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Enterprise Edition

Exercise Guide

Financials Fundamentals

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Chapter 1

EMEA Exercises

UI Navigation

- 1 Logon to QAD 2008 Enterprise Application with the credentials given by your instructor
 - a Familiarize yourself with the interface.
 - b Click on menu options and go down the menu tree.
 - c Open your inbox.
 - d Change the active workspace
- 2 Look for menu Sales Order Browse (remember the 3 options to search for a menu)
 - a Look for the menu number. Right-click on menu name, select Menu Properties.
 - b Add Sales Order Browse to your Favorites (drag&drop)
 - c Rename Sales Order Browse in your Favorites pane
- 3 Go to Sales Order Browse
 - a In the header, field 'Record per page' select "All"
 - b Click one heading to sort (e.g due date)
 - c Move columns to create a more sensible display (drag&drop)
 - d Try filtering the data, e.g. by item number (click on funnel icon)
 - e Right-click on a sales order number. Click on Sales Order Master and review record.
 - f Right-click on a column header. Select 'Show Group By Box'
 - g Drag&drop the 'Due Date' column header to this area. Click on a + sign to drill down.
 - h Drag&drop the 'Item Number' column header to this area
 - i In the menu bar, click 'Actions' - Export to Excel. Save to your desktop
 - j Review the create Excel worksheet. The grouping is preserved.
 - k Go back to the application. Records per page: select 10
 Click on 'Chart Designer'
 X Variable: Select 'Due Date'
 Y Variable: Select 'Qty Ordered'
 Chart type: Select Column Chart 3D
 Click 'Apply'
- 4 Go to GL Account Excel Integration
 - a Right-click and select 'Load Accounts'
 - b Right-click and select 'Columns'
 - c Select the columns that you would like to export. Deselect the ones you don't want to export

- d Right-click and select 'Export to Excel for Maintenance'.
- e Review the data. Look at row 2. It contains important information for the system to reload the data after maintenance. Don't modify the data on this row.
- f Now you could modify the data, and import it into the system. (Don't do it in this exercise to avoid creating issues in the Database that might prevent you to do the following exercises).

Daybook Setup

In this exercise, you will create an operational daybook that you will use as default for all Fixed Assets transactions. Then you will create a set of daybooks that you will use as defaults for sales orders by site.

Log in to EMEA-NL

- 1 Use Daybook Create (25.8.1.1) to create the following daybooks. Click Save and Create after each daybook, Save once you have created the last one.

Field	Daybook 1	Daybook 2	Daybook 3
Daybook Code	FA-DB	CIDB	CCNDB
Description	Fixed Assets	Customer Invoices	Customer Credit Notes
Daybook Type	Journal Entries	Customer Invoices	Customer Credit Notes
Layer Code	Primary	Primary	Primary
Daybook Control	Operational	Operational	Operational

Field	Daybook 4	Daybook 5
Daybook Code	ICDB2	CADB
Description	Intercompany	Customer Adjustments
Daybook Type	Journal Entries	Customer Adjustments
Layer Code	Primary	Primary
Daybook Control	Operational	Operational

- 2 Default Daybook Maintenance (25.8.4): set the daybook default for fixed assets transactions:

Field	Daybook 4
Transaction Type	FA
Document Type	<blank>
From Entity	EMEA-NL
To Entity	EMEA-NL
Daybook	FA-DB

Click Next to save, then Back to leave. Now Fixed Assets transactions are linked to your new daybook by default.

- 3 Next, define a default daybook set for site EMEA-NLN: In Sales Order Accounting Control (36.9.6), check the box for Use Daybook Set by Site.
- 4 Daybook Set by Site Maintenance (25.8.10), create a new daybook set for site EMEA-NLN. Click Next to go from screen to screen.

Field	Value
Daybook Set	NLN-DBS (NL North Daybook Set)
Site	EMEA-NLN
Copy from Site	<blank>

Field	Value
Invoice Daybook	CIDB
CN Daybook	CCNDB
Intercompany Daybook	ICDB2
Correction Invoices (Positive)	CIDB
Correction Invoices (Negative)	CCNDB
Correction Credit Notes (Positive)	CCNDB
Correction Credit Notes (Negative)	CIDB
Adjustment Daybook	CADB

Now any new customer created and attached to this site will be linked to the daybook set NLN-DBS.

Domain Setup

1 Corporate structure design

Design on paper the model of the company you want to set up the system for. Design the corporate structure.

Does your company have branches in other countries?

Do those branches use different currencies? Different GAAPs and chart of accounts? Different GL calendars?

Are customers and suppliers used across the branches or does each branch have its own set? Etc...

Note Keep in mind what you just learned about the data model when you design your corporate structure. Once done, map it to the system's data model to make the setup easier.

2 Prerequisites

Set up the basic data you need.

a Currencies

Go to Currency View (26.1.3). Verify that the currencies you need for your business (including your base and management currencies) exist. If needed, create additional currency codes in Currency Create (26.1.1).

Example: Verify that USD and EUR exist, otherwise create these codes.

b Shared set codes

Review the available shared sets codes in Shared Set View (36.1.1.3.3)

If needed, define additional shared set codes in Shared Set Create (36.1.1.3.1)

As an example, create a customer shared set for your Asia-Pacific branch's customers.

Field	Value
Shared Set Code	QMS-Cust-APAC
Shared Set Description	QMS Asia Pacific Customers
Shared Set Type	Customers
Active	Yes

c Address data

i. Verify that the country, state, county codes you need exist in the system by accessing the View menus (Country Code View, State Code View, County Code View). If needed create additional codes in Country Code Create, State Code Create and County Code Create.

ii. Create a business relation address for your entity in Business Relation Create (36.1.4.3.1). Later you will link it to an entity.

Example:

QMS CN

Quality Motion Sport China

JinMao Boulevard 1

339977 Shanghai

China

Tax Zone: CN

Internal Entity = Yes

Intercompany code = QMSCN

3 Domain and entity creation

- a** Use Domain Create (36.1.1.1.1). Name your domain(s) and fill in the fields as necessary, include link to shared sets (click on the binoculars to review available data)

Example:

Field	Value
Domain	QMSAPAC
Description	QMS Asia Pacific
Language Code	US
Base currency	USD

Link the following shared sets:

Shared Set Type	Shared Set Code
General Ledger	QMS-GL-EMEA
Customers	QMS-Cust-APAC
Suppliers	QMS-Supplier
Sub-Accounts	QMS-Subaccount
Cost Centers	QMS-CostCenter
Projects	QMS-Project
Daybooks	QMS-DB-EMEA
Exchange Rates	QMS-ExRate-US

Save the domain but do NOT set the “Setup Complete” field to yes. (Otherwise you would not be able to modify the data that you still need to set up.)

- b** Create a new entity in Entity Create (36.1.1.2.1). Fill-in all fields as required.

Example:

Field	Value
Code	QMS-CN
Business Relation	QMSCN
Domain	QMSAPAC

On the Shared Sets tab, note that the shared sets defined for the domain QMSAPAC are automatically displayed.

c Security set up

Use Domain/Entity Access Maintain (36.3.4) to give your user ID access to the newly created domain/entity.

User: enter your user ID. Then click apply.

A list of domains and entities displays. Select the box next to your domain/entity combination in the column titled Link. Click Save.

Use Role Membership Maintain (36.3.6.6) to update the superuser role:

Enter your user ID and Role: superuser and click apply.

A list of domains and entities displays. Select the box next to your domain/entity combination in the column titled Link. Click Save.

4 Verify data replication

- a Check the replication daemon status with Replication Daemon Monitor (36.14.16.8.3)
- b If necessary, use menus Replication Daemon Unconditional Stop (36.14.16.8.6), and Replication Daemon Start (36.14.16.8.4)

5 Complete domain setup

Use Domain Modify (36.1.1.1.2). Assign your newly created entity as the domain's primary entity.

In our example:

Field	Value
Domain	QMSAPAC
Primary Entity	QMS-CN
Cross company tab:	
Accounts Receivable GL Account	21100
Accounts Payable GL Account	24000
Inventory GL Account	21200
Manual Journal Entry GL Account	21300
Fixed Assets GL Account	21400

Set the "Setup Complete" field to Yes and save.

6 Other domain foundations setup

- a Create your GL calendar in Domain GL Period Create (25.4.1.1):

Field	Value
New Year	Current year
Copy from GL Calendar Year	Last Year

Click Save. Review the created periods. Save.

- b Set up default GL accounts in Domain/Account Control (36.9.24) as shown below and set the "Verify GL account" field to yes.

Customer & Supplier Setup (Invoice Status)

Set up some data required for sales, AR, purchasing and AP processes.

Log in to entity: EMEA-DE

Use Invoice status code create (36.1.11.1) to create two new invoice status codes:

Field	Value
Invoice Status Code	To-Approve
Description	To approve
Lock Payment	Yes
Invoice Approved	No
Allocation Status	Transient Allocation

Field	Value
Invoice Status Code	RM-Blocked
Description	Receiver Matching, payment blocked
Lock Payment	Yes
Invoice Approved	Yes
Allocation Status	Allocation
Receiver Matching	Yes

Customer Setup (Payment Status)

Log in to entity: EMEA-DE

Use Customer Payment Status Create (27.6.2.1) to create payment statuses for the payment instrument “draft”

Field	1st status value	2nd status values	3rd status values
Status	Initial	For Collection	Paid
Bank Account Code	12200	12200	12200
Daybook Code		ARPAY	ARPAY
GL Account		10100	10100
Default Value Days	0	0	0

Sales Process

In this exercise we will create and post customer invoices based on sales orders.

Use the following parameters where needed:

Field	Value
Entity	EMEA-DE
Sub-Account	Elec
Cost Center	default, or Adm
Intercompany	EMEADE
Site	EMEA-DEG
Location	30
Printer	PAGE

For all other fields choose data from the drop down list

Sales Order Maintenance

Sales Order Maintenance (7.1.1)

Step by step instructions:

- 1 Use Sales Order Maintenance (7.1.1) to create a sales order.

Press Enter on the Order field. Note the order number (needed for next step) _____
 Sold-To: CE3000 (FreeRide). Bill-To, Ship-To: default to Sold-To
 Press Enter/Next until you get to the Lines screen.

Field	Value
Ln	1
Item Number	80-100000-001
Site	EMEA-DEG
Qty Ordered	20
List Price	EUR 480

Note In this exercise, enter the List Price in that field. Do not use the Price List pop-up window.
 Press Enter to confirm the line; at line 2, press End Lines and then Trailer to go to the trailer.
 Press Next twice to confirm the order.

- 2 Use Sales Order Shipments (7.9.15) to ship all 20 units.

Pending Invoice Register

The screenshot shows two overlapping windows from the QAD software. The top window is titled 'Pending Invoice Register' and displays details for a sales order (HO-1) and its invoice (CE3000). It includes a table for 'Invoiced Tax' with columns for Item Number, UM, Sales, Sub-Acct, CC, Backorder TaxUsage, Price, Extended Price, and Extended Mar. The bottom window is titled 'Unposted Transaction Register' and shows a table of transactions with columns for User ID, Line, Account, Project, Entity, Description, Amount, Cur, and Daybook. Both windows show a summary of taxes and a 'Debit Total' of 7,723.10 EUR.

Field	Value
Order	Insert the order number created at step 1
Site	EMEA-DEG

Press Next.

Field	Value
Ln	1
Quantity	20

Press Enter, then Next.

“Display sales order lines being shipped”: yes.

“Is all information correct?”: yes

Review the trailer and press Next twice to save.

3 Review the ready to invoice sales order in Pending Invoice Register (7.13.2)

Field	Value
Order	Enter the sales order number from step 1
To	Re-enter the same number

(See example on the image above).

Operational Transaction Post

The screenshot shows the QAD Operational Transaction Post window. The main window displays a list of transactions with columns: Reference ID, Entered Date, Eff Date, Line, Account, Project, Entity, Description, and Amount. Two transactions are visible, both dated 08/07/08. A red box highlights the details of the second transaction (Reference ID IC080807000012). A detailed view of this transaction is shown in a separate window below, displaying the description, amount, currency, and daybook for each line item.

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount
IC080807000011	08/07/08	08/07/08	1	60000-ELEC		EMEA-DE	ISS-SO H0-1.1	7,021
			2	30000-ELEC		EMEA-DE	ISS-SO H0-1.1	-7,021
								0
IC080807000012	08/07/08	08/07/08	1	63000-ELEC		EMEA-DE	ISS-SO H0-1.1	702
			2	30000-ELEC		EMEA-DE	ISS-SO H0-1.1	-702
								0

Description	Amount	Cur	Daybook
ISS-SO H0-1.1	7,021.00	EUR	SOSHIP
ISS-SO H0-1.1	-7,021.00	EUR	SOSHIP
	0.00	EUR	
ISS-SO H0-1.1	702.10	EUR	SOSHIP
ISS-SO H0-1.1	-702.10	EUR	SOSHIP
	0.00	EUR	

- 4 Take a look at the created transactions using Unposted Transaction Register (25.13.14).

Field	Value
Entered Date	Today
To	Today

- 5 Use Operational Transaction Post (25.13.7) to post the sales order shipment. Limit posting to this type of transactions by using the daybook SOSHIP.

Field	Value
Daybook	SOSHIP
To	SOSHIP

Journal Entry View

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Journal Entry Browse for View

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (6)

Viewing 1 - 2 of 2 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code
2008	08	08/07/2008	SOSHIP	000000007	ISS-SO HO-1.1	Primary
2008	08	08/07/2008	SOSHIP	000000008	ISS-SO HO-1.1	Primary

Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/07/2008

Daybook Code: SOSHIP 000000007 Layer Type: OFFICIAL Save As Template: ☐

Description: ISS-SO HO-1.1 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
60000	COGS Material	Elec		ISS-SO HO-1.1	EUR	7,021.00	0.00
30000	Inventory	Elec		ISS-SO HO-1.1	EUR	0.00	7,021.00

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- 6 Review the GL transaction in Journal Entry View (25.13.1.3). Select transactions of daybook SOSHIP only.

Field	Value
Daybook Code	SOSHIP

Double-click on your transaction to review the posting details.

Invoice Post and Print



Invoice Post and Print
 QMS EMEA

08/07/08 05:25:45
Page:1

Sales Journal Reference: 2008/CINV000000001 AR Batch: 20
 Invoice Number Bill To Name Sold-To Name Slspn

 2008/CINV000000001 CE3000 FreeRide CE3000 FreeRide

 Sales Order: H0-1 Ship-To: CE3000 FreeRide Order Date: 08/07/08 PO:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	80-10000-001	EA	80000	ELEC		20.0 0.0	Yes H	480.00	9,600.00	1,876.90
Home Trainer HT-001										

Tax Type	Tax Description	Tax Class	Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
TEST		H		1,728.00	18.00%	9,600.00	0.00

Non-Taxable: 0.00 Currency: EUR Line Total: 9,600.00
 Taxable: 9,600.00 Tax Date: 08/07/08 Discount: 0.00
 Containers: 0.00 Service ID: 0.00
 Line Charges: 0.00

EUR Report Totals: 9,600.00 1,876.90



Invoice Post and Print
 QMS EMEA

08/07/08 05:25:45
Page:2

Sales Journal Reference: 2008/CINV000000001 AR Batch: 20

				Consolidated Dr		Consolidated Cr		
EMEA-DE	10000	Elec	08/07/08	11,328.00	.00	INVOICE	2008/CINV000000001	
EMEA-DE	10000	Elec	08/07/08	.00	.00	INVOICE	2008/CINV000000001	
				11,328.00				
EMEA-DE	17100	Gserv	08/07/08	.00	1,728.00	INVOICE	2008/CINV000000001	
					1,728.00			
EMEA-DE	80000	ELEC	08/07/08	.00	9,600.00	INVOICE	2008/CINV000000001	
					9,600.00			
				11,328.00	11,328.00			

QAD Proprietary

2008-EF-SP-190

- 7 Use Preview Invoice Print (7.13.3) to print a draft invoice for your sales order.

Field	Value
Sales Order	Enter your sales order number created at step 1
To	Re-enter the SO number

Click Next to confirm.

- 8 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.

Enter your sales order number to be selected for post and print.

A new window opens with the posting details.

After reviewing the posting details, close the window. In the first window, click Next to print your invoice. A new window opens with your invoice.

Invoice



Our Passion. Your Advantage.

Invoice Post and Print
Invoice Post and Print - 8/7/20...

INVOICE

Invoice: 2008/CINV000000001
Invoice Date: 08/07/08
Print Date: 08/07/08

Revision: 0
Page: 1

Bill To: CE3000
FreeRide
Bahnhofstrasse 170
Torgau 4860
GERMANY

Sold To: CE3000
FreeRide
Bahnhofstrasse 170
Torgau 4860
GERMANY

Sales Order: HO-1
Order Date: 08/07/08
Salesperson(s):
Credit Terms: 1M
1 month after end of month invoice date
Resale:
Remarks:

Ship Date: 08/07/08
Purchase Order:
Ship To: CE3000
Ship Via:
BOL:
FOB Point:

Item Number	UM	Shipped	Qty	B/O	Tax	Price	Extended Price
80-10000-001	EA	20.0	0.0	Yes		480.00	9,600.00
Home Trainer							
HT-001							

QAD Proprietary
2008-EF-SP-200

Invoice Taxes and Freight



INVOICE
 Invoice: 2008/CINV000000001
 Invoice Date: 08/07/08 Revision: 0
 Print Date: 08/07/08 Page: 2

Bill To: CE3000
 FreeRide
 Bahnhofstrasse 170
 Torgau 4860
 GERMANY

Sold To: CE3000
 FreeRide
 Bahnhofstrasse 170
 Torgau 4860
 GERMANY

Item Number	UM	Shipped	Qty	B/O Tax	Price	Extended Price
80-10000-001		** Cont **				

Tax Type Description	Tax Class	Tax Amount	Tax Rate	Taxable
TEST	H	1,728.00	18.00%	9,600.00

Non-Taxable: 0.00	Currency: EUR	Line Total: 9,600.00
Taxable: 9,600.00	0.00%	Discount: 0.00
Tax Date: 08/07/08	Service 10 :	0.00
Containers: 0.00	Freight 20 :	0.00
Line Charges: 0.00	Special 30 :	0.00
	Total Tax:	1,728.00
	Rounding Trailer Amount:	0.00
	Total:	11,328.00

QAD Proprietary
2008-EF-SP-210

Customer Invoice View

Customer Invoice Browse for V... Customer Invoice - View

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CE3000 FreeRide

Posting 2008/CINV000000001 08/07/2008 TC Invoice Amount 11,328.00 EUR

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CE3000 Business Relation FreeRide FreeRide

Type Invoice Invoice Date 08/07/2008 Batch Number 20

Description

TC Invoice Amount 11,328.00 EUR

Exchange Rate 1.0000000000

Scale Factor 1.0000000000

BC Invoice Amount 11,328.00 EUR

Sub-Account Elec

Year 2008 08

Daybook Code CINV 000000001

Posting Date 08/07/2008

Tax Point Date 08/07/2008

Taxable ☒

Tax Excluded ☐

Invoice Status Code 000

Open ☒

Selected ☐

Print

QAD Proprietary 2008-EF-SP-220

9 Take a look at the customer invoice in Customer Invoice View (27.1.1.3)

Look for your customer number (CE3000 (FreeRide)) in the browse and double-click it to select it. Click search to display the invoices for the this customer. You can use other browse filters to further target your search.

CI Posting Tab

Customer Invoice Posting - View

Go To Actions Tools Attach Print Preview

Attachments

Customer Code: CE3000 FreeRide

Posting: 2008/CINV000000001 08/07/2008 TC Invoice Amount: 11,328.00 EUR

General Addresses Financial Info Operational Info Tax CI Posting Comments

Year: 2008 08 Posting Date: 08/07/2008

Daybook Code: CINV 000000001 Layer Type: OFFICIAL Save As Template: ☐

Description: Template Code:

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
80000	Elec		Posted Invoice	EUR	0.00	9,600.00
10000	Elec		Posted Invoice	EUR	11,328.00	0.00
17100	Gserv		Posted Invoice	EUR	0.00	1,728.00

QAD Proprietary 2008-EF-SP-230

Review the invoice posting on the CI Posting tab.

10 Run the following reports for both the sales order shipment posting and the customer invoice posting:

- a** GL Transaction Report (25.15.1.1)
- b** GL Transactions Audit Log (25.15.1.9)
- c** GL Transactions By Daybook (25.15.1.4)

Use filter criteria to make your search easier (daybook, customer, date...)

Sales Order Maintenance


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Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Header Details Tax Info Freight Data Salesperson Delivery Consignment Comments

Order: 10034
Sold-To: CE3000
Bill To: CE3000
Ship-To: CE3000

Sold-To

FreeRide
Bahnhofstrasse 170

Torgau
GERMANY

Ship-To

FreeRide
Bahnhofstrasse 170

Torgau
GERMANY

Order Date: 8/11/2008

Required Date:

Promise Date:

Due Date: 8/12/2008

Perform Date:

Pricing Date:

Purchase Order:

Remarks:

Original Invoice: 2008/CINV000000002
Original Number: 10038
Reason For Correct:

Project:

Org Inv:

Language:

Fixed Price: ☒

Credit Terms:

Site:

Credit Terms Interest %: 0.00

Reprice: ☐

QAD Proprietary

2008-EF-ARP-300

Sales Flow Variant - Customer Invoice/Correction Invoice

In this exercise, you will learn to create and post a correction invoice.

Use the following parameters where needed/where they do not default:

Entity: EMEA-DE

Site: EMEA-DEG

Location: 30

Sub-account: use Elec

Cost center: use the default one else use adm

Intercompany code: EMEADE

All other fields: use the drop down list and choose from this list

Printer = PAGE

- 1 Use Sales Order Maintenance (7.1.1) to create a sales order
 Note the sales order number (needed for next step) _____
 Customer: CE3000 (FreeRide)
 Item: 80-10000-001
 Quantity: 20
 Unit price: 500 EUR
- 2 Use Sales Order Shipments (7.9.15) to ship all 20 units of the sales order created in (1)
- 3 Use Operational Transaction Post (25.13.7) to post the sales order shipment. Fill in daybook SOSHIP
- 4 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.
- 5 Now you notice that you did not use the correct pricing and need to do an adjustment. Use Sales Order Maintenance (7.1.1) to create a new sales order and link it to the sales order created in step (1)
 Customer: CE3000
 Item: 80-10000-001
 Quantity: 20
 Unit price: 480

Sales Order Shipments

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Sales Order Shipments

Sales Order Shipments
Go To
Actions
Copy
Print
Preview
Attach

Order: 10034
 Effective: 8/11/2008

Ship Allocated: ☒
 Ship Picked: ☒

Sold-To: CE3000
 FreeRide

Site:

Sales Order Line Items						
Ln	Item Number	T	Qty Alloc	Qty Picked	To Ship	Backorder Site
1	00-10000-001		20.0	0.0	20.0	0.0 EMEA-DEG
2	00-10000-001		-20.0	0.0	-20.0	0.0 EMEA-DEG

Line:
 Quantity:
 Item Number:
 Description:

Cancel B/O: ☐

Site:
 Lot/Serial:
 Reference:

Loc:
 Multi Entry: ☐

Sales Order Shipments (7.9.15)

QAD Proprietary
2008-EF-ARP-320

- 6 Use Sales Order Shipments (7.9.15) to ship all 20 units of the sales order created in step 5.
- 7 Take a look at Pending Invoice Register (7.13.2)
- 8 Take a look at Sales Order Shipped not Invoiced (7.15.20)
- 9 Take a look at Unposted Transaction Inquiry (25.13.13)
- 10 Use Operational Transaction Post (25.13.7) to post the sales order shipment. Limit transactions to post to sales order shipments by entering daybook code SOSHIP
- 11 Take a look at Journal Entry View (25.13.1.3) for daybook SOSHIP

Invoice Post and Print

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Invoice Post and Print

Invoice Post and Print

Go To Actions Copy Print Preview

Sales Order: 10034 To: 10034

Ship Date: To:

Daybook Set: To:

Sold To: To:

Bill To: To:

Language ID: To:

GL Effective Date: 8/11/2008 Print GL Detail:

Include Debit Invoices:

Include Credit Invoices:

Consolidate Invoices:

Correction Invoices:

Print Correction Invoice:

Print Invoice:

Invoice Post and Print (7.13.4)

QAD Proprietary 2008-EF-ARP-330

- 12 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.



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Invoice Post and Print
Invoice Post and Print - 8/11/2...



QMS EMEA

08/11/08 05:26:30
Page: 1

Sales Journal Reference: 2008/CCN000000001 AR Batch: 25

Invoice Number	Bill To Name	Sold-To Name	Slspn
2008/CCN000000001	CE3000 FreeRide	CE3000 FreeRide	

Sales Order: 10034 Ship-To: CE3000 FreeRide Order Date: 08/11/08 P0:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	80-10000-001	EA	80000	ELEC		20.0	Yes H	480.00	9,600.00	1,876.90
	Home Trainer HT-001					0.0				
2	80-10000-001	EA	80000	ELEC		-20.0	Yes H	500.00	-10,000.00	-2,276.90
	Home Trainer HT-001					0.0				

Tax Type	Tax Description	Tax Class	Tax Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
	TEST		H	-72.00	18.00%	-400.00	0.00

Non-Taxable: 0.00 Currency: EUR Line Total: - 400.00
Taxable: -400.00 Discount: 0.00
Tax: -72.00
Cont: 0.00
Line C: 0.00

EUR Report Totals: -400.00 -400.00



QMS EMEA

08/11/08 05:26:30
Page: 2

Sales Journal Reference: 2008/CCN000000001 AR Batch: 25

Consolidated Dr	Consolidated Cr
EMEA-DE 10000 Elec 08/11/08 .00	472.00 INVOICE 2008/CCN000000001
EMEA-DE 10000 Elec 08/11/08 .00	.00 INVOICE 2008/CCN000000001
EMEA-DE 17100 Gserv 08/11/08 72.00	472.00
EMEA-DE 80000 ELEC 08/11/08 .00	.00 INVOICE 2008/CCN000000001
EMEA-DE 80000 ELEC 08/11/08 10,000.00	9,600.00 INVOICE 2008/CCN000000001
	.00 INVOICE 2008/CCN000000001
	10,000.00
	9,600.00
	10,072.00

7.13.4 Invoice Post and Print soivpst.p

- 13 Take a look at the customer invoice using Customer Invoice View (27.1.1.3)
- 14 Run the following reports for both the sales order shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)

 QAD

Sales Order Maintenance

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Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Header Lines **Trailer**

▶ **Trailer** ▶ Tax Info ▶ Trailer Information

Header

Order: 10035
Sold-To: CE3000
Bill To: CE3000
Ship-To: CE3000

Trailer

Non-Taxable:	0.00	Currency: EUR	Line Total: 18,000.00
Taxable:	18,000.00	0.00%	Discount: 0.00
Tax Date:		Service	10 200.00
Containers:	0.00	Freight	20 0.00
Line Charges:	0.00	Special	30 0.00
View/Edit Tax Detail:			Total Tax: 3,240.00
			Total: 21,240.00

Sales Order Maintenance (7.1.1)

QAD Proprietary
2008-EF-ARP-360

Sales Flow Variant - Service Fees/Trailer Charges

Create and post customer invoices based on sales order with price change

Use the following parameters (if needed):

- Entity: EMEA-DE
- Site: EMEA-DEG
- Location: 30
- Sub-account: use Elec
- Cost center: use the default one else use adm
- Intercompany code: EMEADE
- All other fields: use the drop down list and choose from this list
- Printer = PAGE

1 Create a sales order as follows

Note order number (needed for next steps) _____

Customer: CE3000

Item: 80-10000-001

Quantity: 40

Unit price: 450 EUR

(trailer) Service fee: 200 EUR

2 Ship all 40 units of the sales order created in (1) using Sales Order Shipments (7.9.15).

Pending Invoice Maintenance

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Pending Invoice Maintenance

X
Pending Invoice Maintenance

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

▶ Trailer
▶ Tax Info
▶ Trailer Information

Order: 10035
Sold-To: CE3000
Bill To: CE3000
Ship-To: CE3000

Non-Taxable:	100.00	Currency: EUR	Line Total:	17,000.00
Taxable:	17,000.00	0.00%	Discount:	0.00
Tax Date: 8/11/2008		Service	10	100.00
Containers:	0.00	Freight	20	0.00
Line Charges:	0.00	Special	30	0.00
			Total Tax:	3,060.00
			Total:	20,160.00

View/Edit Tax Detail: ☐

Pending Invoice Maintenance (7.13.1)

QAD Proprietary
2008-EF-ARP-370

3 Change the unit price and service fee using Pending Invoice Maintenance (7.13.1)

Customer: CE3000

Item: 80-10000-001

Quantity: 40

Unit price: 425 EUR

(Trailer) Service fee: 100 EUR

Sales Order Shipped not Invoiced

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Sales Order Shipped not Invoiced

Sales Order Shipped not Invoic...
Sales Order Shipped not Invoic...

Sales Order Shipped not Invoiced

QMS EMEA

Site: EMEA-DEG

Sales Order: 10032 Sold-To: CE3000 Ship-To: CE3000 Bill To: CE3000 Ship Date: 08/11/08 Channel:

Ln	Item Number	Shipper	T Due Date	Qty Ordered	Qty Shipped	Qty to Invoice	Extended Amount
1	80-10000-001		08/12/08	20.0	20.0	20.0	9,600.00
2	80-10000-001		08/12/08	-20.0	-20.0	-20.0	-10,000.00

Sales Order: 10035 Sold-To: CE3000 Ship-To: CE3000 Bill To: CE3000 Ship Date: 08/11/08 Channel:

Ln	Item Number	Shipper	T Due Date	Qty Ordered	Qty Shipped	Qty to Invoice	Extended Amount
1	80-10000-001		08/12/08	40.0	40.0	40.0	17,000.00

Site Total: 16,600.00

Report Total: 16,600.00

End of Report

Sales Order Shipped not Invoiced (7.15.20)

QAD Proprietary
2008-EF-ARP-380

- 4 Take a look at Sales Order Shipped not Invoiced (7.15.20)
- 5 Post the sales order shipment using Operational Transaction Post (25.13.7). Fill in daybook SOSHIP

Operational Transaction Post

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Operational Transaction Post

Operational Transaction Post
Operational Transaction Post-...

Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amount	Cur	Daybook
08/11/08	08/11/08	1	60000-ELEC		EMEA-DE	ISS-SO 10035.1	14,042.00	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	-14,042.00	EUR	SOSHIP
							0.00	EUR	
08/11/08	08/11/08	1	63000-ELEC		EMEA-DE	ISS-SO 10035.1	1,404.20	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	-1,404.20	EUR	SOSHIP
							0.00	EUR	
08/11/08	08/11/08	1	60000-ELEC		EMEA-DE	ISS-SO 10035.1	-14,042.00	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	14,042.00	EUR	SOSHIP
							0.00	EUR	
08/11/08	08/11/08	1	63000-ELEC		EMEA-DE	ISS-SO 10035.1	-1,404.20	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	1,404.20	EUR	SOSHIP
							0.00	EUR	
08/11/08	08/11/08	1	60000-ELEC		EMEA-DE	ISS-SO 10035.1	14,042.00	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	-14,042.00	EUR	SOSHIP
							0.00	EUR	
08/11/08	08/11/08	1	63000-ELEC		EMEA-DE	ISS-SO 10035.1	1,404.20	EUR	SOSHIP
QAD	08/11/08	2	30000-ELEC		EMEA-DE	ISS-SO 10035.1	-1,404.20	EUR	SOSHIP
							0.00	EUR	

QAD Proprietary
2008-EF-ARP-390

- 6 Take a look at Journal Entry View (25.13.1.3) for daybook SOSHIP
- 7 Print the draft invoice for the sales order created in (5) using Invoice Print Preview (7.13.3)
- 8 Post and print the customer invoice using Invoice Post and Print (7.13.4)
- 9 Take a look at the customer invoice using Customer Invoice View (27.1.1.3)
- 10 Run the following reports for both the sales order shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)

Sales Flow Variant - Credit Note

Use the following parameters (if needed):

Entity: EMEA-DE

Sub-account: use Elec

Cost center: use the default one else use adm

Intercompany code: EMEA-DE

Site: EMEA-DEG

Location: 30

Invoice status code: C-OK

Not taxable

Daybooks: CIM (invoice), CCNM (CN)

All other fields: use the drop-down list and choose from this list

Printer = PAGE

Customer Invoice Create

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Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code: CE4000 Leer Bike City

Posting: 2008/000000000 08/13/2008 TC Invoice Amount: 2,380.00 EUR

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code: CE4000 Business Relation: Leer Bike City

Type: Invoice Invoice Date: 08/13/2008 Batch Number:

Description: HD inv vs cn

TC Invoice Amount: 2,380.00 EUR

Exchange Rate: 1.000000000

Scale Factor: 1.000000000

BC Invoice Amount: 2,380.00 EUR

Sub-Account: Elec

Year: 2008 08

Daybook Code: CIM 000000002

Project:

Cost Center:

Posting Date: 08/13/2008

Tax Point Date: 08/13/2008

Taxable: ☐

Tax Excluded: ☐

Invoice Status Code: C-OK

Open: ☒

Selected: ☐

Customer Invoice Create (27.1.1.1)

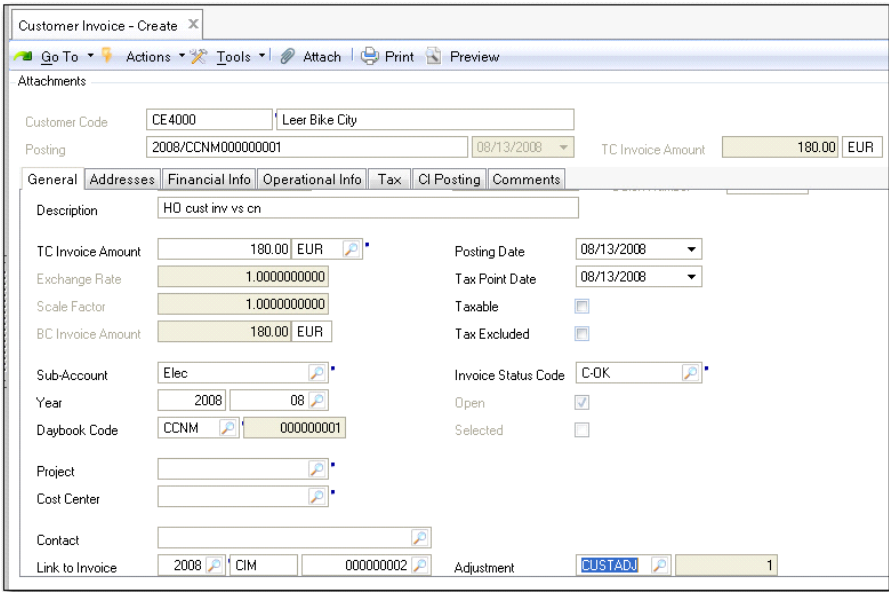
QAD Proprietary 2008-EF-ARP-400

11 Use Customer Invoice Create (27.1.1.1) to create a customer invoice

Customer: CE4000 Leer Bike City

Total value: 2380 EUR

Create a Customer Invoice Type Credit Note



Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-ARP-410

12 Use Customer Invoice Create (27.1.1.1) to create a customer invoice type credit note

Customer: CE4000 Leer Bike City

Total value: 180 EUR

Link it to the invoice created in the previous step. Enter the number in the Link to Invoice field.

Take a look at Journal Entry View (25.13.1.3) for each daybook

Take a look at the customer invoice using Customer Invoice View (27.1.1.3)

Take a look at the Customer Activity Dashboard (27.18.1)

AR Payment

Log in to entity: EMEA-DE

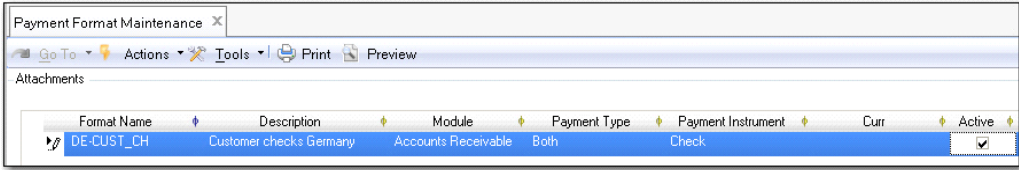
When not specified in the exercise, use the following data when needed:

- Sub-account: Gserv
- Cost Center: Adm
- Intercompany Code: QMSDE
- SAF structure & SAF: choose any from the lookup list

Payment Format Maintenance


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Payment Format Maintenance



Payment Format Maintenance (25.11.1)

QAD Proprietary
2008-EF-ARP-420

- 1 Use Payment Format Maintenance (25.11.1) to create a new payment format.

Code: DE-CUST_CH

Description: Customer checks Germany

Module: Accounts Receivable

Payment type: both

Payment instrument: check

Active: yes

Bank Payment Format Link

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Bank Payment Format Link

Bank Payment Format Link (25.11.2)

QAD Proprietary
2008-EF-ARP-430

- 2 Use Bank Payment Format Link (25.11.2) to link the newly created payment format DE-CUST-CH to the current bank account (300209000001112223)

Customer Modify

Customer Modify (27.20.1.2)

- 3 Use Customer Modify (27.20.1.2) to add the combination of the payment format DE-CUST_CH and the own current bank account to the banking tab of customer CE1500 Comic Bikes UK
 - Default: yes
 - Bank format: XX
 - Bank account number: NA
 - Own bank account number: 300209000001112223
 - Payment format: DE-CUST_CH
- 4 Use Customer Payment Status Create (27.6.2.1) to set up the payment statuses for checks, with following values:
 - Payment instrument: Check
 - Status: Initial
 - Bank account code: 12200
 - Daybook code:
 - GL account:
 - Payment instrument: Check
 - Status: For collection
 - Bank account code: 12200

Daybook code: ARPAY

GL account: 10100

Payment instrument: Check

Status: Paid

Bank account code: 12200

Daybook code: ARPAY

GL account: 10100

Customer Invoice Create

Customer Invoice Create

QAD
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Customer Invoice Create

Customer Invoice Create x

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CE1500 Comic Bikes Uk

Posting 2008/CIM000000002 08/13/2008 TC Invoice Amount 1,500.00 EUR

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CE1500 Business Relation Comic Bikes Uk Comic Bikes Uk

Type Invoice Invoice Date 08/13/2008 Batch Number

Description Misc. Items

TC Invoice Amount 1,500.00 EUR Exchange Rate 1.0000000000 Scale Factor 1.0000000000 BC Invoice Amount 1,500.00 EUR

Posting Date 08/13/2008 Tax Point Date 08/13/2008

Sub-Account Mech Year 2008 08 Daybook Code CIM 000000002 Project Cost Center

Customer Invoice Create x

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CE1500 Comic Bikes Uk

Posting 2008/CIM000000002 08/13/2008 TC Invoice Amount 1,500.00 EUR

General Addresses Financial Info Operational Info Tax CI Posting Comments

Credit Terms Code 2M Due Date 10/31/2008 Staged

Expected Payment Date Discount Due Date 08/13/2008

CN Payment Allowed Payment Reference

Entity Code Validation Bank Account No Own Bank Number Payment Format Payment Instru

EMEA-DE XX NA 300209000001112223 DE-CUST_CH Check

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-ARP-450

- 5 Use Customer Invoice Create (27.1.1.1) to create a customer invoice for customer CE1500.

