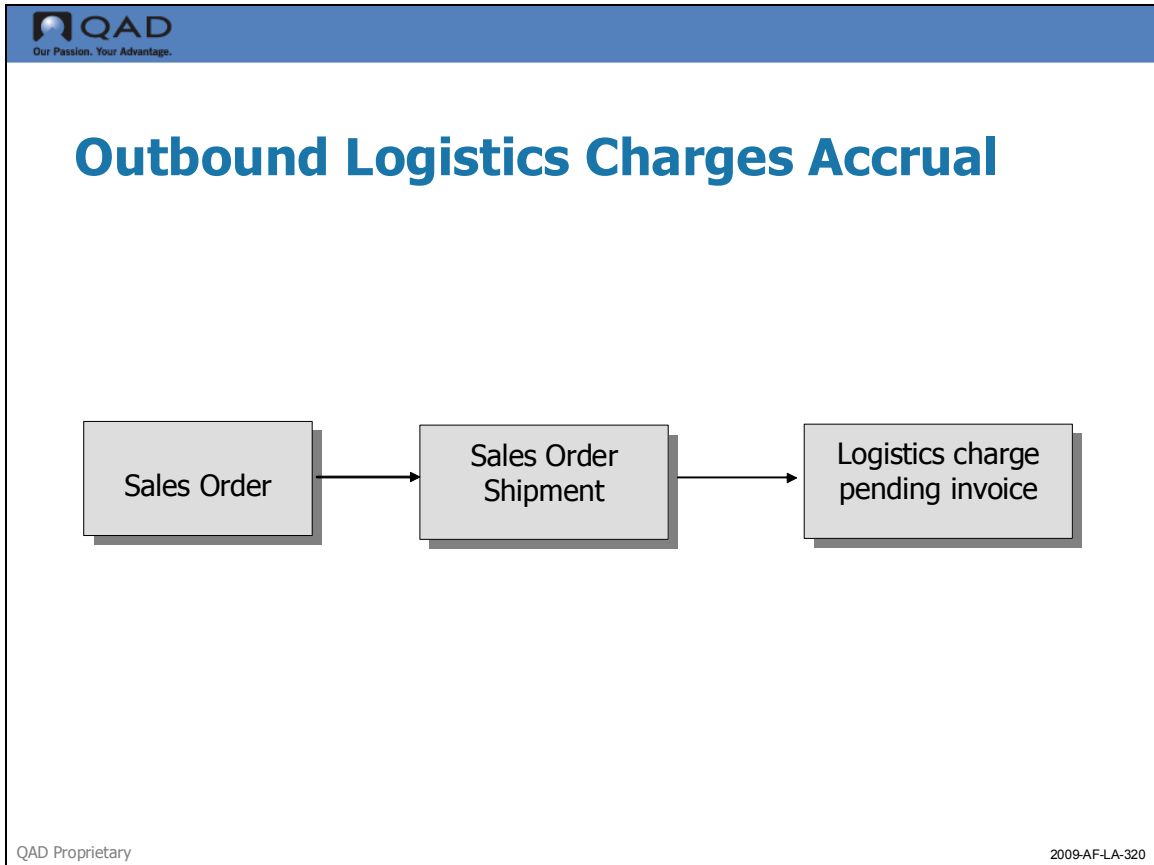
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2009-AF-LA-310

GL Effect

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

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



Outbound Logistics Charges Accrual Process

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

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

We will now review these steps in more detail.

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Outbound Logistics Charges Accrual

▲ Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

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

Header

Order: D1532 Sold-To: 1011 Bill To: 1011 Ship-To: 1011

Sold-To: 10000 Ship-To: 10000
1142 Callaway 1142 Callaway

GR City: NJ 34626 GR City: United States

Freight Data

Salesperson 1: Freight List: FedX
Multiple: Fit Min Wgt: 0
Commission 1: 0.00% Freight Terms: ADD
Calculate Freight: ☒
Display Weights: ☒
Entered By: mfg

Freight List: FedX Freight Class: 1 Fit Min Wgt: 0
--- UNIT --- -- EXTENDED --
Item Ship Weight: 0 0
Freight Ship Weight: 0 KG 0 KG
Unit Freight Charge: .00 USD .00 USD
Import/Export: ☐

QAD Proprietary 2009-AF-LA-330

Sales Order Maintenance

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

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

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

- Distribution Order Maintenance (12.17.14)
- Distribution Order Processing (12.17.21)

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

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Outbound Logistics Charges Accrual

▲ Sales Order Maintenance

Header | **Lines** | Trailer

Lines > Line Details > Freight Data > Tax Info > Comments

Header

Order: D1532 Sold-To: 1011 Bill To: 1011 Ship-To: 1011

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
LOG23	Logistics Charge Code 23	FEDX	Federal Express

Bill To: 1011 Ship-To: 1011

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

View/Edit Tax Detail: ☐

Trailer Information

CR Initials:	Print Sales Order: ☒	Prepaid:	0.00
Credit Card:	Print Pack List: ☒	FOB Point:	
Action Status:	Print Inv Hist: ☒	Ship Mode:	
Revision: 0	EDI Inv Hist: ☐	BOL:	AB13945
EDI PU ACK: ☐	Parade OK: ☒		

Logistics Accounting details

Pending invoice external reference

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2009-AF-LA-340

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

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

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

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Outbound Logistics Charges Accrual

▲ Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

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

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

Item Ship Weight: 0 Item Ship Weight: 0
Freight Ship Weight: 10 KG Freight Ship Weight: 0 KG
Unit Freight Charge: .00 USD Unit Freight Charge: .00 USD

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

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

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

Shipment ID: AG395485

Logistics Accounting Detail

Charge	Description	Log Supplier	Name
10000	Logistics Charge Code 23	FEDX	Federal Express

Internal reference

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Sales Order Shipments

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

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

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

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

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

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Outbound Logistics Charges Accrual

SO shippers

Sales Order Shipper Maintenance

Shipping Information

Ship-From ID: 10000 NJ Plant
Number: SH01

Ship-To/Dock: 002 Honda Delta
1142 Callaway

Shipping Group:
Inventory Movement Code:

Carrier: KCR Multi
Ship Via:
FOB Point:
Mode of Transport:
Carrier Shipment Ref: SH01
Vehicle ID:
Payment Type:
Carrier Account:

Pre-Shipper/Shipper Confirm

Go To Actions Copy Print Preview

Ship-From ID: 10000 NJ Plant
Pre-Shipper/Shipper: Pre-Shipper
Number: SH01
Ship-To/Dock:
Ship Date: 3/11/2009
Effective Date: 3/11/2009

Document Format: GEN
Consolidate Ship: optional
Language: US
Comments:
abs__qadd01: 0

Internal reference

External reference

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Sales Order Shippers

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

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

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



Outbound Logistics Charges Accrual

▲ GL effect

SO Expense Acct		Sales Order Accrual Acct	
DR	CR	DR	CR
1,000			1,000

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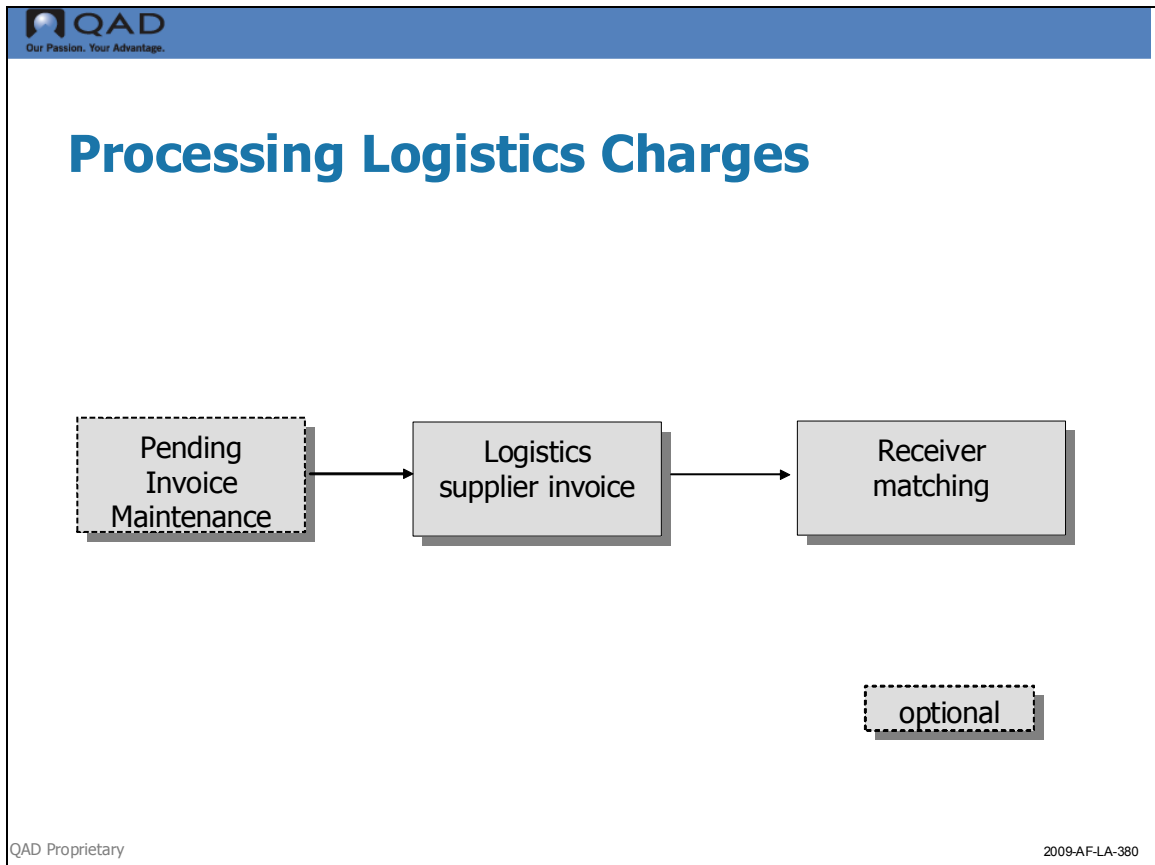
2009-AF-LA-370

GL Effect

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

A sales order shipment creates the following GL transactions:

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



Processing Logistics Charges.

This section describes how logistics charges are processed once accrued.



Processing Logistics Charges

▲ Logistics Charge Pending Invoice

Log Charge Pending Invoice M...

Go To Actions Copy Print Preview

Pending Invoice:

Supplier: FEDX Federal Express
Closed: ☐ Voucher:

Logistics Charge Code: LCC23 Logistics Charge Code 23
Internal Reference: 104 SO Shipment
External Reference: BOL FA123

Ship-From: 4400 Flat Land Shipping
Ship-To: cust002 Secondary Customer

Transaction Date: 6/19/2008 GL Effective Date: 6/19/2008

Accrued Amount: 2,400.00 Currency: USD
Vouchered Amount: 0.00
Open/Variance Amt: 2,400.00

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2009-AF-LA-390

Logistics Charge Pending Invoice

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

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

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

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

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



Processing Logistics Charges

▲ Logistics supplier invoice

Supplier Invoice Create

Attachments

Supplier Code: S06666 UPS Reference: LA1

Posting: 2008 / 11 / inv / 2 11/25/2008 TC Invoice Amount: 2,000.00 EUR

General | Addresses | Financial Info | Tax | SI Posting | Matching Posting

Supplier Code: S06666 Business Relation: UPS

Reference: LA1 Description: LA1 S06666

PO Number

Registration Number: 2

Invoice Type: Invoice

Daybook Code: inv 000000002

Year: 2008 11

Posting Date: 11/25/2008

Invoice Date: 11/25/2008

TC Invoice Amount: 2,000.00 EUR

Exchange Rate: 1.0000000000

BC Invoice Amount: 2,000.00 EUR

Sub/Account: Gserv

Project

Cost Center

Link to Invoice: 0000 00000000

Invoice Status Code: RMHOLD

Allocation Code

Taxable

Approved

Lock Payment

Initial Status

Adjustment

Receiver Matching

Open

Selected

0

Matching

Save and Create Save Close

PO number
is blank

Invoice status
code enabled for
receiver
matching

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2009-AF-LA-400

Logistics Supplier Invoice

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

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

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



Processing Logistics Charges

▲ Receiver Matching

– Logistics tab

Separate frame
for Logistics
Accounting
pending invoices

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2009-AF-LA-410

Matching Logistics Charges

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

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

Variances

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





Processing Logistics Charges

▲ GL effect (inbound)

Inbound Accrual Acct

DR	CR
1,000	

Accounts Payable

DR	CR
	1,000

▲ GL effect (outbound)

SO Accrual Acct

DR	CR
1,000	

Accounts Payable

DR	CR
	1,000

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2009-AF-LA-420

GL Effect

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

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

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

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

Logistics Accounting Reporting

The screenshot shows the 'Applications' menu in QAD. The path to the 'Logistics Charge Variance Report' is highlighted with a blue box. Three blue arrows point from text labels to specific items in the menu:

- An arrow points from 'Matching Logistic Charge Variance Report' to the 'Matching Logistic Charge Variance Report' item.
- An arrow points from 'Logistics Charge Variance Report' to the 'Logistics Charge Variance Report' item.
- An arrow points from 'Open Logistics Charge Report' to the 'Open Logistics Charge Report' item.

Matching Logistic Charge Variance Report

Logistics Charge Variance Report

Open Logistics Charge Report

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2009-AF-LA-430

Logistics Accounting Reporting

Three useful reports should be especially be mentioned:

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



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Logistics Accounting Reporting

Logistics Charge Variance Rep... X

Logistics Charge Variance Rep... X



Logistics Charge Variance Report

QMS EMEA

11/25/08 07:25:55

Page:1

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

Supplier Order	Chrg Code	ShipFrom / ShipTo	Internal Reference	Order	Voucher Order Ln	Effective Cur	Invoice Amount	Accrued Amount
S06666	FRTUPS	RC1011	LA-002	2008/SINV0000000003		11/25/08 EUR		
LA-002		S07500 / EMEA-NLS						
	100.00	3.00K						
S06666	FRTUPS	RC1012	LA-003	2008/SINV0000000004		11/25/08 EUR		
LA-003		S07500 / EMEA-NLS						
	-200.00	-3.00K						
S06666 Logistics Supplier Total:							EUR	9,900.00
Report Total:							EUR	9,900.00

Open Logistics Charge Report

Open Logistics Charge Report... X



Open Logistics Charge Report

QMS EMEA

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

Supplier	Chrg Code	Internal Reference	Order	Ship-From	Ship-To	Effective Cur	Open Amount
S06666	FRTUPS	RC1010	LA-001	S07500	EMEA-NLS	11/25/08 EUR	2,000.00
	Tax						0.00
S06666	FRTUPS	RC1011	LA-002	S07500	EMEA-NLS	11/25/08 EUR	4,000.00
	Tax						0.00
S06666	FRTUPS	RC1012	LA-003	S07500	EMEA-NLS	11/25/08 EUR	6,000.00
	Tax						0.00
S06666 Logistics Supplier Total:							EUR 12,000.00
Report Total:							EUR 12,000.00



Open Logistics Charge Report

QMS EMEA

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

General Ledger Detail

Account	Sub-Acct	CC	Project	Date	EFF Date	Description	Debit Amount
19400	Gserv			11/25/08	11/25/08	01 LA-001 RC1010	2,000.00
				11/25/08	11/25/08	01 LA-002 RC1011	4,000.00
				11/25/08	11/25/08	01 LA-003 RC1012	6,000.00
							12,000.00

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End of Report

440

The above slide displays two sample reports.

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

CHAPTER 6

Budgeting



Objectives

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



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2008-MC-2.1-1-BU-020

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

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

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



Overview

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

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2008-MC-2.1-1-BU-030

Overview

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

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

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

Finally, you will practice what you have learned with an exercise.



Budgeting

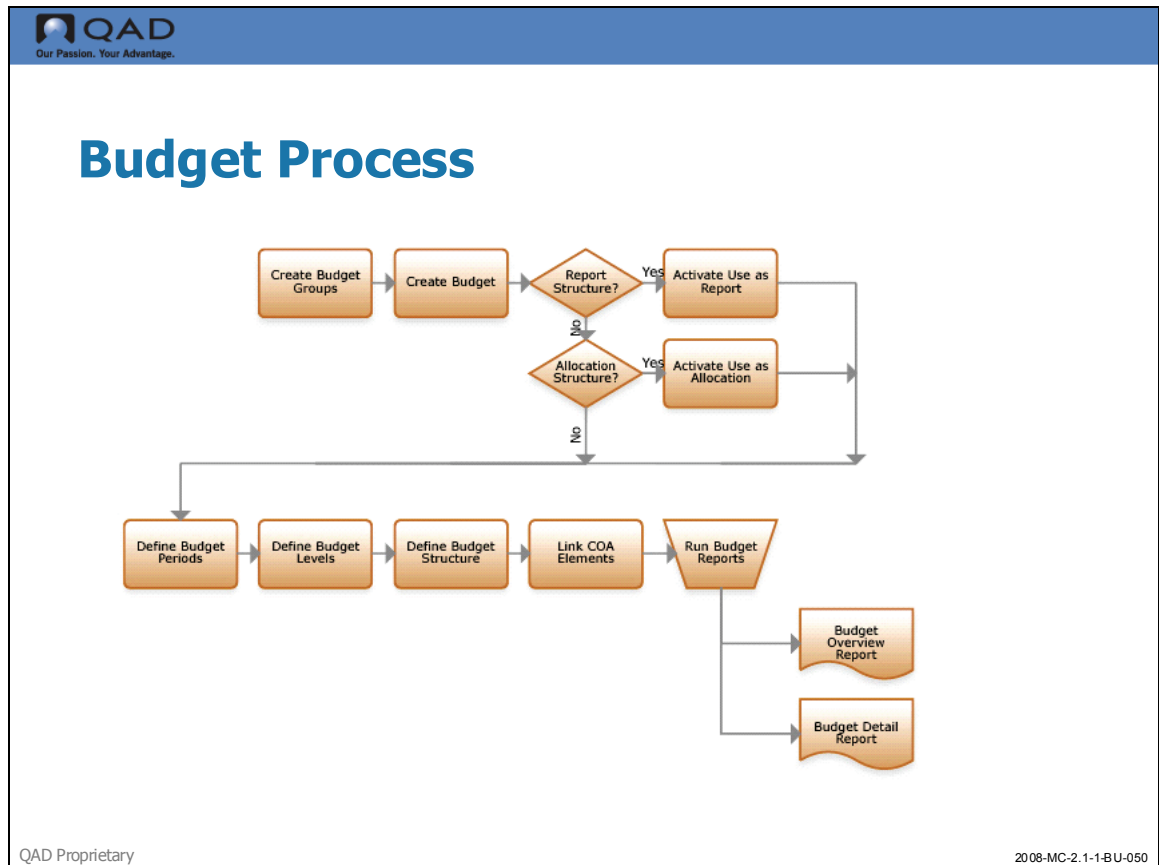
- ▲ Use Budget Create (25.5.2.1) to define budgets.
- ▲ Define budgets for a single entity, or for a group of entities with the same shared sets.
- ▲ Budgets are composed of a structure of budget topics.
- ▲ Topics are linked to:
 - Accounts
 - Sub-accounts
 - Cost centers
 - Projects
 - SAFs
 - Sub-totals

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2008-MC-2.1-1-BU-040

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

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



Budget Process

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



Budget Groups

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

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2008-MC-2.1-1-BU-060

Budget Groups

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

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

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



Budget Report Periods

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

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2008-MC-2.1-1-BU-070

Budget Report Periods

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

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



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Budget Create (25.5.1.1)

Budget Create

Go To

Actions

Tools

Attach

Print

Preview

Excel Hotlink

Attachments

Budget Code

1 2008

Status

Valid

Description

1 2008

Used for Allocation

Use as Report

General

Budget Period

Levels

Structures

Versions

Budget Administrator

bws

Currency Code

USD

Report Period Check

No Action

Use Quantity Info

Overrun (YTD)

No Action

Total Overrun

No Action

GL Period Overrun

No Action

Send E-Mail on Errors

Send E-Mail on Warnings

Entity Code

Last Modified

US-WEST

Check Actuals Online

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2008-MC-2.1-1-BU-080

Budget Create

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

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Budget Create Header Fields

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

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

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2008-MC-2.1-1-BU-090

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

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

Status. This field displays the budget status. Budgets can have one of the following statuses:

Initial: The preliminary status of a budget. The status field is read-only and set to Initial until you define budget periods and levels.

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

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

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

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

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

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

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

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

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

General Budget Data

Budget Currency

Specify how the system will respond if the budget amounts are overrun.

Select the field to enable the online budget check

Specify the entities that will update actuals for the budget.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Budget Periods

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

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

Year: 2007

Periods by Dates: Starting Date, Occurrences, Budget Period Type

Create Budget Periods

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2008-MC-2.1-1-BU-110

Budget Periods

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

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

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

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

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

You can define budget periods:

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

Periods Grid

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

Periods by Year Field

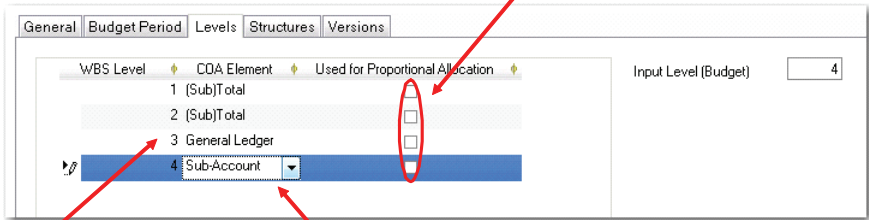
Specify a GL calendar year on which to base the budget periods. The system creates budget periods that are equivalent to the GL periods of the year you specify. Use this option independently of the Periods by Dates fields.

Periods by Dates Fields

The system uses the data in these fields to automatically generate budget periods



Budget Levels



Maximum of eight levels.

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

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

Select which level is used in a proportional allocation (only valid when budget is marked as "use in Allocations")

Input Level (Budget)

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

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2008-MC-2.1-1-BU-120

Budget Levels

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

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



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Budget Structures

General

Budget Period

Levels

Structures

Versions

Versions

Initial Version (2007/8)

Auto Roll-Up

☐

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

Total Actual 0.00 Total Commitment 0.00

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

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

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2008-MC-2, 1-1-BU-130

Budget Structures

Use the Structures tab to create the budget topics according to the structure defined on the WBS Levels tab, and enter data for each topic. (WBS = Work Breakdown Structure)

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

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



Create Budget Structure

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

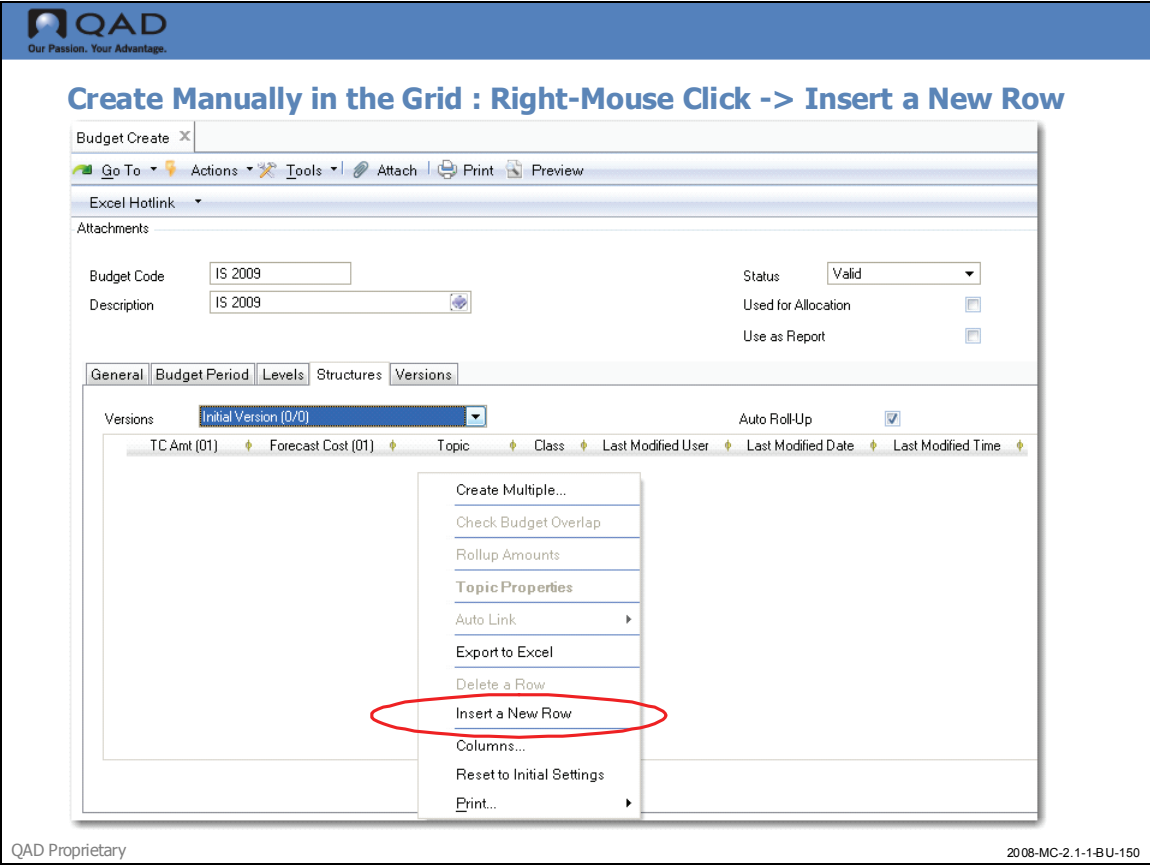
QAD Proprietary

2008-MC-2.1-1-BU-140

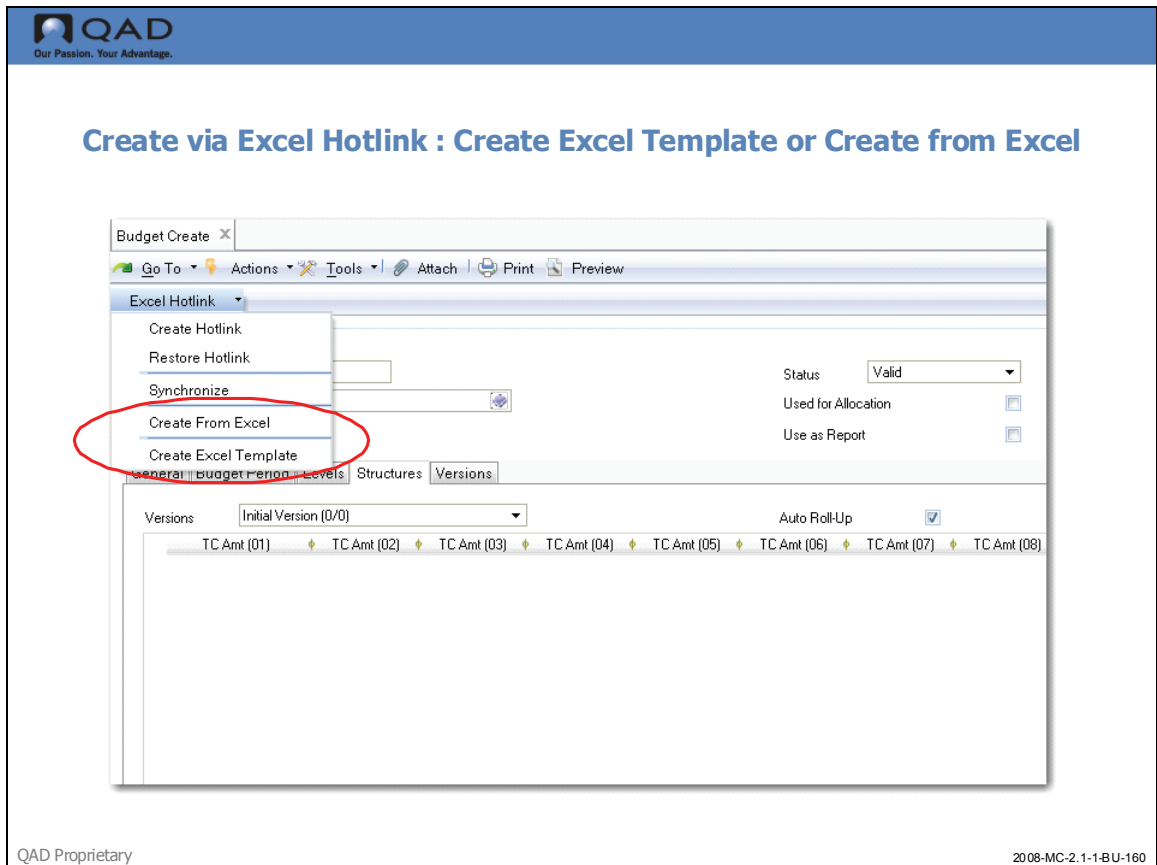
Create a Budget Structure

The Budgeting functionality in QAD Enterprise Applications gives you the choice of creating budget structures manually in the application, or to import an Excel file using the hotlink.

