



QAD Enterprise Applications
Standard & Enterprise Editions

Training Guide **Allocations and Shipping**

70-2937B
QAD 2009 Standard & Enterprise Editions
Aug 2009

This document contains proprietary information that is protected by copyright and other intellectual property laws. No part of this document may be reproduced, translated, or modified without the prior written consent of QAD Inc. The information contained in this document is subject to change without notice.

QAD Inc. provides this material as is and makes no warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. QAD Inc. shall not be liable for errors contained herein or for incidental or consequential damages (including lost profits) in connection with the furnishing, performance, or use of this material whether based on warranty, contract, or other legal theory.

QAD and MFG/PRO are registered trademarks of QAD Inc. The QAD logo is a trademark of QAD Inc.

Designations used by other companies to distinguish their products are often claimed as trademarks. In this document, the product names appear in initial capital or all capital letters. Contact the appropriate companies for more information regarding trademarks and registration.

Copyright ©2009 by QAD Inc. All Rights Reserved

QAD Inc.

100 Innovation Place

Santa Barbara, California 93108

Phone (805) 684-6614

Fax (805) 684-1890

<http://www.qad.com>

Contents

ABOUT THIS COURSE	7
Course Description	8
Course Objectives	8
Audience	8
Prerequisites	8
Course Credit & Scheduling	9
QAD Web Resources	9
CHAPTER 1 INTRODUCTION	11
Course Overview	12
QAD SE General System Flow	14
Key Events	15
QAD 2008 EE Shipping Considerations	16
QAD 2008 SE Shipping Methods	17
Terminology	18
Allocations and Shipping Life Cycle	20
Uses of Allocations and Shipping	21
Course Objectives	22
Related Courses	23
Course Overview	24
CHAPTER 2 BUSINESS ISSUES	25
Business Considerations	26
Export Documentation	28

Partial Shipments and/or Backorders	30
Containerization	32
Electronic Data Interchange	34
Available Inventory	36
Drop (Direct) Shipments	38
Freight Charges	40
Multiple Sites	42
Focusing Activity	44

CHAPTER 3 SET UP ALLOCATIONS AND SHIPPING..... 47

Prepare to Use Standard Shipping	49
Standard Allocations and Shipping Setup	50
Set up Allocations Picking Logic	51
Inventory Control File	52
Set up SO Defaults for Allocations and Shipping	55
Sales Order Control	56
Airline Inventory Allocation Analogy	57
Setup Exercises	59
Prepare to Use Enhanced/Global Shipping	60
Enhanced/Global Allocations and Shipping Setup	61
Set up Number Range Management	62
Number Range Maintenance (NRM)	62
Setup Exercises	69
Create Sequence Numbers for Global Shipping Documents	69
Set up Document Formats	72
Document Format Maintenance	73
Exercise: Set Up Allocations & Shipping	75
Create Document Formats	75
Set up Inventory Movement Codes	76
Inventory Movement Code Maint	77
Setup Exercises	80
Create Inventory Movement Codes	80
Set up Inventory Movement Code Security	81
Inventory Movement Code Security	82
Set up Carriers	84

Carrier Maintenance	85
Setup Exercises	88
Create Carrier Codes	88
Set up Shipping Groups	89
Shipping Group Maintenance	90
Shipping Group Matching Criteria	98
Setup Exercises	99
Create Global Shipping Groups	99
Set up Container/Shipper Control File	102
Container/Shipper Control File	103
Setup Exercises	106
Set up Container/Shipper Control File Settings	106
Set up Containers	107
Container Workbench	108
Setup Exercises	117
Container Workbench Activity	117
Enhanced/Global Allocations and Shipping Setup Summary	119

CHAPTER 4 PROCESS STANDARD ALLOCATIONS AND SHIPPING 121

Process Standard Shipping	123
Standard Allocations and Shipping Life Cycle	124
Allocate Finished Goods	125
Automatic Allocations	126
Manual Allocations	129
Verify Available Kits to Ship	132
Available Kit Quantity to Ship	133
Print Packing List	135
Sales Order Packing List	136
Print Shipping Labels	138
Sales Order Shipping Label Print	139
Process Shipments	141
Sales Order Shipments	142
Print Bill of Lading	144
Bill of Lading Print	145
Maintain Master Bill of Lading	147

Master Bill of Lading Maintenance	148
Print Master Bill of Lading	150
Master Bill of Lading Print	151
Process Invoices	153
Invoice Post and Print	154
Standard Allocations and Shipping Process Summary	156

CHAPTER 5 PROCESS ENHANCED/GLOBAL ALLOCATIONS AND SHIPPING 159

Process Enhanced/Global Shipping	161
Enhanced/Global Allocations and Shipping Life Cycle	162
New Steps in Enhanced/Global Shipping Process	163
Create Picklist/Pre-Shipper	164
Pre-Shippers and Shippers	165
Picklist/Pre-Shipper – Automatic	166
Global Shipping Process Exercises	168
Create Global Sales Orders	168
Create a Non-Sales Shipper	169
Create Sales Pre-Shippers	171
Modify Pre-Shipper/Shippers	172
Pre-Shipper/Shipper Workbench	173
Convert Pre-Shipper/Confirm Shipper	175
Pre-Shipper/Shipper Confirm	176
Print Sales Order Shipper	179
Sales Order Shipper Print	180
Validate/Scan with Shipper Gateway	182
Shipper Gateway	183
Unconfirm/Undo Shippers	185
Unconfirm/Undo Shippers	186
Global Shipping Process Exercises	190
Print the Sales Pre-Shippers and Assign the Shipper Numbers	190
Confirm Shippers	191
Enhanced/Global Allocations and Shipping Process Summary	192

About This Course

Course Description

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

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

Course Objectives

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

- Analyze some key business decisions before setting up the Allocations and Shipping functions
- Set up and operate the Allocations and Shipping functions
 - Identify required versus optional setup procedures
- Identify key business issues that change the setup tasks
 - What these business issues are
 - How they might affect setup
 - Why should these issues be considered prior to setup
- Understand general processing flow, with primary and alternative procedures

Audience

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

Prerequisites

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

- Working knowledge of the manufacturing industry in general

Course Credit & Scheduling

- This course is designed to be taught in one day

QAD Web Resources

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

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

CHAPTER 1

Introduction



Course Overview

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

QAD Proprietary

AS-IN-020

Course Overview

Introduction to Allocations and Shipping

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

Pre-setup Business Issues

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

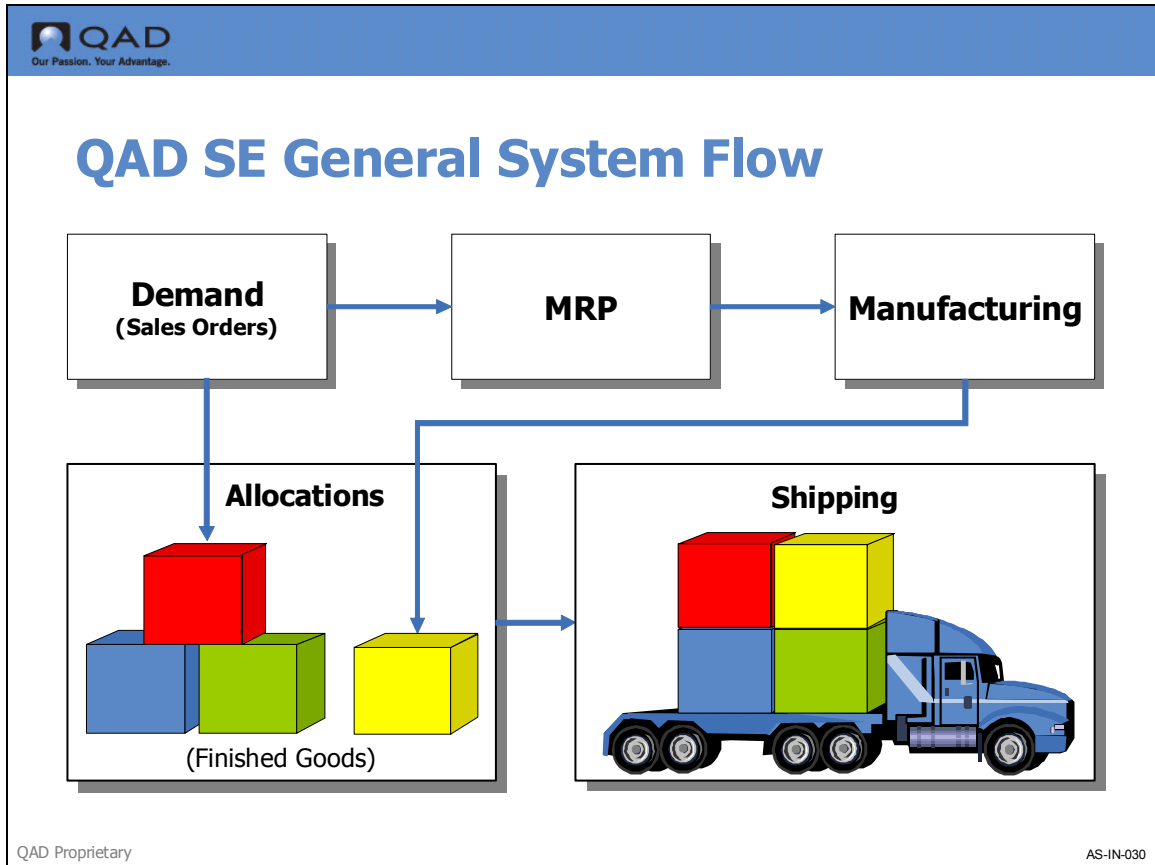
Set up Allocations and Shipping

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

Process Allocations and Shipping

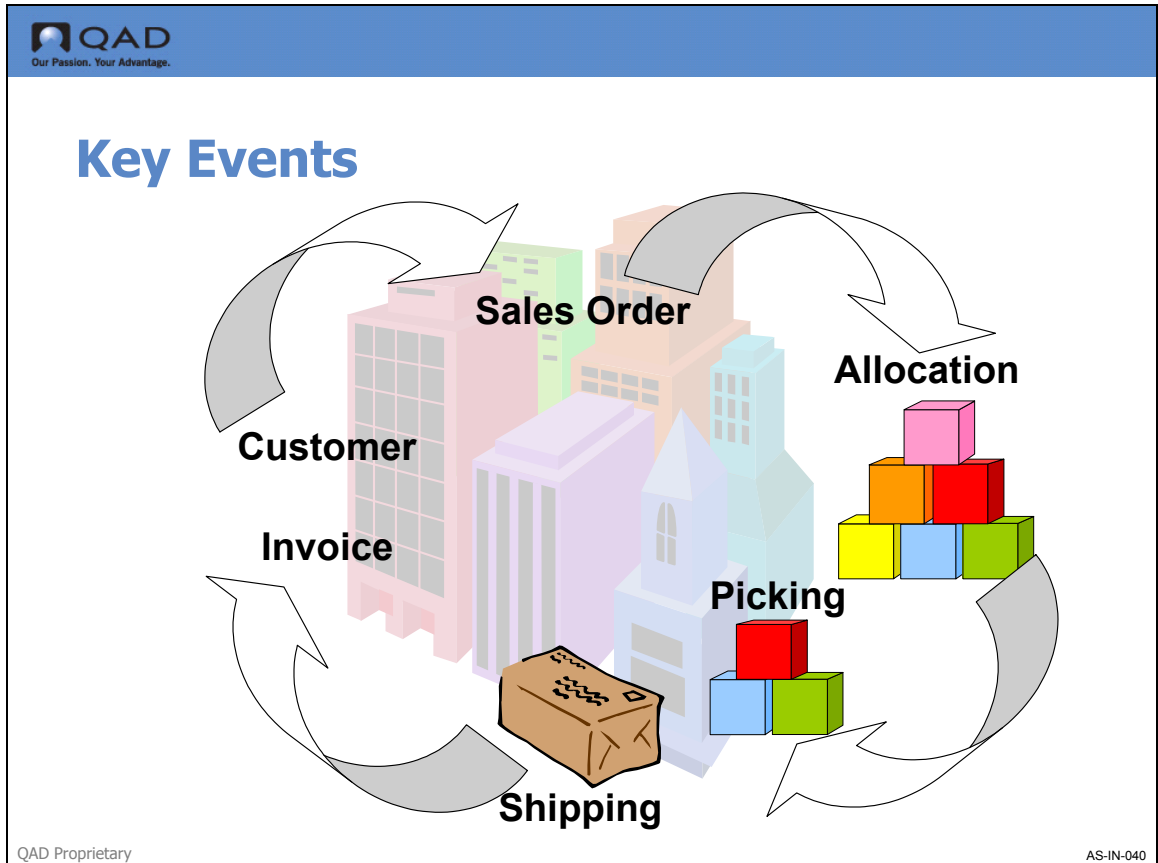
General processing flow, with primary and alternative procedures for:

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



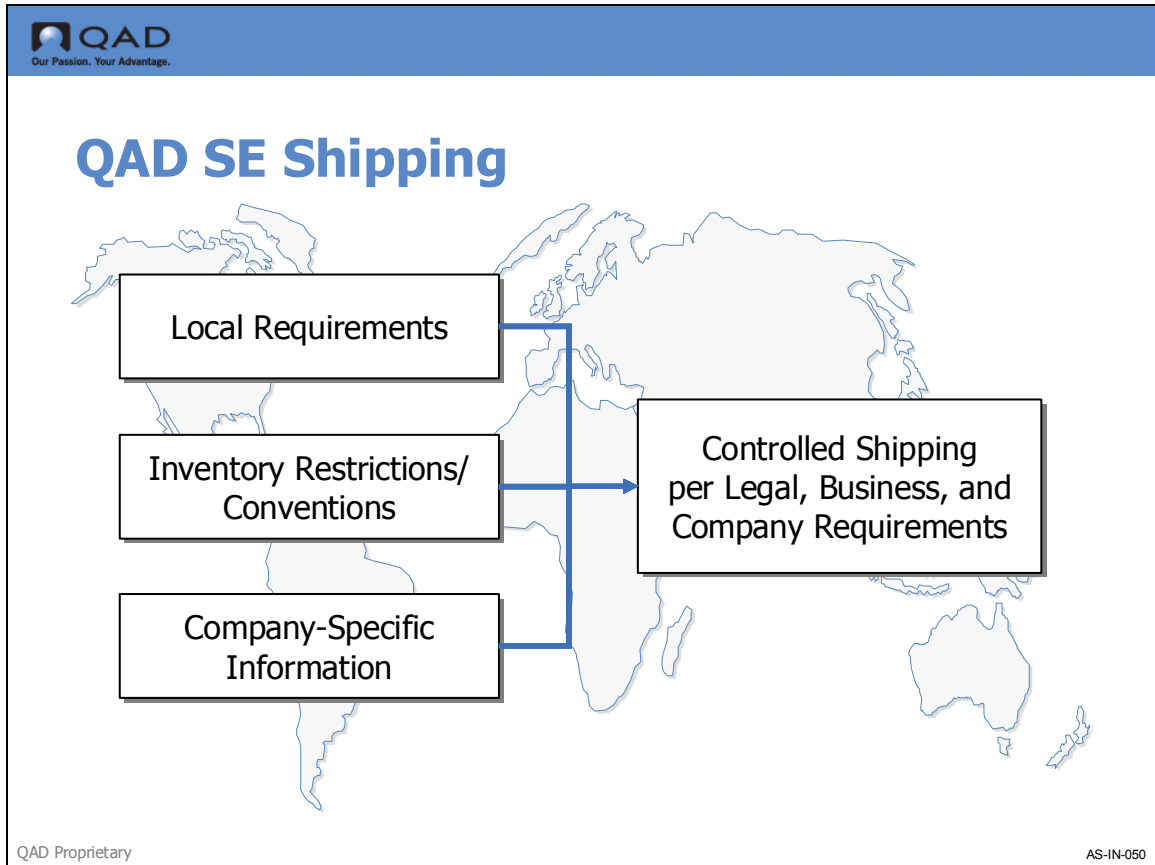
QAD SE General System Flow

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



Key Events

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



QAD 2008 EE Shipping Considerations

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



QAD SE Shipping Methods

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

QAD Proprietary

AS-IN-060

QAD 2008 SE Shipping Methods

This course describes the most commonly used methods for shipping:

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

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



Allocations and Shipping Terminology

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



QAD Proprietary

AS-IN-070

Terminology

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

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

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

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

Packing List. See *Picklist*.

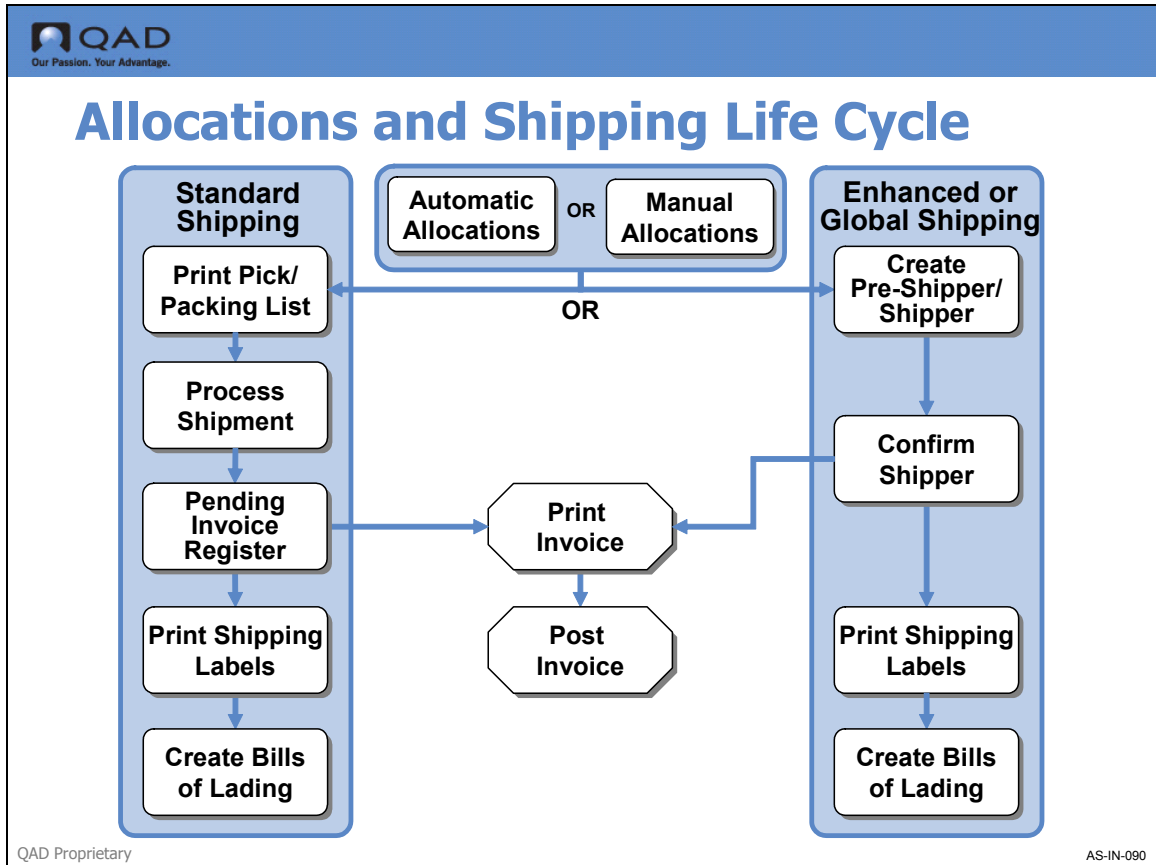
Allocation. The setting aside (i.e., reserving) of the required inventory. Does not set aside specific inventory, and no physical movement of inventory takes place.