Description: Misc. items

Amount: 1500

Currency: EUR

Invoice status code: C-OK

Non taxable

Daybook: CIM

Customer Payment Create

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Customer Payment Create

Customer Payment - Create

Attachments

Posting Date: 08/13/2008

Balance

Amount to Allocate: 1,500.00 CR

 Balance: 0.00 CR

Amount Allocated: 1,500.00 DR

Prepay

Filter

Search Criteria for Invoices

Customer: CE1500
 Business Relation Code: Comic Bikes UK
 Payment Reference (Inv/Pay No):
 Shipper:
 Group Name:
 Year/Daybook/Voucher: 0 0
 Amount: 0.00 EUR
 Operators/Margin: = 0.00

Include

All Entities

Apply

Business Relati	Invoice/Payme	Reference	Shipper	Due Date	Disc	Invoi	Balance	Cur	F	TC Alloc
Comic Bikes	Invoice	2008/CIM/00000000		10/31/2008	08/13/	08/13/	1,500.00	D	EUR	☒

Customer Payment Create (27.6.4.1)

QAD Proprietary 2008-EF-ARP-460

- 6 Use Customer Payment Create (27.6.4.1) to record the check payment of 1500 EUR for customer CE1500. Allocate this check to the customer invoice that was created in the previous section (5).

Customer: CE1500

Amount: 1500

Currency: EUR

Reference: CH001

Status: For collection

Customer Activity Dashboard

The screenshot shows the QAD Customer Activity Dashboard. At the top, there's a header with the QAD logo and the tagline "Our Passion. Your Advantage." Below this, the title "Customer Activity Dashboard" is displayed in large blue font. The main interface includes a toolbar with options like "Go To", "Actions", "Tools", "Attach", "Print", and "Preview". A section for "Attachments" contains input fields for "Customer Code" (CE1500), "Business Relation" (Comic Bikes Uk), and "Name" (Comic Bikes Uk). An "Entity" dropdown menu is open, showing options: "CONS-EMEA", "EMEA-DE" (selected), and "EMEA-NL". Below this, there are tabs for "Credit Details", "Activity", "Invoices", "Payments", and "Comments". The "Activity" tab is active, showing a date range from "05/15/2008" to "08/13/2008" and a status of "All". A table with columns for "Invoice Number", "Invoice Date", "Due Date", "Discount Due Date", "Open", "Curr", "TC Open Amount", and "BC Original An" is displayed. The first row shows an invoice for "2008/CIM/2" dated "08/13/2008" with a due date of "10/31/2008" and a status of "Open". Below this, a "Payment Reference" table shows a payment "CH001" dated "08/13/2008" with a "TC Payment Original Amount" of "1,500.00" and a "TC Original Amount" of "1,500.00".

Customer Activity Dashboard (27.18.1)

QAD Proprietary 2008-EF-ARP-470

- 7 Use Customer Payment View (27.6.4.3) and have a look at the entered customer payment. Select Customer in the Browse to view the payment
- 8 Use Customer Activity Dashboard (27.18.1) and take a look at both the customer invoice and the customer payment
- 9 Use Customer Payment Mass Change (27.6.4.5) to change the status of the check from for collection to paid

Field	Value
Posting Date	Enter your invoice posting date
Customer Code	CU1500
Change Status	Yes
New Status for Selected Rows	Paid

After entering your customer number, click Add.All payments for this customer display.

Select your payment in the grid, and click Save.

Journal Entry View

Journal Entry View

The screenshot displays the QAD Journal Entry View (25.13.1.3) interface. It shows two overlapping windows, each with a header bar containing 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview' buttons. The main area is titled 'Attachments' and contains fields for Year (2008), Month (08), Posting Date (08/13/2008), Daybook Code (ARPAY), Layer Type (OFFICIAL), Description (Check 2008/000000001), Template Code, Original Posting Reference, Sequence Number (000000000), and checkboxes for Save As Template, Replacement, and Reversal.

The bottom window shows a table of journal entries with the following columns: GL Account, GL Description, Sub-Account C, Cost, Description, Trans Curr, BC Debit (EUR), and BC Credit (EUR). The entries are as follows:

GL Account	GL Description	Sub-Account C	Cost	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
10100	Customer PIP	Mech		Check 2008/000000001	EUR	1,500.00	0.00
10000	Accounts Receivable	Mech		Misc. Items	EUR	0.00	1,500.00

The top window shows a similar table with the following entries:

GL Account	GL Description	Sub-Account C	Cost	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
10100	Customer PIP	Mech		Check 2008/000000001	EUR	0.00	1,500.00
12200	Current bank acco			Check 2008/000000001	EUR	1,500.00	0.00

Journal Entry View (25.13.1.3)

QAD Proprietary 2008-EF-ARP-490

10 Use Journal Entry View (25.13.1.3) to review the postings generated in the ARPAY daybook.

Usage Customization

- 1 Open Cost Center Trans Summary Report (25.15.3.1)
- 2 Select Tools / Manage Filter Fields. Experiment adding and removing fields for selection, reordering them (right mouse click on a field name), adding initial values (check variables from the drop-down list).
- 3 Note that initial values must be in the appropriate format for the specific field.
- 4 Select Tools / Report Options. Experiment changing the formatting. Select whether you want the filter criteria to appear on the report output or not.
- 5 Select Variant - Save As to store your changes.
- 6 Leave the report (close window), and reopen it. Select your variant.

Supplier Setup (Payment Status)

Log in to entity: EMEA-DE

Use Supplier Payment Status Create (28.9.1.1.1) to create payment statuses for the payment instrument Check

1 Status: Initial

Bank GL account: 12200

Daybook code: <blank>

Supplier Payment Account: <blank>

Value days: <blank>

2 Status: For Collection

Bank GL account: 12200

Daybook code: APPAY

Supplier Payment Account: 15100

Value days: <blank>

3 Status: Paid

Bank GL account: 12200

Daybook code: APPAY

Supplier Payment Account: 15100

Value days: <blank>

Purchasing Process

Purchase Order Maintenance (5.7)

QAD Proprietary 2008-EF-PP-100

Process a supplier invoice for goods received

Unless stated otherwise, use entity US-WEST and accept default values.

- 1 Use Purchase Order Maintenance (5.7) to create 2 Purchase Orders with the following Data:

Field	Value
Purchase Order Number	HO-PO1
Supplier	S00100 (100%Pure)
Ship-To	EMEA-DEG
Site	EMEA-DEG
Item	1000 MT of 10-10000-001
Purchase Order Number	HO-PO2
Supplier	S01200 (BMW)
Ship-To	EMEA-DEG
Site	EMEA-DEG
Item	1 Memo item for 250 EUR

- 2 Use Purchase Order Receipts (5.13.1) to receive both purchase orders completely.

Operational Transaction Post

The screenshot displays the QAD Operational Transaction Post interface. The main window shows a list of transactions with columns for Entered Date, Eff Date, Line, Account, Project, Entity, Description, Amount, Cur, and Daybook. The transactions are for the year 2008, dated 08/07/08, and are posted to the RCT-PO HO-P01 and RCT-PO HO-P02 accounts.

Overlaid on the main window are two smaller windows showing the Journal Entry View. The top window shows the Journal Entry Browse for View screen, which includes a search bar and a table of results. The bottom window shows the Journal Entry - View screen, which displays the details of a specific transaction, including the GL Account, GL Description, Sub-Account C, Cost Ce, Description, Trans Cur, BC Debit (EUR), and BC Credit (EUR).

QAD Proprietary 2008-EF-PP-110

3 Use Operational Transaction Post (25.13.7) to post the unposted transactions to the GL and verify the result in GL using Journal Entry View (25.13.1.3).

- Daybook: Only select PORCT
- Try changing the columns selected and the order of the columns to make the Journal Entry View (25.13.1.3) more useful for you

Supplier Invoice Create

Supplier Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S00100 100% Pure Reference: INV-PO1

Posting: 2008 / 8 / SINV / 2 08/07/2008 TC Invoice Amount: 23,010.00 EUR

General Addresses Financial Info Tax SI Posting Matching Posting

Supplier Code: S00100 Business Relation: 100% Pure 100% Pure

Reference: INV-PO1 Description: INV-PO1 S00100

PO Number: HO-PO1

Registration Number: 36

Invoice Type: Invoice

Daybook Code: SINV 000000002

Year: 2008 08

Posting Date: 08/07/2008

Invoice Date: 08/07/2008

Invoice Amount: 23,010.00 EUR

Change Rate: 1.000000000

Invoice Amount: 23,010.00 EUR

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☒

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-PP-120

- 4 Use Supplier Invoice Create (28.1.1.1) to create a Supplier Invoice for the received materials with the following data:

Field	Data
Supplier:	S00100
Reference:	INV-PO1
Amount:	23,010 EUR (1000*19.50 (price var. of 0.30) + 18% VAT)
Invoice Status Code:	999
Purchase Order No:	HO-PO1
Daybook:	SINV

Check out the other tabs especially SI Posting and Matching

Receiver Matching - Create

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Supplier Invoice x Receiver Matching - Create x

Go To Actions Tools Attach Print Preview

Attachments

Matching Data

Date: 08/07/2008 Year/Pd: 2008 08 Daybook: SIREC 000000000

Invoice: 2008 SINV 000000002 Invoice Type: Invoice

Reference: INV-PO1 Supplier Code: S00100 100% Pure

Registration Number: 0000000036 Invoice Status Code: 111 Status: Finished

Pending Invoice Filter

>>>

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Me
☒		10-10000-001		1,000.00	19.80000	19,800.00	1,000.00	19.80000	
	☒	Taxable							
		Tax Class							
		Tax Usage							
		Tax Env							
		H							
		DE-VAT							

Supplier Invoice x Receiver Matching - Create x

Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Matched Amount	Finished
	10-10000-001		1,000.00	19.80000	19,800.00	1,000.00	19.60000	19,600.00	☒
	Tax Usage								
	Tax Env								
	DE-VAT								

Matching Overview

<<< To Match: 19,500.00 Matched: 19,600.00 Difference: -100.00 EUR

Manual Posting Update Invoice Amount Save and Create Invoice Save and Create Save Close

QAD Proprietary 2008-EF-PP-130

On the Matching tab

- Experiment with adding and removing purchase orders
- When done experimenting, select Matching button

5 In the Receiver Matching Create window, match the receipt of HO-PO1 with the invoice.

Field	Value
Status	Finished
Order	Be sure to also have HO-PO1 here (possible to change purchase order list here)
Qty Invoiced	1000
Price Invoiced	19.60 EUR introducing a 0.20 price variance

Supplier Invoice Matching

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Receiver Matching - Create

Attachments

Year: 2008 08 Posting Date: 08/07/2008

Daybook Code: SIREC 000000001 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/08/SIREC Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
60500	Material Rate Var	Gserv		AP Matching: 2008/	EUR	0.00	100.00

Matching Overview Advanced

	Amount Without Taxes	Taxes Accrued at Receipt, Usage		Taxes Accrued at Invoice		Manual Posting	Total
		Recoverable	Non-Recover	Recoverable	Non-Recover		
To Match	19,500.00	0.00	0.00	NA	0.00	NA	19,500.00
Matched	19,600.00	0.00	0.00	NA	0.00	-100.00	19,500.00
Difference	-100.00	0.00	0.00	0.00	0.00	100.00	0.00 EUR

Manual Posting Update Invoice Amount Save and Create Invoice Save and Create Save Close

QAD Proprietary
2008-EF-PP-140

Use the Manual Posting functionality to post (credit) the remaining difference (100 EUR) to account 60500. Click on the Manual Posting button to access it.

Supplier Invoice Create

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-PP-150

- 6 Use Supplier Invoice Create (28.1.1.1) to create a supplier invoice for the received memo item with the following data:

Field	Value
Supplier:	S01200
Reference:	INV-PO2
Amount:	250 EUR (no taxes)
Invoice Status Code:	999
Purchase Order No.:	HO-PO2
Daybook:	SINV

Check out the other tabs especially SI Posting and Matching

Receiver Matching - Create

Supplier Invoice x Receiver Matching - Create x

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Me
☒		Memo-1		1.00	250.00000	250.00	1.00	250.00000	
☒		Taxable							
		Tax Class							
		Tax Usage							
		Tax Env							
		H							
		DE-VAT							

Matching Overview

<<< To Match 250.00 Matched 250.00 Difference 0.00 EUR

Manual Posting Update Invoice Amount Save and Create Invoice Save and Create Save Close

QAD Proprietary 2008-EF-PP-160

On the Matching tab

- Experiment with adding and removing POs
- When done experimenting, select Matching button

Match the receipt of HO-PO2 with the invoice

Field	Value
Status:	Finished
Order:	Make sure to have HO-PO2 here.

It is possible to change purchase order list here.

Field	Value
Qty Invoiced:	1
Price Invoiced:	250 EUR

Supplier Invoice View

Supplier Invoice - View

Supplier Code: S00100 | 100% Pure | Reference: INV-P01

Posting: 2008 / 8 / SINV / 2 | 08/07/2008 | TC Invoice Amount: 23,010.00 EUR

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

Year: 2008 | 08 | Posting Date: 08/07/2008

Daybook Code: SIREC | 000000001 | Layer Type: OFFICIAL | Save As Template: ☐

Description: AP Matching: 2008/08/SIREC | Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
60500	Material Rate Var	Gserv		AP Matching: 2008/	EUR	0.00	100.00
19600	PO Receipts	Mech		AP Matching: 2008/	EUR	19,800.00	0.00
77400	AP Rate Variance	Mech		AP Matching: 2008/	EUR	0.00	200.00
19500							

Supplier Invoice - View

Supplier Code: S01200 | BMW | Reference: INV-P02

Posting: 2008 / 8 / SINV / 3 | 08/07/2008 | TC Invoice Amount: 250.00 EUR

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

Year: 2008 | 08 | Posting Date: 08/07/2008

Daybook Code: SIREC | 000000002 | Layer Type: OFFICIAL | Save As Template: ☐

Description: AP Matching: 2008/08/SIREC | Template Code:

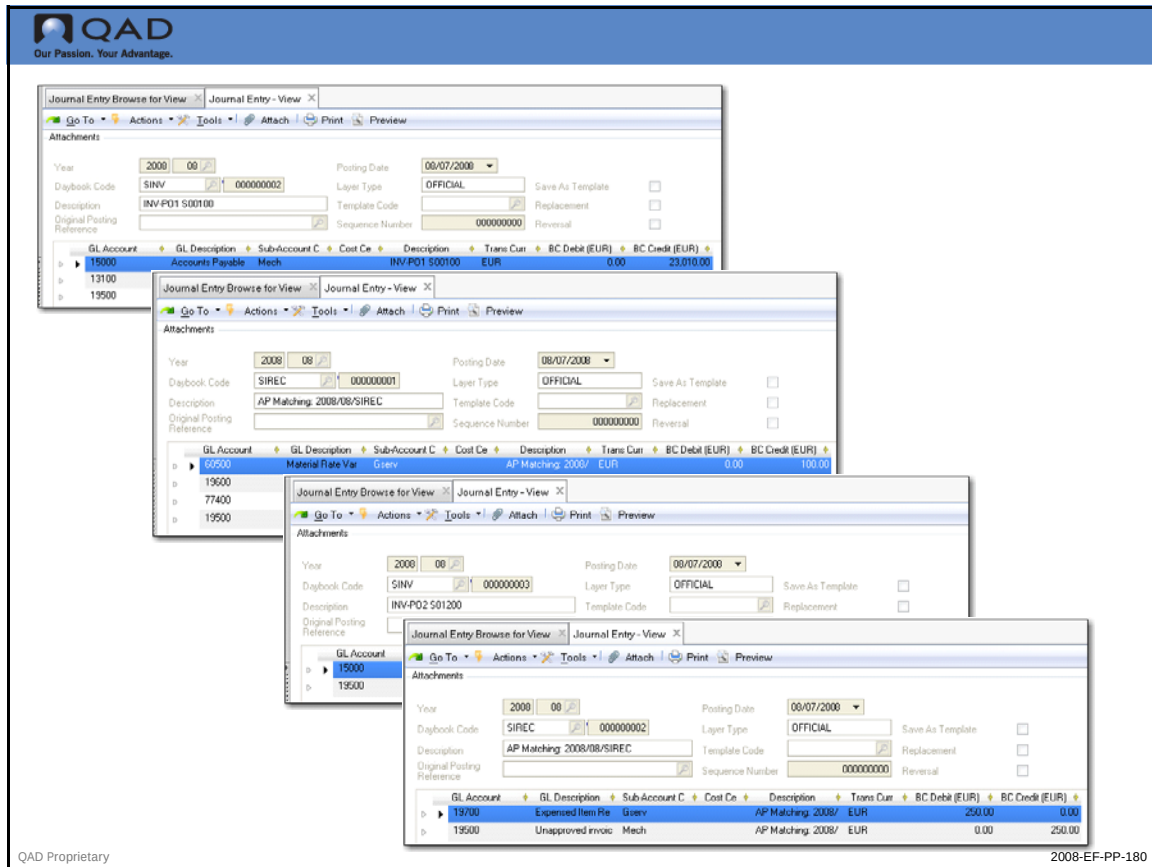
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19700	Expensed Item Re	Gserv		AP Matching: 2008/	EUR	250.00	0.00
19500	Unapproved invoic	Mech		AP Matching: 2008/	EUR	0.00	250.00

QAD Proprietary | **Supplier Invoice View (28.1.1.3)** | 2008-EF-PP-170

7 Use Supplier Invoice View (28.1.1.3) to review the invoices after the matching

Try changing the columns selected and the order of the columns to make the view more useful for you.

Journal Entry View



- 8 Use Journal Entry View (25.13.1.3) to review the GL Postings created by the Invoice and the Matching

Try changing the columns selected and the order of the columns to make the view more useful for you.

Tip Add “External Invoice Reference” to the grid INV-PO1

Purchasing - Alternative Flows

Practice how to:

- Process a supplier invoice for goods received
- Execute a receiver matching
- Create a reversal/replacement of a supplier invoice/receiver matching

Unless stated otherwise:

- Use workspace entity: EMEA-DE

- Accept default values

1 Use Purchase Order Maintenance (5.7) to create 1 purchase order.

Field	Value
Purchase Order Number	PO1-R
Supplier	S00100
Ship-To	EMEA-DEG
Site	EMEA-DEG
Item	1000 MT of 10-10000-001

Purchase Order Receipt


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Purchase Order Receipt

Purchase Order Receipts X

Go To Actions Copy Print Preview

Order: PO1-R	Supplier: S00100	Status:	Packing Slip:
Non-Taxable:	0.00	Currency: EUR	Line Total: 19,800.00
Taxable:	19,800.00		Total Tax: 3,564.00
Tax Date: 8/12/2008			Total: 23,364.00
View/Edit Tax Detail: ☐			

Purchase Order Receipts (5.13.1)

QAD Proprietary
2008-EF-APP-170b

- 2 Use Purchase Order Receipts (5.13.1) to receive the purchase order completely.

Supplier Invoice Create

Supplier Invoice Create

Supplier Code: S00100 | 100% Pure | Reference: P01-R

Posting: 2008 / 8 / SINV / 2 | 08/12/2008 | TC Invoice Amount: 23,010.00 EUR

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

Supplier Code: S00100 | Business Relation: 100% Pure | 100% Pure

Reference: P01-R | Description: P01-R S00100

PQ Number: P01-R

Registration Number: 35

Invoice Type: Invoice

Daybook Code: SINV | 000000002

Year: 2008 | 08

Posting Date: 08/12/2008

Invoice Date: 08/12/2008

TC Invoice Amount: 23,010.00 EUR

Exchange Rate: 1.000000000

BC Invoice Amount: 23,010.00 EUR

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☒

Matching | Save and Create | Save | Close

Supplier Invoice Create (28.1.1.1)

QAD Proprietary | 2008-EF-APP-170c

3 Use Supplier Invoice Create (28.1.1.1) to create a Supplier Invoice for the received materials.

Field	Value
Supplier	S00100
Reference	P01-R
Amount	23,010 EUR 1000*19.50 (price var. of 0.30) + Tax (3 510)
Invoice Status Code	999
PO Nr.	P01-R
Daybook	SINV

Check out the other tabs especially SI Posting and Matching, on the Matching tab

- Experiment with adding and removing POs
- When done experimenting, select Matching button

Match the Invoice

QAD Proprietary

2008-EF-APP-170d

- 4 Use the matching button to match the receipt of PO1-R with the invoice.

Field	Value
Status	Finished
Order	Make sure to also have PO1-R here
Qty Invoiced	1000
Price Invoiced	19.50 EUR introducing a 0.30 price variance

Supplier Invoice Reverse

Supplier Invoice Browse for Re...

Search (9)

Supplier Code equals s00100

Business Relation equals

Year equals 2008

Daybook Code equals

Voucher equals

Posting Date equals 08/12/2008

Viewing 1 - 1 of 1

Records per page: 100

Supplier Business Relation Code Inv Date Refen

S00100 100% Pure 08/12/2008 P01-R

Summaries:

Supplier Invoice - Reverse

Attachments

Supplier Code S00100 100% Pure

Posting 2008 / 8 / SINV / 2

Invoice Date 08/12/2008 Reference P01-R

Description P01-R S00100

TC Invoice Amount 23,010.00 EUR

Reverse With Invoice Correction

Year 2008 8

Posting Date 08/12/2008

Reverse Daybook SICOR 3

Adjustment Daybook SUPADJ 1

Description P01-R S00100

Create Replacement ☒

Reverse Close

Supplier Invoice Reverse (28.1.1.11)

QAD Proprietary 2008-EF-APP-170e

- Go to menu Supplier Invoice Reverse (28.1.1.11) and reverse & replace the invoice created in (3) and change the amount in the replacement supplier invoice into 23 364 EUR

Choose “Yes”

Change the TC invoice amount from 23 010 to 23 364, choose “Yes” and then click on the matching button.

Choose “no” and fill in the purchase order number PO1-R in the Order grid and scroll down to the bottom of the screen.

Supplier Invoice View

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Supplier Invoice Browse for Vi. X

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

Search [8]

Supplier Code equals S00100 Reference starts at PO1-R Business Relation equals Year equals Posting Date equals 08/12/2008 Open equals

Viewing 1 - 3 of 3 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	TC Invoice Amount (CR)	Curr	Daybook Code
S00100	100% Pure	08/12/2008	PO1-R	0.00	23,010.00	EUR	SINV
S00100	100% Pure	08/12/2008	PO1-R	0.00	-23,010.00	EUR	SICOR
S00100	100% Pure	08/12/2008	PO1-R	23,364.00	23,364.00	EUR	SINV

Summary:

The Original Supplier Invoice

Supplier Invoice Browse for Vi. X Supplier Invoice - View X

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code S00100 100% Pure Reference PO1-R

Posting 2008 / 8 / SINV / 2 08/12/2008 TC Invoice Amount 23,010.00 EUR

General Addresses Financial Info Tax SI Posting Matching Posting

Year 2008 08 Posting Date 08/12/2008

Daybook Code SIREC 000000001 Layer Type OFFICIAL Save As Template

Description AP Matching: 2008/08/SIREC Template Code

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19600	PO Receipts	Mech		AP Matching: 2008/	EUR	19,800.00	0.00
77400	AP Rate Variance	Mech		AP Matching: 2008/	EUR	0.00	300.00
19500	Unapproved invoice	Mech		AP Matching: 2008/	EUR	0.00	19,500.00

Supplier Invoice View (28.1.1.3)

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- 6 Use Supplier Invoice View (28.1.1.3) to review the GL Postings created by the Matching for original, reverse and replace.

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Supplier Invoice Browse for Vi... **Supplier Invoice - View**

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S00100 100% Pure Reference: P01-R

Posting: 2008 / 8 / SICOR / 3 08/12/2008 TC Invoice Amount: -23,010.00 EUR

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 08 Posting Date: 08/12/2008

Daybook Code: SIREC 000000005 Layer Type: OFFICIAL Save As Template: ☐

Description: P01-R S00100 Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19600	PO Receipts	Mech		AP Matching: 2008/	EUR	-19,800.00	0.00
77400	AP Rate Variance	Mech		AP Matching: 2008/	EUR	0.00	-300.00
19500	Unapproved invoice	Mech		AP Matching: 2008/	EUR	0.00	-19,500.00

The Reversal Supplier Invoice

Supplier Invoice Browse for Vi... **Supplier Invoice - View**

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S00100 100% Pure Reference: P01-R

Posting: 2008 / 8 / SINV / 3 08/12/2008 TC Invoice Amount: 23,364.00 EUR

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 08 Posting Date: 08/12/2008

Daybook Code: SIREC 000000006 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/08/SIREC Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19600	PO Receipts	Mech		AP Matching: 2008/	EUR	19,800.00	0.00
19500	Unapproved invoice	Mech		AP Matching: 2008/	EUR	0.00	19,800.00

The Replacement Supplier Invoice

QAD Proprietary 2008-EF-APP-170i

AP Payment - Prepayment

- Create and process an individual Supplier Payment
- Create and process Supplier Prepayments

Unless stated otherwise:

- use workspace entity: EMEA-DE
- accept default values

1 Create a Supplier Invoice (28.1.1.1) for travel expenses

Field	Value
Supplier	S06500 Polska Travel
Reference	PT0707
Amount	1100.00 EUR
Invoice Status Code	OK2PAY (approved, allocated, free to pay, no receiver matching)
Daybook	SINV

Not taxable

GL account: 40000 Travel expenses

Cost center: adm

Supplier Payment - Create

The screenshot displays the QAD 'Supplier Payment - Create' interface. It features several overlapping windows. The primary window shows search criteria for invoices, including Supplier (S06500), Business Relation (Polska Travel), and Amount to Allocate (1,500.00). A smaller window in the foreground shows the payment details, such as Supplier (S06500), Bank Account (12200), Payment Instrument (Check), Amount (1,500.00 EUR), Due Date (08/12/2008), and Status (For Collection). Another window shows the business relation details, including Business Relation (Polska Travel), Supplier (S06500), Invoice Description (urgent payment PT0707), Sub-Account (Gserv), Project, and Cost Center.

2 Create a Supplier Payment (28.9.3.1)

Field	Value
Payment Type	Check
Status	For Collection
Supplier	S0600
Reference	Urgent payment PT0707
Amount	1500 EUR

Allocate the payment fully to invoice PT0707

Create a Prepayment for 400 Euro with description "Prepayment PT0808"

Supplier Payment Browse

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Supplier Invoice Browse for Vi... X

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (1)

Supplier Code equals S06500 Search Clear All

Viewing 1 - 2 of 2 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	Curr	Due Date	Description
S06500	Polska Travel	08/12/2008	PT0707	0.00	EUR	09/30/2008	PT0707 s06500
S06500	Polska Travel	08/12/2008	payment	400.00	EUR	08/12/2008	payment

Summaries: Sum = 400.00

Supplier Payment Browse for... X

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (12)

Supplier Code equals Business Relation Code equals Payment Instrument equals Format Name equals Status equals Year/Number equals 2008

Viewing 1 - 1 of 1 Records per page: 100

Supplier	Business Relation Code	Format Name	Amount	Curr	Reference	Status	Year
S06500	Polska Travel	DE-CHEQUE	1,500.00	EUR	Urgent payment PT0707	For Collection	2008

QAD Proprietary 2008-EF-APP-310c

- 3 Use Supplier Invoice Browse (28.1.1.3) to see the effect of this payment on the Supplier sub-ledger for S06500.
- 4 Use Supplier Payment Browse (28.9.3.3) to review the payment created.

Journal Entry Browse

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Journal Entry Browse for View

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (2)

Posting Date equals 08/12/2008

Daybook Code equals APPAY

Viewing 1 - 1 of 1 Records per page: 100

Year GL Period Posting Date Daybook Code Voucher Description Layer Code

2008 08 08/12/2008 APPAY 000000001 Check 2008/000000001 Primary QAD

Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year 2008 08 Posting Date 08/12/2008

Daybook Code APPAY 000000001 Layer Type OFFICIAL Save As Template

Description Check 2008/000000001 Template Code Replacement

Original Posting Reference Sequence Number 000000000 Reversal

GL Account	GL Description	Sub-Account C	Cost	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
15000	Accounts Payable	Gserv		Check 2008/000000001	EUR	400.00	0.00
15100	Payment In Proce	Gserv		Check 2008/000000001	EUR	0.00	1,500.00
15000	Accounts Payable	Gserv		Check 2008/000000001	EUR	1,100.00	0.00

Journal Entry View (25.13.1.3)

QAD Proprietary 2008-EF-APP-310d

- 5 Use Journal Entry View (25.13.1.3) to review the GL Postings created by the Supplier Payment create (28.9.3.1).

Use Daybook APPAY

AP Payment - Electronic

- Create, modify, confirm and execute AP payment selections (Electronic transfer)
- Register the payment in the bank

Unless stated otherwise:

- Use workspace entity: EMEA-DE
- Accept default values

1 Use Supplier Payment Selection (28.9.4.1) to create a Supplier Payment Selection

Code: PAYMENT-1

GL Account: 12200

Account Number: Select the bank account with DE-DTAUS-AP payment format

Relation type: Supplier

Use Apply and Clear button to experiment with various selection criteria

Try different “Set Selected” values

Finally select following Invoices

- Supplier S00100 (100%Pure)
 - External number RCT-PO1003b

Supplier S01200 (BMW)

- External number BMW-0307
- External number BMW-0407

Payment Selection Modify

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Payment Selection Modify

Payment Selection Browse for...
Payment Selection - Modify

Go To
Actions
Tools
Attach
Print
Preview

Attachments

Code: PAYMENT1
Account: 12200
Current Balance: 8,050.00 EUR
Status: Initial
Account Number: 300209000001112223
Total: 25,205.00 EUR
Execution Date: 08/12/2008
Pay Format: DE-DTAUS-AP
Number of Lines: 3

Details
Logging

Set Selected: All
Ref Due Date: 08/12/2008
Visible Items: Show All

Payment Group
Business Relation
Relation Type: Supplier
All Entities
View Invoices without Banks

Currency
Sub-Account Code
Intercompany: Both
Country Code
Group Name

Business Relation

+ Business Relation: 100% Pure (1 item)
- Business Relation: BMW (2 items)

Sel	Business Relat	Relation Code	Type	Internal Number	External Number	TC Open Amount	D	TC Pa
☐	BMW	S01200	Invoice	2007/000000006	BMW0307	1,100.00	CR	
☒	BMW	S01200	Invoice	2007/000000007	BMW0407	2,000.00	CR	

Payment Selection Modify (28.9.4.2)

QAD Proprietary 2008-EF-APP-310f

2 Use Payment Selection Modify (28.9.4.2) to modify PAYMENT-1

Remove following Invoices from selection:

Supplier S01200

External number BMW-0307

Payment Selection Confirm

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Payment Selection Confirm

Payment Selection Browse for...
Payment Selection - Confirm

Go To Actions Tools Attach Print Preview

Attachments

Code:

Status:

Account:

Execution Date:

300209000001112223

Total: EUR

Current bank account EUR

Posting Year/GL Period:

Daybook/Voucher:

Credit Directly on Bank: ☐

Transfer Account:

Discount Account:

Posting Date:

Layer:

Payment In Process

AP Discount

Sele	Business Relatio	Supplier	Type	Int No	Open Amount	D	TC Payment Amount	D
☒	100% Pure	S00100	Invoice	2007/0000000004	23,205.00	CR	23,205.00	D
☒	BMW	S01200	Invoice	2007/0000000007	2,000.00	CR	2,000.00	D

Payment Selection Confirm (28.9.4.5)

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2008-EF-APP-310g

- 3 Use Payment Selection Confirm (28.9.4.5) to post Supplier Payment Selection PAYMENT-1
Use PIP account

Supplier Payment Browse

The screenshot shows two overlapping windows from the QAD software interface. The top window is titled "Supplier Payment Browse for..." and the bottom window is titled "Supplier Invoice Browse for Vi...". Both windows have a similar layout with search filters, a table of results, and navigation controls.

Supplier Payment Browse for...

Search (2)

Format Name equals DE-DTAUS-AP

Year/Number equals 2008

Viewing 1 - 2 of 2 Records per page: 100

Supplier	Business Relation Code	Format Name	Amount	Curr	Reference	Status	Year
S00100	100% Pure	DE-DTAUS-AP	23,205.00	EUR		For Collection	2008
S01200	BMW	DE-DTAUS-AP	2,000.00	EUR		For Collection	2008

Supplier Invoice Browse for Vi...

Search (2)

Open equals no

Last Modified Date starts at 08/12/2008

Viewing 1 - 5 of 5 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	Curr	Due Date	Description
S00100	100% Pure	06/21/2007	RCP-P01003b	0.00	EUR	08/31/2007	RCP-P01003b S00100
S01200	BMW	06/21/2007	BMW0407	0.00	EUR	07/21/2007	BMW0407 S01200

QAD Proprietary 2008-EF-APP-310h

- 4 Use Supplier Payment Browse (28.9.3.3) to review the payment records (instruments) created by this posting.
- 5 In Supplier Invoice Browse (28.1.1.3), check out the effect of this payment posting on the selected invoices.

Try changing the columns selected and the order of the columns to make the view more useful for you.

Journal Entry View

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Journal Entry View

Supplier Invoice Browse for Vi... Journal Entry Browse for View Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08
Daybook Code: APPAY 000000003
Description: Electronic Transfer 2008/000000001
Original Posting Reference:

Posting Date: 08/12/2008
Layer Type: OFFICIAL
Template Code:
Sequence Number: 000000000

Save As Template: ☐
Replacement: ☐
Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
▶ 15100	Payment In Proce	Mech		Electronic Transfer 2008/00	EUR	0.00	23,205.00
▶ 15100	Payment In Proce	Mech		Electronic Transfer 2008/00	EUR	0.00	2,000.00
▶ 15000	Accounts Payable	Mech		Electronic Transfer 2008/00	EUR	23,205.00	0.00
▶ 15000	Accounts Payable	Mech		Electronic Transfer 2008/00	EUR	2,000.00	0.00

Journal Entry View (25.13.1.3)

QAD Proprietary
2008-EF-APP-310i

- 6 In Journal Entry View (25.13.1.3), check out the Journal Entry created by this payment registration.

Try changing the columns selected and the order of the columns to make the view more useful for you.

Supplier Payment Selection Execute

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Supplier Payment Selection Execute

Supplier Payment Selection Ex. x Supplier Payment Selection Ex. x

Go To Actions Tools Print Preview

GL Account: 12200
Bank Account Number: 30020900 0001112223
Pay Format: DE-DTAUS-AP

Selection Code: PAYMENT1
Execution Date: 08/12/2008
Status: Registered
Payment Total: 25,205.00

Duplicate ☐

Code	Execution Date	Account	Total	Curr	Pay Format	Credit
PAYMENT1	08/12/2008		25,205.00	EUR		

Execute Close

QAD Proprietary *Supplier payment Selection Execute (28.9.4.6)* 2008-EF-APP-310j

- 7 Using Supplier Payment Selection Execute (28.9.4.6), create the electronic payment file.

