



QAD Enterprise Applications
Enterprise Edition

Training Guide

Financials Fundamentals

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About This Course

Course Description

This class is designed to teach the basic features and functions of QAD Enterprise Financials and the business requirements to consider when implementing those. Topics include: Key concepts, setup, process flows, navigating and reporting.

The scope of the class is limited to Accounts Payable, Accounts Receivable and General Ledger. For further topics, please check advanced classes.

Topics will be presented and then practiced with hands-on exercises. At midday of the last day, students will have the opportunity to test their understanding and knowledge by working on an extended exercise covering most of the topics discussed during the class.

Course Objectives

By the end of this class, students will:

- Have a thorough understanding of the concepts underlying QAD Enterprise Financials
- Understand how QAD Enterprise Financials interacts with the operational modules
- Be able to navigate, query, and report in QAD Enterprise Financials
- Be able to complete the basic business processes of the Accounts Receivable, Accounts Payable, and General Ledger modules
- Understand the Best Practices setting up and using QAD Enterprise Financials.

Audience

This class is intended for accountants, controllers, financial managers and accounting clerks, as well as QAD R&D, and Services and Support, as a first step to gain understanding of the overall QAD Financials product.

Prerequisites

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

Course Credit and Scheduling

This course provides 30 credit units. It is designed to be taught in 5 days.

QAD Web Resources

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

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

Chapter 1

QAD Financials Concepts

Overview



Our Passion. Your Advantage.

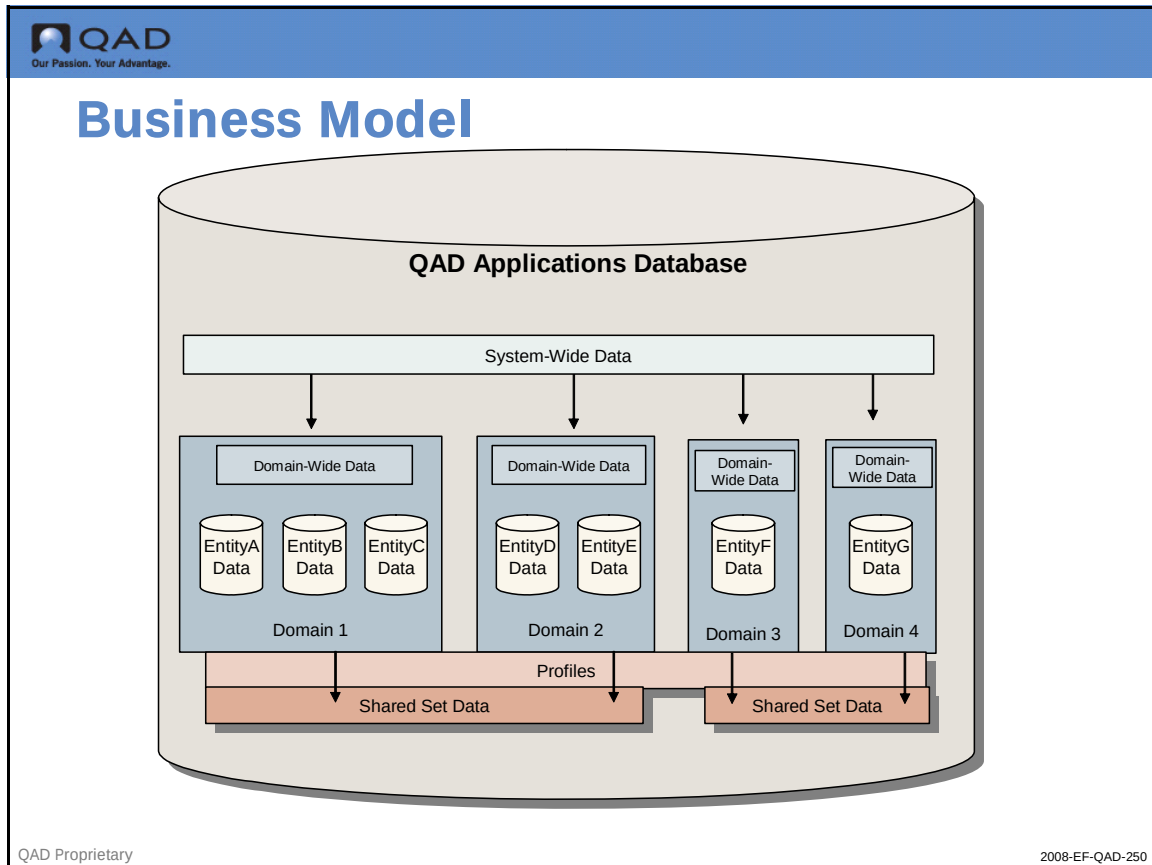
Overview

- ▲ QAD Enterprise Financials Concepts
 - Business Data Model
 - Shared Sets
 - Profiles
 - Business Relations
 - Accounting Layers
 - Daybooks
 - GL Analytical Coding Segments (incl. SAF)
 - Alternate COA
 - Dual Base Currency

QAD Proprietary 2008-EF-QAD-020

In this section, you will learn about the underlying QAD Financials concepts, as well as the business data model. It is essential to understand these concepts, which form the basis for the topics described in this training course.

Business Model



When planning your financial implementation, you must set up the infrastructure of your business organization. Domains and entities represent business operations and specific business units for which you want to produce profit and loss statements, and financial reports.

There are four levels of data in the QAD Enterprise Edition business model.

Four Levels of Data



Four Levels of Data

▲ System wide

- Country codes, currencies, management currency, tax zones, alternate COA.

▲ Shared sets

- GL accounts, sub-accounts, cost centers, projects, suppliers, customers, daybooks, exchange rates.

▲ Domain

- Base currency, GL calendar, combination of shared sets.

▲ Entity

- Transactions, own bank account number.