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



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



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

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

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

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

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

The menu has the following options:

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

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

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

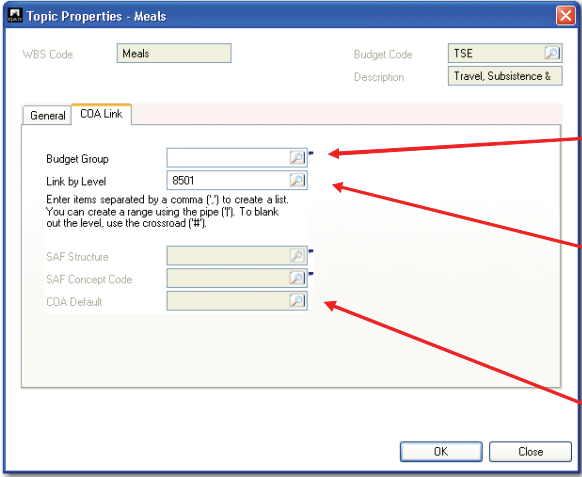
Restore Hotlink. Use the Restore Hotlink command to open the spreadsheet associated with a budget.

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

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

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Linking Topics



Right-click on a topic, select Topic Properties.

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

Specify the COA components to link to the budget topic.

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

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

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2008-MC-2.1-1-BU-170

Link COA Topics

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

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

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

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Budget Versions

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

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

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Budget Versions

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

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



Budget Activities

▲ Copy

- An existing budget can be used as basis for a new budget.
- The rules used during copying are:
 - The structure is copied.
 - The user needs to define the periods of the new budget.
 - It is an option to copy also the budget data.

▲ Rebuild

- Updating of the topic actuals by budget daemon
- Each posting on budget item generates at the same time a work record for the daemon.
- The rebuild activity allows to clear all previous calculations of the daemon for this specific budget and re-generates all work records.
- All budget actuals will be recalculated (rebuild).

▲ Delete

- All budgets can be deleted.

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2008-MC-2.1-1-BU-190

Budget Activities

Modifying Budgets

A number of restrictions apply when modifying budgets.

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

Two activities let you modify saved budgets:

- Budget Modify (25.5.1.2) lets you change the budget data in the Structures tab for the current active budget version. The data in the General, Periods, Levels, and Versions tabs cannot be modified.

- Budget Modify All Versions(25.5.1.6) lets you modify budget data in all tabs, except the Levels tab, and save your changes as a new budget version.

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

Copying Budgets

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

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

Rebuilding Budgets

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

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

Deleting Budgets

Any budget can be deleted without restriction.



Budget Daemon

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

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2008-MC-2.1-1-BU-200

Budget Daemon

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

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

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

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



Updating Budget Data

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

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2008-MC-2.1-1-BU-210

Updating Budget Data

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

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

Use the Create Hotlink, Restore Hotlink and Synchronize options to update your budget (see “Create a Budget Structure” on page 153).

Hands On Exercise:

Exercise 1: Create a new budget IS2009 using the Excel hotlink

Login to US-WEST or EMEA-DE

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

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

- 2 Click OK.

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

- 3 Go to Budget Create (25.5.1.1).

Field	Data
Budget Code:	IS2009
Description:	IS2009

- 4 On the Budget Period tab, create four periods for 2009.
Select Custom Date. Use the Periods by Dates sub-screen to create the periods:

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

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

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

The Input Level (Budget) field displays 3.

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

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

- 7 Go to the Structures tab, click the Excel Hotlink button, and select Create from Excel.
- 8 In the popup window, go to Desktop and open the Budgeting folder in the Advanced Financials Exercises directory. Select the file HO budget `create.xls` and click Open to review.

After the upload from Excel the screen in tab structures should look like this.


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Budget Create

Budget Create

Go To Actions Tools Attach Print Preview

Excel Hotlink

Attachments

Budget Code

Description

Status Valid

Used for Allocation ☐

Use as Report ☐

General Budget Period Levels Structures Versions

Versions Initial Version (2008/1)
Auto Roll-Up ☒

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)
▶ Revenue	1,231,972.96	1,231,972.96	1,231,972.96	1,231,972.96	0.00
▶ Direct Cost	570,890.77	570,890.77	570,890.77	570,890.77	0.00
▶ Overhead Indirect	142,500.00	142,500.00	142,500.00	142,500.00	0.00
▶ General / Admin.	108,375.00	108,375.00	108,375.00	108,375.00	0.00

Budget Create (25.5.1.1)

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2008-EX-2.1_2-010

The amounts are loaded, and your budget is ready.

Exercise 2: Create and Copy a Budget

- 1 Go to Budget Create (25.5.1.1).

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

- 2 In the Budget Period tab, create periods for 2009. Click Select Year and then Create Budget Periods.

- 3 In the Levels tab, right click and select Insert a New Row to create two levels.

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

- 4 In the Structures tab, right click and select Insert a New Row. Rename the topic to ADM on this row (navigate to the right to display the Topic column).

- 5 Right-click on the row and select Topic Properties. In the Topic Properties window, select the COA Link tab.

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

- 6 Choose COA link. Right click again and select Create Multiple Children.

- 7 In the pop-up window, enter the following data:

If you are logged in to entity US-WEST:

Field	Data
Link From Code:	7000 (
Link Till Code:	7800
Breaking Position:	<leave blank>

If you are logged in to Entity EMEA-DE:

Field	Data
Link From Code:	40000

Field	Data
Link Till Code:	49999
Breaking Position:	<leave blank>



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Budget Create

GeneralBudget PeriodLevelsStructuresVersions

Initial Version (2008/4)

Adm

Topic

TC Amt (01)

0.00

T

7000

7010

7020

7030

7040

7200

7300

7400

7500

7600

Forecast Cost (01)

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Total Actual 0.00

Total Commitment 0.00

Budget Create (25.5.1.1)

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2008-EX-2.1_2-020

- 8 Click OK. The screen should look like this (US-WEST, see picture above).
- 9 On the Versions tab, enter the following values:

Field	Data
From Report Period:	01
Reporting Year:	2009
- 10 On the General tab, change the status to Operational.
- 11 Click Save and Create.Go to Budget Copy (25.5.1.5)

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

- 12 Go to Budget Modify All Versions (25.5.1.6) and select the newly created budget code (CC-MAR).
- 13 Go to the Structures tab and rename the topic from ADM to MAR.
- 14 Right click on the row, select Topic Properties and then go to the COA Link tab. Replace ADM by MAR. Save.
Your new budget is ready.

CHAPTER 7

Budget Reports



Objectives

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



Budget Reports: Definitions

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

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2008-MC-2.2-1-BR-030

Budget Reports Definitions

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

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



Budget Overview Report

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

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2008-MC-2.2-1-BR-040

Budget Overview Report

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

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

- Budget Qty
- Forecast
- Forecast Qty
- Actuals

- Actual Qty
- Budget – Actuals
- Forecast – Actuals
- $(\text{Budget} - \text{Actuals}) / \text{Budget} * 100$
- $(\text{Forecast} - \text{Actuals}) / \text{Forecast} * 100$

Other options include the following:

Time Frame Type for Actuals. Indicate how you want the system to select data to report for each of the 8 columns:

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

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

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

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

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

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

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



Budget Detail Report

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

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2008-MC-2.2-1-BR-050

Budget Detail Report

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

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

- Budget – Actuals
- Forecast – Actuals

The options for commitments are not currently supported.

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

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

Hands On Exercise:

Exercise 1: Budget Overview

Login to entity US-WEST or EMEA-DE

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

Field	Data
Budget Code:	IS2009
Measure 1-5:	Budget
Time frame:	
Field	Data
Reporting Period 1:	1
Reporting Period 2:	2
Reporting Period 3:	3
Reporting Period 4:	4
Reporting Period 5:	All
Reporting Year 1-5:	2009
Operational Budgets Only	No
(If this filter field does not appear, make it visible in Tools Filter Fields)	

Exercise 2: Budget vs Actuals

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

- 1 Upload actuals data for the first three months of 2009 using the Journal Entry Excel Integration (25.13.1.6).
- 2 First open the Excel files named HO budget reports 2Jan.xls, HO budget reports 2Feb.xls and HO budget reports 2Mar.xls in the Budget Reports directory in the Advanced Financials Exercises folder on your desktop. (Choose the xxx-USD worksheets if working in the US-WEST entity).

- 3 Update the year to 2009 on each transaction.
- 4 In the grid, right-click and select Import from Excel. Use the Excel worksheets mentioned above. Import each worksheet in a separate session.
- 5 Run Budget Overview (25.5.3.2) report for budget CC-Adm.
- 6 Click Tools | Manage Filter Fields and add filter fields for a total of 8 columns. (Report Period, Reporting Year, Time Frame type, Measure, Version Measure)

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

Results: See report print: 2.2_2b_HO 2 in directory Advanced Financials Exercises | Budget Reports on your Desktop.

Exercise 3: Budget Detail Report

Login to US-WEST or EMEA-DE

- 1 Go to Budget Detail (25.5.3.1). Run the report with following criteria:

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

Results: See report print: 2.2_2c_HO 3.xls

CHAPTER 8

Structured Reports



Objectives

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



Overview

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

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2008-MC-2.3-1-SR-030

Overview

In this section, we will first explain what structured reports are, then learn to set up a report structure and run it.

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

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

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



Report Structures

- ▲ Define hierarchy of levels to accumulate data for the Balance Sheet and Income Statement reports.
- ▲ Report structure consists of a placeholder entity budget
 - Contains a budget structure.
 - Does not have to contain budget data.
- ▲ Create levels and topics, link COA elements, and optionally add subtotals.
- ▲ Structure must contain a minimum of one GL account topic level.

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2008-MC-2,3-1-SR-040

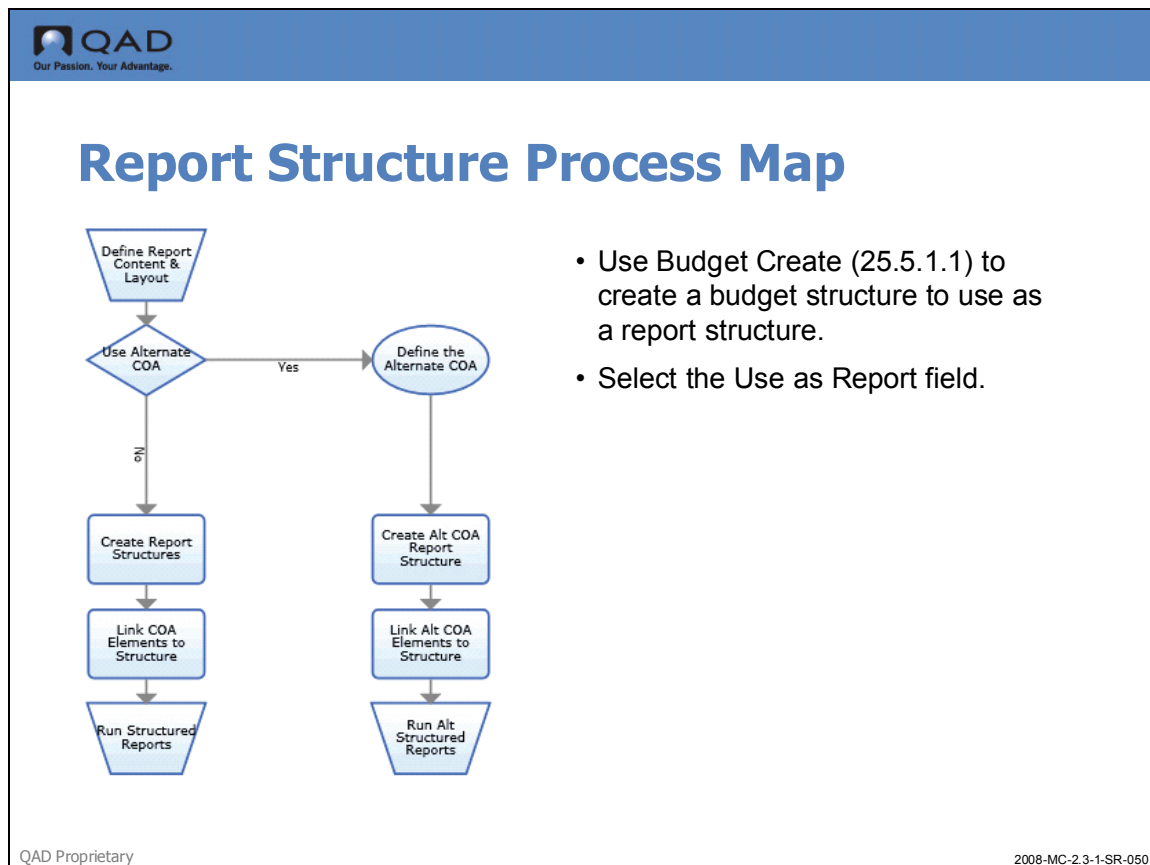
Report Structures Highlights

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

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

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

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



Report Structure Process Map

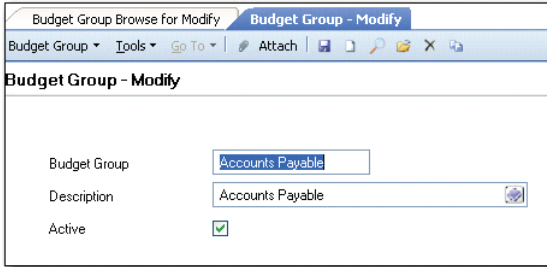
You use the Budget Create (25.5.1.1) activity to create a budget structure for use as a report structure.

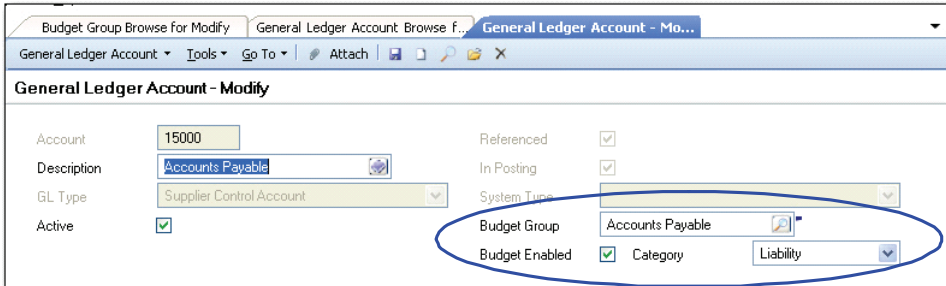
Only minimal budget data is needed in the header, including the budget code and description, and you then select the Use as Report field.

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


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Report Structure Base Data: Budget Groups





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2008-MC-2, 3-1-SR-060

Report Structure Base Data

Budget Groups

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

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

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



Report Structure Base Data: Budget Period

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

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2008-MC-2,3-1-SR-070

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

Budget Period

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



Report Structure Base Data: Budget Levels

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

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

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Budget Levels

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

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

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



Creating a Report Structure

Topic	TC Amt (01)	Forecast Cost (01)	Class
Assets	0.00	0.00	0
Topic	TC Amt (01)	Forecast Cost (01)	Class
AR	0.00	0.00	0
Topic	TC Amt (01)	Forecast Cost (01)	Class
Liabilities	0.00	0.00	0
Topic	TC Amt (01)	Forecast Cost (01)	Class
AP	0.00	0.00	0
SIREC	0.00	0.00	0
ResCr Year	0.00	0.00	0

COA Link for General Ledger List: 0000004R. Total Actual 0.00 Total Commitment 0.00

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

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Creating a Report Structure

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

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

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

Like for budgets, you can use the Excel integration to facilitate the structure creation (see Chapter 6, “Budgeting,” on page 137 for more details).





Report Structure Topic Properties

General COA Link

Status: **Active**

GL Account Unit of Measure:

Co	Last M	Last Mo	Last M

Hide On Reporting ☐

Invert Base Sign ☐

Topic Properties

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

Two fields are specific to report structures.

Excel Integration

Select to change how debit and credit amounts are represented for a report structure topic.

Select to hide subtotal topics on the Balance Sheet and Income Statement reports.

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

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Topic Properties

The Topic Properties screen used to link COA elements to budget and report structures contains two fields that are specific to report structures: Hide on Reporting and Invert Base Sign.

The display sign of an amount on a topic is derived as follows.

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



Report Structure System Accounts

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

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Report Structure System Accounts

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

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

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

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

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



Execution Program

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

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Report Execution Program

Execution program for structured financial reports (mainly balance sheet and income statement) retrieve the data based on the selected structure and the other selection criteria.

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

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



Selection Criteria

- ▲ Report structure : any structure can be used for both execution programs (Income statement and Balance Sheet)
- ▲ Multi-entity
 - Select entities from any domains with the same COA shared set
- ▲ Time frame
 - Balance Sheet report :
 - Till Date : user entry
 - From date : the start of the GL calendar year entered above
 - Income Statement report :
 - From Date & Till Date : user entry
- ▲ Data :
 - Actual (posting)
 - Budget

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Selection Criteria

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

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

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

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



Selection Criteria

▲ Other

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

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Other Selection Criteria

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

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

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



Content

▲ Balance Sheet report

- 2 measures : Actual and Budget data for the selected time frames
- Measure variances : absolute and in %
- Remark : the budget data is pro-rated when the selected time frame does not match with the granularity of the period definition

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Content

Balance Sheet Report

You can use the following criteria for each column:

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



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

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



Content

▲ Income Statement report

- 2 measures : Actual and Budget data for the selected time frames
- A % of the total income.
 - Total income is calculated as the sum of all amounts on GL accounts of Category 'Income'
- Measure variance in absolute value
- Remark : the budget data is pro-rated when the selected time frame does not match with the granularity of the period definition

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Income Statement Report

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

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

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



Output Options

▲ Reporting Currency:

- default
 - domain base currency – if selected domains have the same base currency
 - management currency - if selected domains have different base currencies
- any other currency - amounts are recalculated using today's accounting exchange rate.

▲ Detail level

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

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Output Options

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

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



Output Options

- ▲ Hide account numbers
 - COA details not shown
- ▲ Round
 - Nearest thousand
 - Unit
- ▲ On topic level:
 - Hide on report : hide this topic
 - Invert base sign

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

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



Output Options

▲ Analytical details :

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

Summarize Sub-Accounts	Summarize Cost center / Project	Report detail
Y	Y	1 amount per GL account
N	Y	An amount for each GL account- Sub-account combination
Y	N	An amount for each GL account – Cost centre/project combination.
N	N	An amount for each GL account – Sub-account – Cost centre / Project combination

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

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

Hands On Exercise:

Exercise: Structured reports

1 Login to EMEA-DE

2 Open Budget Create (25.5.1.1).

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

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

Field	Data
Starting Date:	01/01/07
Occurrences:	4
Budget Period Type:	Quarter

4 Click Create Budget Periods.

5 On the Levels tab, create rows by right clicking and selecting Insert a New Row.

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

6 On the Versions tab, modify Initial Version row:

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

7 On the Structures tab, click on the Excel Hotlink button and select Create from Excel.

8 Upload the Excel worksheet HO Struct report 1 in the `xml docs` directory on your Desktop.
A row should have been created in the Structures tab grid with a Topic called Period Result.

9 Right click on the row and select Auto Link | Complete Budget to link to budget groups (verify that Check for Unposted Transactions = No).

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GL Account Extended View

Budget Group ▾

- + Budget Group: (8 items)
- + Budget Group:COGS at Standard (5 items)
- + Budget Group:COGS Other (3 items)
- + Budget Group:COGS Variances (16 items)
- + Budget Group:Financial Expenses (4 items)
- + Budget Group:Financial Income (6 items)
- + Budget Group:General and Admin (5 items)
- + Budget Group:Miscell Prod Exp (5 items)
- + Budget Group:Miscell Purch Exp (5 items)
- + Budget Group:Other Expenses (2 items)
- + Budget Group:Other Income (8 items)
- + Budget Group:Sales and Marketing (1 item)
- + Budget Group:Sales Deductions (4 items)
- + Budget Group:Sales Income (1 item)
- + Budget Group:Service Expenses (9 items)
- + Budget Group:Utilities (3 items)

Budget Group ▾

- Budget Group: (8 items)

GL Account	Description	GL Type	GL Sys Type
43100	Electricity	Standard Account	
43200	Water	Standard Account	
43300	Heating	Standard Account	
43999	Housing Alloc Transfer	Standard Account	
46000	Depreciation Expense	Standard Account	
56000	Gain/Loss on Disposal	Standard Account	
Z90000	Machine Hours Carrier	Standard Account	
Z90001	Balancing Account	Standard Account	

+ Budget Group:COGS at Standard (5 items)

+ Budget Group:COGS Other (3 items)

+ Budget Group:COGS Variances (16 items)

+ Budget Group:Financial Expenses (4 items)

GL Account Extended View (25.15.2.2)

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- 10 Go to GL Account Extended View (25.15.2.2) to verify that all Profit & Loss GL accounts are linked to a budget group.
- 11 Click on Stored Searches | Manage Filter Fields to add the filter field Balance Sheet Account with Initial Value = No.
This gives you a list of Profit & Loss GL accounts.
- 12 Right click on the column header and select Show Group by Box.
- 13 Scroll to the right to the Budget Group column.
- 14 Drag and drop the column header to the Group by box.
- 15 Expand the Budget Group that does not show any budget group name:
- 16 Go to GL Account Modify (25.3.13.2) to update the GL accounts in this group.

- 17 Assign the budget group Other Expenses.
- 18 Go to Income Statement Report (25.15.5.5).

Entity: EMEA-DE

Field	Data
Report Structure:	IncStat
Measure 1 and 2:	Actuals
Measure 1 From Date:	01/01/08
Measure 1 To Date:	12/31/2009
Measure 2 From Date:	01/01/2009
Measure 2 To Date:	12/31/2009

- 19 Use Tools | Manage Filter Fields to add or remove filter criteria as needed.
- 20 Run the report once with GL account details (set the filter field Suppress Accounts to No) and once without (set the filter field Suppress Accounts to Yes).

CHAPTER 9

Report Variants



Objective

- ▲ Practice creating report variants suited to your specific business case, in various areas of the financial application

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Objective and Overview

Reports can be customized to optimally support your company processes and best practices. You can:

- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied report templates that contain formatting information such as fonts, logo, and paper orientation (landscape, portrait).

Note You need a Crystal Reports Designer licence in order to perform points 2 and 3.

Default settings are provided for each report. These can be adapted based on your company standard to better support your best practices. The last- used settings for a report can be automatically saved based on user-configurable settings. Filter settings and layout can be given a name and stored as a report variant for private use or to be shared among users or groups of users (roles).

By default, the system saves each user's last-used report variant. When you reopen a report you have already run, and click Execute to start the report, the report runs using the settings you last used.

In addition, you can define specific report settings and save them using a variant name. When you run the report, select that variant, and the report settings will be copied into the selection criteria, saving time.



Report Variants

- ▲ Specific selection criteria can be stored
 - Available next time the report is started
 - Unlimited number of variants
 - Saved for personal usage only or shared
 - Linked to a standard report
 - Do not appear as separate entries on the menu

- ▲ All variants of one report are based on the **same data**, but use **different filter criteria** and can use a **different report layout**

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Report Variants Highlights

Report Variants let you store the settings for a report under a user-defined name. By storing settings in a variant, you avoid defining report settings each time the report is run.

You can store an unlimited number of variants, for your personal use or sharing them with other users in a specific role, with will all users.

Report variants do not appear as separate entries on the menu, they are linked to and accessible from a standard report menu.

Changing Report Settings and Defaults

Managing Filter Fields

The Manage Filter Fields option in the Tools menu lets you indicate which filter fields to use for the current report variant, and how the fields will appear in the Selection Criteria tab for the report.

You can use Manage Filter Fields to:

- Change the order in which the filter fields appear in the Selection Criteria tab.
- Specify whether a filter field should appear on the Selection Criteria tab (Use column).
- Define an initial value or range of values for the filter field.

For a detailed explanation of fields, refer to the *User Guide: QAD Financials A*.

Report Options

The Report Options option in the Tools menu lets you specify reporting runtime parameters. These settings will be stored at report variant level, and affect how the report is printed.

For a detailed explanation of fields, refer to the *User Guide: QAD Financials A*.

Report Variants

Review available variants in Report Settings menu

Save new variant

Share with other users option

The screenshot displays the QAD software interface. The 'Report Variants' menu is open, showing a list of variants: 'Customer Credits', 'Customer Credits', and 'FACTORYDEFAULT'. The 'Customer Credits' variant is selected. The 'Save Variant As' dialog box is open, showing fields for Name, Description, Level, Role Name, and Company Dependent. The 'Level' dropdown is set to 'System'. The 'Role Name' field is empty. The 'Company Dependent' checkbox is checked. The 'Save' button is highlighted.

Saving Report Variants

Use the Variants menu to save report variants, and the Variants drop-down list to select saved variants.

You can use an existing report variant, modify the report settings and save them to the existing report variant, or select another report variant to update.

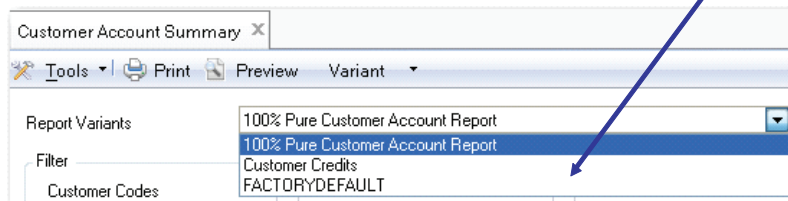
Use Report Variant Delete (36.4.21.25.3) to delete unwanted variants from the system.

Select from the drop down list on field Level whether you want to keep a variant for your personal use, or share it with other users. For reuse by you only, select Level: User, to share with other users of the same role, select Level: Role, or to share with all users, select Level: System.



Report Variants Reuse

Select variant
from drop-
down list



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Report Variant Reuse

Once saved, reuse a report variant by selecting it from the drop-down list under Report Variants.

Hands On Exercises

Exercise 1

Create two variants of the Income Statement Report (25.15.5.5.), one with and one without GL account numbers.

- 1 Login to EMEA-DE
- 2 Go to Income Statement Report (25.15.5.5.).
- 3 On the object toolbar, click Tools | Manage Filter Fields and the following initial values:

Field	Data
Report Structure:	Income Statement
Measure 1:	Actual
Suppress Accounts:	No, (and select in Use column)

- 4 Click Save.
- 5 On the object toolbar, click Variants, and select Save as.
- 6 Enter a name for the report variant, and select a level (System, Role, User).
- 7 Click Save.
- 8 Run the report twice; once with and once without suppressing GL accounts.

Exercise 2

In this exercise, you will create two report variants for the report SAF Code Transaction Detail Report (25.15.3.6). The first report should show four grouping levels: by GL account, sub-account, SAF 1 and SAF 2. The second report should show three grouping levels: by SAF 1, SAF 2 and GL account.

- 1 Login to US-WEST or EMEA-DE.
- 2 Open SAF Code Trans Details Report (25.15.3.6), and go to Tools | Manage Filter Fields.
- 3 Enter the following initial values:

Field	Data
Grouping Level 1:	GL
Grouping Level 2:	Sub-Account

Field	Data
Grouping Level 3:	SAF 1
Grouping Level 4:	SAF 2 (and select field)

- 4 Click Save.
- 5 Save as report variant SAFdetV1.
- 6 Enter the following initial values:

Field	Data
Grouping Level 1:	SAF 1
Grouping Level 2:	SAF 2
Grouping Level 3:	GL

- 7 Click Save.
- 8 Save as report variant SAFdetV2.

Exercise 3

Create a report variant for the Customer Account Summary (27.17.4) report for the period 12/2009 till 12/2009, with summary by daybook.

Login to US-WEST or EMEA-DE

- 1 Open Customer Account Summary (27.17.4) report.
- 2 Click Tools | Manage Filter Fields.
- 3 Enter initial values as follows:

Field	Data
GL Cal Year:	2009 / Second Initial Value 2009
Summary by:	Daybook

- 4 Click Save.
- 5 Save as report variant CustsumV1.
- 6 Run the report.

Exercise 4

Supplier Open Item Extended Report (28.17.5) for adjustments and prepayments only, with invoice date 01/01/2009 until the end of the current period.