Supplier Payment Selection

Supplier Payment Selection - Create

Code: PAYMENT-1 Execution Date: 08/08/2007 GL Account: 12200
 Status: Initial Number of Lines: 5 Account Number: 30020900000112223
 Total: 49,760.00 Pay Format: DEU.018 Current Balance: 0.00

Business Relation

Sel	Business Relation	Relation Code	Type	Internal Number	TC Open Amount
☒	100% Pure	500100	Invoice	2007/SINV/0000000004	23,205.00
☒	100% Pure	500100	Invoice	2007/SINV/0000000015	23,205.00
☒	BMW	501200	Invoice	2007/SINV/0000000005	1,100.00
☒	BMW	501200	Invoice	2007/SINV/0000000007	2,000.00
☒	BMW	501200	Invoice	2007/SINV/0000000016	250.00
☐	BMW	501200	Existing Prepayment	2007/APPRV/0000000002	400.00
☐	BMW	501200	Invoice	2007/SINV/0000000011	1,100.00

Save and Create Save Close

- 8 Enter the payment selection code PAYMENT-1 in Banking Entry Create (31.1.1)

Field	Value
GL Account	12200
Bank Statement Year/NR	2007, accept default statement number
Line	(automatic)
Description	PAYMENT-1
Amount	25 205 EUR OUT
Allocate to Payment Selection	PAYMENT-1

- 9 Use Supplier Invoice View (28.1.1.3) to see the effect of this on the Supplier Sub-Ledger
 Try changing the columns selected and the order of the columns to make the view more useful for you
- 10 Use Journal Entry View (25.13.1.3) to review the postings created by the allocation
 Try changing the columns selected and the order of the columns to make the view more useful for you
- 11 Use Supplier Payment View (28.9.3.3) to review the effect of this Allocation on the Payment records (instruments)

End Result - Supplier Payment Selection

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Payment Selection Browse for M... Payment Selection - Modify

Payment Selection - Tools - Go To - Attach

Payment Selection - Modify

Code: PAYMENT-1 Execution Date: 08/08/2007 GL Account: 12200
 Status: Initial Number of Lines: 5 Account Number: DE0330020900000111
 Total: 48,660.00 EUR Pay Format: DEU.018 Current Balance: 0.00 EUR

Details: Logging

Set Selected: All Payment Group: Currency: <<
 Rel Due Date: 08/08/2007 Business Relation: Sub Cod: <<
 Visible Items: Show All Relation Type: Supplier Intn: <<
 Apply Clear Header Fields All Entities View Invoices without Banks

Business Relation

Business Relation: 100% Pure (2 items)
 Business Relation: BMW (3 items)

Selected	Business Rel	Business Rel	Relation Code	Invoice
☐	100% Pure	BMW	S01200	Invoice
☒	100% Pure	BMW	S01200	Invoice
☒	BMW	BMW	S01200	Invoice

Payment Selection - Register

Code: PAYMENT-1 Execution Date: 08/08/2007 Total: 48,660.00 EUR
 Status: Initial Multiple Format: ☐
 GL Account: 12200 DE033002090000011122 Current bank account EUR

Posting Year/GL Period: 2007 8 Posting Date: 08/08/2007
 Daybook/Voucher: APPAY Layer
 Credit Directly on Bank: ☐
 Transfer Account: 15100 Payment In Process
 Discount Account: 67000 AP Discount

Selected	Business Rel	Supplier	Type	Int No	Open Amount	D	TC Payment Amou	D
☒	100% Pure	S00100	Invoice	2007/0000000004	23,205.00	CR	23,205.00	DR
☒	100% Pure	S00100	Invoice	2007/0000000015	23,205.00	CR	23,205.00	DR
☒	BMW	S01200	Invoice	2007/0000000007	2,000.00	CR	2,000.00	DR
☒	BMW	S01200	Invoice	2007/0000000016	250.00	CR	250.00	DR

QAD Proprietary 2008-EF-APP-310I

This is how the screen should appear for:

Step (1) Supplier Payment Selection

End Result - Modify Payment Selection

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Payment Selection - Modify

Code: PAYMENT-1 Execution Date: 08/08/2007 GL Account: 12200
 Status: Initial Number of Lines: 5 Account Number: DE0330020900000111
 Total: 48,660.00 EUR Play Format: DEU.018 Current Balance: 0.00 EUR

Details | **Logging**

Set Selected: All Payment Group: Currency: <<
 Ref Due Date: 08/08/2007 Business Relation: Sub-Account:
 Visible Items: Show All Relation Type: Supplier: Intra:
 All Entries: ☐ Count:
 Apply Clear Header Fields View Invoices without Banks: ☐

Business Relation

- Business Relation: 100% Pure (2 items)
- Business Relation: BMW (3 items)

Sel	Business Rel	Relation Code	Invoice
☐	BMW	501200	Invoice
☒	BMW	501200	Invoice
☒	BMW	501200	Invoice

Payment Selection - Register

Code: PAYMENT-1 Execution Date: 08/08/2007 Total: 48,660.00 EUR
 Status: Initial Multiple Format: ☐
 GL Account: 12200 DE033002090000011122 Current bank account EUR

Posting Year/GL Period: 2007 / 8 Posting Date: 08/08/2007
 Daybook/Voucher: APPAY Layer
 Credit Directly on Bank: ☐
 Transfer Account: 15100 Payment In Process
 Discount Account: 67000 AP Discount

Selected	Business Rel	Supplier	Type	Int No	Open Amount	D	TC Payment Amou	D
☒	100% Pure	S00100	Invoice	2007/0000000004	23,205.00	CR	23,205.00	DR
☒	100% Pure	S00100	Invoice	2007/0000000015	23,205.00	CR	23,205.00	DR
☒	BMW	S01200	Invoice	2007/0000000007	2,000.00	CR	2,000.00	DR
☒	BMW	S01200	Invoice	2007/0000000016	250.00	CR	250.00	DR

QAD Proprietary

2008-EF-APP-310

This is how the screen should appear for:

Step (2) Modify Payment Selection

Step (2) Payment Selection Confirm

End Result - Supplier Payment Browse

The screenshot displays the QAD software interface with the 'Supplier Payment Browse' window as the primary focus. It features a search criteria panel on the left and a main data table. Overlaid on this are two other windows: 'Supplier Invoice Browse' and 'Journal Entry Browse for View'.

Supplier Payment Browse Data Table:

Supplier	Business Relation Code	Format	Amount	Curr	Reference	Status
S00100	100% Pure	DEU 018	46,410.00	EUR		For Collection

Supplier Invoice Browse Data Table:

Supplier	Inv Date	Reference	TC Balance	Curr	Due Date	Description	Yes
S00100	06/21/2007	RCP-PO1002	0.00	EUR	08/31/2007	RCP-PO1002 S00100	
S00100	06/21/2007	RCP-PO1003b	0.00	EUR	08/31/2007	RCP-PO1003b S00100	
S00100	06/21/2007	RCP-PO1004	0.00	EUR	08/31/2007	RCP-PO1004 S00100	
S00100	06/22/2007	RCT-PO1	0.00	EUR	08/31/2007	RCT-PO1 S00100	

Journal Entry Browse for View Data Table:

Year	GL Per	Posting D	Voucher	Description	Layer Code	Creator
2007	08	08/08/2007	000000007	Electronic Transfer 2007/000000000	Official	nifg

This is how the screen should appear for:

Step (4) Supplier Payment Browse (28.9.3.3)

Step (5) Supplier Invoice Browse (28.1.1.3)

Step (6) Journal Entry View (25.13.1.3)

End Result - Journal Entry Browse

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Journal Entry View

Journal Entry Browse for View

Journal Entry - View

Year: 2007 08
Daybook Code: APPAY 000000007
Description: Electronic Transfer 2007/000000006
Original Posting Reference:

Posting Date: 08/08/2007
Layer Type: OFFICIAL
Template Code:
Sequence Number: 000000000

Save As Template: ☐
Replacement: ☐
Reversal: ☐

GL Account	GL Description	Sub-Accou	Cost Ce	Description	Curr	BC Debit	BC Credit
15100	Payment In Process	Mech		Electronic Transfer 2007/000000006	EUR	0.00	46,410.00
15100	Payment In Process	Mech		Electronic Transfer 2007/000000007	EUR	0.00	2,250.00
15000	Accounts Payable	Mech		Electronic Transfer 2007/000000006	EUR	23,205.00	0.00
15000	Accounts Payable	Mech		Electronic Transfer 2007/000000006	EUR	23,205.00	0.00
15000	Accounts Payable	Mech		Electronic Transfer 2007/000000007	EUR	2,000.00	0.00
15000	Accounts Payable	Mech		Electronic Transfer 2007/000000007	EUR	250.00	0.00

Currency View: Base Currency

Balance EUR: 48,660.00 48,660.00

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2008-EF-APP-310n

This is how the screen should appear for:

Step (6) Journal Entry Browse (25.13.1.3)

QAD

End Result - Supplier Payment Selection

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Supplier Payment Selection

Banking Entry Create
Supplier Payment Selection...

Payment Selection
Tools
Go To

GL Account: 12200
Bank Account Number: 30020900 000112223
Pay Format: DEU.018

Selection Code: PAYMENT-1
Status: Registered
Execution Date: 08/08/2007
Total: 48,660.00

Print Remittance ☐
Print Pay List ☐
Show Reports
Duplicate ☐

Code	Execution Date	GL Account	Total	Curr	Pay Format	Credit Directly on Bank	Last Modified User	Last
PAYMENT-1	08/08/2007	12200	48,660.00	EUR		☐		

Execute
Close

This is how the screen should appear for:

Step (7) Supplier Payment Selection Execute

End Result - Banking Entry Create

QAD
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Banking Entry Create

Banking Entry Create

Bank Entry - Create

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2007 008

GL Balance: 0.00

Status: Unallocated

Posting

Posting Date: 08/08/2007 GL Calendar Year: 2007 8

Daybook: BEEUR 0000000000

Amount to Allocate: 48,660.00 CR

Balance

Opening Balance: 0.00

Activity: -48,660.00

Closing Balance: -48,660.00

Numb	Value Date	Description	TC Amount	In/Out	Status	Information	Scale Factor	Last Modified
1	08/08/2007	sup paym select PAYMENT-1	48,660.00	Out	Unallocated		1.0000000000	

Save and Create Save Close

QAD Proprietary
2008-EF-APP-310p

This is how the screen should appear for:

Step (8) Banking Entry

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Bank Entry - Create

Search

Search Criteria for Selections

From Requested Date: []
 Total Selection Amount: 0.00
 Document: 0
 Document Reference: []
 Selection Code: []
 Preprinted Number: 0

Include

Customers: ☐
 Suppliers: ☒

Apply

Allocate GL

Balance

Amount to Allocate: 48,660.00 CR
 Amount Allocated: 48,660.00 DR
 Posting Daybook: BEEUR 000000011

Payment Selection C Req Dat Open Amount D F TC Allocated D New Balance D TC En
 PAYMENT-1 08/08/2007 48,660.00 CR 48,660.00 DR 0.00 CR 0.00 EME

Previous Next

Bank Entry

Bank Entry Tools Go To Attach

Bank

GL Account: 12200 Current bank account EUR Bank Statement Year: 2007 008
 Bank Account No: DE03300209000001112223 GL Balance: 0.00
 Unallocated Statement Balance: 0.00 EUR Status: Unallocated

Posting

Posting Date: 08/08/2007 GL Calendar Year: 2007 8
 Daybook: BEEUR 000000011
 Amount to Allocate: 0.00 DR

Balance

Opening Balance: 0.00
 Activity: -48,660.00
 Closing Balance: -48,660.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/08/2007	sup paym select PAYMENT-1	-48,660.00	Out	Allocated

QAD Proprietary 2008-EF-APP-310q

This is how the screen should appear for:

Step(8) Banking Entry

Banking Entry

- Create bank statements
- Allocate bank statement lines

Unless otherwise stated use:

Entity = EMEA-DE

Bank account GL 12200 Current Bank account EUR

Sub-account: use the default one else use Gserv

Cost center: use the default one else use adm

Intercompany code: EMEADE

All other fields: use the drop down list and choose from this list

- 1 Use Banking Entry Create (31.1.1) to enter the following bank statements for the current EUR bank account. Click on the Allocation button to allocate to an invoice or a GL account.

Note Amounts in bold are sub-totals. Create each line as a separate statement.

Banking Entry Create

QAD
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Banking Entry Create

Banking Entry Create x

Go To Actions Tools Attach Print Preview

Attachments

Bank

GL Account: 12200 Current bank account EUR Bank Statement Year: 2008 001
 Bank Account No: DE0330020900001112223 GL Balance: 8,050.00
 Unallocated Statement Balance: 0.00 EUR Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 20 8
 Daybook: BEEUR 000000000
 Amount to Allocate: 1,000.00 CR

Balance

Opening Balance: 8,050.00
 Activity: -1,000.00
 Closing Balance: 7,050.00

Numb	Value Date	Description	TC Amount	Inv/Out	Status	Information	Scale Factor	Last Mo
1	08/06/2008	funding petty cash	-1,000.00	Out	Unallocated			

Allocate to Invoice...
 Allocate to Payment Selection...
 Allocate to Payment...
 Allocate to GL Account...

QAD Proprietary 2008-EF-BE-120

	Bank entry	Curr	Amount	Allocation
			0.00	
1	Withdrawal Cash Money	EUR	-1,000.00	Funding Petty Cash against GL 35000
			-1,000.00	
2	Incoming Transfer Customer	EUR	10,000.00	Cust CE8000 / 5950 EUR + Prepayment
			9,000.00	
3	Outgoing Payment	EUR	-900.00	Supplier SO1200 Prepayment
			8,100.00	
4	Not Documented Payment	EUR	-250.00	to GL 35000
			7,850.00	
5	Bank Charges	EUR	-50.00	to P/L Account 51000
			7,800.00	
6	Correction	EUR	250.00	to GL 35000
			8,050.00	
7	Incoming Transfer Customer	EUR	11,950.00	CE2000 Fit&Co (all Entities/all Invoices)
			20,000.00	

2 Verify the bank entries in Journal Entry View (25.13.1.3).

End Result - Bank Entry

QAD
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Bank Entry

Bank Entry ✕

Go To Actions Tools Attach Print Preview

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2008 001

GL Balance: 8,050.00

Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 2008

Daybook: BEEUR 000000001

Amount to Allocate: 0.00 DR

Balance

Opening Balance: 8,050.00

Activity: -1,000.00

Closing Balance: 7,050.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	funding petty cash	-1,000.00	Out	Allocated

QAD Proprietary

2008-EF-BE-140

The image shows what the end result should look like for Statement (1).


Our Passion. Your Advantage.

Bank Entry

Bank Entry
Go To Actions Tools Attach Print Preview

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2008 002

GL Balance: 7,050.00

Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 2008

Daybook: BEEUR 000000002

Amount to Allocate: 0.00 CR

Balance

Opening Balance: 7,050.00

Activity: 10,000.00

Closing Balance: 17,050.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	payment from customer CE8000	10,000.00	In	Allocated

QAD Proprietary
2008-EF-BE-180

The image shows what the end result should look like for Statement (2).

QAD
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Bank Entry

Bank Entry
Go To Actions Tools Attach Print Preview

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2008 003

GL Balance: 17,050.00

Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 2008 8

Daybook: BEEUR 000000003

Amount to Allocate: 0.00 DR

Balance

Opening Balance: 17,050.00

Activity: -900.00

Closing Balance: 16,150.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	prepayment to supplier S01200	-900.00	Out	Allocated

QAD Proprietary
2008-EF-BE-200

The image shows what the end result should look like for Statement (3).

QAD
Our Passion. Your Advantage.

Bank Entry

Bank Entry X
Go To Actions Tools Attach Print Preview

Bank
GL Account 12200 Current bank account EUR
Bank Account No DE03300209000001112223
Unallocated Statement Balance 0.00 EUR
Bank Statement Year 2008 004
GL Balance 16,150.00
Status Unallocated

Posting
Posting Date 08/06/2008 GL Calendar Year 20 8
Daybook BEEUR 000000004
Amount to Allocate 0.00 DR

Balance
Opening Balance 16,150.00
Activity -250.00
Closing Balance 15,900.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	not documented payment	-250.00	Out	Allocated

QAD Proprietary 2008-EF-BE-220

The image shows what the end result should look like for Statement (4).

QAD

QAD
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Bank Entry

Bank Entry X

Go To Actions Tools Attach Print Preview

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2008 005

GL Balance: 15,900.00

Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 2008

Daybook: BEEUR 000000005

Amount to Allocate: 0.00 DR

Balance

Opening Balance: 15,900.00

Activity: -50.00

Closing Balance: 15,850.00

Numb	Value Date	Description	TC Amount	In/Out	Status	A
1	08/06/2008	bank charges	-50.00	Out	Allocated	

QAD Proprietary

2008-EF-BE-240

The image shows what the end result should look like for Statement (5).

QAD
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Bank Entry

Bank Entry X

Go To Actions Tools Attach Print Preview

Bank
GL Account 12200 Current bank account EUR
Bank Account No DE03300209000001112223
Unallocated Statement Balance 0.00 EUR
Bank Statement Year 2008 006
GL Balance 15,850.00
Status Unallocated

Posting
Posting Date 08/06/2008 GL Calendar Year 20 8
Daybook BEEUR 000000006
Amount to Allocate 0.00 CR

Balance
Opening Balance 15,850.00
Activity 250.00
Closing Balance 16,100.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	correction	250.00	In	Allocated

QAD Proprietary 2008-EF-BE-260

The image shows what the end result should look like for Statement (6).

QAD


Our Passion. Your Advantage.

Bank Entry

Bank Entry
Go To Actions Tools Attach Print Preview

Bank

GL Account: 12200 Current bank account EUR

Bank Account No: DE03300209000001112223

Unallocated Statement Balance: 0.00 EUR

Bank Statement Year: 2008 007

GL Balance: 16,100.00

Status: Unallocated

Posting

Posting Date: 08/06/2008 GL Calendar Year: 20 8

Daybook: BEEUR 000000007

Amount to Allocate: 0.00 CR

Balance

Opening Balance: 16,100.00

Activity: 11,950.00

Closing Balance: 28,050.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	08/06/2008	incoming tifr CE2000 multi entity	11,950.00	In	Allocated

QAD Proprietary
2008-EF-BE-280

The image shows what the end result should look like for Statement (7).

Open Item Adjustments and Netting

- Net off invoices and credit notes of the same customer/supplier
- Net off invoices and credit notes against a GL account
- Net off invoices and credit notes of different customers/suppliers

Use the following parameters (if needed):

Entity: EMEA-DE

Daybook: CUSTADJ

Sub-account: use the default one else use Gserv

Cost center: use the default one else use Adm

Intercompany code: EMEADE

Date: systemdate

All other fields: use the drop down list and choose from this list

Open Item Adjustment Create

QAD
Our Passion. Your Advantage.

Open Item Adjustment Create

Open Item Adjustment Create x

Go To Actions Tools Print Preview

Attachments

Posting Info

Posting Year/GL Period: 2008 8 Posting Date: 08/06/2008
Daybook Code: CUSTADJ 1 Layer: Primary

New Item **Allocate GL** BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Business Relation: [] Include Customers: ☒
Customer/Supplier: CE1000 Include Suppliers: ☐
Invoice Reference: [] Include Closed Items: ☐
Year/Daybook/Voucher: [] Start From Year: 2008
Group Name: [] All Entities: ☐
Amount: 0.00 Only Over Allocated Items: ☐
Operator/Margin: [] 0.00 **Apply**

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment	TC New Balance
Barca Sports	2007/CIHO/00000000	Invoice	06/01/2007	2,500.00	DR	EUR	☐	2,500.00
Barca Sports	2007/CIHO/00000000	Invoice	06/01/2007	2,500.00	DR	EUR	☐	2,500.00
Barca Sports	2007/CIHO/00000000	Invoice	06/01/2007	2,500.00	DR	EUR	☐	2,500.00
Barca Sports	2007/CIHO/00000001	Invoice	07/01/2007	30.20	DR	EUR	☐	30.20
Barca Sports	2007/CIHO/00000001	Invoice	07/01/2007	812.10	DR	EUR	☐	812.10
Barca Sports	2007/CCNHQ/000000	Credit Note	08/03/2007	225.00	CR	EUR	☐	225.00

QAD Proprietary 2008-EF-NOIA-030

Use Open Item Adjustment Create (25.13.5) to create adjustments for...

1 Customer CE1000 Barca Sports

an invoice with value: 30.20 EUR (full adjustment, new balance = 0)

an invoice with value: 812.10 EUR (partial adjustment, new balance = 617.30 EUR)

a credit note with value: 225 EUR (full adjustment, new balance = 0)

Enter Customer/Supplier CU8000 and click Apply to display a list open items. Then select from the list.

Open Item Adjustment

QAD
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Open Item Adjustment

Open Item Adjustment
Go To Actions Tools Print Preview

Posting Info
 Posting Year/GL Period: 2008 8
 Daybook Code: CUSTADJ 1

Posting Date: 08/06/2008
 Layer: Primary

New Item Allocate GL
 Search Criteria for Invoices/Payments

BC Balance: 0.00 DR

Business Relation:
 Customer/Supplier: CE1000
 Invoice Reference:
 Year/Daybook/Voucher:
 Group Name:
 Amount: 0.00
 Operator/Margin: = 0.00

Include Customers: ☒
 Include Suppliers: ☐
 Include Closed Items: ☐
 Start From Year: 2008
 All Entities: ☐
 Only Over Allocated Items: ☐

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment	TC New Balance
Barca Sports	2007/CIHD/00000001	Invoice	07/01/2007	30.20	DR	EUR	☒	0.00
Barca Sports	2007/CIHD/00000001	Invoice	07/01/2007	612.10	DR	EUR	☐	617.30
Barca Sports	2007/CNHD/00000000	Credit Note	08/03/2007	225.00	CR	EUR	☒	0.00

QAD Proprietary
2008-EF-NOIA-040

2 Customer CE3000 Freeride

An invoice with value: 1200 EUR (new balance = 900)

A credit note with value: 200 EUR (new balance = 0)

Open Item Adjustment Create

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Open Item Adjustment Create

Open Item Adjustment - Create

Attachments

BC Balance

0.00

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
35000	Gserv		2008/08/ CUSTADM	EUR	100.00	0.00

Currency View

Base Currency

Total EUR

100.00

0.00

OK

Close

QAD Proprietary 2008-EF-NOIA-060

Balance of 100 EUR to B/S account 35000.

Open Item Adjustment

QAD
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Open Item Adjustment

Open Item Adjustment
Go To Actions Tools Print Preview

Posting Info

Posting Year/GL Period: 2008 8

Daybook Code: CUSTADJ 3

Posting Date: 08/06/2008

Layer: Primary

New Item Allocate GL

BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Business Relation: []

Customer/Supplier: CE3000

Invoice Reference: []

Year/Daybook/Voucher: []

Group Name: []

Amount: 0.00

Operator/Margin: = 0.00

Include Customers: ☒

Include Suppliers: ☐

Include Closed Items: ☐

Start From Year: 2008

All Entities: ☐

Only Over Allocated Items: ☐

Apply

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu.	Full Adjustment	TC New Balance
FreeRide	2007/CIHD/00000000	Invoice	06/01/2007	1,200.00	DR	EUR	☐	900.00
FreeRide	2007/CCNHQ/000000	Credit Note	02/01/2007	200.00	CR	EUR	☒	0.00

QAD Proprietary
2008-EF-NOIA-070

Business Relation Modify

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Business Relation Modify

Open Item Adjustment Create | Business Relation Browse for... | Business Relation - Modify

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Business Relation: Storgata Shop

Name: Storgata Shop

Search Name: Storgata Shop

Second Name:

Third Name:

Group Name:

Active: ☒

Address Info | General | Defaults

Language Code: us

Domain Restricted: ☐

Internal Entity: ☐

Intercompany Code:

Intercompany: ☐

Customer/Supplier Compensation Allowed: ☒

Tax Report: ☐

Name Control: ☐

Last Filing: ☐

QAD Proprietary 2008-EF-NOIA-080

3 Business Relation Storgata Shop Customer CE8000/ Supplier S08000

Go to Business Relation Modify (36.1.4.3.2) and check/update the Customer/Supplier compensation allowed flag.

Open Item Adjustment Create

QAD
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Open Item Adjustment Create

Open Item Adjustment Create

Go To Actions Tools Print Preview

Attachments

Posting Info

Posting Year/GL Period: 2008 8 Posting Date: 08/06/2008

Daybook Code: CUSTADJ 4 Layer: Primary

BC Balance: 0.00 DR

New Item Allocate GL

Search Criteria for Invoices/Payments

Business Relation: Storgata Shop Include Customers: ☒

Customer/Supplier: Include Suppliers: ☒

Invoice Reference: Include Closed Items: ☐

Year/Daybook/Voucher: Start From Year: 2008

Group Name: All Entities: ☐

Amount: 0.00 Only Over Allocated Items: ☐

Operator/Margin: 0.00 Apply

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/CR	Invoice Cu	Full Adjustment	TC New Balance
Storgata Shop	2007/SHO/00000000	Invoice	05/01/2007	200.00	CR	EUR	☐	200.00
Storgata Shop	2007/SHO/00000000	Invoice	05/01/2007	200.00	CR	EUR	☐	200.00
Storgata Shop	2007/SHO/00000000	Invoice	06/30/2007	245.00	CR	EUR	☐	245.00
Storgata Shop	2007/SHO/00000000	Invoice	06/30/2007	245.00	CR	EUR	☐	245.00
Storgata Shop	2007/SHO/00000001	Invoice	06/01/2007	5,950.00	DR	EUR	☐	5,950.00
Storgata Shop	2007/SHO/00000001	Invoice	08/03/2007	5,950.00	DR	EUR	☐	5,950.00

QAD Proprietary 2008-EF-NOIA-090

For customer CE8000

Create an invoice with value: 5950 EUR (new balance = 5750 EUR)

For Supplier S08000

Create an invoice with value: 200 EUR (new balance = 0 EUR)

Use Open Item Adjustment Create (25.13.5)

Open Item Adjustment

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Open Item Adjustment

Open Item Adjustment

Go To
Actions
Tools
Print
Preview

Posting Info
Posting Year/GL Period: 2008 8
Daybook Code: CUSTADJ 4

Posting Date: 08/06/2008
Layer: Primary

New Item
Allocate GL

BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Business Relation: Storgata Shop
Customer/Supplier:
Invoice Reference:
Year/Daybook/Voucher:
Group Name:
Amount: 0.00
Operator/Margin: = 0.00

Include Customers: ☒
Include Suppliers: ☒
Include Closed Items: ☐
Start From Year: 2008
All Entities: ☐
Only Over Allocated Items: ☐

Apply

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment	TC New Balance
Storgata Shop	2007/SIH0/00000000	Invoice	05/01/2007	200.00	CR	EUR	☒	0.00
Storgata Shop	2007/CIH0/00000001	Invoice	06/01/2007	5,950.00	DR	EUR	☐	5,750.00

QAD Proprietary

2008-EF-NOIA-100

4 Verify the results in Journal Entry View (25.13.1.3)

Select by daybook code CUSTADJ, in the Primary layer, by posting date.

QAD

Create GL Accounts

Log into EMEA-DE and create the following GL Accounts:

Fields are listed on the left by GL Account Create tab. Values are listed for each GL account in the following columns.

General					
GL Account	12000	12250	30005	35075	15010
GL Descriptions	Petty cash EUR	Current Bank BPS	Sundry Inventory	Sundry transfers	Suppliers Exp notes
GL Type	Cash	Bank	Inventory	Open item	Supplier control
System Type					
Active	Yes	Yes	Yes	Yes	Yes
Budget Group					
Budget Enabled	Yes	Yes	Yes	Yes	Yes
Category	Asset	Asset	Asset	Asset	Liability
Posting					
Balance/P&L	Balance	Balance	Balance	Balance	Balance
Debit/Credit	Debit	Debit	Debit	Debit	Credit
Auto/Manual	Manual	Manual	Auto	Manual	Auto
Val Dates	No	No	No	No	No
Intercompany Account	No	No	No	No	No
Default Intercompany					
Fixed Intercompany					
Quantity	No	No	No	No	No
GL Account UM					
Currency					
Base Currency Only					
Currency Code	EUR	GBP			
Revaluation GL					
TC Revaluation Method	None	Revaluation	None	None	None
TC Revaluation Rate					
MC Revaluation Method	None	Revaluation	None	None	None
MC Revaluation Rate					
Consolidation Method	Current exchange Rate	Current exchange rate	Current exchange rate	Current exchange rate	Current exchange rate
Exchange Rate Type					
Analysis					
Analysis Type	None	None	None	None	None
Analysis Limit					
Default Cost Center					
Default Project					
SAF Structure Code					
Sub-Account	No	No	No	No	Yes

Default Sub-Account					DefSubAct
Report Link					
GL Account					
Shared Set Code					
GL Description					
Banking					
Entity Code		EMEA-DE			
Default		Yes			
Bank Format		XX			
Bank Account No		888777			
Business Relation Code					
Active		Yes			
SWIFT Code					
Branch					
Own GL Account					
Banking Daybook Profile		BEEUR			
AP Discount Account		67000			
AR Discount Account		80200			
Cash					
Cash Recv Daybook Profile	CASHIN				
Cash Paid Daybook Profile	CASHOUT				

General				
GL Account	17102	19625	80500	41000
GL Description	Sundry sales tax	PO receipt non inventory	Sundry sales	Training expenses
GL Type	Tax	System	Standard	Standard
System Type		PO receipt		
Active	Yes	Yes	Yes	Yes
Budget Group				
Budget Enabled	Yes	Yes	Yes	Yes
Category	Liability	Liability	Income	Expense
Posting				
Balance/P&L	Balance	Balance	P&L	P&L
Debit/Credit	Credit	Credit	Credit	Debit
Auto/Manual	Manual	Auto	Manual	Manual
Val Dates	No	No	No	No
Intercompany Account	No	No	Yes	Yes
Default Intercompany			EMEA-NL	EMEA-NL
Fixed Intercompany				
Quantity	No	No	No	Yes
GL Account UM				HRS
Currency				

Base Currency Only				
Currency Code				
Revaluation GL				
TC Revaluation Method	None	None	None	None
TC Revaluation Rate				
MC Revaluation Method	None	None	None	None
MC Revaluation Rate				
Consolidation Method	Current exchange rate	Current exchange rate	Current exchange rate	Current exchange rate
Exchange Rate Type				
Analysis				
Analysis Type	None	None	Both	Both
Analysis Limit			Excluding each other	Excluding each other
Default Cost Center			Adm	Adm
Default Project				
SAF Structure Code			Sales	
Sub-Account	No	No	Yes	Yes
Default Sub-Account			DefSubAct	DefSubAct
Report Link				
GL Account				
Shared Set Code				
GL Description				
Banking				
Entity Code				
Default				
Bank Format				
Bank Account No				
Business Relation Code				
Active				
SWIFT Code				
Branch				
Own GL Account				
Banking Daybook Profile				
AP Discount Account				
AR Discount Account				
Cash				
Cash Recv Daybook Profile				
Cash Paid Daybook Profile				

Journal Entry Basics

Log in to entity: EMEA-DE

When not specified in the exercise, use the following data when needed:

Field	Value
Sub-account	Gserv
Cost Center	Adm
Intercompany Code	QMSDE
SAF structure & SAF	Chose any from the lookup list

1 Create accounting layer

Use GL Layer Create (25.8.14.1) to create a new accounting layer, type transient

Field	Value
Layer Code	TR-accrual
Description	TR-accrual
Layer Type	Transient
Active	check

2 Create daybook.

Journal Entry Create

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40000	Travel Expense	Gserv	Adm	Accruals May	EUR	10,000.00	0.00
40100	ICT Expense	Gserv	Adm	Accruals May	EUR	900.00	0.00
42000	Repair & Maintena	Gserv	Adm	Accruals May	EUR	1,100.00	0.00
19100	Accrual Account	Gserv		Accruals May	EUR	0.00	12,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary 2008-EF-JEB-010

Use Daybook Create (25.8.1.1) to create a new daybook linked to the transient layer TR-accrual and controlled by financials.

Field	Value
daybook Code	JETRANS
Description	JETRANS
Daybook Type	Journal Entries
Layer Code	TR-accrual
Active	check

From now on, use the daybook JETRANS in transactions unless another daybook is specified.

3 Create a journal entry.

Use Journal Entry Create (25.13.1.1) to create a journal entry for accruals per May 31, 2008 (to post in period 2008/05)

Field	Value
GL 40000 (Travel)	10 000EUR DR
GL 40100 (ICT)	900 EUR DR
GL 42000 (Repair & Maintenance)	1 100 EUR DR
GL 19100 (Accrual account)	12 000 EUR CR

Create a journal entry.

- 4 Save your transaction and leave.

Revaluation

- Verify the parameters for revaluation
 - Simulate the revaluation
 - Execute and post the revaluation
- 1 In Entity EMEA-DE, review & modify if needed the parameters of the GL accounts using GL Account View (25.3.13.3) or Modify (25.3.13.2):
- Unrealized Exchange Loss (59900)
 - Unrealized Exchange Profit (58000)

These should be system accounts and the system type should be:

Unrealized Exchange Loss (59900) / Unrealized Exchange Profit (58000)

GL Account Create

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GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account

Description

GL Type Standard Account

Active ☒

Referenced ☐

In Posting ☐

System Type

Budget Group Accounts Payable

Budget Enabled ☒ Category Liability

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/P&L Balance Sheet Account

Auto/Manual Automatic

Intercompany Account ☐

Fixed Intercompany ☐

Quantity ☐

Debit/Credit Credit

Default Intercompany

GL Account Unit of Measure

GL Account Create (25.3.13.1)

QAD Proprietary
2008-EF-CR-190b

- 2 Use GL Account Create (25.3.13.1) or Modify (25.3.13.2), review and modify if needed the parameters of the Accounts Payable control account 15000 (Revaluation GL should be 15001, revaluation method should be: revaluation for both TC and MC, create the GL account 15001 Revaluation AP)

GL Account Create - Analysis

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GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account15001
DescriptionRevaluation AP
GL TypeStandard Account
Active☒

Referenced☐
In Posting☐
System Type
Budget GroupAccounts Payable
Budget Enabled☒ CategoryLiability

Posting Currency Analysis Report Link Banking Cash Defaults

Analysis TypeNone
Default Cost Center
SAF Structure Code
Sub-Account☒
GL Analysis Set On Date
GL Sub-Account Set On Date

Analysis LimitationNone
Default Project
Default Sub-AccountDefSubAct
GL Analysis Set on by
GL Sub-Account Set on by

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-CR-190c

General Ledger Account Modify

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General Ledger Account Modify

General Ledger Account - Mod...

Go To Actions Tools Attach Print Preview

Attachments

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

Posting Currency Analysis Report Link Banking Cash Defaults

Base Currency Only ☐	Currency Code
TC Revaluation Method Revaluation	
MC Revaluation Method Revaluation	TC Revaluation Rate Type
Revaluation GL 15001	MC Revaluation Rate Type
Consolidation Method Current Exchange Rate	Consolidation Rate Type

General Ledger Account Modify (25.3.13.2)

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2008-EF-CR-190d

Daybook Create

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Daybook Create

Daybook Create

Go To Actions Tools Attach Print Preview

Attachments

Daybook Code

SUPREVAL

Description

revaluation AP

Daybook Type

Revaluation Suppliers

Layer Code

Primary

Active

☒

Daybook Control

Financial

Daybook Create (25.8.1.1)

QAD Proprietary 2008-EF-CR-190e

- 3 Use Daybook Create (25.8.1.1) to create the revaluation daybook SUPREVAL (revaluation suppliers)

Supplier Invoice Browse for View

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Supplier Invoice Browse for View

Supplier Invoice Browse for Vi...

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (11)

Daybook Code	equals						
Voucher	equals						
Posting Date	equals						
Open	equals	yes					
Invoice Date	equals						
Invoice Status Code	equals						
Currency Code	not equals	EUR					

Viewing 1 - 6 of 6 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	Curr	Due Date	Description	Year
S07500	Tube City	05/31/2007	REVAL 1	-100,000.00	USD	07/31/2007	REVAL 1 S07500	2007
S07500	Tube City	06/30/2007	REVAL 2	-100,000.00	USD	08/31/2007	REVAL 2 S07500	2007
S07500	Tube City	07/31/2007	REVAL 3	-100,000.00	USD	09/30/2007	REVAL 3 S07500	2007
S01400	Shen Bike Parts	05/31/2007	Reval 2	-1,000,000.00	CNY	08/31/2007	Reval 2 S01400	2007
S01400	Shen Bike Parts	06/30/2007	REVAL 2c	-1,000,000.00	CNY	09/30/2007	REVAL 2c S01400	2007
S01400	Shen Bike Parts	07/31/2007	REVAL 3b	-1,000,000.00	CNY	10/31/2007	REVAL 3b S01400	2007

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2008-EF-CR-190f

4 Use Supplier Invoice Browse for View (28.1.1.3) and look for (at least 1 in each currency) the following supplier invoices in foreign currency:

Field	1st Supplier	2nd Supplier
Supplier	S01200	S01400
Currency	USD	CNY
Amount	100.000,00	1.000.000,00
Exchange rate	1 EUR = 1.3 USD/USD = 0.769231 EUR	1 EUR = 10.3CNY / 1 CNY = .097087 EUR

QAD

Exchange Rate Create

Exchange Rate Create

From Currency Code: EUR
 To Currency Code: CNY
 Exchange Rate Type: REVALUATION
 Valid From: 06/30/2008
 Exchange Rate: 10.0000000000
 Scale Factor: 1.00000000

Exchange Rate Create (26.4.1)

From Currency Code: EUR
 To Currency Code: USD
 Exchange Rate Type: REVALUATION
 Valid From: 06/30/2008
 Exchange Rate: 1.5500000000
 Scale Factor: 1.00000000

Exchange Rate Create (26.4.1)

QAD Proprietary 2008-EF-CR-190g

- 5 Use Exchange Rate Create (26.4.1) to create the revaluation exchange rates (exchange rate type Revaluation)

From EUR to CNY

Valid from June 30, 2008: 10 (1 EUR = 10 CNY / 1 CNY = 0.1 EUR)

From EUR to USD

Valid from June 30, 2008: 1.55 (/1 EUR = 1.35 USD/ 1 USD = 0.645161 EUR)

Revaluation Simulate



Revaluation Simulate

Revaluation Simulate

Go To Actions Tools Attach Print Preview

Attachments

Revaluation

Rev Number 000000001
GL Cal Year 2 06
Rev Date 06/30/2008
Layer Code Primary
Rev Desc Reval simul June

Revaluation Scope

Supplier Open Items ☒
Supplier Payments ☐
Customer Open Items ☐
Customer Payments ☐
Balance Sheet Accounts ☐
Profit and Loss Accounts ☐

Apply

Simulation Exchange Rates

Revaluation Area	Status	Daybook Code	GL Cal Year	Voucher	Daybook Code	GL Cal Year	Voucher	Daybook Code	GL Cal Year
Supplier Open Items	Initial		0000	000000000		0000	000000000		0
GL Type	TC Rev Method	MC Rev Method	TC Debit	BC Debit	BC Rev Debit	MC Debit	MC Rev Debit	TC Credit	
Supplier Control A	Revaluation	Revaluation	0.00	0.00	0.00	0.00	0.00	300.00	
Supplier Control A	Revaluation	Revaluation	4,433.00	4,433.00	4,433.00	5,762.90	6,871.16	78.75	
Supplier Control A	Revaluation	Revaluation	0.00	0.00	0.00	0.00	0.00	85	
Supplier Control A	Revaluation	Revaluation	0.00	0.00	0.00	0.00	0.00	3,000.00	

Revaluation Simulate (25.21.1.1)

QAD Proprietary 2008-EF-CR-190h

- Use Revaluation Simulate (25.21.1.1) to simulate the revaluation of Accounts Payable (Supplier Open Items) as of June 30, 2008 and save the simulation.