QAD Proprietary

2008-EF-QAD-260

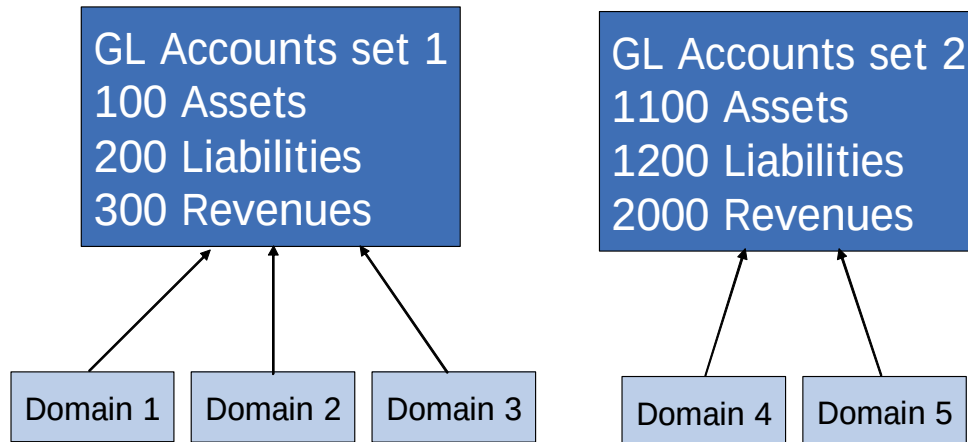
- Some financial data is shared throughout the system, such as currency and country codes, and tax zones. This data is never different from one business unit (entity or domain) to the other, so it makes sense to share it across all business organizations.
- Shared sets group data that can be shared across domains. A single domain can have an independent chart of accounts or several domains can share the same chart of accounts, streamlining setup and maintenance.
- A domain represents the base unit of the system and comprises one or more entities. Each domain has its own base currency, which is then shared by the entities within the domain.
- Entity-level data is limited, for example, the organization's own bank account number. Transactions are entered at entity level.

Shared Sets



Shared Sets

- ▲ A domain points to one shared set by type.
- ▲ Multiple domains can use the same shared set.



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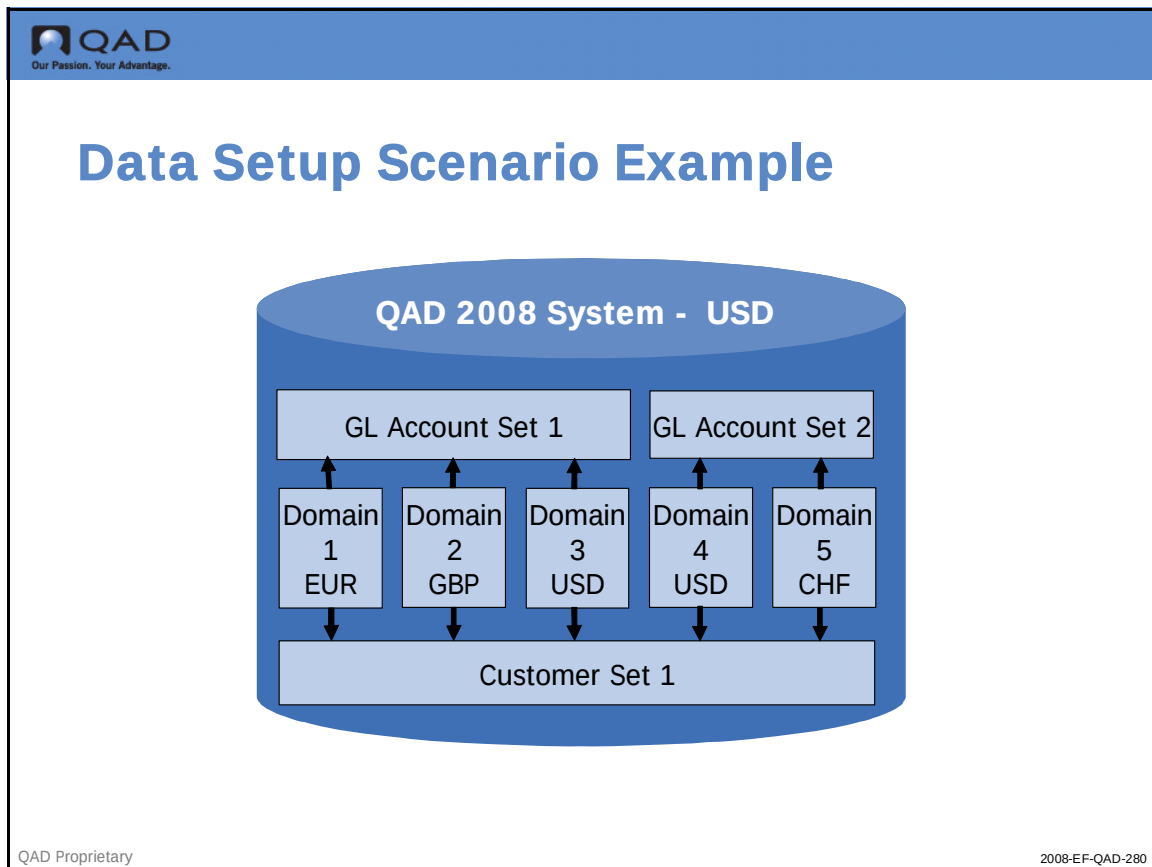
2008-EF-QAD-270

Shared sets provide great flexibility in how you can set up a system.

A default set of shared set codes is supplied with the system. However, you can create as many shared sets as required. The following types of data can be shared: customers, suppliers, accounts, sub-accounts, cost centers, projects, exchange rates, and daybooks.