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

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

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

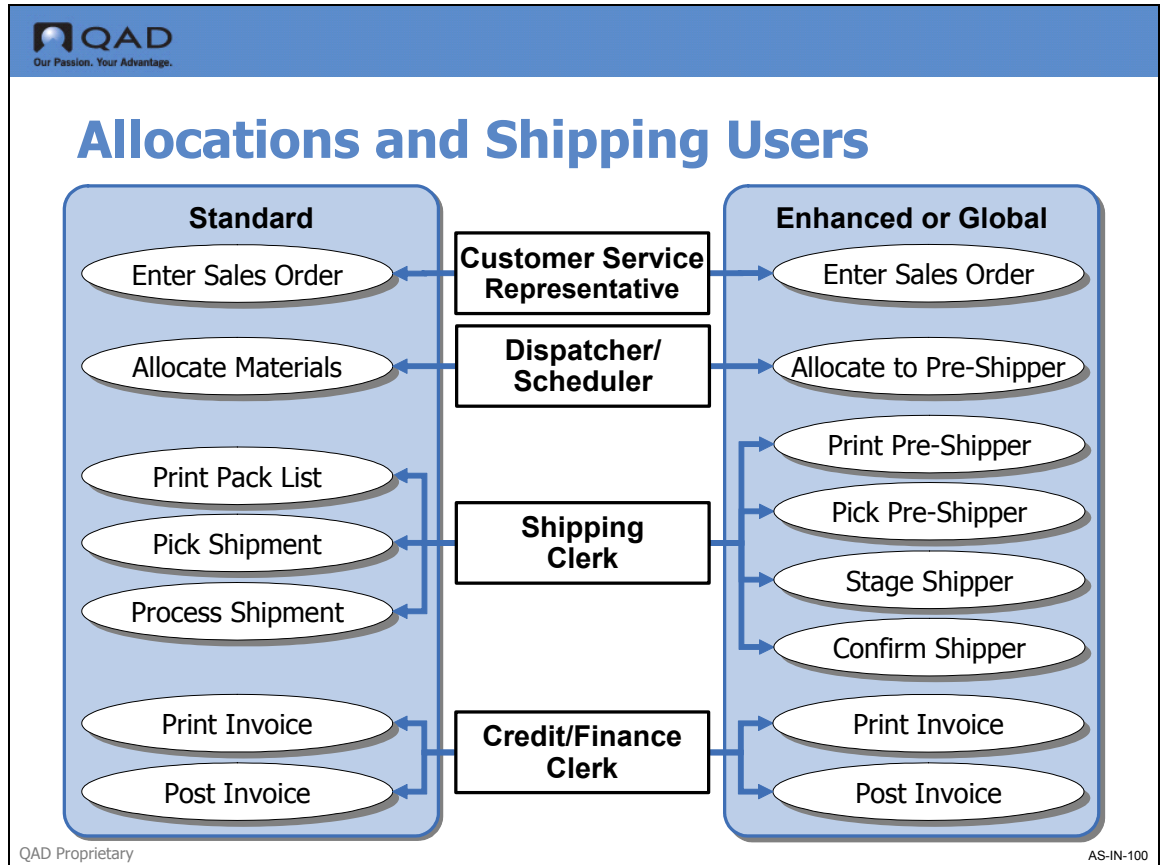
Container. 1. In shipping, "container" refers to a packing item used to hold goods and subsets of other containers. For example a box, a pallet, a rack, or trailer. 2. In OBCM, "container" launches the application and instantiates, coordinates, and influences the application's components. Instances of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



Allocations and Shipping Life Cycle

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

Discussed in the following Training Guide: Sales Order Management



Uses of Allocations and Shipping

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



Course Objectives

In this class you learn how to:

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

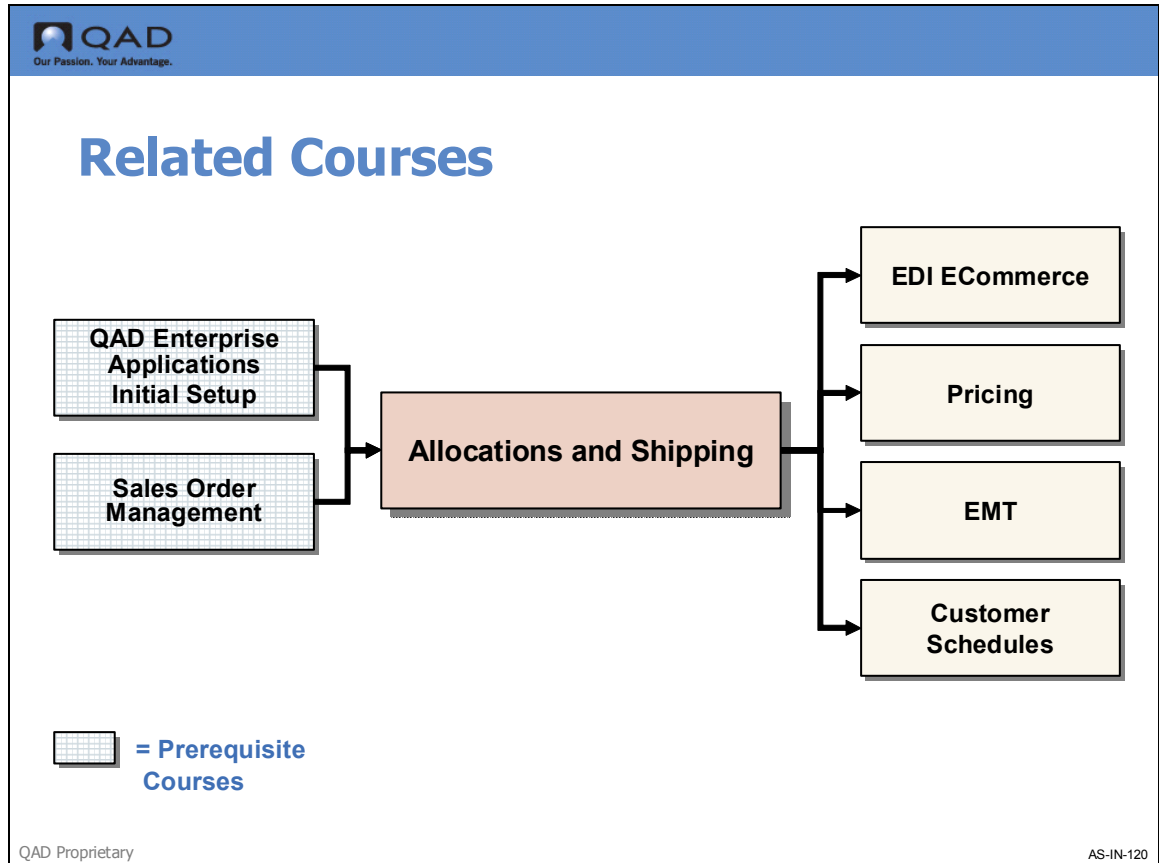
QAD Proprietary

AS-IN-110

Course Objectives

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





Related Courses



Course Overview

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

Course Overview

CHAPTER 2

Business Issues



Business Considerations

In this section you learn how to:

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

Business Considerations



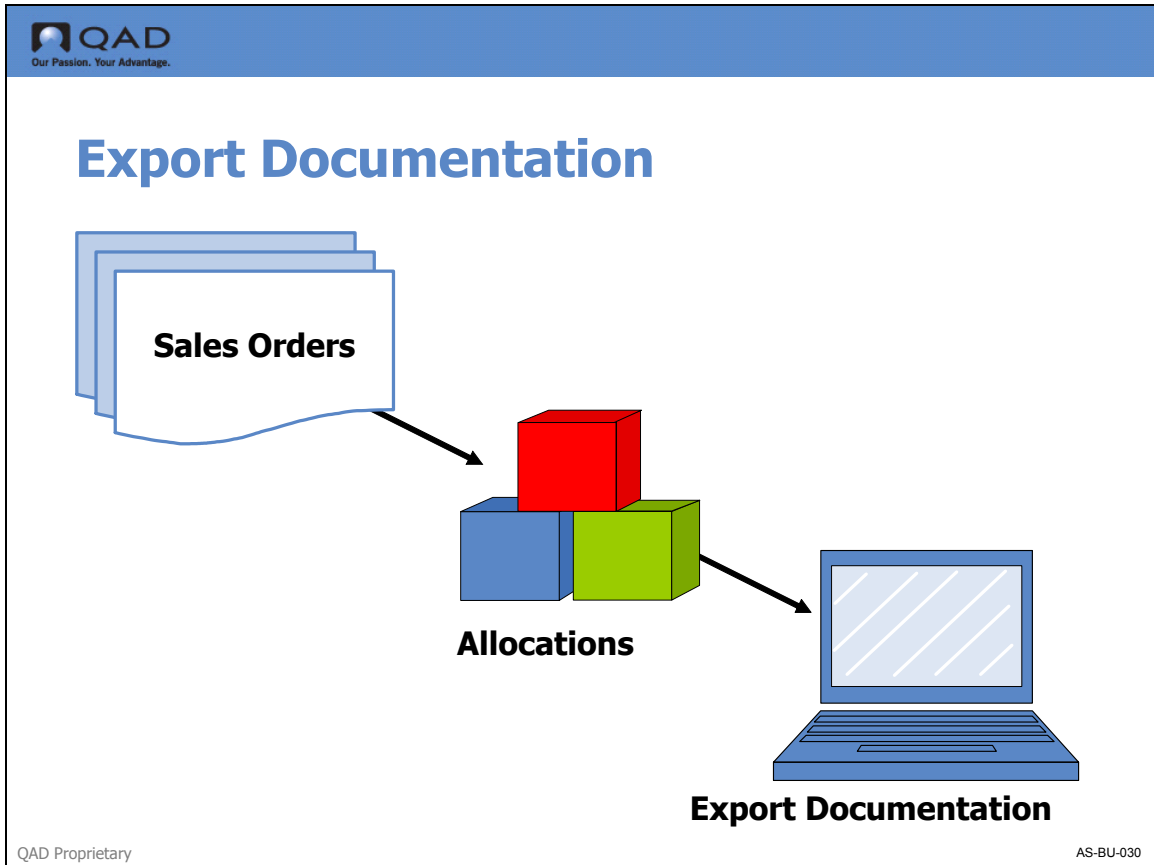
Business Considerations

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

QAD Proprietary

AS-BU-020

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



Export Documentation

Definition

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

Why Consider?

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

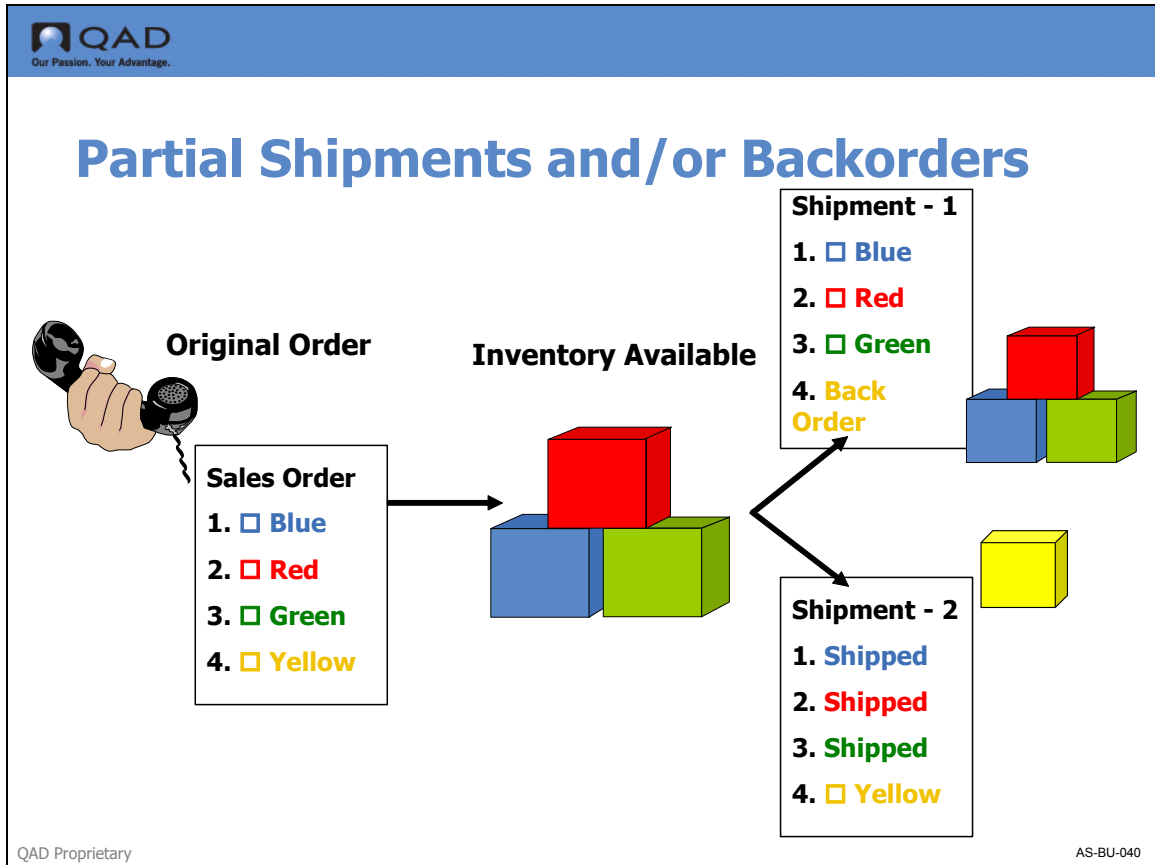
Functionality in QAD Enterprise Applications 2008 Enterprise Edition

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

Setup Implications

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

Note Additional functionality is offered in Logistics Accounting, covered in a separate course.



Partial Shipments and/or Backorders

Definition

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

Why Consider?

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

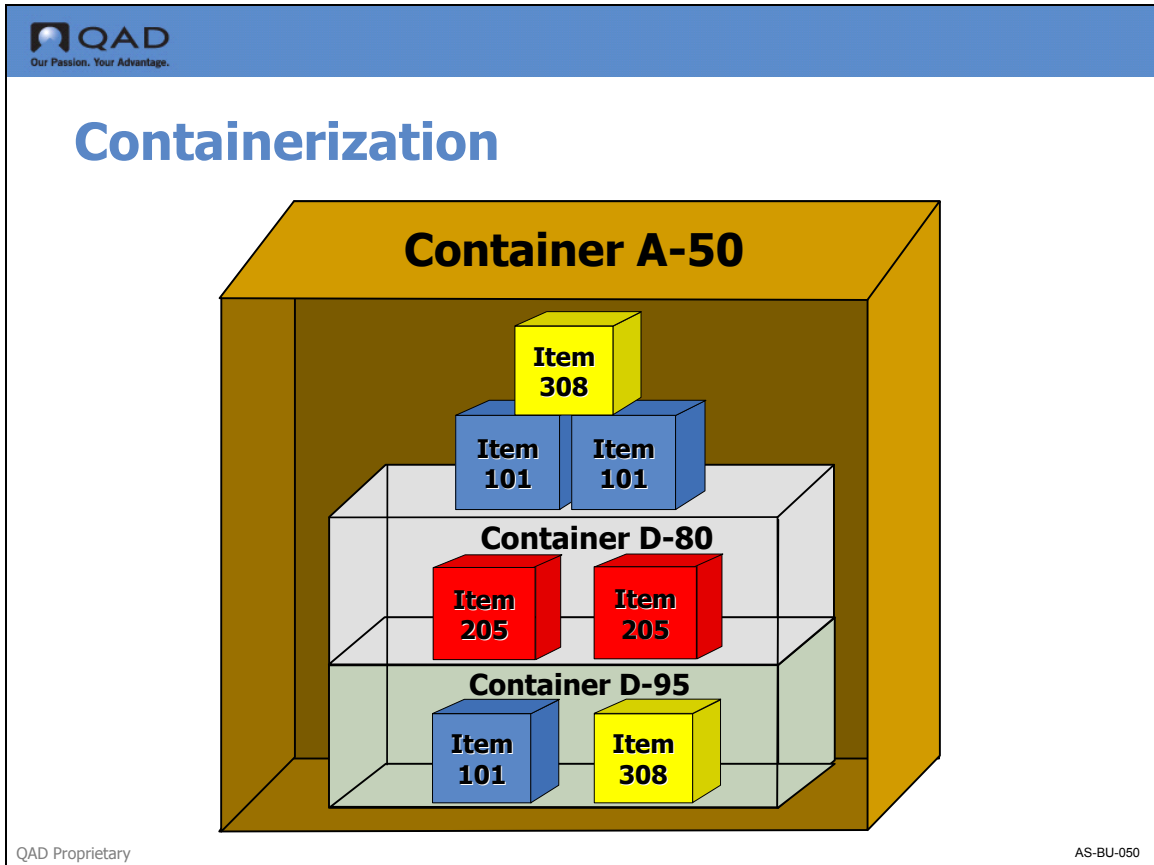
Functionality in QAD Enterprise Applications 2008 Enterprise Edition

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

Setup Implications

- Can result in additional freight charges
- Consolidation of shipments
- Control partial shipments from Customer Maintenance, Sales Order Maintenance, and/or Packing List Print

Discussed in the following Training Guide: Sales Order Management



Containerization

Definition

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

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

Why Consider?

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

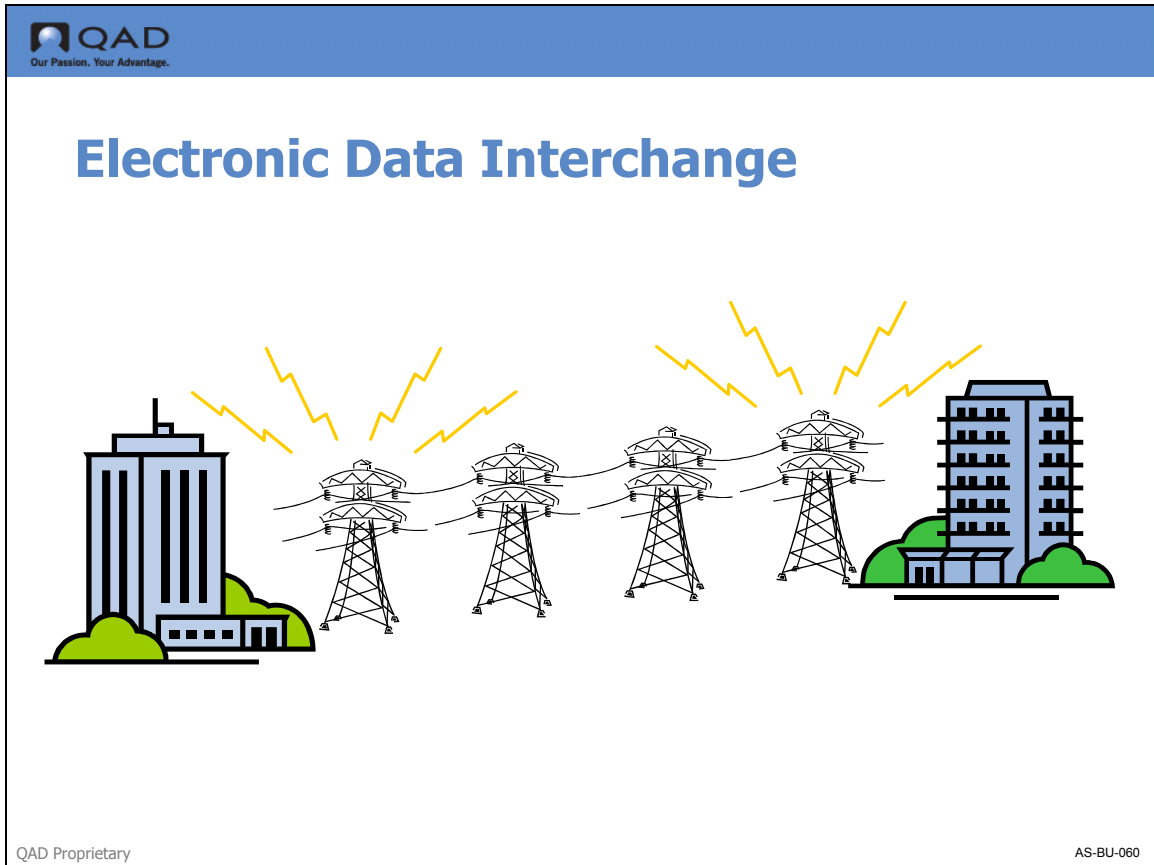
Functionality in QAD Enterprise Applications 2008 Standard Edition

- Define and Track Containers by item and serial numbers
- Consolidate Sales Orders into single and nested containers
- Ship Confirmation processes single and multiple containers at once
- ASN (advance ship notice) to customer

Setup Implications

- Typically requires Electronic Data Interchange (EDI)

See in this training guide: [Set up Containers on page 107](#)



Electronic Data Interchange

Definition

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

Why Consider?

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

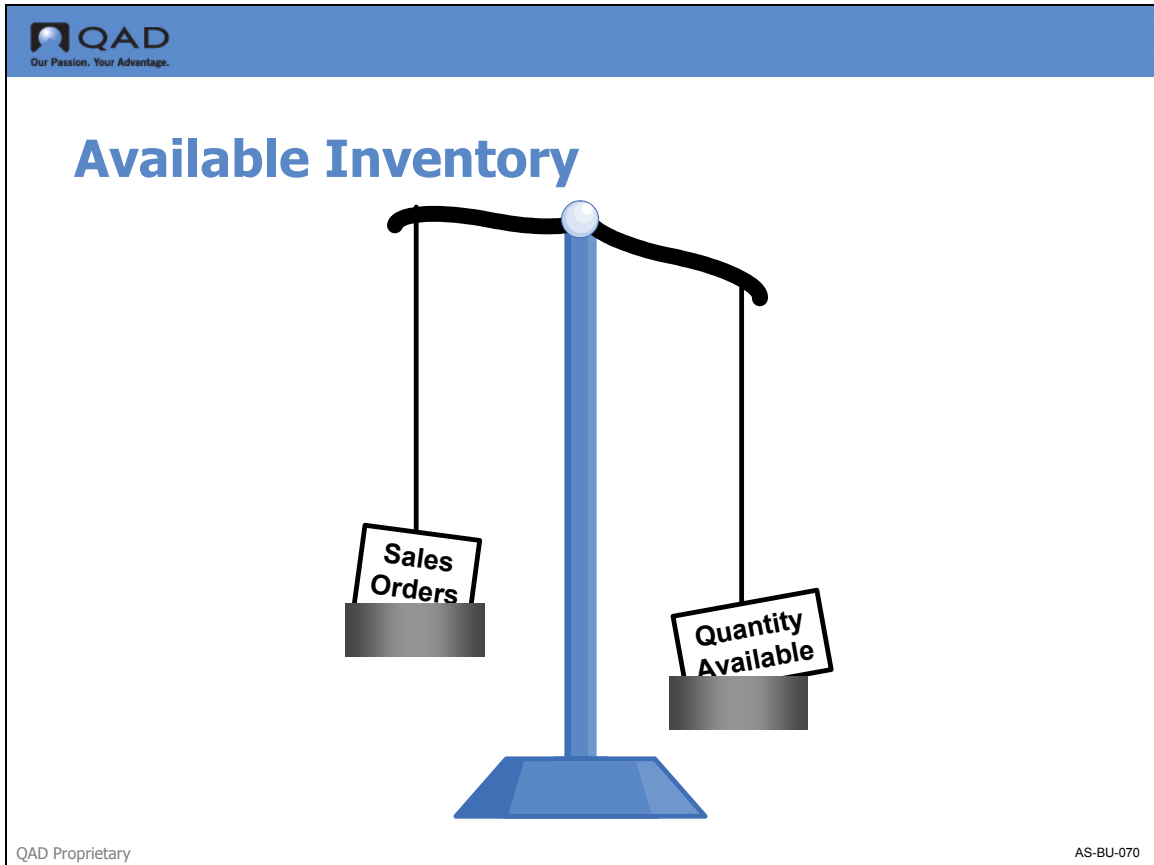
Functionality in QAD Enterprise Applications 2008 Standard Edition

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

Setup Implications

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

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



Available Inventory

Definition

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

Why Consider?