Login to US-WEST or EMEA-DE

1 Go to Supplier Open Item Extended Report (28.17.5)

2 Click Tools | Manage Filter Fields

Enter the following initial value:

Field	Data
Invoice Date:	01/01/2009 To Initial Value: end of current quarter
Include Invoices:	No
Include Adjustments:	Yes
Include Credit Note Corrections:	No
Include Credit Notes:	No
Include Prepayments:	Yes

3 Save as report variant Supadj.

4 Run the report variant.

Exercise 5

Create report variants for the GL Transactions by Daybook (25.15.1.4) report, one with transactions of the primary layer only, for period 2009/01 to 2009/12, the second one with GL transactions templates for the period 2009/01 to current period.

1 Open the GL Transactions by Daybook (25.15.1.4) report.

First Report

2 Click on Tools | Manage Filter Fields. Enter the following initial/second initial values:

Field	Data
Layer:	Primary
GL Period:	Initial Value 1, Second Initial Value 12
GL Cal Year:	2009

3 Click Save.

- 4 Save as report variant OffLayV1.
- 5 Run the report.

Second Report

- 6 Click on Tools | Manage Filter Fields. Enter the following initial/second initial values:

Field	Data
Layer:	Trans-Template
GL Period:	Initial Value 1, Second Initial Value: \$Current Period
GL Year:	Initial Value, 2009, Second Initial Value: &Current Year

- 7 Click Save.
- 8 Save as report variant Templates.
- 9 Run the report.

CHAPTER 10

Alternate COA



Objectives

- ▲ Understand the alternate chart of accounts (COA) functionality, its benefits and its usage
- ▲ Understand the GL account cross-reference functionality
- ▲ Practice setting up an alternate COA



Overview

- ▲ Alternate COA Benefits and Highlights
- ▲ Process
- ▲ Setup
- ▲ Reports
- ▲ Exercise

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Overview

In this chapter, you will learn about the alternate chart of accounts functionality.

First we will review its benefits, highlights and features, then you will learn how to set up an alternate chart of accounts, and which reports can be used with them.



Benefits and Highlights

- ▲ Required in some countries (China, France, Russia...)
- ▲ Reporting only, no posting
- ▲ Multiple alternate COAs
- ▲ Stored at system level
 - Valid across domains
- ▲ Alternate COA structures
 - Copy function and Excel integration
- ▲ COA cross-reference



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Benefits and Highlights

An alternate chart of accounts (COA) is a secondary grouping of accounts that is generally used for statutory reporting.

For example, due to legal requirements in other countries in which your company operates, like Russia, China or France, you have to report your accounting activity using a standardized chart of accounts that has been provided by the legal authority. In this case you have a primary, operational chart of accounts and an alternate chart of accounts.

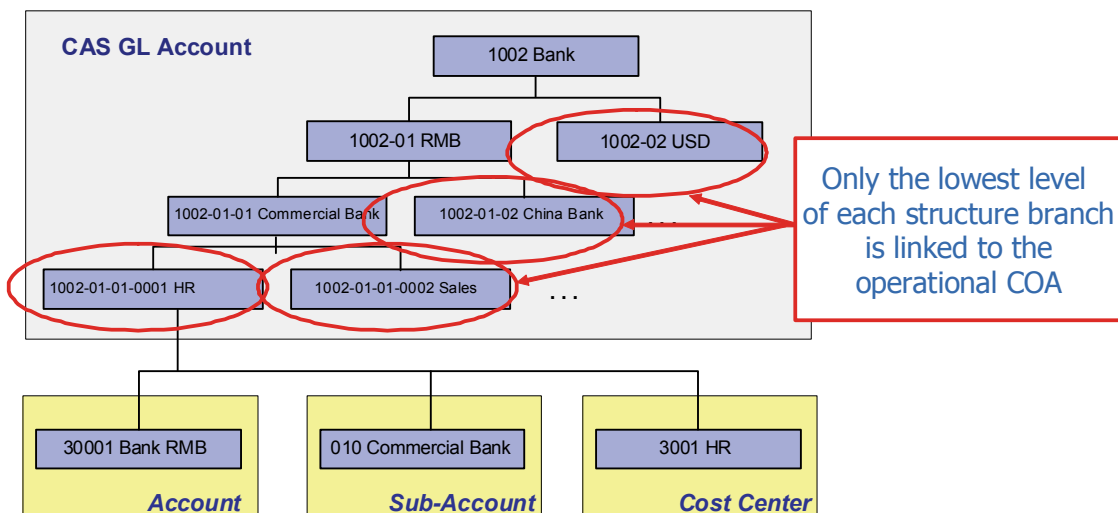
Postings always happens in the primary chart of accounts, which is cross-referenced to the alternate chart of accounts.

You can set up as many alternate COA as you need. All are stored at system level, to be usable across domains. The setup of an alternate COA occurs in two or three steps, and you can use the copy function or Excel integration to facilitate the operation.

Alternate COA structures are the basis of an alternate COA. Any accounts, sub-accounts, cost centers, and projects can be linked to the operational COA using COA cross-references.



Example of Alternate COA - China



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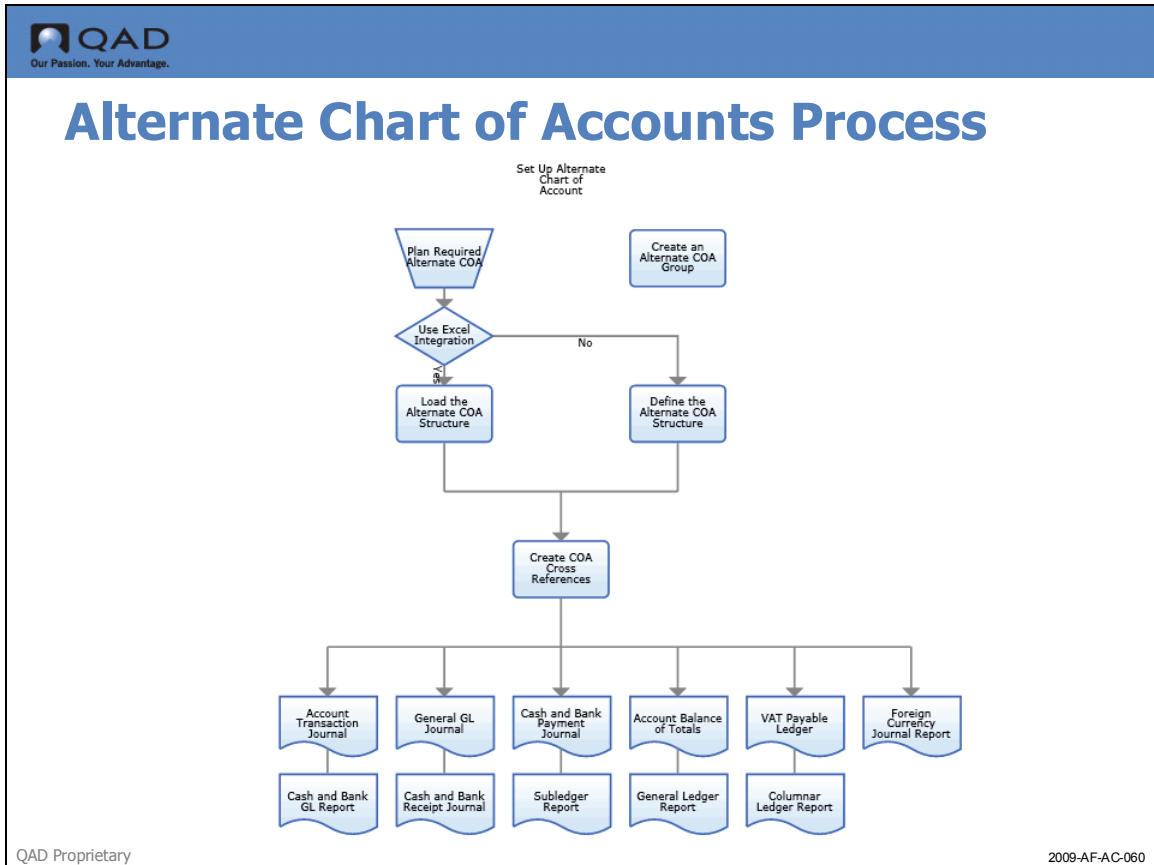
Alternate COA Example

China Accounting Standards (CAS) regulations require that an account code be structural. The first four digits are designated by the Chinese Financial Bureau, and then companies can define their own structure based on their requirements. In addition, the GL code contains the sub-account and cost center. In order to satisfy Chinese account code requirements, the Chinese subsidiary of a US company creates a structural alternate COA, mapped to its operational COA.

The example above shows an alternate COA structure for bank accounts. The alternate COA created for Chinese reporting contains four levels, and only accounts at the lowest level are mapped to the company's operational COA. Any account code that has no child is the lowest level account.

Alternate account 1002-01-01-0001 HR is mapped to operational account 30001 Bank RMB, sub-account 010, and cost center 3001 HR.

When running Chinese statutory reports, the statutory account code balances for parent accounts, such as 1002 Bank, are summed from child statutory codes.



Alternate Chart of Accounts Process

The above slide displays the process to set up and then use an alternate COA.



Alternate COA Setup

- ▲ Create alternate COA groups (opt.)
- ▲ Create an alternate COA structure
- ▲ Create cross-references

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Alternate COA Setup

To set up an alternate COA, three steps are involved (one of them optional).

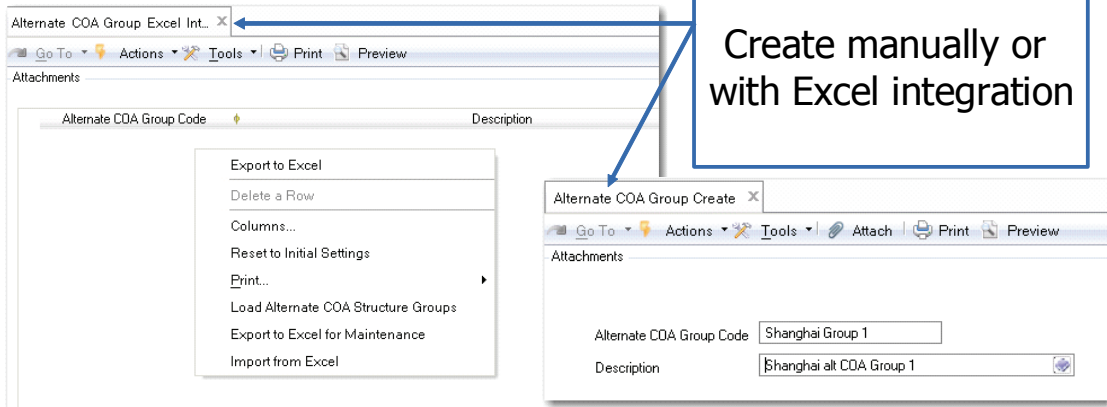
- 1 Create alternate COA groups (optional and recommended).
- 2 Create an alternate COA structure.
- 3 Map operational accounts to the structure using cross-references.

We will now review these steps in detail.



Alternate COA Groups

- ▲ Assigned to alternate accounts
- ▲ Avoid duplication of cross-reference
- ▲ Use on Chinese Balance Sheet and Income Statement



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Alternate COA Groups

An alternate COA group code functions in a similar way to a budget group code, and links level 1 alternate COA accounts. Lower level alternate COA accounts are then automatically mapped to the group code also and all related operational COA can be linked through the alternate structure.

Alternate COA groups are used to group data in the Chinese structured reports, such as the Chinese Income Statement and Balance Sheet.

Use Alternate COA Group Create (25.3.21.7) or Alternate COA Group Excel Integration (25.3.21.11) to define groups to which you can assign alternate accounts.





Alternate COA Structure

- ▲ One or more structures
- ▲ Multiple levels
- ▲ Link lowest structure level to operational COA
 - Any combination of GL account and sub-account, cost center, project, SAF
- ▲ Many-to-one relationship

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2009-AE-AC-090

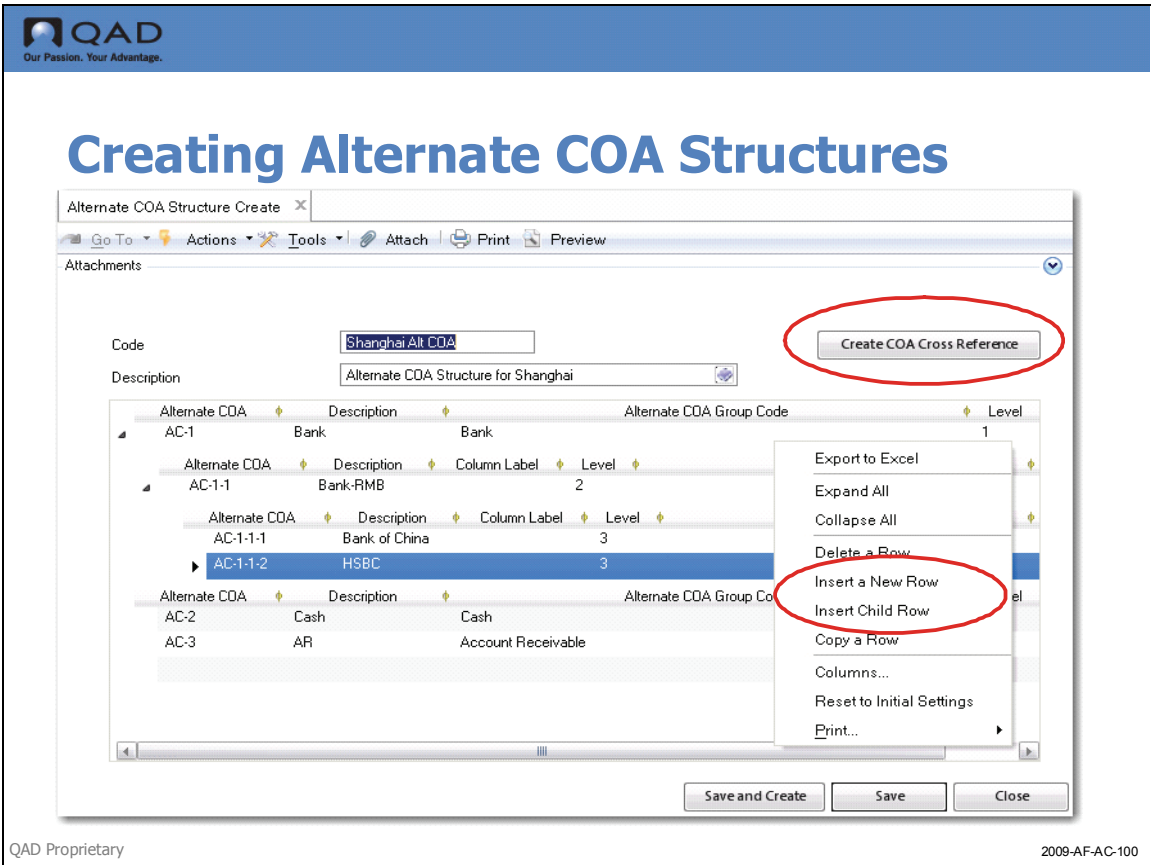
Alternate COA Structure

An alternate COA consists of one or more account structures, each containing a group of unique alternate accounts. Each alternate account is assigned an account code and account level indicator, and, optionally, a description, a column label, and an alternate COA group code.

The structure can have multiple levels, and their number is not limited.

Only the lowest level alternate account can be mapped to a combination of GL account, sub-account, cost center, and project, where any of sub-account, cost center, or project can be blank.

There is a many to one relationship between the source and the target COA, which means that one, or a range of GL accounts, sub-accounts, cost centers, and projects can be linked to a unique alternate account.



Creating Alternate COA Structures

Use Alternate COA Structure Create (25.3.21.1) to create new alternate COA structures. In the grid, right click and select Insert a New Row, or Insert a Child Row.

Optionally, you can use Alternate COA Structure Copy (25.3.21.5) to create an alternate COA structure based on an existing structure or define a structure using Excel and load it using Alternate COA Excel Integration (25.3.21.6).

Once you have defined an alternate COA structure, you then map it to the operational COA. You can do this from within the Alternate COA Structure Create (25.3.21.1) menu. After you define an alternate COA structure, click the Create COA Cross Reference button. The alternate COA structure is saved and COA Cross Reference Create (25.3.14.1) opens.



COA Cross-Reference

- ▲ Alternate COA mapping
 - Type: Alternate COA
- ▲ Consolidation
 - Combined GL dimension vs. separate GL dimension
 - Allows mapping of all analytic elements
 - Sub-account, cost center, project and SAF
- ▲ System validated
 - Based on existing postings

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COA Cross-References

The COA Cross Reference Create function (25.3.14.1) allows you to map operational GL accounts, sub-accounts, cost centers, and projects to alternate COA structures. Initially, use COA Cross Reference Create (25.3.14.1) or COA Cross Reference Excel Integration (25.3.14.6). You can also use COA Cross Reference Copy (25.3.14.5) to facilitate the creation of additional cross-references.

Cross-references are validated against the existing posting history (see further explanation below).



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Creating COA Cross-References

- ▲ Alt. COA mapping

VS.

- ▲ Consolidation mappings
 - Combined / separate

Type: Alternate COA

Target Domain: Alternate COA

Alternate COA: Combined COA Dimensions

Alternate COA: Separate COA Dimensions

Alternate COA: Cash

COA Cross Reference Create

Go To Actions Tools Attach Print Preview

Attachments

Code: Map-01

Description: Cash

Active: ☒

Columns: All

Type: Alternate COA

Target Domain: Domain1

Alternate COA: Cash

Source GL Account From	Source GL Account Till	Source Sub-	Source Sub-A	Source Cost	Source C	Source	Source	Target Alternate Account
1040	1044	10	99	0001				AC-1-1-1

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Creating COA Cross-References

When creating an alternate COA mapping, select type Alternate COA; you do not need to specify a target domain; these are created at system level.

In addition to creating alternate COA mappings, you can also use the COA Cross Reference Create function (25.3.14.1) to define mappings from GL combinations in source entities to GL in consolidation entities.

See Chapter 14, “Consolidation,” on page 303 and *User Guide: QAD Financials A* for a detailed explanation of how this validation works.



Reports with Alternate COA

- ▲ Use Alt COA with any Chinese accounting regional reports
 - Chinese GL Transaction Reports

Menu Search

- GL Transactions Menu
- GL Reports and Views Menu
 - GL Transaction Activity Reports
 - GL Transaction Activity Views
 - Analytical Trans Reports Menu
 - Analytical Trans Views Menu
 - Financial Reports Menu
 - Regional GL Trans Reports Menu
 - Chinese GL Transaction Report
 - Cash and Bank Receipt Jour
 - Cash and Bank Payment Jo
 - Account Transaction Journal
 - Foreign Currency Journal
 - General GL Journal
 - Cash and Bank GL Report
 - Subledger Report
 - Account Balance of Totals
 - Columnar Ledger Report
 - General Ledger Report
 - Value-Added Tax Payable L
 - Trial Balance Summary
- GL Report Writer Menu
- GL Consolidation Menu

Cash and Bank Receipt Journal

Tools Print Preview Variant

Report Variants: FACTORYDEFAULT

Filter

Entity	GL Cal Year	GL Period
1000 (Domain1)	2009	2
1000EK (Domain1)	2009	2
2000 (Domain1)		
2010 (Domain1)		
3000 (Domain1)		

Posting Date: 02/16/2009

Use Alternate COA: Yes

COA Cross Reference: COA Cross Reference

Include Cost Center: No

Include Sub-Account: No

Daybook: [Empty]

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Reports with Alternate COA

You can run any Chinese accounting reports (25.15.7.1) using an alternate COA to group and report the data.

To run a report using an alternate chart of accounts, select Yes in the Use Alternate COA field, and specify a COA cross-reference mapping code in the COA Cross Reference field.



Review

1. What are the benefits of the alternate COA functionality?
2. At what level is the alternate COA data stored?
3. What are the three steps (one optional) to set up an alternate COA?
4. What are the three cross-reference types? What are they used for?
5. Which reports are available to use with alternate COA?

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Chapter Review

To test your understanding of the alternate COA functionality, try answering the above questions. Answers are provided below.

- 1 It is a legal requirement in Russia, China, France to provide statutory reporting with a government defined COA. Multiple alternate COAs can be created and used.
- 2 Alternate COAs are stored at system level so they can be used across domains
- 3 Create alternate COA groups (opt.), create an alternate COA structure, create cross-references.
- 4 Alternate COA, to create alternate COAs, combined dimensions and separate dimensions, to create consolidation mappings.

- 5 Currently, any Chinese GL report can use alternate COAs.

CHAPTER 11.

Allocations



Objectives

- ▲ Learn about allocation capabilities in QAD Financials
- ▲ Learn how to set up and use allocations for your business case



Overview

- ▲ Allocations in QAD Enterprise Applications
 - Operational vs financial
 - Direct vs indirect
- ▲ Allocation setup
- ▲ Allocation processing
- ▲ Demo cases
 - Housing costs
 - Manufacturing costs to production sites

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2008-MC-3.1-1-ALL-030

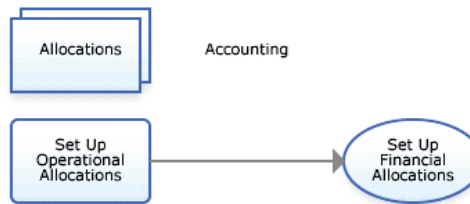
Overview

In this section, you will learn about the two different types of allocations. You will learn in detail how to set up financial allocations and how they are processed. Finally, you will review two demonstration cases to illustrate what you have learned.



Allocations

- ▲ Used to allocate fixed percentages of expenses to different GL elements.
- ▲ Two types of allocation:
 - Operational
 - Financial



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The system supports two types of allocations:

- Operational allocation codes are used in operational transactions, such as sales and purchasing.
- More complex allocations can be set up for use in GL transactions within financial modules.



Operational Allocations

- ▲ Used in operational transactions - sales and purchasing.
- ▲ Use allocation codes anywhere you enter an account in operational transactions.
- ▲ Define nested allocation codes.

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Operational Allocations

To simplify data entry in operational transactions, use Operational Allocation Code Maintenance (25.3.23) to define codes that allocate fixed percentages of expenses to different accounts, sub-accounts, cost centers, and projects.



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Op Allocation Code Maintenance

Op Allocation Code Maintenan... x

Go To Actions Copy Print Preview

Allocation Code: Rent
Description: Rental Allocation

Account	Sub-Acct	CC	Project	Percent
8300	0001			50.000
8400	1000			50.000

Allocation percentages must equal 100%

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Create operational allocation codes using Op Allocation Code Maintenance (25.3.23). Define the specific accounts, sub-accounts, cost centers, and projects that a transaction must be split amongst, and the percentages to allocate to each. The percentages must total 100%.

You can define nested allocation codes so that one allocation code references another. When the system calculates amounts, it explodes each level of allocation codes, multiplying the amount to be apportioned by the percentages at each level.

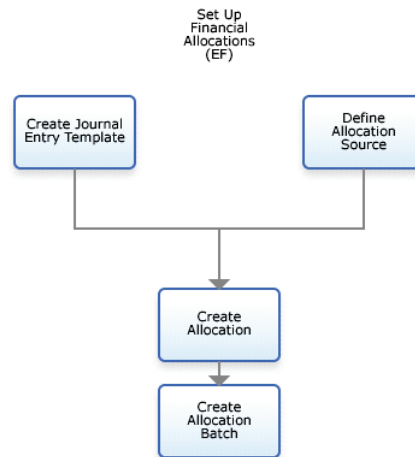


Financial Allocations

- ▲ Allocate costs and revenue to accounts, sub-accounts, cost centers, and projects.

- ▲ Setup:

- Define allocation source
- Define allocation structure
- Group allocations into batches



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Financial Allocations

Use the GL Allocation activities (25.3.22) to identify types of cost and automatically distribute them to the correct cost targets. Configure allocations using the following sequence of steps:

- 1 Define the allocation structure. Allocation structures consist of a source, a target, and the transfer algorithm between them.
- 2 Group allocations into batches.
- 3 Configure recursive allocations to reuse a previous allocation run as input for the next.
- 4 Interrupt and restart the execution of a batch.
- 5 Validate the results of the allocation run before final posting.





Types of Financial Allocation

▲ Direct allocation

- Used when the source of the cost or revenue is clear.

▲ Indirect allocation

- Used when costs/revenues cannot be traced back immediately to a specific department or activity.
- A distribution mechanism:
 - Collects the data for a given time frame
 - Calculates the distribution amounts
 - Generates the resulting allocation postings

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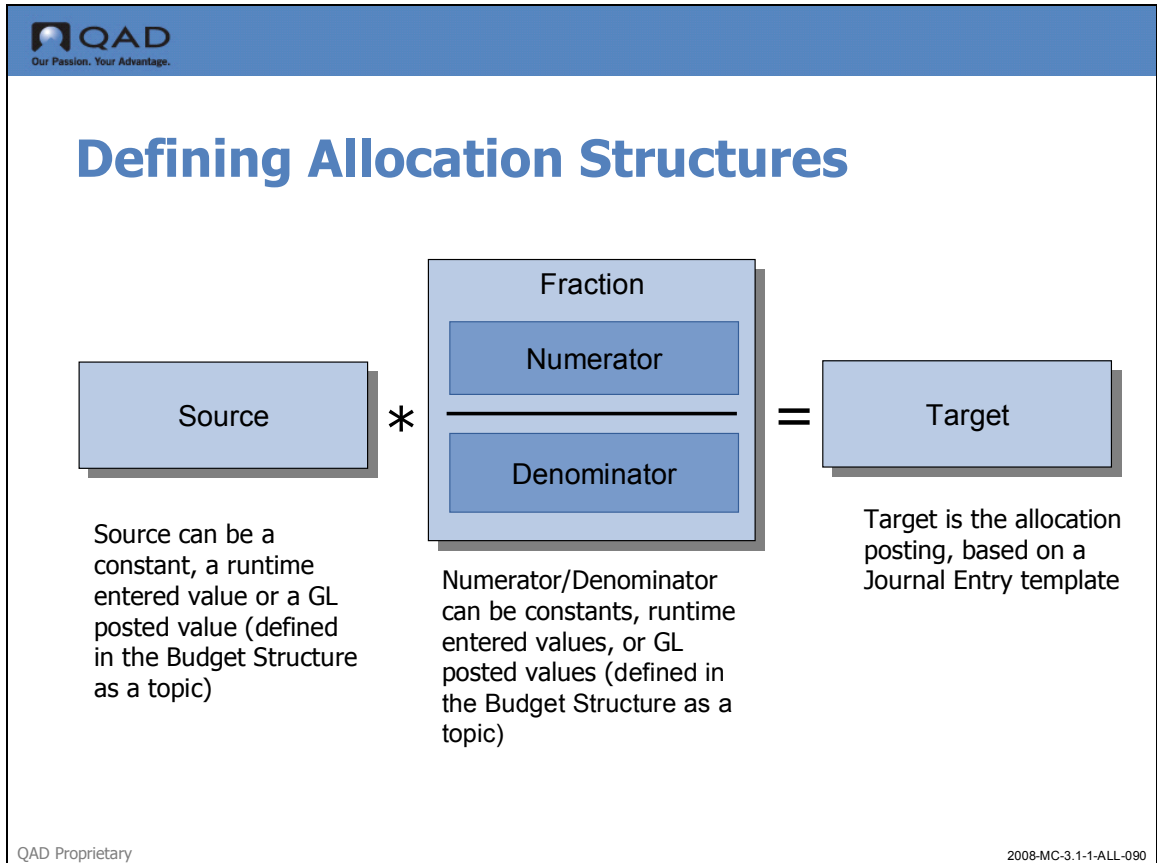
2008-MC-3.1-1-ALL-080

Types of Financial Allocations

A direct cost can be traced directly to the source. For example, when a department purchases office furniture for its own use, the cost is a direct cost. Direct costs can be further subdivided into:

- Assignable costs are charged directly to the account or sub-account without allocation.
- Shared costs cannot be directly assigned to a cost objective, but are charged instead to an intermediate cost pool.

An indirect cost cannot be traced directly to one source. For example, a company electricity bill covers the electricity usage for all company departments. Initially, the bill is allocated to an overhead cost center, and later re-allocated over all the departments. You use allocation to distribute indirect costs to the various direct activities that benefited. For this, you must define a cost allocation plan.



Allocation Structures

An allocation consists of the following elements:

Source. This is the base amount for the allocation.

Fraction. This is a factor applied to the source amount to calculate the amount to be posted to the target.

Target. This consists of the COA elements, such as account, sub-account or cost center, to which the fraction is to be posted.

Allocation Sources

- Constant Value

The source is a value that is entered in the allocation definition. The value can be entered in the base currency or as a combination of base currency and quantity.