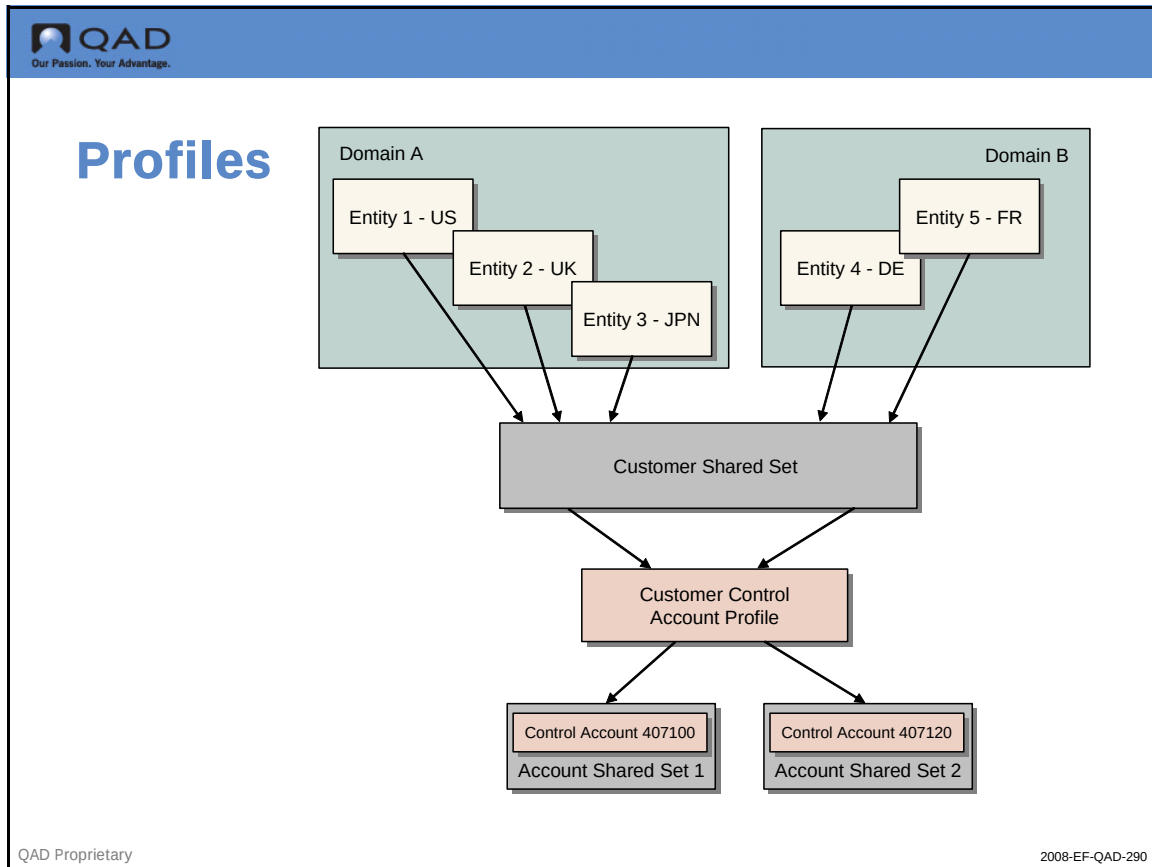
For example, three US domains can use the same chart of accounts, while two other domains in Japan can use another accounts shared set.

Shared Sets Data Setup Example



You may need to connect data in one shared set to another. For example, if several domains share a customer set, but refer to two different chart of accounts, you would need to link different customer control accounts to a single customer.

Profiles



In a multiple domain environment, use profiles to build relationships between shared sets (36.1.1.3).

In the example, instead of entering a control account in the customer record, you enter a profile code. The profile code is linked to two different chart of accounts, depending on the domain the transaction is recorded in.

Business Relation



Business Relation

- ▲ Each customer / supplier / entity / employee is linked to a business relation code
- ▲ Defined at database or domain level
- ▲ Can be created on-the-fly when creating a new customer/supplier
- ▲ Business Relations have different address types:
 - Head office
 - Ship-to
 - Reminder
 - Remittance
 - Dock
 - End User

QAD Proprietary

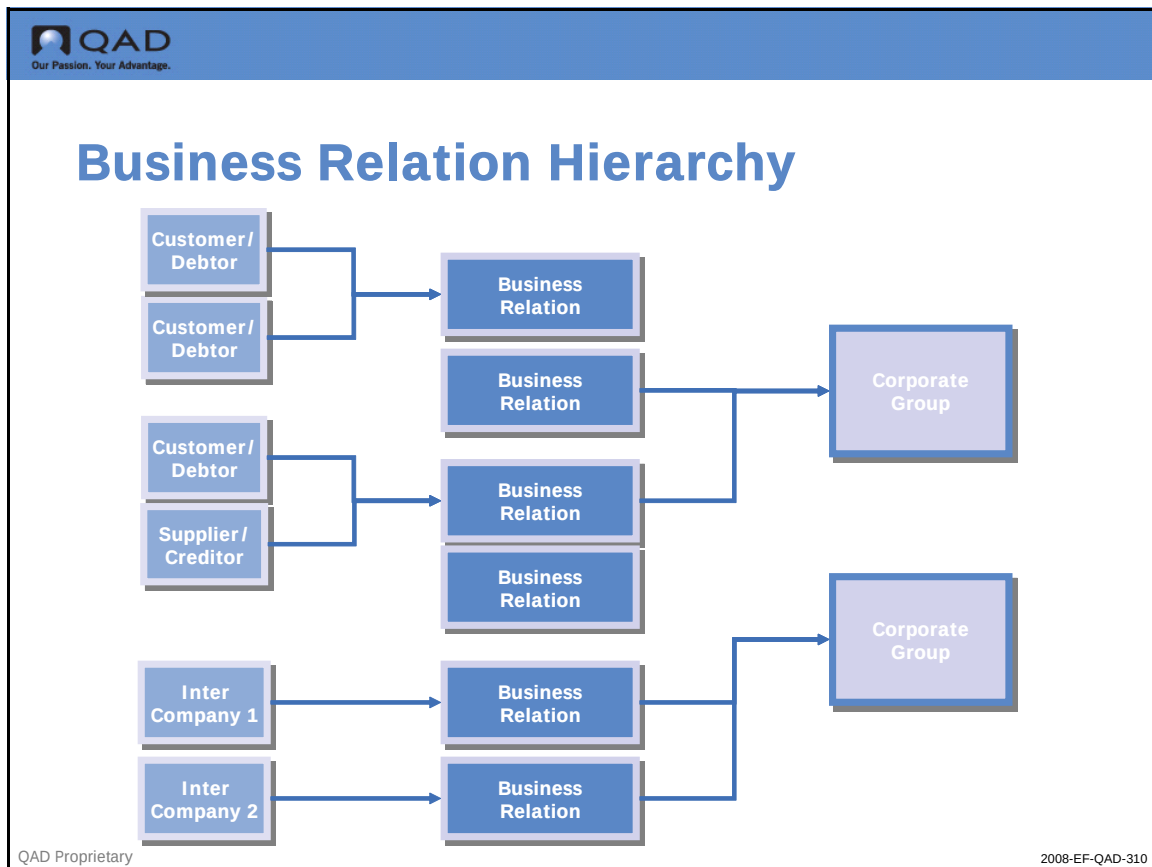
2008-EF-QAD-300

Business relations represent any organization or person that a company does business with, for example, customers, suppliers, employees, or an internal entity. A business relation address is a prerequisite for creating any of these records.