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

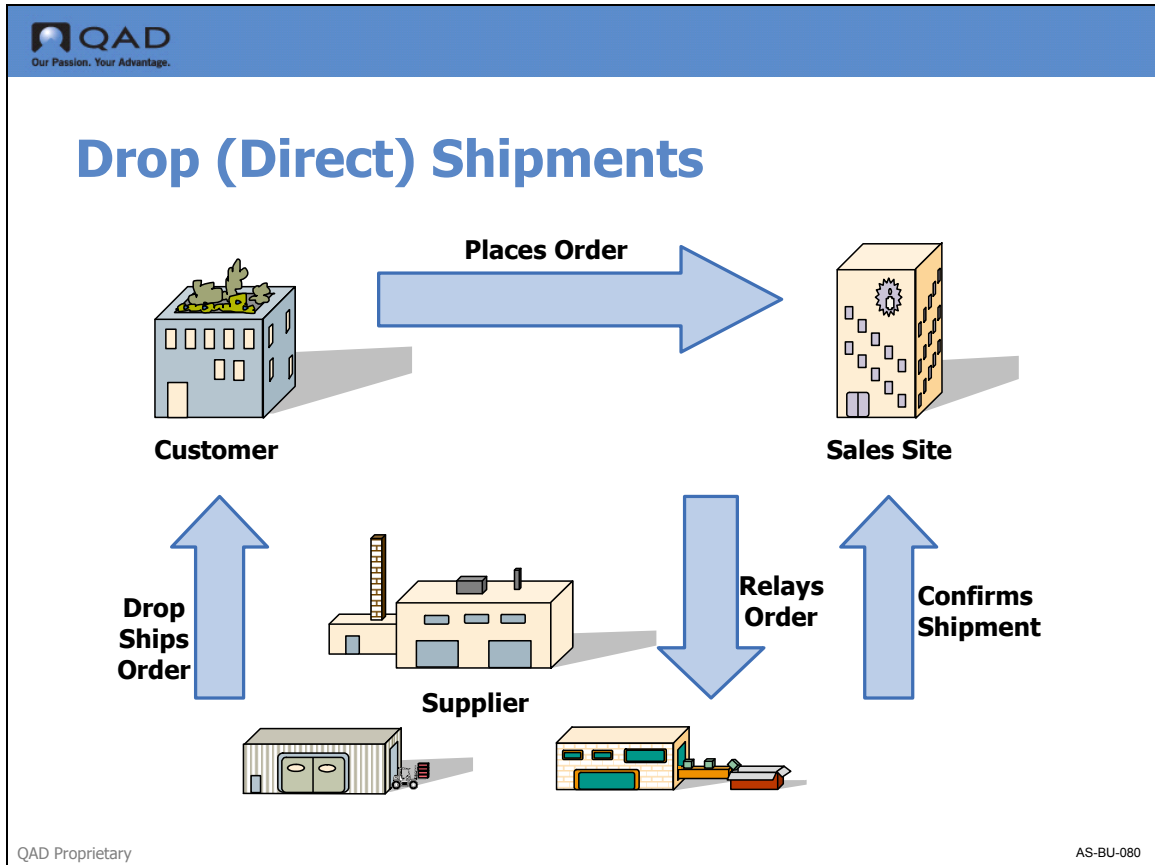
Functionality in QAD Enterprise Applications 2008 Standard Edition

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

Setup Implications

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

Discussed in the following Training Guide: Inventory Control



Drop (Direct) Shipments

Definition

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

Why Consider?

- Business processes are different from regular shipments

Functionality in QAD Enterprise Applications 2008 Enterprise Edition

- Best handled using EMT

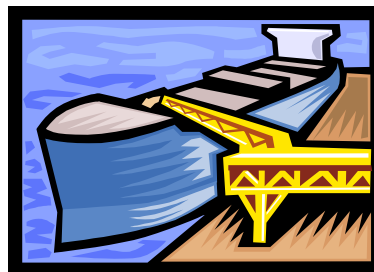
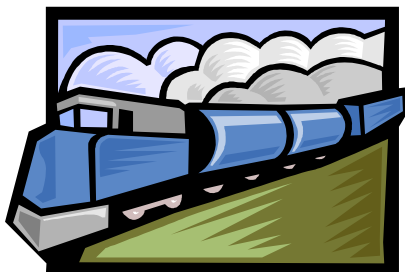
Setup Implications

- Control files, master records, and address records

Discussed in the following Training Guide: EMT



Freight Charges



QAD Proprietary

AS-BU-090

Freight Charges

Definition

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

Why Consider?

- For many companies today, freight is a significant cost in relation to their products
 - Calculations can be very complicated
 - Calculations can be difficult to set up and maintain



- Can be accrued and/or charged back in a variety of ways

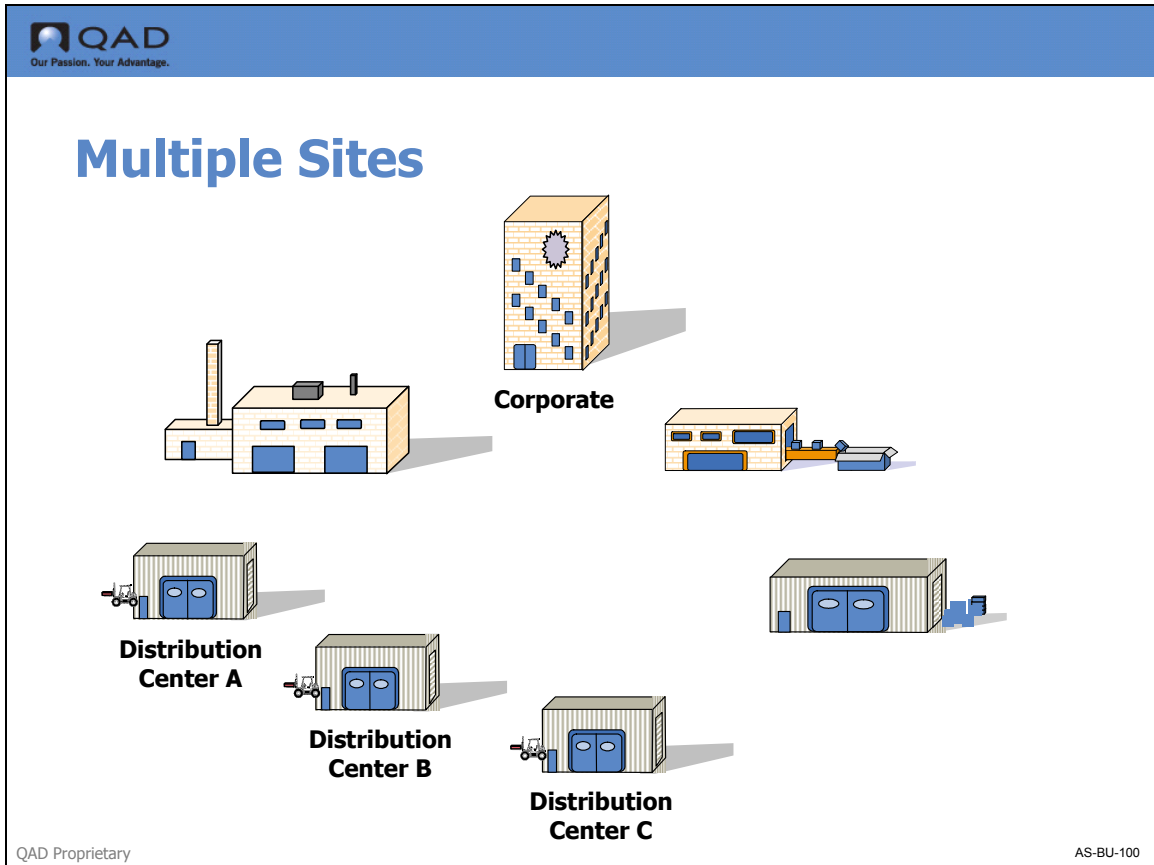
Functionality in QAD Enterprise Applications 2008 Enterprise Edition

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

Setup Implications

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

Discussed in the following Training Guide: Sales Order Management



Multiple Sites

Definition

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

Why Consider?

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

Functionality in QAD Enterprise Applications 2008 Enterprise Edition

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

Setup Implications

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

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



Review

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

QAD Proprietary

AS-BU-110

Focusing Activity

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

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

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

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

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



Course Overview

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

CHAPTER 3

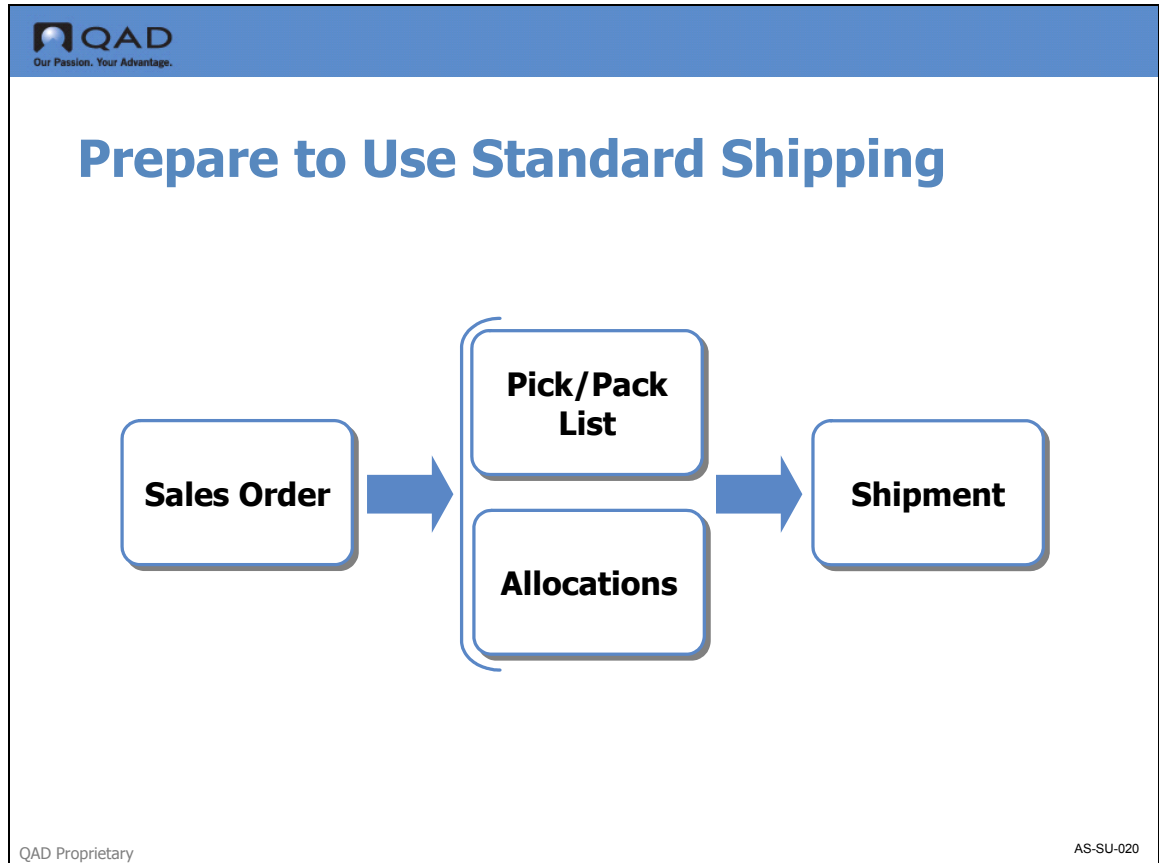
Set Up Allocations and Shipping



Set up Allocations and Shipping

In this section you learn how to:

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



Prepare to Use Standard Shipping

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

- Standard shipping is sometimes referred to as Sales Order or Discrete shipping
- Standard Shipping key events

Sales Order

Pick/Pack List

Allocations of Finished Goods

Shipment of Order



Standard Allocations and Shipping Setup

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

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

QAD
Our Passion. Your Advantage.

Set Up Allocations Picking Logic

Allocating Sales Order



Location
Lot/Serial
Date
Expiration

QAD Proprietary AS-SU-040

Set up Allocations Picking Logic

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



Standard Allocations and Shipping Setup



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

Standard Setup

QAD Proprietary

AS-SU-050

Inventory Control File

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

Inventory Control File

Inventory Control x

Go To Actions Copy Print Preview

Inventory Count Parameters

Tolerance From Qty On Hand or Annual Usage: Qoh

Issue Days: 7 Default Site: PROTO

Item Tolerances:

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

Picking Logic

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

Picking Order: 1

Ascending or Descending: Ascending

Allocation Picking Logic

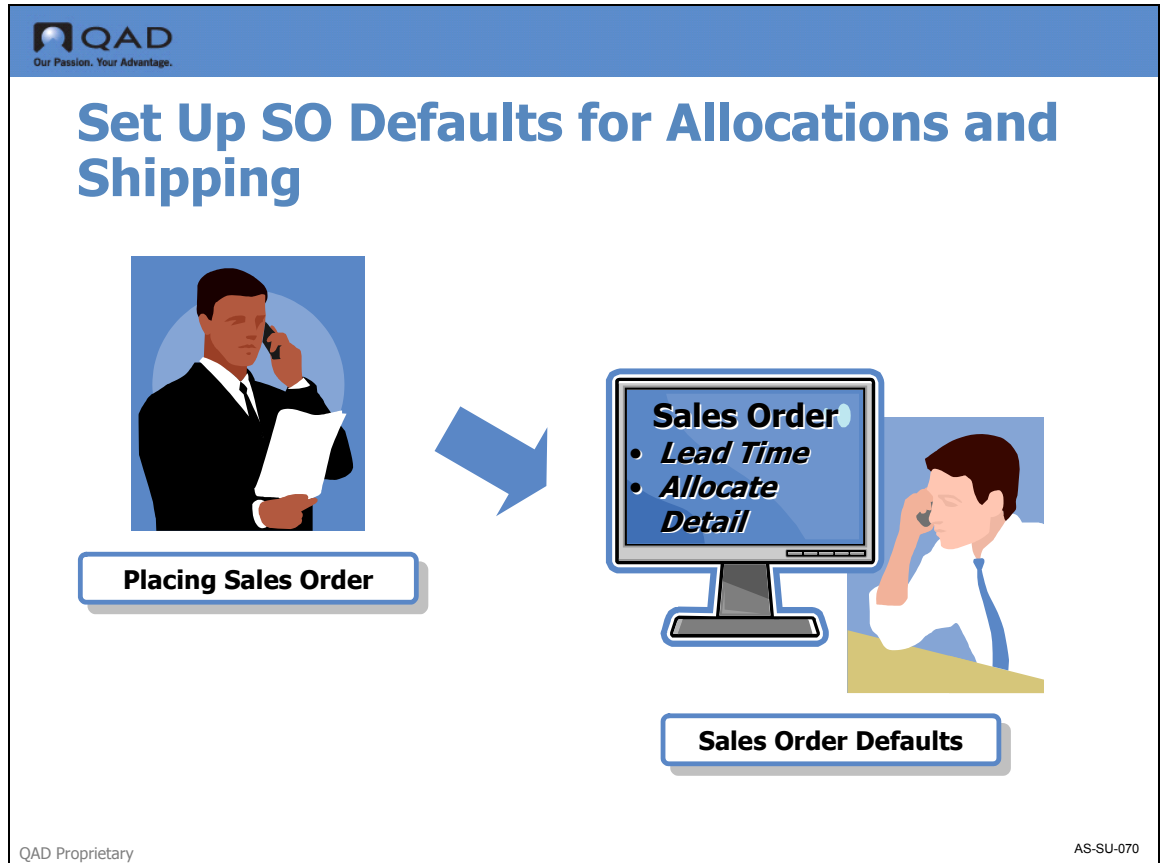
QAD Proprietary AS-SU-060

Inventory Control File

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

- 1 (default). Inventory is allocated and picked by location. This method is useful when you have sequential warehouse locations laid out for easy picking.
- 2 Inventory is allocated and picked by lot/serial number. This method is useful when you assign meaningful lot/serial numbers; for example, this allows you to pick the oldest lots first.
- 3 Inventory is allocated and picked by date created. This method is useful in LIFO or FIFO picking, but only if all inventory receipts are segregated by location, lot/serial, or lot reference number. Otherwise, the date created is meaningless.
- 4 Inventory is allocated and picked by expiration date. If you have items with a limited shelf life, this is useful for making sure those closest to expiration are picked first.

Inventory can be sorted in ascending or descending sequence for the specified picking order.



Set up SO Defaults for Allocations and Shipping

- Sales Order generates default data for allocations and shipping



Standard Allocations and Shipping Setup



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


Standard Setup

QAD Proprietary

AS-SU-080

Sales Order Control

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



The Airline Inventory Allocation Analogy

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

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

QAD Proprietary AS-SU-085

Airline Inventory Allocation Analogy

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

7.1.24 – Sales Order Control File

QAD
Our Passion. Your Advantage.

7.1.24 – Sales Order Control File

Sales Order Control x

Go To Actions Copy Print Preview

Use Which Calc for Qty Available to Allocate: 1

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

Limit Allocate to Avail Only: Detail Allocations:

ATP Enforcement Enabled: ATP Horizon: 0

Family ATP Calculation: 1 Calculate Promise Date:

Pick Only Allocated Lines: Sales Order Prefix: S00

Are Sales Orders Printed: Next Sales Order: 10013

Keep Booking History: Invoice Prefix: 00

Print Tax ID on Invoice: Next Invoice: 10000

Shipping Lead Time: 0 Integrate with AR:

Company Address: 10000000 Integrate with SA:

Sales Order Header Comments: Integrate with T/M:

Sales Order Line Comments: Confirmed Orders:

Print Only Lines to Invoice: Fiscal Start Month: 1

Ln Format S/M: Single FOB: Shipping Point

QAD Proprietary AS-SU-090

Sales Order Control

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

Setup Exercises

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

Standard Shipping Setup

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

- 1 Use Inventory Control File 3.24. Inventory is allocated and picked by location, by Ascending order.

Default Site : PROTO

After above, Fields should read

Default Site : PROTO

Journal Reference Method : 0

Picking Order : 1

Ascending or Descending : Ascending

- 2 Use Sales Order Control File 7.1.24 2 to verify the following:

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

After Step Above, Fields Should Read:

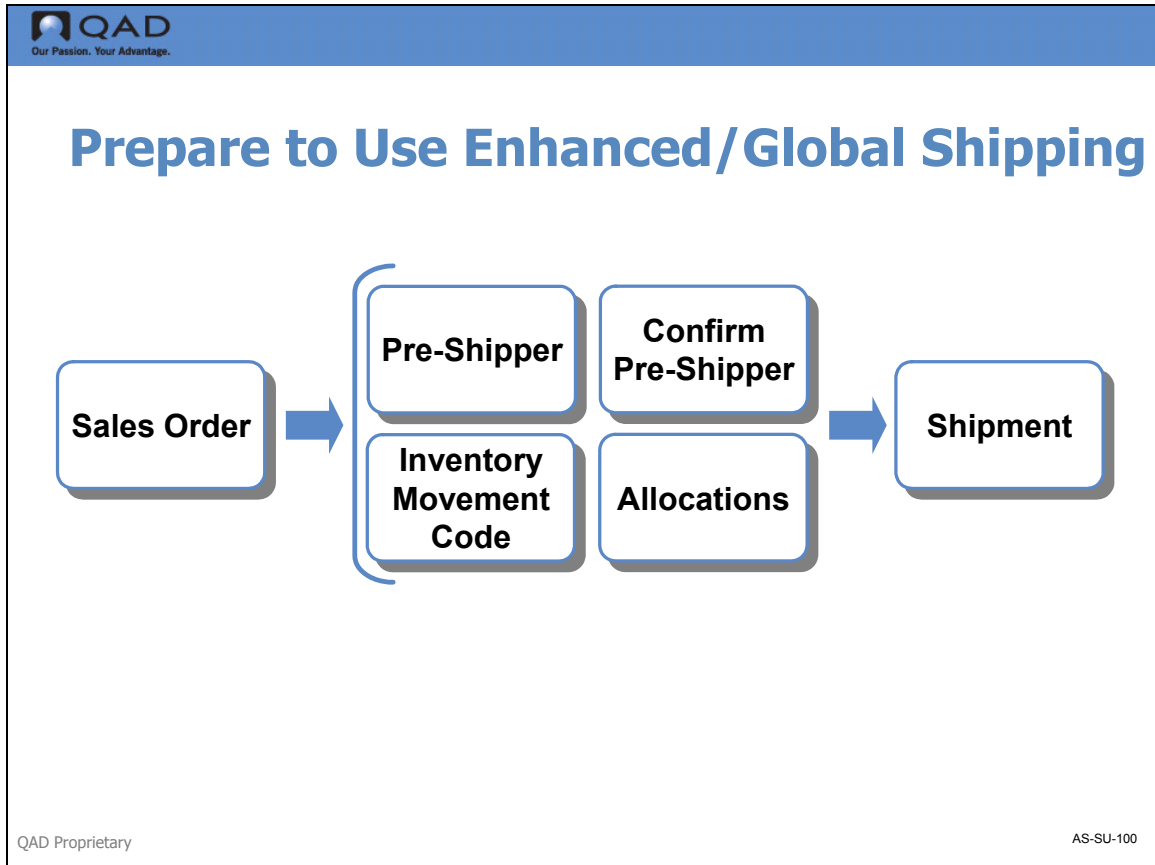
Which calc for Qty Available to Allocate : 1

Allocate Sales Order Lines due in Days : 3

Limit Allocations to Avail to allocate : Yes


Detail Allocate : No

Company Address : PROTO




Prepare to Use Enhanced/Global Shipping

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

 QAD
Our Passion. Your Advantage.