- Standard Charge

Standard charges are calculated by multiplying the quantity and unit price. Both values are entered in the allocation definition. The per-unit cost for electricity is an example of a standard cost.

- WBS Topic

Work Breakdown Structure (WBS) topics are used in budgets to provide analysis for budget costs, and are also used in allocations as a source type.

Fractions

- Constant Factor

The fraction can be a constant multiplier that is entered in the allocation definition and which can also be reviewed and changed during the execution of the allocation batch.

- Real Fraction

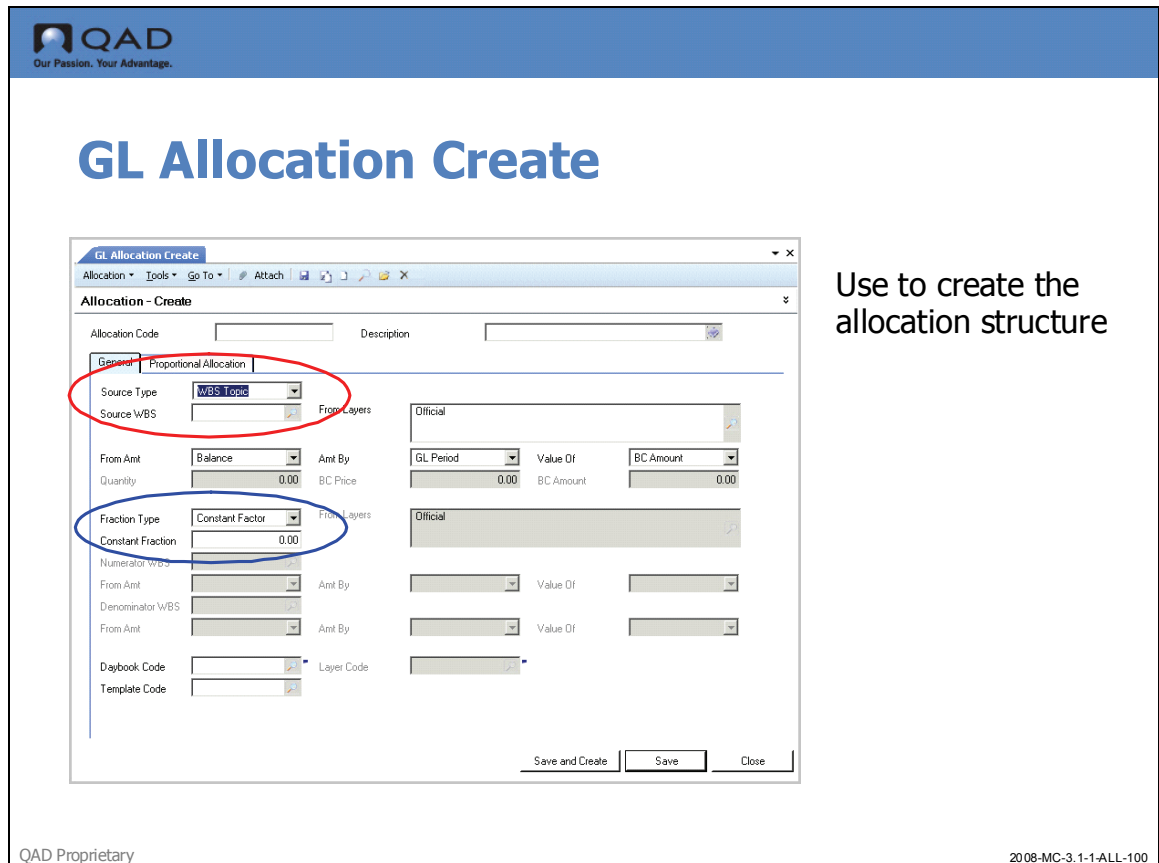
The fraction can be a real fraction defined by its numerator and denominator. Both the numerator and denominator are WBS topics from which the value or quantity is retrieved. When the allocation is run, the source value is multiplied by the constant value or the real fraction.

- Proportional Fraction

A proportional fraction uses multiple fractions. Only the denominator is specified to calculate the fractions. The denominator is a WBS topic. The numerators are defined based on the denominator. There are as many numerators (and, thus, fractions) as composing elements in the denominator.

Allocation Targets

You must define a posting template to specify how the amounts calculated by applying the fractions to the source amounts are to be posted.



GL Allocation Create

Use GL Allocation Create (25.3.22.1) to set up your allocation structure.



Allocation Transactions

- ▲ Distribute costs and revenues to accounts, sub-accounts, cost centers, and projects.
- ▲ Identify types of cost, and automatically distribute costs to the cost targets.
- ▲ Use [GL Allocation Batch Create \(25.3.22.6\)](#) to create batches of allocations.
- ▲ Use [Allocation Batch Run Execute \(25.13.9\)](#) to run the allocation batches.
- ▲ The budget daemon must be active.

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Running Allocations

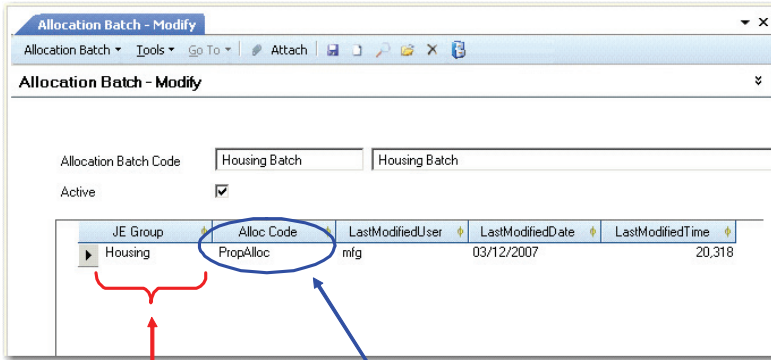
Allocation is the process of distributing costs and revenues to the appropriate accounts, sub-accounts, cost centers, and projects. Once your allocation structures are set up, you need to run them in batch.

The [GL Allocation Batch Create \(25.3.22.6\)](#) and [Allocation Batch Run Execute \(25.13.9\)](#) activities let you create and run batches of allocations that you have previously defined.

The Budget daemon should be active when allocations are run because the allocation functionality uses the same tables. The Budget daemon ensures that the most current values are available for an allocation run.


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Create Allocation Batches



JE Groups

Transaction groups
that contain
allocations.

Allocation code
previously created in
GL Allocation Create.

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Create Allocation Batches

Use Allocation Batch Run Execute (25.13.9) to run multiple allocations simultaneously. This activity also runs allocations in sequence, using the result of one allocation as the source of the next. An allocation batch can contain one or multiple allocation codes.

JE Group. Enter a code to identify the journal entry (JE) group.

You can group allocations that use the same daybook in the target posting to the same JE group. A JE group reduces the number of separate postings, but generates the same number of posting lines.

Alloc Code. Specify an allocation code to include in the JE group.



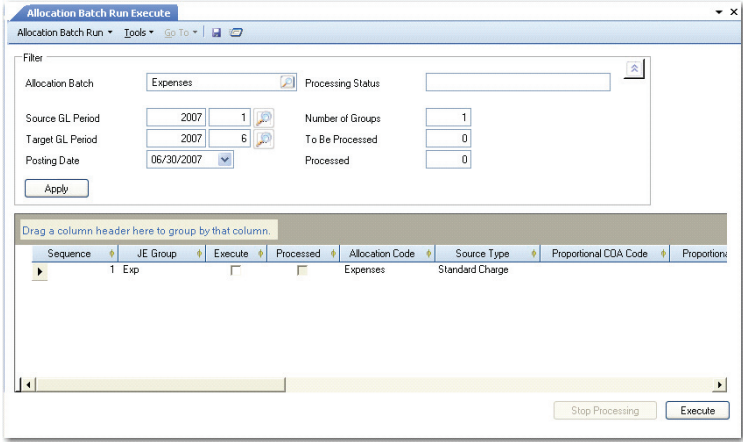
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Run Allocation Batch

▲ The Budget daemon calculates the allocation batch figures.

Note: The Budget daemon must be running.

▲ The result of the allocation run is immediately posted.



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Run Allocation Batch

By default, the system runs all selected lines in the Allocation Batch Run Execute screen, except when a batch has already run for the same target period. The system also keeps a log file of previously run allocations.

An allocation batch is run correctly if the figures it uses from the Budget module are valid. These figures are calculated by the Budget daemon.

The result of an allocation is immediately posted. By using a transient layer daybook as target—the recommended approach—you can review the allocation postings, and correct or delete them as necessary. You then assign them to the primary or the secondary layer.



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Field Descriptions

Allocation Batch. Specify the allocation batch to run.

Processing Status. This field displays the status of the current allocation batch.

Source GL Period. Select the source data from this period only or cumulative data from the start of the GL calendar year up to the end of this period.

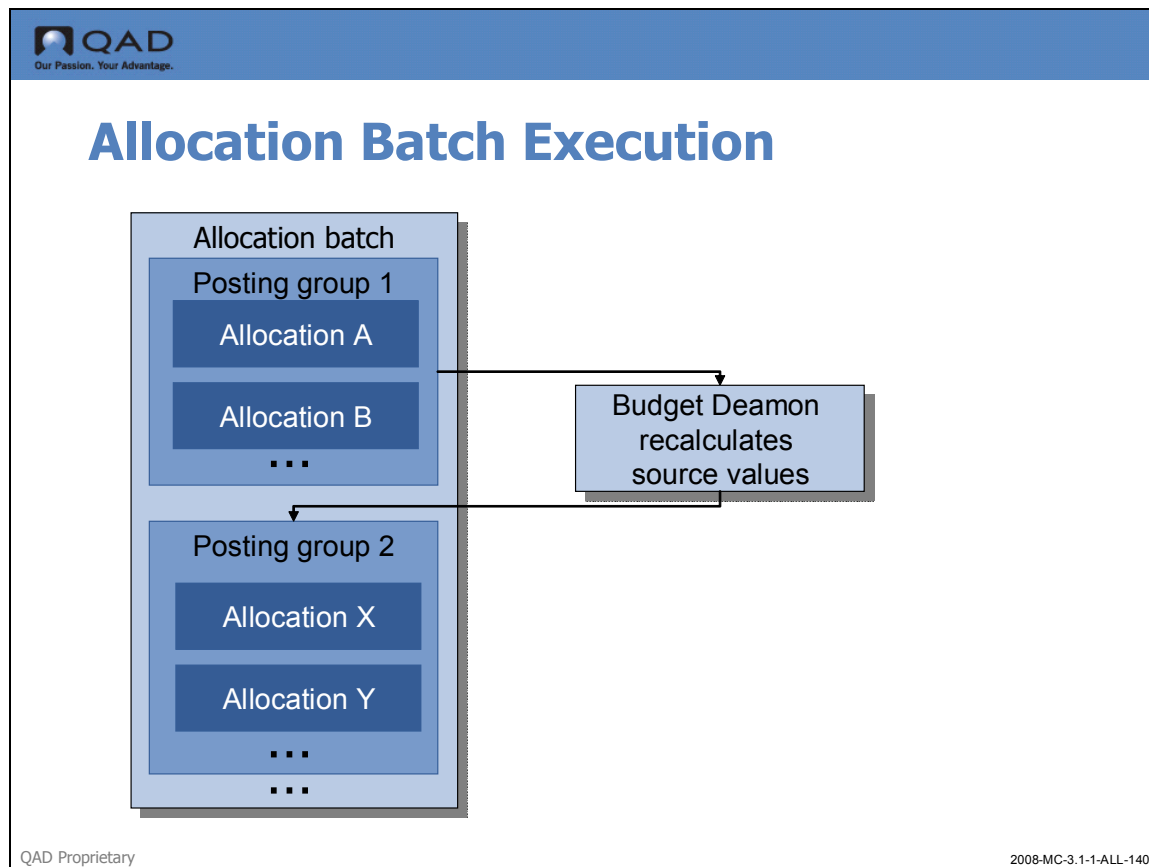
Target GL Period, Posting Date. Specify the target period and posting date.

Number Of Groups. Specify the number of JE groups selected for execution.

To Be Processed. This field displays the number of JE groups still to process.

Processed. This field displays the number of JE groups already processed.

Click Apply to display the allocation batch details in the grid



The result of a JE group run is always a single journal entry.

The system runs all of the allocations in the JE group. This ensures that when an allocation batch run is interrupted, the system does not stop the batch run until all allocations in the current group have been run.

The system checks for unprocessed daemon records before running each allocation in the batch, and displays a warning when unprocessed records exist.

When an allocation batch is interrupted, you can restart the batch for the same GL period. All allocations already run are deselected to ensure that they are not re-run.



Demo Case 1

▲ Allocate Housing costs

- Collect the electricity, water and heating costs for November 2007
- Allocate the total collected costs to the company departments according to the following fixed distribution :
 - Adm : 10%
 - Mfg : 40%
 - R&D : 30%
 - Sls : 20%
- Post to a Transient layer
- Review and final posting to the primary/official layer



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Demo Case 1: Accounts Involved

Account	Description	Cost Center Account	Category
43000	Housing Expense	☒	Expense
43100	Electricity	☐	Expense
43200	Water	☐	Expense
43300	Heating	☐	Expense
43999	Housing Alloc Transfer	☐	Expense

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Demo Case 1: Source

Budget Code

Housing cost

Description

Housing cost allocation

Status

Operational

Used for Allocation

☒

Use as Report

☐

General

Budget Period

Levels

Structures

Versions

Versions

Initial Version (2007/11)

Auto Roll-Up☒

Topic	TC Amt (01)	Forecast Cost (01)	Class
Housing Allocatio		0.00	0

CDA Link for General Ledger List: 43100,43200,43300. Total Actual 4,850.00 Total Commitment 0.00

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Demo Case 1: Target Template

Journal Entry - View

Year

2007

10

Daybook Code

TEMPLATE

000000002

Description

Housing Alloc Template

Original Posting Reference

Posting Date

10/31/2007

Layer Type

TRANSIENT

Template Code

Housing Alloc T

Sequence Number

000000000

Save As Template☒

Replacement☐

Reversal☐

GL Account	GL Description	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
43999	Housing Alloc Transfer		Housing Alloc Template	EUR	0.00	100.00
43000	Housing Expense	Adm	Housing Alloc Template	EUR	10.00	0.00
43000	Housing Expense	Mfg	Housing Alloc Template	EUR	40.00	0.00
43000	Housing Expense	R&D	Housing Alloc Template	EUR	30.00	0.00
43000	Housing Expense	Sls	Housing Alloc Template	EUR	20.00	0.00

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Demo Case 1: Allocation

Allocation Code

Alloc Housing

Description

Housing Allocation

General

Proportional Allocation

Source Type

WBS Topic

Source WBS

Housing Allocation

From Amt

Balance

Quantity

0.00

Fraction Type

Constant Factor

Constant Fraction

1.00

Numerator WBS

From Amt

Denominator WBS

From Amt

Daybook Code

TRAJE

Template Code

Housing Alloc T

From Layers

Official

Amt By

GL Period

BC Price

0.00

Value Of

BC Amount

BC Amount

0.00

From Layers

Official

Amt By

Value Of

Amt By

Value Of

Layer Code

Trans-Approve

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Demo Case 1: Target Posting

Year

2007

11

Daybook Code

TRAJE

000000004

Description

Allocations Cost Alloc 2007/11

Original Posting Reference

Posting Date

11/30/2007

Layer Type

TRANSIENT

Template Code

Sequence Number

000000000

Save As Template☐

Replacement☐

Reversal☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
43999			Allocation Alloc Hou	EUR	0.00	4,850.00
43000	Gserv	Adm	Allocation Alloc Hou	EUR	485.00	0.00
43000	Gserv	Mfg	Allocation Alloc Hou	EUR	1,940.00	0.00
43000	Gserv	R&D	Allocation Alloc Hou	EUR	1,455.00	0.00
43000	Gserv	Sls	Allocation Alloc Hou	EUR	970.00	0.00

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Demo Case 2

- ▲ Further allocate Mfg costs to its Production Sites
 - Allocate the cost proportional to the machine hours run in each site
 - Prd1 : 150 HRS
 - Prd2 : 170 HRS
 - Prd3 : 100 HRS



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Demo Case 2: Source and Fraction

Source



Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)
Machine Hours	0.00	0.00	0.00
Production Dep	0.00	0.00	0.00
Mfg Housing	0.00	0.00	0.00
Mfg All	0.00	0.00	0.00

COA Link for Cost Center List: Mfg. Total Actual -10.00 Total Commitment 0.00

Fraction



Versions

Initial Version (2007/11)

Topic	TC Amt (01)	Qty (01)	Forecast Cost (01)
Machine Hours	0.00	0.00	0.00
Production Dep	0.00	0.00	0.00
Mfg Housing	0.00	0.00	0.00
Mfg All	0.00	0.00	0.00

COA Link for Cost Center List: Prd1,Prd2,Prd3. Total Actual 6.00 Total Commitment 0.00

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Demo Case 2: Target Template

Journal Entry - View

Year

200707

Posting Date

07/31/2007

Daybook Code

TEMPLATE000000003

Layer Type

TRANSIENT

Save As Template

☒

Description

Production Housing

Template Code

Prod Housing

Replacement

☐

Original Posting Reference

Sequence Number

000000000

Reversal

☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
43000	Gserv	Prd1	Production Housing	EUR	10.00	0.00
43000	Gserv	Mfg	Production Housing	EUR	0.00	10.00





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Demo Case 2: Allocation

Allocation - Modify

Allocation Code

Prod Allocation

Description

Production Housing Allocation

General

Proportional Allocation

Source Type

WBS Topic

Source WBS

Mfg All

From Amt

Balance

Quantity

0.00

Fraction Type

Proportional Fracti

Constant Fraction

0.00

Numerator WBS

From Amt

Denominator WBS

Production Dep

From Amt

Daybook Code

TRAJE

Template Code

Prod Housing

From Layers

Trans-Approve

Amt By

GL Period

Value Of

BC Amount

BC Price

0.00

BC Amount

0.00

From Layers

Official

Amt By

Value Of

Amt By

GL Period

Value Of

Quantity

Layer Code

Trans-Approve

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Demo Case 2: Batch Run

Allocation Batch Run ▾Tools ▾Go To ▾ |  

Filter

Allocation Batch

Production Batch

Processing Status

Finished

Source GL Period

200711

Number of Groups

1

Target GL Period

200711

To Be Processed

0

Posting Date

11/30/2007

Processed

1

Apply

Drag a column header here to group by that column.

Seq	JE Group	Execute	Processed	Allocation Code	Prop	BC Amount	Fraction Type	Numerator	Denominator	Fraction	Posting Amount
1	Mfg Cost	☒	☒	Prod Allocation	Prd1	1,940.00	Proportional Fraction	150	420	0.357142857	692.86
1	Mfg Cost	☒	☒	Prod Allocation	Prd2	1,940.00	Proportional Fraction	170	420	0.404761904	785.24
1	Mfg Cost	☒	☒	Prod Allocation	Prd3	1,940.00	Proportional Fraction	100	420	0.238095238	461.9

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Demo Case 2: Target Posting

Year

2007

11

Daybook Code

TRAJE

000000005

Description

Allocations Mfg Cost 2007/11

Original Posting Reference

Posting Date

11/30/2007

Layer Type

TRANSIENT

Template Code

Sequence Number

000000000

Save As Template☐

Replacement☐

Reversal☐

GL Account	GL Description	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
43000	Housing Expense	Prd1	Allocation Prod Allocation	EUR	692.86	0.00
43000	Housing Expense	Mfg	Allocation Prod Allocation	EUR	0.00	692.86
43000	Housing Expense	Prd2	Allocation Prod Allocation	EUR	785.24	0.00
43000	Housing Expense	Mfg	Allocation Prod Allocation	EUR	0.00	785.24
43000	Housing Expense	Prd3	Allocation Prod Allocation	EUR	461.90	0.00
43000	Housing Expense	Mfg	Allocation Prod Allocation	EUR	0.00	461.90

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Cost Center Code

Cost Center Code : Adm (1 item) BC Debit Sum = 485, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000004	485.00	0.00	2007	11	Allocation Alloc Housing

Summaries for Adm

Sum = 485 Sum = 0

Cost Center Code : Mfg (4 items) BC Debit Sum = 1940, BC Credit Sum = 1940.00

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000004	1,940.00	0.00	2007	11	Allocation Alloc Housing
43000	11/30/2007	TRAJE	000000005	0.00	692.86	2007	11	Allocation Prod Allocation
43000	11/30/2007	TRAJE	000000005	0.00	785.24	2007	11	Allocation Prod Allocation
43000	11/30/2007	TRAJE	000000005	0.00	461.90	2007	11	Allocation Prod Allocation

Summaries for Mfg

Sum = 1940 Sum = 1940.00

Cost Center Code : Prd1 (1 item) BC Debit Sum = 692.86, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000005	692.86	0.00	2007	11	Allocation Prod Allocation

Summaries for Prd1

Sum = 692.86 Sum = 0

Cost Center Code : Prd2 (1 item) BC Debit Sum = 785.24, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000005	785.24	0.00	2007	11	Allocation Prod Allocation

Summaries for Prd2

Sum = 785.24 Sum = 0

Cost Center Code : Prd3 (1 item) BC Debit Sum = 461.9, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000005	461.90	0.00	2007	11	Allocation Prod Allocation

Summaries for Prd3

Sum = 461.9 Sum = 0

Cost Center Code : R&D (1 item) BC Debit Sum = 1455, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000004	1,455.00	0.00	2007	11	Allocation Alloc Housing

Summaries for R&D

Sum = 1455 Sum = 0

Cost Center Code : Sls (1 item) BC Debit Sum = 970, BC Credit Sum = 0

Account	Posting D	Daybook	Voucher	BC Debit	BC Credit	GL Cal'Ye	GL Pd	Description
43000	11/30/2007	TRAJE	000000004	970.00	0.00	2007	11	Allocation Alloc Housing

Summaries for Sls

Sum = 970 Sum = 0

QAD PROPRIETARY

2006-M03-3.1-1-ALL-270

QAD Property

2006-11-11-3.1-1-ALL-270

Hands On Exercises

The recommended flow for these exercises is:

- 1 Create the WBS in Budget Create.
- 2 Check that the budget daemon is running.
- 3 Create the allocation.
- 4 Enter transactions using Journal Entry Excel integration.
- 5 Run Allocation Batch Run Execute.

Exercise 1: Constant Value Source US

Case: Every month 10,000 USD of housing expenses must be allocated to the following cost centers:

- Adm: 40%
- Log: 10%
- Mar: 20%
- Mfg: 30%

Create the corresponding allocation, create an allocation batch, and run it for the GL period prior to the current period. There are two ways to do this.

Steps:

- 1 In GL Account Create (25.3.13.1), create account 7399.

Field	Data
Account:	7399
Description:	HC alloc offset
GL type:	Standard Account
Budget Enabled:	Yes (check)
Category:	Expense
Posting Tab:	
Balance/P&L:	Profit and Loss Account
Auto/Manual:	Manual
Debit/Credit:	Debit

Field	Data
Analysis tab:	
Analysis:	None

- 2** In Journal Entry Create (25.13.1.1), create a template for the posting:
Let the year and posting date default.

Field	Data
Daybook Code:	Template
Save as Template:	Yes
Description:	CVS alloc template
Template Code:	Templ 1

Posting in US-WEST entity:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
7399	HC alloc offset				100.00
7300	Housing Expense	Gserv	Adm	40.00	
7300	Housing Expense	Gserv	Log	10.00	
7300	Housing Expense	Gserv	Mar	20.00	
7300	Housing Expense	Gserv	Mfg	30.00	

Use as posting daybook: TRAJE

- 3** In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code:	CVS H01
Description:	CVS H01
Source Type:	Constant Value
From Layers:	Primary
Quantity:	0
BC Amount:	10,000.00
Fraction type:	Constant Factor
From Layers:	Primary
Constant Fraction:	1.00
Daybook Code:	TRAJE
Template Code:	Templ 1
Layer Code:	Trans-Approve

4 GL Allocation Batch Create (25.3.22.6)

Field	Data
Allocation Batch Code:	ConstVS
JE Group:	GR1
Alloc Code:	CVS H01

5 Run Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch:	ConstVS
Source Period:	enter period previous to current
Target GL Period:	same as source
Posting Date:	last day of the target GL period

6 Click Apply.

Field	Data
In the grid:	
Sequence:	1
JE Group:	GR1
Execute:	Yes (check)
Allocation Code:	CVS H01
BC Amount:	10,000.00
Posting Amount:	10,000.00
Posting Reference:	2008/TRAJE/nnn

7 Journal Entry View (25.13.1.3)

Search for transactions in daybook TRAJE with posting date = allocation batch posting date you entered above.

8 Review the transaction.**9 The same result can be obtained using another QAD Financials functionality: how?****Exercise 1: Constant Value Source EMEA-DE**

Case: Every month 10,000 USD of housing expenses must be allocated to the following cost centers:

- Adm: 40%

- Log: 10%
- Mar: 20%
- Mfg: 30%

Create the corresponding allocation, create an allocation batch, and run it for the GL period prior to the current period.

Steps:

- 1 In Journal Entry Create (25.13.1.1), create a template for the posting:

Let the year and posting date default.

Field	Data
Daybook Code:	Template
Save as Template:	Yes
Description:	CVS alloc template
Template Code:	Templ 1

Posting in EMEA-DE entity:

GL Account	GL Desc.	Sub-Account	Cost Center	BC Debit	BC Credit
43999	HC alloc offset				100.00
43000	Housing Expense	Gserv	Adm	40.00	
43000	Housing Expense	Gserv	Log	10.00	
43000	Housing Expense	Gserv	Mar	20.00	
43000	Housing Expense	Gserv	Mfg	30.00	

Use as posting daybook: TRAJE

- 2 In GL Allocation Create (25.3.22.1), create an allocation

Field	Data
Allocation Code:	CVS H01
Description:	CVS H01
Source Type:	Constant Value
From Layers:	Primary
Quantity:	0
BC Amount:	10,000.00
Fraction type:	Constant Factor
From Layers:	Primary

Field	Data
Constant Fraction:	1.00
Daybook Code:	TRAJE
Template Code:	Templ 1
Layer Code:	Trans-Approve

- 3 In GL Allocation Batch Create (25.3.22.6), create the following batch:

Field	Data
Allocation Batch Code:	ConstVS
JE Group:	GR1
Alloc Code:	CVS H01

- 4 Run Allocation Batch Run Execute (25.13.9) in the previous period of the system date.

Field	Data
Allocation Batch:	ConstVS
Source Period:	enter period previous to current
Target GL Period:	same as source
Posting Date:	last day of period previous to current

- 5 Click Apply.

Field	Data
In the grid:	
Sequence:	1
JE Group:	GR1
Execute:	Yes (check)
Allocation Code:	CVS H01
BC Amount:	10,000.00
Posting Amount:	10,000.00
Posting Reference:	2008/TRAJE/nnn

- 6 Journal Entry View (25.13.1.3)

- 7 Search for transactions in daybook TRAJE with posting date = allocation batch posting date you entered above.

- 8 Review the transaction.

- 9 The same result can be obtained using another QAD Financials functionality: how?

Exercise 2: Allocation using WBS Source US-WEST

- 1 Create a GL allocation for housing costs
 - Code: HC-1
 - Batch code: HC
 - JE group: GR1
- 2 Create the GL accounts 7310, 7320, and 7330, and use them as the allocation source.
- 3 In the Budget Periods tab, use the date 01/01/08 to 12/31/29.
- 4 In the Version tab, set the reporting period to 01/2008. (Primary layer, balance, period, BC amount)
- 5 Target: create a template with code HC-alloc-1

US-WEST:

7399 CR 1000

7300 Adm DR 250

7300 Mfg DR 450

7300 R&D DR 100

7300 Sls DR 200

Use daybook TRAJE for the allocation posting.

- 6 Post the actuals in daybook JE using a template (Excel worksheet Alloc HC act1 (USD))
- 7 Run the allocation batch HC
- 8 Go to GL Account Create (25.3.13.1) or GL Account Excel Integration (25.3.13.5).
- 9 Create the following accounts:

Acct	Desc	GL Type	Cat.	Analysis	Bal/P&L	DR/CR	Auto/ Manual
7301	HC1	Standard Acct	Expense	None	P&L	Debit	Manual
7302	HC2	Standard Acct	Expense	None	P&L	Debit	Manual
7303	HC3	Standard Acct	Expense	None	P&L	Debit	Manual

- 10 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date:	01/31/08
Daybook Code:	Template
Description:	Alloc H02
Template Code:	HC-alloc-1
Save as Template:	Yes (check)

US-WEST

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
7399	HC alloc offset				1000.00
7300	Housing Expense	Gserv	Adm	250.00	
7300	Housing Expense	Gserv	Mfg	450.00	
7300	Housing Expense	Gserv	R&D	100.00	
7300	Housing Expense	Gserv	SlS	200.00	

- 11** Go to Budget Create (25.5.1.1) to create a WBS structure.