You can also create a business relation from within the customer or supplier creation menus.

Business relations can have different address types, as shown above.

Business Relation Hierarchy



This slide shows how customer, supplier, and company records can relate to each other.

Note A business relation can be linked to both a customer and a supplier.

Example ABC produces pens and pencils, and sells to Office Supply Co. ABC, in return, purchases office supplies, such as paper and filing material, from Office Supply Co. Therefore, Office Supply Co. is both a supplier and customer of ABC.

You can link business relations together using a corporate group. This function is useful for reporting purposes.

Accounting Layers



Accounting Layers

- ▲ Three + accounting layers:
 - Primary layer
 - For daily transaction posting
 - Secondary layer(s)
 - For adjustments (GAAP/IFRS compliance, or management reporting adjustments)
 - Transient layer(s)
 - for temporary postings e.g. for what-if simulations, or before approval

QAD Proprietary

2008-EF-QAD-330

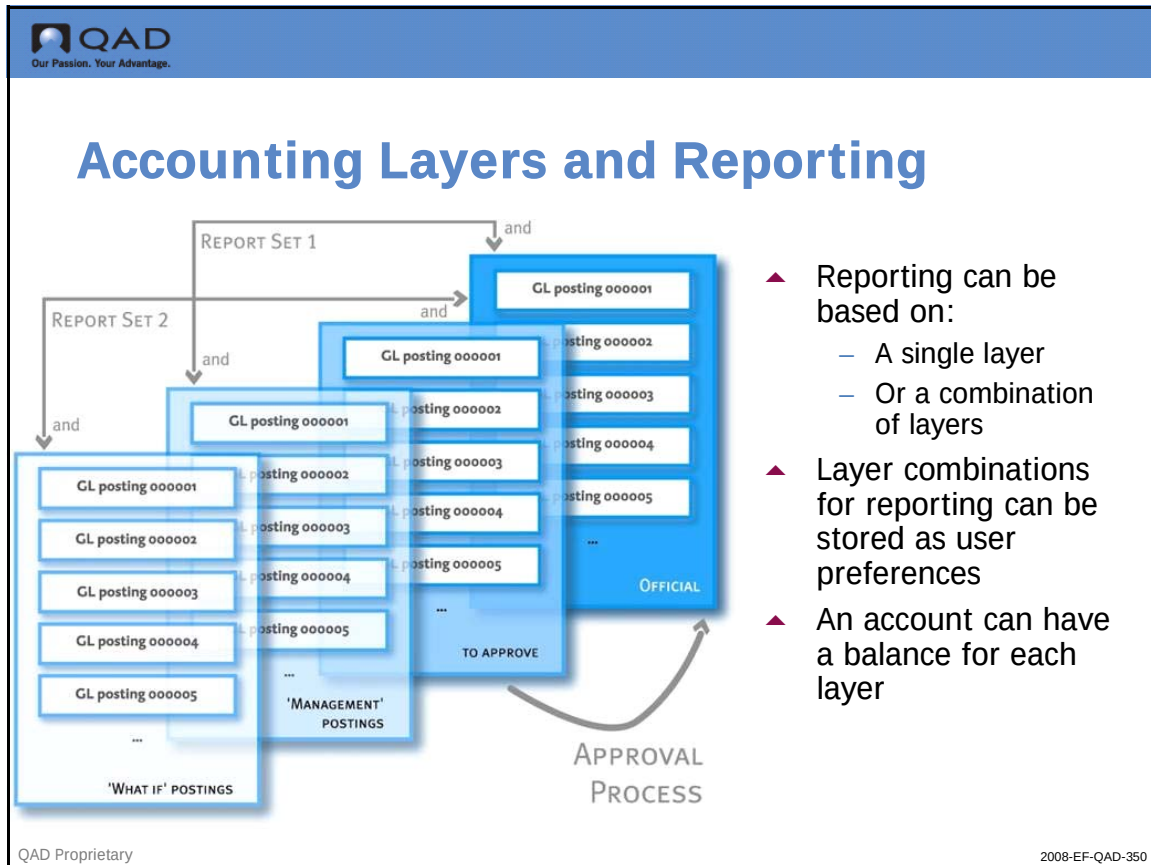
Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: primary (labelled “official” in the system), secondary (labelled “management” in the system), and transient.

The primary layer is used for daily transaction posting.

Define one or more secondary layers to allow for adjustments required to meet different GAAP/IFRS requirements, or for management reporting.

The transient layer is used to temporarily post transactions pending approval, or to simulate postings.

Accounting Layers and Reporting



Financials reports let you select multiple layers at a time, for example, you can select both the primary layer and secondary layer to include management adjustments.

Any combination is possible, as shown in the slide.

Daybooks



Daybooks

- ▲ **Mandatory**
 - Multiple daybooks possible (recommended)
 - Default when single daybook by type
- ▲ **Control document numbering**
- ▲ **Linked to an accounting layer**
- ▲ **Controlled by**
 - Financials
 - Operational
 - External

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2008-EF-QAD-360

Daybooks, also known as journals, are system or user-defined views of the general ledger and contain all transactions.

Daybooks play an important role in QAD Enterprise Financials, and their use is mandatory. It is recommended to use more than one daybook as a means of grouping transactions. Daybooks can be used to distinguish between different types of journal entries, such as auditor adjustments, payroll entries, GAAP adjustments, and manually prepared accruals.