Enhanced/Global Allocations and Shipping Setup



- ▲ Inventory Control File
- ▲ Sales Order Control


———— **Standard Setup**

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


QAD Proprietary AS-SU-110

Enhanced/Global Allocations and Shipping Setup

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



Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary AS-SU-130

Set up Number Range Management

Some countries require that businesses adhere to local numbering standards and conventions when assigning numbers to documents, including shipping documents

Often for approval for tax filings or statutory reporting

Number Range Maintenance (NRM)

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



Numbering Standards/Conventions

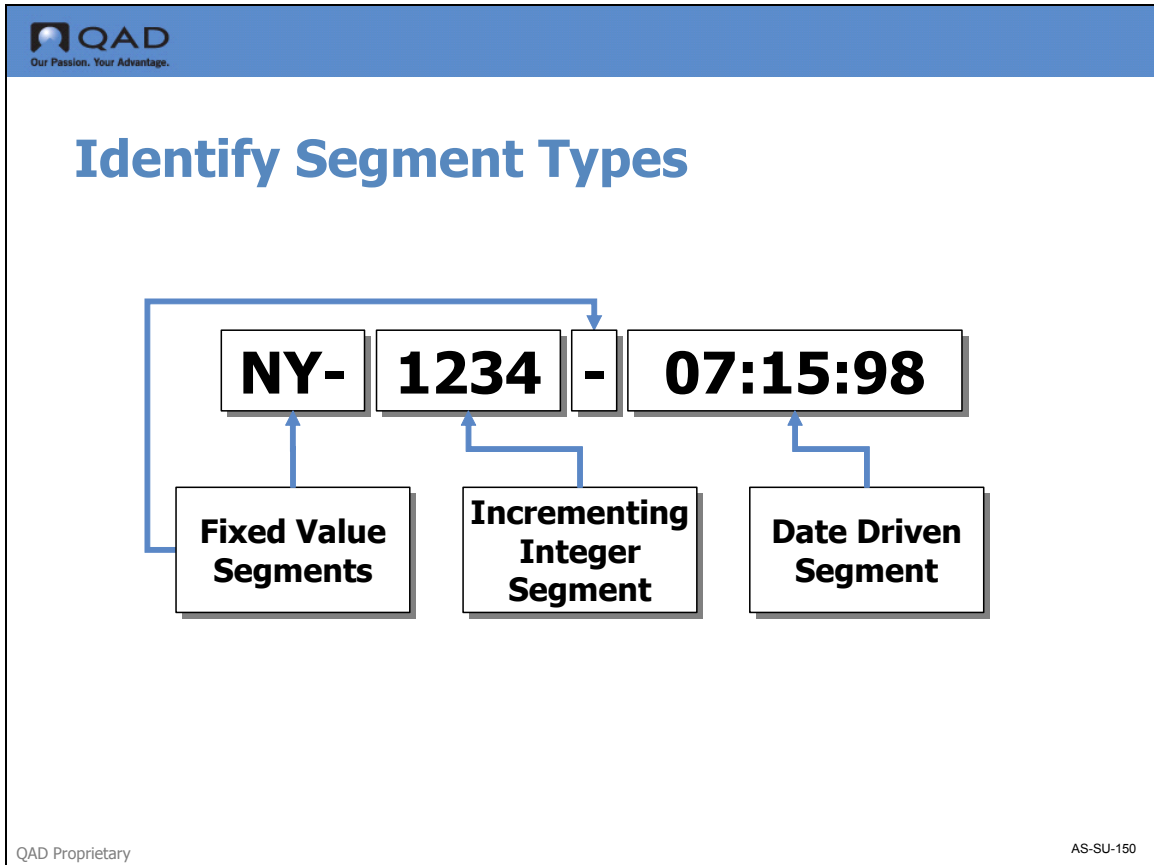
- ▲ Assign Numbers by:
 - Site
 - Date Issued
 - Shipment Type
- ▲ Standards and Conventions
 - Temporary Numbers
 - Security on Issuing Numbers
 - Use of prefixed and/or suffixes
 - Void or Disallow Discarded/Unused Numbers

QAD Proprietary

AS-SU-140

Numbering Standards/Conventions

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



Segments

There are four types of segments

- Fixed Value
- Incrementing Integer
- Date Driven
- Fiscal

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

QAD
Our Passion. Your Advantage.

36.2.21.1 – Number Range Maintenance

Sequence Master

Sequence ID: MBOL
 Description: Master BOL DIST
 Target Dataset: abs_id.mbol
 Internal:
 Allow Discarding:
 Allow Voiding:
 Effective Date: 4/20/2009
 Expiration Date:


Segment List

Nbr	Type	Settings	Control
1	FIXED	M	
2	INT	1000,9999,1000,1000	
3	FIXED	-	
4	DATE	M.D.Y (MM.DD.YY)	yes

QAD Proprietary AS-SU-160

Number Range Maintenance

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


Our Passion. Your Advantage.

Segment Editors

Integer Segment Editor (INT)

Integer Segment Editor

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

Requires One per Sequence

Date Segment Editor (DATE)

Date Segment Editor

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

Limit One per Sequence

Fiscal Segment Editor (FISCAL)

Fiscal Segment Editor

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

Must Use Expiration Date
Cannot Use with DATE

Fixed Segment Editor (FIXED)

Fixed Segment Editor

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

QAD Proprietary
AS-SU-170

Sequence Number Maintenance

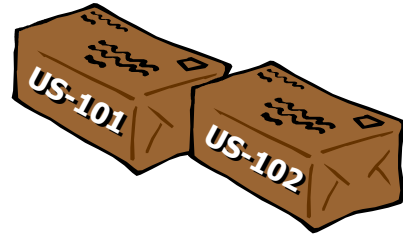
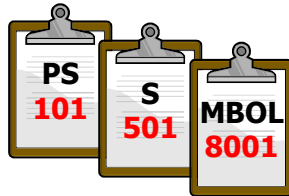
- For each type of segment, a different editor frame controls the values of the segment, activated by selecting an editor from the bottom screen on the previous page
 - Each sequence is required to have an incrementing integer segment
 - Each sequence is limited to no more than one date or one fiscal segment
 - Fiscal segments require an expiration date in the sequence header



Using Defaults IDs

Default IDs typically

Pre-Shippers, Shippers,
and Master Bills of Lading



Generic Default IDs assigned when

No Available
Shipping Group



No Inventory
Movement Code

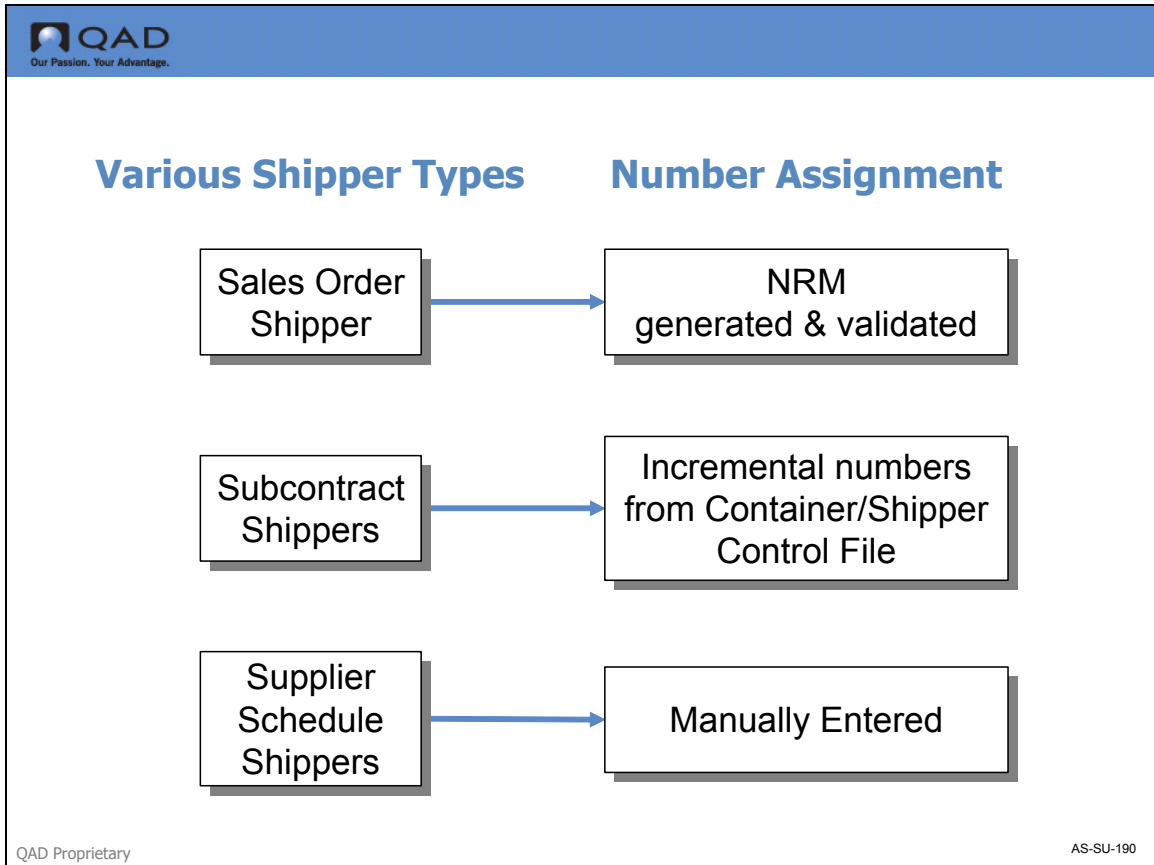


QAD Proprietary

AS-SU-180

Default Shipping Sequences

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



Other Shipper Types and Number Assignment

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

Setup Exercises

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

Create Sequence Numbers for Global Shipping Documents

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

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

- a Assign the following in the Sequence Master Frame.

Field	Record 1	Record 2	Record 3
Sequence ID:	PRSHIP1	SHIP1	MBOL1
Description:	Pre-shipper DIST	Shipper DIST	Master BOL DIST
Target Dataset:	abs_id.preship	abs_id.shipper	abs_id.mbol
Internal:	Yes	Yes	Yes
Allow Discarding:	Yes	Yes	Yes
Allow Voiding:	Yes	Yes	Yes
Effective Date:	Today's date	Today's date	Today's date
Expiration Date:	leave blank	leave blank	leave blank

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

Segment 1 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	1	1	1
Type:	FIXED	FIXED	FIXED

New Seg Nbr:	1	1	1
Fixed Value:	P	S	M
Segment 2 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	2	2	2
Type:	INT	INT	INT
New Seg Nbr:	2	2	2
Minimum Value:	1000	1000	1000
Maximum Value:	9999	9999	9999
Initial Value:	1000	1000	1000
ResetValue:	1000	1000	1000
Segment 3 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	3	3	3
Type:	FIXED	FIXED	FIXED
New Seg Nbr:	3	3	3
Fixed Value:	- (a hyphen)	- (a hyphen)	- (a hyphen)
Segment 4 Field	PRSHIP1	SHIP1	MBOL1
Nbr:	4	4	4
Type:	DATE	DATE	DATE
New Seg Nbr:	4	4	4
Control Segment:	Yes	Yes	Yes
Date Format:	M.D.Y	M.D.Y	M.D.Y


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

Use Number Range Maintenance 36.2.21.1

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

Use Sequence Number History Report 36.2.21.13

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



Set Up Document Formats

Japan-US Shipper

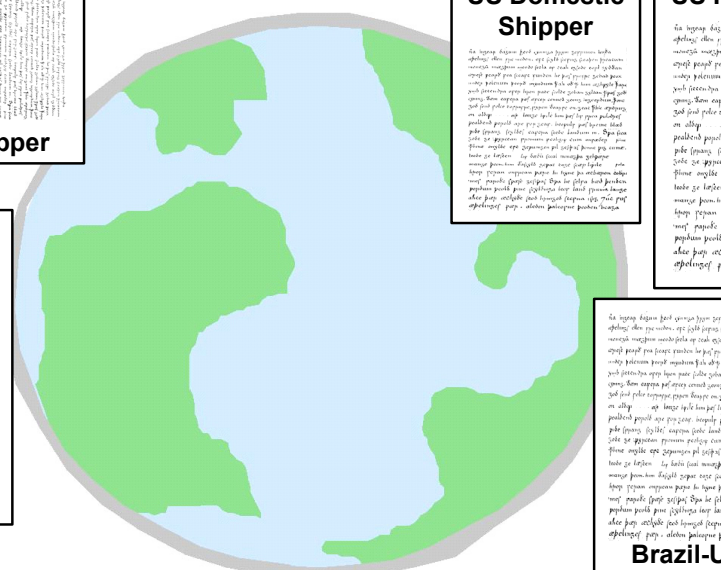
(Placeholder text for Japan-US Shipper)

US Domestic Shipper

(Placeholder text for US Domestic Shipper)

US Int'l Shipper

(Placeholder text for US Int'l Shipper)



Austr.-Japan Shipper

(Placeholder text for Austr.-Japan Shipper)

Brazil-US Shipper


(Placeholder text for Brazil-US Shipper)

QAD Proprietary


AS-SU-200

Set up Document Formats

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

 QAD
Our Passion. Your Advantage.

Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary AS-SU-210

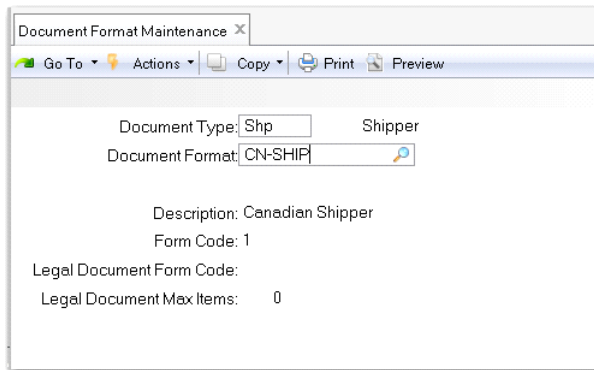
Document Format Maintenance

- Create multiple document formats for different shippers, bills of lading, or master bills of lading
- Default document format is set in Container/Shipper Control File 7.9.24

Default is used for shippers without inventory movement codes or with no available shipping group, and for master bills of lading

Can also be assigned to inventory movement codes within shipping group

2.18.13 – Document Format Maintenance



Document Format Maintenance

Go To Actions Copy Print Preview

Document Type: Shp Shipper

Document Format: CN-SHIP

Description: Canadian Shipper

Form Code: 1

Legal Document Form Code:

Legal Document Max Items: 0

Document Format Maintenance

Document Type

- SHP for shippers
- MB for master bills of lading

Form Code

- Required field: 1-2 character code identifying requirements for processing and printing

Legal Document Form Code

When you enter a valid form code, the legal document type description displays to the right of the form code. A valid form code is supported by a legal document generation program file installed in your system. If the file is not found, an error message displays. Currently, the system supports two form codes: 11 for Poland and 21 for Chile.

Exercise: Set Up Allocations & Shipping

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

Create Document Formats

Instructions: Create a general purpose document format for shippers.

- 1 Use Document Format Maintenance 2.18.13 to create a new document format for general shipments.

a

Document Type : SHP

Document Format : SHP

Description : General Shipper

Form Code : 01

Legal Document Form Code : [blank]

- b** 1 Create a new document format for bills of lading.

Document Type : MB

Document Format : MBOL

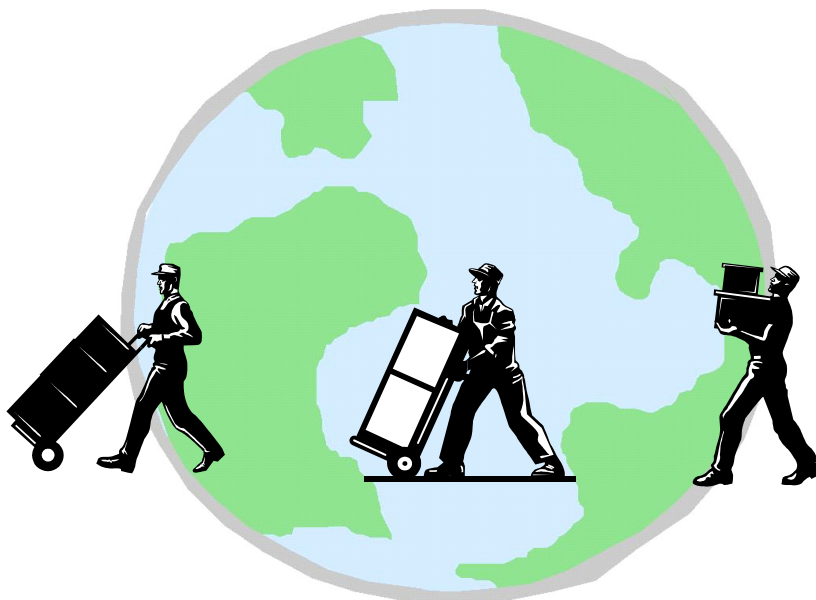
Description : Bill of Lading

Formal Code : 10

Legal Document Form Code : [blank]



Set Up Inventory Movement Codes




QAD Proprietary


AS-SU-230

Set up Inventory Movement Codes

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



Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary AS-SU-240

Inventory Movement Code Maint

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

The screenshot displays the QAD Bill of Lading Print interface. At the top left is the QAD logo with the tagline "Our Passion. Your Advantage." The main heading is "Bill of Lading Print". Below this, there are two overlapping window views. The top window shows the "Bill of Lading Print" window with a menu bar (Go To, Actions, Copy, Print, Preview) and header information: "Ship-From ID: PROTO", "QMS-PR Prototype Prod.", "Shipper: S1000-04.28.09", and "Output: printer". The bottom window shows a detailed "BILL OF LADING" printout for "QMS Puerto Rico".

Container Level Summary of Shipper

QMS Puerto Rico
 166 Calle Nueva
 Suite 101
 8900 San German, PR
 UNITED STATES

BILL OF LADING
 Shipper ID: S1000-04.28.09
 Ship Date: 04/28/09
 Print Date: 04/29/09
 Page: 1

Sold To: CU100
 San Juan Bicicleta
 561 Isla Verde Rd.
 00979 San Juan
 PUERTO RICO

Ship To: CU100
 San Juan Bicicleta
 561 Isla Verde Rd.
 00979 San Juan
 PUERTO RICO

Ship Via:
 FOB Point:
 Total Pallets: 0

Mode of Transport:
 Carrier Shipment Ref: S1000-04.28.09
 Vehicle ID:

Description	Quantity	Net Weight	Tare Weight	Gross Weight UM

QAD Proprietary AS-PS-250

Inventory Movement Code Maint

Transaction Type

- Must have a valid QAD 2008 SE transaction type associated with this movement code
- More then one movement code can reference the same transaction type



Inventory Movement Codes – Global Shipping

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

QAD Proprietary

AS-SU-260

Inventory Movement Codes – Global Shipping

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

Setup Exercises

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

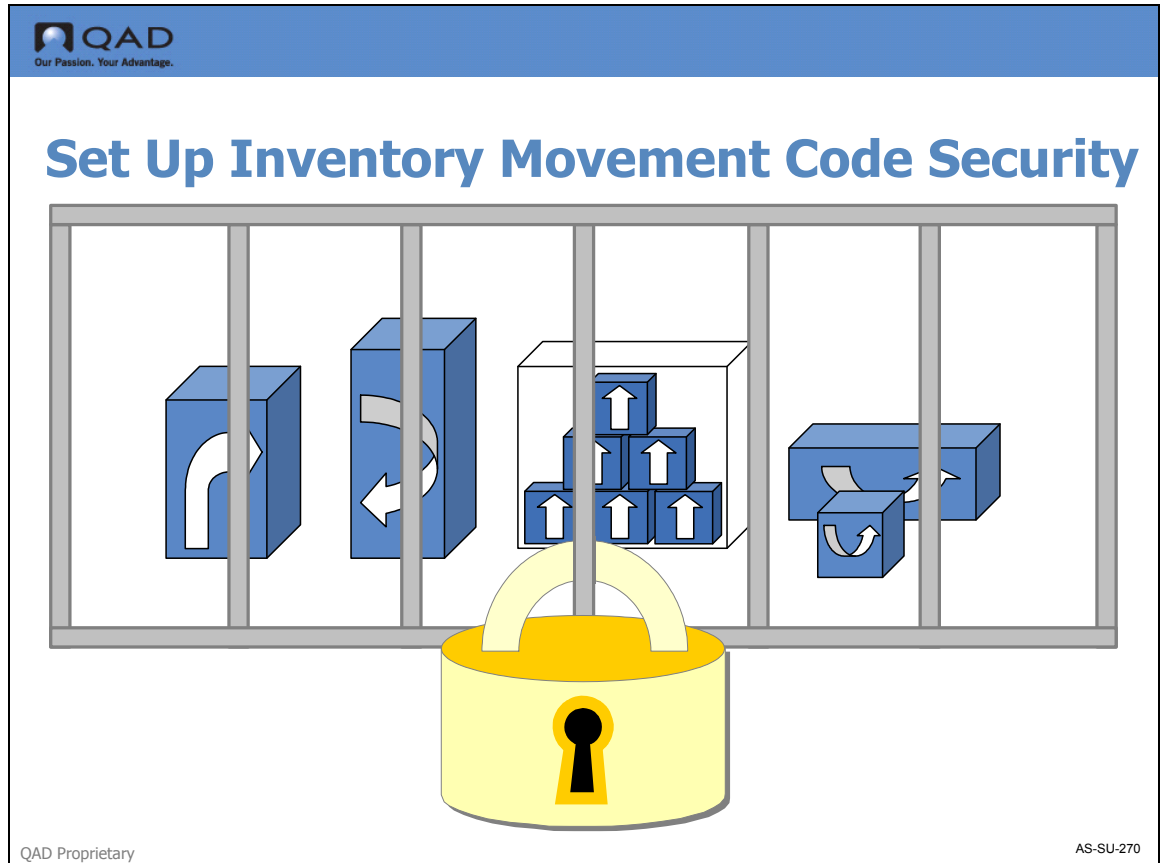
Create Inventory Movement Codes

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

- 1 Use Inventory Movement Code Maint 1.1.9 to create three inventory movement codes: one that specifies sales order shipments within USA, one for sales order shipments to International destinations, and one for non-sales internal transfers.

Field	Record 1	Record 2	Record 3
Inventory :	DOM-SALE	INT-SALE	CN-TSFR
Movement Codes :			
Descriptions :	Sales Within USA	Sales To International	Internal Transfers
Transaction Type :	ISSO-SO	ISSO-SO	ISS-TR
Transaction Flow :	Outbound	Outbound	Internal

- 2 Use Inventory Movement Code Browse 1.1.10 to verify all available inventory movement codes.



Set up Inventory Movement Code Security

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

QAD
Our Passion. Your Advantage.

Master Bill of Lading Maintenance

Master Bill of Lading Maint x

Go To Actions Copy Print Preview

Ship-From ID: PROTO QMS-PR Prototype Prod.
 Master Bill: M1000-04.28.09
 Ship-To/Dock: CU100 San Juan Bicicleta
 561 Isla Verde Rd.
 Shipping Group: Ground General Sales Shipments

Carrier: 00009001 Multi: Document Format: MBOL

Ship Via:

FOB Point:

Mode of Transport: Truck

Carrier Shipment Ref:

Vehicle ID:

Ship Date: 4/28/2009

Ship Time: 00:00

Arrive Date:

Arrival Time: 00:00

Language: us

Comments:

BOL# from Carrier (tracking number)

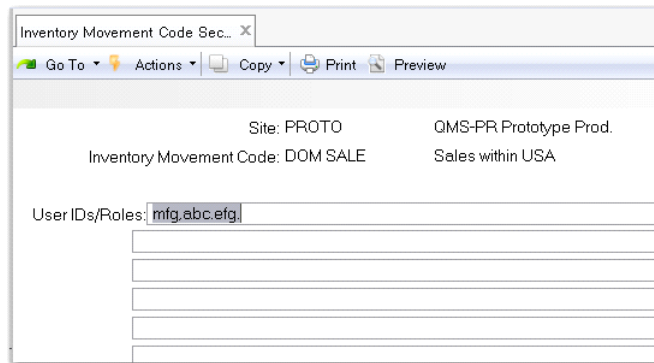
Required Fields

QAD Proprietary AS-PS-280

Inventory Movement Code Security

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

Inventory Movement Code Security



Inventory Movement Code Sec... x

Go To Actions Copy Print Preview

Site: PROTO QMS-PR Prototype Prod.