Field	Data
Budget Code:	HC-1
Description:	HC-1
Used for Allocation:	Yes (check)
Budget Period Tab:	
Period Code:	Period
Start Date:	01/01/08
End Date:	12/31/09
Level Tab:	

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

Field	Data
WB Level:	1
COA Element:	General Ledger
Structure Tab:	

- 13** Insert a new row.
Topic: HC alloc HO2

- 14 Right click on the topic and select Topic Properties.
- 15 Select the COA link tab.
 - Budget Group: leave blank.
 - Link by Level: use the lookup and select GL accounts 7301, 7302, 7303 (ctrl + click).
- 16 Click OK to save.
- 17 Change the budget status to operational and save.
- 18 In GL Allocation Create (25.3.22.1), create the following allocation:

Field	Data
Allocation Code:	HC-1
Description:	HC-1
General Tab:	
Source Type:	WBS Topic
Source WBS:	HC alloc H02
From Layers:	Primary
From Amt:	Balance
Amt By:	GL Period
Value Of:	BC Amount
Fraction Type:	Constant Fraction
Constant Factor:	1
Daybook Code:	TRAJE
Template Code:	HC-alloc-1

- 19 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code:	HC
Description:	HC
Right click on grid & insert row	
JE Group:	GR-1
Alloc Code:	HC-1

- 20 Go to Journal Entry Excel Integration (25.13.1.6).
- 21 Post the actuals. In the `xml docs` directory on your Desktop, use Excel worksheet `act1 USD.xls` if logged in to US-WEST.

The result should be a transaction with posting date 04/30/08, description: Housing exp.

22 Go to GL Allocation Batch Run Execute (25.13.9)

Field	Data
Allocation Batch:	HC
Source GL Period:	2008/4
Target GL Period:	2008/4
Posting Date:	04/29/08
Number of Groups:	1
To Be Processed:	1

23 Click Apply. The allocation batch details display in the grid.

Field	Data
Sequence:	1
JE Group:	GR1
Execute:	Yes (checked)
Allocation Code:	HC-1
Source WBS Topic	
BC Amount:	4,850.00
Posting Amount:	4,850.00
Posting Reference:	2008/TRAJE/5

24 In Journal Entry View (25.13.1.3), review the newly-created journal entry.

Field	Data
Posting Date:	04/29/08
Daybook Code:	TRAJE

Exercise 2: Allocation using WBS Source EMEA-DE

- 1 Create a GL allocation for housing costs
 - Code: HC-1
 - Batch code: HC
 - JE group: GR1
- 2 Create the GL accounts 7310, 7320, and 7330, and use them as the allocation source.
- 3 In the Budget Periods tab, use the date 01/01/08 to 12/31/29.
- 4 In the Version tab, set the reporting period to 01/2008. (Primary layer, balance, period, BC amount)
- 5 Target: create a template with code HC-alloc-1

EMEA-DE

43999 CR 1000
43000 Adm DR 250
43000 M0fg DR 450
43000 R&D DR 100
43000 Sls DR 200

Use daybook TRAJE for the allocation posting.

- 6 Post the actuals in daybook JE using a template (Excel worksheet Alloc HC act1 (USD))
- 7 Run the allocation batch HC
- 8 In Journal Entry Create (25.13.1.1), create the following journal entry:

Field	Data
Posting Date:	01/31/08
Daybook Code:	Template
Description:	Alloc H02
Template Code:	HC-alloc-1
Save as Template:	Yes (check)

EMEA-DE

GL Account	GL Desc.	Sub-Account	CC	Debit	Credit
43999	HC alloc offset				1000.00
43000	Housing Expense	Gserv	Adm	250.00	
43000	Housing Expense	Gserv	Mfg	450.00	
43000	Housing Expense	Gserv	R&D	100.00	
43000	Housing Expense	Gserv	Sls	200.00	

- 9 Go to Budget Create (25.5.1.1) to create a WBS structure.

Field	Data
Budget Code:	HC-1
Description:	HC-1
Used for Allocation:	Yes (check)
Budget Period Tab:	
Period Code:	Period
Start Date:	01/01/08
End Date:	12/31/09
Level Tab:	

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

Field	Data
WB Level:	1
COA Element:	General Ledger
Structure Tab:	

- 11 Insert a new row.

Topic: HC alloc HO2

- 12 Right click on the topic and select Topic Properties.

- 13 Select the COA link tab.

- Budget Group: leave blank.
- Link by Level: use the lookup and select GL accounts 7301, 7302, 7303 (ctrl + click).

- 14 Click OK to save.

- 15 Change the budget status to operational and save.

16 In GL Allocation Create (25.3.22.1), create the following allocation:

Field	Data
Allocation Code:	HC-1
Description:	HC-1
General Tab:	
Source Type:	WBS Topic
Source WBS:	HC alloc H02
From Layers:	Primary
From Amt:	Balance
Amt By:	GL Period
Value Of:	BC Amount
Fraction Type:	Constant Fraction
Constant Factor:	1
Daybook Code:	TRAJE
Template Code:	HC-alloc-1

17 In GL Allocation Batch Create (25.3.22.6), create the following batch.

Field	Data
Allocation Batch Code:	HC
Description:	HC
Right click on grid & insert row	
JE Group:	GR-1
Alloc Code:	HC-1

18 Go to Journal Entry Excel Integration (25.13.1.6).

19 Post the actuals. In the `xml docs` directory on your Desktop, use Excel worksheet `Alloc HC act1.xls` if logged in to EMEA-DE.

The result should be a transaction with posting date 04/30/08, description: Housing exp.

20 Go to GL Allocation Batch Run Execute (25.13.9)

Field	Data
Allocation Batch:	HC
Source GL Period:	2008/4
Target GL Period:	2008/4
Posting Date:	04/29/08
Number of Groups:	1
To Be Processed:	1

21 Click Apply. The allocation batch details display in the grid.

Field	Data
Sequence:	1
JE Group:	GR1
Execute:	Yes (checked)
Allocation Code:	HC-1
Source WBS Topic	
BC Amount:	4,850.00
Posting Amount:	4,850.00
Posting Reference:	2008/TRAJE/5

22 In Journal Entry View (25.13.1.3), review the newly-created journal entry.

Field	Data
Posting Date:	04/29/08
Daybook Code:	TRAJE

Exercise 3: Proportional Allocation US AND EMEA-DE

Create a GL allocation for further allocation of housing costs allocated to cost center Mfg

Allocation Details	
Allocation Code:	MfghrsHC-1
Batch Code:	MfgHC
JE Group	GR1
Source Details	
Source:	WBS GL code: 7300 (US) 43000 (EMEA)
Cost Center:	Mfg (Trans-Approve layer, balance, period, BC amount)
Proportional Allocation Details	
Proportional Allocation	WBS GL code US: Z9000 (create this account first) EMEA: Z90000
Cost Centers:	WC01, WC02, WC03 (Trans-Approve layer, period, quantity)
Target Details	
Target:	Create a template with code MfgHC-alloc-1 US: 7300 EMEA: 43000 - Mfg CR 100 US: 7300 EMEA: 43000 - WC01 DR 100
Daybook:	TRAJE

Post in daybook TRAJE the actuals using a template (Excel worksheet Alloc mfgHC act2 for US/ mfgHC act2 for EMEA)

Run the allocation batch, MfgHC.

Steps for US. For EMEA, make sure that you use the EMEA accounts as described above.

1 In Journal Entry Create (25.13.1.1), create the template:

Field	Data
Year:	2009/1
Posting Date:	01/31/09
Daybook Code:	TEMPLATE

Field	Data
Save as Template:	Yes (check)
Description:	Proportional Allocation Template
Template Code:	Propalloc1

Description: Proportional allocation template

Template Code: Propalloc1

GL Acct	GL Desc	Sub-Acct	CC	Debit	Credit
7300	Housing Expense	GServ	Mfg		100.00
7300	Housing Expense	GServ	WC01	100.00	

- 2 (Step for US only):** In GL Account Create (25.3.13.1), create the following accounts. Ensure to enable the quantity field and enter a unit of measure.

Acct	Description	GL Type	Cat.	Budget Enabled	Budget Group
Z9000	Machine Hrs	Standard Acct	Expense	Yes	<blank>
Z9001	Offset Mach Hrs	Standard Acct	Expense	Yes	<blank>

Bal/P&L	DR/CR	Auto/Manual	Quantity	GL Acct UM	Analysis Type (Analysis Tab)
P&L	Debit	Manual	Yes	HRS	Cost Center
P&L	Debit	Manual	Yes	HRS	None

- 3** In, Budget Create (25.5.1.1), create the allocation basis structure; make sure that the use quantity info field is enabled.

Field	Data
Budget Code:	Propalloc1
Description:	Propalloc1
Used for Allocation:	Yes (check)
General Tab:	
Use Quantity Info:	Yes (check)
Budget Period Tab:	
Right click grid & insert a row	
Period Code:	Period
Start Date:	01/01/2008
End Date:	12/31/2009

- 4 Levels tab: Right click in grid and select Insert a New Row.

WB Level	COA Element	Used for Proportional Allocation
1	General Ledger	No (uncheck)
2	Cost Center	Yes (check)

- 5 In the Structures tab, right click in the grid and select Insert a New Row twice.
- 6 Specify topics 7300 and Z9000
- 7 Right click on in the row and select Topic Properties. On the COA Link tab, link topic 7300 to GL account 7300 and cost center Mfg.
- 8 Right-click and select Insert Child Row.
- 9 Give the row the Topic Name of MFG.
- 10 Link the second topic Z9000 to GL Z9000 and to cost centers WC01, WC02, and WC03.
- 11 Save and close the Topic Properties windows.
- 12 Change the budget status to operational and save.
- 13 Go to GL Allocation Create (25.3.22.1). Ensure that you select the correct layers (= where the data is posted).

Field	Data
Allocation Code:	MfghrsHC-1
Description:	MfghrsHC-1
Source Type:	WBS Topic
Source WBS:	Mfg
From Layers:	Trans-Approve
From Amt:	Balance
Amt By:	GL Period
Value Of:	BC Amount
Fraction Type:	Proportional Fraction
From Layers:	Trans-Approve
Denominator WBS:	WC0x
Amt By:	GL Period
Value of:	Qty

Field	Data
Daybook Code:	TRAJE
Template Code:	Propalloc1

- 14** Go to the Proportional Allocation tab and create three lines (one for each cost center). Right click to insert a new row.

Field	Data
Cost Center Code:	WC01
Cost Center Code:	WC02
Cost Center Code:	WC03

- 15** Go to GL Allocation Batch Create (25.3.22.6)

Field	Data
Allocation Batch Code:	MfgHC / MfgHC
JE Group:	GR1
Alloc Code:	MfghrsHC-1

- 16** Go to Journal Entry Excel Integration to upload the actuals. Use the Excel worksheet Alloc mfgHC act2 for US/ mfgHC act2 for EMEA in the exercise directory on your desktop.

The results should be a transaction with Posting Date 04/30/08, description Machine hours.

- 17** In GL Allocation Batch Run Execute (25.13.9):

Field	Data
Allocation Batch:	MfgHC
Source GL Period:	2008/4
Target GL Period:	2008/4
Number of Groups:	1
To Be Processed:	1
Click Apply:	

- 18** Go to Journal Entry View (25.13.1.3) and verify the create entry.

GL Acct	Sub-Acct	CC	DR	CR
7300	GServ	Mfg	0	714.29
7300	Gserv	WC01	714.29	0
7300	GServ	Mfg	0	809.52
7300	GServ	WC01	809.52	0
7300	GServ	Mfg		476.19
7300	GServ	WC01	476.19	0

CHAPTER 12

GL Mask



Objectives

- ▲ Learn how to use the GL Mask functionality to validate GL account combinations



Overview

- ▲ Definition
- ▲ Setup
 - Domain level
 - GL mask creation
- ▲ Exercise

QAD Proprietary

2008-MC-3.2-1-GLM-030

Overview

In this section, we will first define GL Masks, and then learn how to set up and use them. Finally, an exercise will let you practice your newly acquired knowledge.



Definition

- ▲ Matrix that defines the valid combinations of:
 - GL account
 - Sub-Account
 - Cost Center
 - Project

- ▲ GL mask not activated: all combinations valid

- ▲ GL mask activated but NO combinations defined in matrix: **no postings possible**

QAD Proprietary

2008-MC-3.2-1-GLM-040

Definition

The GL mask is a matrix that defines the combinations of GL account, sub-account, cost center, and project to which you post transactions.

For every GL mask combination you select in the domain, you must define the data combinations allowed in GL Mask Maintain (25.3.9). Otherwise, you cannot post transactions containing combinations of these chart of account elements.

For example, if you select the Account and Sub-Account field in the domain, you must define all valid account and sub-account combinations in GL Mask Maintain. If you select the fields in the domain but do not define any account and sub-account combinations in the GL mask, you cannot post a transaction that contains an account and sub-account combination.



Domain GL Mask Settings

▲ Domain Modify (36.1.1.1.2)

- Valid for all entities in the current domain

- ▲ Use the check boxes to activate combinations of GL elements to validate during posting.
 - Accounts
 - Sub-accounts
 - Cost centers
 - Projects

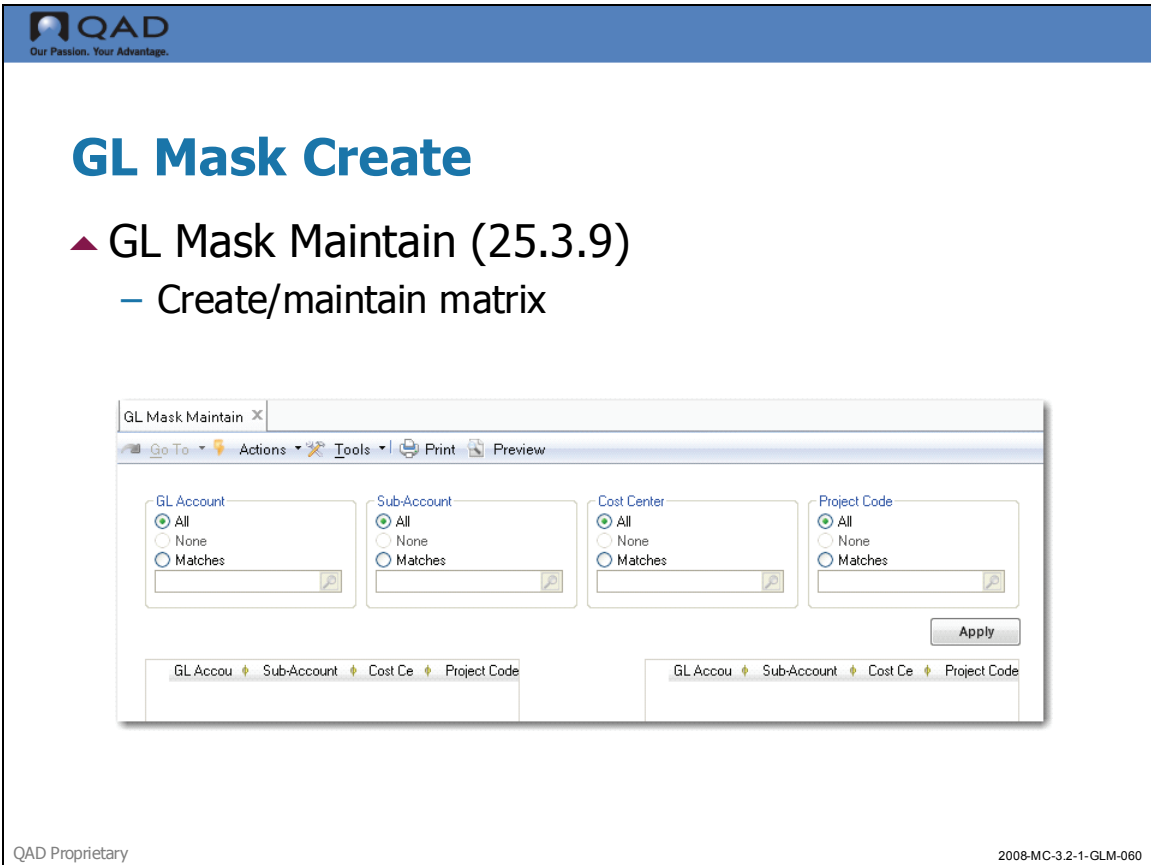
QAD Proprietary

2008-MC-3.2-1-GLM-050

Domain GL Mask Settings

The mask you define applies to all transactions posted for the current domain. You define the mask on the domain level, and it is used by all entities in the domain.

When you select Account GL Mask, Sub-Account GL Mask, Cost Center GL Mask, or Project GL Mask, you define the combinations of GL elements the system validates when you post a transaction. By not selecting any of these options, you allow all combinations of all elements. The GL elements must be active for this domain. For example, you must have active projects configured for the domain when you select Project GL Mask.



GL Mask Create

Use GL Mask Maintain (25.3.9) to configure the GL mask for the domain.

Use the lookups in each row of the grid in the left list to select combinations of accounts or projects. Click the Apply button to load the element into the left-hand list.

When you have defined the combination, use the arrow buttons to copy the combination to the right-hand list. Use the Copy All button to copy all combinations to the right-hand list.

GL Implementation Considerations

Before any transactions can be posted, the Verify GL Accounts field in Domain/Account Control (36.9.24) must be selected. When selected, this option ensures that your operational account setup has been validated for transaction posting.

Often, other modules are implemented before General Ledger. Activities in these modules create unposted transactions. Before entering GL account balances during GL implementation, you should delete unposted transactions from other modules so they do not post and overstate GL balances. With the Delete field cleared, run GL Transaction Delete/Archive (36.23.2) to print a report identifying transactions to be deleted. Review the report, adjust the selection criteria as needed, then select Delete and run the program again.

GL Transaction Delete/Archive can be used only before implementing GL. Once any transactions have been posted (either IC, FA, SO, or WO), any additional transactions of that type can no longer be deleted. The first time a transaction posts successfully, the system selects a read-only field in GL Op Transaction Control (36.9.13). GL Transaction Delete/Archive does not let you delete any transactions for a selected type.

After archiving/deleting transaction records, use Op Acct Structure Validation (36.9.20) to report on the account, sub-account, cost center, and project combinations defined in the following programs.

- Product Line Maint (1.2.1)
- Logistics Accounting Control (2.15.24)
- Purchasing Account Maint (1.2.5)
- Trailer Code Maint (2.19.13)
- Work Order Account Maint (1.2.9)
- Mirror Table Maint (3.20.1)
- Inventory Account Maint (1.2.13)
- Inventory Control (3.24)
- Sales Account Maint (1.2.17)
- Purchase Approvals Maint (5.1.1)
- Inventory Movement Code Maint (1.1.9)
- Purchasing Control (5.24)
- Site Maint (1.1.13)
- Department Maint (14.1)

- Inbound Account Maint (1.2.21.1)
- Repetitive Control (18.22.24)
- Outbound Accrual Account Maint 1.2.21.13)
- Class Maintenance (32.1.17)
- Outbound Expense Account Maint (1.2.21.16)
- Fixed Asset Maintenance (32.3)
- Price List Maint (1.10.1.1)
- Domain/Account Control (36.9.24)
- Logistics Charge Code Maint (2.15.1)

This program prints a report of any invalid combinations it finds, and lets you identify account combinations that have been invalidated, for example, because of inactive elements. Validations are based on tables and fields delivered with the standard product. If your environment includes custom tables or fields, you can use Account Table/Field Maintenance (36.9.21) to add custom information before running the validation procedure.

Hands On Exercise

Instructions:

Login into US-WEST or EMEA-DE.

Enable the GL mask for GL account, Sub-Account, Cost Center in Domain Modify (36.1.1.1.2).

Make as valid combinations:

- All GL accounts starting with 40 (EMEA) / 7 (US)
- Sub-Account Gserv in combination with the cost centers: Adm, Mar
- Sub-Accounts Mech & Elec in combination with the cost centers: Mfg, Sls, Log, R&D

Test the GL Mask by creating journal entries with valid, none valid, some valid GL mask combinations

After the exercise, disable the GL Mask again in Domain Modify (36.1.1.1.2)

Steps

- 1 Go to Domain Modify (36.1.1.1.2)
- 2 Enter the domain name that is relevant to your chosen entity (QMSUS or QMSEMEA).
- 3 On the General tab, enable Account, Sub-Account and Cost Center GL Masks by checking the boxes.
- 4 Go to GL Mask Maintain (25.3.9)
- 5 In the GL Account frame, select Matches, and enter 7* to display all accounts starting with 7 (for entity US-WEST or enter 40* for EMEA-DE).
- 6 In the Sub-Account frame, select Matches, and enter GServ.
- 7 In the Cost Center frame, select Matches and enter Adm.
- 8 Click Apply.
A list of accounts is displayed in the grid. Select all accounts and click >> to transfer all values from left pane to the right.
- 9 Complete the steps for cost center Mar, and for sub-accounts Mech & Elec in combination with the cost centers: Mfg, Sls, Log, R&D

Note To undo GL mask combinations, leave the selection criteria blank, click Apply, then click <<.

10 Go to Journal Entry Create (25.13.1.1)

11 Create three journal entries with daybook TRAJE:

- 1 journal entry with a valid combination of accounts
- 1 journal entry where all account combinations are invalid
- 1 journal entry where some combinations are valid, some are not

12 Verify that the system validates as intended.

13 Go to Domain Modify (36.1.1.1.2).

14 Disable the GL mask validation by removing the GL Mask flags on the General tab.

CHAPTER 13

User Defined Fields



Objective

- ▲ Learn how to create and use user-defined fields in QAD Enterprise Applications



Overview

- ▲ Definitions
- ▲ How to create and modify
- ▲ Exercise

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2008-MC-3.3-1-UDF-030

Overview

In this section, we learn how to create and use user-defined fields.

We will first review some definitions, then learn the process.

Hands-on exercises will be done in the next section handling screen customization.



User-Defined Fields: Definition

- ▲ Predefined fields in the database tables
- ▲ Not used in the business logic
- ▲ Can be customized to store additional information

QAD Proprietary

2008-MC-3.3-1-UDF-040

Definition

User-Defined Fields (UDFs) are predefined fields in the database tables that are not used in the business logic, and can be customized to store additional information specific to your business requirements.

UDFs are available for all Enterprise Financials business components in the financial module, both on master data, such as business relations and suppliers, and for transactional components, such as supplier invoices.



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Create Field

Field name: type & validation

Combo : user-defined value list

Date : valid date

Decimal : valid decimal

Integer : valid integer

Short : free text (max 20 char)

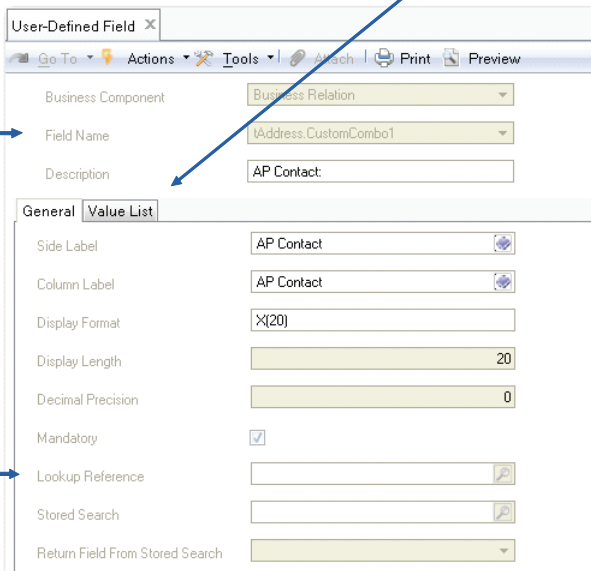
Long : free text (max 255 char)

Note : free text (max 2000 char)

Lookup reference

- Only for type short or long

- Select a query from drop down list



Value list

- Only for type combo
- Create your own list

QAD Proprietary

2008-MC-3.3-1-UDF-050

Create a User-Defined Field

Use the User-Defined Field activities (36.4.12) to create, modify, view, and delete UDFs.

The following UDFs are available for each category of field:

Type	Number	Validation
Combo	10	User-defined value list
Date	5	Valid date
Decimal	5	Valid decimal
Integer	5	Valid (signed) integer

Type	Number	Validation
Short	10	Free text (maximum 20 characters) or value retrieved through lookup
Long	2	Free text (maximum 255 characters) or value retrieved through lookup
Note	1	Free text (maximum 2000 characters)

Lookup Reference: Click the lookup to select a query from the list of predefined queries. This field lets you specify a standard lookup to associate with the user-defined field. Users can then select a value from the lookup.

The Lookup Reference field is enabled when you select a field of type CustomShort or CustomLong in the Field Name field.

Value List Tab

Use the Value List tab to define the list of values for a drop-down list UDF. Right-click and choose Insert a New Row to specify a specific value.

Add UDF to UI

From within the target menu, access design mode

Make field available to all, or limit availability to user or role

Drag & drop UDF to the desired area on the UI

QAD Proprietary 2008-MC-3.3-1-UDF-060

Adding a User-Defined Field to the UI

Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

To add a UDF to a screen, select it and drag it from the Business Field Label section to its new position on the screen.

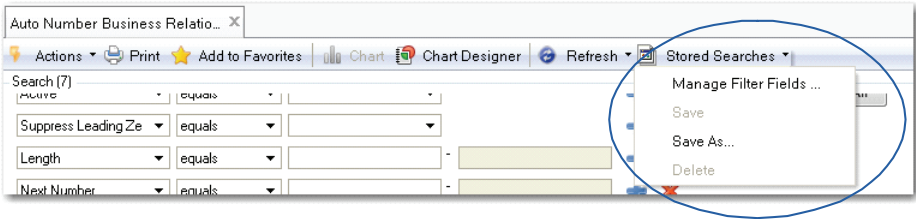
When saving changes, you can choose to make the new field available to a user, a role, or all.

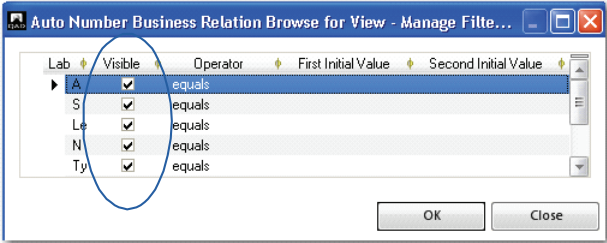


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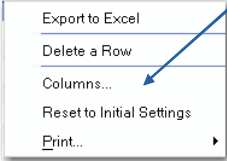
Add to Report/View

▲ Use Manage Filter Fields





▲ Add to report results grid
(right-mouse click – Columns)



QAD Proprietary

2008-MC-3.3-1-UDF-070

Using User-Defined Fields in Reports or Views

When activated, a UDF can be designated as a filter field in the Search Criteria and can be added to the Search Criteria Result Grid. UDFs are also available for Excel integration, if this functionality is available for the component you have customized.

To include a UDF in the selection criteria for a report or in the report itself, you must adapt the selection and the report logic.



Modify User-Defined Fields

- ▲ UDF is in use
 - Description
 - Side & column label
 - Value list (only combo type)
 - Lookup reference
- ▲ UDF is not in use
 - Mandatory flag
 - Display length
 - Decimal precision
 - Can be deleted

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2008-MC-3.3-1-UDF-080

Modifying User-Defined Fields

The range of UDF properties you can modify depends on whether the field has been used. A UDF is considered used if it appears on the UI and at least one value has been stored for it in the database.

If the UDF is used, you can modify the following properties:

- Description
- Side Label
- Column Label
- Value list (for Combo type UDFs only)
- Lookup Reference, Stored Search, Stored Search Return (for Short and Long type UDFs only)

If a UDF is not used, you can modify the following additional properties:

- Mandatory
- Display Length
- Decimal Precision (for decimal type UDFs only)

You can delete a UDF if it has not been used.

Go to User-Defined Field Delete (36.4.12.4). Select the field you want to delete. Click Delete.

If the UDF has been used, i.e. if a value has been entered in the field and stored in a record, you cannot delete the UDF. Instead, you can go to Design Mode and make the field invisible. That way the field still exists, but it is not visible and not usable.

CHAPTER 14

Consolidation



Objectives

- ▲ Understand the scope and capabilities of the consolidation functionality in QAD Enterprise Applications
- ▲ Learn how to setup and execute consolidation for a specific business case



Overview

- ▲ Benefits
- ▲ Current scope
- ▲ Highlights
- ▲ Process Flow
- ▲ Setup
 - Prerequisites
- ▲ Processing
- ▲ Exercise

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2008-MC-4.1-1-CON-030

Overview

In this section, we will first review the highlights of the consolidation functionality in QAD Enterprise Applications, including its benefits and current scope.