Revaluation Simulate - Exchange Rates

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Revaluation Simulate

Revaluation Simulate
Go To Actions Tools Attach Print Preview

Revaluation

Rev Number: 000000001

GL Cal Year: 2 06

Rev Date: 06/30/2008

Layer Code: Primary

Rev Desc: Reval simul June

Revaluation Scope

Supplier Open Items ☒

Supplier Payments ☐

Customer Open Items ☐

Customer Payments ☐

Balance Sheet Accounts ☐

Profit and Loss Accounts ☐

Simulation Exchange Rates

Rev Rate Date	Rev Rate	Scale Fact	Curr	Curr	Rate Type	Last Modified User	Last Modified Date
06/30/2008	1.5500000000	1.0000000000	EUR	USD	REVALUATION		
06/30/2008	1.3000000000	1.0000000000	EUR	USD	ACCOUNTING		
06/30/2008	1.6500000000	1.0000000000	EUR	CHF	ACCOUNTING		
06/30/2008	10.0000000000	1.0000000000	EUR	CNY	REVALUATION		
06/30/2008	10.3000000000	1.0000000000	EUR	CNY	ACCOUNTING		
06/30/2008	0.6500000000	1.0000000000	EUR	GBP	ACCOUNTING		
06/30/2008	8.0500000000	1.0000000000	EUR	NOK	ACCOUNTING		
06/30/2008	3.8000000000	1.0000000000	EUR	PLN	ACCOUNTING		

Revaluation Simulate (25.21.1.1)

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2008-EF-CR-190i

Revaluations Report

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Revaluations

Revaluations

EMEA-DE Ent. of QMS EMEA
Page 2/3

Revaluation Area	Supplier Open Items	GL Period	2008/06	Exchange Rates	06/30/2008	Status	INITIAL
Rev Number	1	Rev Desc	Reval simul June				

Summary by Currency

Curr	Curr. Desc	TC Open Item	Transaction		Revaluation		Difference	
			BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit %
Total Entity			597.288,18CR		568.805,19CR		0,00	-28.482,99
CNY	Yuan Renminbi	3.000.000,00CR	291.262,14CR	0,0971	300.000,00CR	0,1000	0,00	8.737,86 3,00
EUR	Euro	74.554,17CR	75.256,80CR	1,0094	75.256,80CR	1,0094	0,00	0,00 0,00
USD	US Dollar	300.000,00CR	230.769,24CR	0,7692	193.548,39CR	0,6452	0,00	-37.220,8516,13

Summary by GL

Revaluated Account	Description	Revaluation Account	Description	Curr	TC Open Item	Transaction		Revaluation		Difference	
						BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit %
Total Entity						597.288,18CR		568.805,19CR		0,00	-28.482,99
15000	Accounts Payable 15001	Revaluation AP	CNY	3.000.000,00CR		291.262,14CR	0,0971	300.000,00CR	0,1000	0,00	8.737,86 3,00
15000	Accounts Payable 15001	Revaluation AP	EUR	74.554,17CR		75.256,80CR	1,0094	75.256,80CR	1,0094	0,00	0,00 0,00
15000	Accounts Payable 15001	Revaluation AP	USD	300.000,00CR		230.769,24CR	0,7692	193.548,39CR	0,6452	0,00	-37.220,8516,13

Detailed Revaluation Status

Suppl/Cust Code	Document	Date	Curr	TC Open Item	Transaction		Revaluation		Difference	
					BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit
S00100	100% Pure				72.199,80CR		72.199,80CR		0,00	0,00
2007	SINV0000000001	06/21/2007	EUR	15.053,50 CR	15.053,50CR	1,0000	15.053,50CR	1,0000	0,00	0,00
2007	SINV0000000003	06/21/2007	EUR	10.733,80 CR	10.733,80CR	1,0000	10.733,80CR	1,0000	0,00	0,00
2007	SINV0000000004	06/21/2007	EUR	23.205,00 CR	23.205,00CR	1,0000	23.205,00CR	1,0000	0,00	0,00

Revaluation Report (25.21.1.6)

QAD Proprietary

2008-EF-CR-190

Revaluation Report (25.21.1.6)

- Use Revaluation Report (25.21.1.6) to print the revaluation report for the above simulation and verify that the correct revaluation rates have been used.

Revaluation Post

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Revaluation Post

Revaluation Post

Go To Actions Tools Print Preview

Attachments

Revaluation

GL Cal Year: 2008 06

Rev Number: 000000001

Layer Code: Primary

Revaluation Scope

Supplier Open Items ☒

Supplier Payments ☒

Customer Open Items ☒

Customer Payments ☒

Balance Sheet Accounts ☒

Profit and Loss Accounts ☒

Action

Clear

Set Selected

All

Add

Undo

Undo All

Posting Exchange Rates

Drag a column header here to group by that column.

Selected	Layer Code	GL Pd	GL Cal Year	Rev Desc	Rev Number	Rev Date	Rev Area	Status
☒	Primary	06	2008	Reval simul June	000000001	06/30/2008	Supplier Open It	Initial

Revaluation Post (25.21.1.5)

QAD Proprietary 2008-EF-CR-190k

- 8 Use Revaluation Post (25.21.1.5) to post the revaluation of Accounts Payable (Supplier Open Items) as of June 30, 2008.

Journal Entry Browse for View

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Journal Entry Browse for View

Journal Entry Browse for View

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (6)

Year	equals		-		+ X	Search Clear All
GL Period	equals		-		+ X	
Posting Date	equals		-		+ X	
Daybook Code	equals	SUPREVAL	-		+ X	
Voucher	equals		-		+ X	
Creator	equals		-		+ X	

Viewing 1 - 4 of 4 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code
2008	06	06/30/2008	SUPREVAL	000000001	Rev: 1-2008/06	Primary QAD
2008	06	06/30/2008	SUPREVAL	000000003	Rev: 1-2008/06	Primary QAD
2008	07	07/01/2008	SUPREVAL	000000002	Rev: 1-2008/06 Reverse	Primary QAD
2008	07	07/01/2008	SUPREVAL	000000004	Rev: 1-2008/06 Reverse	Primary QAD

9 Check the postings in the revaluation daybook (Supreval) for supplier open items using Journal Entry View (25.13.1.3).

QAD

Journal Entry View

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Journal Entry View

Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 06

Daybook Code: SUPREVAL 000000001

Description: Rev. 1-2008/06

Original Posting Reference:

Posting Date: 06/30/2008

Layer Type: OFFICIAL

Template Code:

Sequence Number: 000000000

Save As Template: ☐

Replacement: ☐

Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
15001	Revaluation AP	Mech		Rev.: Supplier Open	USD	37,220.85	0.00
15001	Revaluation AP	Mech		Rev.: Supplier Open	CNY	0.00	8,737.86
58000	Unrealized exchan	Mech		Rev.: Supplier Open	USD	0.00	37,220.85
59900	Unrealized exchan	Mech		Rev.: Supplier Open	CNY	8,737.86	0.00

Journal Entry View (25.13.1.3)

QAD Proprietary

2008-EF-CR-190m

Mirror Accounting

- Log in to entity: EMEA-DE
- General Remark:
- When not specified in the exercise, use the following data when needed:
- Sub-account: Gserv
- Cost Center: Adm
- Intercompany Code: QMSDE
- SAF structure & SAF: choose any from the lookup list

Entity Create

Entity Create (36.1.1.2.1)

QAD Proprietary 2008-EF-MA-140a

- 1 Use Entity Create (36.1.1.2.1) to create a new entity EMEA-FR.

Tip Click on Business Relation Create button next to field. A pop up window appears. Create Entity business relation.

Field	Value
Entity Code	EMEA-FR
Domain	QMSEMEA
Business Relation	EMEA-FR

Enable mirror accounting for the entity

Business Relation View

Business Relation View

Business Relation: EMEA-FR
 Name: EMEA-FR
 Search Name: EMEA-FR
 Second Name:
 Third Name:
 Group Name:
 Active: ☒

Address Info | General | Defaults

Language Code: us
 Domain Restricted: ☐
 Internal Entity: ☒
 Intercompany Code: EMEA-FR
 Intercompany: ☒
 Customer/Supplier Compensation Allowed: ☐

Tax Report
 Name Control
 Last Filing

QAD Proprietary Business Relation Create (36.1.4.3.1) 2008-EF-MA-140b

- 2 Use Business Relation Create (36.1.4.3.1) or use the GoTo from the Entity Create menu (36.1.1.2.1), to create the business relation linked to the entity.

Field	Value
Business Relation Code	EMEA-FR
Internal Entity	Yes
Intercompany Code	EMEAFR

Head office address:

1, Boulevard Champs Elysees
 75 000 Paris
 France

User Domain/Entity Access View

User Domain/Entity Access View

Attachments

User: Domain: Entity:

Drag a column header here to group by that column.

Link	User Login	Domain Code	Default Domain	Entity Code	Primary Entity
☒	QAD	QMSEMEA	☐	EMEA-FR	☐

Domain/Entity Access Maintenance (36.3.4)

QAD Proprietary 2008-EF-MA-140d

- 3 Use User Domain/Entity Access Maintenance (36.3.4) to give the user QAD access to entity EMEA-FR.

Role Membership Maintain

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Role Membership Maintain

User Domain/Entity Access Vie... Role Membership Maintain

Go To Actions Tools Print Preview

Attachments

User
Role

Domain
Entity

Drag a column header here to group by that column.

Link	User Login	Role Name	Default Role	Domain Code	Entity Code
☒	QAD	SuperUser	☐	QMSEMEA	EMEA-FR

Role Membership Maintain (36.3.6.6)

QAD Proprietary
2008-EF-MA-140e

- 4 User Role Membership Maintain (36.3.6.6) to give the user QAD access to the entity EMEA-FR with the role “superuser” and change workspace/entity: go to EMEA-FR.

Company Address Maintenance

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Company Address Maintenance

Company Address Maintenance

Go To Actions Copy Print Preview

Address: EMEA-FRC

Business Relation: EMEA-FR

Name: EMEA-FR

Address: 1, Boulevard Champs Elysees

Address:

City: Paris

State:

Post: 10000

Format: Before

Country: FRANCE

FR

County:

Attention:

Telephone:

Fax Number:

Attention:

Telephone:

Fax Number:

Company Address Maintenance (2.12)

QAD Proprietary 2008-EF-MA-140f

- 5 Use Company Address Maintenance (1.2) to create company address EMEA-FRC and use Site Maintenance (1.1.13) to create site EMEA-FRC.

Site Maintenance



Site Maintenance

Site Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Site: EMEA-FRC

Description: EMEA-FRC

Domain: QMSEMEA

Entity: EMEA-FR

Declarant:

Default Inventory Status: GOOD

Automatic Locations: ☒

Inspection Location: inspect

EMT Supplier:

External Supplier: ☐

Transfer Variance Acct: 78200 Gserv

Transfer Ownership: ☐

PO Transit Location:

Site Maintenance (1.1.13)

Location Maintenance

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Location Maintenance

Location Maintenance (1.1.18)

QAD Proprietary 2008-EF-MA-140h

- 6 Use Location Maintenance (1.1.18) to setup location for site EMEA-FRC.
- 7 Use Cost Set Copy to Cost Set (30.3) to setup the costing for EMEA-FRC.
Copy from Site EMEA-DEG standard cost set to Site EMES-FRC standard cost set.
- 8 Use GL Account Create (25.3.13.1) to create mirror accounts.
GL account code: Minvvar
Description: Mirror inventory variation
Standard GL account type
P/L
Manual posting
No analysis
GL account type: Mpurch
Description: Mirror purchases
Standard GL account type
P/L
Manual posting
No analysis

Mirroring GL Account

Mirroring GL Account

Domain: QMSEMEA Entity: EMEA-FR

GL Matching

Source Account	Source Account Type	Source System Type	Source Sub-Account	Source Cost Center	Source Project	Mirror Account	Mirror Sub-Account	Mirror Cost Center	Mirror Project
30000	Inventory Control Accou					Minvvar			
19600	System Account	Purchase Order Receipt				Mpurch			

Mirror GL Account Create (3.20.7.1)

QAD Proprietary 2008-EF-MA-140i

- 9 Use Mirror GL Account Create (3.20.7.1) to link mirror accounts to existing accounts.
 Link GL account 30000 to mirror account Minvvar
 Link GL account 19600 to mirror account Mpurch
- 10 Use GL Layer Create (25.8.14.1) to create a layer Layer code: Mirror.
 Description: Mirror accounting layer
 Layer Type: Management
- 11 Use Daybook Create (25.8.1.1) to create a mirror daybook.
 Daybook code: Mporct
 Description: Mirror daybook PORCT
 Daybook Type: Journal entries
 Layer Code: Mirror
 Daybook Control: Operational
- 12 Use Mirroring Daybook Create (3.20.6.1) to link mirror daybook.
 Domain: QMSEMEA
 Entity EMEA-FR
 Source Daybook: PORCT
 Mirror Daybook: MPORCT

Source Layer: Primary

- 13** Use Purchase Order Maintenance (5.7) to create a purchase order.

purchase order number: M-PO-1

Supplier: S00100 (100%Pure)

Ship-to: EMEA-FRC

Site: EMEA-FRC

Item:10-10000-001

Quantity: 1000 MT

- 14** Use Purchase Order Receipts (5.13.1).

Receive the full purchase order quantity.

Unposted Transaction Register



Unpos Unposted Transaction Register - 8/13/2008 3:45:23 PM

QMS EMEA

08/13/08 06:45:22

Page: 1

User ID	Line	Account	Project	Entity	Description	Amount	Cur	Daybook
QAD	1	30000-MECH		EMEA-FR	RCT-PO M-PO-1 SRC-1	19,800.00	EUR	PORCT
	2	19600-MECH		EMEA-FR	RCT-PO M-PO-1 SRC-2	-19,800.00	EUR	PORCT
						0.00	EUR	
QAD	1	Minvvar		EMEA-FR	RCT-PO M-PO-1 MIR-1	-19,800.00	EUR	Mporct
	2	Mpurch		EMEA-FR	RCT-PO M-PO-1 MIR-2	19,800.00	EUR	Mporct
						0.00	EUR	
QAD	1	30000-MECH		EMEA-FR	RCT-PO M-PO-1	1,980.00	EUR	PORCT
	2	63300-MECH		EMEA-FR	RCT-PO M-PO-1	-1,980.00	EUR	PORCT
						0.00	EUR	
Debit Total:			41,580.00	EUR	Credit Total:	41,580.00	EUR	
End of Report								

Unposted Transaction Register (25.13.14)

QAD Proprietary

2008-EF-MA-140j

15 Use Unposted Transaction Register (25.13.14) to preview the postings.

JE Templates

Create and use journal entry templates

Log in to entity: EMEA-DE

When not specified in the exercise, use the followings (if needed)

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: QMSDE

SAF structure & SAF: choose any from the lookup list

Use the daybook JETRANS unless another daybook is specified.

Journal Entry

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Journal Entry

Journal Entry

Go To Actions Tools Attach Print Preview

Year: 2008 06
Daybook Code: TEMPLATE 000000001
Description: Accruals month end
Original Posting Reference:

Posting Date: 06/30/2008
Layer Type: TRANSIENT
Template Code: ACCR-M001
Sequence Number: 000000000

Save As Template: ☒
Replacement: ☐
Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
▷ 40000	Travel Expense	Gserv	Adm	Accruals month end	EUR	10,000.00	0.00
▷ 40100	ICT Expense	Gserv	Adm	Accruals month end	EUR	900.00	0.00
▷ 42000	Repair & Maintena	Gserv	Adm	Accruals month end	EUR	1,100.00	0.00
▷ 19100	Accrual Account	Gserv		Accruals month end	EUR	0.00	12,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary
2008-EF-FP-420a

- 1 Use Journal Entry Create (25.13.1.1) to create a standard transaction:
 Use the daybook TEMPLATE linked to the transient layer code Trans-template
 Fill in template code ACCR-M001 and select the “Save as Template” field for:
 Accruals per June 30, 2008 (to post in period 2008/06)

Field	Value
GL 40000 (travel)	10 000 EUR DR
GL 40100 (ICT)	900 EUR DR
GL 42000 (Repair & Maintenance)	1 100 EUR DR
B/S account GL 19100 (Accrual Acct)	12 000 EUR CR

Posting Template Create

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Posting Template Create

Posting Template - Create

Template Code

ACCR-M001

Posting Text

accruals July 31

Description

accruals July 31

Clear All

TC Amount

8,000.00

Quantity

0.00

Sub-Account Code

Gserv

Project

Cost Center Code

Adm

SAF Concept Code

SAF Code

Append

OK

Close

Journal Entry Create (25.13.1.1)

QAD Proprietary 2008-EF-FP-420b

- 2 Use the template created in (1) and do the accrual posting for July 31 (to post in period 2008/07), using Journal Entry Create (25.13.1.1). TC amount = 8000 EUR (total amount of the posting in TC)

Reversing Entries

Log in to entity: EMEA-DE

When not specified in the exercise, use the following where needed:

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: QMSDE

SAF structure & SAF: choose any from the lookup list

- 1 Use Journal Entry Create (25.13.1.1) to create a posting in 2008/05 and use the template ACCR-M001. Use daybook JE and total amount is 9000 EUR
- 2 Use Journal Entry Reverse (25.13.1.5) to reverse the standard transaction created in (1) in the same period (2008/05) as the posting was not correct.
- 3 Use Journal Entry Create (25.13.1.1), click on the Replace field and create the following new posting (use template ACCR-M001):
 Accruals per May 31, 2008 (to post in period 2008/05)
 GL 40000 (Travel): 3000 EUR DR
 GL 40100 (ICT): 4500 EUR DR
 GL 42000 (Repair & Maint): 2500 EUR DR
 B/S account: GL 19100 (Accrual account): 10 000 EUR CR

Automatic Journal Entry Reversal

Create an automatic reversing journal entry in Reversing Journal Create (25.13.1.14).

Field	Value
Daybook	JE
Description	Accruals 2
Reversal Posting Date	1st day of next month (default)
Correction	Select

Posting details:

GL 42000	USD 10,000 DR
GL 19100	USD 10,000 CR

Click Save.

On the first day of the next month, the system will automatically create a reversal posting and all positions will be netted.

Recurring Entries

- Create standard transactions (JE = journal entries)
- Create and use templates
- Use reversing entries
- Create and use recurring entries

Log in to entity: EMEA-DE

When not specified in the exercise, use the following data (if needed)

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: QMSDE

SAF structure & SAF: choose any from the lookup list

Recurring Entry Create

Recurring Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Code: RE-ACCR-1

Active: ☒

Template Code: ACCR-M001 Frequency: Monthly Start Date: 08/01/2008

Daybook Code: JETRANS Update Type: Allowed End Date: 11/30/2008

BC Amount: 15,000.00

Reverse in Next GL Period: ☒

Apply

Drag a column header here to group by that column.

Code	Status	Posting Date	Reversing Date	BC Amount	GL Pd	GL Cal Year	Last
RE-ACCR-1	Waiting	08/01/2008	09/01/2008	15,000.00	08	2008	
RE-ACCR-1	Waiting	09/01/2008	10/01/2008	15,000.00	09	2008	
RE-ACCR-1	Waiting	10/01/2008	11/01/2008	15,000.00	10	2008	
RE-ACCR-1	Waiting	11/01/2008	12/01/2008	15,000.00	11	2008	

Recurring Entry Create (25.13.4.1)

QAD Proprietary 2008-EF-RE-020

- 1 Use Recurring Entry Create (25.13.4.1) to create the recurring entry with the following parameters.

Recurring entry code: RE-ACCR-1

Template code: ACCR-M001

Daybook code: JETRANS

BC Amount: 15,000

Reverse in next period: YES

Frequency: Monthly

Update type: Allowed

Start date: August, 1 2008

End date: November 30, 2008

Recurring Entry Post


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Recurring Entry Post

Recurring Entry Post
Go To
Actions
Tools
Print
Preview

Template Code
 Daybook Code

Frequency
 Update Type

End Date
 Code

Drag a column header here to group by that column.

Code	GL Cal Year	GL Pd	Posting Date	Daybook Code	Reversing Date	Template Code	Frequency	BC Amount	Update Type	To Post	Is Updated
RE-ACCR-1	2008	08	08/01/2008	JE TRANS	09/01/2008	ACCR-MO01	Monthly	15,000.00	Allowed	☒	☐
RE-ACCR-1	2008	09	09/01/2008	JE TRANS	10/01/2008	ACCR-MO01	Monthly	15,000.00	Allowed	☒	☐

Recurring Entry Post (25.13.4.5)

QAD Proprietary
2008-EF-RE-030

- 2 Use Recurring Entry Post (25.13.4.5) to post the recurring entry for August (accounting period 2008/08)

Use as selection criterion: end date = August 31 2008

Check the status of the accounting periods 2008/08 and 2008/09 first and if needed change the status to open again (unlock the accounting period/undo lock)

Journal Entry View

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Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 | 08 | Posting Date: 08/01/2008

Daybook Code: JETRANS | 000000004 | Layer Type: TRANSIENT | Save As Template: ☐

Description: RE-ACCR-1 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40000	Travel Expense	Gserv	Adm	Accruals month end	EUR	12,500.00	0.00
40100	ICT Expense	Gserv	Adm	Accruals month end	EUR	1,125.00	0.00
42000	Repair & Maintena	Gserv	Adm	Accruals month end	EUR	1,375.00	0.00
19100	Accrual Account	Gserv		Accruals month end	EUR	0.00	15,000.00

Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 | 09 | Posting Date: 09/01/2008

Daybook Code: JETRANS | 000000005 | Layer Type: TRANSIENT | Save As Template: ☐

Description: RE-ACCR-1 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40000	Travel Expense	Gserv	Adm	Accruals month end	EUR	0.00	12,500.00
40100	ICT Expense	Gserv	Adm	Accruals month end	EUR	0.00	1,125.00
42000	Repair & Maintena	Gserv	Adm	Accruals month end	EUR	0.00	1,375.00
19100	Accrual Account	Gserv		Accruals month end	EUR	15,000.00	0.00

QAD Proprietary

Journal Entry View (25.13.1.3)

2008-EF-RE-040

- Use Journal Entry View (25.13.1.3) to check the recurring entry postings in both period 2008/08 and 2008/09.

Cross Company Posting

Use the following parameters (if needed):

Log in to Entity: EMEA-DE

Sub-account: use the default one else use Gserv

Cost center: use the default one else use adm

Daybook: JE

Intercompany code: DE = EMEADE, NL = EMEANL

All other fields: use the drop down list and choose from this list

Important Ensure the cross-company Daemon is running. Check Cross-Company Daemon Monitor; status should be running. If not, use unconditional stop, then start to start the Daemon.

- 1 Use Journal Entry Create (25.13.1.1) in entity EMEA_DE, make a cross-company posting for a fee of 10 000 EUR against entity EMEA-NL. The posting should be:

In entity EMEA-DE:

DR GL 21300 (IC Manual JE GL Acct)

CR GL 84000 (Income)

Use Right-Click and choose Create Cross-Company posting from the context menu.

In Entity EMEA-NL

CR GL 21300(IC Manual JE GL Acct)

DR GL 40400 (Fees)

Journal Entry View Posting

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Journal Entry View

Journal Entry Browse for View **Journal Entry - View**

Year: 2007 08
Daybook Code: JE
Description: cross cy posting
Original Posting Reference:

Layer Type: OFFICIAL
Template Code:
Sequence Number: 000000000

Posting Date: 08/06/2007
Save As Template: ☐
Replacement: ☐
Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Curr	BC Debit	BC Credit
21300	Gserv		cross cy posting	EUR	10,000.00	0.00
Sub-Account Code Gserv Intercompany Code EMEANL Cross-Company Code EMEANL						
84000	Gserv		cross cy posting	EUR	0.00	10,000.00
Sub-Account Code Gserv Intercompany Code EMEANL Cross-Company Code EMEANL						

Currency View Base Currency

Balance EUR 10,000.00 10,000.00

Save Close

QAD Proprietary
2008-EF-FP-370a

- 2 Check the posting in both entities with Journal Entry View (25.13.1.3)

Posting in EMEA-DE

Posting in EMEA-NL

- 3 Run GL Transaction by Intercompany Code (25.15.1.5) once for entity EMEA-DE, once for both the entities EMEA-DE and EMEA-NL).

Complete Financial Business Flow

Learn to:

- Setup a new bank account and link it to a payment format
- Setup supplier and customer payment instruments
- Create supplier and customer payment instruments
- Create journal entries for accruals
- Order and receive goods
- Process and pay supplier invoices for stock receipts
- Process and pay recurring supplier invoices for expenses
- Process payment in the bank
- Process customer orders
- Create customer invoices and credit notes

Please follow the instructions and ask for additional information if something is not clear.

Use the following parameters (if needed):

Logon with the user QAD into the entity EMEA-DE

Site EMEA-DEG

Sub-account: use the default one else use Gserv

Cost center: use the default one else use Adm

Period: current period (= period of system date)

All other fields: use the drop-down list and choose from this list

- 1 In Daybook Create (25.8.1.1), create a new daybook of type banking entries controlled by financials.

Daybook Code: BENWEUR

Description: BENWEUR

Daybook Type: Banking Entries

Layer Code: Primary

Daybook Control: Financial

Profile Create



Profile Create

Profile Create

Go To Actions Tools Attach Print Preview

Attachments

Profile Code

BENWEUR

Description

profile BENWEUR

Profile Type

Banking Entry Daybook Profile

Shared Set Type

Daybook Shared Set

Active

☒

Linked Object	Object Description	Shared Set
BENWEUR	BENWEUR	DefaultJOURNAL
		QMS-DB-US
		QMS-DB-EMEA
		DefaultDaybook

Profile Create (36.1.1.4.1)

QAD Proprietary
2008-EF-FP-160a

- In Profile Create (36.1.1.4.1), create a new profile and link the daybook BENWEUR to it for the relevant shared set.

Profile code BENWEUR

Profile Type: Banking Entry Daybook Profile

GL Account Create

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-FP-160b

- 3 In GL Account Create (25.3.13.1), create a new GL account of type Bank Account.

Account: 12300

GL type: Bank Account

Budget Group: Cash and Equivalent

Category: Asset

Currency Tab: Currency = EUR

Banking tab:

Bank Format: DE

Bank Account No: 12345678 - 9987654321

Bank Payment Format Link

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Bank Payment Format Link

Bank Payment Format Link X

Go To Tools Print Preview

Attachments

Bank Account Number

Entity Code

Payment Format	Next Pre-Printed No	AR/AP	Payment Instrument	Payment Type
DE-DTAUS-AP	0	ACCOUNT PAYA	ELECTRONIC	INLAND
DE-DTAUS-AR	0	ACCOUNTRECEI	DIRECTDEBIT	INLAND

Bank Payment Format Link (25.11.2)

QAD Proprietary
2008-EF-FP-160c

- 4 Using Bank Payment Format Link (25.11.2), link the newly created bank account in step (3) to the payment format.

Field	Value
DE-DTAUS-AP	Accounts Payable - Electronic
DE-DTAUS-AR	Accounts Receivable - Direct Debit

Supplier Status Payment Create

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Supplier Status Payment Create

Payment Instrument
Electronic Transfer
Status
Initial
Bank Account Code
12300
Daybook Code
GL Account
Default Value Days
0

Payment Instrument
Electronic Transfer
Status
For Collection
Bank Account Code
12300
Daybook Code
APPAY
GL Account
15100
Default Value Days

Payment Instrument
Electronic Transfer
Status
Paid
Bank Account Code
12300
Daybook Code
APPAY
GL Account
15100
Default Value Days
0

QAD Proprietary 2008-EF-FP-160d

- 5 In Supplier Payment Status Create (28.9.1.1.1), set up statuses for payment instrument Electronic with the following parameters:

Field / Status	Initial	For Collection	Paid
Bank GL Account	12300	12300	12300
Daybook Code	APPAY	APPAY	APPAY
GL Account		15100	15100
Default Value Days	0	0	0

Supplier Payment Status View

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Supplier Payment Status View

Supplier Payment Status View (28.9.1.1.3)

QAD Proprietary
2008-EF-FP-160e

- 6 Use Supplier Payment Status View (28.9.1.1.3) to review the payment statuses just created.

Supplier Modify

Supplier Modify (28.20.1.2)

QAD Proprietary 2008-EF-FP-160f

- 7 In Supplier Modify (28.20.1.2), add the newly created bank account in combination with the payment format DE-DTAUS-AP to the following suppliers:
S01200 and S00100
For supplier S01200 add a new bank account DE 99884455 1122334455 and link it to the new bank account.
For supplier S00100 add a new bank account DE 77776666 5555544444 and link it to the new bank account.
- 8 In Purchase Order Maintenance (5.7), create a purchase order for supplier S00100 for quantity 50.000 EA of item number 25-10000-001.
- 9 Use Purchase Order Receipts (5.13.1) to fully receive this purchase order (Currency EUR and not taxable)
- 10 Use Operational Transaction Post (25.13.7) to post the transaction from this receipt.

Supplier Invoice Create

Supplier Invoice Create

Supplier Code: S00100 Business Relation: 100% Pure Reference: HO 10

Posting: 2008 / 8 / SINV / 3 TC Invoice Amount: 412,500.00 EUR

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

Supplier Code: S00100 Business Relation: 100% Pure

Reference: HO 10 Description: HO 10 S00100

PO Number: PO1013

Registration Number: 39

Invoice Type: Invoice

Daybook Code: SINV 000000003

Year: 2008 08

Posting Date: 08/14/2008

Invoice Date: 08/14/2008

TC Invoice Amount: 412,500.00 EUR

Exchange Rate: 1.000000000

BC Invoice Amount: 412,500.00 EUR

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☐

Matching | Save and Create | Save | Close

QAD Proprietary *Supplier Invoice Create (28.1.1.1)* 2008-EF-FP-160g

- 11 Use Supplier Invoice Create (28.1.1.1) to create a supplier invoice of 412.500 EUR for S00100. Link it to the newly created bank (GL 12300) with payment format DEU.018 and match it against the Purchase Order receipt.

Currency EUR, non taxable

Make sure to select the correct bank and set the amount to pay.

No variances

Supplier Invoice Create - Financial Info


Our Passion. Your Advantage.

Supplier Invoice Create

GeneralAddressesFinancial InfoTaxSI PostingMatching Posting

Credit Terms Code2M

TC Hold Amount0.00

TC Non-Disc Amt0.00

BLWI Group Code

Payment Reference

Due Date10/31/2008

Discount Due Date08/14/2008

Purchase Type

Staged

	Validation	Bank Account No	Own Bank Number	Payment Format	Payment Instrument	Ext
D ▶	XX	77776666 555554444	123456789987654321	DE-DTAUS-AP	Electronic Transfer	

Supplier Invoice Create (28.1.1.1)

QAD Proprietary

2008-EF-FP-160h

Supplier Invoice Create - Receiver Matching Create

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Supplier Invoice Create

Supplier Invoice
Receiver Matching - Create

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity
☒		25-10000-001		50,000.00	8.25000	412,500.00	50,000.00
Taxable Tax Class Tax Usage Tax Env ☒ H DE-VAT 							

[Matching Overview](#)

<<<

To Match

412,500.00

Matched

412,500.00

Difference

0.00

Manual Posting
Update Invoice Amount
Save and Create Invoice
Save and Create
Save
Close

Supplier Invoice Create (28.1.1.1)

QAD Proprietary
2008-EF-FP-160i

Supplier Invoice Create

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-FP-160j

- 12 Use Supplier Invoice Create (28.1.1.1) to create an expense supplier invoice of 5000 EUR for S01200 and link it to the newly created bank (GL 12300) with payment format DE-DTAUS-AP

Currency EUR, Non taxable

Make sure to select the correct bank and set the amount to pay.

Allocate the costs to the accrual account 19100, sub-account Elec

Description "Heartbeat advertisement"

Supplier Invoice Create - Matching Posting

Supplier Invoice Create (28.1.1.1)

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19500	Unapproved invoice	Elec		HO L11 S01200	EUR	0.00	5,000.00
19100	Accrual Account	Elec		HO L11 S01200	EUR	5,000.00	0.00

- 13** Use Supplier Invoice View (28.1.1.3) to review the invoices just created.

Try changing the columns selected and the order of the columns to make the view more useful for you

- 14** Create a new SAF structure “Introduction”. For this you have to do the following:

Use SAF Concept Create (25.3.7.1.1) to create the following concepts:

Field	Value
SAF Concept Code:	Campaign
SAF Concept Discription:	Promotion Campaign
SAF Concept Code:	Market
SAF Concept Code Description	Market of Product introduction

SASAF Structure Create

Use SAF Code Create (25.3.7.2.1) to create SAF codes for Campaign:

Field	Value
SAF Code:	Tripmeter
SAF Description:	Campaign for Trip meter
SAF Concept Code:	Campaign

Leave other field blank

Field	Value
SAF Code:	Heartbeat meter
SAF Description:	Campaign for Heartbeat meter
SAF Concept Code:	Campaign

For Market:

Field	Value
SAF Code:	NA
SAF Description:	North America
SAF Concept Code:	Market

Leave other field blank

Field	Value
SAF Code:	SA
SAF Description:	South America
SAF Concept Code:	Market

Leave other field blank

Field	Value
SAF Code:	NE
SAF Description:	North Europe
SAF Concept Code:	Market

Leave other field blank

SAF Structure Create

SAF Structure Create

Go To Actions Tools Attach Print Preview

Attachments

Structure Code: Introduction

Description: Market introduction of new product

Active: ☒

Line	SAF Concept	Default SAF Value	Last Modified User
1	Campaign	Heartbeat	
2	Market	NE	

SAF Structure Create (25.3.7.4.1)

QAD Proprietary 2008-EF-FP-160I

Use SAF Structure Create (25.3.7.4.1) to create an SAF structure

Introduction “Market introduction of new product”

combining concepts Campaign and Market

15 Use GL Account Create (25.3.13.1) to create a new GL account:

Field	Value
Account:	44100
Description:	Market Introduction
GL Type:	Standard Account
Category:	Expense
Analysis tab:	
Analysis Type:	SAF
SAF Structure Code:	Introduction
Sub-Account	Yes
Default Sub-Account:	DefSubAct

Journal Entry Create

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Journal Entry Create

Journal Entry
Go To Actions Tools Attach Print Preview

Year: 2008 08
Daybook Code: TEMPLATE 000000001
Description: Market introduction exp
Original Posting Reference:

Posting Date: 08/14/2008
Layer Type: TRANSIENT
Template Code: Markintro
Sequence Number: 000000000

Save As Template: ☒
Replacement: ☐
Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
44100	Gserv		Market introduction	EUR	1,000.00	0.00
Sub-Account Code: Gserv SAF Concept Code: Campaign SAF Code: Tripmeter Market NE						
19100	Gserv		Market introduction	EUR	0.00	1,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary
2008-EF-FP-160m

- 16** Use Journal Entry Create (25.13.1.1) to create a journal entry template (code = Markintro) allocating 1000 EUR of the accrual account 19100 to 44100 “Market Introduction”
- Make sure to use the correct daybook (Template)

Recurring Entry Create

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Recurring Entry Create

Recurring Entry Create
Go To
Actions
Tools
Attach
Print
Preview

Attachments

Code: M-Intro-1
Active: ☒

Template Code: Markintro
Frequency: Monthly
Start Date: 08/01/2008

Daybook Code: JE
Update Type: Allowed
End Date: 11/30/2008

BC Amount: 1,250.00
Reverse in Next GL Period: ☐
Apply

Drag a column header here to group by that column.

Code	Status	Posting Date	Reversing Date	BC Amount	GL Pd	GL Cal Year	Le
M-Intro-1	Waiting	08/01/2008		1,250.00	08	2008	
M-Intro-1	Waiting	09/01/2008		1,250.00	09	2008	
M-Intro-1	Waiting	10/01/2008		1,250.00	10	2008	
M-Intro-1	Waiting	11/01/2008		1,250.00	11	2008	

Recurring Entry Create (25.13.4.1)

QAD Proprietary 2008-EF-FP-160n

- 17 Use Recurring Entry Create (25.13.4.1) to create a recurring journal entry for 4 months starting this month, using the template created at (15) starting in August and ending in November

Post to primary layer (JE)

Amount: 1250, no reversal

Recurring Entry Post

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Recurring Entry Post

Recurring Entry Post (25.13.4.5)

Journal Entry - Modify

Attachments

Year: 2008, Posting Date: 08/01/2008
 Daybook Code: JE, Layer Type: Primary, Save As Template
 Description: M-Intro-1, Template Code: Markintro

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
44100	Gserv		Market introduction	EUR	1,250.00	0.00
19100	Gserv		Market introduction	EUR	0.00	1,250.00

QAD Proprietary 2008-EF-FP-1600

18 Use Recurring Entry Post (25.13.4.5) to post the recurring entry for the first month

19 Use Journal Entry View (25.13.1.3) to review the journal entry created

Try changing the columns selected and the order of the columns to make the view more useful for you

Supplier Payment Selection Create

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Supplier Payment Selection Create

Supplier Payment Selection Cr... X

Go To Actions Tools Attach Print Preview

Attachments

Code
Status
Execution Date

Account
Account Number
Pay Format

Current Balance
Total
Number of Lines

Details **Logging**

Business Relation ✓

Business Relation : 100% Pure (1 item)

Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount	D
☒	100% Pure	S00100	Invoice	2008/SINV/00000	412,500.00	CR	412,500.00	D

Business Relation : BMW (1 item)

Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount	D
☒	BMW	S01200	Invoice	2008/SINV/00000	5,000.00	CR	4,900.00	D

Supplier Payment Selection Create (28.9.4.1)

QAD Proprietary
2008-EF-FP-160p

- 20 Use Supplier Payment Selection Create (28.9.4.1) to create a selection that includes the two invoices created in (10) and (11). The bank to use is GL 12300 and payment format is DE-DTAUS-AP

Payment Selection Confirm

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Payment Selection Confirm

Payment Selection Browse for... | Payment Selection - Confirm

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Code: Payssel-1 | Execution Date: 08/14/2008 | Total: 417,400.00 EUR

Status: Initial

Account: 12300 | 123456789987654321 | NEW bank account EUR

Posting Year/GL Period: 2008 | 8 | Posting Date: 08/14/2008

Daybook/Voucher: APPAY | Layer:

Credit Directly on Bank: ☐

Transfer Account: 15100 | Payment In Process

Discount Account: 67000 | AP Discount

Sels	Business Relatio	Supplier	Type	Int No	Open Amount	D	TC Payment Amount	D
☒	100% Pure	S00100	Invoice	2008/0000000003	412,500.00	CR	412,500.00	D
☒	BMW	S01200	Invoice	2008/0000000004	5,000.00	CR	4,900.00	D

Confirm Close

Payment Selection Confirm (28.9.4.5)

QAD Proprietary 2008-EF-FP-160q

- 21 Confirm the payment selection created in (19) in Payment Selection Confirm (28.9.4.5) and run the payment selection with Payment Selection Execute (28.9.4.6).

Payment Selection Execute

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Payment Selection Execute

Supplier Payment Selection Ex.