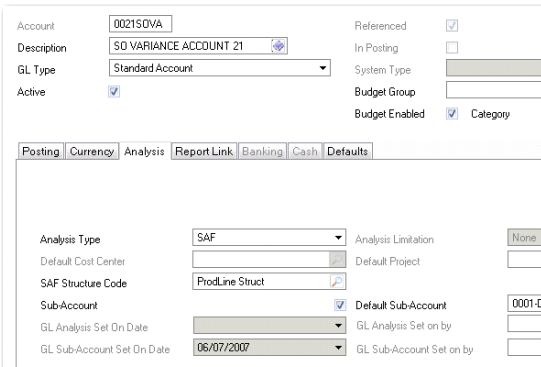
Daybooks also control the numbering of invoices and credit notes, in addition to GL transaction numbers. Daybooks are linked to an accounting layer, and can be controlled by the financial functions, the operational functions, or externally when a third-party add-on product interface.

GL Account Setup Features


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GL Account Create

- ▲ GL Type
 - Standard
 - Bank
 - Customer / Supplier Control
 - System
 - Types – gains / losses
- ▲ Posting Control
 - Debit / Credit
 - Balance Sheet / P&L
 - Inter Company
 - Quantities
- ▲ Analysis
 - Cost Center, SAF, Sub Accounts, (Default Values)

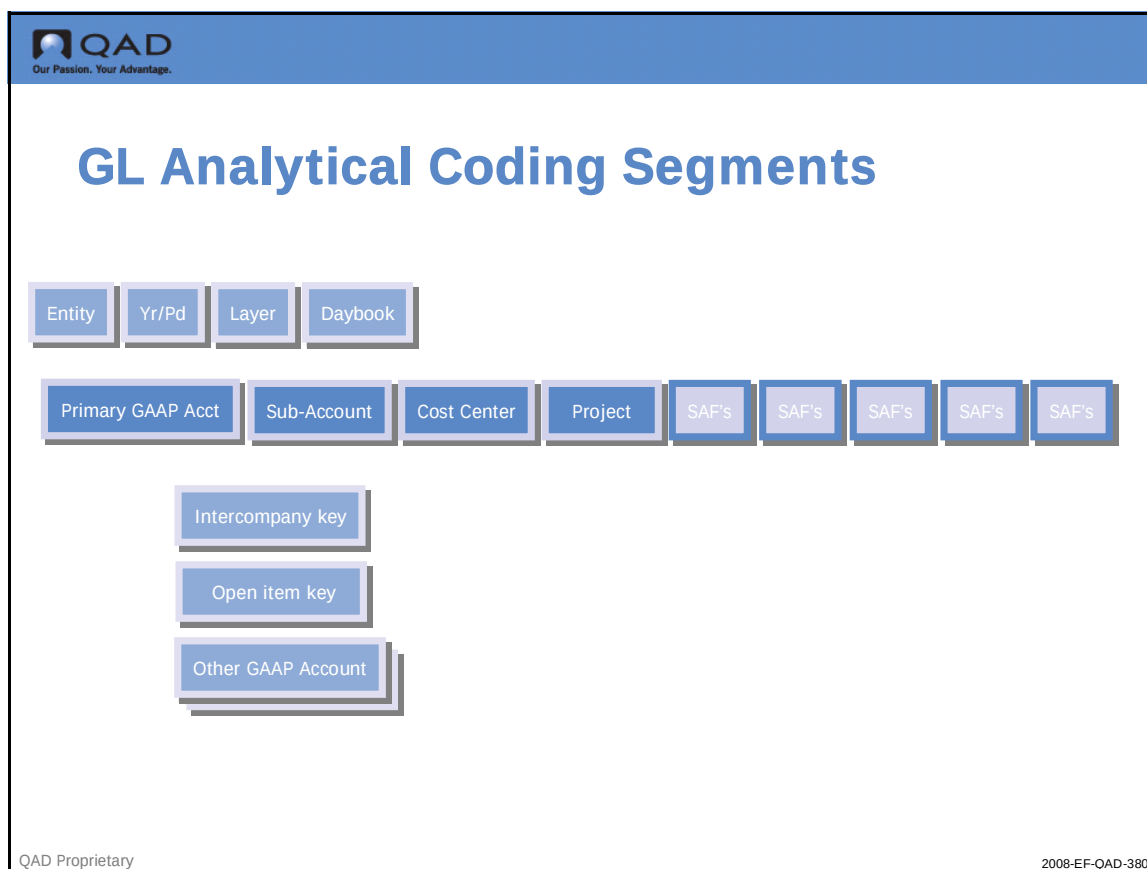


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2008-EF-QAD-370

Some of the features of General Ledger accounts in QAD Enterprise Financials include:

- Several GL types with added functionality for each.
- Posting control, where some of the attributes are mandatory.
- Extensive analysis capabilities with sub-accounts, cost centers, projects, and Supplementary Analysis Fields (SAFs).

GL Analytical Coding Segments



QAD Financials uses standard, industry-recognized components to implement your chart of accounts. The strength of the application is its flexibility—you can configure the business model to generate many different types of accounting information.

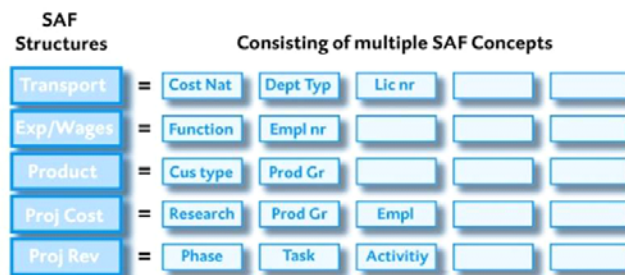
GL accounts, sub-accounts, cost centers, and projects combinations can be validated using a GL mask. The GL mask validates account element combinations when transactions are posted, preventing any posting errors.

Additional Coding Dimensions in GL



Additional Coding Dimensions in GL

- ▲ SAF: Supplementary Analysis Fields
- ▲ Additional information linked to GL transactions for specific account, sub-account, cost center and project combinations
- ▲ Up to 5 SAFs on a posting line
- ▲ Automatic defaulting
- ▲ SAF data from operational transactions or custom analytical data can be defined



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2008-EF-QAD-390

In addition to the four basic components of the general ledger, you can define five Supplementary Analysis Fields (SAFs) to fine-tune transactions. SAFs provide the basis for powerful and flexible financial reporting and analysis.