We will then study the consolidation process—from setup to processing—in more detail.

Finally, you will practice your newly acquired knowledge with a hands-on exercise.



Consolidation Benefits

- ▲ Combine the financial records from many entities into one consolidated set of financial statements for legal/accounting purposes.
 - Usually, a monthly process.
- ▲ Perform a number of consolidations within the organization to account for subsidiaries for legal/accounting purposes.

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2008-MC-4.1-1-CON-040

Benefits of Consolidation

Consolidation is usually a monthly review process, giving an immediate financial summary of a multi-entity organization.

You can perform a number of consolidations within the organization to account for the subsidiaries of entities that have been taken over by the parent organization.

The consolidation process consists of determining the entities with accounts you want to consolidate, and setting up a consolidation entity in which to store the consolidation data. All accounts in the source entities are mapped to corresponding consolidation accounts in the consolidation entity.

The consolidation functionality responds to a legal and accounting requirement.



Current Scope

- ▲ Entities to consolidate in the **same domain**.
- ▲ Consolidation of GL balances/movements with full **analytic detail** (optional)
- ▲ The entities can use the same or different base **currencies**.

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2008-MC-4.1-1-CON-050

Current Scope

The consolidation functionality as currently designed requires that entities to consolidate be in the same database, but they can belong to different domains.

You can optionally include the full GL analytic detail in a consolidation, for example, sub-account, cost center, project, and SAF structures, or only part of it.

Also, entities involved in consolidation do not need to have the same base currency.



Highlights

- ▲ Multiple consolidations within the same organization
- ▲ Proportional consolidation
- ▲ Entities to be consolidated may have different accounting periods
- ▲ Consolidation of all analytical elements
- ▲ All reporting options apply to consolidation entities
- ▲ One or several periods can be consolidated in one run

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2008-MC-4.1-1-CON-060

Highlights

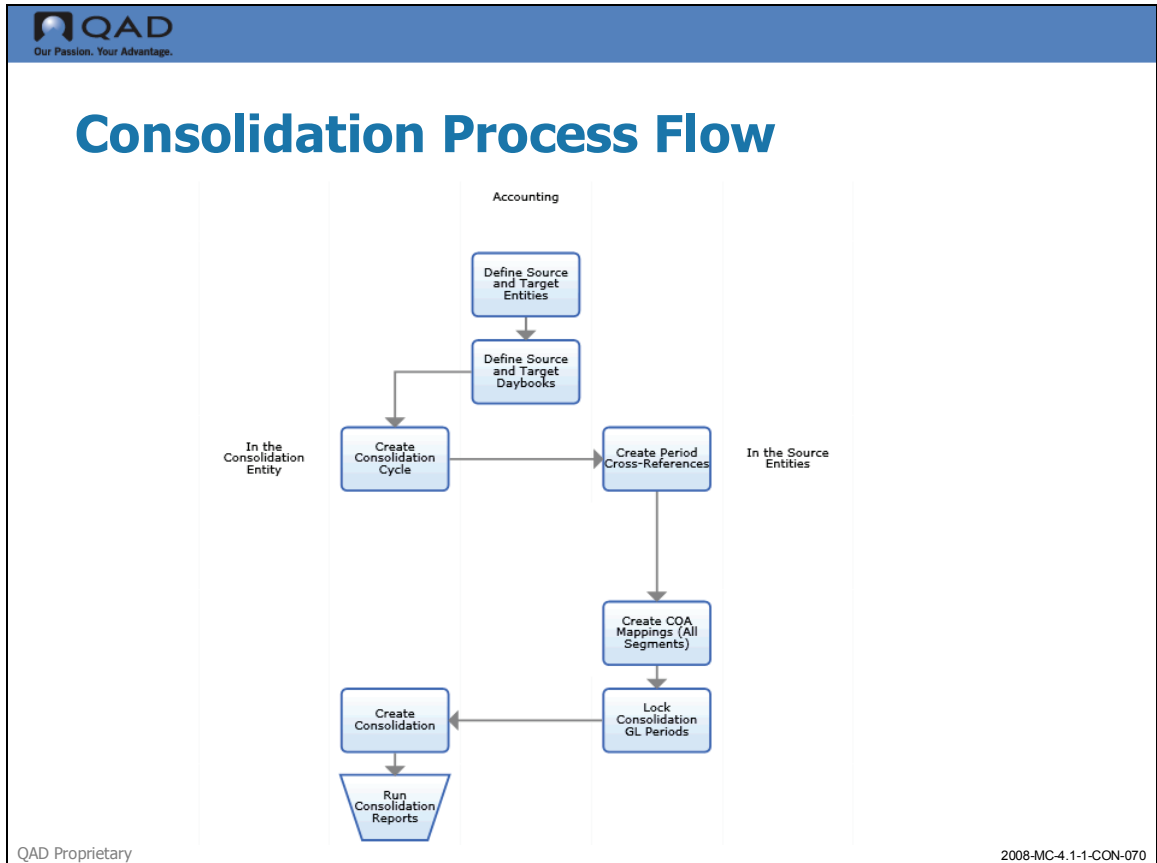
A great benefit for large organizations, the consolidation functionality in QAD Enterprise Applications lets you perform multiple consolidations within one system.

Again, you can include all GL analytical elements in a consolidation.

Proportional consolidation is an option, and we will review this later in more detail.

The entities involved in a consolidation do not need to have the same GL calendar. Additionally, a consolidation can be run for one or several periods at a time.

In a consolidation entity, the same reporting capabilities exist as for non-consolidation entities.

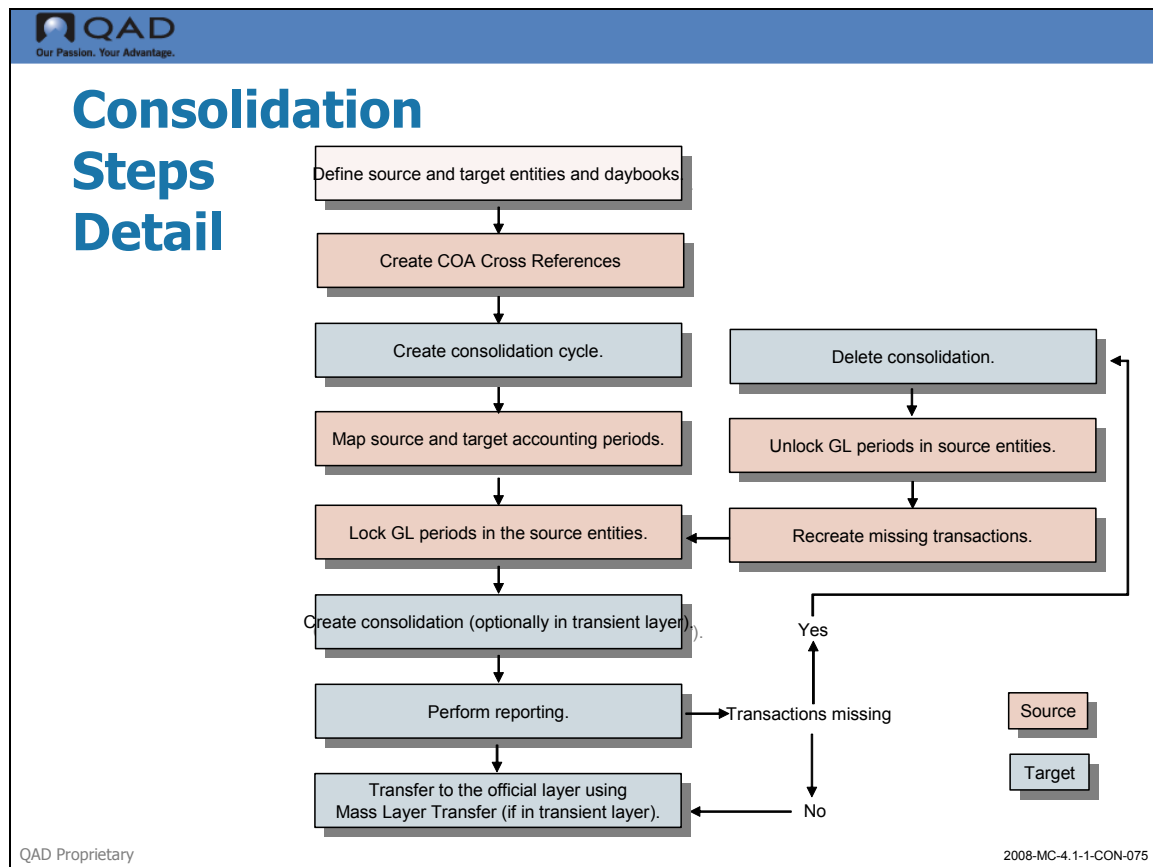


Consolidation Process Flow

The system uses source and target entities in the consolidation process. Source entities are the subsidiary entities whose accounts you want to consolidate. The target entity is the consolidation entity in which you combine the source account balances.

From within the consolidation entity, you create a consolidation cycle, which identifies the source entities, the daybooks to be used for balances in each entity, and the participation percentage to be applied to each entity.

Consolidation is performed for specific GL periods, and you must align your consolidation entity GL periods with those of the source entities. You must also map GL elements in your source entities to the consolidation accounts in your consolidation entity.



Consolidation Steps Detail

You set up and run consolidation in the following order:

- 1 Create the source and target entities and daybooks required for consolidation.
- 2 From within each of the source entities, map source and target GL accounts and, optionally, sub-accounts, cost centers and projects, to create COA cross references for use in the consolidation cycle. Each subsidiary entity and the COA cross reference it uses must belong to the same domain.
- 3 From within the consolidation entity, create the consolidation cycle, which defines the source entities and daybooks to use.

- 4 From within each of the source entities, define a range of GL periods to be mapped to the consolidation GL calendar.
- 5 From within each of the source entities, lock the GL periods that are to be included in the consolidation.
- 6 From within the consolidation entity, create the consolidation. In this step, you define source and target accounting layers, set the GL period range, and run the consolidation.
- 7 Perform reporting.

We will now review these steps in more detail.



Setup Prerequisites

- ▲ Consolidation entity
 - Set up separate entity
 - Define rounding differences account
 - Default cost center
 - Default project
 - Default tax code
 - Consolidation daybook per subsidiary/source entity and layer

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Setup Prerequisites

Prior to creating a consolidation cycle, the following setup is required:

Consolidation (Target) Entity

You must set up a new, separate consolidation entity, including the business relation.

You must create a rounding difference account, default cost center, project codes, and tax code for the consolidation entity.

Additionally, you must create a consolidation daybook for each source entity and layer.



Setup Prerequisites (cont'd)

- ▲ In each source entity:
 - COA cross-references
 - GL accounts, sub-accounts, cost centers, projects
 - Period cross-references
 - Exchange rate consolidation method
 - For each GL account (only once per shared set):
 - In currency tab

Consolidation Method	Current Exchange Rate ▼ Current Exchange Rate Historical Exchange Rate Simple Average Exchange Rate User Defined Exchange Rate Weighted Average Exchange Rate

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Source Entities

In each source entity, use COA Cross Reference Create (25.3.14.1) to create mappings between the GL dimensions in source and consolidation entities.

Special attention is required when mapping open item accounts, cross-company accounts and tax accounts. When posting to any of these accounts, the system requires additional input that cannot be given during consolidation posting. Therefore, all accounts of one of these three types should be matched to standard accounts in the consolidation entity. For intercompany accounts, this results in a zero balance, as expected.

Use Consolidation Period Cross-Reference Maintain (25.19.1.3) to create cross-references between GL periods in a source entity and GL periods in consolidation entities.

Finally, for each GL account of a specific shared set, select the consolidation method in the currency tab of GL Account Create (25.3.13.1) or GL Account Modify (25.3.13.2).

Consolidation can be performed between entities using the same or different base currencies. When the entities are in domains with different base currencies, the system converts transactions in the base currency of the source entity into the base currency of the consolidation entity using rates in the exchange rate shared set of the consolidation entity. The exact rate used is determined for each account based on the setting of the Consolidation Method field in the Currency tab of GL Account Create. This field can have one of the following values:

- Actual Rate (accounting rate at period end, also known as current rate)
- Historical Rate
- Simple Average Rate
- User-Defined Rate (Own Method)
- Weighted Average Rate

These methods are described in detail in the *User Guide: QAD Financials A*.

When different methods are used, exchange rate differences may result. These are posted to the Rounding Differences account specified in Consolidation Cycle Create (25.9.1.7).



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COA Cross-References Creation

COA Cross Reference Create

Go To
Actions
Tools
Attach
Print
Preview

Code: Cash Mapping 01
Description: Cash Accounts mapping
Active: ☒
Columns: All

Type: Combined COA Dimensions
Target Domain: Alternate COA
Alternate COA:

Source GL Account From	Source GL Account Till	Source Sub-	Source Sub-A	Source Cost	Source C	Source	Target GL Account	T
1060	1065	0001		0001			CASH	

Export to Excel
Delete a Row
Insert a New Row
Copy a Row
Columns...
Reset to Initial Settings
Print...
Retrieve defaults
Retrieve defaults GL Accounts
Retrieve defaults Sub-Accounts
Retrieve defaults Cost Centers
Retrieve defaults Projects

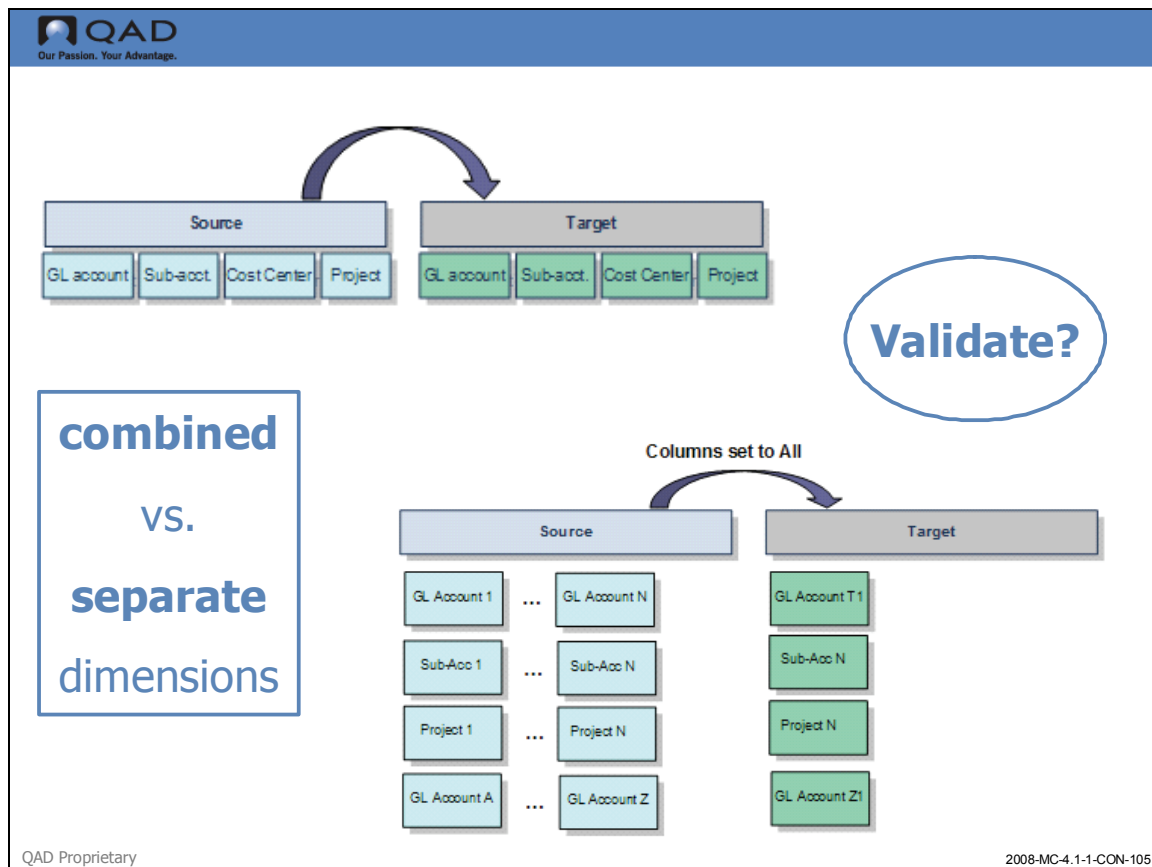
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2008-MC-4.1-1-CON-100

COA Cross Reference Creation

Use COA Cross Reference Create (25.3.14.1) to define mappings between the source and target entity charts of accounts. You can choose between two different types of cross-references: combined, or separate COA dimensions. The third available type is reserved for the setup of alternate COAs. On the next slide, we will explain more about the two consolidation types.

You must create a cross-reference structure in the same domain as the source entity. The target domain is the consolidation entity's domain. Each cross reference should be valid. For details on the validations performed, refer to the *User Guide: QAD Financials A*. Many-to-one combinations are possible.

A Copy function, as well as Excel integration, are available when creating COA cross-references.



Combined vs Separate GL Dimensions Types

When the cross reference type is **Combined GL Dimensions**, you specify cross-references from source GL combinations (account, sub-account, cost center, project, SAF) to target GL combinations. The system reads the GL combination from the source transaction, and looks for a match in the cross-reference table of the consolidation entity's domain, in the following order:

- Matching account, sub-account, cost center, and project
- Matching account, sub-account, cost center, and blank project
- Matching account, sub-account, blank cost center, and project
- Matching account, sub-account, blank cost center, and blank project
- Matching account, blank sub-account, blank cost center, and blank project

If no match is found, the transaction is posted to the same GL combination as the source transaction.

When the cross reference type is **Separate GL Dimensions**, you can specify cross-references from separate source GL COA elements to separate target GL COA elements (GL accounts to target GL account, sub-accounts to target sub-accounts, and so on).

When creating separate COA cross-references, use the Columns field to indicate the type of mapping to filter on—All, GL Account, Sub-Account, Cost Center, or Project. The filter lets you focus on one element at a time, and you can change the filter type during input.

By selecting the Validate option at the end of the COA Cross Reference Create, you can validate the cross references that you have defined against posting history. If the cross reference type is Separated GL Dimensions or Combined GL Dimensions, you can indicate whether or not to validate the sub-account, cost center, or project.

If gaps exist in the cross reference mappings used in a report or consolidation, the system will display an error. If there are any overlaps in the cross reference mappings you create, the system will use the first mapping record it finds in the grid.

Note that the validation option does not prevent saving; it is only a means to verify and detect conflicts with the current posting history.

Refer to the *User Guide: QAD Financials A* for a detailed explanation of validation in COA Cross Reference Create (25.3.14.1).

Create a Consolidation Cycle

Consolidation Cycle Create

Go To Actions Tools Attach Print Preview

Attachments

Entity Code: 1000 Status: Initial

Rounding Diff. App: Round Default Tax Code: 00000000

Sub-Account: 0001

Sub-Account ☒ Cost Center ☒ Project ☒ SAF ☒

Percentage Subsidiary Entity COA Cross Reference Official Daybook Code Management Daybook Code Transient Day

100.00 2000 com1 CS1-Offi Mgt-2 Trans-2

Default Analysis

Consolidation Cycle - Default Analysis

SAF Cost Center Project

Structure Code

Configure default SAF, Cost Center, or Project analysis for the consolidation

Add source entities to the consolidation cycle by inserting a new row.

QAD Proprietary 2008-MC-4.1-1-CON-110

Consolidation Cycle Create

When the prerequisites are set up for the source and target entities, a consolidation cycle can be created.

Use Consolidation Cycle Create (25.19.1.7) to create a consolidation cycle in the consolidation entity that defines the consolidation structure. You indicate the source and target entities; and whether consolidation is full or proportional.

An entity can be a consolidation entity for several source entities in one consolidation cycle and a source entity in another consolidation cycle. The consolidation process is started in the consolidation entity for a range of periods or for one period.

You add source entities to the consolidation cycle by inserting a new row.

You also add the daybook codes for the consolidation transactions. You specify a daybook for each source layer, and the system posts the consolidation transactions to the appropriate consolidation daybook.

Indicate whether sub-accounts, cost centers, projects, and SAFs should be included in the consolidation.

On each row, specify the COA cross-reference code used for each source entity in this consolidation cycle. When a consolidation cycle's status is changed to valid or operational, cross-references are validated.

Click the Default Analysis button to display a new window with multiple tabs where you can configure default SAF, Cost Center, or Project analysis for the consolidation. When source transactions use any of these, and the Sub-Accounts, Cost Center, Project, and SAF fields are not selected, the system applies the defaults you define here to the consolidation transactions.



Execution

- ▲ Lock status of periods to consolidate
 - Each source entity
- ▲ Consolidation entity
 - Consolidation Create (25.19.2.1):
 - From/to GL period
 - Target layer type:
 - Primary
 - Secondary
 - Transient = RECOMMENDED
 - Source layer type
 - Primary
 - Secondary
 - After validation, delete and repeat in primary layer

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2008-MC-4.1-1-CON-130

Creating a Consolidation

You run the consolidation cycle you have defined using Consolidation Create (25.19.2.1) within the consolidation entity. You can run the consolidation for primary or secondary layer transactions, but not simultaneously. It is recommended that you first run a consolidation posting to the transient layer, before posting it to the actual target layer.

Before creating a consolidation, you must ensure that:

- The GL periods in the source entities are locked.
- No unposted transactions exist in the source entities.
- You have mapped all new source accounts and sub-accounts.



You select source and target layers when configuring the consolidation. You can only select the primary or secondary layers for source entities. When you select a secondary source layer, the system retrieves all the secondary layers created in the source entity. For example, if you have created secondary layers for different types of IFRS or GAAP reporting, the system retrieves all of these layers and displays them on the Source Layers tab. You then choose which layers to include.

When the consolidation is completed, you can review the GL postings and generate reports.

As a result of the consolidation run:

- The daybooks in the consolidation entity are updated with the GL transactions in the source transaction currency and in the target base or consolidation currency.
- The system locks the entity, period, and layer combination in order to avoid another run. If you are running the consolidation in the transient layer, you have the option to review the postings, and to delete this consolidation and create a new one, if necessary. Consolidations in the primary layer cannot be deleted.
- The system keeps a history of all consolidation runs with the following attributes:
 - Consolidation run number
 - Date and time of the run
 - Source entities
 - Periods
 - Layer type

Use the Consolidation activities to create, delete, and view consolidations:

- Create. Configure and run a new consolidation. You run the consolidation by clicking Save.
- View. Display all consolidation runs with all fields in read-only mode.
- Delete. Delete a consolidation run. You can only delete consolidations in the transient layer.

Hands On Exercises

Exercise 1: Consolidation Setup

In domain QMS-US create a new (consolidation) entity GR-CONS (use same address details as CONS-US).

Create all consolidation settings in GR-CONS:

Daybooks for CONS-US both in transient and primary layer

Consolidation cycle: 100% CONS-US

Check all other settings as required.

Validate the consolidation setup in CONS-US

Steps:

- 1 Login to QMS-US domain. Go to Business Relation Create (36.1.4.3.1), and create the following business relation:

Field	Data
Name:	GRCONS

- 2 On the Address Info tab, right-click and select Insert A New Row. Add the address details:

Field	Data
Address:	Address
Zip:	Zip
City:	City
Country Code:	US
Click OK	
On the General Tab, Select:	
Domain Restricted:	No
Internal Entity:	Yes
Intercompany:	Yes
Intercompany Code:	GRCONS
Customer/Supplier Compensation Allowed:	No

- 3 On the General Tab, select the following:

Field	Data
Domain Restricted:	No
Internal Entity:	Yes
Intercompany:	Yes
Intercompany Code:	GRCONS
Customer/Supplier Compensation Allowed:	No

4 Click Save.

5 In Entity Create (36.1.1.2.1), create the following entity:

Field	Data
Entity Code:	GR-CONS
Business Relation:	GRCONS
Domain:	QMSUS
On the General Tab	
Reverse P&L Revaluation:	Yes
Consolidation Entity:	Yes

6 Let the other fields default.

7 Click Save.

8 In User Domain/Entity Access Maintain (36.3.4), specify the following details:

Field	Data
User:	QAD
Domain:	QMSUS
Entity:	GR-CONS

9 Click Apply.

In the grid, the Link field is selected for the user, domain, and entity code indicated.

10 In Role Membership Maintain (36.3.6.6), specify the following:

Field	Data
User:	QAD
Domain:	QMSUS
Role:	SuperUser
Entity:	GR-CONS

11 Click Apply.

In the grid, the Link field is selected for the user, domain, and entity code indicated.

12 Log out, and log back in as:

User: QAD

Password: QAD

13 Change workspace to QMSUS-GR-CONS.**14** In Daybook Create (25.8.1.1), create the following daybook:

Field	Data
Daybook Code:	ConsUSof
Description:	ConsUSof
Daybook Type:	Consolidation
Layer Code:	Primary
Daybook Control:	Financial

15 Click Save and create a second daybook with the following details:

Field	Data
Daybook Code:	ConsUStr
Description:	ConsUStr
Daybook Type:	Consolidation
Layer Code:	Trans-Approve
Daybook Control:	Financial

16 In Consolidation Cycle Create (25.19.1.7), create the following cycle:

Field	Data
Entity Code:	GR-CONS
Status:	Initial
Rounding Diff Acc:	9890
Default Tax Code:	0000000

17 Click on Default Analysis, and specify the following details:

Field	Data
<u>SAF Tab</u>	
Structure Code:	<blank>
<u>Cost Center Tab</u>	

Field	Data
Cost Center Code:	Adm
<u>Project Tab</u>	
Project:	DEFAULT

- 18** In the consolidation cycle grid, right click and select Insert a New Row

Field	Data
Percentage:	100
Subsidiary Entity:	CONS-US
Primary Daybook Code:	consUSof
Transient Daybook Code:	ConsUStr

- 19** Click Save.

- 20** Change Workspace to the source entity to be consolidated (CONS-US).

- 21** In COA Cross-Reference Create (25.19.1.1), cross-reference the following accounts and sub-accounts involved in the consolidation.

Cons GL Account	GL Account
1090	1090
1100	1100
1200	1200
1300	1300
1380	1380
1390	1390
1399	1399
Etc...	Etc...

Field	Data
Consolidation Entity:	GR-CONS
Cons Sub-Account:	Cons, Elec, GServ, HO, Mech
Sub-Account:	Cons, Elec, GServ, HO, Mech

- 22** In Consolidation Period Cross-Ref Maintain (25.19.1.3), create the following period cross-references:

Consolidation Entity: GR-CONS

Cons Year	Source Year	Source GL Period	Cons Period
2009	2009	01	1
2009	2009	02	2
2009	2009	03	3
....			
2010	2010	01	1
2010	2010	02	2
Etc...			

Exercise 2: Consolidation Run

Run a consolidation in:

CONS-US

- For period 2009/01 till 2009/06
- First to transient layer & verify posting
- Delete the transient posting
- Do this again but in primary layer

GR-CONS

- Do the same as in CONS-US (consolidation of CONS-US into GR-CONS)
- Consolidate CONS-US into GR-CONS

Steps:

- 1 Login to workspace QMSUS/CONS-US
- 2 In Consolidation Create (25.19.2.1, create a trial consolidation in the transient layer:

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer Type:	Transient
Source Layer Type:	Primary

Subsidiary Companies

Field	Data
Percentage:	100
Primary Daybook:	CONEAOF
Entity Code:	US-EAST
Transient Daybook:	CONEATR
Activation:	Yes

- 3 Save the consolidation.