Go To
Actions
Tools
Print
Preview

GL Account

Bank Account Number

Pay Format

Selection Code

Status

Execution Date

Payment Total

Duplicate ☐

Code	Execution Date	Account	Total	Curr	Pay Format	Cl
▶ Paysel-1	08/14/2008		417,400.00	EUR		

QAD Proprietary

Payment Selection Execute (28.9.4.6)

2008-EF-FP-160r

QAD

Supplier Payment Selection Execute

Supplier Payment Selection Execute

GL Account: 12300
 Bank Account Number: 12345678 9987654321
 Pay Format: DE-DTAUS-AP

Selection Code: Payssel
 Execution Date: 08/14/2008
 Status: Registered
 Payment Total: 417,400.00

Duplicate: ☐

Code	Execution Date	Account	Total	Curr	Pay Format
Payssel	08/14/2008		417,400.00	EUR	

Execute Close

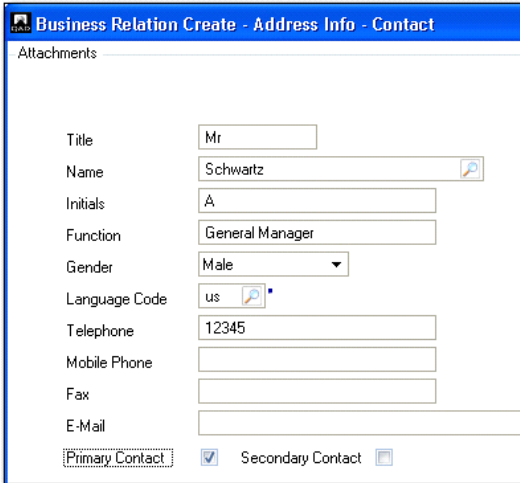
QAD Proprietary 2008-EF-FP-160s

- 22 Create a bank statement for the bank with GL 12300 using Banking Entry Create (31.1.1)
 Create a bank statement line for 5000 EUR, allocate it to the appropriate payment, then save your bank statement.
- 23 Create another bank statement for the bank with GL 12300
 Create a bank statement line for 412.500 EUR and allocate it to the appropriate payment; then save your bank statement.
- 24 Check the postings in Journal Entry View (25.13.1.3) of your banking entries
- 25 Check your banking entries in Banking Entry View (31.1.3) and create a browse that you find useful.
- 26 Run a report GL Transactions by Daybook Report (25.15.1.4) for both the banking entries and the entries in the supplier payment daybook.

Business Relation Create


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Business Relation Create



Business Relation Create (36.1.4.3.1)

QAD Proprietary
2008-EF-FP-160t

- 27** Create a new Business Relation using Business Relation Create (36.1.4.3.1): Name: Fit EURO People

Head office address:

532 Henniger Turm Strasse, 10012 Frankfurt, DE

Primary Contact

Mr. A. Schwartz, General Manager

Telephone 12345

Business Relation Create - Address Info


Our Passion. Your Advantage.

Business Relation Create

Business Relation Create

Go To Actions Tools Attach Print Preview

Attachments

Business Relation

Fit EURO People

Name

Fit EURO People

Search Name

Fit EURO People

Second Name

Third Name

Group Name

Active

☒

Address Info

General

Defaults

Address

Address

Address

Name

Search Name

532 Henniger Tur

Fit EURO People

Fit EURO People

Business Relation Create (36.1.4.3.1)

QAD Proprietary

2008-EF-FP-160u

Customer Create

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Customer Create

Customer Create
Go To Actions Tools Attach Print Preview

Attachments

Customer Code

Business Relation

Active ☒

Bill-To Customer

Business Relation Accounting Payment Banking Defaults Credit Limit Tax Info Comments

Name

Address

Zip/City

Country Code

State

Customer Create (27.20.1.1)

QAD Proprietary
2008-EF-FP-160v

- 28** Using Customer Create (27.20.1.1) set up a new customer CE7777 linked to the business relation Fit EURO People.

Field	Value
Type Customer:	DIST
Payment Condition:	CASH
Bank Account:	77776666 3366992244
Bank Format:	DE

Link this to the own bank with GL 12300 and payment format DEU.020AR.

Make sure this customer is ready to be used for operational transactions (Link to site EMEA-DEG in Customer Data Maintenance (2.1.1))

Customer Create - Accounting - Payment - Banking

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Customer Create

Business Relation | Accounting | Payment | Banking | Defaults | Credit Limit | Tax Info | Comments

Control GL Profile (Invoice) ARcontrol3rdparty

Control GL Profile (Credit Note) ARcontrol3rdparty

Control GL Profile (Pre-payment) ARcontrol3rdparty

Sales Account GL Profile Sales

Finance Charge Profile FinCharge1

Sub-Account Profile DefSubAct

Currency Code EUR

Customer Type

Business Relation | Accounting | Payment | Banking | Defaults | Credit Limit | Tax Info | Comments

Credit Terms Code CASH

Invoice Status Code C-ok

Payment Group

Invoice by Authorization ☐

Finance Charge ☐

Statement Cycle

BLWT Group Code

Print Reminder ☒

Print Statement ☒

Business Relation | Accounting | Payment | Banking | Defaults | Credit Limit | Tax Info | Comments

Group	Value	Description	Mandatory	tcPayFormatTypeCode	Last Modified User
DE	77776666_33669922	12345678907854		DE-DAUS-AR	DIRECTDEBIT
Label	Value	Length	Mandatory		
Branch Code	77776666	8	☒		
Bank Account	3366992244	10	☒		

QAD Proprietary

2008-EF-FP-160w

Customer Data Maintenance

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Customer Data Maintenance

Customer Data Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Customer Address

Customer: CE7777 Business Relation: Fit EURO People

Name: Fit EURO People Active: ☒

Address: 532 Henniger Turn Strasse Added: 8/14/2008

Address:

City: Frankfurt State: DE Post: 10012 County: Format: Before

Country: GERMANY

Attention: Schwartz [2]

Telephone: 12345 [2]

Fax: [2]

Customer Data

Sort Name: Fit EURO People Type: DIST

Salespsn1: Multiple: Region:

Ship Via: Currency: EUR

Resale: Site: EMEA-DEG

Remarks: Lang: us

Customer Data Maintenance (2.1.1)

QAD Proprietary
2008-EF-FP-160x

- 29 Set up the customer payment statuses using Customer Payment Status Create (27.6.2.1) for payment instrument direct debit with the following parameters:

Field	Value
Bank Account Code:	12300
Daybook:	ARPAY
PIP Account:	10100
PIP account bounced:	10200
Statuses to set up:	Initial, For collection, Paid, Bounced

- 30 Using Sales Order Maintenance (7.1.1), create a sales order for customer CE7777 with code TM1000 for 10 Trip meters at 25 EUR each
- 31 Ship the entire sales order TM1000 using Sales Order Shipments (7.9.15).
- 32 Produce one or more reports showing the not yet invoiced sales order.
Report(s) used:
- 33 Produce a report that shows the unposted transactions
Report used:
- 34 Post the unposted transactions of type ISS-SO /SOSHIP using Operational Transaction Post (25.13.7)

- 35** Take a look at the journal entry for the transactions of type ISS-SO / SOSHIP using Journal Entry View (25.13.1.3)
- 36** Create an invoice for sales order TM1000 using Invoice Post and Print (7.13.4)
- 37** Review the customer invoice in Customer Invoice View (27.1.1.3)
- 38** Create a customer aging report as of the end of the current period (= period of system date) for customer CE7777 using Customer Aging Analysis Current (27.17.6).
- 39** Create a customer statement of account for customer CE7777 as of the end of the current period using Customer Statement of Account (27.17.19).

Customer Invoice Create

Customer Invoice Create

Customer Code: CE7777 Business Relation: Fit EURO People

Posting: 2008/CCNM000000001 Invoice Date: 08/14/2008 TC Invoice Amount: 25.00 EUR

General | Addresses | Financial Info | Operational Info | Tax | CI Posting | Comments

Customer Code: CE7777 Business Relation: Fit EURO People

Type: Credit Note Invoice Date: 08/14/2008 Batch Number:

Description: corr invoice

TC Invoice Amount: 25.00 EUR Exchange Rate: 1.0000000000 Scale Factor: 1.0000000000 BC Invoice Amount: 25.00 EUR

Sub-Account: Gserv Year: 2008 08 Daybook Code: CCNM 000000001

Posting Date: 08/14/2008 Tax Point Date: 08/14/2008 Taxable: Tax Excluded: Invoice Status Code: C-OK Open: Selected:

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-FP-160y

- 40 Create a credit note for customer CE7777 for 25 EUR in Customer Invoice Create (27.1.1.1). Link it to the previously created open invoice of 250 EUR using the open item adjustment functionality (Open Item Adjustment Create (25.13.5))

Customer Payment Selection Execute

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Customer Payment Selection Execute

Customer Payment Selection...

Go To Actions Tools Print Preview

Attachments

Customer Payment Selection

Selection Code: C-Paym-1

Bank Account: 12300

Status: For Collection

Bank Account Number: 123456789987654321

Due Date: 08/14/2008

Payment Format: DE-DTAUS-AR

Payment Total: 225.00 EUR

Set Selected: All

Due Date: 08/14/2008

Visible Item: Show All

View Invoices without Banks: ☐

Payment Group:

Business Relation Code: Fit Euro people

Create Payment per Due Date: ☐

All Entities: ☐

Currency Code:

Sub-Account Code:

Inter-Company: Both

Country Code:

Group Name:

Apply Clear Header

Business Relation

Business Relation : Fit EURO People (1 item) BC Amount = 225.00

Sel	Type	Invoice Number	Invoice D	Due Date	Curr	TC Invoi	In	TC Bal	In	TC Pa	TC Di	BC Amoun	P
☒	Invoice	2008/CINV/0000000	08/14/2008	08/14/2008	EUR	250.00	DR	225.00	DR	225.00	0.00	225.00	CR

Customer Payment Selection Execute (27.6.6.1)

QAD Proprietary 2008-EF-FP-160z1

- 41 Create for customer CE7777 a payment (direct debit, status for collection) for 225 EUR. Use Customer Payment Selection Create (27.6.4.6) and Customer Payment Selection Execute (27.6.6.1).

Take a look at the customer payment In Customer Payment View (27.6.4.3).

Customer Payment Status Change

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Customer Payment Status Change

Customer Payment Status Cha... x

Go To Actions Tools Print Preview

Posting Date 08/14/2008

Business Relation
Customer CE7777
Payment Instrument
Status
Payment Selection Code

Year/Number 0000 000000000
Reference
Due Date
Creation Date
Add

Select	Business Relation	Customer	Payment Instrument	Year	Pay No	Status	Refer
☒	Fit EURO People	CE7777	Direct Debit	2008	000000001	Bounced	

Select All Rows
New Status for Selected Rows Bounced
Apply

Customer Payment Status Change (27.6.4.5)

QAD Proprietary 2008-EF-FP-160z2

- 42 Change the status of the customer payment (CE7777 value 225 EUR) to bounced, using Customer Payment Mass Change (27.6.4.5).

Banking Entry Create

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Banking Entry Create

Banking Entry Create X

Go To Actions Tools Attach Print Preview

Attachments

Bank
GL Account 12300 NEW bank account EUR
Bank Account No 12345678 9987654321
Unallocated Statement Balance 0.00 EUR
Bank Statement Year 2008 001
GL Balance 0.00
Status Unallocated

Posting
Posting Date 08/14/2008 GL Calendar Year 20 8
Daybook BENWEUR 0000000000
Amount to Allocate 225.00 DR

Balance
Opening Balance 0.00
Activity 225.00
Closing Balance 225.00

Numb	Value Date	Description	TC Amount	In/Out	Status	A
1	08/14/2008	001 paym customer CE7777	225.00	In	Unallocated	Allocate to Invoice...

Banking Entry Create (31.1.1)

QAD Proprietary 2008-EF-FP-160z3

43 You receive a payment of 225 EUR from customer CE7777 on you bank with GL code 12300. Post this against the open invoice using Banking Entry Create (31.1.1).

QAD

Banking Entry Create - Search

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Banking Entry Create

Bank Entry - Create

Go To Actions Tools Attach Print Preview

Configuration

Attachments

Allocate GL Selection Prepay

Balance

Amount to Allocate 225.00 DR Balance 0.00 CR

Amount Allocated 225.00 CR Voucher 000000001

Search

Search Criteria for Invoices

Customer/Supplier CE7777

Business Relation Code

Invoice Reference

Shipper

TSM Number

Year/Daybook/Voucher 0 0

Amount 0.00 0.00

Bank Account

Include

Customers ☒

Suppliers ☐

Invoices/CN ☒

All Entities ☐

Apply

Bus Rel	Invoice Reference	Shipper	Due Date	Open Balance	Inv	F	TC Allocated	TC Discount	N
FK EURO Pe	2008/CINV/0000000		08/14/2008	225.00 D	EUR	☒	225.00 C	0.00	

Banking Entry Create (31.1.1)

QAD Proprietary 2008-EF-FP-160z4

- 44 Create a Customer account activity report for customer CE7777 using Customer Activity Report (27.17.3)
- 45 Take a look at the Customer Activity Cashboard (27.18.1) for customer CE7777.

Chapter 2

US Exercises

UI Navigation

- 1 Logon to QAD 2008 Enterprise Application with the credentials given by your instructor
 - d Familiarize yourself with the interface.
 - e Click on menu options and go down the menu tree.
 - f Open your inbox.
 - g Change the active workspace
- 2 Look for menu Sales Order Browse (remember the 3 options to search for a menu)
 - a Look for the menu number. Right-click on menu name, select Menu Properties.
 - b Add Sales Order Browse to your Favorites (drag&drop)
 - c Rename Sales Order Browse in your Favorites pane
- 3 Go to Sales Order Browse
 - a In the header, field “Record per page” select “All”
 - b Click one heading to sort (e.g due date)
 - c Move columns to create a more sensible display (drag&drop)
 - d Try filtering the data, e.g. by item number (click on funnel icon)
 - e Right-click on a sales order number. Click on Sales Order Master and review record.
 - f Right-click on a column header. Select 'Show Group By Box'
 - g Drag&drop the 'Due Date' column header to this area. Click on a + sign to drill down.
 - h Drag&drop the 'Item Number' column header to this area
 - i In the menu bar, click 'Actions' - Export to Excel. Save to your desktop
 - j Review the create Excel worksheet. The grouping is preserved.
 - k Go back to the application. Records per page: select 10
Click on 'Chart Designer'
X Variable: Select 'Due Date'
Y Variable: Select 'Qty Ordered'
Chart type: Select Column Chart 3D
Click 'Apply'
- 4 Go to GL Account Excel Integration
 - a Right-click and select “Load Accounts”
 - b Right-click and select 'Columns’
 - c Select the columns that you would like to export. Deselect the ones you don't want to export

- d** Right-click and select 'Export to Excel for Maintenance'.
- e** Review the data. Look at row 2. It contains important information for the system to reload the data after maintenance. Don't modify the data on this row.
- f** Now you could modify the data, and import it into the system. (Don't do it in this exercise to avoid creating issues in the Database that might prevent you to do the following exercises).

Daybook Setup

In this exercise, you will create an operational daybook that you will use as default for all Fixed Assets transactions. Then you will create a set of daybooks that you will use as defaults for sales orders by site.

Log in to EMEA-NL

- 1 Use Daybook Create (25.8.1.1) to create the following daybooks. Click Save and Create after each daybook, Save once you have created the last one.

Field	Daybook 1	Daybook 2	Daybook 3
Daybook Code	FA-DB	CIDB	CCNDB
Description	Fixed Assets	Customer Invoices	Customer Credit Notes
Daybook Type	Journal Entries	Customer Invoices	Customer Credit Notes
Layer Code	Primary	Primary	Primary
Daybook Control	Operational	Operational	Operational

Field	Daybook 4	Daybook 5
Daybook Code	ICDB2	CADB
Description	Intercompany	Customer Adjustments
Daybook Type	Journal Entries	Customer Adjustments
Layer Code	Primary	Primary
Daybook Control	Operational	Operational

- 2 Default Daybook Maintenance (25.8.4): set the daybook default for fixed assets transactions:

Field	Daybook 4
Transaction Type	FA
Document Type	<blank>
From Entity	EMEA-NL
To Entity	EMEA-NL
Daybook	FA-DB

Click Next to save, then Back to leave. Now Fixed Assets transactions are linked to your new daybook by default.

- 3 Next, define a default daybook set for site EMEA-NLN: In Sales Order Accounting Control (36.9.6), check the box for Use Daybook Set by Site.
- 4 Daybook Set by Site Maintenance (25.8.10), create a new daybook set for site EMEA-NLN. Click Next to go from screen to screen.

Field	Value
Daybook Set	NLN-DBS (NL North Daybook Set)
Site	EMEA-NLN
Copy from Site	<blank>

Field	Value
Invoice Daybook	CIDB
CN Daybook	CCNDB
Intercompany Daybook	ICDB2
Correction Invoices (Positive)	CIDB
Correction Invoices (Negative)	CCNDB
Correction Credit Notes (Positive)	CCNDB
Correction Credit Notes (Negative)	CIDB
Adjustment Daybook	CADB

Now any new customer created and attached to this site will be linked to the daybook set NLN-DBS.

Domain Setup

1 Corporate structure design

Design on paper the model of the company you want to set up the system for. Design the corporate structure.

Does your company have branches in other countries?

Do those branches use different currencies? Different GAAPs and chart of accounts? Different GL calendars?

Are customers and suppliers used across the branches or does each branch have its own set?

Note Keep in mind what you just learned about the data model when you design your corporate structure. Once done, map it to the system's data model to make the setup easier.

2 Prerequisites

Set up the basic data you need.

a Currencies

Go to Currency View (26.1.3). Verify that the currencies you need for your business (including your base and management currencies) exist. If needed, create additional currency codes in Currency Create (26.1.1).

Example: Verify that USD and EUR exist, otherwise create these codes.

b Shared set codes

Review the available shared sets codes in Shared Set View (36.1.1.3.3)

If needed, define additional shared set codes in Shared Set Create (36.1.1.3.1)

As an example, create a customer shared set for your Asia-Pacific branch's customers.

Field	Value
Shared Set Code	QMS-Cust-APAC
Shared Set Description	QMS Asia Pacific Customers
Shared Set Type	Customers
Active	Yes

c Address data

i. Verify that the country, state, county codes you need exist in the system by accessing the View menus (Country Code View, State Code View, County Code View). If needed create additional codes in Country Code Create, State Code Create and County Code Create.

ii. Create a business relation address for your entity in Business Relation Create (36.1.4.3.1). Later you will link it to an entity.

Example:

QMS CN

Quality Motion Sport China

JinMao Boulevard 1

339977 Shanghai

China

Tax Zone: CN

Internal Entity = Yes

Intercompany code = QMSCN

3 Domain and entity creation

- a** Use Domain Create (36.1.1.1.1). Name your domain(s) and fill in the fields as necessary, encl. link to shared sets (click on the binoculars to review available data)

Example:

Field	Value
Domain	QMSAPAC
Name	QMS Asia Pacific
Language Code	US
Base currency	USD

Link the following shared sets:

Shared Set Type	Shared Set Code
General Ledger	QMS-GL-EMEA
Customers	QMS-Cust-APAC
Suppliers	QMS-Supplier
Sub-Accounts	QMS-Subaccount
Cost Centers	QMS-CostCenter
Projects	QMS-Project
Daybooks	QMS-DB-EMEA
Exchange Rates	QMS-ExRate-US

Save the domain but do NOT set the “Setup Complete” field to yes. (Otherwise you would not be able to modify the data that you still need to set up.)

- b** Create a new entity in Entity Create (36.1.1.2.1). Fill-in all fields as required.

Example:

Field	Value
Code	QMS-CN
Business Relation	QMSCN
Domain	QMSAPAC

On the Shared Sets tab, note that the shared sets defined for the domain QMSAPAC are automatically displayed.

c Security set up

Use Domain/Entity Access Maintain (36.3.4) to give your user ID access to the newly created domain/entity.

User: enter your user ID. Then click apply.

A list of domains and entities displays. Select the box next to your domain/entity combination in the column titled Link. Click Save.

Use Role Membership Maintain (36.3.6.6) to update the superuser role:

Enter your user ID and Role: superuser and click apply.

A list of domains and entities displays. Select the box next to your domain/entity combination in the column titled Link. Click Save.

4 Verify data replication

- a Check the replication daemon status with Replication Daemon Monitor (36.14.16.8.3)
- b If necessary, use menus Replication Daemon Unconditional Stop (36.14.16.8.6), and Replication Daemon Start (36.14.16.8.4)

5 Complete domain setup

Use Domain Modify (36.1.1.1.2). Assign your newly created entity as the domain's primary entity and.

In our example:

Field	Value
Domain	QMSAPAC
Primary Entity	QMS-CN
Cross company tab:	
Accounts Receivable GL Account	21100
Accounts Payable GL Account	24000
Inventory GL Account	21200
Manual Journal Entry GL Account	21300
Fixed Assets GL Account	21400

Set the "Setup Complete" field to Yes and save.

6 Other domain foundations setup

Logoff the system and log back in. Select Workspace QMSAPAC-QMS-CN.

- a Define the domain's GL calendar in Domain GL Period Create (25.4.1.1)

Field	Value
New Year	Current year
Copy from GL Calendar Year	Last Year

Click Save. Review the created periods. Save.

- b Set up default GL accounts in Domain/Account Control (36.9.24) as shown below and set the "Verify GL account" field to yes.

Customer & Supplier Setup (Invoice Status)

Set up some data required for sales, AR, purchasing and AP processes.

Log in to entity: US-WEST

Use Invoice status code create (36.1.11.1) to create a new invoice status code

Field	Value
Invoice Status Code	To-Approve
Description	To approve
Lock Payment	Yes
Invoice Approved	No
Allocation Status	Transient Allocation

Field	Value
Invoice Status Code	RM-Blocked
Description	Receiver Matching, payment blocked
Lock Payment	Yes
Invoice Approved	Yes
Allocation Status	Allocation
Receiver Matching	Yes

Customer Setup - Payment Status

Log in to entity: US-West

Use Customer Payment Status Create (27.6.2.1) to create payment statuses for the payment instrument “draft”

Field	1st status value	2nd status values	3rd status values
Status	Initial	For Collection	Paid
Bank Account Code	1100	1100	1100
Daybook Code		ARPAY	ARPAY
GL Account		1380	1380
Default Value Days	0	0	0

Sales Process

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Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Order: HO-001 Sold-To: CU1500 Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	80-10000-001	20.0	EA	480.00	0.0	480.00

Line Details

Desc: Home Trainer
Loc: 30 Site: US-W-S
USD Cost: 386.155
Lot/Serial:
Qty Allocated: 20.0
Qty Picked: 0.0
Qty Shipped: 0.0
Qty to Invoice: 0.0
Salesperson 1:
Commission 1: 0.00%

Sales Acct: 4000 ELEC
Disc Acct: 4200 ELEC
Confirmed: ☒ Credit Terms Int: 0.00
Required:
Promised:
Due Date: 9/10/2008
Perform Date:
Pricing Date: 9/9/2008
Multiple: ☐ Fixed Price: ☒

Ship Type:
UM Conversion: 1.0000
Consume Fcst: ☒ Detail Alloc:
Taxable: ☐ H
Freight List:
Comments:

Sales Order Maintenance (7.1.1)

QAD Proprietary
2008-EF-USSP-020

In this exercise we will create and post customer invoices based on sales orders.

Use the following parameters where needed:

For all other fields choose data from the drop down list

Field	Value
Entity	US-WEST
Sub-account	Elec
Cost Center	default or Adm
Intercompany	USWEST
Site	US-W-S
Location	30
Printer	PAGE

For all other fields: default, or choose data from the drop down list

Step by step instructions:

Sales Order Maintenance

- 7 Use Sales Order Maintenance (7.1.1) to create a sales order.

Press Enter on the Order field. Note order number (needed for next step)_____.

Sold-To: CU1500 (Roxy) Bill-To, Ship-To: default to Sold-To.

Field	Value
Ln	1
Item Number	80-10000-001
Site	US-W-S
Qty Ordered	20
List Price	USD 480

Note In this exercise, enter the List Price in that field. Do not use the Price List pop-up window. Press Enter to confirm the line; at line 2, press End Lines and then Trailer to go to the trailer. Press Next twice to confirm the order.

8 Use Sales Order Shipments (7.9.15) to ship all 20 units.

Field	Value
Order	Insert the order number created at step 1
Site	US-W-S

Press Next.

Field	Value
Ln	1
Quantity	20

Press Enter, then Next.

“Display sales order lines being shipped”: yes.

“Is all information correct?”: yes

Review the trailer and press Next twice to save.

Pending Invoice Register



Pending Invoice Register

QMS US

09/09/08 01:55:32

Page: 1

Invoice Number	Name	Name
Salespsn	Bill To	Sold-To
Roxy	Roxy	Roxy
CU1500	CU1500	CU1500
Tax Environment: NON-TAX		Tax Usage:
Sales Order: HQ-001 Ship-To: CU1500 Roxy		
Order Date: 09/09/08 P0:		

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Tax	Backorder	TaxUsage	Price	Extended Price	Extended Mar
180-10000-001	Home Trainer HT-001	EA	4000	ELEC		20.0	no H		480.00	9,600.00	1,876.
						0.0					
Non-Taxable: 9,600.00						Line Total:			9,600.00		
Taxable: 0.00						Discount:			0.00		
Tax Date: 09/09/08						Service 10:			0.00		
Containers: 0.00						Freight 20:			0.00		
Line Charges: 0.00						Special 30:			0.00		
						Total Tax:			0.00		
						Total:			9,600.00		
USD Report Totals:										9,600.00	1,876.90



Pending Invoice Register

QMS US

09/09/08 01:55:32

Page: 2

End of Report

Pending Invoice Register (7.13.2)

QAD Proprietary

2008-EF-USSP-030

9 Review the ready to invoice sales order in Pending Invoice Register (7.13.2)

Field	Value
Order	Enter the sales order number from step 1
To	Re-enter the same number

(See example on the image above).

10 Take a look at the created transactions using Unposted Transaction Register (25.13.14)

Field	Value
Entered Date	Today
To	Today

Operational Transaction Post

Operational Transaction Post

- 11** Use Operational Transaction Post (25.13.7) to post the sales order shipment. Limit posting to this type of transactions by using the daybook ISS-SO.

Field	Value
Daybook	ISS-SO
To	ISS-SO

Journal Entry View

Journal Entry View

Journal Entry Browse for View

Search [2]

Posting Date equals 09/09/2008

Daybook Code equals ISS-SO

Viewing 1 - 2 of 2 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code	Creator
2008	09	09/09/2008	ISS-SO	000000005	ISS-SO HO-001.1	Primary	QAD
2008	09	09/09/2008	ISS-SO	000000006	ISS-SO HO-001.1	Primary	QAD

Journal Entry - View

Attachments

Year: 2008 09 Posting Date: 09/09/2008

Daybook Code: ISS-SO 000000005 Layer Type: OFFICIAL

Description: ISS-SO HO-001.1 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
5000	COGS Material	Elec		ISS-SO HO-001.1	USD	7,021.00	0.00
1500	Inventory	Elec		ISS-SO HO-001.1	USD	0.00	7,021.00

Journal Entry View (25.13.1.3)

QAD Proprietary 2008-EF-USSP-060

- 12 Review the GL transaction in Journal Entry View (25.13.1.3). Select the transactions of daybook ISS-SO only.

Field	Value
Daybook Code	ISS-SO

Double-click on your transaction to review the posting details.

- 13 Use Preview Invoice Print (7.13.3) to print a draft invoice for your sales order.

Field	Value
Sales Order	Enter your sales order number created at step 1
To	Re-enter the SO number

Invoice Post and Print

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Invoice Post and Print

Invoice Post and Print Invoice Post and Print - 9/9/20... 09/09/08 02:52:19

QAD **Invoice Post and Print** **QMS US** **Page:1**

Sales Journal Reference: 2008/CINV000000002 AR Batch: 1

Invoice Number	Bill To	Name	Sold-To	Name	Slspn
2008/CINV000000002	CU1500	Roxy	CU1500	Roxy	

Sales Order: H0-001 Ship-To: CU1500 Roxy Order Date: 09/09/08 PO:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	80-10000-001	EA	4000	ELEC		20.0	No H	480.00	9,600.00	1,876.90
Home Trainer HT-001										

Non-Taxable: 9,600.00
Taxable: 0.00
Tax Date: 09/09/08
Containers: 0.00
Line Charges: 0.00

USD Report Totals: 9,600.00 1,876.90

QAD **Invoice Post and Print** **QMS US** **Page:2**

Sales Journal Reference: 2008/CINV000000002 AR Batch: 1

		Consolidated Dr	Consolidated Cr	
US-WEST	1300 Elec	09/09/08	9,600.00	.00 INVOICE 2008/CINV000000002
US-WEST	1300 Elec	09/09/08	.00	.00 INVOICE 2008/CINV000000002
US-WEST	4000 ELEC	09/09/08	9,600.00	.00 INVOICE 2008/CINV000000002
				9,600.00
			9,600.00	
			9,600.00	

QAD Proprietary 2008-EF-USSP-080

- 14 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.

Enter your sales order number to be selected for post and print

A new window opens with the posting details

Print Invoice

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I N V O I C E

Invoice: 2008/CINV000000002 Revision: 0
 Invoice Date: 09/09/08 Page: 1
 Print Date: 09/09/08

Bill To: CU1500

Roxy
Carriage Hill Road 139
Roxbury, NY NY12474
UNITED STATES

Sold To: CU1500

Roxy
Carriage Hill Road 139
Roxbury, NY NY12474
UNITED STATES

Sales Order: H0-001
Order Date: 09/09/08
Salesperson(s):
Credit Terms: 30D
30 days after invoice date
Resale:
Remarks:

Ship Date: 09/09/08
Purchase Order:
Ship To: CU1500
Ship Via:
BOL:
FOB Point:

Item Number	UM	Shipped	Qty	B/O	Tax	Price	Extended Price
80-10000-001	EA	20.0	0.0	No		480.00	9,600.00
Home Trainer							

Non-Taxable: 9,600.00	Currency: USD	Line Total:	9,600.00
Taxable: 0.00	0.00%	Discount:	0.00
Tax Date: 09/09/08		Service 10 :	0.00
Containers: 0.00		Freight 20 :	0.00
Line Charges: 0.00		Special 30 :	0.00
		Total Tax:	0.00
		Rounding Trailer Amount:	0.00
		Total:	9,600.00

QAD Proprietary 2008-EF-USSP-090

After reviewing the posting details, close the window. In the first window, click Next to print your invoice. A new window opens with your invoice.

Customer Invoice View

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Customer Invoice View

Customer Invoice Browse for V... x Customer Invoice - View x

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU1500 Roxy
Posting 2008/CINV000000002 09/09/2008 TC Invoice Amount 9,600.00 USD

General Addresses Financial Info Operational Info Tax Cl Posting Comments

Customer Code CU1500 Business Relation Roxy Roxy
Type Invoice Invoice Date 09/09/2008 Batch Number 1
Description

TC Invoice Amount 9,600.00 USD
Exchange Rate 1.000000000
Scale Factor 1.000000000
BC Invoice Amount 9,600.00 USD
Sub-Account Elec
Year 2008 09
Daybook Code CINV 000000002

Posting Date 09/09/2008
Tax Point Date 09/09/2008
Taxable
Tax Excluded
Invoice Status Code 000
Open
Selected

Customer Invoice View (27.1.1.3)

QAD Proprietary 2008-EF-USSP-100

15 Take a look at the customer invoice using Customer Invoice View (27.1.1.3).

Look for your customer number (CU1500 Roxy) in the browse and double click it to select it. Click Search to display the invoices for this customer. You can use the browse filters to further target your search.

CI Posting Tab

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Customer Invoice View

GL Account	GL Description	Sub-Accou	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
▶ 4000	Sales	Elec		Posted Invoice	USD	0.00	9,600.00
▶ 1300	Accounts Receiva	Elec		Posted Invoice	USD	9,600.00	0.00

Customer Invoice View (27.1.1.3)

QAD Proprietary
2008-EF-USSP-110

Review the invoice posting on the CI Posting tab.

16 Run the following reports for both the sales order shipment and the customer invoice:

GL Transaction Report (25.15.1.1)

GL Transactions Audit Log (25.15.1.9)

GL Transactions by Daybook (25.15.1.4)

Use filter criteria to make your search easier (daybook, customer, date, ...)

Sales Flow Variant - Customer Invoice/Correction Invoice

Create and post customer invoices based on a sales order

Use the following parameters (if needed):

Entity: US-WEST

Sub-account: use Elec

Cost center: use the default one else use adm

Intercompany code: USWEST

Site: US-W-S

Location: 30

All other fields: use the drop down list and choose from this list

Printer = PAGE

- 1 Create a sales order in Sales Order Maintenance (7.1.1).
Note the sales order number (needed for the next step _____)
Customer: CU1500
Item: 80-10000-001
Quantity: 20
Unit price: 500
- 2 Ship all 20 units of the sales order created in (1) using Sales Order Shipments (7.9.15)
- 3 Post the sales order shipment Using Operational Transaction Post (25.13.7). Fill in daybook ISS-SO
- 4 Post and print the customer invoice using Invoice Post and Print (7.13.4)
- 5 You notice that you did not use the correct pricing and need to do an adjustment. Use Sales Order Maintenance (7.1.1) to create a new sales order and link it to the sales order created in (1).
Customer: CU1500
Item: 80-10000-001
Quantity: 20
Unit price: 480

Sales Order Maintenance

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Sales Order Maintenance

Sales Order Maintenance X

Go To ▾
Actions ▾
Copy ▾
Print
Preview
Attach

Attachments

Header
Lines
Trailer

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

Roxbury
Carriage Hill Road 139

Roxbury
Carriage Hill Road 139

Roxbury
UNITED STATES
NY
NY12474
Roxbury
UNITED STATES
NY
NY12474

Details

Order Date: 9/9/2008
Required Date:
Promise Date:
Due Date: 9/10/2008
Perform Date:
Pricing Date:
Purchase Order:
Remarks:

Original Invoice: 2008/CINV000000003
Original Number:
Reason For Correct:

Language:

Fixed Price: ☒
Credit Terms:
Site:
Credit Terms Interest %: 0.00
Reprice: ☐

Sales Order Maintenance (7.1.1)

QAD Proprietary 2008-EF-USAR-020

Original Invoice Line

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Sales Order Maintenance

Sales Order Maintenance X
Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
1	80-10000-001	20.0	EA	480.00	0.0	480.00000

Line Details

Desc: Home Trainer Sales Acct: 4000 ELEC

Original Invoice Line

Ln	Item Number	Qty Invoiced	UM	List Price	Discount	Price
1	80-10000-001	20.0	EA	500.00	0.0	500.00

Qty Shipped: 0.0 Perform Date: 9/10/2008 Detail Alloc: ☐

Qty to Invoice: 0.0 Pricing Date: 9/9/2008 Taxable: ☐ H

Salesperson 1: Multiple: ☐ Freight List:

Commission 1: 0.00% Category: Fixed Price: ☒ Comments: ☐

Sales Order Maintenance (7.1.1)

QAD Proprietary 2008-EF-USAR-030

Sales Order Shipments

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Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

Order: HQ-A1-2 Ship Allocated: ☒ Sold-To: CU1500 Site:
Effective: 9/9/2008 Ship Picked: ☒ Roxy

Ln	Item Number	T	Qty Alloc	Qty Picked	To Ship	Backorder Site
1	80-10000-001		20.0	0.0	20.0	0.0 US-W-S
2	80-10000-001		-20.0	0.0	-20.0	0.0 US-W-S

Line: Cancel B/O: Site: Loc:
Quantity: Lot/Serial:
Item Number: UM: Reference: Multi Entry: ☐
Description:

Sales Order Shipments (7.9.15)

QAD Proprietary 2008-EF-USAR-040

- 6 Use Sales Order Shipments (7.9.15) to ship all 20 units of the sales order created in (5)
- 7 Take a look at Pending Invoice Register (7.13.2)
- 8 Take a look at Sales Order Shipped not Invoiced (7.15.20)
- 9 Take a look at Unposted Transaction Inquiry (25.13.13)
- 10 Post the sales order shipment using Operational Transaction Post (25.13.7). Fill in daybook ISS-SO.
- 11 Take a look at Journal Entry View (25.13.1.3) for daybook ISS-SO.

Invoice Post and Print

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Invoice Post and Print

Invoice Post and Print - 9/9/20... x

QAD **Invoice Post and Print** 09/09/08 04:48:31
QMS US **Page: 1**

Sales Journal Reference: 2008/CCN000000001 AR Batch: 3

Invoice Number	Bill To	Name	Sold-To	Name	Slspn
2008/CCN000000001	CU1500	Roxy	CU1500	Roxy	

Sales Order: HQ-A1-2 Ship-To: CU1500 Roxy Order Date: 09/09/08 PO:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	80-10000-001	EA	4000	ELEC		20.0	No H	480.00	9,600.00	1,876.90
	Home Trainer HT-001					0.0				
2	80-10000-001	EA	4000	ELEC		-20.0	No H	500.00	-10,000.00	-2,276.90
	Home Trainer HT-001					0.0				

Non-Taxable: -400.00 Currency: USD Line Total: - 400.00
 Taxable: 0.00
 Tax Date: 09/09/08
 Containers: 0.00
 Line Charges: 0.00
 C R E D I T

USD Report Totals: -400.00 -400.00

QAD **Invoice Post and Print** 09/09/08 04:48:31
QMS US **Page: 2**

Sales Journal Reference: 2008/CCN000000001 AR Batch: 3

				Consolidated Dr Consolidated Cr		
US-WEST	1300	Elec	09/09/08	.00	400.00	INVOICE 2008/CCN000000001
US-WEST	1300	Elec	09/09/08	.00	.00	INVOICE 2008/CCN000000001
US-WEST	4000	ELEC	09/09/08	.00	9,600.00	INVOICE 2008/CCN000000001
US-WEST	4000	ELEC	09/09/08	10,000.00	.00	INVOICE 2008/CCN000000001
				10,000.00	9,600.00	
				10,000.00	10,000.00	

QAD Proprietary 2008-EF-USAR-050

- 12 Post and print the customer invoice using Invoice Post and Print (7.13.4)
- 13 Take a look at the customer invoice using Customer Invoice View (27.1.1.3)
- 14 Run the following reports for both the sales order shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)

Journal Entry View

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Journal Entry Browse for View x Journal Entry - View x

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: SINV 000000003 Layer Type: OFFICIAL Save As Template: ☐

Description: INV-PO2 S05800 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2000	Accounts Payable	Mech		INV-PO2 S05800	USD	0.00	250.00
2500	Unapproved invoice	Mech		INV-PO2 S05800	USD	250.00	0.00

Journal Entry Browse for View x Journal Entry - View x

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: SIREC 000000003 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/09/SIREC Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2550	Expensed Item Re	Mech		AP Matching: 2008/	USD	250.00	0.00
2500	Unapproved invoice	Mech		AP Matching: 2008/	USD	0.00	250.00

QAD Proprietary 2008-EF-USPP-110

Sales Flow Variant - Service Fees/Trailer Charges

Create and post customer invoices based on a sales order.