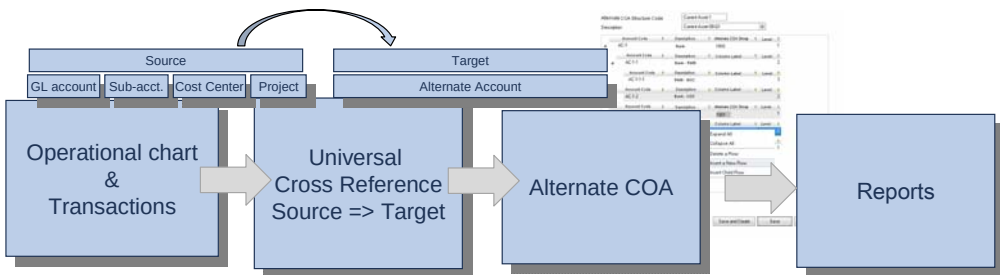
Default SAF codes are supplied with the system, and require no additional setup. You can also define your own SAFs, based on your unique reporting requirements.

Alternate Chart Of Accounts


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Alternate Chart Of Accounts

- ▲ Secondary grouping of accounts
- ▲ Cross-domain
 - Maintained at system level
- ▲ Multiple structures
- ▲ Mapping with cross references



QAD Proprietary 2008-EF-QAD-395

The Alternate Chart of Accounts functionality was introduced in QAD 2009 Enterprise Edition to provide the ability to report accounting activity using a standardized chart of accounts provided by local legal authorities (required among others in China, Russia, France).

Alternate COAs are maintained at system level to be used across domains, and you can set up as many as required.

No posting occurs to the alternate COAs, which are only used for reporting.

You set up alternate COAs by defining cross-references from source GL combinations to target alternate accounts.

Learn more about alternate COAs in the Advanced Financials class.

Dual Base Currency

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Dual Base Currency

- ▲ Transaction amounts always stored in
 - transaction currency
 - base currency
 - company management currency

Sample Customer Invoice

In GBP (transaction)

In EUR (base)

In USD (management)

Type	Inv Date	Da	Voucher	Business Relation Code	tc Balance	Cu	Due Date	lc Balance	cc Balance	SubAcc.	CI Text
Invoice	13-06-06	DI	000000001	Essent	1,231.00	GBP	23-06-06	1,773.01	2,080.00		Various

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2008-EF-QAD-400

In addition to the primary base currency at domain level, you can define a second management currency at database level, for reporting purposes.

The management currency is useful if your organization has several business operations in different parts of the world, and you want to compare financial results in one currency.

Definitions



Definitions

- ▲ **Transaction currency:**
 - Functional currency of the transaction that is recorded.

- ▲ **Base currency:**
 - Functional currency of the entity in which the transaction is recorded.

- ▲ **Management currency:**
 - Currency used for corporate management reporting

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2008-EF-QAD-410

Foreign currency transactions can be stored in a maximum of three currencies: the transaction currency, the base currency, and the management currency. This three-currency system lets you display a transaction or create a report in any of the defined currencies. This feature is especially important in environments with high inflation and strong currency fluctuation.

Example of Dual Base Currency Use



Example

- ▲ A German Company...
 - keeps its accounting records in EUR
 - reports to a mother company in the US that keeps its accounting records in USD
 - receives a supplier invoice from a UK supplier in GBP



Transaction Currency = GBP

Base Currency = EUR

Management Currency = USD

Chapter 2

UI Navigation and Browsing

Overview



Our Passion. Your Advantage.

Overview

- ▲ Login and welcome screens
- ▲ Menu navigation & tools
 - Search
 - Menu properties
 - Workflow - Inbox
 - Favorites
 - Alternative menu access (GoTo, context menu)
 - Document linking
- ▲ Application integration
 - Excel + XML integration
- ▲ Browsing features

QAD Proprietary 2008-EF-UI-020

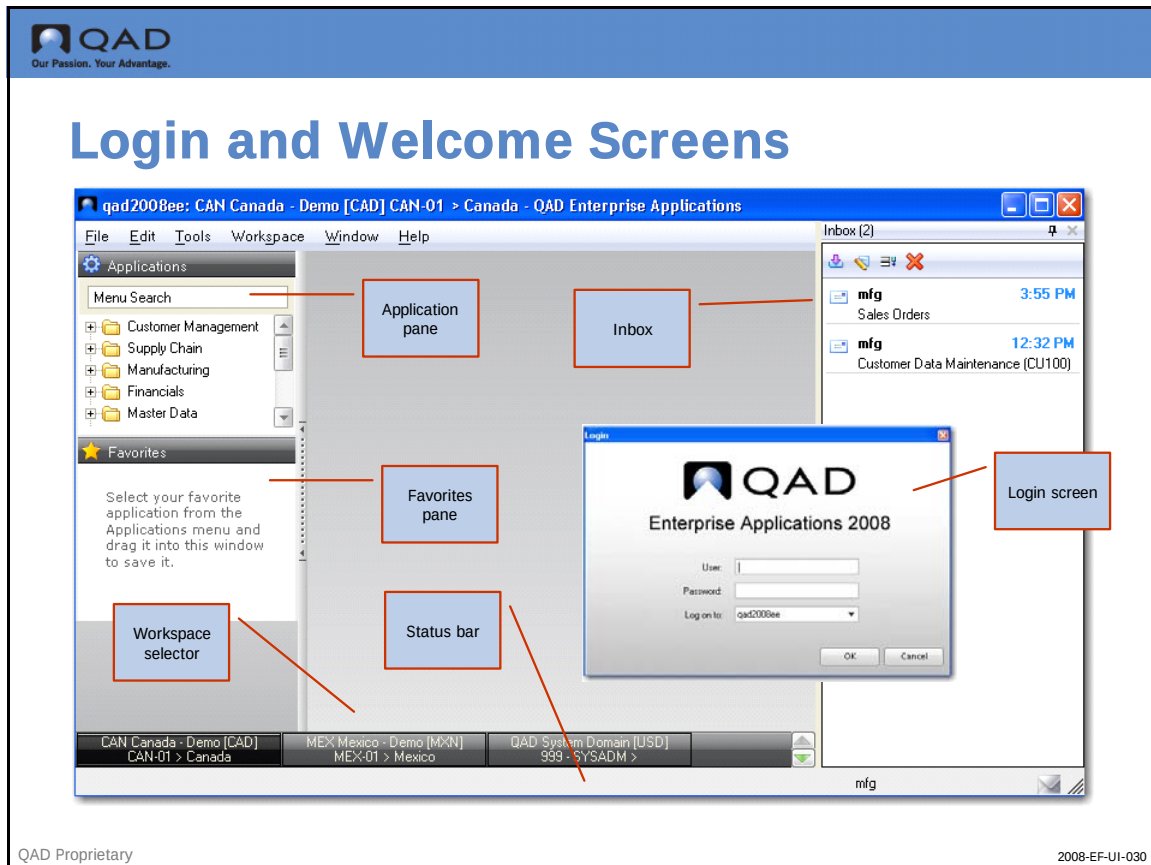
In this section, you will learn how to:

- Navigate through the Financials application.
- Simplify access to the most frequently used functions.
- Use features like e-mail and the workflow.
- Browse data effectively.

You will also learn about the application integration capabilities.

Most of the financial functions are developed using an object-based technology that supports a rich user interface offering additional features not available in operational system functions. These functions work within the QAD.Net User Interface and use the same menu system for navigation and standard menu bar available through the .Net UI for all programs.

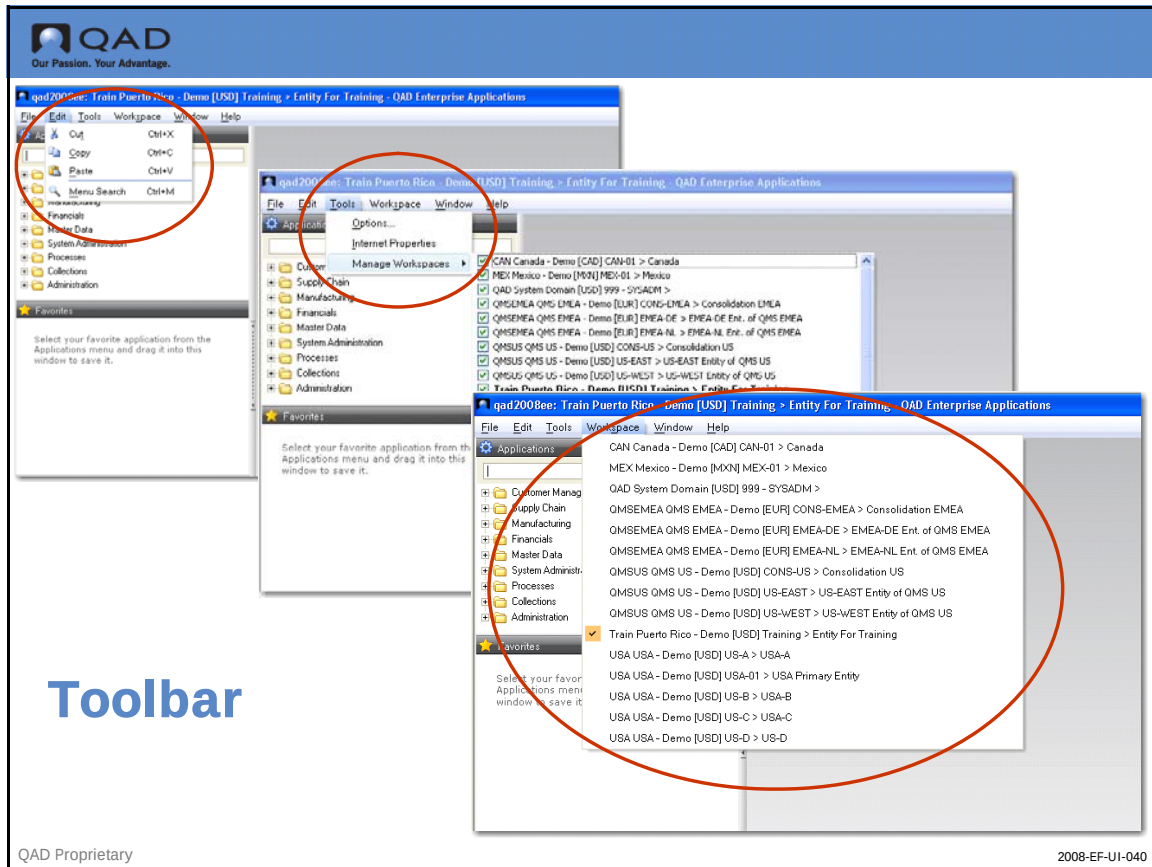
Login and Welcome Screens



On the Login screen, enter your assigned username and password. The third field represents the environment to log on to and will usually default. The Welcome screen is built of several areas:

- The Application pane, with the menu search bar and menu list.
- The Favorites pane, where menus, reports, and browse can be dropped for direct access.
- The Inbox where you manage your messages. You can choose to hide the Inbox.
- The Workspace Selector, which lets you jump from one entity to the other in one click.
- In the middle, the menu windows open and represent your main work area.