Inventory Movement Code: DOM SALE Sales within USA

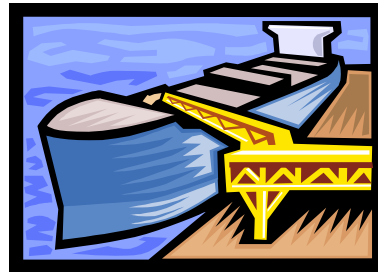
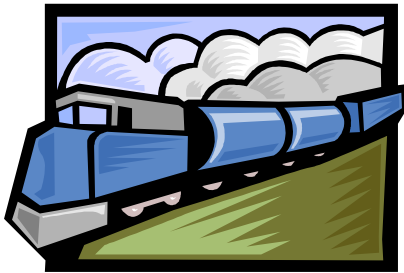
User IDs/Roles: mfg,abc,efg,

Inventory Movement Code Security

- Inventory Movement Code field and Site field used together as key fields
- Specify the user IDs and or Roles who are granted or denied access



Set Up Carriers



QAD Proprietary

AS-SU-300

Set up Carriers

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



Enhanced/Global Allocations and Shipping Setup



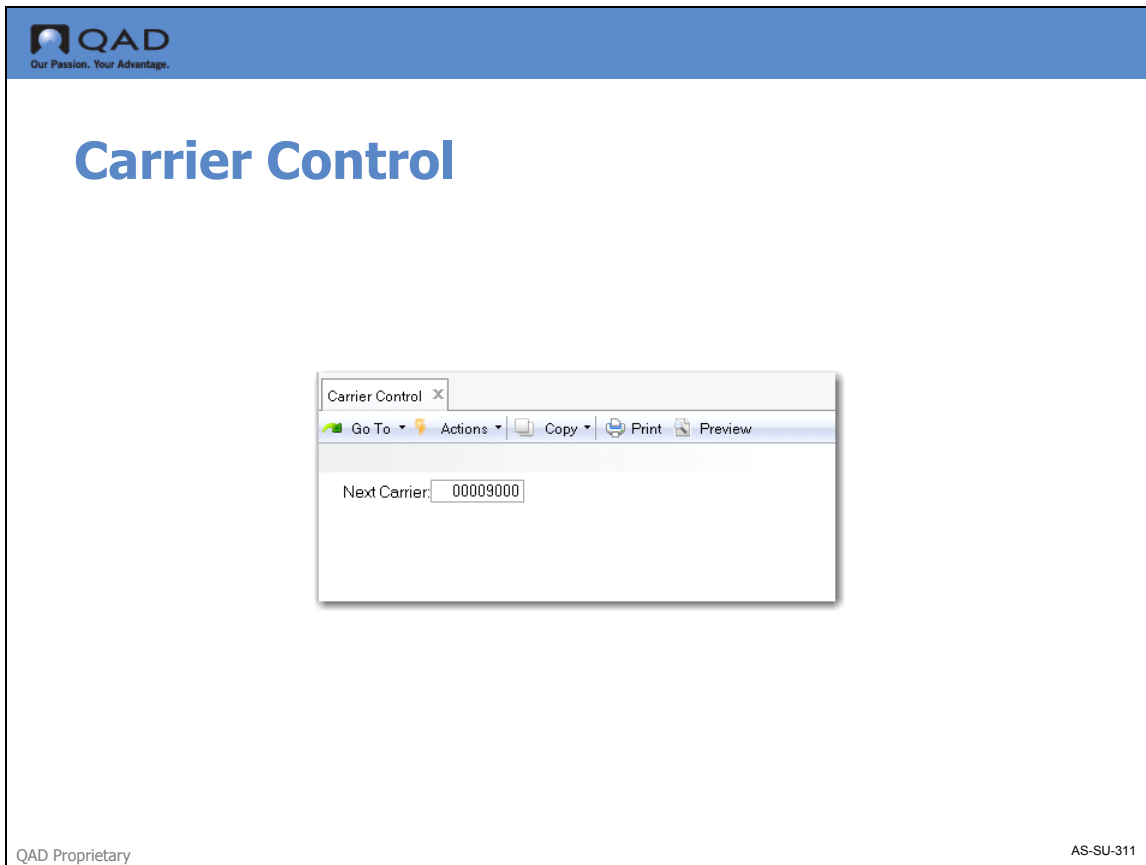
- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ **Carrier Maintenance**
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ Set up Containers Topic

QAD Proprietary

AS-SU-310

Carrier Maintenance

- Set up Business Relation Records for all carriers with whom you ship materials, finished goods, or documents



The screenshot displays the QAD Carrier Control window. The window title is "Carrier Control" with a close button. The menu bar includes "Go To", "Actions", "Copy", "Print", and "Preview". The main content area shows the text "Next Carrier:" followed by a text input field containing the value "00009000".

Carrier Control

Set next carrier numbering to be assigned in Carrier Control

QAD
Our Passion. Your Advantage.

2.17.1 – Carrier Maintenance

Carrier Maintenance x

Go To Actions Copy Print Preview

Carrier: 00009000 Business Relation: DHL

Name: DHL

Address: 344 Ivy Way

Address:

Address:

City: St. Paul State: MN Post: 30333 Format: After

Country: USA - TAX PURPOSE USA

Country:

Attention: | Attn:

Telephone: Telephone:

Fax: Fax Number:

Email:

Email 2:

Sort Name: DHL

Tax ID:

QAD Proprietary AS-SU-320

Carrier Maintenance

- Assign Business Relation Codes to Carrier Numbers
- All address, Tax and contact information defaults from the Business Relation

Setup Exercises

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

Create Carrier Codes

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

- 1 Use Carrier Control 2.17.24 to set Nest Carrier Number to 9000
- 2 Use Carrier Maintenance 2.17.1 to Add two carriers: One each for air and ground transportation. let the carrier number default from the control counter.
Set Business Relation to DHL for the first carrier
Set Business Relation to FedEx for the second carrier
- 3 Use Carrier Browse 2.17.2 to verify all available carrier codes.

QAD
Our Passion. Your Advantage.

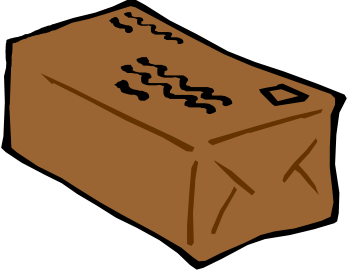
Set Up Shipping Groups

Shipping Group Key Fields

Source Address

and

Destination Address



Setup **Before** Shipping Groups:

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

QAD Proprietary AS-SU-330


Set up Shipping Groups

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


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

- Carriers are used for shipments with a specific inventory movement code

When several carriers are required for a shipment, define a default series, listing them sequentially based on their role in the transportation of inventory



Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary AS-SU-340

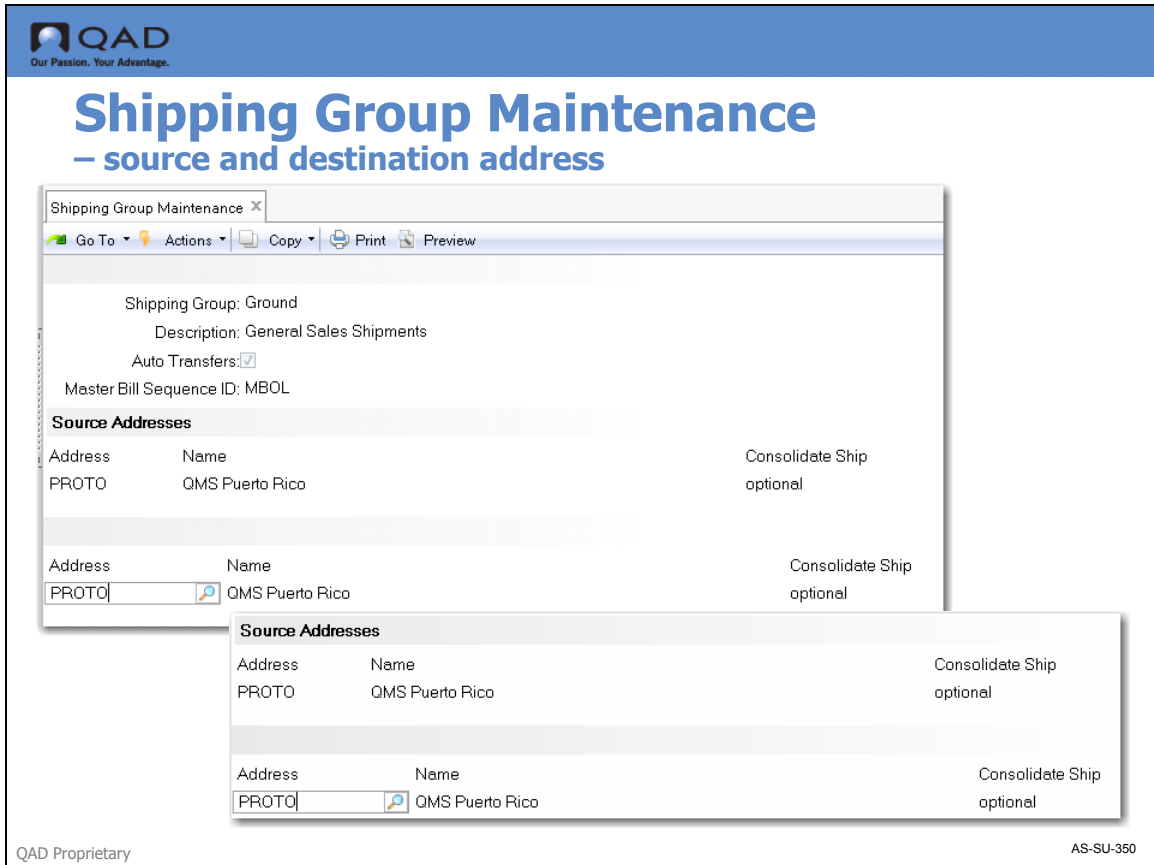
Shipping Group Maintenance

- Assign a shipping group based on the Ship-From and Ship-To addresses
 - A source/destination address combination can belong to only one shipping group
 - Shipping groups contain source and/or destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment from any source address to any destination address within the group.
- To use broad defaults, define shipping groups that contain only source addresses, only destination addresses, or all addresses by entering blank source and destination address fields
- When a new Ship-to address or Customer address is created in QAD 2008 SE, you should add it to the appropriate shipping group

If it is not added to a shipping group, it will fall into the blank destination address bucket

- When a new Ship-from address or Site address is created in QAD 2008 SE, you should create and maintain the appropriate shipping groups

If it is not added to the shipping groups, it will fall into the blank source address bucket



Shipping Group Maintenance

Auto Transfers

- When shipping or receiving an item from a site other than the line item site, QAD 2008 SE generates an automatic inventory transfer

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

Specify No if movement of inventory requires formal shipment

Source and Destination Addresses

- Assign source and destination address codes that are not assigned to any other shipping group
- May not have two shipping groups with the same source/destination address combination
- Blank address field indicates “All Addresses”

Consolidate Ship

- Whether the address allows for consolidation of shipments across multiple transactions of a given type such as sales orders or transfers
 - No = Consolidation is prohibited
 - Optional (the default) = Consolidation is allowed
 - Yes = Consolidation is required

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

See in this training guide: [Document Type](#) on page 74

QAD
Our Passion. Your Advantage.

Shipping Group Maintenance – Inventory Movement Details

Shipping Group Maintenance X

Go To Actions Copy Print Preview

Shipping Group: Ground

Description: General Sales Shipments

Auto Transfers:

Master Bill Sequence ID: MBOL

Inventory Movement Details

Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	<input checked="" type="checkbox"/>	PRSHIP1	SHIP1	SHP	00009001	<input type="checkbox"/>

Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	<input checked="" type="checkbox"/>	PRSHIP1	SHIP1	SHP	00009001	<input type="checkbox"/>

QAD Proprietary AS-SU-360

Inventory Movement Details

Inv Mov

- One or more inventory movement codes can be used for shipments within this shipping group
- Each movement code determines the default NRM sequence, carriers, and document format used for a shipment associated with this code

Default

- Yes = this inventory movement code is the default for the associated transaction type for the shipping group

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

PS Seq and Ship Seq

- Default NRM sequence codes for all pre-shippers or shippers for this shipping group with this inventory movement code

Format

- Default document format for shipments within this shipping group with this inventory movement code

QAD
Our Passion. Your Advantage.

Shipping Group Maintenance - Carrier Codes

Shipping Group Maintenance x

Go To Actions Copy Print Preview

Shipping Group: INT AIR

Description: International Air Freight

Auto Transfers:

Master Bill Sequence ID: MBOL

Carriers

Seq	Carrier	Name
1	00009001	Fedex
2	00009000	DHL
3	00009001	Fedex

Inventor

Inventor	Seq	Carrier	Name
INT SALE	1	00009001	Fedex

QAD Proprietary AS-SU-365

Carriers

Carrier

- Default carrier for shipments within this shipping group with this inventory movement code
- Shipments often require only one carrier
- If a series of carriers is needed, maintain the list by Multi = Yes

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

When Multi = No, you can enter only one carrier

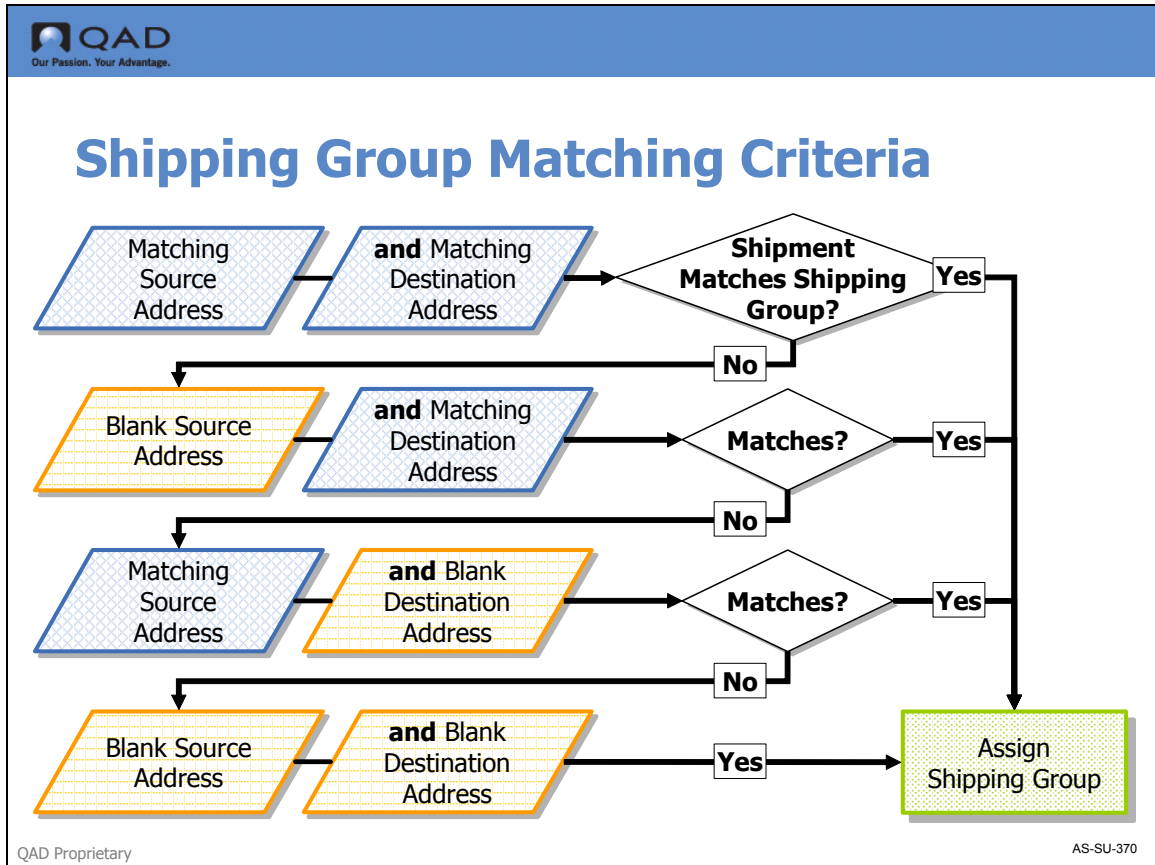
- The sequence position of the carrier is determined by the value entered in the Seq field, not by the order used to enter the information

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

The lowest-numbered carrier is always considered the first carrier

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

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



Shipping Group Matching Criteria

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

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

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

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

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

Setup Exercises

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

Create Global Shipping Groups

Instructions: You will setup a general use shipping group for ground shipments to any domestic address.

- 1 Use Shipping Group Maintenance 2.18.81 to enter the header information:

a

Shipping Group : Ground
 Description : General Sales Shipments
 Auto Transfers : No
 Master Bill Sequence ID : MBOL1

- b** Advance to the Source Addresses frame. Enter both the PROTO source addresses for your company:

Address : PROTO
 Consolidate Ship : No

- c** Advance to the Destination Addresses frame. Leave this field blank to allow the shipping group to be used for any destination address.

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

Inv Mov : DOM-SALE
 Default : Yes [checked]
 PS Seq : PRSHIP1
 Ship Seq : SHIP1
 Format : SHP
 Carrier : 9001
 Multi : No [unchecked]

Summary

This shipping group is used for all Sales Orders between PROTO and any domestic customer.

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

a Enter the header information:

Shipping Group : INT-AIR

Description : International air freight

Auto Transfers : No

Master Bill Sequence ID : MBOL1

b Advance to the Source Addresses frame. Enter PROTO

Address : PROTO

Consolidate Ship : No

c Advance to the Destination Addresses frame. Enter the address code.

Address : CU101

Consolidate Ship : No

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

Inv Mov : INT-SALE

Default : Yes

PS SEQ : PRSHIP1

Ship Seq : SHIP1

Format : SHIP

Carrier : 9001

Multi : Yes

e Use Shipping Group Maintenance 2.18.1. Because you specified multiple carriers in the previous step, the Carriers frame displays. Enter a second and third carrier address.

Seq : 2

Carrier : 9002

Seq : 3

Carrier : 9001

Summary

This shipping group is used for all Sales Orders between PROTO and CU101. As other customer who would use this same shipping group are added their customer address codes would be added to this shipping group. The multiple carries reflects the ground transport to the airport and the air carrier to the destination, and then ground transport to the customer.

- 2 Use Shipping Group Report 2.18.5 to verify available shipping codes. Check to make certain that the Master Bill of Lading, Pre-Shipper, and Shipper Sequences are the DIST site codes created earlier.



Set Up Global Shipping Control File Settings



The illustration features a central globe with green continents and blue oceans. Surrounding the globe are four icons: a factory with a green roof, a yellow container, a white cargo ship, and a white warehouse with a crane. To the right of the globe is a computer monitor with a blue screen displaying the text 'GLOBAL SHIPPING' in bold black letters. The entire graphic is set against a white background within a blue-bordered frame.

QAD Proprietary AS-SU-380

Set up Container/Shipper Control File

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



Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary

AS-SU-390

Container/Shipper Control File

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

QAD
Our Passion. Your Advantage.

7.9.24 – Containers/Shipper Control

Container/Shipper Control X
Go To Actions Copy Print Preview

Next Container:

Pre-Shipper Sequence ID: Pre-Shipper DIST

Shipper Sequence ID: Shipper DIST

Master Bill Sequence ID: Master BOL DIST

Shipper Document Format: General Shipper

Master Bill Document Format: Bill of Lading

Max Lines on a Pre-Shipper:

Shipping Label Templates

Mixed Load Label:

Master Load Label:

Single Load Label:

Shipment Info For Receipts: Automatic Cum Pegging:

Use Ship/Plan PCR: Customer Ref Is Customer Item:

RSS Calendar Option: Customer/Shop

QAD Proprietary
AS-SU-400

Container/Shipper Control File

Pre-Shipper Sequence ID, Shipper Sequence ID

- The NRM sequence codes used for pre-shippers and shippers when there is no inventory movement code or shipping group

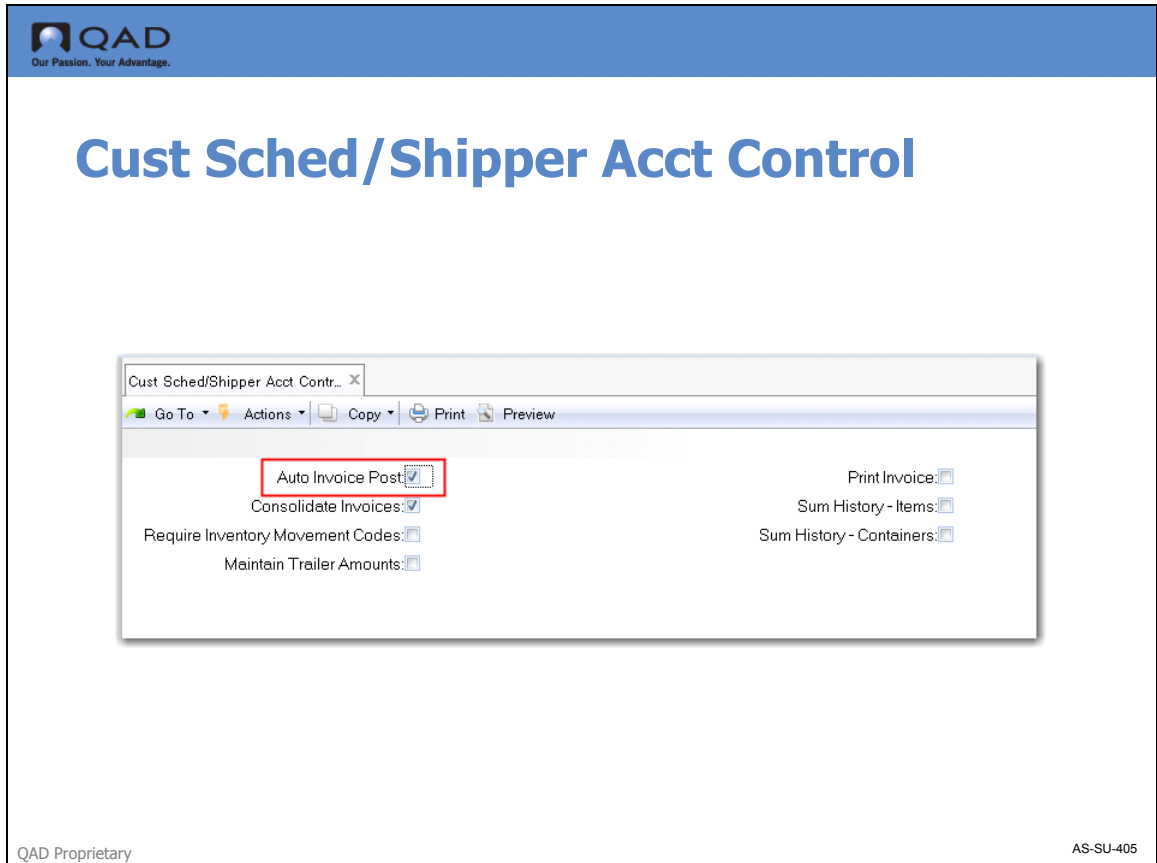
Master Bill Sequence ID

- The NRM sequence code used for master bills of lading when there is no shipping group

Shipper Document Format

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

Leave blank to specify no format code

**Auto Invoice Post:**

This field sets the default value for the Auto Inv Post field in Customer Scheduled Order Maintenance and the Post Invoice field in Pre-Shipper/Shipper Confirm

Consolidate Invoices:

This sets the default value for the corresponding field in Pre-Shipper/Shipper Confirm

Require Inventory Movement Codes

This field indicates whether inventory movement codes are required for newly created pre-shippers and shippers. If you use movement codes and shipping groups, set this field to Yes to ensure they are always applied. This field should be No if you are not using advanced shipping features or if the setup of inventory movement codes and shipping groups is not complete. The default is No.