Use the following parameters (if needed):

Entity: US-WEST

Sub-account: use Elec

Cost center: use the default one else use adm

Intercompany code: USWEST

Site: US-W-S

Location: 30

All other fields: use the drop down list and choose from this list

Printer = PAGE

1 Create a sales order using Sales Order Maintenance (7.1.1)

Customer: CU1500

Item: 80-10000-001

Quantity: 40

Unit price: 450

(trailer) Service fee: 200

Sales Order Maintenance

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Sales Order Maintenance

Sales Order Maintenance X
Go To Actions Copy Print Preview Attach
Attachments
Header Lines Trailer
Trailer Tax Info Trailer Information

Header
Order: HQ-A2-1 Sold-To: CU1500 Bill To: CU1500 Ship-To: CU1500

Trailer

Non-Taxable:	18,200.00	Currency: USD	Line Total:	18,000.00
Taxable:	0.00	0.00%	Discount:	0.00
Tax Date:		Service	10	200.00
Containers:	0.00	Freight	20	0.00
Line Charges:	0.00	Special	30	0.00
			Total Tax:	0.00
			Total:	18,200.00

View/Edit Tax Detail: ☐

Trailer Information

CR Initials:		Print Sales Order:	☒	Prepaid:	0.00
Credit Card:		Print Pack List:	☒	FOB Point:	
Action Status:	HD	Print Inv Hist:	☒	Ship Via:	
Revision:	0	EDI Inv Hist:	☐	BOL:	
EDI PO Ack:	☐	Partial OK:	☒		

Sales Order Maintenance (7.1.1)

QAD Proprietary 2008-EF-USAR-060

- 2 Ship all 40 units of the sales order created in (1) using Sales Order Shipments (7.9.15)

Pending Invoice Maintenance

QAD
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Pending Invoice Maintenance

Pending Invoice Maintenance

Go To Actions Copy Print Preview Attach

Attachments
Header Lines Trailer

Trailer Tax Info **Trailer Information**

Non-Taxable:	17,100.00	Currency: USD	Line Total:	17,000.00
Taxable:	0.00	0.00%	Discount:	0.00
Tax Date: 9/9/2008		Service	10	100.00
Containers: 0.00		Freight	20	0.00
Line Charges: 0.00		Special	30	0.00
		Total Tax:		0.00
		Total:		17,100.00

View/Edit Tax Detail ☐

Trailer Information

CR Initials: Credit Card: Action Status: HD Revision: 0 FOB Point:

Ready to Invoice: ☒ Print Sales Order: ☒ Print Pack List: ☒ Prepaid: 0.00

3 Change the unit price and service fee using Pending Invoice Maintenance (7.13.1)

Customer: CU1500

Item: 80-10000-001

Quantity: 40

Unit price: 425

(Trailer) Service fee: 100

Sales Order Shipped not Invoiced



Sales Order Shipped not Invoiced

Sales Order Shipped not Invoiced
Sales Order Shipped not Invoiced



Sales Order Shipped not Invoiced
QMS US

09/09/08 06:39:39
Page:1

Site: US-W-S

Sales Order: H0-A2-1 Sold-To: CU1500 Ship-To: CU1500 Bill To: CU1500 Ship Date: 09/09/08 Channel:

Ln	Item Number	Shipper	T Due Date	Qty Ordered	Qty Shipped	Qty to Invoice	Extended Amount
1	80-10000-001		09/10/08	40.0	40.0	40.0	17,000.00
							Site Total: 17,000.00
							Report Total: 17,000.00

End of Report



Sales Order Shipped not Invoiced
QMS US

09/09/08 06:39:39
Page:2

Report Criteria:

Site: US-W-S
Effective Date: 09/01/08

Report Submitted By: QAD

To: US-W-S
To: 09/09/08 Output: page
Batch ID:

Sales Order Shipped not Invoiced (7.15.20)

QAD Proprietary
2008-EF-USAR-080

4 Take a look at Sales Order Shipped not Invoiced (7.15.20)

Operational Transaction Post

Operational Transaction Post									
US									
09/09/08 06:41:27									
Page: 1									
Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amo	
IC080909000005	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-COR HO-A1-2.2	-7,021	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-COR HO-A1-2.2	7,021	
								0	
IC080909000006	09/09/08	09/09/08	1	5300-ELEC		US-WEST	ISS-SO HO-A1-2.2	-702	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A1-2.2	702	
								0	
IC080909000007	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-COR HO-A1-2.1	7,021	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-COR HO-A1-2.1	-7,021	
								0	
IC080909000008	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-SO HO-A2-1.1	-14,042	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	14,042	
								0	
IC080909000009	09/09/08	09/09/08	1	5300-ELEC		US-WEST	ISS-SO HO-A2-1.1	-1,404	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	1,404	
								0	
IC080909000010	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-SO HO-A2-1.1	14,042	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	-14,042	
								0	
IC080909000013	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-SO HO-A2-1.1	1,404	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	-1,404	
								0	
IC080909000014	09/09/08	09/09/08	1	5300-ELEC		US-WEST	ISS-SO HO-A2-1.1	-1,404	
	QAD	09/09/08	2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	1,404	
								0	
Operational Transaction Post									
US									
09/09/08 06:41:27									
Page: 2									
Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amo	
								0	
End of Report									

- 5 Post the sales order shipment using Operational Transaction Post (25.13.7). Fill in daybook ISS-SO
- 6 Take a look at Journal Entry View (25.13.1.3) for daybook ISS-SO.
- 7 Print the draft invoice for the sales order created in (5) using Invoice Print Preview (7.13.3).
- 8 Post and print the customer invoice using Invoice Post and Print (7.13.4)
- 9 Take a look at the customer invoice using Customer Invoice View (27.1.1.3).
- 10 Run the following reports for both the sales order shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)

Sales Flow Variant - Credit Note

Create and post financial customer invoices

Use the following parameters (if needed):

Entity: US-WEST

Sub-account: use Elec

Cost center: use the default one else use adm

Intercompany code: USWEST

Site: US-W-S

Location: 30

Period 2007/07, date 2nd July

Not taxable

Daybooks: CIM (invoice), CCNM (CN)

All other fields: use the drop-down list and choose from this list

Printer = PAGE

Customer Invoice Create

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Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU9000 Explore
Posting 2008/CIM000000001 09/05/2008 TC Invoice Amount

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CU9000 Business Relation Explore Explore
Type Invoice Invoice Date 09/05/2008 Batch Number
Description HO Alt flow 3
TC Invoice Amount 2,380.00 USD Exchange Rate 1.0000000000
Scale Factor 1.0000000000 Posting Date 09/05/2008
BC Invoice Amount 2,380.00 USD Tax Point Date 09/05/2008
Sub-Account Elec Taxable
Year 2008 09 Tax Excluded
Daybook Code CIM 000000001 Invoice Status Code C-DK
Open Selected

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-USAR-100

11 Create a customer invoice using Customer Invoice Create (27.1.1.1)

Customer: CU9000 Explore

Total value: \$2380.00 USD

CI Posting Tab

QAD
Our Passion. Your Advantage.

Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU9000 Explore

Posting 2008/CIM000000001 09/05/2008 TC Invoice Amount 2,380.00 USD

General Addresses Financial Info Operational Info Tax CI Posting Comments

GL Acct	GL Description	Sub-Account	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
1300	Accounts Receiva	Elec		HO Alt flow 3	USD	2,380.00	0.00
4000	Sales	Elec		HO Alt flow 3	USD	0.00	2,380.00

Sub-Account Code
Elec

SAF Concept Code SAF Code

Customer Type DIST

Product Line Def

Region DOM

Site US-W-S

Currency View Base Currency Total 2,380.00 2,380.00

Link to the Invoice Created

QAD
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Customer Invoice Create

Customer Invoice Create X

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU9000 Explore
Posting 2008/CCNM000000001 09/05/2008 TC Invoice Amount

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CU9000 Business Relation Explore Explore
Type Credit Note Invoice Date 09/05/2008 Batch Number
Description HQ alt flow 3 CN

TC Invoice Amount 180.00 USD
Exchange Rate 1.0000000000
Scale Factor 1.0000000000
BC Invoice Amount 180.00 USD
Posting Date 09/05/2008
Tax Point Date 09/05/2008
Taxable
Tax Excluded
Sub-Account Elec Invoice Status Code C-OK
Year 2008 09
Daybook Code CCNM 000000001
Open
Selected

Link to Invoice 2008 CIM 000000001 Adjustment CUSTADJ 1

QAD Proprietary 2008-EF-USAR-115

12 Create a Customer invoice type credit note.

Customer: CU9000 Explore

Total value:\$180.00 USD

Link it to the invoice created in (1). Enter the number in the Link to Invoice field.

Customer Invoice Create

QAD
Our Passion. Your Advantage.

Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU9000 Explore

Posting 2008/CCNM000000001 09/05/2008 TC Invoice Amount 180.00 USD

GL Acco	GL Description	Sub-Accou	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
1300	Accounts Receiva	Elec		HO alt flow 3 CN	USD	0.00	180.00
4000	Sales	Elec		HO alt flow 3 CN	USD	180.00	0.00

Sub-Account Code Elec

SAF Concept Code SAF Code

Customer Type DIST

Product Line Def

Region DOM

Site US-W-S

Currency View Base Currency Total 180.00 180.00

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-USAR-120

Take a look at Journal Entry View (25.13.1.3) for daybook

13 Take a look at the customer invoice using Customer Invoice View (27.1.1.3)

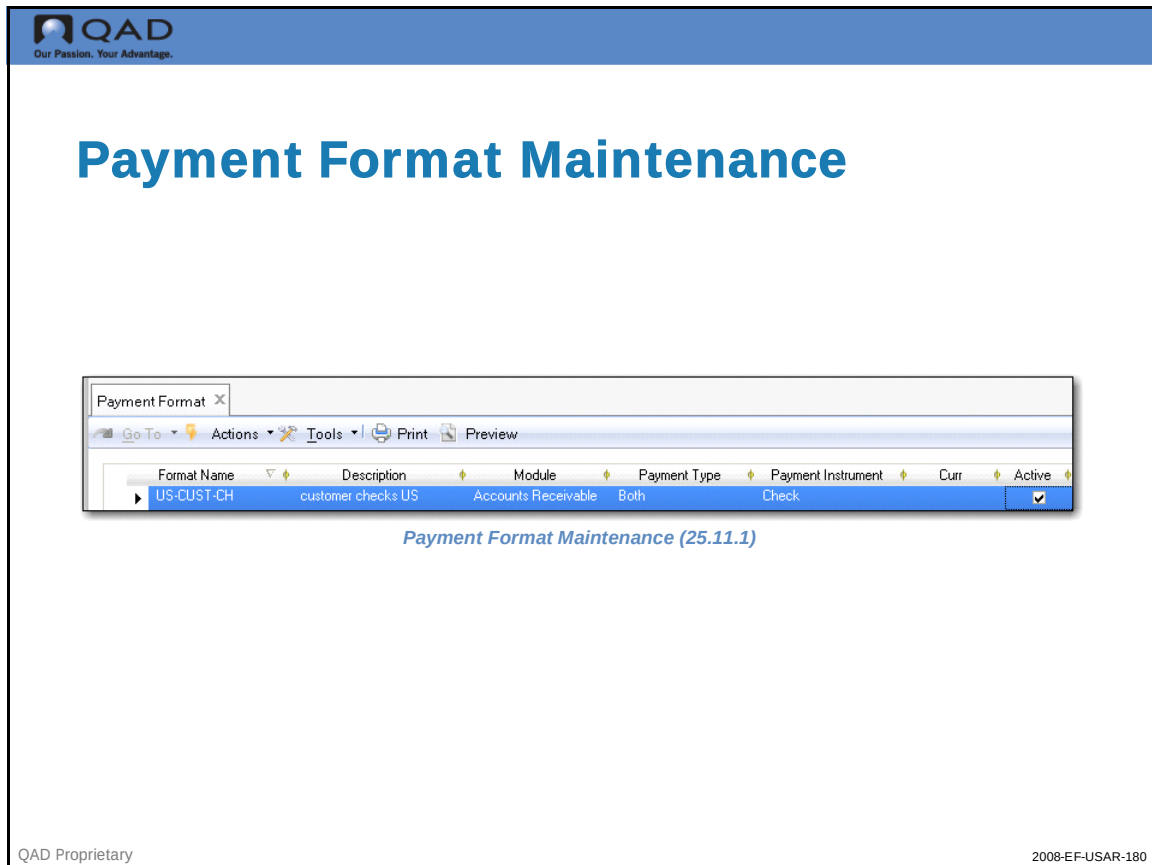
14 Run the following reports for the customer invoice:

GL Transaction Report (25.15.1.1)

GL Transactions Audit Log (25.15.1.9)

GL Transactions by Daybook (25.15.1.4)

AR Payment



Log in to entity: US-WEST

When not specified in the exercise, use the following data when needed:

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: USWEST

SAF structure & SAF: choose any from the lookup list

Payment Format Maintenance

- 1 Use Payment Format Maintenance (25.11.1) to create a new payment format.
 Code: US-CUST_CH
 Description: Customer checks US
 Module: Accounts Receivable
 Payment type: both
 Payment instrument: check
 Active: yes

GL Account Create

GL Account Create

Account: 1105
 Description: US Bank
 GL Type: Bank Account
 Active: ☒

Referenced: ☐
 In Posting: ☐
 System Type:
 Budget Group:
 Budget Enabled: ☒ Category: Asset

Posting | Currency | Analysis | Report Link | Banking | Cash | Defaults

Balance/P&L: Balance Sheet Account
 Auto/Manual: Manual
 Debit/Credit: Debit
 Intercompany Account: ☐
 Fixed Intercompany: ☐
 Quantity: ☐
 Default Intercompany:
 GL Account Unit of Measure:

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-USAR-190

- 2 Use GL Account Create (25.3.13.1) to create a new bank GL account.

Code: 1105

Description: US Bank

Type: Bank

Category: Asset

Auto/Manual: Manual

Currency: USD

Bank account validation: XX

Bank account number: 11223344

Bank daybook profile: BEUSD

AP Discount account: 5700

AR Discount Account: 4220

GL Account Create - Currency Tab

QAD
Our Passion. Your Advantage.

GL Account Create

GL Account Create x

Go To Actions Tools Attach Print Preview

Attachments

Account 1105
Description US Bank
GL Type Bank Account
Active ☒

Referenced ☐
In Posting ☐
System Type
Budget Group
Budget Enabled ☒ Category Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Base Currency Only ☐ Currency Code USD

TC Revaluation Method None
MC Revaluation Method None
Revaluation GL
Consolidation Method Current Exchange Rate

TC Revaluation Rate Type
MC Revaluation Rate Type
Consolidation Rate Type

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-USAR-200

GL Account Create - Banking Tab

QAD
Our Passion. Your Advantage.

GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account

1105

Referenced

☐

Description

US Bank

In Posting

☐

GL Type

Bank Account

System Type

Active

☒

Budget Group

Budget Enabled

☒

Category

Asset

Posting

Currency

Analysis

Report Link

Banking

Cash

Defaults

Entity Code

US-WEST

Default

☒

Bank Format

XX

Bank Account No

Business Relation Code

Active

☒

SWIFT Code

Label	Value	Length	Mandatory
Bank Account	11223344	40	☒

Banking Daybook Profile

BEUSD

AP Discount Account

5700

AR Discount Account

4220

Bank Payment Format Link

QAD
Our Passion. Your Advantage.

Bank Payment Format Link

Bank Payment Format Link

Go To Tools Print Preview

Attachments

Bank Account Number 11223344

Entity Code US-WEST

Payment Format	Next Pre-Printed No	AR/AP	Payment Instrument	Payment Type
US-CUST-CH	0	ACCOUNTRECEIVA	CHEQUE	BOTH

Bank Payment Format Link (25.11.2)

QAD Proprietary 2008-EF-USAR-220

- 3 Use Bank Payment Format Link (25.11.2) to link the newly created payment format US-CUST-CH to the current bank account (11223344)

Customer Modify

The screenshot shows the 'Customer - Modify' window in QAD. The 'Banking' tab is selected, displaying a table of bank accounts. A new entry is highlighted in blue, showing the configuration for a new bank account.

Default	Bank Format	Bank Account No	Own Bank Number	Payment Format	Payment Instrument
☐	XX	26002600	12345678	CUST-CHECK	CHEQUE
☐	XX	26002601	12345678	US-CHECK	CHEQUE
☒	XX	NA	11223344	US-CUST-CH	CHEQUE

Customer Modify (27.20.1.2)

QAD Proprietary 2008-EF-USAR-230

- 4 Use Customer Modify (27.20.1.2) to add the combination of the payment format US-CUST_CH and the own current bank account to the banking tab of customer CU3000 Mountain Travel.
 Default: yes
 Bank format: XX
 Bank account number: NA
 Own bank account number: 11223344
 Payment format: US-CUST_CH
- 5 Use customer payment status create (27.6.2.1) to set up the payment statuses for checks:
 Payment instrument: Check
 Status: Initial
 Bank account code: 1105
 Daybook code:
 GL account:
 Payment instrument: Check
 Status: For collection
 Bank account code: 1105
 Daybook code: ARPAY

GL account: 1380

Payment instrument: Check

Status: Paid

Bank account code: 1105

Daybook code: ARPAY

GL account: 1380

Customer Invoice Create

QAD
Our Passion. Your Advantage.

Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU3000 Mountain travel

Posting 2008/CIM000000002 09/05/2008 TC Invoice Amount

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CU3000 Business Relation Mountain travel Mountain travel

Type Invoice Invoice Date 09/05/2008 Batch Number

Description Misc Items

TC Invoice Amount 1,500.00 USD Posting Date 09/05/2008

Exchange Rate 1.0000000000 Tax Point Date 09/05/2008

Scale Factor 1.0000000000 Taxable ☐

BC Invoice Amount 1,500.00 USD Tax Excluded ☐

Sub-Account Mech Invoice Status Code C-OK

Year 2008 09 Open ☒

Daybook Code CIM 000000002 Selected ☐

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-USAR-240

- 6 Use Customer Invoice Create (27.1.1.1) to create a customer invoice for customer CU3000 Mountain Travel
 Description: Misc. items
 Amount: 1500
 Currency: USD
 Invoice status code: C-OK
 Non taxable
 Daybook: CIM

Customer Invoice Create - Financial Info Tab

QAD
Our Passion. Your Advantage.

Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU3000 Mountain travel

Posting 2008/CIM000000002 09/05/2008 TC Invoice Amount 1

General Addresses Financial Info Operational Info Tax CI Posting Comments

Credit Terms Code 2M Due Date 11/30/2008 Stag

Expected Payment Date Discount Due Date 09/05/2008

CN Payment Allowed Payment Reference

Entity Code	Validation	Bank Account No	Own Bank Number	Payment Format	Payment
US-WEST	XX	NA	11223344	US-CUST-CH	Check

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-USAR-250

Customer Payment Create

QAD
Our Passion. Your Advantage.

Customer Payment Create

Customer Payment - Create

Attachments

Posting Date: 09/05/2008

Balance

Amount to Allocate: 1,500.00 CR

Amount Allocated: 1,500.00 DR

Balance: 0.00 CR

Prepay

Filter

Search Criteria for Invoices

Include

Customer: CU3000

Business Relation Code: Mountain travel

Payment Reference (Inv./Pay No):

Shipper:

Group Name:

Year/Daybook/Voucher: 0 0

Amount: 0.00 USD

Operators/Margin: = 0.00

All Entities

Apply

Business Relati	Invoice/Payme	Reference	Shipper	Due Date	Disc	Invoi	Balance	Cur	F	TC Alloc
Mountain tra	Invoice	2008/CIM/00000000		11/30/2008	09/05/	09/05/	1,500.00	D	USD	☒

Customer Payment Create (27.6.4.1)

QAD Proprietary 2008-EF-USAR-260

- 7 Use Customer Payment Create (27.6.4.1) to enter into the system the check payment of 1500 USD for customer CU3000. Allocate this check to the customer invoice that was created in the previous section (6).

Customer: CU3000

Amount: 1500

Currency: USD

Reference: CH001

Status: For collection

Customer Payment View

QAD
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Customer Payment View

Customer Payment View (27.6.4.3)

QAD Proprietary
2008-EF-USAR-280

- 8 Use Customer Payment View (27.6.4.3) and have a look at the entered customer payment.

Customer Activity Dashboard

The screenshot shows the QAD Customer Activity Dashboard. At the top, there's a header with the QAD logo and the text "Our Passion. Your Advantage." Below this, the title "Customer Activity Dashboard" is displayed in large blue font. The main interface is a web application window titled "Customer - Activity Dashboard". It features a search bar with "CU3000" entered, a dropdown menu for "Entity" showing "CONS-US", "US-EAST", and "US-WEST", and an "Apply" button. Below the search bar, there are tabs for "Credit Details", "Activity", "Invoices", "Payments", and "Comments". The "Payments" tab is selected. The "Start Date" is "06/07/2008" and the "End Date" is "09/05/2008". The "Status" is set to "All". A table of payments is displayed with columns: Invoice Number, Invoice Date, Due Date, Discount Due Date, Open, Curr, TC Open Amount, BC Original Amount, and TC Orig. The first row shows an invoice for 2008/CIM/2 with a due date of 11/30/2008 and a total open amount of 1,500.00. Below the table, there's a section for "Payment Reference" and "Payment Selection" with a value of "CH001".

Customer Activity Dashboard (27.18.1)

QAD Proprietary 2008-EF-USAR-290

- 9 Use Customer Activity Dashboard (27.18.1) and have a look at both the customer invoice and the customer payment.
- 10 Use Customer Payment Mass Change (27.6.4.5) to change the status of the check from for collection to paid.

Field	Value
Posting Date	Enter your invoice posting date
Customer Code	CU3000
Change Status	Yes
New Status for Selected Rows	Paid

After entering your customer number, click Add. All payments for this customer display.

Select your payment in the grid, and click Save.

Journal Entry View

QAD
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Journal Entry View

Journal Entry Browse for View | **Journal Entry - View**

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 | 09 | Posting Date: 09/05/2008

Daybook Code: ARPAY | 000000004 | Layer Type: OFFICIAL | Save As Template: ☐

Description: Check 2008/000000002 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
1380	Debtor PIP	Mech		Check 2008/000000000	USD	1,500.00	0.00
1300	Accounts Receiva	Mech		Misc Items	USD	0.00	1,500.00

Journal Entry Browse for View | **Journal Entry - View**

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 | 09 | Posting Date: 09/05/2008

Daybook Code: ARPAY | 000000005 | Layer Type: OFFICIAL | Save As Template: ☐

Description: Check 2008/000000002 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
1380	Debtor PIP	Mech		Check 2008/000000000	USD	0.00	1,500.00
1105	US Bank			Check 2008/000000000	USD	1,500.00	0.00

Journal Entry View (25.13.1.3)

QAD Proprietary 2008-EF-USAR-310

- 11 Use Journal Entry View (25.13.1.3) to review the postings generated in the ARPAY daybook.

Usage Customization

- 1 Open Cost Center Trans Summary Report (25.15.3.1)
- 2 Select Tools / Manage Filter Fields. Experiment adding and removing fields for selection, reordering them (right mouse click on a field name), adding initial values (check variables from the drop-down list).
- 3 Note that initial values must be in the appropriate format for the specific field.
- 4 Select Tools / Report Options. Experiment changing the formatting. Select whether you want the filter criteria to appear on the report output or not.
- 5 Select Variant - Save As to store your changes.
Leave the report (close window), and reopen it. Select your variant.

Supplier Setup (Payment Status)

Log into US-WEST

Use Supplier Payment Status Create (28.9.1.1.1) to create payment statuses for the payment instrument “draft”.

- 1 Status: Initial
Bank GL account: 1100
Supplier Payment Account: <blank>
- 2 Status: For Collection
Bank GL account: 1100
Daybook code: APPAY
Supplier Payment Account: 2080
Default Value days: 0
- 3 Status: Paid
Bank GL account: 1100
Daybook code: APPAY
Supplier Payment Account: 2080
Default Value days: 0

Purchasing Process

Process a supplier invoice for goods received

Unless stated otherwise, use entity US-WEST and accept default values.

- 1 Use Purchase Order Maintenance (5.7) to create 2 purchase orders.

Field	Value
PO Number	TEST-PO1
Supplier	S07500
Ship-To	US-W-S
Site	US-W-S
Item	1000 Ft. of 10-10000-001
PO Number	TEST-PO2
Supplier	S05800
Ship-To	US-W-S
Site	US-W-S
Item	1 Memo item for \$250.00

Purchase Order Receipts


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Purchase Order Receipt

Purchase Order Receipts X

Go To
Actions
Copy
Print
Preview

Order: P01-R	Supplier: S00100	Status:	Packing Slip:
Non-Taxable:	0.00	Currency: EUR	Line Total: 19,800.00
Taxable:	19,800.00		Total Tax: 3,564.00
Tax Date: 8/12/2008			Total: 23,364.00
View/Edit Tax Detail: ☐			

Purchase Order Receipts (5.13.1)

QAD Proprietary
2008-EF-APP-170b

- 2 Use Purchase Order Receipts (5.13.1) to receive both purchase orders completely.
- 3 Use Operational Transaction Post (25.13.7) to post the unposted transactions to the GL and verify the result in GL using Journal Entry View (25.13.1.3).

Daybook: Only select RCT-PO

Try changing the columns selected and the order of the columns to make the Journal Entry View (25.13.1.3) more useful for you

Journal Entry View

QAD
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Journal Entry Browse for View

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

Search [2]

Posting Date equals 09/10/2008

Daybook Code equals RCT-PO

Viewing 1 - 3 of 3 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code	Creator
2008	09	09/10/2008	RCT-PO	000000002	RCT-PO TEST-P01	Primary	QAD
2008	09	09/10/2008	RCT-PO	000000003	RCT-PO TEST-P01	Primary	QAD
2008	09	09/10/2008	RCT-PO	000000004	RCT-PO TEST-P02	Primary	QAD

Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: RCT-PO 000000002 Layer Type: OFFICIAL Save As Template: ☐

Description: RCT-PO TEST-P01 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
1500	Inventory	Mech		RCT-PO TEST-P01	USD	19,800.00	0.00
2520	PO Receipts	Mech		RCT-PO TEST-P01	USD	0.00	19,800.00

Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: RCT-PO 000000004 Layer Type: OFFICIAL Save As Template: ☐

Description: RCT-PO TEST-P02 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
6600	Purchases	Mech		RCT-PO TEST-P02	USD	250.00	0.00
2550	Expensed Item Re	Mech		RCT-PO TEST-P02	USD	0.00	250.00

QAD Proprietary

2008-EF-USPP-050

Supplier Invoice Create

Supplier Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S07500 Tube City Reference: INV-PO1

Posting: 2008 / 9 / sinv / 2 09/10/2008 TC Invoice Amount: 19,500.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Supplier Code: S07500 Business Relation: Tube City Tube City

Reference: INV-PO1 Description: INV-PO1 S07500

PO Number: TEST-PO1

Registration Number: 31

Invoice Type: Invoice

Daybook Code: sinv 000000002

Year: 2008 09

Posting Date: 09/10/2008

Invoice Date: 09/10/2008

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Exchange Rate: 1.0000000000

Invoice Amount: 19,500.00 USD

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-USPP-060

- 4 Use Supplier Invoice Create (28.1.1.1) to create a Supplier Invoice for the received materials.

Field	Value
Supplier	S07500
Reference	INV-PO1
Amount	\$19,500 (1000*19.50 Price Variance of 0.30)
Invoice Status Code	999
PO Number	TEST-PO1
Daybook	SINV

Check out the other tabs especially SI Posting and Matching

On the Matching tab

Experiment with adding and removing POs

When done experimenting, select Matching button

Receiver Matching - Create

The screenshot displays the QAD Receiver Matching - Create window. The top section shows 'Matching Data' with fields for Date (09/10/2008), Year/Pd (2008/09), Daybook (SIREC), Invoice (2008 SINV), Invoice Type (Invoice), Reference (INV-PO1), Supplier Code (507500), Registration Number (000000001), Invoice Status Code (111), and Status (Finished). Below this is a 'Pending Invoice Filter' section. The main table lists items with columns: Sel, Log Charge, Item, Logistic Charge, Open Quantity, Unit Price, TC Open Amt, Matched Quantity, Matched Unit Price, and TC Mat. The table shows a single item '10-10000-001' with a quantity of 1,000.00 and a unit price of 19.60000. A 'Matching Overview' window is overlaid, showing 'To Match' (19,500.00), 'Matched' (19,600.00), and 'Difference' (-100.00). The 'Manual Posting' button is highlighted. The bottom section shows a 'Matching Overview Advanced' table with columns for GL Account, GL Description, Sub-Account C, Cost Ce, Description, Trans Curr, TC Debit, and TC Credit. The table shows a single row for '6740 AP Rate Variance' with a TC Credit of 100.00. The bottom right corner of the window displays '2008-EF-USPP-070'.

- 5 In the Receiver Matching Create window, match the receipt of TEST-PO1 with the invoice.

Field	Value
Status	Finished
Order	TEST-PO1
Quantity Invoiced	1000
Price Invoiced	\$19.60 Introducing a 0.20 price variance

Use the Manual Posting functionality to post the remaining difference (\$100) to account 6740. Click on the Manual Posting button to access it.

Supplier Invoice Create

Supplier Invoice Create

Supplier Code: S05800 | Sandwich Factory | Reference: INV-PO2

Posting: 2008 / 9 / SINV / 3 | 09/10/2008 | TC Invoice Amount: 250.00 USD

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

Supplier Code: S05800 | Business Relation: Sandwich Factory | Description: INV-PO2 S05800

PO Number: TEST-PO2 | Registration Number: 32 | Invoice Type: Invoice

Daybook Code: SINV | 000000003 | Year: 2008 | 09 | Posting Date: 09/10/2008

Invoice Date: 09/10/2008 | Invoice Status Code: 999

TC Invoice Amount: 25 | Exchange Rate: 1.0 | TC Invoice Amount: 25

Supplier Invoice - Receiver Matching - Create

Matching Data

Date: 09/10/2008 | Year/Pd: 2008 | 09 | Daybook: SIREC | 000000000

Invoice: 2008 | SINV | 000000003 | Invoice Type: Invoice

Reference: INV-PO2 | Supplier Code: S05800 | Sandwich Factory

Registration Number: 0000000032 | Invoice Status Code: 111 | Status: Finished

Pending Invoice Filter

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price
☒		Memo Item		1.00	250.00000	250.00	1.00	250.00000
	☒	Taxable						
		Tax Class						
		Tax Usage						
		Tax Env						
		H						
								NON-TAX

QAD Proprietary 2008-EF-USPP-080

- 6 Create a supplier invoice using Supplier Invoice Create (28.1.1.1) for the received Memo item.

Field	Value
Supplier	S05800
Reference	INV-PO2
Amount	\$250.00
Invoice Status Code	999
PO Number	TEST-PO2
Daybook	SINV

Check out the other tabs especially SI Posting and Matching.

On the Matching tab

Experiment with adding and removing POs.

When done experimenting, select Matching button.

- 7 Match the receipt of TEST-PO2 with the invoice.

Field	Value
Status	Finished
Order	TEST-PO2
Quantity Invoiced	1
Price Invoiced	\$250.00

Change the cost account for the Memo purchase to:

Field	Value
Account	7800
CC	SlS

Supplier Invoice View

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Supplier Invoice Browse for Vi... Supplier Invoice - View X

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S07500 Tube City Reference: INV-PO1

Posting: 2008 / 9 / SINV / 2 TC Invoice Amount: 19,500.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: SIREC 000000002 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/09/SIREC Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
6740	AP Rate Variance	Gserv		AP Matching: 2008/	USD	0.00	100.00
2520	PO Receipts	Mech		AP Matching: 2008/	USD	19,800.00	0.00
6740	AP Rate Variance	Mech		AP Matching: 2008/	USD	0.00	200.00
2500	Unapproved invoice	Mech		AP Matching: 2008/	USD	0.00	19,500.00

Supplier Invoice Browse for Vi... Supplier Invoice - View X

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S05800 Sandwich Factory Reference: INV-PO2

Posting: 2008 / 9 / SINV / 3 TC Invoice Amount: 250.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 09 Posting Date: 09/10/2008

Daybook Code: SIREC 000000003 Layer Type: OFFICIAL Save As Template: ☐

Description: AP Matching: 2008/09/SIREC Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2550	Expensed Item Re	Mech		AP Matching: 2008/	USD	250.00	0.00
2500	Unapproved invoice	Mech		AP Matching: 2008/	USD	0.00	250.00

QAD Proprietary 2008-EF-USPP-090

- 8 Use Supplier Invoice View (28.1.1.3) to review the invoices after the matching
- Try changing the columns selected and the order of the columns to make the view more useful for you

Journal Entry - View

QAD
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Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 09 | Posting Date: 09/10/2008

Daybook Code: SINV | 000000002 | Layer Type: OFFICIAL | Save As Template: ☐

Description: INV-PO1 S07500 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2000	Accounts Payable	Mech		INV-PO1 S07500	USD	0.00	19,500.00
2500	Unapproved invoice	Mech		INV-PO1 S07500	USD	19,500.00	0.00

Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 09 | Posting Date: 09/10/2008

Daybook Code: SIREC | 000000002 | Layer Type: OFFICIAL | Save As Template: ☐

Description: AP Matching: 2008/09/SIREC | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
6740	AP Rate Variance	Gserv		AP Matching: 2008/	USD	0.00	100.00
2520	PO Receipts	Mech		AP Matching: 2008/	USD	19,800.00	0.00
6740	AP Rate Variance	Mech		AP Matching: 2008/	USD	0.00	200.00
2500	Unapproved invoice	Mech		AP Matching: 2008/	USD	0.00	19,500.00

QAD Proprietary | 2008-EF-USPP-100

- 9 Use Journal Entry View (25.13.1.3) to review the GL Postings created by the Invoice and the Matching

Try changing the columns selected and the order of the columns to make the view more useful for you.

Tip Add “External Invoice Reference” to the grid NV-PO1.

Purchasing - Alternative Flows

Practice how to:

- Process a supplier invoice for goods received
- Execute a receiver matching
- Create a reversal/replacement of a supplier invoice/receiver matching

Unless stated otherwise:

Use workspace entity: US-WEST

Accept default values

- 1 Use Purchase Order Maintenance (5.7) to create 1 purchase order.

Field	Value
PO Number	PO1-R
Supplier	S07500
Ship-To	US-W-S
Site	US-W-S
Item	1000 Ft. of 10-10000-001

Purchase Order Receipt


Our Passion. Your Advantage.

Purchase Order Receipt

Purchase Order Receipts X

Go To Actions Copy Print Preview

Order: PO1-R	Supplier: S00100	Status:	Packing Slip:
Non-Taxable:	0.00	Currency: EUR	Line Total: 19,800.00
Taxable:	19,800.00		Total Tax: 3,564.00
Tax Date: 8/12/2008			Total: 23,364.00
View/Edit Tax Detail: ☐			

Purchase Order Receipts (5.13.1)

QAD Proprietary2008-EF-APP-170b

- 2 Use Purchase Order Receipts (5.13.1) to receive the purchase order completely.

Supplier Invoice Create

QAD: QMSUS QMS US - Demo [USD] US WEST - US WEST Entity of QMS US (1) - QAD Enterprise Applications

Supplier Invoice Create

Supplier Code: S07500 Tube City Reference: PO1-R

Posting: 2008 / 6 / sinv / 7 06/06/2008 TC Invoice Amount: 19,500.00 USD

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

Supplier Code: S07500 Business Relation: Tube City Tube City

Reference: PO1-R Description: PO1-R S07500

PO Number: PO1-R

Registration Number: 44

Invoice Type: Invoice

Daybook Code: sinv 000000007

Year: 2008 06

Posting Date: 06/06/2008

Invoice Date: 06/06/2008

TC Invoice Amount: 19,500.00 USD

Exchange Rate: 1.0000000000

BC Invoice Amount: 19,500.00 USD

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☒

Matching

Save and Create Save Close

QAD

QAD Proprietary 2008-EF-USAR-130

- 3 Use Supplier Invoice Create (28.1.1.1) to create a supplier invoice for the received materials.

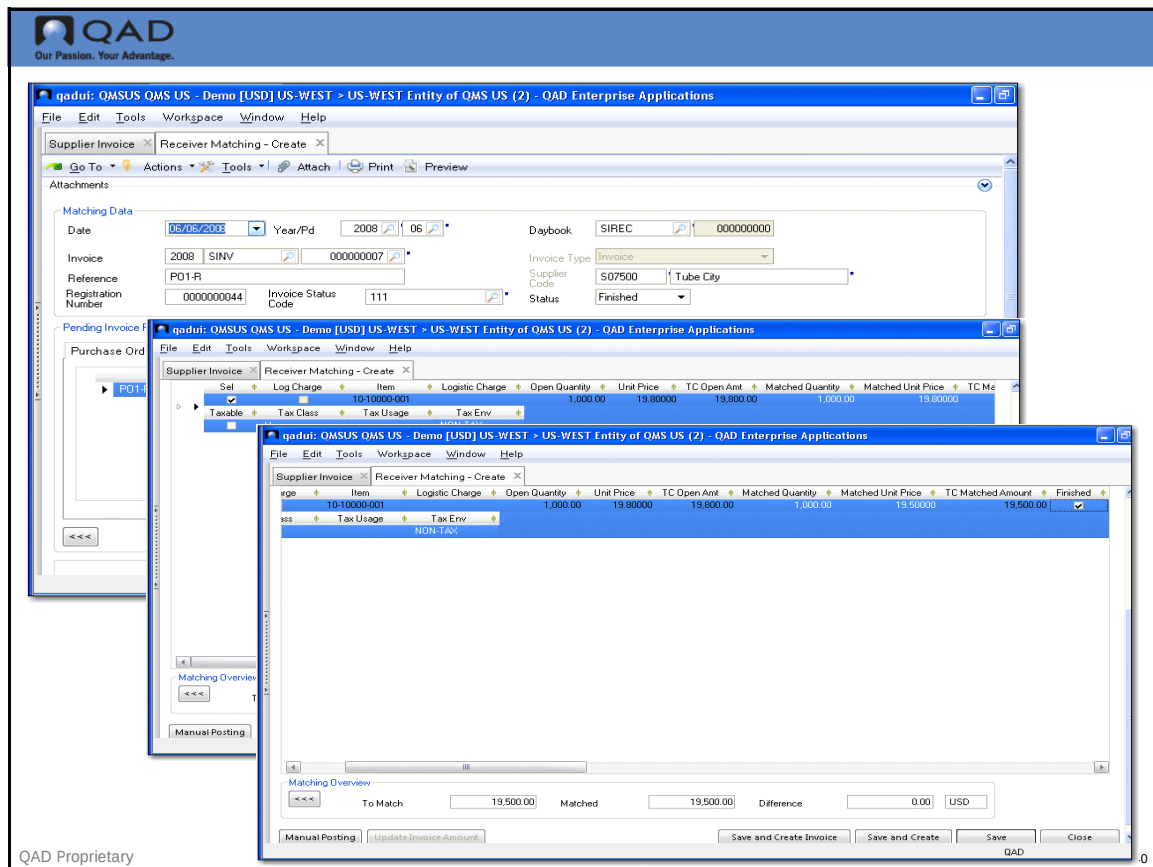
Field	Value
Supplier	S07500
Reference	PO1-R
Amount	\$19,500 (1000*19.50 Price Variance of 0.30)
Invoice Status Code	999
PO Number	PO1-R
Daybook	SINV

Check out the other tabs especially SI Posting and Matching On the Matching tab

Experiment with adding and removing POs

When done experimenting, select Matching button

Receiver Matching Create



4 Use Receiver Matching Create to match the receipt of PO1-R with the invoice

Field	Value
Status	Finished
Order	Make sure to also have PO1-R here
Quantity Invoiced	1000
Price Invoiced	\$19.50 introducing a 0.30 price variance

Supplier Invoice - Replace

The screenshot displays the QAD QMS US - Demo [USD] US WEST - US WEST Entity of QMS US (1) - QAD Enterprise Applications interface. The main window is titled "Supplier Invoice Browse for Re..." and shows a search criteria table with the following values:

Field	Operator	Value
Supplier Code	equals	S07500
Business Relation	equals	
Reference	equals	P01-R
Year	equals	2008
Daybook Code	equals	
Voucher	equals	

The search results show "Viewing 1 - 1 of 1" records. The record details are:

Field	Value
Business Relation Code	Tube City (1 Item)
TC Balan	
Supplier	S07500
Inv Date	06/06/2008
Reference	P01-R

The "Supplier Invoice - Replace" window is open, showing the following details:

Field	Value
Supplier Code	S07500
Business Relation	Tube City
Reference	P01-R
Posting	2008 / 6 / SINV / 8
TC Invoice Amount	19,800.00 USD
Invoice Date	06/06/2008
TC Invoice Amount	19,800.00 USD
Exchange Rate	1.0000000000
BC Invoice Amount	19,800.00 USD

The "Matching" button is visible at the bottom left of the window. The QAD logo and "QAD Proprietary" text are at the bottom left, and "2008-EF-USAR-150" is at the bottom right.