Field	Data
Percentage:	100
Primary Daybook:	CONWEOF
Entity Code:	US-WEST

Field	Data
Transient Daybook:	CONWETR
Activation:	Yes

- 4 In Journal Entry View (25.13.1.3), enter Year = 2009, Period = 6 and Daybook Code: CONEATR.
- 5 Click Search to review the transaction in US-EAST.
- 6 Repeat the previous to steps with Daybook Code = CONWETR to review the transaction in US-WEST.
- 7 Review the transactions. The results should look like those on the following screenshots:



Journal Entry - View

CONS-US > Consolidation US (2) - QAD Enterprise Applications

Window Help

Journal Entry Browse for View x Journal Entry - View x

Go To Actions Tools Attach Print Preview

Attachments

Year200706Posting Date06/30/07

Daybook CodeCONEATR000000001Layer TypeTRANSIENTSave As T

DescriptionConsolidationTemplate CodeReplaceme

Original Posting ReferenceSequence Number000000000Reversal

GL Account	GL Description	3	Cost Ce	Trans Curr	BC Debit (USD)	BC Credit (USD)
4000	Sales	M		USD	0.00	5,950.00
1300	Accounts Receiva	M		USD	5,950.00	0.00
1500	Inventory	E		USD	33,270.00	0.00
6600	Purchases	E		USD	0.00	33,270.00

Journal Entry - View (25.13.1.3)





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Journal Entry - View

CONS-US > Consolidation US (2) - QAD Enterprise Applications

Journal Entry Browse for View Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year: 2007 06 Posting Date: 06/30/07

Daybook Code: CONWETR 000000001 Layer Type: TRANSIENT

Description: Consolidation Template Code: Sequence Number: 000000000

Original Posting Reference:

GL Account	GL Description	S	C	Trans Curr	BC Debit (USD)	BC Credit (USD)
4000	Sales	M	USD	425.00	0.00	
4000	Sales	M	USD	0.00	23,547.30	
4000	Sales	G	USD	0.00	3,000.00	
1300	Accounts Receiva	M	USD	23,547.30	0.00	
1300	Accounts Receiva	M	USD	0.00	425.00	
1300	Accounts Receiva	G	USD	3,000.00	0.00	
2000	Accounts Payable	M	USD	983.00	0.00	
2000	Accounts Payable	M	USD	0.00	255,400.00	
2500	Unapproved invoic	M	USD	256,383.00	0.00	
2500	Unapproved invoic	M	USD	0.00	256,183.00	
6600	Purchases	M	USD	255,200.00	0.00	
6600	Purchases	M	USD	0.00	983.00	
2000	Accounts Payable	G	USD	0.00	890.00	
2500	Unapproved invoic	G	USD	890.00	0.00	
2500	Unapproved invoic	G	USD	0.00	890.00	

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2008-EX-4.1_2-020

8 In Consolidation Delete (25.19.2.3), delete the trial consolidations:

Field	Data
From GL Cal Year:	2009
To GL Cal Year:	2009
Entity Code:	US-EAST

9 Click Search. Confirm in the new window.

Field	Data
From GL Cal Year:	2009
To GL Cal Year:	2009
Entity Code:	US-WEST

- 10 Click Search. Confirm in the new window.
- 11 In Consolidation Create (25.19.2.1), create the consolidation—again in the primary layer.

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer Type:	Primary
Source Layer Type:	Primary

Subsidiary Companies:

Field	Data
Percentage:	100
Primary Daybook:	CONEAOF
Entity Code:	US-EAST
Transient Daybook:	CONEATR
Activation:	Yes

Field	Data
Percentage:	100
Primary Daybook:	CONWEOF
Entity Code:	US-WEST
Transient Daybook:	CONEATR
Activation:	Yes

- 12 Login to the consolidation entity GR-CONS (change workspace) to create the second consolidation.
- 13 In Consolidation Create (25.19.2.1), create the following:

Field	Data
From GL Period:	2009/1
To GL Period:	2009/6
Target Layer:	Transient
Source Layer:	Primary

Subsidiary Companies

Field	Data
Percentage:	100
Primary Daybook:	ConsUSof
Entity Code:	CONS-US
Transient Daybook:	ConsUStr
Activation:	Yes

- 14 Go to Journal Entry View (25.13.1.3) to review the created transaction.
- 15 Enter GL calendar year 2009 and daybook code ConsUStr to search.
- 16 Go to Consolidation Delete (25.19.2.3) to delete the trial consolidation you just created.
- 17 Go to Consolidation Create (25.19.2.1) and recreate the same consolidation in the primary layer.
- 18 Go to Journal Entry View (25.13.1.3) to review the transactions.

CHAPTER 15

Screen Customization



Objectives

- ▲ Understand the benefits of screen customization
- ▲ Learn how to customize screens for your own business case



Scope

- ▲ UI customization using Design Mode feature
- ▲ User-defined fields

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2008-MC-3.4-1-SC-030

Overview & Scope

The component-based user interface supports many ways that users and administrators can tailor the user interface of component-based functions based on your organizational requirements, including the following:

- Customize the user interface using the Design Mode feature.
- Create your own user-defined fields and add them to the user interface using the User-Defined Fields (UDFs) feature.

In addition to the customization of component-based functions, you can modify other aspects of the UI. Which features a particular user can access depends on system and user settings as well as user permissions. See *User Guide: QAD System Administration* for a discussion of settings and *User Guide: QAD Security and Controls* for a discussion of permissions.

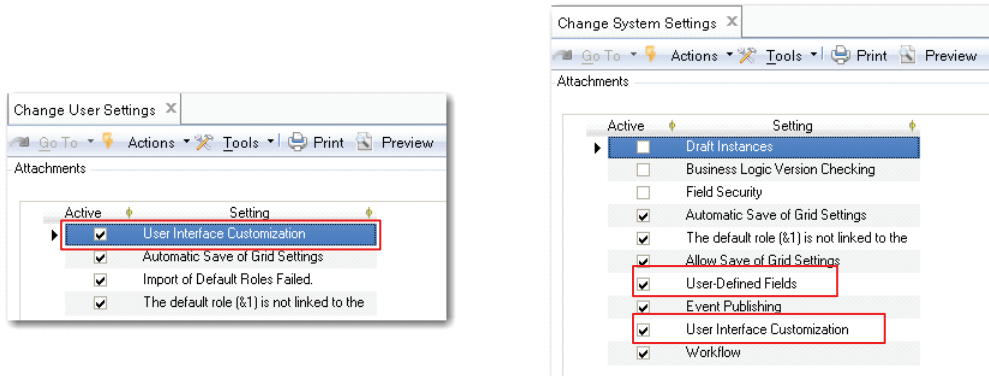


Screen Customization Prerequisites

▲ Setup

– Security settings

- Change System Settings (36.24.5.1)
- Change User Settings (36.24.5.2)



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2008-MC-3.4-1-SC-040

Setup Prerequisites

To use design mode, you must be assigned permission to the Customization activity at either the user, role, or general level. If none of these three activities is linked to any of your roles, the Design Mode option is not available in the Tools menu.

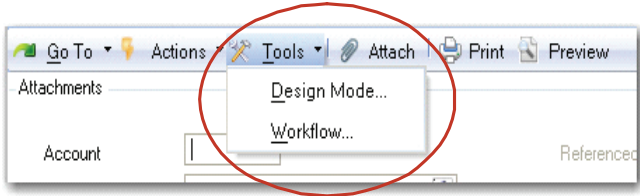
Use menus Change System Settings (36.24.5.1) and Change User Settings (36.24.5.2) to give users or roles access to User Interface Customization and User-Defined Fields.

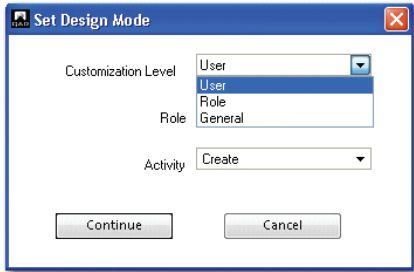
See *User Guide: QAD Security and Controls* for more information on setting up role permissions.

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General Process Flow

- ▲ Design Mode


- ▲ Customizations level
 - General
 - Role
 - User



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General Process Flow

Design mode lets you add, move, or remove fields, and modify field properties. In addition, you can create predefined column views for screens that contain grids.

The customizations you create apply to either yourself, all users that belong to your default role, or all users in the system. This is determined when you save the customization.

You access design mode by selecting Design Mode in the Tools menu in the screen that you want to customize.

When you select Design Mode, the system prompts you to choose a customization level.

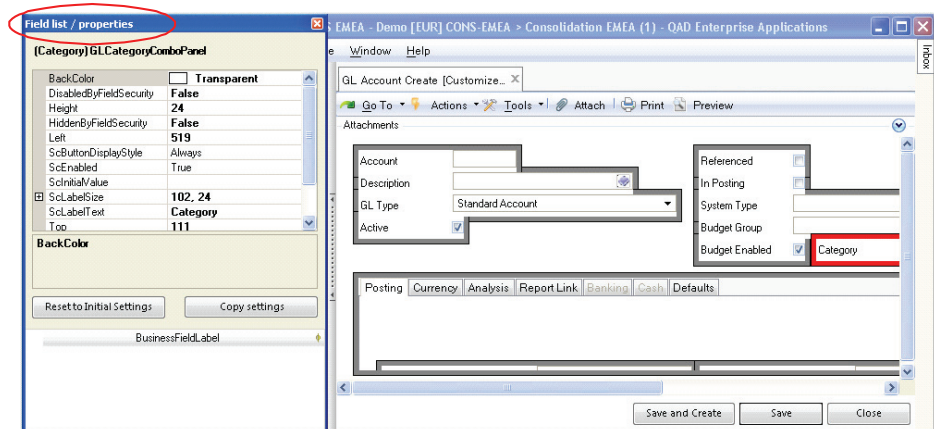
- 1** Choose the level for the customizations:
 - General. The customizations are effective for all users.
 - Role. The customizations are effective for all users with the same default role as you.
 - User. The customizations are effective for you only.
- 2** If you chose the Role customization level, select the role for which the customizations apply.
- 3** Select the component activity for which the customization applies; for example, Create, Modify, or Delete.



General Process Flow (cont'd)

▲ Highlight field on UI to:

- Change properties
- Move to another spot
- Remove from UI
- Add a user-defined field



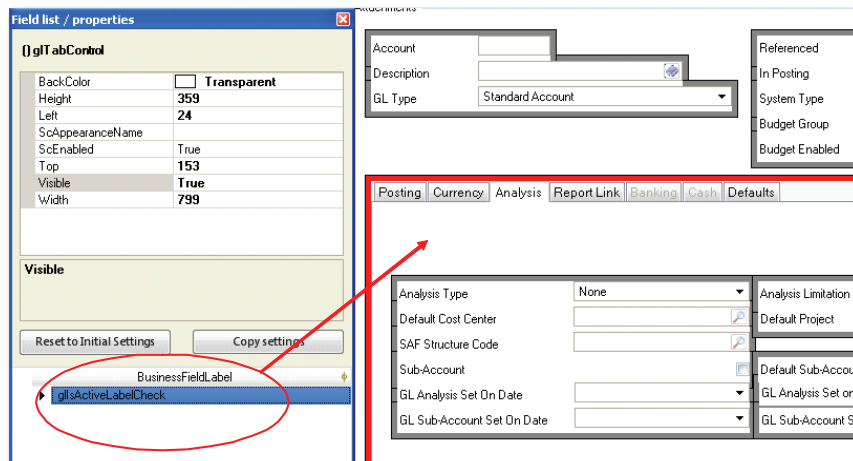
In design mode, a gray border is displayed around all fields. When you select a field, its border color changes to red. By selecting the border, you can drag and drop a field or modify its properties.



Moving Fields to Other Tabs

- ▲ Set to invisible
 - Visible property to false => field now displays in the business field area of the field list window
- ▲ Select target tab

▲ Drag the field from the business field area to its new location



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2008-MC-3.4-1-SC-070

You can remove a field from the UI by clicking on the field to activate it and setting the Visible property to False.

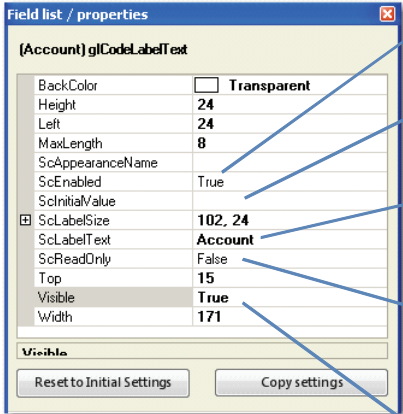
The field is then stored in the BusinessFieldLabel pane of the design frame. To return the field to the UI, click on it and drag it from the BusinessFieldLabel pane to the screen.

You can move a field within the UI by dragging it to its new location or by modifying the position properties. You cannot drag a field from one tab to another. To reposition a field to a new tab:

- 1 Set the Visible property to False. The field now displays in the business field area of the Field List window.
- 2 Select the target tab to activate it.
- 3 Drag the field from the storage area to its new location.



Field Properties



False = still visible on UI but cannot be accessed nor copied

Default value

Field label on the UI

True = visible but no update

False = no longer visible (field appears in business fields area)

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Field Properties

The Field list/properties window displays the properties that control the appearance of the selected field.

Field Descriptions

BackColor. Specify the color schema for the field. The system applies any color modifications you make to the field border, and not the actual input zone.

Modify the numeric red, green, and blue properties of the field, or select a color from the drop-down list.

Height. Specify the height of the field (label and input zone) in pixels.

Left. Specify the field position in pixels, relative to the left of the screen.

Max Length. Specify the maximum length of the field.

ScAppearanceName. Specify a user-defined setting from the `Appearances.xml` file to apply to the field. The `Appearances.xml` file contains settings for color, shadowing, and alignment.

ScEnabled. Specify True or False to enable or disable the field.

If you set the property to False, the field continues to display on the screen, but it is no longer accessible in the UI. It cannot be tabbed to and its value cannot be copied.

ScInitialValue. Specify the initial value of the field. This field can be used for defaulting when several possible values exist, for example, a daybook in Supplier Invoice Create.

ScLabelSize. Specify the amount of space in pixels (width; height) to allocate to the field label.

ScLabelText. Specify the label text for the field.

ScReadOnly. Select True or False from the drop-down list to indicate whether the field is read-only or editable. When set to True, the field cannot be updated, but can be tabbed to and its contents can be selected and copied.

Top. Specify the field position in pixels, relative to the upper left corner of the screen.

Visible. Select True from the drop-down list to make the field visible on the UI. Select False to hide the field (including the label).

Note Fields that are hidden from the UI are listed in the `BusinessFieldLabel` section of the design window.

Width. Specify the width of the field (label and input zone) in pixels.

BusinessFieldLabel. This section of the design window lists fields that have been hidden on the UI or user-defined fields that have been defined but not yet placed on the UI.

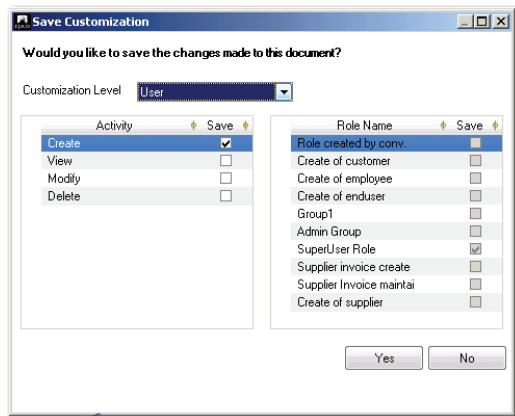
Use the two buttons as follows:

Reset to Initial Settings resets the properties of the field to the initial settings shipped with the application. The system prompts you to confirm the reset operation.

Copy Settings copies the properties of the selected field to another customization level. You can choose the level and the role or user, if applicable.

To apply your customizations to the UI, choose Tools and Design Mode.

The system prompts you to confirm the changes and lets you select other activities for the business component to which to apply the customizations.



Field Descriptions

Customization Level. Select the level at which the customization applies.

Activity. The Save Customization screen lets you apply your customizations to other screens related to the function you customized. This varies depending on the activities defined for each component, but you can typically apply your customizations to the following screen types:

Create: Select to apply your layout customizations when the screen is used to create a new record.

View: Select to apply your layout customizations when using the screen to view a record.

Modify: Select to include your layout customizations when using the screen to modify a record.

Delete: Select to include your layout customizations when using the screen to delete a record.

Role Name. Select the roles for which the customizations apply. These fields are activated when you select Role in the Customization Level field.

Click Yes to apply the changes to the selected activities. Click No to close the screen without applying the changes.

Hands On Exercise:

Exercise 1:

On the Payment tab in Customer Modify, make the field “BLWI Group” invisible in any activity.

On the same tab, move the fields “Print Reminder” and “Print Statement” and position them under the field “Statement Cycle”

Steps:

- 1 Login into US-WEST or EMEA-DE
- 2 Go to Customer Modify (27.20.1.2) and select any customer in the grid to open the main screen. Go to the Payment tab.
- 3 On the object menu bar, click on Tools and select Design Mode. In the pop-up window, select Customization Level = General and click Continue.
- 4 Select the BLWI field. It is now highlighted in red.
In the Field list / properties window, set Visible to false.
- 5 Select the Print Reminder field and move it to under the Statement Cycle field (drag & drop).
- 6 Select the field Print Statement field and move it under the Print Reminder field.
- 7 Close the Field list / properties window by clicking on the red X. In the Save Customization window, select:
Customization Level: General
Activity: Select Save all
Click Yes to save.
Verify the end result on your screen.

Exercise 2:

In menu Supplier Invoice Create, make the field “Exchange Rate” read-only.

Save for the Create activity only.

Create a supplier invoice and test your “customized” screen

- 1** Go to Supplier Invoice Create (28.1.1.1). Click Tools and select Design Mode. In the pop-up window, select Customization Level “General”, Activity: Create. Click Continue.
- 2** Highlight the Exchange Rate field. In the Field list / properties window, change ScReadOnly to True.
- 3** Close the Field list /properties window. In the Save Customization screen, select only Save Create. Click Yes.
- 4** Verify the result on your screen.

Exercise 3:

- 1** Create a user defined field for the business component / object GL Account with the following properties:
 - Use a combo UDF.
 - Description/Label: Account Representative
 - Non-mandatory
- 2** Create a value list as follows:
 - Chief Accountant
 - Sr. Accountant
 - Jr. Accountant
- 3** Position this UDF under the Active field
- 4** Save this for all activities. Update search criteria and columns in grid

Login to US-WEST or EMEA-DE.

5 Go to User-Defined Field Create (36.4.12.1).

Field	Data
Business Component:	GL Account
Field Name:	tGL.CustomCombo0
Description:	Account Representative
In the General Tab:	
Side Label:	Account Representative
Column Label:	Account Representative
Display Format:	X(20)
Display Length:	20
Mandatory:	No

6 In the Value List tab, right click in the grid and select Add a New Row each time:

Custom Values:

- Chief Accountant
- Jr. Accountant
- Sr. Accountant

7 Click Save.

8 Go to GL Account Modify (25.3.13.3). Select any account to open the main window. Click on Tools and select Design Mode. In the pop-up window, select Customization Level = General and click Continue.

9 In the Field List/Properties window, you see at the bottom under BusinessFieldLabel the user-defined field you just created.

10 Drag this field and drop it in the GL Account - Modify screen next to the Active field.

11 Close the Field List/Properties window.

12 In the Save Customization window, select Save for all activities. Click Yes to save.
Your UDF should now display on your screen, with a drop-down list attached.

13 Return to the GL Account Browse for Modify window (the first window that you see when you open the menu).

- 14 Click on a search criteria drop-down list (Account, for example). The new field should appear on this list.
- 15 Right click on the first row in the grid and select columns. You can select your new UDF and make it visible on the UI.

Exercise 4

Create a user-defined field for the business component (object) GL Account with the following properties:

- Type: short
- Description/Label: User In Charge
- Non-mandatory
- Lookup reference: /BUser.SelectUser
- Return from stored search: tUsr.UsrLogin

Position this UDF next to “Referenced” field.

Save for all activities.

Update search criteria and columns in grid.

Steps:

Login to US-WEST or EMEA-DE.

- 1 Go to User-Defined Field Create (36.4.12.1).

Field	Data
Business Component:	GL Account
Field Name:	tGL.CustomShort1
Description:	User in Charge
In the General Tab:	
Side Label:	User in Charge
Column Label:	User in Charge
Display Format:	X(20)
Display Length:	20
Mandatory:	No
Lookup Reference:	BUser.SelectUser

Field	Data
Stored Search:	FACTORYDEFAULT
Return Field from Stored Search:	tUsr.UsrLogin

- 2 Go to GL Account Modify (25.3.13.3).
 - 3 Select any account to open the main window. Click on Tools and select Design Mode.
 - 4 In the pop-up window, select Customization Level = General and click Continue.
 - 5 In the Field List/Properties window, you see at the bottom under BusinessFieldLabel the user-defined field you just created.
 - 6 Drag this field and drop it in the GL Account - Modify screen next to the Referenced field.
 - 7 Close the Field List/Properties window.
 - 8 In the Save Customization window, select Save for all activities. Click Yes to save.
- Results: In the GL Account - Modify screen, the new field should display with your login as default value.

CHAPTER 16

Lock Box Functionality



Objective

- ▲ Understand the benefits of the “lock-box” functionality
- ▲ Learn to setup and use the lockbox functionality



Overview

- ▲ Scope
- ▲ Benefits
- ▲ Process overview
- ▲ Setup
- ▲ Transaction processing
- ▲ Demo

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2008-MC-4.2-1-LB-030

Overview

A new functionality has been added to QAD Financials to process incoming US bank files.

In this section, we will first review the scope and the benefits of this functionality, and then learn the process including the setup.

Your instructor will then demonstrate the whole process as an example.



Scope of Lock-Box

- ▲ Functionality to process incoming US bank files
- ▲ Interface for incoming US Bank files containing payment (check) information
- ▲ Automatic creation of AR payments
- ▲ Automatic change of status of AR payments to “paid”

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2008-MC-4.2-1-LB-040

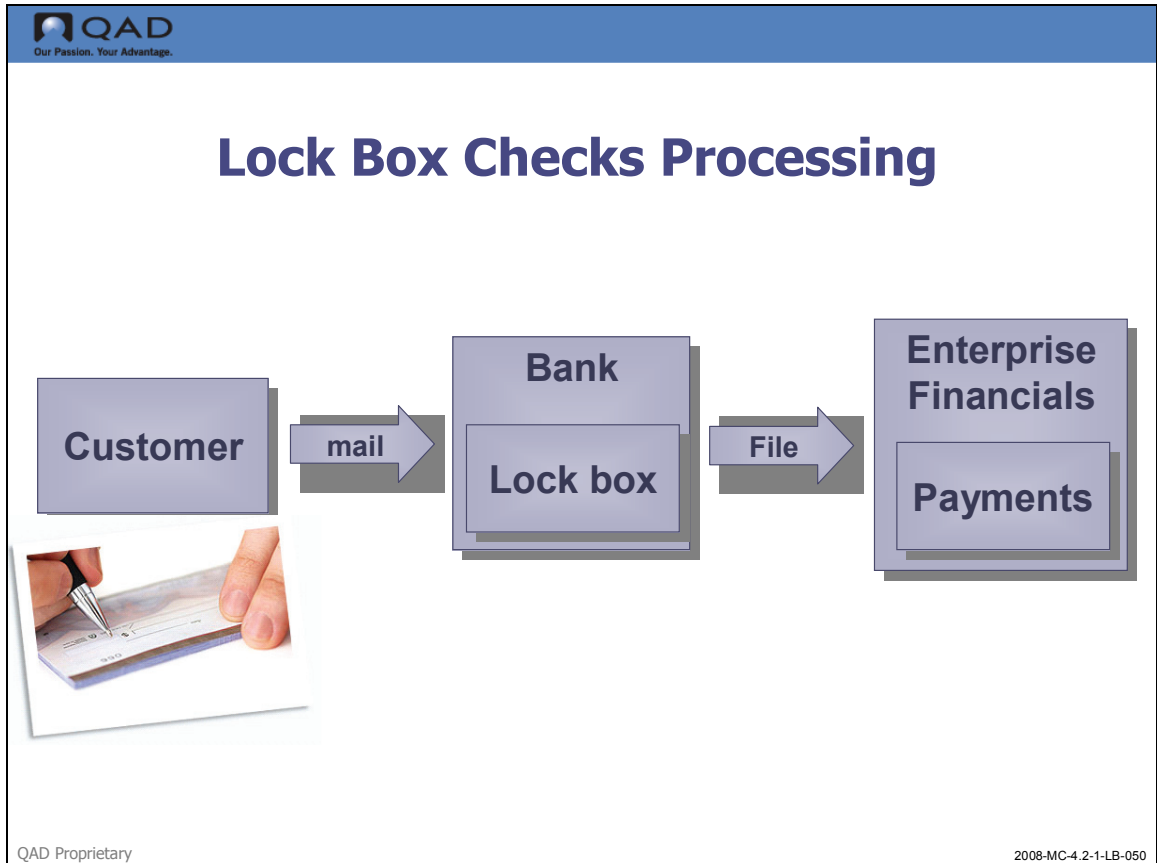
Scope

In the US, customer check payments are often sent to a lockbox (postal address) at the bank. The bank personnel will empty the box daily and register the checks in their system. Then the bank will send a file to the company owning the lock box. In that file, all received checks are listed.

The lockbox functionality processes incoming payment files, automatically creating AR payments and changing the payment status to Paid.

Three business flows are concerned by this functionality:

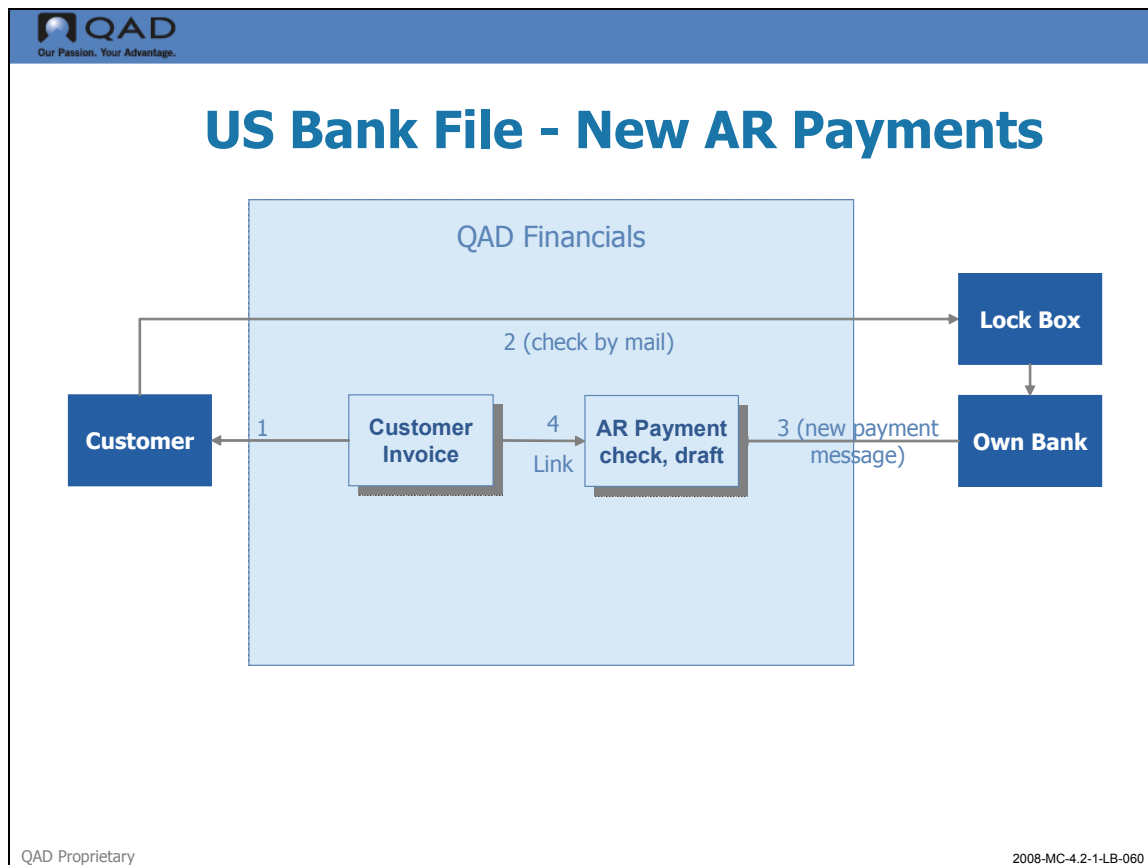
- Lock box for customer payments (checks)
- File from the bank that contains information on paid customer payments (checks)
- File from the bank that contains information on paid supplier payments (checks)



Lock Box Checks Processing

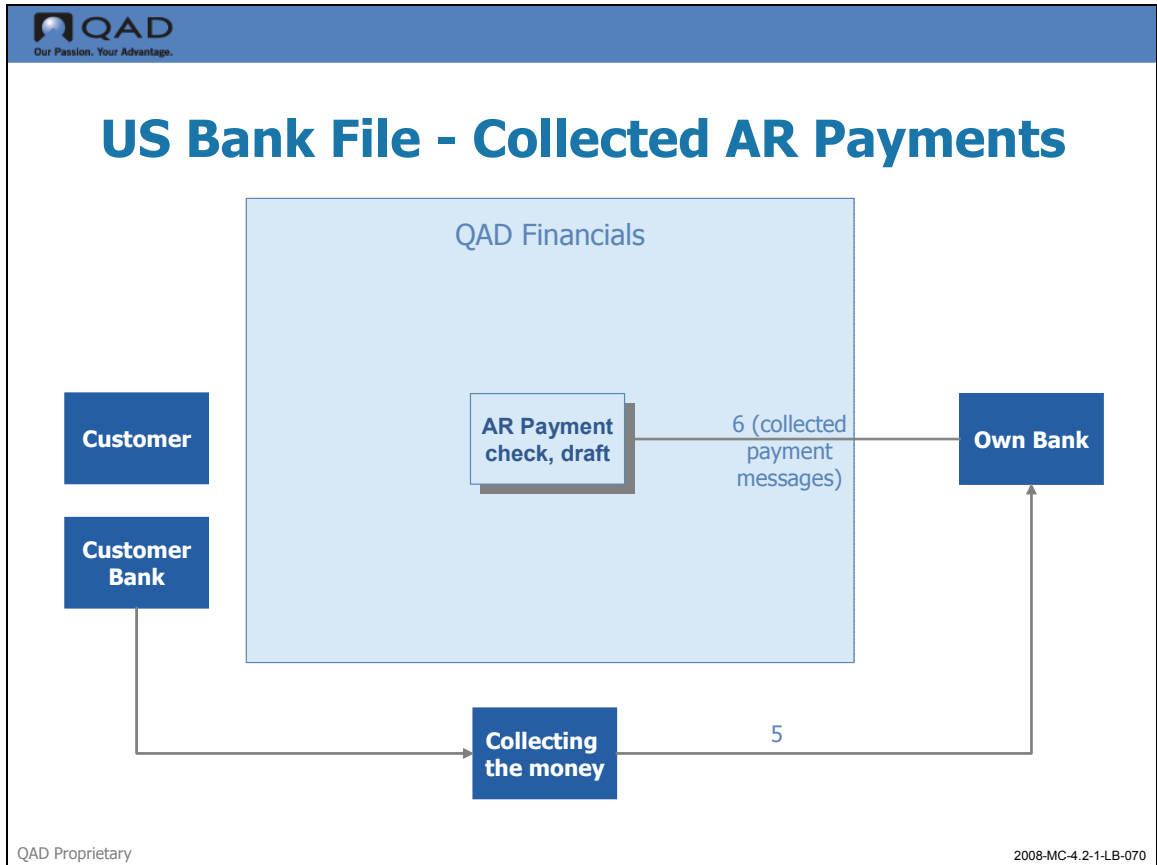
In this section, we will concentrate on the lockbox process.