Setup Exercises

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

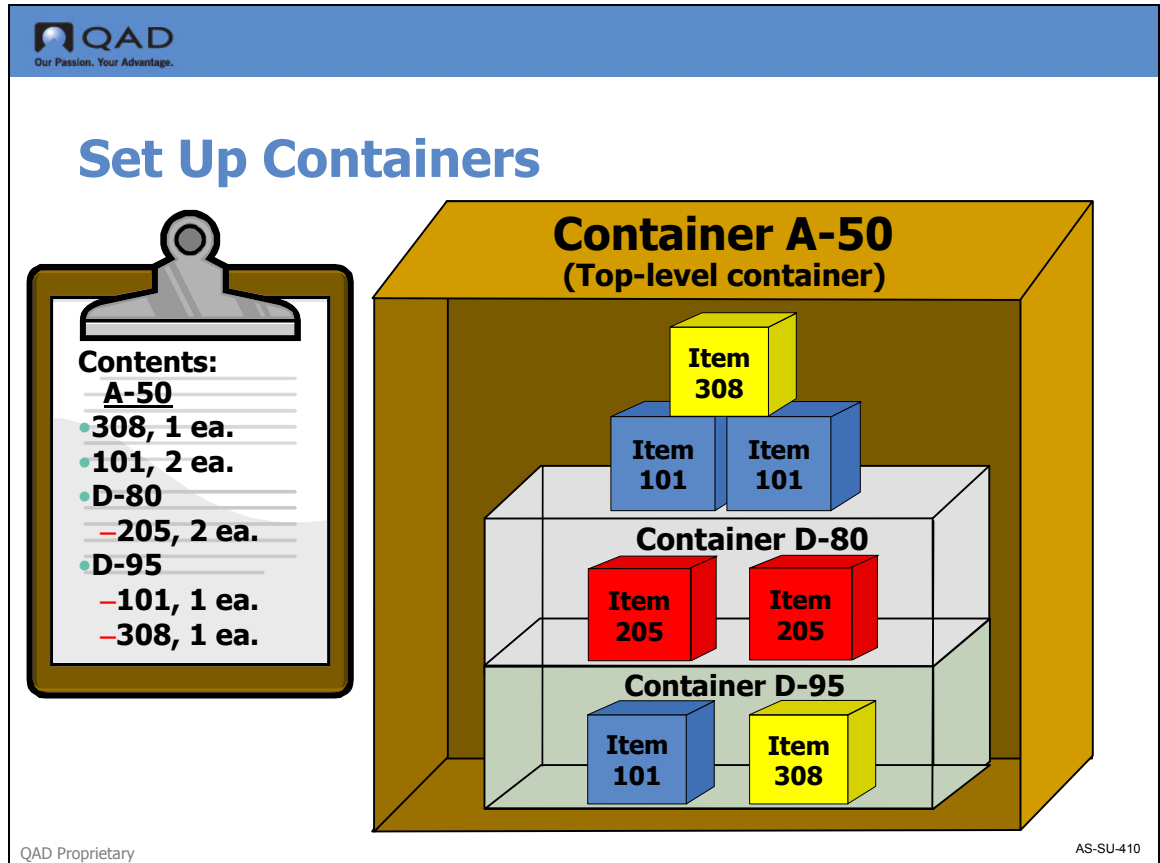
Set up Container/Shipper Control File Settings

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

- 1 Use Container/Shipper Control File 7.9.24. Your company requires global shipping. Set Require Inventory Movement Codes = Yes.
- 2 Assign the sequence codes you created in the previous activity as defaults.


Field	Value
Next Container :	3000
Pre-Shipper Sequence ID :	PRSHIP1
Shipper Sequence ID :	SHIP1
Master Bill Sequence ID :	MBOL1
Shipper Document Format :	SHIP
Masters Bill Document Format :	MBOL

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




Set up Containers

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



Enhanced/Global Allocations and Shipping Setup

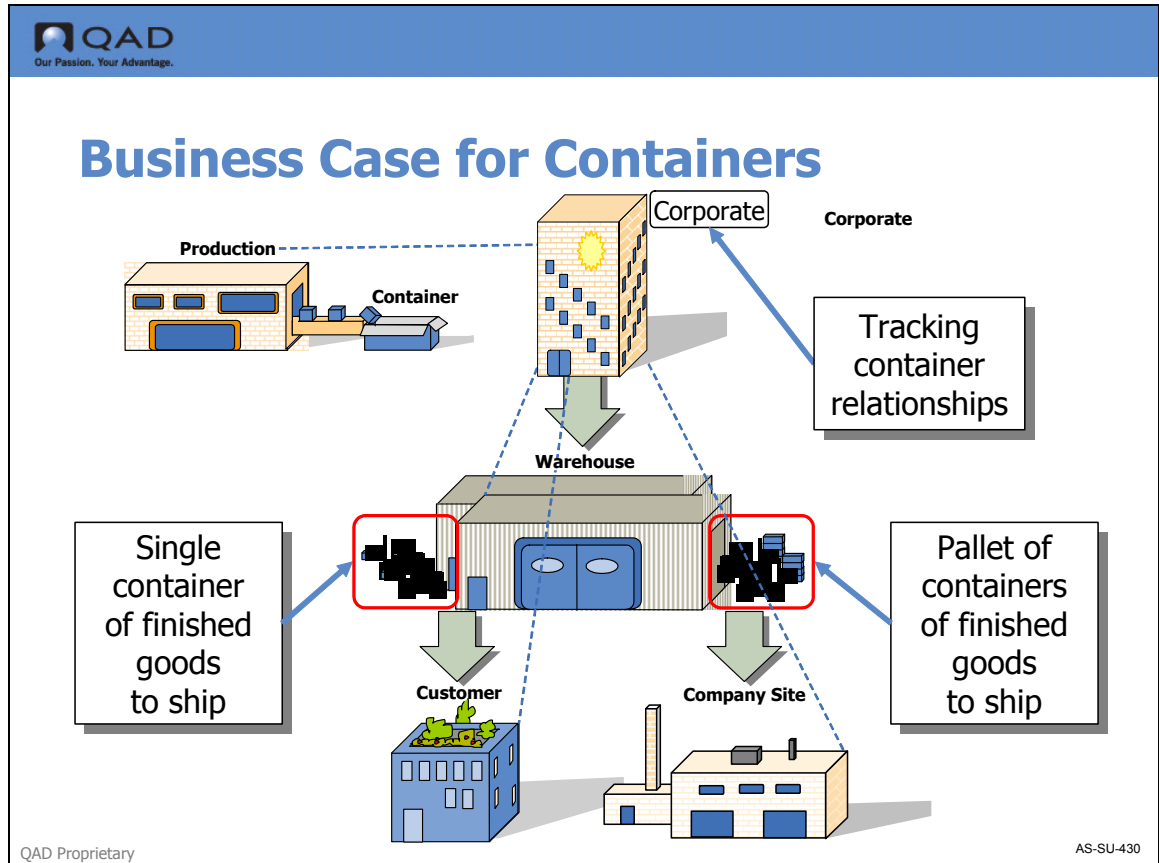


- ▲ Inventory Control File
- ▲ Sales Order Control
- ▲ Number Ranges
- ▲ Document Formats
- ▲ Inventory Movement Codes
- ▲ Inventory Movement Code Security
- ▲ Carrier Maintenance
- ▲ Shipping Groups
- ▲ Container/Shipper Control
- ▲ **Set up Containers Topic**

QAD Proprietary AS-SU-420

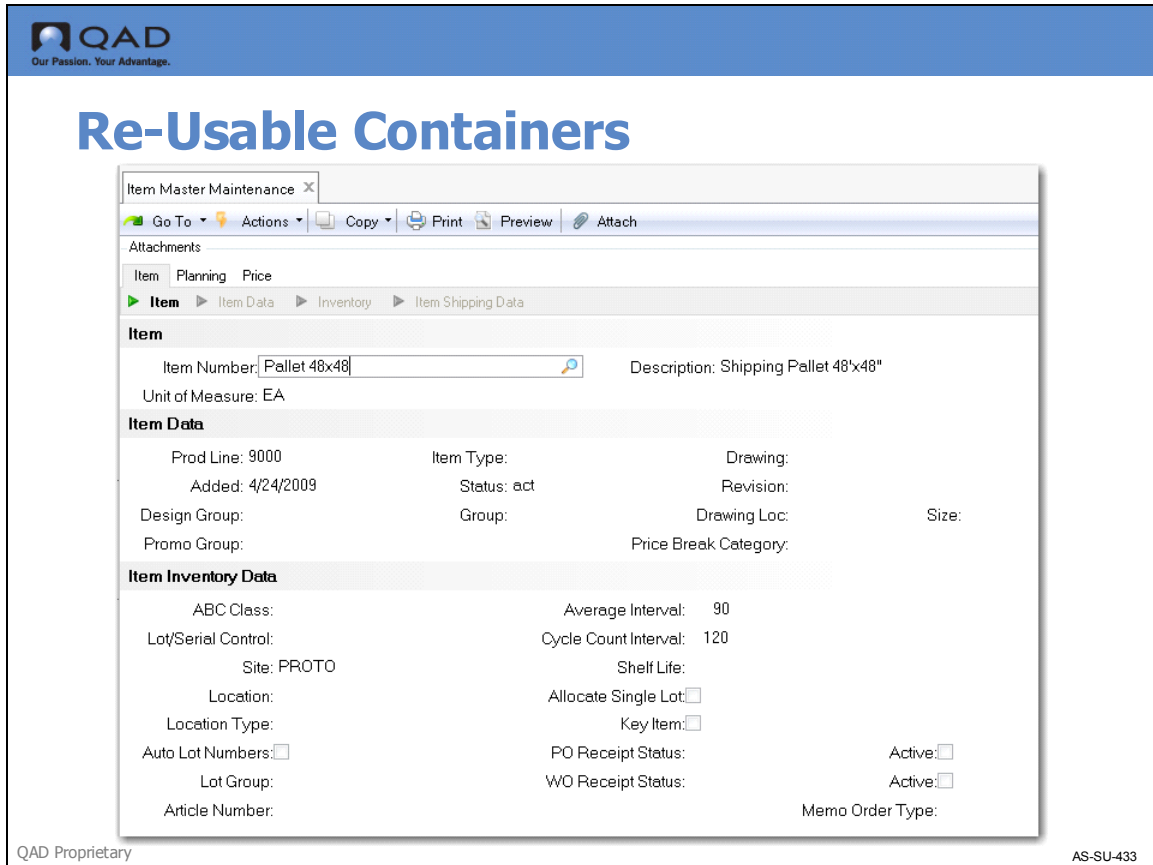
Container Workbench

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



Business Case for Containers


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



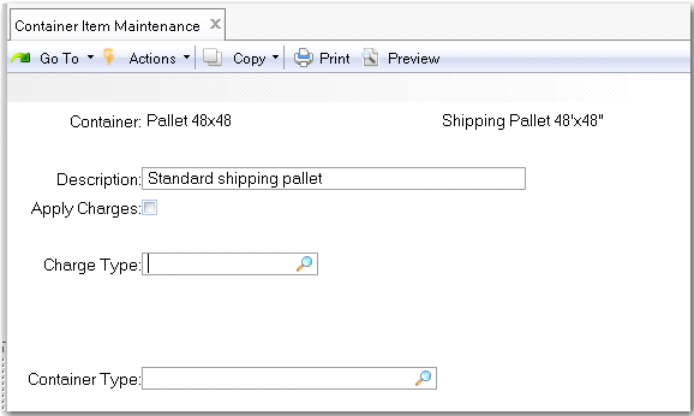
Re-Usable Containers:

Setup containers such as pallets, air cargo containers, shipping containers, or crates boxes etc. that you want to control and or charge for; as items in Item Master Maintenance. You may want a product line code just for these types of items.

Note See Container and Line Charges for much additional functionality associated with containers.

 QAD
Our Passion. Your Advantage.

Container Items



Container: Pallet 48x48 Shipping Pallet 48'x48"

Description: Standard shipping pallet

Apply Charges:

Charge Type:

Container Type:

QAD Proprietary AS-SU-436

Container Items

Use Container Item Maintenance to assign other attributes to the contain. This setup also allows you to lookup only containers when in the container workbench rather than all items in the item master. The other attributes are covered in the course Containers and Line Charges.

The screenshot shows the QAD Container Workbench interface. At the top, there is a blue header with the QAD logo and the tagline "Our Passion. Your Advantage." Below the header, the title "7.7.1 – Container Workbench" is displayed in a large blue font. The main content area features a screenshot of the software interface with a flowchart overlaid. The flowchart starts with a box labeled "Add Container" which is connected to a screenshot of the "Container Information" form. The form has fields for "Site" (containing "PROTO") and "Container:". Below the "Add Container" box, the flowchart continues with three sequential steps: "Enter Item Information", "Embed Containers", and "Modify Information", each in a rounded rectangular box connected by arrows.

QAD Proprietary AS-SU-440

Primary Steps for Creating Containers

- Add Container
- Enter Item Information

Optional Steps

- Embed Containers within other containers
- Modify existing Container data

QAD
Our Passion. Your Advantage.

Container Workbench – Add Container

Container Workbench X

Go To Actions Copy Print Preview

Container Information

Next Container: 3001

Container Item: Pallet 48x48
Shipping Pallet 48'x

Quantity:

Unit of Measure: EA

Tare Weight:

Volume:

Sales Order:

Site:

Location:

Lot/Serial:

Reference:

Multi Entry:

Order Line:

QAD Proprietary AS-SU-450

Add Container

- New record frame
- Specify next container number to use, or allow default from control fire.
- If using containers defined in the item master enter the container item number. How many you are using and the location they came from.
- Advance to line item frame

Container Workbench – Enter Item Information

Item Number: 1500-10
Chain Lube, 100ml

Quantity: 100.0
Unit of Measure: EA
Conversion: 1.0000

Site: PROTO
Location: ProtoFgi
Lot/Serial:
Reference:

Net Weight: 0.00
Tare Weight: 1.00
Volume: 0.00

Sales Order:
Multi Entry:
Comments:
Order Line:

QAD Proprietary AS-SU-460

Enter Item Information

- Required fields
 - Item Number
 - Quantity
 - Site
 - Location

QAD
Our Passion. Your Advantage.

Container Workbench – Embed Containers

The screenshot shows the 'Container Workbench' window with a table of container levels and a dialog box for adding options.

Level	Container	Item Number	Quantity	UM
0	00000000	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000001	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000002	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000003	1100-00	1.0	EA

The dialog box 'Add Options' is highlighted with a red box and contains the following text:

Add Options
1 - Add Item 2 - Add Container

The dialog box 'Please select a function:' contains the following text:

Please select a function: 2
OK Cancel

QAD Proprietary AS-SU-470

Embed Containers

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

QAD
Our Passion. Your Advantage.

Container Workbench – Modify Information

Level	Container	Item Number	Quantity	UM
0	00000000	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000001	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000002	1100-00	1.0	EA
.1		1100-00	1.0	EA
0	00000003	1100-00	1.0	EA

Container: 00000000
 Item Number: 1100-00
 Quantity: 1.0 UM: EA
 Net Weight: 0.15 kg
 Tare Weight: 0.2 kg
 Gross Weight: 0.4 kg
 Order:

Volume: 0.0
 Site: PROTO Loc: ProtoFGI
 Lot/Serial:
 Reference: Comments:
 Kanban:
 Description: Alloy Chain Crank, 16
 Order Line:

QAD Proprietary AS-SU-480

Modify Information

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

Setup Exercises

Container Workbench Activity

Optional Step One

Note If you have previously completed the Sales Order course you should have inventory left from that activity. If not continue with Optional Step One.

- 1 Use Receipts Unplanned 3.9 to receive inventory to process 500 each of item 1500-10 and 1500-20 into location ProtoFgi.

Create a Container Item Product Line Code

- 1 Use Product Line Maintenance 1.2.1

Create a Product Line Code for containers shipping supplies

Product Line : 9000

Description Containers and Supplies

Note You would change the account codes to suit your business practices for these items. In some cases you would want different account structure for expensed supplies and reusable containers which could be inventoried.

Create a Container Item

- 2 Use Item Master Maintenance 1.4.1

Item : Pallet 48x48

Unit of Measure : EA

Description Shipping Pallet

Prod Line : 9000

Status : ACT

ABC Class : Z

Location : ProtoFgi

- In the Shipping Data frame set Ship Weight and Net Weight to 5 kg.
- In the Planning Data Frame turn off Mstr Sched and Plan Orders, set Reorder Point to 25, Purchase/Manufacture to P and Pur LT to 3.
- For this activity we will leave the balance of the item master fields at default.

3 Create another item

Item : 12x12x6
Unit of Measure : EA
Description Shipping Carton
Prod Line : 9000
Status : ACT
ABC Class : Z
Location : ProtoFgi

- In the Shipping Data frame set Ship Weight and Net Weight to .25 kg.
- In the Planning Data Frame turn off Mstr Sched and Plan Orders, set Reorder Point to 50, Purchase/Manufacture to P and Pur LT to 3.
- For this activity we will leave the balance of the item master fields at default.

4 Use Container Item Maintenance 7.22.10

Container : Pallet 48x48
Description Standard Shipping Pallet

- Leave other fields at default. The use of the other fields is covered in Containers and Line Charges. Setting this function tells the system this Item number is a container.
- Setup you other container.

Container : Carton 12x12x6
Description Standard Shipping Pallet

5 Use Receipts Unplanned 3.9 to receive 10 Pallets into inventory location ProtoFgi. Receive 25 Cartons into location ProtoFgi.



Enhanced/Global Allocations and Shipping Setup



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

QAD Proprietary

AS-SU-490

Enhanced/Global Allocations and Shipping Setup Summary



Course Overview

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

CHAPTER 4

Process Standard Allocations and Shipping



Process Allocations and Shipping

In this section you learn how to:

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




Process Standard Shipping




QAD Proprietary

AS-PS-020

Process Standard Shipping



Standard Allocations and Shipping




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

QAD Proprietary AS-PS-030

Standard Allocations and Shipping Life Cycle

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




Allocate Finished Goods




QAD Proprietary AS-PS-040

Allocate Finished Goods

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



Standard Allocations and Shipping



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

QAD Proprietary AS-PS-050

Automatic Allocations

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

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

QAD
Our Passion. Your Advantage.

7.1.1 - Sales Order Maintenance

Sales Order Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Header

Order: SO1001 Sold-To: CU101 Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
2	1100-00	10.0	EA	25.00	0.0	25.00

Line Details

Desc: Alloy Chain Crank Sales Acct: 4000 Cons

Loc: ProtoFgi Site: PROTO Disc Acct: 4200 Cons

USD Cost: 0.00 Confirmed: Credit Terms Int: 0.00

Lot/Serial: Qty Allocated: 10.0 Required: 4/10/2009 Ship Type:

Qty Picked: 0.0 Promised: 4/10/2009 UM Conversion: 1.0000

Qty Shipped: 10.0 Due Date: 4/10/2009 Consume Fcst: Detail Alloc:

Qty to Invoice: 10.0 Perform Date: 4/10/2009 Pricing Date: 4/2/2009 Taxable:

Salesperson 1: SP101 Multiple: Freight List: 1 Comments:

Commission 1: 15.00% Category: Fixed Price:

QAD Proprietary AS-PS-060

Sales Order Maintenance

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

QAD
Our Passion. Your Advantage.

Sales Order Auto Allocations

Sales Order Auto Allocations x

Go To Actions Copy Print Preview

Order: SO1000 To: SO1001

Item Number: To:

Class: To:

Site: PROTO To: PROTO

Allocate Days into Future: 3

Print Audit Trail:

Update:

Output
Batch ID:

QAD Proprietary AS-PS-070

Sales Order Auto Allocations

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

Standard Allocations and Shipping



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

Manual Allocations

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

Header

Order: SO1001 Sold-To: CU101 Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
2	1100-00	10.0	EA	25.00	0.0	25.00

Line Details

Desc: Alloy Chain Crank Sales Acct: 4000 Cons

Loc: ProtoFgi Site: PROTO Disc Acct: 4200 Cons

USD Cost: 0.00 Confirmed: Credit Terms Int: 0.00

Lot/Serial: Required: 4/10/2009 Ship Type:

Qty Allocated: 10.0 Promised: 4/10/2009 UM Conversion: 1.0000

Qty Picked: 0.0 Due Date: 4/10/2009 Consume Fcst:

Qty Shipped: 10.0 Perform Date: 4/10/2009 Detail Alloc:

Qty to Invoice: 10.0 Pricing Date: 4/2/2009 Taxable:

Salesperson 1: SP101 Multiple: Freight List: 1

Commission 1: 15.00% Category: Fixed Price: Comments:

Sales Order Maintenance

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

QAD
Our Passion. Your Advantage.