- 5 Use Supplier Invoice Reverse (28.1.1.11) and reverse & replace the invoice created in (3) and change the amount in the replacement supplier invoice to \$19,800 USD.

Supplier Invoice Browse for View

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Supplier Invoice Browse for View

Supplier Invoice Browse for Vi...

Search (10)

Supplier Code equals S07500

Business Relation equals

Reference equals P01-R

Year equals

Daybook Code equals

Voucher equals

Viewing 1 - 3 of 3

Business Relation Code: Tube City (3 item)

Supplier	Inv Date	Re
S07500	06/06/2008	PO
S07500	06/06/2008	PO
S07500	06/06/2008	PO

Summaries:

Supplier Invoice - View

Attachments

Supplier Code: S07500 Tube City Reference: P01-R

Posting: 2008 / 6 / SINN / 7 Posting Date: 06/06/2008 TC Invoice Amount: 19,500.00 USD

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

Year: 2009 06 Posting Date: 06/06/2008

Daybook Code: SIREC 000000013 Layer Type: OFFICIAL Save As Template

Description: AP Matching: 2008/06/SIREC Template Code

GL Account	GL Description	SubAccount C	Cost Ce	Description	Trans Cur	BC Debit (USD)	BC Credit (USD)
2520	PO Receipts	Mech		AP Matching: 2008/ USD		19,000.00	0.00
6740	AP Rate Variance	Mech		AP Matching: 2008/ USD		0.00	300.00
2500	Unapproved Invoice	Mech		AP Matching: 2008/ USD		0.00	19,000.00

Currency View Base Currency Total USD 19,000.00 19,000.00

QAD Proprietary SAR-160

- 6 Use Supplier Invoice View (28.1.1.3) to review the GL Postings created by the Matching for original, reverse and replace.

Supplier Invoice View

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Supplier Invoice View

Supplier Code: 507500 Tube City Reference: P01-R
Posting: 2008 / 6 / SICOR / 6 06/06/2008 TC Invoice Amount: -19,500.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 06 Posting Date: 06/06/2008
Daybook Code: SIREC 000000014 Layer Type: OFFICIAL Save As Template: ☐
Description: P01-R 507500 Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debt (USD)	BC Credit (USD)
2520	PO Receipts	Mech		AP Matching 2008/	USD	-19,000.00	0.00
6740	AP Rate Variance	Mech		AP Matching 2008/	USD	0.00	-300.00
2500	Unapproved invoi	Mech		AP Matching 2008/	USD	0.00	-19,500.00

Matching

The Reversal Supplier Invoice

Supplier Invoice View

Supplier Code: 507500 Tube City Reference: P01-R
Posting: 2008 / 6 / SINV / 8 06/06/2008 TC Invoice Amount: 19,800.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Year: 2008 06 Posting Date: 06/06/2008
Daybook Code: SIREC 000000015 Layer Type: OFFICIAL Save As Template: ☐
Description: AP Matching 2008/06/SIREC Template Code:

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debt (USD)	BC Credit (USD)
2520	PO Receipts	Mech		AP Matching 2008/	USD	19,800.00	0.00
2500	Unapproved invoi	Mech		AP Matching 2008/	USD	0.00	19,800.00

Currency View: Base Currency Total USD: 19,800.00 19,800.00

The Replacement Supplier Invoice

QAD Proprietary JSAR-170

AP Payment - Prepayment

Create and process an individual Supplier Payment

Create and process Supplier Prepayments

Unless stated otherwise:

- use workspace entity: US-WEST

- accept default values

Supplier Modify

Supplier Modify

Supplier Code: S05800 Active ☒

Business Relation: Sandwich Factory

Business Relation | Accounting | Payment | **Banking** | Defaults | Tax Info | Comments

	Default	Bank Format	Bank Account No	Own Bank Number	Payment Format	Payment I
▷	☐	XX	6677889900	88888889	US-CHECK	CHEQUE
▷	☒	XX	NA	12345678	US-CHECK	CHEQUE

Supplier Modify (28.20.1.2)

QAD Proprietary 2008-EF-USAP-020

- 1 Go to Supplier Modify (28.20.1.2) and add in the banking tab the link to the current bank account of US WEST.

Field	Value
Validation	XX
Bank Account	NA
Own Bank	12345678
Payment Format	US-CHECK

Supplier Invoice Create

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Supplier Invoice Create

Supplier Invoice Create

Go To
Actions
Tools
Attach
Print
Preview

Attachments

Supplier Code: S05800 Sandwich Factory Reference: SF-1
Posting: 2008 / 9 / sinv / 1 09/09/2008 TC Invoice Amount: 1,000.00 USD

General Addresses Financial Info Tax SI Posting Matching Posting

Supplier Code: S05800 Business Relation: Sandwich Factory
Reference: SF-1 Description: SF-1 S05800
PO Number

Registration Number: 30
Invoice Type: Invoice
Daybook Code: sinv 000000001
Year: 2008 09
Posting Date: 09/09/2008
Invoice Date: 09/09/2008
TC Invoice Amount: 1,000.00 USD
Exchange Rate: 1.0000000000
BC Invoice Amount: 1,000.00 USD
Invoice Status Code: ok2pay
Invoice Status Code Allocation Status: Allocation
Taxable

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-USAP-030

2 Create a financial supplier invoice using Supplier Invoice Create (28.1.1.1).

Field	Value
Supplier	S05800 Sandwich Factory
Reference	SF-1
Amount	1000 USD
Invoice Status Code	OK2PAY
Daybook	SINV

Supplier Payment Create

3 Create a Supplier Payment (28.9.3.1).

Field	Value
Payment Type	Check
Status	For Collection
Supplier	S05800
Reference	Urgent payment SF-1
Amount	\$1,500.00 USD

Allocate the payment fully to invoice SF-1

Create a Prepayment for \$500.00 USD with description Prepayment-1 SF

Supplier Invoice View

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Supplier Invoice View

Supplier Invoice Browse for Vi...

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (11)

Supplier Code equals [] + - Search Clear All

Business Relation equals [] + -

Reference equals [] + -

Daybook Code equals [] + -

Voucher equals [] + -

Posting Date equals 09/09/2008 - + -

Item equals [] + -

Viewing 1 - 2 of 2 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	Curr	Due Date	Description
S05800	Sandwich Factory	09/09/2008	SF-1	0.00	USD	11/30/2008	SF-1 S05800
S05800	Sandwich Factory	09/09/2008	1	500.00	USD	09/09/2008	1

Summaries: Sum = 500.00

Supplier Invoice View (28.1.1.3)

QAD Proprietary 2008-EF-USAP-050

- 4 Use Supplier Invoice View (28.1.1.3) to see the effect of this payment on the Supplier sub-ledger for S05800.

Supplier Payment View

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Supplier Payment View

Supplier Payment Browse for...

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (12)

Supplier Code equals [] + X Search Clear All

Business Relation equals [] + X

Payment Instrument equals [] + X

Format Name equals [] + X

Status equals [] + X

Year/Number equals [2008] + X

Viewing 1 - 1 of 1 Records per page: 100

Supplier	Business Relation Code	Format Name	Amount	Curr	Reference	Status	Year
605800	Sandwich Factory	US-CHECK	1,500.00	USD	Urgent payment SF:1	For Collection	2008

Supplier Payment View (28.9.3.3)

QAD Proprietary 2008-EF-USAP-060

- 5 Use Supplier Payment View (28.9.3.3) to review the payment created.

Journal Entry View

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Journal Entry View

Journal Entry Browse for View

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

Search [3]

Posting Date equals [] + - Search Clear All

Daybook Code equals APPAY + -

Daybook Type equals [] + -

Viewing 1 - 1 of 1 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code	Creator
2008	09	09/09/2008	APPAY	000000001	Check 2008/000000001	Primary	QAD

Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 09 Posting Date: 09/09/2008

Daybook Code: APPAY 000000001 Layer Type: OFFICIAL Save As Template: ☐

Description: Check 2008/000000001 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2000	Accounts Payable	Mech		Check 2008/0000000	USD	500.00	0.00
2080	Payment In Proce	Mech		Check 2008/0000000	USD	0.00	1,500.00
2000	Accounts Payable	Mech		Check 2008/0000000	USD	1,000.00	0.00

QAD Proprietary 2008-EF-USAP-070

- 6 Use Journal Entry View (25.13.1.3) to review the GL entries created by the Supplier Payment Create
Use Daybook APPAY
- 7 In Journal Entry View (25.13.1.3) review the previous posting to the bank GL.

Banking Entry

Practice creating bank statements and allocating bank statement lines.

Unless otherwise stated, use:

Entity = US-WEST

Use the following parameters (if needed):

Bank account GL 1100 Current Bank account USD

Sub-account: use the default one else use Gserv

Cost center: use the default one else use adm

Intercompany code: USWEST

All other fields: use the drop down list and choose from this list.

- 1 Use Banking Entry Create (31.1.1) to enter the following bank statements for the current USD bank account. Click on the Allocation button to allocate to an invoice or a GL account.

Note Amounts in bold are only sub-totals

	Bank entry	Curr	Amount	Allocation
			0.00	
1	Withdrawal Cash Money	USD	-1,000.00	Funding Petty Cash against GL 35000
			-1,000.00	
2	Incoming Transfer Customer	USD	10,000.00	Cust CU9000 / 5950 USD + Prepayment
			9,000.00	
3	Outgoing Payment	USD	-900.00	Supplier SO1200 Prepayment
			8,100.00	
4	Not Documented Payment	USD	-250.00	to GL 1670
			7,850.00	
5	Bank Charges	USD	-50.00	to P/L Account 7700
			7,800.00	
6	Correction	USD	250.00	to GL 1670
			8,050.00	
7	Incoming Transfer Customer	USD	11,950.00	CU2000 Big Bear (all Entities/all Invoices)
			20,000.00	

- 2 .Verify the bank entries in Journal Entry View (25.13.1.3).

Bank Entry Create

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Bank Entry Create

Banking Entry Create
Go To Actions Tools Attach Print Preview

Attachments

Bank

GL Account: 1100 Current bank account USD

Bank Account No: 12345678

Unallocated Statement Balance: 0.00 USD

Bank Statement Year: 2008 | 001

GL Balance: 20.00

Status: Unallocated

Posting

Posting Date: 09/08/2008 GL Calendar Year: 20 9

Daybook: BEUSD 0000000000

Amount to Allocate: 1,000.00 CR

Balance

Opening Balance: 20.00

Activity: -1,000.00

Closing Balance: -980.00

Numb /	Value Date	Description	TC Amount	In/Out	Status	A	Information	Scale Factor	Last
1	09/08/2008	001 funding petty cash	-1,000.00	Out	Unallocated			1.0000000000	

Allocate to Invoice...
 Allocate to Payment Selection...
 Allocate to Payment...
 Allocate to GL Account...

Banking Entry Create (31.1.1)

QAD Proprietary
2008-EF-USBE-020

View of Banking Entry Create

QAD
Our Passion. Your Advantage.

Banking Entry Create

Banking Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Bank
GL Account 1100 Current bank account USD
Bank Account No 12345678
Unallocated Statement Balance 0.00 USD
Bank Statement Year 2008 001
GL Balance 20.00
Status Unallocated

Posting
Posting Date 09/08/2008 GL Calendar Year 2009
Daybook BEUSD 000000001
Amount to Allocate 0.00 DR

Balance
Opening Balance 20.00
Activity -1,000.00
Closing Balance -980.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	09/08/2008	001 funding petty cash	-1,000.00	Out	Allocated

Banking Entry Create (31.1.1)

QAD Proprietary 2008-EF-USBE-040

This is what the end result should look like for statement 1 in the table above.

View of Bank Entry Create Statement 2

QAD
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Bank Entry Create

Bank Entry - Create

Go To Actions Tools Attach Print Preview

Attachments

Bank
GL Account 1100 Current bank account USD
Bank Account No 12345678
Unallocated Statement Balance 0.00 USD
Bank Statement Year 2008 002
GL Balance -980.00
Status Unallocated

Posting
Posting Date 09/08/2008 GL Calendar Year 20 9
Daybook BEUSD 000000002
Amount to Allocate 0.00 CR

Balance
Opening Balance -980.00
Activity 10,000.00
Closing Balance 9,020.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	09/08/2008	002 collection customer CU9000	10,000.00	In	Allocated

Banking Entry Create (31.1.1)

QAD Proprietary 2008-EF-USBE-080

This is what the end result should look like for statement 2 in the table above.

View of Bank Entry Create for Statement 3

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Bank Entry Create

Bank Entry - Create

Go To Actions Tools Attach Print Preview

Attachments

Bank
GL Account 1100 Current bank account USD
Bank Account No 12345678
Unallocated Statement Balance 0.00 USD
Bank Statement Year 2008 003
GL Balance 9,020.00
Status Unallocated

Posting
Posting Date 09/08/2008 GL Calendar Year 2009
Daybook BEUSD 000000003
Amount to Allocate 0.00 DR

Balance
Opening Balance 9,020.00
Activity -900.00
Closing Balance 8,120.00

Numb	Value Date	Description	TC Amount	In/Out	Status
1	09/08/2008	003 prepayment supplier S01200	-900.00	Out	Allocated

Banking Entry Create (31.1.1)

QAD Proprietary 2008-EF-USBE-110

This is what the end result should look like for statement 3 in the table above.

Open Item Adjustments and Netting

- Net off invoices and credit notes of the same customer/supplier
- Net off invoices and credit notes against a GL account
- Net off invoices and credit notes of different customers/suppliers

Use the following parameters in Open Item Adjustment Create (25.13.5) (If needed):

Entity: US-WEST

Daybook: CADJ

Sub-account: use the default one else use Gserv

Cost center: use the default one else use Adm

Intercompany code: USWEST

All other fields: use the drop down list and choose from this list

Open Item Adjustment Create

Open Item Adjustment Create

Go To Actions Tools Print Preview

Attachments

Posting Info

Posting Year/GL Period: 2008 8 Posting Date: 08/31/2008

Daybook Code: CUSTADJ 1 Layer: Primary

New Item Allocate GL BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Customer/Supplier: CU8000 Include Customers: ☒

Business Relation: Include Suppliers: ☐

Invoice Reference: Include Closed Items: ☐

Year/Daybook/Voucher: Start From Year:

Group Name: All Entities: ☐

Amount: 0.00 Only Over Allocated Items: ☐

Operator/Margin: = 0.00 Apply

Drag a column header here to group by that column.

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment
Riverside Bicycles	2007/CIHO/00000001	Invoice	06/01/2007	30.20	DR	USD	☒
Riverside Bicycles	2007/CIHO/00000001	Invoice	06/01/2007	812.10	DR	USD	☐
Riverside Bicycles	2007/CCNH0/00000000	Credit Note	06/25/2007	225.00	CR	USD	☒

Use Open Item Adjustment Create (25.13.5) to create adjustments for...

- Customer CU8000 Riverside Bikes
 - an invoice with value: \$30.20 USD (full adjustment, new balance = \$0)
 - an invoice with value: \$812.10 USD (partial adjustment, new balance = \$617.30 USD)
 - a credit note with value: \$225.00 USD (full adjustment, new balance = 0)

Enter Customer/Supplier CU8000 and click Apply to display a list open items. Then select from the list.

- Supplier S05800 Sandwich Factory (daybook SUPADJ).
 - An invoice with value: \$200.00 USD (new balance = 0)
 - A credit note with value: \$491.50 USD (new balance = 0)
 - Balance of \$291.50 USD to B/S account 1670
- Business Relation: Tube City - Customer CU7500 / Supplier S07500
 - Customer CU7500
 - An invoice with value: \$105.00 USD (new balance = 0)
 - Supplier S07500
 - An invoice with value: \$245.00 USD (new balance = \$140.00 USD)
- Verify the results via:
 - Journal Entry View (25.13.1.3)

Create GL Accounts

Log into US-WEST and create the following GL Accounts using GL Account Create (25.3.13.1). Fields are listed on the left by tab. Values are listed for each GL account in the following columns.

General					
GL Account	1000	1250	1505	1675	2100
GL Description	Petty cash USD	Current Bank GBP	Sundry Inventory	Sundry transfers	Suppliers Exp notes
GL Type	Cash	Bank	Inventory	Open item	Supplier control
System Type					
Active	Yes	Yes	Yes	Yes	Yes
Budget Group					
Budget Enabled	Yes	Yes	Yes	Yes	Yes
Category	Asset	Asset	Asset	Asset	Liability
Postings					
Balance/P&L	Balance	Balance	Balance	Balance	Balance
Debit/Credit	Debit	Debit	Debit	Debit	Credit
Auto/Manual	Manual	Manual	Auto	Manual	Auto
Val Dates	No	No	No	No	No
Intercompany Account	No	No	No	No	No
Default Intercompany					
Fixed Intercompany					
Quantity	No	No	No	No	No
GL Account Unit of Measure					
Currency					
Base Currency Only					
Currency Code	USD	GBP			
Revaluation GL					
TC Revaluation Method	None	Revaluation	None	None	None
TC Revaluation Rate					
MC Revaluation Method	None	Revaluation	None	None	None
MC Revaluation Rate					
Consolidation Method	Current exchange Rate	Current exchange rate	Current exchange rate	Current exchange rate	Current exchange rate
Exchange Rate Type					
Analysis					
Analysis Type	None	None	None	None	None
Analysis Limit					
Default Cost Center					
Default Project					

SAF Structure Code					
Sub-Account	No	No	No	No	Yes
Default Sub-Account					DefSubAct
Report Link					
GL Account					
Shared Set Code					
GL Description					
Banking					
Entity Code		US-West			
Default		Yes			
Bank Format		XX			
Bank Account No		99887766			
Business Relation Code					
Active		Yes			
SWIFT Code					
Branch					
Own GL Account					
Banking Daybook Profile		BEUSD			
AP Discount Account		5700			
AR Discount Account		4220			
Cash					
Cash Receive Daybook Profile	CASHIN				
Cash Paid Daybook Profile	CASHOUT				

General				
GL Account	2402	2525	4050	7100
GL Description	Sundry sales tax	PO receipt non inventory	Sundry sales	Training expenses
GL Type	Tax	System	Standard	Standard
System Type		PO receipt		
Active	Yes	Yes	Yes	Yes
Budget Group				
Budget Enabled	Yes	Yes	Yes	Yes
Category	Liability	Liability	Income	Expense
Postings				
Balance/P&L	Balance	Balance	P&L	P&L
Debit/Credit	Credit	Credit	Credit	Debit
Auto/Manual	Manual	Auto	Manual	Manual
Val Dates	No	No	No	No
Intercompany Account	No	No	Yes	Yes
Default Intercompany			US-EAST	US-EAST
Fixed Intercompany				
Quantity	No	No	No	Yes

GL Account Unit of Measure				HRS
Currency				
Base Currency Only				
Currency Code				
Revaluation GL				
TC Revaluation Method	None	None	None	None
TC Revaluation Rate				
MC Revaluation Method	None	None	None	None
MC Revaluation Rate				
Consolidation Method	Cur. exch. rate	Cur. exch. rate	Cur. exch. rate	Cur. exch. rate
Exchange Rate Type				
Analysis				
Analysis Type	None	None	Both	Both
Analysis Limit			Excluding each other	Excluding each other
Default Cost Center			Adm	Adm
Default Project				
SAF Structure Code			Sales	
Sub-Account	No	No	Yes	Yes
Default Sub-Account			DefSubAct	DefSubAct
Report Link				
GL Account				
Shared Set Code				
GL Description				
Banking				
Entity Code				
Default				
Bank Format				
Bank Account No				
Business Relation Code				
Active				
SWIFT Code				
Branch				
Own GL Account				
Banking Daybook Profile				
AP Discount Account				
AR Discount Account				
Cash				
Cash Received Daybook Profile				
Cash Paid Daybook Profile				

Journal Entry Basics

Log in to entity: US-WEST

When not specified in the exercise, use the following data when needed:

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: USWEST

SAF structure & SAF: choose any from the lookup list

1 Create accounting layer

Use GL Layer Create (25.8.14.1) to create a new accounting layer, type transient

Layer Code: TR-accrual

Description: TR-accrual

Layer Type: Transient

Active: check

2 Create daybook.

Use Daybook Create (25.8.1.1) to create a new daybook linked to the transient layer TR-accrual and controlled by financials.

Daybook Code; JETRANS

Description: JETRANS

Daybook Type: Journal Entries

Layer Code: TR-accrual

Active: check

Note From now on, use the daybook JETRANS in transactions unless another daybook is specified.

Journal Entry Create

Journal Entry Create

Year: 2008 06 Posting Date: 06/30/2008

Daybook Code: TEMPLATE 000000001 Layer Type: TRANSIENT Save As Template: ☒

Description: Accruals June 30 Template Code: ACCR-M001 Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7000	Travel Expense	Gserv	Adm	Accruals June 30	USD	10,000.00	0.00
7010	ICT Expense	Gserv	Adm	Accruals June 30	USD	900.00	0.00
7200	Repair & Maintena	Gserv	Adm	Accruals June 30	USD	1,100.00	0.00
2470	Accrual Account	Gserv		Accruals June 30	USD	0.00	12,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary 2008-EF-USJE-020

3 Create a journal entry.

Use Journal Entry Create (25.13.1.1) to create a journal entry for accruals per May 31, 2008 (to post in period 2008/05), posting lines as follows:

Field	Value
GL 7000 (Travel)	\$10,000 USD DR
GL 7010 (ICT)	\$900 USD DR
GL 7200 (Repair and Maintenance)	\$1,100 USD DR
GL 2470 (Accrual Account)	\$12,000 USD CR

Revaluation

- Verify the parameters for revaluation
- Simulate the revaluation
- Execute and post the revaluation

Go to workspace/entity US-EAST

General Ledger Account Browse

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General Ledger Account Browse

Account	Description	Sub-Account	Cost Center Account	Proj Analysis	Active
8900	Unrealized exchange gain	yes	no	no	yes
8950	Realized exchange gain	yes	no	no	yes
9800	Rounding Differences	yes	no	no	yes
9900	Unrealized exchange loss	yes	no	no	yes
9950	Realized exchange loss	yes	no	no	yes

QAD Proprietary
2008-EF-USCR-020

- 1 In Entity US-EAST: review & modify if needed the parameters of the GL accounts using Account View (25.3.13.3) or Modify (25.3.13.2):

Unrealized Exchange Loss (9900)

Unrealized Exchange Profit (8900)

These should be system accounts and the system type should be

Unrealized Exchange Loss (9900) / Unrealized Exchange Profit (8900)

GL Account Create

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Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Account

2001

Description

Revaluation AP

GL Type

Standard Account

Active

☒

Referenced

☐

In Posting

☐

System Type

Budget Group

Accounts Payable

Budget Enabled

☒

Category

Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/P&L

Balance Sheet Account

Debit/Credit

Debit

Auto/Manual

Automatic

Intercompany Account

☐

Default Intercompany

Fixed Intercompany

☐

GL Account Unit of Measure

Quantity

☐

QAD Proprietary 2008-EF-USCR-030

- 2 Use GL Account Create (25.3.13.1) or Modify (25.3.13.2), review and modify if needed the parameters of the Accounts Payable control account 2000 (Revaluation GL should be 2001, revaluation method should be: revaluation for both TC and MC, create the GL account 2001 Revaluation AP)

GL Account Create - Analysis Tab

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GL Account Create

GL Account Create x

Go To Actions Tools Attach Print Preview

Attachments

Account: 2001
Description: Revaluation AP
GL Type: Standard Account
Active: ☒

Referenced: ☐
In Posting: ☐
System Type:
Budget Group: Accounts Payable
Budget Enabled: ☒ Category: Asset

Posting Currency Analysis **Report Link** Banking Cash Defaults

Analysis Type: None
Default Cost Center:
SAF Structure Code:
Sub-Account: ☒ Default Sub-Account: DefSubAct
GL Analysis Set On Date:
GL Sub-Account Set On Date:
Analysis Limitation: None
Default Project:
GL Analysis Set on by:
GL Sub-Account Set on by:

QAD Proprietary 2008-EF-USCR-040

General Ledger Account Modify

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General Ledger Account Modify

General Ledger Account - Mod... X

Go To Actions Tools Attach Print Preview

Attachments

Account: 2000
Description: Accounts Payable
GL Type: Supplier Control Account
Active: ☒

Referenced: ☒
In Posting: ☒
System Type:
Budget Group: Accounts Payable
Budget Enabled: ☒ Category: LIABILITY

Posting Currency Analysis Report Link Banking Cash Defaults

Base Currency Only: ☐ Currency Code:
TC Revaluation Method: Revaluation
MC Revaluation Method: Revaluation
Revaluation GL: 2001
Consolidation Method: Current Exchange Rate

TC Revaluation Rate Type:
MC Revaluation Rate Type:
Consolidation Rate Type:

QAD Proprietary 2008-EF-USCR-050

Daybook Create

QAD
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Daybook Create

Daybook Create X

Go To Actions Tools Attach Print Preview

Attachments

Daybook Code

SUPREVAL

Description

Supplier revaluation

Daybook Type

Revaluation Suppliers

Layer Code

Primary

Active

☒

Daybook Control

Financial

Daybook Create (25.8.1.1)

QAD Proprietary 2008-EF-USCR-060

- 3 Use Daybook Create (25.8.1.1) to create the revaluation daybook SUPREVAL (revaluation suppliers).

Supplier Invoice Create

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Supplier Invoice Create

Supplier Invoice Browse for Vi...

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (12)

Supplier Code equals Search Clear All

Business Relation equals

Reference equals

Year equals

Daybook Code equals

Voucher equals

Viewing 1 - 2 of 2 Records per page: 100

Supplier	Business Relation Code	Inv Date	Reference	TC Balance	Curr	Due Date	Description	Year	GL Period	Daybook
S01200	BMW	06/30/2008	Reval 1	-100,000.00	EUR	07/30/2008	Reval 1 S01200	2008	06	SINV
S01400	Shen Bike Parts	06/30/2008	Reval 2	-1,000,000.00	CNY	09/30/2008	Reval 2 S01400	2008	06	SINV

Supplier Invoice Create (28.1.1.3)

QAD Proprietary 2008-EF-USCR-070

- 4 Use Supplier Invoice Create (28.1.1.1) to create the following supplier invoices in foreign currency:

Field	Value
Daybook	SINV
Period	2008/06
Invoice Status Code	OK2PAY

Field	1st Supplier	2nd Supplier
Supplier	S01200	S01400
Currency	EUR	CNY
Amount	100,000.00	1,000,000.00
Exchange rate	USD = 0.769231 EUR / 1 EUR = 1.3 USD	1 USD = 8 CNY / 1 CNY = 0.125 USD

Exchange Rate Create

Exchange Rate Create

From Currency Code: USD

To Currency Code: EUR

Exchange Rate Type: Revaluation

Valid From: 06/30/2008

Exchange Rate: 0.740741

Scale Factor: 1.000000

Exchange Rate Create (26.4.1)

Exchange Rate - Modify

From Currency Code: USD

To Currency Code: CNY

Exchange Rate Type: REVALUATION

Valid From: 06/30/2008

Exchange Rate: 9.0000000000

Scale Factor: 1.00000000

QAD Proprietary 2008-EF-USCR-080

- 5 Use Exchange Rate Create (26.4.1) to create the revaluation exchange rates (exchange rate type Revaluation)

From USD to CNY

Valid from June 30, 2008: $9 \text{ (1 USD = 9 CNY / 1 CNY = 0.111111 USD)}$

From USD to EUR

Valid from June 30, 2008: $0.740741 \text{ (/1 USD = 0.740741 EUR/ 1 EUR = 1.35 USD)}$

Revaluation Simulate

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Revaluation Simulate

Revaluation Simulate x

Go To Actions Tools Attach Print Preview

Attachments

Revaluation

Rev Number: 000000001

GL Cal Year: 2 06

Rev Date: 06/30/2008

Layer Code: Primary

Rev Desc: Reval simul June

Revaluation Scope

Supplier Open Items ☒

Supplier Payments ☐

Customer Open Items ☐

Customer Payments ☐

Balance Sheet Accounts ☐

Profit and Loss Accounts ☐

Apply

Simulation Exchange Rates

Revaluation Area	Status	Daybook Code	GL Cal Year	Voucher	Daybook Code	GL Cal Year	Voucher	Daybook Code
Supplier Open Items	Initial		0000	000000000		0000	000000000	
GL Type	TC Rev Method	MC Rev Method	TC Debit	BC Debit	BC Rev Debit	MC Debit	MC Rev Debit	
Supplier Control A	Revaluation	Revaluation	0.00	0.00	0.00	0.00	0.00	0.
Supplier Control A	Revaluation	Revaluation	0.00	0.00	0.00	0.00	0.00	0.

Revaluation Simulate (25.21.1.1)

QAD Proprietary 2008-EF-USCR-090

- 6 Use Revaluation Simulate (25.21.1.1), to simulate the revaluation of Accounts Payable (Supplier Open Items) as of June 30, 2008 and save the simulation.

Revaluation Simulate - Exchange Rates Tab

QAD
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Revaluation Simulate

Revaluation Simulate x

Go To Actions Tools Attach Print Preview

Attachments

Revaluation

Rev Number: 000000001

GL Cal Year: 2 06

Rev Date: 06/30/2008

Layer Code: Primary

Rev Desc: Reval simul June

Revaluation Scope

Supplier Open Items ☒

Supplier Payments ☐

Customer Open Items ☐

Customer Payments ☐

Balance Sheet Accounts ☐

Profit and Loss Accounts ☐

Apply

Simulation Exchange Rates

Rev Rate Date	Rev Rate	Scale Fact	Curr	Curr	Rate Type	Last Modified User	Last Modified Date
06/30/2008	0.7407410000	1.0000000000	USD	EUR	REVALUATION		
06/30/2008	0.7692310000	1.0000000000	USD	EUR	ACCOUNTING		
06/30/2008	9.0000000000	1.0000000000	USD	CNY	REVALUATION		
06/30/2008	8.0000000000	1.0000000000	USD	CNY	ACCOUNTING		
06/30/2008	10.6965100000	1.0000000000	USD	MXN	ACCOUNTING		
06/30/2008	1.0196000000	1.0000000000	CAD	USD	ACCOUNTING		

QAD Proprietary 2008-EF-USCR-100

Revaluation Report



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US EAST Entry of QMS US

Page 2/2



Revaluations

Revaluation Area	Supplier Open Items	GL Period	2008/05	Exchange Rates	06/30/2008	Status	INITIAL
Rev Number	1	Rev Desc	Reval simul June				

Summary by Currency

Curr	Curr Desc	TC Open Item	Transaction		Revaluation		Difference	
			BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit
Total Entry								
CNY	Yuan Renminbi	1,000,000.00C R	125,000.00C R	0.1250	111,111.11C R	0.1111	0.00	-13,888.89 11.11
EUR	Euro	100,000.00C R	130,000.00C R	1.3000	134,999.99C R	1.3500	0.00	4,999.99 3.85

Summary by GL

Revalued Account	Description	Revaluation Account	Description	Curr	TC Open Item	Transaction		Revaluation		Difference	
						BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit
Total Entry											
2000	Accounts Payable 2001	Revaluation AP	CNY	1,000,000.00C R	125,000.00C R	0.1250	111,111.11C R	0.1111	0.00	-13,888.89 11.11	
2000	Accounts Payable 2001	Revaluation AP	EUR	100,000.00C R	130,000.00C R	1.3000	134,999.99C R	1.3500	0.00	4,999.99 3.85	
Detailed Revaluation Status					266,000.00C R		246,111.08C R		0.00	-8,888.94	

Supplier Code	Document	Date	Curr	TC Open Item	Transaction		Revaluation		Difference	
					BC Open Item	Exch. Rates	BC Open Item	Exch. Rates	BC Debit	BC Credit
S01200	BMW				130,000.00C R		134,999.99C R		0.00	4,999.99
2008	SIINV/0000000001	06/30/2008	EUR	100,000.00 C R	130,000.00C R	1.3000	134,999.99C R	1.3500	0.00	4,999.99
S01400	Shen Bike Paris				125,000.00C R		111,111.11C R		0.00	-13,888.89
2008	SIINV/0000000002	06/30/2008	CNY	1,000,000.00 C R	125,000.00C R	0.1250	111,111.11C R	0.1111	0.00	-13,888.89

----- End of Report -----

QAD Proprietary

2008-EF-USCR-110

- 7 Use Revaluation Report (25.21.1.6) to print the revaluation report for the above simulation and verify that the correct revaluation rates have been used.

Revaluation Post

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Revaluation Post

Revaluation Post X
Go To Actions Tools Print Preview
Attachments

Revaluation
GL Cal Year 2008 06
Rev Number 000000001
Layer Code Primary

Revaluation Scope
Supplier Open Items ☒
Supplier Payments ☒
Customer Open Items ☒
Customer Payments ☒
Balance Sheet Accounts ☒
Profit and Loss Accounts ☒

Action
Clear
Set Selected
All
Add
Undo
Undo All

Posting Exchange Rates

Drag a column header here to group by that column.

Selected	Layer Code	GL Pd	GL Cal Year	Rev Desc	Rev Number	Rev Date	Rev Area	Status
☒	Primary	06	2008	Reval simul June	000000001	06/30/2008	Supplier Open It	Initial

Revaluation Post (25.21.1.5)

QAD Proprietary 2008-EF-USCR-120

- 8 Use Revaluation Post (25.21.1.5) to post the revaluation of Accounts Payable (Supplier Open Items) as of June 30, 2008.

Journal Entry Browse for View

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Journal Entry View

Journal Entry Browse for View X

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (7)

Year equals - + X Search Clear All

GL Period equals - + X

Posting Date equals - + X

Daybook Code equals supreal - + X

Voucher equals - + X

Creator equals - + X

Daybook Type equals - + X

Viewing 1 - 2 of 2 Records per page: 100

Year	GL Period	Posting Date	Daybook Code	Voucher	Description	Layer Code
2008	06	06/30/2008	SUPREAL	000000001	Rev: 1-2008/06	Primary QAD
2008	07	07/01/2008	SUPREAL	000000002	Rev: 1-2008/06 Reverse	Primary QAD

Journal Entry View (25.13.1.3)

QAD Proprietary 2008-EF-USCR-130

- 9 Check the postings in the revaluation daybook (Supreal) for supplier open items using Journal Entry Browse for View.(25.13.1.3).

Journal Entry View

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Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 06 | Posting Date: 06/30/2008

Daybook Code: SUPREVAL | 000000001 | Layer Type: OFFICIAL | Save As Template: ☐

Description: Rev: 1-2008/06 | Template Code: | Replacement: ☐

Original Posting Reference: | Sequence Number: 000000000 | Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2001	Revaluation AP	Mech		Rev.: Supplier Open	EUR	0.00	4,999.95
2001	Revaluation AP	Mech		Rev.: Supplier Open	CNY	13,888.89	0.00
9900	Unrealized exchan	Mech		Rev.: Supplier Open	EUR	4,999.95	0.00
8900	Unrealized exchan	Mech		Rev.: Supplier Open	CNY	0.00	13,888.89

Journal Entry Browse for View | Journal Entry - View

Go To | Actions | Tools | Attach | Print | Preview

Attachments

Year: 2008 07 | Posting Date: 07/01/2008

Daybook Code: SUPREVAL | 000000002 | Layer Type: OFFICIAL | Save As Template: ☐

Description: Rev: 1-2008/06 Reverse | Template Code: | Replacement: ☐

Original Posting Reference: 2008/SUPREVAL/000000001 | Sequence Number: 000000000 | Reversal: ☒

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2001	Revaluation AP	Mech		Rev.: Supplier Open	EUR	4,999.95	0.00
2001	Revaluation AP	Mech		Rev.: Supplier Open	CNY	0.00	13,888.89
9900	Unrealized exchan	Mech		Rev.: Supplier Open	EUR	0.00	4,999.95
8900	Unrealized exchan	Mech		Rev.: Supplier Open	CNY	13,888.89	0.00

QAD Proprietary

2008-EF-USCR-140

JE Templates

- Create standard transactions (JE = journal entries)
- Create and use templates

Log in to entity: US-WEST

When not specified in the exercise, use the following:

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: USWEST

SAF structure & SAF: choose any from the lookup list

Use the daybook JETRANS unless another daybook is specified.