Many banks use a lockbox address to handle incoming payments (check, drafts). The address is checked daily and the customer checks are registered in the bank's system before a payment file listing the checks received is sent to your company. Bank File Process is used to create new customer payments in the system to correspond with the checks listed.



AR Payments Flow with Lock Box functionality

- 1 Customer invoice is issued
- 2 Customer payment
 - a Customer pays by sending check to lock box address
 - b Customer sends remittance advice
- 3 Bank sends an electronic file with the new check received.
- 4 With this file, new payments are created in the system and linked to invoices



AR Payment Collection with Lock Box functionality

Those steps are the logical continuation of the 4 steps above:

- 5 Customer payments are collected by the bank (in eB2.1 this was called 'canceled').
- 6 The bank sends a file containing collected check numbers. The payments in the system can be set 'Paid' using this information.



Benefits

- ▲ Streamline customer payment process
- ▲ Process Automation
- ▲ Reduce overhead
- ▲ Reduce error rate

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Benefits of the Lock Box Functionality

The obvious benefits of this functionality are a streamlined customer payment process, reduced overhead costs due to process automation, and a decreased error rate.



Process Overview

▲ Setup

- Use EDI to upload XML file of bank file format
- Trading Partner Library Load (35.17.7)
- Bank File Format Maintenance (31.1.9)
- Bank Payment Format Link Maintenance (25.11.2)

▲ Transactions

- Uploading data file
 - EDI: upload bank file
 - Document Import (35.1)
 - Session Report (35.7)
- Processing data file
 - Process Incoming Bank Files (31.1.6)

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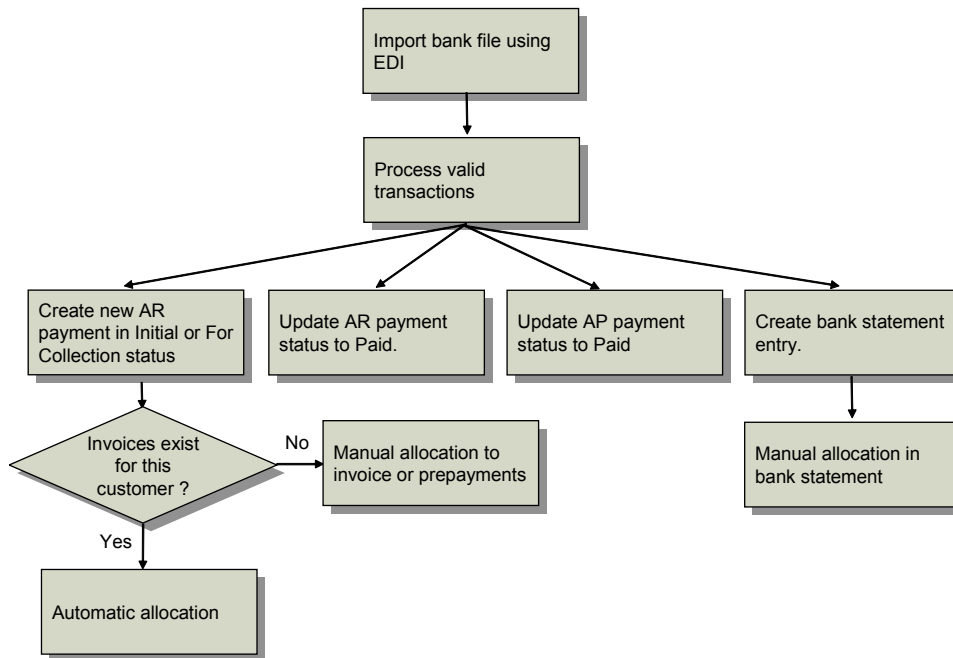
2008-MC-4.2-1-LB-090

Process Overview

To process customer and supplier payments manually, you must set up the bank accounts, payment formats, and payment statuses beforehand. When you use Bank File Process to complete a payment cycle, the accounts, payment formats, and statuses required for the final stage of the process must already be configured, to enable the system to complete the payment and generate the final postings.

Some EDI setup needs to be completed to load and process the bank file. General setup and processing for electronic payment formats is handled in the “Payment Format” section.

Lockbox process can then be summarized with these steps:



The system validates the transactions contained in the payment file by matching customer or supplier information in the transactions against customer or supplier records stored in the system. When these records match, the automatic payment is generated and the transaction can be allocated to an existing open item for the customer or supplier. If they do not match, you can manually select a customer or supplier, and create an open item to which you can then allocate the payment.

One payment file can contain multiple types of transaction messages, and you can filter the messages by type, date, bank account, or action. For example, you can choose to process only new customer payments, only existing supplier payments, or all payments within a range of dates.



Setup Prerequisites

- ▲ Own bank account
 - Combination own bank / entity must be unique
- ▲ Incoming bank file layout must exist in system
 - EC Subsystem Definition Maint (35.13.1)

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Setup

We will now review the setup steps in more detail.

Setup Prerequisites

To the setup prerequisites belongs the creation of an own bank account in GL Account Create (refer to the first Financials Training Guide or the *User Guide: QAD Financials* for more detail).

Multiple banks in your system may be using the same payment format, but may require different transaction codes.

In EC Subsystem Definition Maint (35.13.1), verify that the bank file layout exists.



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Bank File Format Setup

- ▲ Bank File Format Maintenance (31.1.9)
- ▲ Linking transaction types to activities

Bank File Format Maintain X

Go To

Actions

Tools

Attach

Print

Attachments

Format Code	Description
USBank	US Bank
Trans Type	Activity
R12001	Create Customer Pay
R12002	Pay Customer Paymen
R12057	Pay Supplier Payment

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2008-MC-4.2-1-LB-110

Mapping Transaction Codes

In Bank File Format Maintenance (31.1.9), link the transaction codes to activities.

Bank payment files contain transaction codes, which identify the types of payment contained in the file. These codes are mapped to the system actions Create Customer Payment, Pay Customer Payment, or Pay Supplier Payment. This ensures that the correct type of automatic payment is created for each transaction.

For example, Wells Fargo uses the code R12057 to identify supplier payment transaction messages within payment files. This code is mapped to the system action Pay Supplier Payment. When you import a Wells Fargo payment file, the system maps all supplier payment transaction messages to the action Pay Supplier Payment. Once the messages are validated and processed, the system performs the action to which the transaction code is mapped. In this instance, the system

invokes the Pay Supplier Payment action for all messages that are coded R057. It then retrieves the original supplier payments for these transactions and changes their status from For Collection to Paid.

The system uses the payment format linked to your bank account to store the mapping information. To enable auto-generated payments, you must link a payment format containing the correct mappings to your bank account when initiating the customer or supplier payment process. For example, to process Wells Fargo bank files, you must link the payment format containing the Wells Fargo transaction mapping to your account as part of the initial setup for customer or supplier payments. This ensures that when you import Wells Fargo payment files, the system can automatically complete the payment cycle.

Bank File Format Maintain (31.1.9) lets you create and view the transaction code mappings.



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Bank Payment Format Setup

- ▲ Bank Payment Format Link Maintenance (25.11.2)
 - Link bank file format to bank payment format

Bank Payment Format Link

Go To Tools Print Preview

Attachments

Own Bank Number12345678

Entity CodeUS-WEST

Payment Format	Next Pre-Printed No	Extension	Validation	Bank File Format	AR/AP	Payment Instrument	Payment Type
US-CHECK	2,008,001		XX	USBank	Accounts Payable	Check	Both
▶ CUST-CHECK	0		XX	USBank	Accounts Receiva	Check	Both

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2008-MC-4.2-1-LB-120

Bank Payment Format Setup

Your bank account must be linked to a payment format that contains the mapping necessary for the payment you want to generate. (see Mapping Transaction Codes)

Use Bank Payment Format Link Maintenance (25.11.2) to do this

Also, payment statuses must be set up for the bank format in Customer Payment Status Maintenance (27.6.2).


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Transactions: Document import (35.1)

Document Import X

File Type (New/Error): New	Direction: Inbound
Print Details: Yes	Pre-Select All: No
Print Fail/Pass/Both: B	Both
Distr Order Mgmt: No	
Files: USBankDemo5b.usb	
Sessions:	
Output: PRN03	
Batch ID:	

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File Processing

Loading Bank Payment Files

The system uses standard EDI eCommerce functions to select the external payment files from the location on your network where they are stored, and to save them as Financials payment files for processing.

The system uses two EDI functions to complete the first stage of the import process:

- Payment file extensions are mapped to their correct EC (Electronic Commerce) subsystem in EC Subsystem Definition Maintenance (35.13.1). The subsystem in this case is the external banking system in which the file originated. Defining the file extension here ensures that the system associates the payment file with the correct external module. These mappings are pre configured and do not require user input.
- Select the files to be imported using Document Import (35.1). Document Import loads the files into the Financials system for processing.

For details on completing the EDI activities, see *User Guide: QAD EDI eCommerce*.



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Transactions: Session Report (35.7)

TextPad - Y:\PRN04.prn

File Edit Search View Tools Macros Configure Window Help



Document Selector PRN04.prn

PRN04.prn

edpsrp.p 1+ 35.7 Session Report Date: 11/27/08
Page: 1 QMS US Time: 07:14:23

Session ID: 26 Date: 11/27/08 eCommerce Session Report Time: 7:12:AM Direction: Inbound

Load Process Successful

EDI Customer Number Document ID Doc Type Site EDI Ship-To Site
Application Address File Seq St

USBankDemo5b.usb

USBank USBank 16 14 Passed

Transformation Process Successful

EDI Customer Number Document ID Doc Type File Seq Status

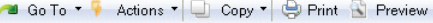
USBank USBank 16 14 Passed

Gateway Transfer Process

File edi

Session Report

Rep



Direction: In Print Details: ☒ Pre-Select All: ☒

Session: 26

Print Fail/Pass/Both: 8 Both

Output: PRN04

Batch ID:

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Use Session Report (35.7) to verify that bank files have been properly loaded.

Transactions: Process Incoming Bank Files (31.1.6)

Selection criteria

BankImport Search

Search (10)

Field	Operator	Value
FileName (param)	equals	
OwnBankNumber (p)	equals	
Bank File Name	equals	
File Type	equals	

Viewing 1 - 2 of 6 Records per page: 100

Bank File Name	File Type	Account Number	Numbers of Detail Lines	Upload Date	Time Loaded	Total Amount In
USBankDemo5b.usb		12345678	3	08/22/2008	13470	60,000.00
USBankDemo5b.usb		12345678	3	11/27/2008	25924	60,000.00

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Processing Incoming Bank Files (31.1.6)

Use Process Incoming Bank Files (31.1.6) to select imported payment files, and to process the transactions contained in the files.

Use the search criteria in the Filter area to select the transactions contained in the file by transaction type, transaction date, upload date, or bank account number. The system loads these transactions into the transaction grid.

Each transaction displays the following information:

- Customer or supplier details, including name, business relation, address, and bank accounts
- Bank format in use
- Transaction code



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Transactions: Process Incoming Bank Files (31.1.6)

Process Incoming Bank Files

Go To

Actions

Tools

Print

Preview

Attachments

Filter

Bank File Name

USBankDemo5b.usb

Transaction Direction

Account Number

Transaction Date

Upload Date

Actions

Pay Supplier Payment

Bounce Customer Payment

Bounce Supplier Payment

Create Banking Entry

Other

Selected files details

Add

<<

Bank File Format	BankImpLineTransType	Action	Business Relation Type	Process Status	Account Number	Value Date	Statement
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	
USBank	R12001	Create Customer Pay	Customer	Not processed	12345678	12/08/2008	

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- Value date
- Payment amount in transaction currency, and exchange rates if the original payment currency is different from the currency used by the bank
- Invoice details, if supplied by the bank
- Action to be performed on the processed transaction
- Processing status



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Transactions: Process Incoming Bank Files (31.1.6)

Process Incoming Bank Files

Go To

Actions

Tools

Print

Preview

Attachments

Filter

Bank File Name

Transaction Direction

Account Number

Transaction Date

Upload Date

USBankDemo5b.uib

Actions

Pay Supplier Payment

Source Customer Payment

Source Supplier Payment

Create Banking Entry

Other

Add

Bank File Format	BankingLineTransType	Action	Business Relation Type	Process Status	Account Number	Value Date	Statement Number	Description
USBank	R12001	Create Customer Pay	Customer	Processed OK	12345678	12/08/2008		
USBank	R12001	Create Customer Pay	Customer	Processed OK	12345678	12/08/2008		
USBank	R12001	Create Customer Pay	Customer	Processed OK	12345678	12/08/2008		

Processing

New Payments as Paid

Create Banking Entry

All Entries Allocation

Number of Records

Successfully Processed

Processed with Errors

3

3

0

Progress

Process

Save

Close

Files processing...

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You then click Process to process these transactions and automatically generate the corresponding customer or supplier payment activity.

When the system cannot match the payment information in the transactions with payment records for the customer or supplier, an error message is displayed in the transaction line on the grid. You can then manually specify a customer, supplier, or payment in order to complete the processing.



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Transactions Results: Processed Customer Payments

Customer Payment Browse for... x

Actions

Print

Add to Favorites

Chart

Chart Designer

Refresh

Stored Searches

Search [12]

Customer Code

equals

+

x

Business Relation

equals

+

x

Reference

equals

+

x

Payment Selection C

equals

+

x

Payment Instrument

equals

+

x

Status

equals

+

x

Clear All

Viewing 1 - 3 of 3

Records per page: 100

Customer Code	Business Relation Code	Payment Type	Status	Reference	Amount	Curr	Pay No	Open
CU1500	Roxy	Check	For Collection	CU1500126900	100.00	USD	000000001	yes
CU1500	Roxy	Check	For Collection	CU1500226908	200.00	USD	000000002	yes
CU1500	Roxy	Check	For Collection	CU1500326911	300.00	USD	000000003	yes

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Results: Processing Customer Payments

New AR Payments

You can create a new AR payment with either an Initial, For Collection, or Paid status for lockbox checks.

Bank payment files sometimes contain the original invoice reference for the check. In this case, when the transaction is validated and processed, the system retrieves the original invoice, allocates the check, and creates a customer payment with either a For Collection or Paid status.

Note For Collection and Paid statuses must exist in the system for this type of automatic payment.

When the customer is validated but the payment file does not contain invoice references, the system compares the amounts in all open items for this customer, retrieving the oldest open item first. If one or a combination of open item amounts match the amount of the check, the system allocates the check and creates a customer payment. You can optionally assign a For Collection or Paid status to this payment.

When the customer is not validated and the payment file does not contain invoice references, you can manually select a customer to complete the transaction process. The system creates a customer payment with an Initial status, which you then process as normal.

Processing Existing AR Payments

The system uses the check number to retrieve the original customer payment and change its status to Paid. When the check number is not available in the bank file (for example, the bank has not included this value in the file), the system then identifies payments that have a status of For Collection and are of the same amount as the check that has been paid. Once these conditions are met, the For Collection payment is automatically updated to Paid.

Errors in Transaction Processing

The system processes transaction messages automatically when there is a complete match between the bank file and the system records for the following data:

- Customer or supplier name
- Customer or supplier code
- Invoice payment reference. This is the original customer or supplier invoice.
- Customer or supplier bank account number.
- Currency. The transaction message currency must match that of the original payment.

When one of these values does not match, the transaction line is displayed in red on the grid and the error is detailed.

You can use the customer, supplier, bank number, invoice, or payment number lookups on the grid to manually select the correct value and so process the transaction message.

The system also displays errors for the following occurrences:

- The customer bank account number is not defined for this customer.
- Your bank account number has not been linked to this customer.

- Your bank account is not linked to the payment format that contains the mapping for this transaction code.
- The correct payment status has not been defined for this customer.

The system does not process a transaction for which there is an error. However, you can manually configure the missing or incorrect data and load the file again for reprocessing.



Demo Scenario

- ▲ Customer Roxy, US-WEST, 3 open invoices
- ▲ Roxy sends 3 checks to lock box of our bank (Wells Fargo)
- ▲ Our bank sends us the data file with details of received customer checks
- ▲ Our banks sends us a second data file with the details of the customer checks that have been collected

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Demo Scenario

Your instructor will now demonstrate a complete flow based on the scenario detailed on this slide.

CHAPTER 17

Payment Formats



Objectives

- ▲ Learn how to work with bank payment file formats in QAD Enterprise Applications
 - Technical setup
 - Functional setup and use





Business Case

- ▲ New bank account in The Netherlands.
 - ▲ This bank account works with a specific electronic payment file format.
 - ▲ QAD provides a zip file with the electronic payment file format for the French bank account
-
- ▲ **How do I install this file in QAD 2008 Enterprise Edition?**

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2008-MC-4.3-1-PF-030

In this section, we will learn to install a preconfigured electronic payment format in QAD Financials.

Payment formats are used in customer and supplier payments to define the layout of the payment output. These codes ensure that each payment from your account is formatted according to the requirements of the receiving customer or supplier bank. Each individual payment contains your own bank account details, the required format, and the correct customer and supplier account information.

Payment formats determine aspects of the payment such as:

- Whether the payment is for AR or AP
- Whether it is domestic, foreign, or both
- Which payment instrument to use, such as check, draft, or electronic transfer

Payment electronic formats are used with paper-based payments such as checks or drafts and with electronic payments such as direct debit or electronic transfer. Formats tend to be common to certain regions. For example, US banks tend to deal with AP and AR checks, while AP electronic transfers and AR direct debits are more commonly used by Northern European banks, and checks, drafts, and transfers by Southern European banks.

Preconfigured formats are available on the QAD Support Web site for download and can be loaded in the system using standard EDI eCommerce functions. These formats are designed for specific banking systems, and are used to create electronic payment files to be transferred to these banks.

During the EDI load, you specify configuration details, such as the location on the operating system where generated payment files should be placed and file name extension of the electronic payment file produced using the bank format.

You ensure that supplier and customer payments automatically use the correct format by linking the format to your bank account and then associating the linked account number to the supplier or customer bank account number. Once the account numbers are linked, the system selects the correct format.

When you create a customer or supplier payment, the customer or supplier default bank is automatically displayed in the payment screen. If you have defined multiple account numbers for a supplier or customer, you can select another account number for the payment but only if it has been linked to a format.

Manual or paper payments and electronic payments are treated differently in the system, and require different formats.

The system lets you change the default bank account and payment format within a supplier payment selection, provided the status of the selection is initial, and the bank account and linked format have already been configured.

We will now learn how to install and setup a preconfigured payment format file based on a business case.

A company opens a bank account in The Netherlands. This bank uses a specific electronic file format that I need to use to process payments. QAD provides preconfigured format files. How do I install and this file and set my system up to use it?



Overview

- ▲ Technical setup
 - Sequence Number Range
 - Directories
 - EDI settings
 - Upload process
- ▲ Functional setup
 - Create new GL account (type Bank)
 - Link bank GL to payment format
 - Supplier payment status
 - Supplier modify
 - Update bank info

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2008-MC-4.3-1-PF-040

Overview

At the technical as well as at the functional level, data must be set up before you can generate customer and supplier payments.

We will now review each of these set up steps in detail.



Technical Setup

▲ Setup directories

- Read/write permissions for all users

▲ EDI eCommerce settings

- EC Number Range Maintenance (35.21.1)
- Setup eCommerce Control (35.13.24)
- Setup Domain Cross Reference Maint (35.11.1)

▲ Bank driver file

- Copy to the inbound ("in") directory

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Technical Setup

Setup Prerequisites

Before setting up EDI eCommerce for use with bank payment format files, the system administrator should set up a data directory for eCommerce data files. Below that directory, there must be several subdirectories for the following types of data:

- Error files
- Inbound files for import
- Archive files, which are inbound flat files that have completed processing

- Files from an external system that are imported directly into the document repository for transformation and export to another external system

Future users should be given full access (read/write) to these directories.

All of these directories are specified in eCommerce Control (35.13.24), which needs to be set up next, as well as Domain Cross-Reference Maint (35.11.1) - see below.

Once those steps are completed, copy the bank payment format file (or bank driver) to the inbound directory specified in eCommerce Control (35.13.24).



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EC Number Range Maintenance

EC Number Range Maintenan... X

Go To Actions Copy

Sequence Master

Sequence ID: EDI-FIN1

Description: EDI sequence 1

Target Dataset:

Internal: ☒

Allow Discarding: ☒

Allow Voiding: ☒

Create 5 number range sequences

Type: Internal, discarding and voiding: yes

Effective Date: 12/1/2008

Expiration Date:

Segment List

Nbr	Type	Settings	Control
1	FIXED	EDI-A	
2	INT	000000000,999999999,000000000,000000000	

Once the directories are created, create 5 sets of number range sequences that will be needed for the eCommerce Control setup. You do this in EC Number Range Maintenance (35.2.1.1). Settings for these sequences are:

- Internal: Yes
- Allow Discarding: Yes
- Allow Voiding: Yes

Usually, use a combination of a fixed element and a counter (integer).

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eCommerce Control (35.13.24)

eCommerce Control x

Go To Actions Copy Print Preview

Default Subsystem: edi-windows

Error File Directory: ec/err

Outbound Error Directory: ec/err

Error Filename Prefix: err

Inbound Directory: ec/in

Archive Directory: ec/arch

Outbound Scan Directory: ec/scan

Outbound Archive Directory: ec/arch

Function Directory: ec/func

Non-Print ASCII Char:

Process Log Directory: ec/log

Print Fail/Pass/Both: B Both

Print Details: ☒

Report Output: eComRpt

eCommerce Control x

eCommerce Transaction Control

Suppress Warnings: ☐

Stop On Error: ☐

Suppress Session Report: ☐

Send Email On Error Only: ☐

Email Address:

Source Code Page:

Inbound Exchange Counter: EDIA

Outbound Exchange Counter: EDIB

Inbound Application Counter: EDIC

Outbound Application Counter: EDID

Error Counter: EDIE

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Then, use eCommerce Control (35.13.24) to set default values for eCommerce processing.

- Use the initial frame to set domain-level control values, such as directories used during document import and export, as set up in step 1.
- The second frame sets default values for error handling. This is also the place where you enter the number range sequences (counters) created at the previous step.
- The third optional frame lets you set application-specific values for financials functions. Enter the number range sequences here as well (application: EDI).

Note For more details on completing the EDI activities, see *User Guide: QAD EDI eCommerce*.

Next, use Setup Domain Cross Reference Maint (35.11.1) to reference the eCommerce processing domain — the domain in which repository records and business documents are stored — associated with the user's login domain.



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Upload Process

- ▲ Trading Partner Library Load (35.17.7)
 - Terminal mode
- ▲ Payment Format Maintenance (25.11.1)
 - Verify import of payment format

Trading Partner Library Load X

Input Directory: /home/demo/

Import: Select All
Target Domain: QAD

Payment Format Maintenance X

Go To Actions Tools Print Preview

Attachments

Format Name	Description	Module	Payment Type	Payment Instrument
▶ CUST-CHECK		Accounts Receivable	Both	Check
DE-CHEQUE		Accounts Payable	Both	Check
▶ DE-DTAUS-AP	German Inland Pa	Accounts Payable	Domestic	Electronic Transfer
▶ DE-DTAUS-AR		Accounts Receivable	Domestic	Direct Debit
GENERIC-PAY-AP		Accounts Payable	Both	Electronic Transfer
GENERIC-DRAFT-AR	Generic AR	Accounts Receivable	Both	Direct Debit
US-CHECK	US Checks	Accounts Payable	Both	Check
▶ USA2CAP		Accounts Payable	Both	Electronic Transfer
▶ NL-CLIEOP-AP		Accounts Payable	Both	Electronic Transfer

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Upload Process

Load the desired payment formats using Trading Partner Library Load (35.17.7) (in character mode). The input directory is the one you created earlier. During the load, specify the location for generated payment files (output) and the file prefix.

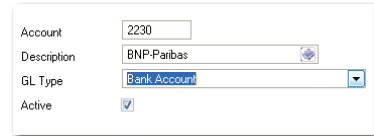
You can also use Payment Format Excel Integration to create a template and load data. (See also the Excel Integration section of this training guide). However, this is typically not required, since the EDI load provides this data for you.

Verify that payment formats have been imported correctly in Payment Format Maintenance (25.11.1). Typically, no changes are needed to these formats, but if necessary attributes and values can be changed in this menu.



Functional Setup Flow

- 
- ▲ Create bank account
 - GL Account Create (25.3.13.1)
 - ▲ Create payment format
 - Payment Format Maintenance (25.11.1)
 - ▲ Link payment format to bank
 - Bank Payment Format Link (25.11.2)
 - ▲ Define statuses for new payment format
 - Supplier Payment Status Create (28.9.1.1.1)
 - ▲ Assign bank/payment format combination
 - Supplier Modify (28.20.1.2)



Account	2230
Description	BNP-Paribas
GL Type	Bank Account
Active	☒

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Functional Setup

On the functional side, following steps are required. Those have been reviewed in detail in the first Financial Training Guide and can be referred to there, or in the *User Guide: QAD Financials* as well.

- 1 Create a new bank account
- 2 Create a new payment format
- 3 Link the payment formats to your entity bank account.
- 4 Define payment statuses for the new format.


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Transaction Flow



- ▲ Create invoice
 - Supplier Invoice Create (28.1.1.1)
- ▲ Select invoice for payment
 - Supplier Payment Selection Create (28.9.4.1)
- ▲ Confirm payment selection
 - Supplier Payment Selection Confirm (28.9.4.5)
- ▲ Process payment
 - Supplier Payment Selection Execute (28.9.4.6)
- ▲ Opt. re-process
 - Supplier Payment Selection Re-execute (28.9.4.7)

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- 5 Associate your bank account and the correct linked format with the customer and supplier bank account numbers specified on the Banking tab of the Customer or Supplier function.

Transaction Flow

When this setup is complete, you can create invoices using this payment information, combine them in payment selections, and execute the selections to generate payment files. These activities are described in Customer Payments and Processing Accounts Payable in the *User Guide: QAD Financials*, and have been reviewed in detail in the QAD Financials Fundamentals Training Guide as well.



Transaction Results

- ▲ Check file in output ("out") directory
- ▲ Check log file in "log" directory
- ▲ Check xml file in "outarchive" directory

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Transaction Results

You can verify the results of a payment transaction in three locations:

- Check the output file in the "out" directory specified in eCommerce Control.
- Check the log file in the "log" directory.
- Check the output xml file in the "outarchive" directory.