Sales Order Manual Allocations

Sales Order Manual Allocations x

Go To Actions Copy Print Preview

Order	Sold-To			Site
SO1000	CU101	Tundra Trikes		PROTO

Ln	Item Number	T	Qty Allocated	Qty Picked	Qty B/O	Due Date
1	1000-00		0.0	0.0	0.0	4/16/2009
2	1100-00		5.0	0.0	0.0	4/16/2009

Ln	Item Number	T	UM	Qty Allocated	Qty Picked	Detail Allocations
1	1000-00		EA	5.0	0.000000000	<input checked="" type="checkbox"/>

QAD Proprietary AS-PS-100

Sales Order Manual Allocations

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

QAD
Our Passion. Your Advantage.

Verify Available Kits to Ship

On Hand?

- # 650 = 1
- # 321 = 3
- # 22 = 5

#650


#321

#22


QAD Proprietary AS-PS-110

Verify Available Kits to Ship

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



Standard Allocations and Shipping



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

QAD Proprietary AS-PS-120

Available Kit Quantity to Ship

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

QAD
Our Passion. Your Advantage.


Available Kit Quantity to Ship

The screenshot shows a software window titled "Available Kit Quantity to Ship". It features a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar are several input fields: "Due Date" (dropdown), "Sales Order", "Ship-To", "Language ID" (with a search icon), "Site" (set to "PROTO" with a search icon), "Address List Type" (with a search icon), "Item Number" (set to "1500" and highlighted with a red box, with a search icon), and "Update" (checkbox, checked). On the right side, there are multiple "To:" fields, some with search icons, and one containing "PROTO". A callout box with a black border and white background points to the "Item Number" field, containing the text "Configured Products KIT not ATO".


QAD Proprietary AS-PS-130

Available Kit Quantity to Ship

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



Print Packing List




The illustration shows a printer on the left with a document titled 'Packing List' being printed. To the right is a clipboard with a document also titled 'Packing List'.


QAD Proprietary AS-PS-140

Print Packing List

- Packing list details what items to pick and ship



Standard Allocations and Shipping



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

QAD Proprietary

AS-PS-150

Sales Order Packing List

- Printed document has 2 sections:

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

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

QAD
Our Passion. Your Advantage.

Sales Order Packing List

Sales Order Packing List X

Go To Actions Copy Print Preview

Due Date: [dropdown]
 Sales Order: SO1000 [search]
 Ship-To: [search]
 Language ID: [search]
 Site: PROTO [search]

To: [dropdown]
 To: SO1001 [search]
 To: [search]
 To: [search]
 To: PROTO [search]

Entity Address: PROTO [search]

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

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

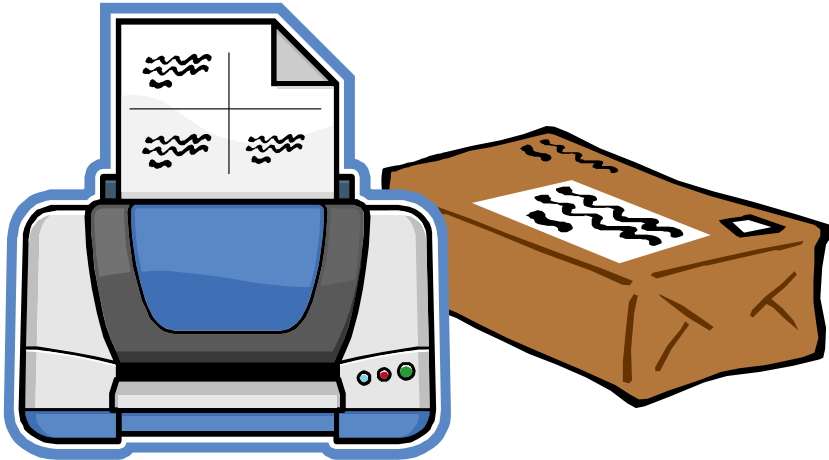
Used to pick and verify quantity for shipment

QAD Proprietary AS-PS-160

Sales Order Packing List

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

Print Shipping Labels




QAD Proprietary


AS-PS-170

Print Shipping Labels

- Optional step, your procedure may vary



Standard Allocations and Shipping



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

QAD Proprietary AS-PS-180

Sales Order Shipping Label Print

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

QAD
Our Passion. Your Advantage.

Sales Order Shipping Label Print

Lines Per Label: 18 (Must be at least 9)


Order	Qty	Order	Qty	Order
SO1000	3		1	
SO1001	4		1	
	1		1	
	1		1	
	1		1	
	1		1	
	1		1	

Prints 1 of 3, 2 of 3, 3 of 3, etc

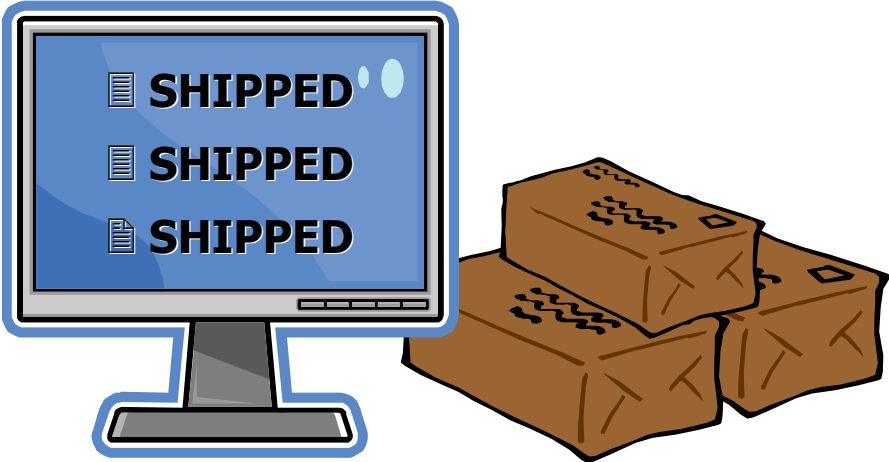
QAD Proprietary AS-PS-190

Sales Order Shipping Label Print

- Labels include:
 - Sales order number
 - Customer name and address
 - Sales order remarks
 - Label number
 After this, blank lines are printed up to the number of lines specified
- Qty field adds a “1 of 3, 2 of 3, 3 of 3” line to the label



Process Shipments




The illustration shows a computer monitor on the left with a blue screen. On the screen, there are three identical entries, each consisting of a document icon followed by the word 'SHIPPED' in bold, black, uppercase letters. To the right of the monitor are three brown cardboard boxes stacked together. The top box is slightly offset to the right, and the two bottom boxes are stacked on top of each other.


QAD Proprietary AS-PS-200

Process Shipments

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



Standard Allocations and Shipping



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

QAD Proprietary AS-PS-210

Sales Order Shipments

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

QAD
Our Passion. Your Advantage.

Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

Order: SO1000 Ship Allocated: Sold-To: CU101 Site:
 Effective: 4/28/2009 Ship Picked: Tundra Trikes

Sales Order Line Items

Ln	Item Number	T	Qty Alloc	Qty Picked	To Ship	Backorder Site
1	1000-00		0.0	0.0	0.0	0.0 PROTO
2	1100-00		5.0	0.0	0.0	5.0 PROTO

Line: 2 Cancel B/O:

Quantity: 5

Item Number: 1100-00 UM: EA Site: PROTO Loc: ProtoFgi
 Lot/Serial: Reference: Multi Entry:

Description: Alloy Chain Crank

QAD Proprietary AS-PS-220

Sales Order Shipments

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

QAD
Our Passion. Your Advantage.

Print Bill of Lading

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

Container A-50
(Top-level container)

Container D-80

Container D-95

QAD Proprietary AS-PS-230

Print Bill of Lading

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



Standard Allocations and Shipping



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

QAD Proprietary

AS-PS-240

Bill of Lading Print

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

The screenshot shows a QAD Bill of Lading Print window. The window title is "Bill of Lading Print" and it has a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". The main content area displays the following information:

Ship-From ID: PROTO QMS-PR Prototype Prod.
 Shipper: S1000-04.28.09 Output: printer

A second window titled "Bill of Lading Print-4/29/2009_" is overlaid on top, showing a detailed "BILL OF LADING" summary:

QMS Puerto Rico
 166 Calle Nueva
 Suite 101
 8900 San German, PR
 UNITED STATES

BILL OF LADING
 Shipper ID: S1000-04.28.09
 Ship Date: 04/28/09
 Print Date: 04/29/09
 Page: 1

Sold To: CU100
 San Juan Bicicleta
 561 Isla Verde Rd.
 00979 San Juan
 PUERTO RICO

Ship To: CU100
 San Juan Bicicleta
 561 Isla Verde Rd.
 00979 San Juan
 PUERTO RICO

Ship Via:
 FOB Point:
 Total Pallets: 0

Mode of Transport:
 Carrier Shipment Ref: S1000-04.28.09
 Vehicle ID:

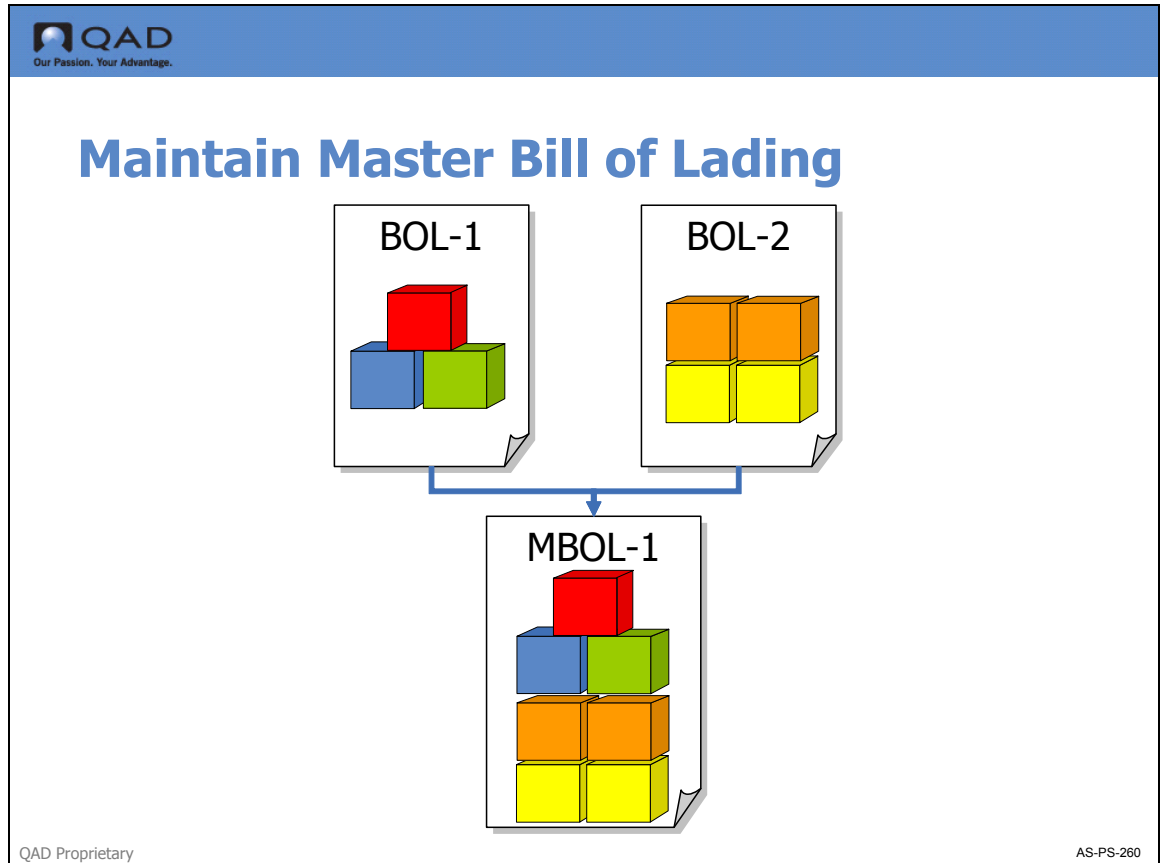
Description	Quantity	Net Weight	Tare Weight	Gross Weight UM

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

QAD Proprietary AS-PS-250

Bill of Lading Print

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



Maintain Master Bill of Lading

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



Standard Allocations and Shipping



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

QAD Proprietary

AS-PS-270

Master Bill of Lading Maintenance

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

QAD
Our Passion. Your Advantage.

Master Bill of Lading Maintenance

Master Bill of Lading Maint x

Go To Actions Copy Print Preview

Ship-From ID: PROTO QMS-PR Prototype Prod.
Master Bill: M1000-04.28.09

Ship-To/Dock: CU100 San Juan Bicicleta
561 Isla Verde Rd.

Shipping Group: Ground General Sales Shipments

Carrier: 00009001 Multi:

Document Format: MBOL

Ship Via:

FOB Point:

Mode of Transport: Truck

Carrier Shipment Ref:

Language: us

Vehicle ID:

Ship Date: 4/28/2009

Ship Time: 00:00

Arrive Date:

Arrival Time: 00:00

Comments:

BOL# from Carrier (tracking number)

Required Fields

QAD Proprietary AS-PS-280

Master Bill of Lading Maint

- Identified by:
 - Ship-from code
 - Master bill number
 - Ship-to code
- Next master bill number is automatically assigned and is defined in the Container/Shipper Control File 7.9.24
- Can assign a shipping group if global shipping functionality is activated
- The next frame lists bills of lading that have been added to this master bill
 - To add a shipper, press Add for the Add Shipper pop-up
- Choose a ship-from code and a shipper number; press Enter



Print Master Bill of Lading



QAD Proprietary

AS-PS-300

Print Master Bill of Lading

- Print the consolidated shipment documents

Standard Allocations and Shipping



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

Master Bill of Lading Print

QAD
Our Passion. Your Advantage.

Master Bill of Lading Print

Master Bill of Lading Print X

Go To Actions Copy Print Preview

Ship-From Site:	Proto	To:	Proto
Master Bill:	MBOL-1009-09	To:	MBOL-1011-09
Ship-To:	CU101	To:	CU101
Document Format:		To:	
Language:		To:	
Carrier:	UPS	To:	UPS

QAD Proprietary AS-PS-320

Master Bill of Lading Print

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



Process Invoices




QAD Proprietary


AS-PS-330

Process Invoices

Discussed in the following Training Guide: Sales Order Management



Standard Allocations and Shipping



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

QAD Proprietary AS-PS-340

Invoice Post and Print

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

Invoice Print

Invoice Post and Print x

Go To Actions Copy Print Preview

Sales Order: [] To: []

Ship Date: [] To: []

Daybook Set: [] To: []

Sold-To: [] To: []

Bill To: [] To: []

Language ID: [] To: []

GL Effective Date: 4/29/2009 Print GL Detail: []

Include Debit Invoices:

Include Credit Invoices:

Consolidate Invoices:

Correction Invoices:

Print Correction Invoice:

Print Invoice:

Blank sweeps all not previously posted

Invoice Post Output:

Invoice Print Output:

Batch ID: []

QAD Proprietary AS-PS-350

Posting and Printing an Invoice

- Each time you process a sales order shipment, QAD 2008 SE flags the sales order for invoicing
- After you verify the invoices, run Invoice Post (which updates Accounts Receivable and invoice history)
- If you process more than one shipment against a single SO before printing the invoice, that invoice includes all items shipped
- If you ship additional items after the invoice is printed but before it is posted, QAD 2008 SE flags it for reprinting
 - A new invoice replaces the original (which should be discarded), and includes the additional shipment



Standard Allocations and Shipping



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

QAD Proprietary

AS-PS-380

Standard Allocations and Shipping Process Summary



Course Overview

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

CHAPTER 5

Process Enhanced/Global Allocations and Shipping



Process Allocations and Shipping

In this section you learn how to:

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

QAD
Our Passion. Your Advantage.

Process Enhanced/Global Shipping



QAD Proprietary

AS-PG-020

Process Enhanced/Global Shipping



Global Allocations and Shipping



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

QAD Proprietary
AS-PG-030

Enhanced/Global Allocations and Shipping Life Cycle

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

Optional steps are noted as such.

New Steps in Enhanced/Global Shipping Process

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



Global Allocations and Shipping



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

QAD Proprietary
AS-PG-030

New Steps in Enhanced/Global Shipping Process

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

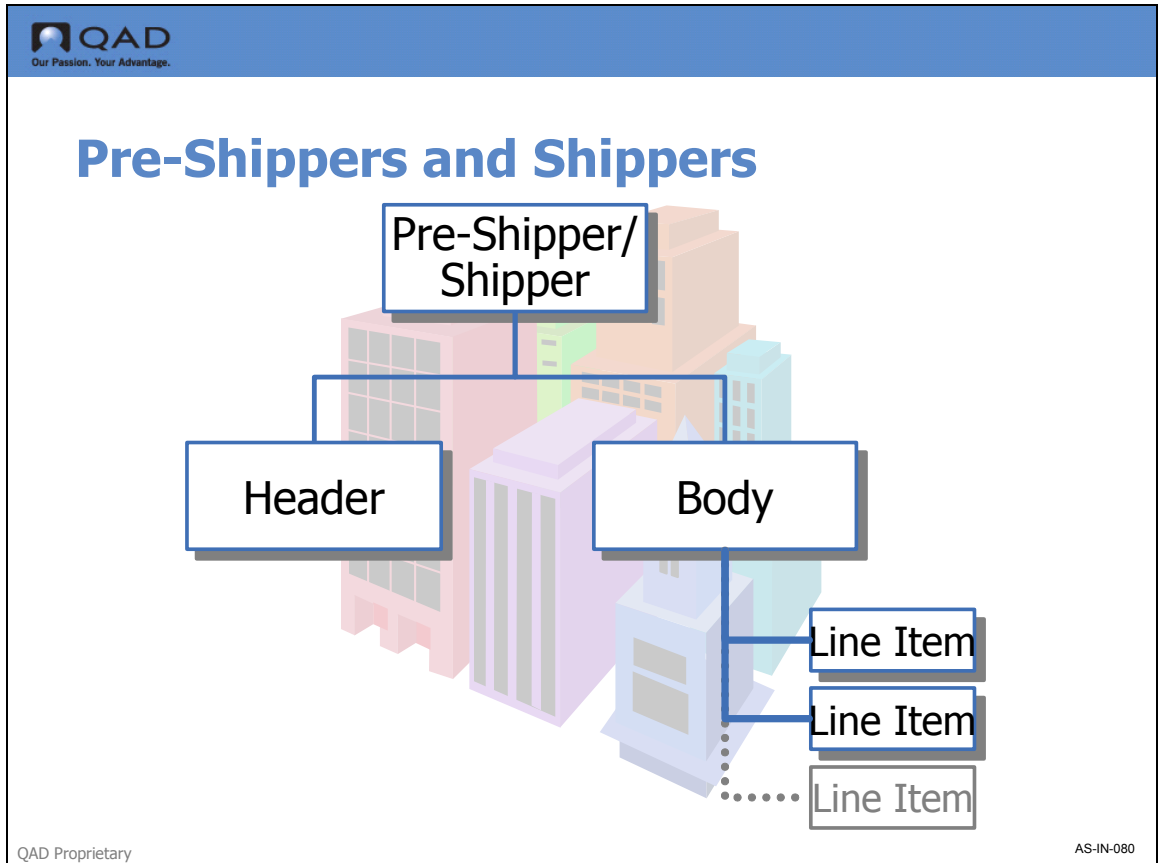
Optional steps are noted as such.

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



Create Picklist/Pre-Shipper

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



Pre-Shippers and Shippers

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


Our Passion. Your Advantage.

Global Allocations and Shipping



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

QAD Proprietary
AS-PG-060

Picklist/Pre-Shipper – Automatic

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

QAD
Our Passion. Your Advantage.

Picklist/Pre-Shipper - Automatic

Picklist/Pre-Shipper - Automatic X

Go To Actions Copy Print Preview

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

Sales Order: SO1005 To: SO1005

Ship-To: [] To: []

Language ID: [] To: []

Site: [] To: []

Address List Type: [] To: []

Item Number: [] To: []

Reference: [] To: []

Auto Allocation: Break on Maximum Weight: [0.00] []

Allocate Components: Break on Maximum Volume: [0.00] []

Ship Avail Qty for Kit: Include Packing List Comments:

Stage Open Quantities: Print Only Lines to Pick:

Override Partial OK Flag: Print Features and Options:

Use Containers: Print Packing List Comments:

Break on Sales Order: Create Pre-Shipper in SO UM:

Update: Form Code: [1] Output: []

Batch ID: []

QAD Proprietary AS-PG-070

Picklist/Pre-Shipper – Automatic

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

Global Shipping Process Exercises

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

Create Global Sales Orders

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

You should still have inventory of items 1000-00, 1500-10 and 1500-20 from an earlier activity. If not use Receipts Unplanned 3.9, to receive 500 of each item into location ProtoFgi.

1 Use Sales Order Maintenance 7.1.1 to create a Sales Order for 100 Chain Lube 100cc 1500-10 to customer CU101. Record the Sales Order number to refer to later.

a Enter the header information:

Order : [system assigned order number

(Record Sales Order Number Assigned : _____)

Sold-to : CU101

Bill-to : Accept default

Ship-to : Accept default

Site : PROTO

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

b Enter the line item information:

Item : 1500-10

Qty Ordered : 100

Create a Non-Sales Shipper

Instructions: You may need to ship products from your Prototype manufacturing site (PROTO) to your Test site (TEST). This is an inventory transfer transaction but if you use a common carrier you will want a shipping document. Create and print a non-sales shipper.

1 Use Shipping Group Maintenance 2.18.1

- Create a new shipping group INTRAPLT, with the description Intra-Plant Shipments.
- Set Master Bill Sequence to MBOL1
- Source Address: add PROTO and TEST
- Destination Address: add PROTO and TEST
- Set Inventory Movement Code to TSFR

Ship Seq : SHP1

Format : SHP

Carrier : 0009001

- Click Next then Back

2 Use Transfer - Single Item 3.4.1. Your database currently has item 1000-00 located at site PROTO. Transfer the products to your distribution site TEST.