Journal Entry Create

QAD
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Journal Entry Create

Journal Entry Create X

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 06 Posting Date: 06/30/2008

Daybook Code: TEMPLATE 000000001 Layer Type: TRANSIENT Save As Template: ☒

Description: Accruals June 30 Template Code: ACCR-M001 Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7000	Travel Expense	Gserv	Adm	Accruals June 30	USD	10,000.00	0.00
7010	ICT Expense	Gserv	Adm	Accruals June 30	USD	900.00	0.00
7200	Repair & Maintena	Gserv	Adm	Accruals June 30	USD	1,100.00	0.00
2470	Accrual Account	Gserv		Accruals June 30	USD	0.00	12,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary
2008-EF-USJE-020

- 10** Use Journal Entry Create to create a standard transaction: fill in the template code ACCR-M001 and select the Save as Template field for:

Accruals per June 30, 2008 (to post in period 2008/06)

GL 7000 (Travel): 10 000 USD DR

GL 7010 (ICT): 900 USD DR

GL 7200 (Repair&Maint): 1,100 USD DR

B/S account: GL 2470 (Accrual account): 12,000 USD CR

Use the daybook TEMPLATE linked to the transient layer code Trans-template

Posting Template Create

QADUI: QMSUS QMS US - Demo [USD] US-WEST -> US-WEST Entity of QMS US (2) - QAD Enterprise Applications

File Edit Tools Workspace Window Help

Journal Entry - Create

Go To Actions

Attachments

Year 2008 09

Daybook Code JETTRANS

Description Accruals July 31

Original Posting Reference

GL Account GL Des

Posting Template - Create

Template Code ACCR-M001

Posting Text Accruals July 31

Description Accruals July 31

Clear All

TC Amount 8,000.00

Quantity 0.00

Sub-Account Code Gserv

Project Adm

Cost Center Code Adm

SAF Concept Code

SAF Code

Append

OK Close

Currency View Base Currency Total USD 0.00 0.00

- 11 Use the template created in (2.1) and do the accrual posting for July 31 (to post in period 2008/07). TC amount = 8000 USD (total amount of the posting in TC)

Journal Entry Create

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Journal Entry Create

Journal Entry - Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 09 Posting Date: 09/08/2008

Daybook Code: JETRANS 000000002 Layer Type: TRANSIENT Save As Template: ☐

Description: Accruals July 31 Template Code: ACCR-M001 Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7000	Travel Expense	Gserv	Adm	Accruals July 31	USD	6,666.67	0.00
7010	ICT Expense	Gserv	Adm	Accruals July 31	USD	600.00	0.00
7200	Repair & Maintena	Gserv	Adm	Accruals July 31	USD	733.33	0.00
2470	Accrual Account	Gserv		Accruals July 31	USD	0.00	8,000.00

Currency View: Base Currency Total USD: 8,000.00 8,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary 2008-EF-USJE-040

Reversing Entries

Log in to entity: US-WEST

When not specified in the exercise, use the following data where needed:

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: USWEST

SAF structure & SAF: choose any from the lookup list

- 1 Use the template ACCR-M001 (created in previous exercise) and do the accrual posting for July 31 (to post in period 2008/07). TC amount = 8,000 USD (total amount of the posting in TC). Use daybook JE.
- 2 Use Journal Entry Reverse (25.13.1.5) to reverse the standard transaction created in (1) in the same period (2008/07) as the posting was not correct. In the browse enter Daybook: JE to limit the list of transactions and make your search easier. Select your transaction, click OK, review and save.
- 3 Use Journal Entry Create (25.13.1.1), click on the Replace field and create the following new posting (use template ACCR-M001)
Description: Accruals per July 31, 2008 (to post in period 2008/07)
GL 7000 (Travel): 3,000 USD DR
GL 7010 (ICT): 4,500 USD DR
GL 7200 (Repair & Maint): 2,500 USD DR
B/S account: GL 2470 (Accrual account): 10,000 USD CR

Automatic Journal Entry Reversal

Create an automatic reversing journal entry in Reversing Journal Create (25.13.1.14).

Field	Value
Daybook	JE
Description	Accruals 2
Reversal Posting Date	1st day of next month (default)
Correction	Select
Posting details:	
GL 7200	USD 10,000 DR
GL 2470	USD 10,000 CR

Click Save.

On the first day of the next month, the system will automatically create a reversal posting and all positions will be netted.

Recurring Entries

- Create standard transactions (JE = journal entries)
- Create and use templates
- Use reversing entries
- Create and use recurring entries

Log in to entity: US-WEST

When not specified in the exercise, use the followings

Sub-account: Gserv

Cost Center: Adm

Intercompany Code: USWEST

SAF structure & SAF: choose any from the lookup list.

Recurring Entry Create

Recurring Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Code: RE-ACCR-1

Active: ☒

Template Code: ACCR-M001 Frequency: Monthly Start Date: 08/01/2008

Daybook Code: JETTRANS Update Type: Allowed End Date: 11/30/2008

BC Amount: 15,000.00

Reverse in Next GL Period: ☒

Apply

Drag a column header here to group by that column.

Code	Status	Posting Date	Reversing Date	BC Amount	GL Pd	GL Cal Year
RE-ACCR-1	Waiting	08/01/2008	09/01/2008	15,000.00	08	2008
RE-ACCR-1	Waiting	09/01/2008	10/01/2008	15,000.00	09	2008
RE-ACCR-1	Waiting	10/01/2008	11/01/2008	15,000.00	10	2008
RE-ACCR-1	Waiting	11/01/2008	12/01/2008	15,000.00	11	2008

Recurring Entry Create (25.13.4.1)

QAD Proprietary 2008-EF-USREC-020

- 1 Use Recurring Entry Create (25.13.4.1) to create the recurring entry with the following parameters:

Recurring entry code: RE-ACCR-1

Template code: ACCR-M001

Daybook code: JETTRANS

BC Amount: 15,000

Reverse in next period: YES

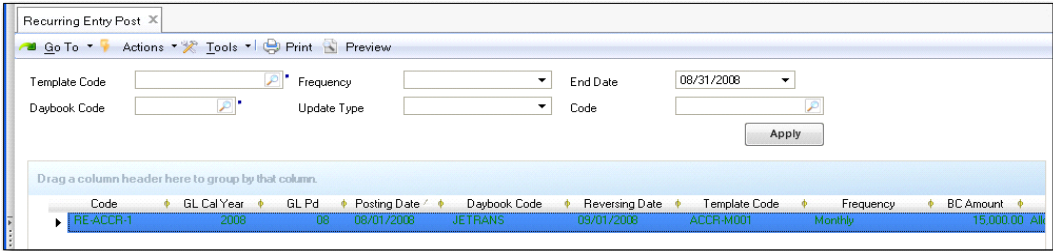
Frequency: Monthly

Update type: Allowed

Start date: 08/01/08

End date: 11/30/08

Recurring Entry Post



Recurring Entry Post

Template Code: Frequency: End Date: 08/31/2008

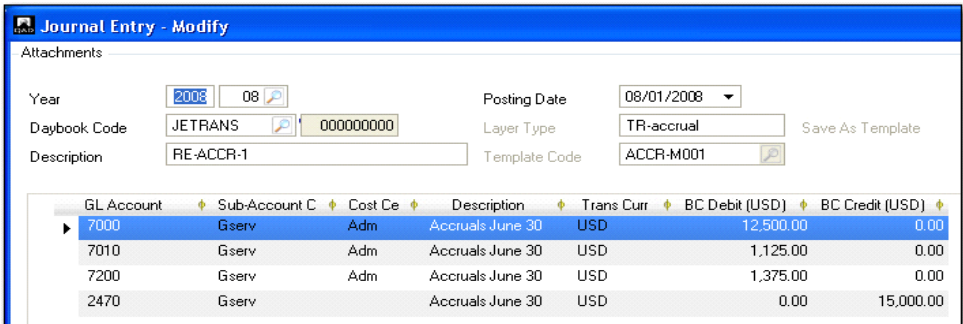
Daybook Code: Update Type: Code:

Apply

Drag a column header here to group by that column.

Code	GL Cal Year	GL Pd	Posting Date	Daybook Code	Reversing Date	Template Code	Frequency	BC Amount
RE-ACCR-1	2008	08	08/01/2008	JETRANS	09/01/2008	ACCR-M001	Monthly	15,000.00

Recurring Entry Post (25.13.4.5)



Journal Entry - Modify

Attachments

Year: 2008 08 Posting Date: 08/01/2008

Daybook Code: JETRANS 000000000 Layer Type: TR-accrual Save As Template

Description: RE-ACCR-1 Template Code: ACCR-M001

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7000	Gserv	Adm	Accruals June 30	USD	12,500.00	0.00
7010	Gserv	Adm	Accruals June 30	USD	1,125.00	0.00
7200	Gserv	Adm	Accruals June 30	USD	1,375.00	0.00
2470	Gserv		Accruals June 30	USD	0.00	15,000.00

QAD Proprietary 2008-EF-USREC-030

- 2 Use Recurring Entry Post (25.13.4.5) to post the recurring entry for August (accounting period 2008/08).

Use as selection criterion: end date = August 31 2008.

Check the status of the accounting periods 2008/08 and 2008/09 first and if needed change the status to open again (unlock the accounting period/undo lock).

- 3 Check the recurring entry postings in both the period 2008/08 and 2008/09.

Cross Company Posting

- Create cross-company postings

Use the following parameters (if needed):

Log in to Entity: US-WEST

Sub-account: use the default one else use Gserv

Cost center: use the default one else use adm

Daybook: JE

Intercompany code: WEST = USWEST, EAST = USEAST

All other fields: use the drop down list and choose from this list

Period: 2007/06

Important Ensure that the cross-company daemon is running. Check Cross-Company Daemon Monitor; the status should be running. If not, use unconditional stop, then start to start the Daemon.

- 1 Using Journal Entry Create (25.13.1.1) in entity US-WEST, make a cross-company posting for a fee of 10,000 USD against entity US-EAST. The posting should be:

In entity US-WEST:

DR GL 1970 (IC Manual JE GL Acct)

CR GL 4800 (Income)

Use Right-Click and choose Create Cross-Company posting from the context menu (when you fill out cross-company code).

In Entity US-EAST:

CR GL 1970 (IC Manual JE GL Acct)

DR GL 7040 (Fees)

- 2 Check the posting in both entities using Journal Entity View (25.13.1.3).
- 3 Run the following report (once for entity US-WEST, once for both the entities US-WEST and US-EAST)

Journal Entry

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Journal Entry

QMSUS: QMS US [USD] > US-WEST: US-WEST Entity of QMS US (1)

File Edit View Tools Workspace Window Help

Applications

- Journal Entry Create

Journal Entry

Journal Entry Tools Go To Attach

Year: 2007 07 Posting Date: 07/09/2007

Daybook Code: JE 000000003 Layer Type: OFFICIAL Save As Template: ☐

Description: FEE cross cy US-EAST Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Curr	BC Debit	BC Credit
1970	Gserv		FEE cross cy US-E	USD	10,000.00	0.00
Sub-Account Code						
Gserv						
Intercompany Code Cross-Company Code						
US-EAST						
GL Account	Sub-Account C	Cost Ce	Description	Curr	BC Debit	BC Credit
4800	Gserv		FEE cross cy US-E	USD	0.00	10,000.00
Sub-Account Code						
Gserv						

QAD Proprietary 2008-EF-USCCP-020

Image above displays what the end result should look like.

Journal Entry Create - Posting US-EAST

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Journal Entry Create

Journal Entry - Create

Year: 2007 07 Posting Date: 07/09/2007

Daybook Code: JE 000000005 Layer Type: OFFICIAL Save As Template: ☐

Description: FEE cross cy US-WEST Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Curr	BC Debit	BC Credit
1970	Gserv		FEE cross cy US-E	USD	0.00	10,000.00
Sub-Account Code: Gserv Intercompany Code: Cross-Company Code: US-WEST						
7040	Gserv	Adm	FEE cross cy US-W	USD	10,000.00	0.00
Sub-Account Code: Gserv Cost Center Code: Adm Structure: Project Code: Description: Structure:						

Currency View: Base Currency Balance USD: 10,000.00 10,000.00

QAD Proprietary 2008-EF-USCCP-030

Posting US-EAST

Complete Financial Business Flow

- Setup a new bank account and link it to a payment format
- Setup supplier and customer payment instruments
- Create supplier and customer payment instruments
- Create journal entries for accruals
- Order and receive goods
- Process and pay supplier invoices for stock receipts
- Process and pay recurring supplier invoices for expenses
- Process payment in the bank
- Process customer orders
- Create customer invoices and credit notes

Please follow the instructions and ask additional information if something is not clear.

Use the following parameters (if needed):

Logon with the user QAD into the entity US-WEST / Site: US-W-S

Sub-account: use the default one else use Gserv

Cost center: use the default one else use Adm

Period: current period (=period of system date)

All other fields: use the drop-down list and choose from this list

- 1 In Daybook Create (25.8.1.1), create a new daybook BENWUSD of type banking entries controlled by financials

Profile Create

The screenshot shows the 'Profile Create' window in QAD. The window has a title bar with the QAD logo and the text 'Our Passion. Your Advantage.'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. The main area is titled 'Attachments' and contains the following fields:

- Profile Code: BENWUSD
- Description: Profile Banking Entry daybookBENWUSD
- Profile Type: Banking Entry Daybook Profile
- Shared Set Type: Daybook Shared Set
- Active: ☒

Below these fields is a table with three columns: 'Linked Object', 'Object Description', and 'Shared Set'. The table contains the following data:

Linked Object	Object Description	Shared Set
BENWUSD	BENWUSD	DefaultJOURNAL
		QMS-DB-US
		QMS-DB-EMEA
		DefaultDaybook

Below the table, the text 'Profile Create (36.1.1.4.1)' is displayed.

QAD Proprietary 2008-EF-USCFBF-020

- 2 In Profile Create (36.1.1.4.1), create profile code BENWUSD of type banking entries daybook and link the daybook BENWUSD to it for the relevant shared set.

GL Account Create

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GL Account Create

Account: 1110
Description: Bank USD
GL Type: Bank Account
Active: ☒

Referenced: ☐
In Posting: ☐
System Type:
Budget Group:
Budget Enabled: ☒ Category: Asset

Posting | Currency | Analysis | Report Link | Banking | Cash | Defaults

Entity Code	Default	Bank Format	Bank Account No	Business Relation Code	Active	S
US-WEST	☒	XX	87654321		☒	

Banking Daybook Profile: BENWUSD
AP Discount Account: 5700
AR Discount Account: 4220

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-USCFBF-030

- 3 In GL Account Create (25.3.13.1), create a new GL account 1110 of type Bank Account.

Account: 1110

Description: Bank USD

GL Type: Bank Account

Category: Asset

Currency tab:

Currency: USD

Banking tab:

Bank Format: XX

Bank Account No: 87654321

Bank Payment Format Link

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Bank Payment Format Link

Bank Payment Format Link

Go To Tools Print Preview

Attachments

Bank Account Number
Entity Code

Payment Format	Next Pre-Printed No	AR/AP	Payment Instrument	Payment Type
US-CHECK	2,008,001	ACCOUNT PAYA	CHEQUE	BOTH
CUST-CHECK	0	ACCOUNTRECEI	CHEQUE	BOTH

Bank Payment Format Link (25.11.2)

QAD Proprietary
2008-EF-USCFBF-040

- 4 Use Bank Payment Format Link (25.11.2) to link the newly created bank account in (3) to the payment format.

Field	Field	Field
US-CHECK	Accounts Payable	Check
CUST-CHECK	Accounts Receivable	Check

Supplier Payment Status Create

The screenshot displays the QAD Supplier Payment Status Create window. It features three overlapping forms, each representing a different payment status. The top form is for 'Initial', the middle for 'For Collection', and the bottom for 'Paid'. Each form contains the following fields:

- Payment Instrument: Check
- Status: Initial, For Collection, or Paid
- Bank Account Code: 1110
- Daybook Code: APPAY
- GL Account: 2080
- Default Value Days: 0

QAD Proprietary 2008-EF-USCFBF-050

- 5 In Supplier Payment Status Create (28.9.1.1.1), set up statuses for payment instrument CHECK with the following parameters:

Field / Status	Initial	For Collection	Paid	Bounced
Bank GL Account	1110	1110	1110	1110
Daybook Code	APPAY	APPAY	APPAY	APPAY
GL Account		2080	2080	2090
Default Value Days	0	0	0	0

Supplier Payment Status View

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Supplier Payment Status View

Supplier Payment Status Brow...

Actions
Print
Add to Favorites
Chart
Chart Designer
Refresh
Stored Searches

Search (4)

Payment Instrument equals
Status equals
Account equals
Bank Account Code equals 1110

Viewing 1 - 3 of 3
Records per page: 100

Payment Type	Bank Account Code	Status	Account	Daybook Code
Check	1110	For Collection	2080	APPAY
Check	1110	Initial		
Check	1110	Paid	2080	APPAY

Supplier Payment Status View (28.9.1.1.3)

QAD Proprietary 2008-EF-USCFBF-060

- 6 Use Supplier Payment Status View (28.9.1.1.3) to review the payment statuses just created.

Supplier Modify

Supplier Modify (28.20.1.2)

QAD Proprietary 2008-EF-USCFBF-070

- 7 In Supplier Modify (28.20.1.2), add the newly created bank account in combination with the payment format US-CHECK to the following suppliers:
S00500 and S01400
- 8 In Purchase Order Maintenance (5.7), create a purchase order for supplier S01400 for 50.000 EA of item 75-10000-001.
- 9 Receive the full purchase order in Purchase Order Receipts (5.13.1).
- 10 Use Operational Transaction Post (25.13.7) to post the transaction from this receipt.

Supplier Invoice Create

Supplier Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: s01400 Shen Bike Parts Reference: H01

Posting: 2008 / 9 / sinv / 4 09/11/2008 TC Invoice Amount: 632,500.00 usd

General Addresses Financial Info Tax SI Posting Matching Posting

Supplier Code: s01400 Business Relation: Shen Bike Parts Shen Bike Parts

Reference: H01 Description: H01 s01400

PO Number: PO-H01

Registration Number: 33

Invoice Type: Invoice

Daybook Code: sinv 000000004

Year: 2008 09

Posting Date: 09/11/2008

Invoice Date: 09/11/2008

TC Invoice Amount: 632,500.00 USD

Exchange Rate: 1.0000000000

BC Invoice Amount: 632,500.00 USD

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☐

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-USCFBF-080

- 11 Use Supplier Invoice Create (28.1.1.1) to create a supplier invoice of US\$632,500.00 for supplier S01400. Link it to the newly created bank (GL 1110) with payment format US-CHECK and match it against the PO receipt.

Currency USD, non taxable

Make sure to select the correct bank and set the amount to pay.

No variances

Supplier Invoice Create - Financial Info Tab

Our Passion. Your Advantage.

Supplier Invoice Create

General	Addresses	Financial Info	Tax	SI Posting	Matching Posting

Credit Terms Code	90D	Due Date	12/31/2008	Staged
TC Hold Amount	0.00	Discount Due Date	09/11/2008	
TC Non-Disc Amt	0.00	Purchase Type		
BL/WI Group Code				
Payment Reference				

Validation	Bank Account No	Own Bank Number	Payment Format	Payment Instrument	Ext
XX	na	87654321	US-CHECK	Check	

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-USCFBF-090

Receiver Matching - Create

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Supplier Invoice Create

Supplier Invoice x Receiver Matching - Create x

Sel	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Mat
☒		75-10000-001		50,000.00	12.65000	632,500.00	50,000.00	12.65000	
Taxable Tax Class Tax Usage Tax Env									
☐		H				NON-TAX			

Matching Overview

<<< To Match 632,500.00 Matched 632,500.00 Difference 0.00 USD

Manual Posting Update Invoice Amount Save and Create Invoice Save and Create Save Close

Supplier Invoice Create (28.1.1.1)

QAD Proprietary 2008-EF-USCFBF-100

Supplier Invoice Create

Supplier Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S00500 | Zwheels Magazine | Reference: H02

Posting: 2008 / 9 / sinv / 5 | 09/11/2008 | TC Invoice Amount: 5,000.00 USD

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

Supplier Code: S00500 | Business Relation: Zwheels Magazine | Description: Heartbeat advertisement

Reference: H02

PO Number

Registration Number: 34

Invoice Type: Invoice

Daybook Code: sinv | 000000005

Year: 2008 | 09

Posting Date: 09/11/2008

Invoice Date: 09/11/2008

TC Invoice Amount: 5,000.00 USD

Exchange Rate: 1.0000000000

BC Invoice Amount: 5,000.00 USD

Invoice Status Code: ok2pay

Invoice Status Code Allocation Status: Allocation

Taxable

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

Year: 2008 | 09 | Posting Date: 09/11/2008

Daybook Code: SIREC | 000000005 | Layer Type: OFFICIAL | Save As Template

Description: H02 S00500 | Template Code

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2500	Gserv		H02 S00500	USD	0.00	5,000.00
2470	Gserv		Heartbeat advertise	USD	5,000.00	0.00

QAD Proprietary

- 12** Use Supplier Invoice Create (28.1.1.1) to create an expense supplier invoice of \$5,000.00 for S00500 and link it to the newly created bank (GL 1110) with payment format US-CHECK Currency USD, Non taxable, Invoice Status Code = OK2PAY
Make sure to select the correct bank and set the amount to pay.
Allocate the costs to the accrual account 2470, sub-account Elec
Description “Heartbeat advertisement”
- 13** Use Supplier Invoice View (28.1.1.3) to review the invoices just created
Try changing the columns selected and the order of the columns to make the view more useful for you.
- 14** Create a new SAF structure “Introduction”. For this you have to do the following:
Use SAF Concept Create (25.3.7.1.1) to create the following concepts:

Field	Value
Campaign	“Promotion Campaign”
Market	“Market of Product Introduction”

Use SAF Code Create (25.3.7.2.1) to create SAF codes.

For Campaign:

Field	Value
Heartbeat	"Campaign for Heartbeat Meter"
Tripmeter	"Campaign for Tripmeter"

For Market:

Field	Value
NA	"North America"
SA	"South America"
NE	"North Europe"

SAF Structure Create

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SAF Structure Create

SAF Structure Create

Go To Actions Tools Attach Print Preview

Attachments

Structure Code Introduction

Description Market introduction of new product

Active ☒

Line	SAF Concept	Default SAF Value	Last Modified User
1	Campaign	Heartbeat	
2	Market	NA	

SAF Structure Create (25.3.7.4.1)

QAD Proprietary 2008-EF-USCFBF-120

Use SAF Structure Create (25.3.7.4.1) to create SAF structure

Introduction “Market introduction of new product”

combining concepts Campaign and Market

- 15** Use GL Account Create (25.3.13.1) to create a new GL account 7410 “Market Introduction”.

Use sub-account and SAF structure “Introduction”

Is P&L account

Standard account

Journal Entry Create

Journal Entry Create

QAD
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Journal Entry x

Go To Actions Tools Attach Print Preview

Year: 2008 09 Posting Date: 09/11/2008

Daybook Code: Template 000000001 Layer Type: TRANSIENT Save As Template: ☒

Description: Market introduction Template Code: markintro Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7410	Market in troductio	Gserv		Market introduction	USD	1,000.00	0.00
Sub-Account Code							
Gserv							
SAF Concept Code							
Campaign							
Market							
SAF Code							
Heartbeat							
NA							
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
2470	Accrual Account	Gserv		Market introduction	USD	0.00	1,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary 2008-EF-USCFBF-130

- 16 Use Journal Entry Create (25.13.1.1) to create a journal entry template (code = markintro) allocating \$1,000.00 of the accrual account 2470 in (11) to 7410 "Market Introduction."

Warning Make sure to use the correct daybook.

Recurring Entry Create

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Recurring Entry Create

Recurring Entry Create
Go To
Actions
Tools
Attach
Print
Preview

Attachments

Code
AMI-1

Active
☒

Template Code
markintro
Frequency
Monthly
Start Date
08/01/2008

Daybook Code
JE
Update Type
Allowed
End Date
12/31/2008

BC Amount
1,000.00

Reverse in Next GL Period
☐

Apply

Drag a column header here to group by that column.

Code	Status	Posting Date	Reversing Date	BC Amount	GL Pd	GL Cal Year	Last
AMI-1	Waiting	08/01/2008		1,000.00	08	2008	
AMI-1	Waiting	09/01/2008		1,000.00	09	2008	
AMI-1	Waiting	10/01/2008		1,000.00	10	2008	
AMI-1	Waiting	11/01/2008		1,000.00	11	2008	
AMI-1	Waiting	12/01/2008		1,000.00	12	2008	

Recurring Entry Create (25.13.4.1)

QAD Proprietary 2008-EF-USCFBF-140

- 17** Use Recurring Entry Create (25.13.4.1) to create a recurring journal entry (code = AMI-1) for 5 months starting in August and ending in December, using the template created at (15)

Post to Primary/Official layer

Recurring Entry Post

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Recurring Entry Post

Recurring Entry Post x
 Go To
Actions
Tools
Print
Preview

Template Code
 Frequency
 End Date
 Daybook Code
 Update Type
 Code

Drag a column header here to group by that column.

Code	GL Cal Year	GL Pd	Posting Date	Daybook Code	Reversing Date	Template Code	Frequency	BC Amount
AMI-1	2008	08	08/01/2008	JE		markintro	Monthly	1,000.00 All

Recurring Entry Post (25.13.4.5)

Journal Entry - Modify
Attachments

Year
 Posting Date
 Daybook Code
 Layer Type
 Save As Template ☒
 Description
 Template Code

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)
7410	Gserv		Market introduction	USD	1,000.00	0.00
2470	Gserv		Market introduction	USD	0.00	1,000.00

QAD Proprietary 2008-EF-USCFBF-150

18 Use Recurring Entry Post (25.13.4.5) to post the recurring entry for the first month.

19 Use Journal Entry View (25.13.1.3) to review the journal entry created.

Try changing the columns selected and the order of the columns to make the view customized for you.

Supplier Payment Selection Create

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Supplier Payment Selection Create

Supplier Payment Selection Cr...

Go To Actions Tools Attach Print Preview

Attachments

Code

Account

Current Balance

Status

Account Number

Total

Execution Date

Pay Format

Number of Lines

Details Logging

Business Relation

Business Relation : 2Wheels Magazine [1 item]							
Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☒	2Wheels Magazin	S00500	Invoice	2008/SINV/00000	5,000.00	CR	5,000.00

Business Relation : Shen Bike Parts [1 item]							
Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☒	Shen Bike Parts	S01400	Invoice	2008/SINV/00000	632,500.00	CR	632,500.00

Supplier Payment Selection Create (28.9.4.1)

QAD Proprietary
2008-EF-USCFBF-190

20 Use Supplier Payment Selection Create (28.9.4.1) to create a selection (code = PS-1) that includes the two invoices created in (10) and (11). The bank to use is GL 1110 and payment format is US-CHECK

Journal Entry Create

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Journal Entry Create

Journal Entry
Go To Actions Tools Attach Print Preview

Year	2008 09	Posting Date	09/11/2008		
Daybook Code	Template 000000001	Layer Type	TRANSIENT	Save As Template	☒
Description	Market introduction	Template Code	markintro	Replacement	☐
Original Posting Reference		Sequence Number	000000000	Reversal	☐

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)																
7410	Market in troductio	Gserv		Market introduction	USD	1,000.00	0.00																
Sub-Account Code Gserv																							
SAF Concept Code Campaign																							
SAF Code Heartbeat																							
Market NA																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">GL Account</th> <th style="text-align: left;">GL Description</th> <th style="text-align: left;">Sub-Account C</th> <th style="text-align: left;">Cost Ce</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Trans Curr</th> <th style="text-align: right;">BC Debit (USD)</th> <th style="text-align: right;">BC Credit (USD)</th> </tr> </thead> <tbody> <tr> <td>2470</td> <td>Accrual Account</td> <td>Gserv</td> <td></td> <td>Market introduction</td> <td>USD</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">1,000.00</td> </tr> </tbody> </table>								GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)	2470	Accrual Account	Gserv		Market introduction	USD	0.00	1,000.00
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)																
2470	Accrual Account	Gserv		Market introduction	USD	0.00	1,000.00																

Journal Entry Create (25.13.1.1)

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2008-EF-USCFBF-160

Payment Selection Confirm

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Payment Selection Confirm

Payment Selection x Payment Selection Browse for... x Payment Selection - Confirm x

Go To Actions Tools Attach Print Preview

Attachments

Code PS-1 Execution Date 09/11/2008 Total 637,500.00 USD

Status Initial

Account 1110 87654321 Bank USD

Posting Year/GL Period 2008 9 Posting Date 09/11/2008

Daybook/Voucher APPAY Layer

Credit Directly on Bank

Transfer Account 2080 Payment In Process

Discount Account 5700 AP Discount

Sel	Business Relatio	Supplier	Type	Int No	Open Amount	D	TC Payment Amount	D
☒	Shen Bike Parts	S01400	Invoice	2008/0000000004	632,500.00	CR	632,500.00	DF
☒	2Wheels Magazin	S00500	Invoice	2008/0000000005	5,000.00	CR	5,000.00	DF

Payment Selection Confirm (28.9.4.5)

QAD Proprietary 2008-EF-USCFBF-200

- 21 Use Payment Selection Confirm (28.9.4.5) created in (19) and print the supplier checks (28.9.9.3).
- 22 Go to Supplier Payment Change Status (28.9.3.5) and change the status of your supplier check of \$5,000.00 USD to paid. Go to Supplier payment view (28.9.3.3) and review the outstanding supplier checks.
- 23 Go to Supplier Payment Change Status (28.9.3.5) and change the status of your supplier check of \$5,000.00 USD to paid.
- 24 Check the postings of the creation and payment of supplier checks in Journal Entry View (25.13.1.3)
- 25 Check the movements on the bank GL account in GL transactions View (25.15.2.1)
- 26 Run the report GL transaction by daybook (25.15.1.4) for both the banking entries and the entries in the supplier payment daybook.

Business Relation Create

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Business Relation Create

Business Relation Create x

Go To Actions Tools Attach Print Preview

Attachments

Business Relation

Fit USA People

Name

Fit USA People

Search Name

Fit USA People

Second Name

Third Name

Group Name

Active

☒

Address Info

General

Defaults

Address

Address

Address

Name

Search Name

532 Broadway Ne

Fit USA People

Fit USA People

Business Relation Create (36.1.4.3.1)

QAD Proprietary 2008-EF-USCFBF-220

27 Create a new Business relation (36.1.4.3.1).

Business Relation: Fit USA People

Name: Fit USA People

Search Name: Fit USA People

Customer Create

The screenshot shows the 'Customer Create' window in QAD. The 'Business Relation' tab is selected, displaying the following fields:

- Customer Code: CU7777
- Active: ☒
- Business Relation: Fit USA People
- Bill-To Customer:

Below the tabs, the 'Business Relation' section contains the following details:

- Name: Fit USA People
- Address: 532 Broadway New York
- Zip/City: 10012 New York
- Country Code: US UNITED STATES
- State: NY New York

Customer Create (27.20.1.1)

QAD Proprietary 2008-EF-USCFBF-230

Field	Value
Name	Fit USA People
Head Office Address	532 Broadway New York, NY 10012, US
Primary Contact	Mr. A. Schwartz, General Manager, Telephone 212 555 1212

- 28** Use Customer Create (27.20.1.1) to create a new customer CU7777 linked to the business relation Fit USA People.

Type customer: DIST

Payment condition: CASH

Bank account: 7777, Bank Format: XX

Link this to the own bank with GL 1110 and payment format CUST-Check.

Make sure this customer is ready to be used in operational transactions (Link to site US-W-S in Customer Data Maintenance 2.1.1)

Customer Data Maintenance

The screenshot shows the 'Customer Data Maintenance' window for customer CU7777. The window has a title bar with the QAD logo and the text 'Our Passion. Your Advantage.'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main content area is divided into two sections: 'Customer Address' and 'Customer Data'.

Customer Address

Customer: CU7777 Business Relation: Fit USA People
 Name: Fit USA People Active: ☒
 Address: 532 Broadway New York Added: 9/12/2008
 Address:
 Address:
 City: New York State: NY Post: 10012 Format: Before
 Country: UNITED STATES US County:
 Attention: A. Schwartz [2]
 Telephone: 12345 [2]
 Fax: [2]

Customer Data

Sort Name: Fit USA People Type: DIST
 Salespsn1: Multiple: ☐ Region:
 Ship Via: Currency: USD
 Resale: Site: US-W-S
 Remarks: Lang: us

Customer Data Maintenance (2.1.1)

QAD Proprietary 2008-EF-USCFBF-270

- 29 Set up the Customer Payment Status (27.6.2.1) for payment instrument Check with the following parameters:
 Bank account GL: 1110
 Daybook: ARPAY
 PIP account: 1390
 Statuses to set up: Initial, For collection, Paid, Bounced
- 30 Create for customer CU7777 a Sales Order (7.1.1) with code HB1000 for 1000 Heart Beat meters at \$25.00 USD each (total value = \$25,000.00).
- 31 Ship sales order HB1000 (7.9.15).
- 32 Produce one or more reports showing the not yet invoiced sales order.
- 33 Produce a report that shows the unposted transactions.
- 34 Post the unposted transactions of type ISS-SO using Operational Transactions Post (25.13.7).
- 35 Take a look at the journal entry (Journal Entry View (25.13.1.3)) for the transaction type ISS-SO.
- 36 Create a sales invoice for SO HB1000 using Invoice Post and Print (7.13.4).
- 37 Review the customer invoice (27.1.1.3).

- 38** Produce a customer ageing (27.17.6) as of December 31 for customer CU7777.
- 39** Produce a customer statement of account for customer CU7777 as of December 31 (27.17.19).

Customer Invoice Create

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Customer Invoice Create

Customer Invoice Create

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CU7777 Fit USA People
Posting 2008/CCNM00000001 09/12/2008 TC Invoice Amount 2,500.00 USD

General Addresses Financial Info Operational Info Tax CI Posting Comments

Customer Code CU7777 Business Relation Fit USA People
Type Credit Note Invoice Date 09/12/2008 Batch Number
Description discount Heartbeatmeter order HB1000

TC Invoice Amount 2,500.00 USD
Exchange Rate 1.0000000000
Scale Factor 1.0000000000
BC Invoice Amount 2,500.00 USD
Sub-Account Gserv
Year 2008 09
Daybook Code CCNM 000000001

Posting Date 09/12/2008
Tax Point Date 09/12/2008
Taxable
Tax Excluded
Invoice Status Code C-OK
Open
Selected

Customer Invoice Create (27.1.1.1)

QAD Proprietary 2008-EF-USCFBF-280

- 40 Create a credit note (27.1.1.1) for customer CU7777 for \$2,500.00 USD and link this to the open invoice of \$25,000.00 USD using the Open Item Adjustment functionality (25.13.5).

Open Item Adjustment Create

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Open Item Adjustment Create

Open Item Adjustment Create x

Go To Actions Tools Print Preview

Attachments

Posting Info

Posting Year/GL Period: 2008 9 Posting Date: 09/12/2008
Daybook Code: CUSTADJ 1 Layer: Primary

New Item Allocate GL BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Business Relation: [] Include Customers: ☒
Customer/Supplier: CU7777 Include Suppliers: ☐
Invoice Reference: [] Include Closed Items: ☐
Year/Daybook/Voucher: [] Start From Year: 2008
Group Name: [] All Entities: ☐
Amount: 0.00 Only Over Allocated Items: ☐
Operator/Margin: = 0.00 Apply

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment	TC New Balance	H
Fit USA People	2008/CINV/00000000	Invoice	09/12/2008	25,000.00	DR	USD	☐	22,500.00	
Fit USA People	2008/CCNM/00000000	Credit Note	09/12/2008	2,500.00	CR	USD	☒	0.00	

Open Item Adjustment Create (25.13.5)

QAD Proprietary 2008-EF-USCFBF-290

Customer Payment Create

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Customer Payment Create

Customer Payment - Create

Attachments

Posting Date: 09/12/2008

Prepay

Balance

Amount to Allocate: 22,500.00 CR

Amount Allocated: 22,500.00 DR

Balance: 0.00 CR

Filter

Search Criteria for Invoices

Customer: CU7777

Business Relation Code: Fit USA People

Payment Reference (Inv/Pay No):

Shipper:

Group Name:

Year/Daybook/Voucher: 0

Amount: 0.00 USD

Operators/Margin: = 0.00

Include

All Entities

Apply

Business Relati	Invoice/Payme	Reference	Shipper	Due Date	Disc	Invoi	Balance	Cur	F	TC Alloc
Fit USA Peop	Invoice	2008/CINV/0000000		09/12/2008	09/12/	09/12/	22,500.00	D	USD	☒

QAD Proprietary 2008-EF-USCFBF-300

- 41 Receive from customer CU7777 a check (status for collection) for 22500 USD and link this to the open invoice (27.6.6.1)

Take a look at the customer payment in Customer Payment View (27.6.4.3).

Customer Payment Create

QAD
Our Passion. Your Advantage.

Customer Payment Create

Customer Payment Create

Go To Actions Tools Attach Print Preview

Attachments

Customer CU7777
Bank Account 1110

Customer Bank 7777
Payment Format CUST-CHECK

Payment Instrument Check
Business Relation Fit USA People
Amount 22,500.00 USD
Due Date 09/12/2008
Value Days 0

Name Fit USA People
Reference CH CU7777
Subtype Manual
Status For Collection
Creation Date 09/12/2008

Year/Number 2008 000000007
Last Printed Date
Times Printed 0

Allocate

Customer Payment Create (27.6.4.1)

QAD Proprietary 2008-EF-USCFBF-310

- 42 Change the status of the customer check (CU7777 value \$22,500.00 USD) to bounced (27.6.4.5)
- 43 You receive from customer CU7777 a payment of \$22,500.00 USD on you bank with GL code 1110. Post this against the open invoice. Use banking entry create(31.1.1).

Customer Payment Status Change

QAD
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Customer Payment Status Change

Customer Payment Status Cha...
Go To Actions Tools Print Preview

Posting Date 09/12/2008

Business Relation
Customer CU7777
Payment Instrument
Status
Payment Selection Code

Year/Number 0000 000000000
Reference
Due Date
Creation Date
Add

Select	Business Relation	Customer	Payment Instrument	Year	Pay No	Status	Refer
☒	Fit USA People	CU7777	Check	2008	000000007	Bounced	CH CU7

Select All Rows
New Status for Selected Rows Bounced
Apply

Customer Payment Status Change (27.6.4.5)

QAD Proprietary 2008-EF-USCFBF-320

- 44 Create a customer account activity report for customer CU7777 (27.17.3)
- 45 Take a look at the Customer Activity Dashboard (27.18.1) for customer CU7777