Item Number : 1000-00

Qty : 10

Order Number : [enter the sales order from above]

From Site : PROTO

Location : ProtoFgi

To Site : TEST

Location : TestStk

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

Number : Press Enter for system assigned No

Inventory Move-
ment Code : TSFR

Carrier : default

[accept other fields at default]

(Record Shipper Number Assigned:) _____

c Accept all other defaults. Enter a Trailer comment:

170 ALLOCATIONS AND SHIPPING TRAINING GUIDE

Trailer Comments : Yes

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

d Set Output to PAGE to view the shipper.

Create Sales Pre-Shippers

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

- 1 Use Pre-Shipper/Shipper Workbench 7.9.2 to create a pre-shipper to ship the order. When the header information is accepted, the system assigns a shipping group based on the Ship-From and Ship-To/Dock sites entered. Enter the following header information:

Ship-From : PROTO

Pre-Shipper/Shipper : Pre-Shipper

Number : [leave blank]

Ship-To/Dock : CU101

(Record Pre-Shipper Number Assigned:) _____

Inventory Movement Code : INT-SALE

- a The system will find the appropriate Shipping Group
- b Set Multi to No. Click Next or Enter.
- c In the Shipper Workbench, select Insert from the Actions drop down menu. Select 1-Add Item from the add options, and click OK.
- d In the Item Information frame tab to the Sales Order field and use the lookup to find your sales order and line. Click Next.
- e In the Quantity field enter the quantity to be shipped, in this case 100. Click Next twice to return to the workbench. Here you could add more items or containers. In our case we are finished with adding items. Click Back.
- f In the Trailer Information frame you have an opportunity to add trailer comments. Click Next.
- g In the Print Shipper frame note the options; leave Assign Shipper Number un-checked to create a pre-shipper, click NEXT. Direct Output to Page and click Next.
- h Review the pre-shipper by directing output to page.



Modify Pre-Shipper/Shipper



QAD Proprietary


AS-PG-080

Modify Pre-Shipper/Shippers

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



Global Allocations and Shipping



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


QAD Proprietary AS-PG-090

Pre-Shipper/Shipper Workbench

- The system makes a distinction between pre-shippers and shippers
- If your business needs to number shipments consecutively:

Always create pre-shippers

Using Pre-Shipper/Shipper Print 7.9.4 transforms the pre-shipper into a shipper


Our Passion. Your Advantage.

Pre-Shipper/Shipper Workbench

Pre-Shipper/Shipper Workbench
Go To ▾ Actions ▾ Copy ▾ Print ▾ Preview ▾

Shipper Workbench


Level	Order Ln	Item Number	Quantity	UM	Container	Canc B/O
0	Pre-Shipper: PROTO/P1000-04.30.09 Ship-To: CU101					
.1	SO1005 1	1500-10	100.0	EA		no

Sales Order:	Line:	Order:	
Quantity: 1.0	UM:	Site:	Loc:
Qty Picked: 0.0		Lot/Serial:	
Net Weight: 0.0		Reference:	Type:
Tare Weight: <input type="text" value="100.0000000000"/>		Consume Req: <input type="checkbox"/>	ID:
Gross Weight: 100.0		Description:	
Volume: <input type="text" value="0.0"/>		Comments: <input type="checkbox"/>	Cancel B/O: <input type="checkbox"/>

QAD Proprietary
AS-PG-100

Pre-Shipper/Shipper Workbench

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

 QAD
Our Passion. Your Advantage.

Convert Pre-Shipper/Confirm Shipper



The illustration shows a computer monitor with a blue background. On the screen, there are three lines of text, each preceded by a document icon: 'SHIPPED', 'SHIPPED', and 'SHIPPED'. To the right of the monitor is a stack of three brown cardboard boxes, each with a shipping label and a barcode.

QAD Proprietary AS-PG-120

Convert Pre-Shipper/Confirm Shipper

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


Our Passion. Your Advantage.

Global Allocations and Shipping



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

QAD Proprietary
AS-PG-130

Pre-Shipper/Shipper Confirm

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

QAD
Our Passion. Your Advantage.

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm x

Go To Actions Copy Print Preview

Ship-From ID: PROTO QMS-PR Prototype Prod.
 Pre-Shipper/Shipper: Pre-Shipper
 Number: P1000-04.30.09

Ship-To/Dock: CU101 Tundra Trikes
 456 Snowhill Rd

Ship Date: 4/30/2009
 Effective Date: 4/30/2009

Vehicle ID:
 Ship Time: 00:00
 Arrive Date:
 Arrival Time: 00:00

Convert Pre-Shipper To Shipper
 Shipper Number: S1001-04.30.09

Convert Pre-Shipper to Shipper

QAD Proprietary AS-PG-140

Pre-Shipper/Shipper Confirm

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

QAD
Our Passion. Your Advantage.

Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm X

Go To Actions Copy Print Preview

Ship-From ID: PROTO QMS-PR Prototype Prod.

Pre-Shipper/Shipper Number: S1001-04.30.09

Ship-To/Dock: CU101 Tundra Trikes
456 Snowhill Rd

Ship Date: 4/30/2009
Effective Date: 4/30/2009

Post Invoice
Print Invoice
Daybook Set: train
Consolidate Invoices
Calculate Freight

Have all documents printed correctly
yes no

Confirmed Shipper = Shipped

QAD Proprietary AS-PG-150

Pre-Shipper/Shipper Confirm

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

 QAD
Our Passion. Your Advantage.

Print Sales Order Shipper



The illustration shows a printer on the left with a document labeled 'Shipper' being printed. To the right is a clipboard with a document also labeled 'Shipper'. The entire graphic is enclosed in a blue border.

QAD Proprietary AS-PG-160

Print Sales Order Shipper

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


Our Passion. Your Advantage.

Global Allocations and Shipping

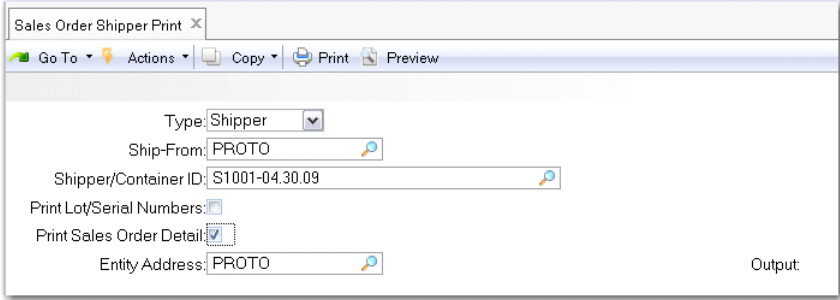


- ▲ Automatic/ Manual Allocations
- ▲ Available Kits to Ship
- ▲ Sales Order Packing List
- ▲ Print Labels
- ▲ Process Sales Order Shipments
- ▲ **Picklist/ Pre-Shipper Automatic**
- ▲ **Pre-Shipper/ Shipper Workbench**
- ▲ **Confirm Pre-Shipper/ Shipper**
- ▲ **Print Shipper**
- ▲ **Shipper Gateway**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

QAD Proprietary
AS-PG-170

Sales Order Shipper Print

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



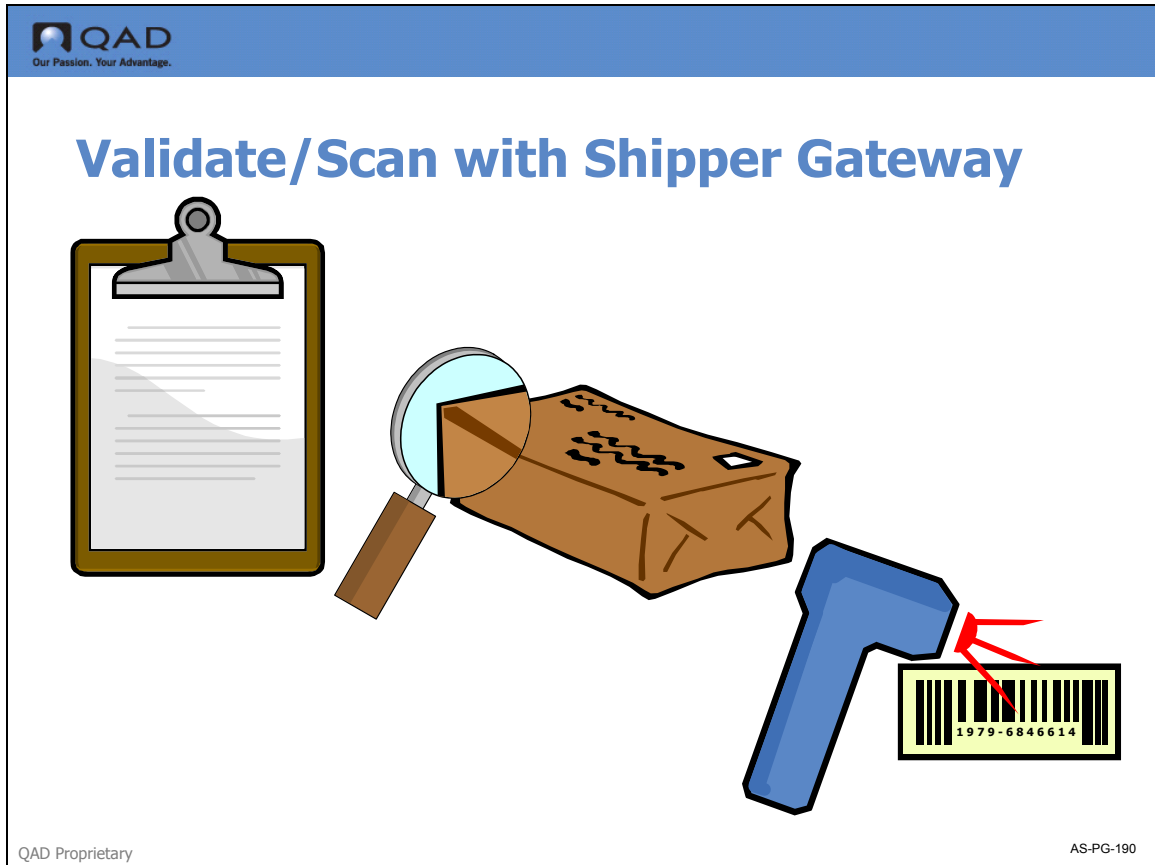
The screenshot shows a software window titled "Sales Order Shipper Print" with a standard menu bar (Go To, Actions, Copy, Print, Preview). The main area contains a form with the following fields and controls:

- Type: Shipper (dropdown menu)
- Ship-From: PROTO (text field with search icon)
- Shipper/Container ID: S1001-04.30.09 (text field with search icon)
- Print Lot/Serial Numbers:
- Print Sales Order Detail:
- Entity Address: PROTO (text field with search icon)
- Output: (text label)

QAD Proprietary AS-PG-180

Sales Order Shipper Print

- Normally prints allocated quantities



Validate/Scan with Shipper Gateway

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



Global Allocations and Shipping

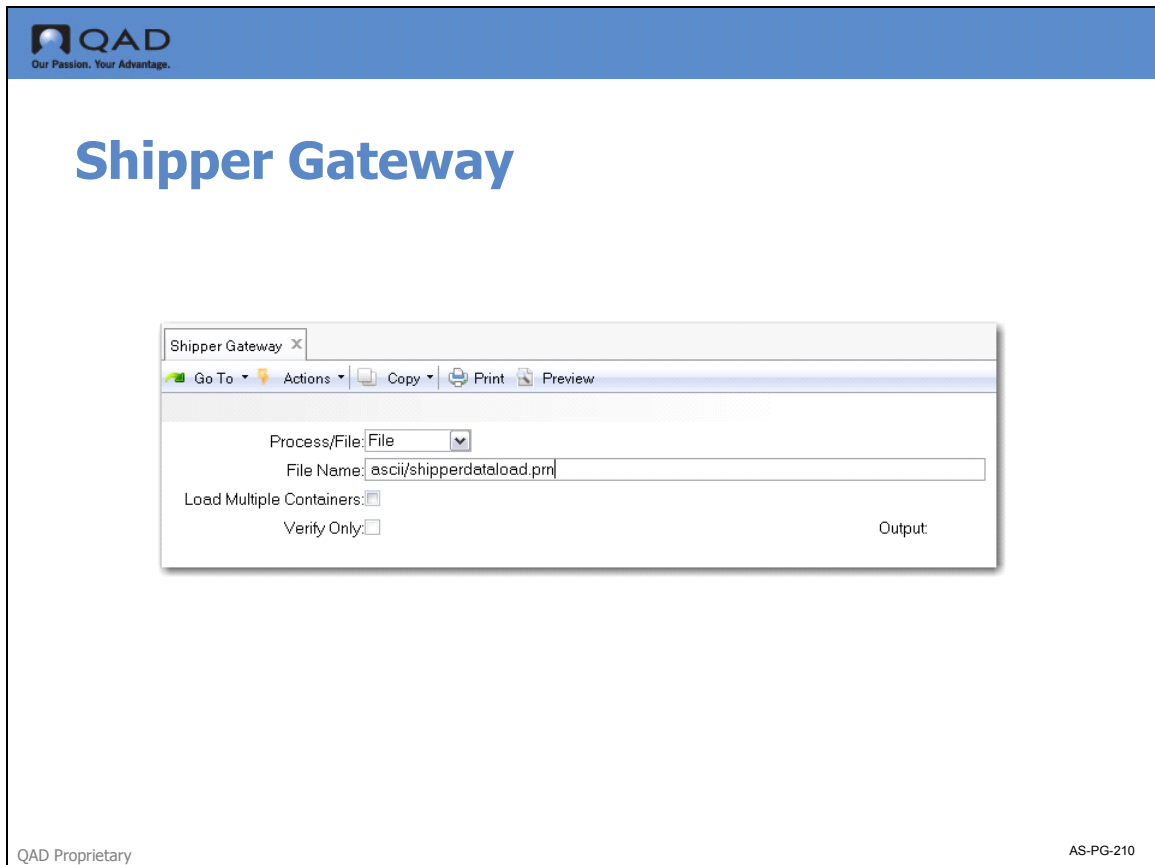


- ▲ Automatic/ Manual Allocations
- ▲ Available Kits to Ship
- ▲ Sales Order Packing List
- ▲ Print Labels
- ▲ Process Sales Order Shipments
- ▲ **Picklist/ Pre-Shipper Automatic**
- ▲ **Pre-Shipper/ Shipper Workbench**
- ▲ **Confirm Pre-Shipper/ Shipper**
- ▲ **Print Shipper**
- ▲ **Shipper Gateway**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

QAD Proprietary
AS-PG-200

Shipper Gateway

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



Shipper Gateway

- Type of input to be read, default = File

Process = only used with UNIX: Enables you to connect real-time processes with Shipper Gateway

Verify Only

- No = The picklists, shipper and container records will be validated, and stored in the database if they meet all validations
- Yes = The picklists, shippers and container records are only validated and are not stored in database



Unconfirm/Undo Shippers



QAD Proprietary

AS-PG-220

Unconfirm/Undo Shippers

- Unconfirm reverses confirmation
- Undo reverses the shipper number assignment


Our Passion. Your Advantage.

Global Allocations and Shipping




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

QAD Proprietary
AS-PG-230

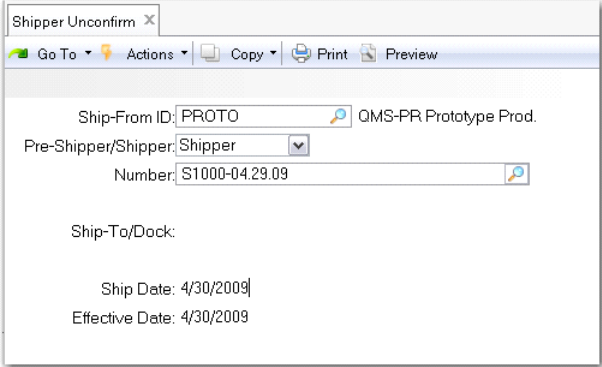
Unconfirm/Undo Shippers

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



QAD
Our Passion. Your Advantage.

Shipper Unconfirm



The screenshot shows a software window titled "Shipper Unconfirm". It features a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". The main area contains several input fields: "Ship-From ID" with the value "PROTO" and a search icon, "Pre-Shipper/Shipper" with a dropdown menu showing "Shipper", and "Number" with the value "S1000-04.29.09" and a search icon. Below these are labels for "Ship-To/Dock:", "Ship Date: 4/30/2009", and "Effective Date: 4/30/2009".

QAD Proprietary

AS-PG-240

Shipper Unconfirm

- The shipment must have been confirmed
 - Selection of the shipper must be permitted by both site and inventory movement security
 - The effective date must be in a valid open fiscal period for all entities, with inventory affected by the confirmed shipper
 - Sites and locations where the inventory was issued from must still exist
- When you unconfirm a shipper, the system performs the following actions
 - Reverses the movement of inventory
 - Reverses any automatic transfers
 - Creates IC and SO general ledger (G/L) transactions, reversing the G/L transactions

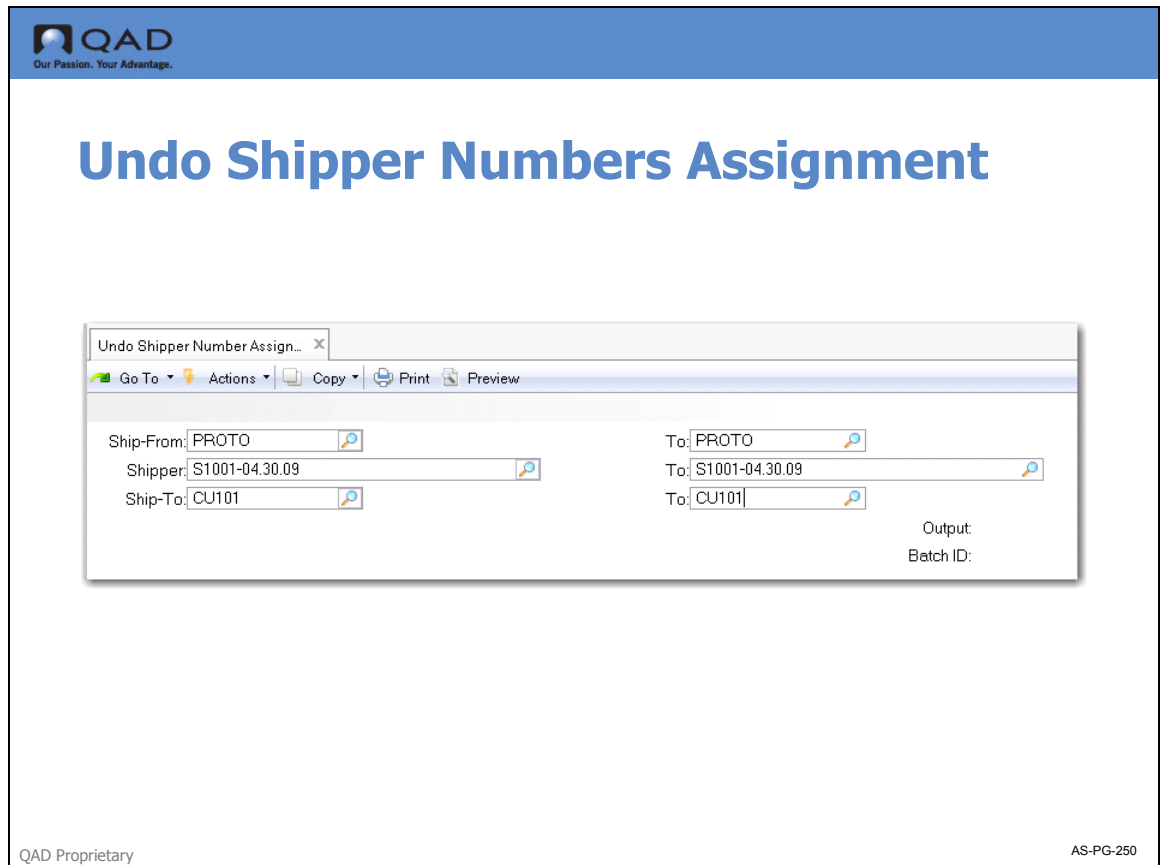
Reverses modifications to sales order fields updated at confirmation, including line item quantities, calculated freight charges included in the price, and schedule details

Updates the Materials Requirement Plan (MRP) to reflect items returned to inventory

Creates reversing entries to Global Tax Management History

Warning Some actions performed during or after unconfirm are not reversible

- Unconfirm does not fully populate all fields of re-created location and lot/serial records
If such information is required (for example, if the unconfirmed shipper is not intended to be reconfirmed), you must enter the information manually
- Unconfirm does not fully reverse changes to G/L average costs for line items
After the original confirmation, average costs could have been changed and recorded in various other transactions that are not reversible (for example, if other receipts or issues were made in that time period)
- Unconfirm does not reverse trailer amounts entered or modified during or following the original confirmation
- Unconfirm does not reverse the issue of any invoice numbers assigned during or following the original confirmation
You can edit the invoice number manually using Pending Invoice Maintenance 7.13.1



Undo Shipper Number Assignment

- Reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4

If you accidentally assign shipper numbers to picklists, you can use this function to undo the shipper number assignment

Restore the original picklist number, and change the type of the document from shipper to picklist again

You can reverse the shipper number assignment for unconfirmed shippers only

Global Shipping Process Exercises

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

Print the Sales Pre-Shippers and Assign the Shipper Numbers

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

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

Field	Value	Field	Value
Ship-From	DIST	To	DIST
Ship-To/Dock	400	To	400
Number	<i>Pre-shipper Number</i>	To	<i>Pre-Shipper Number</i>

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

Field	Value
Print Pre-Shippers/Shippers	Pre-Shipper
Assign Shipper Number	Yes

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

Field	Value
Include Printed Pre-Shippers/Shippers	Yes

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

(Record Shipper Number Assigned:) _____

Use Pre-Shipper/Shipper Print 7.9.4

Confirm Shippers

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

1 Confirm the shipper you created.

a Enter the following key fields, allowing the other fields to default:

Field	Value
Ship-From	DIST
Pre-Shipper/Shipper	Shipper
Number	<i>The assigned shipper number</i>
Ship-To/Dock	400
Post Invoice	Yes
Use Shipper Nbr for Inv Nbr	No
Consolidate Invoices	No

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

Use Pre-Shipper/Shipper Confirm 7.9.5



Review Global Allocations and Shipping



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

QAD Proprietary

AS-PG-260

Enhanced/Global Allocations and Shipping Process Summary



Course Overview

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