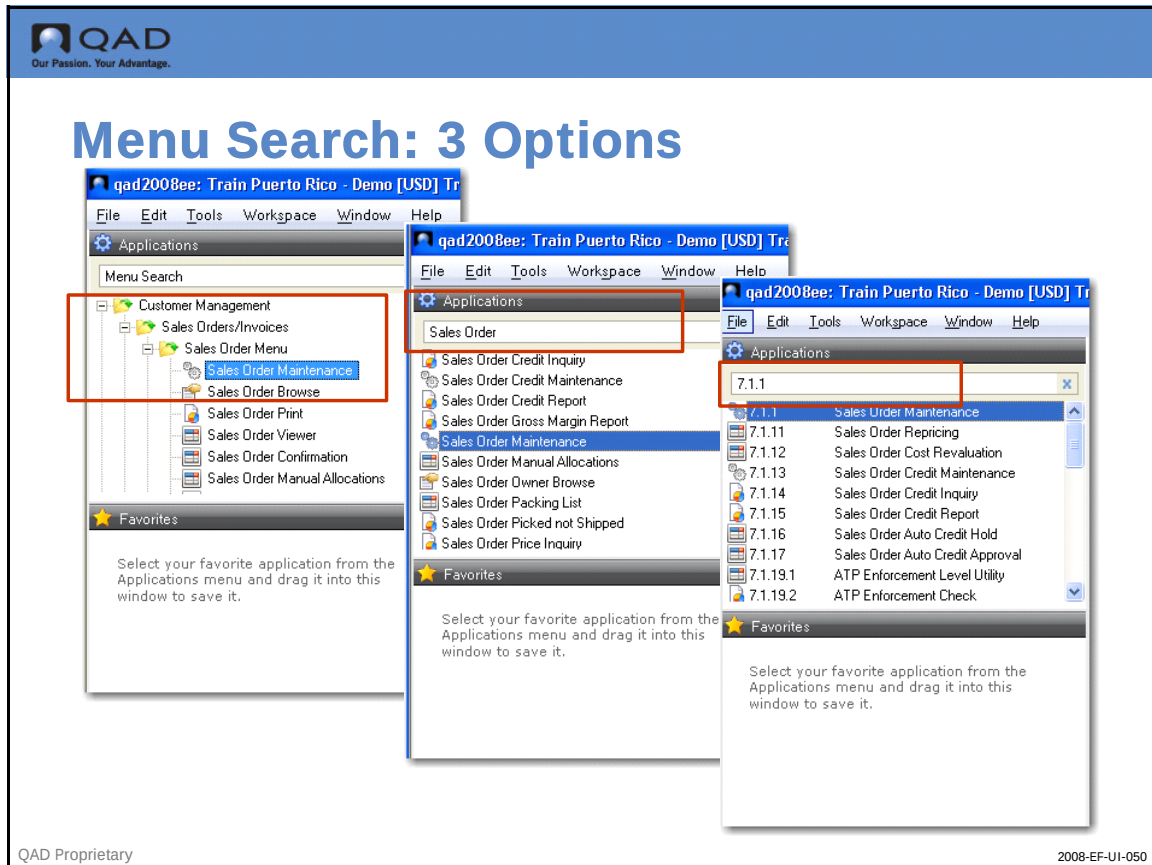
Toolbar



The toolbar provides access to:

- The Edit menu, with standard Windows functions, such as cut, copy, and paste.
- The Tools menu, which lets you change various interface attributes, including the workspace (entity) to display.
- The Workspace menu, which lets you navigate between workspaces.
- The Help menu.

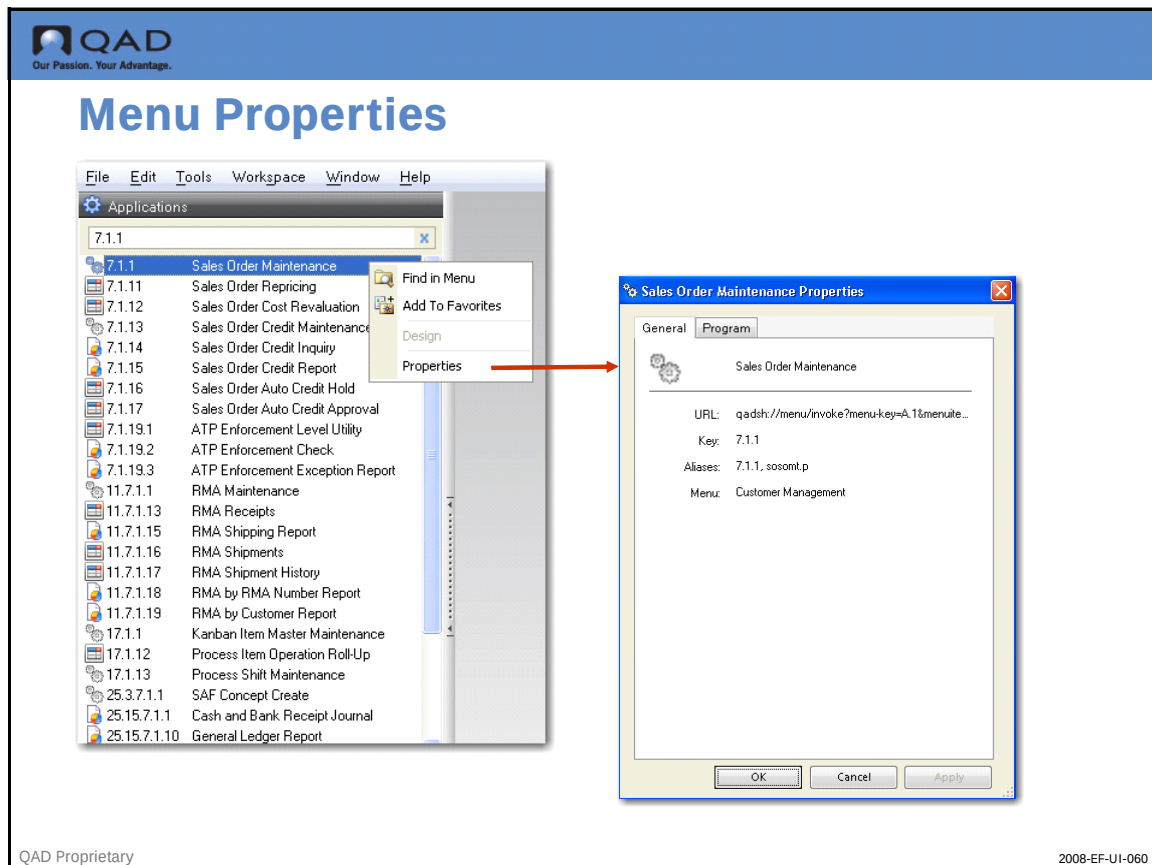
Menu Search: Three Options



Menus can be accessed in three ways:

- By navigating down the menu tree.
- By entering the beginning of the menu name in the menu search bar.
- By entering the menu number.

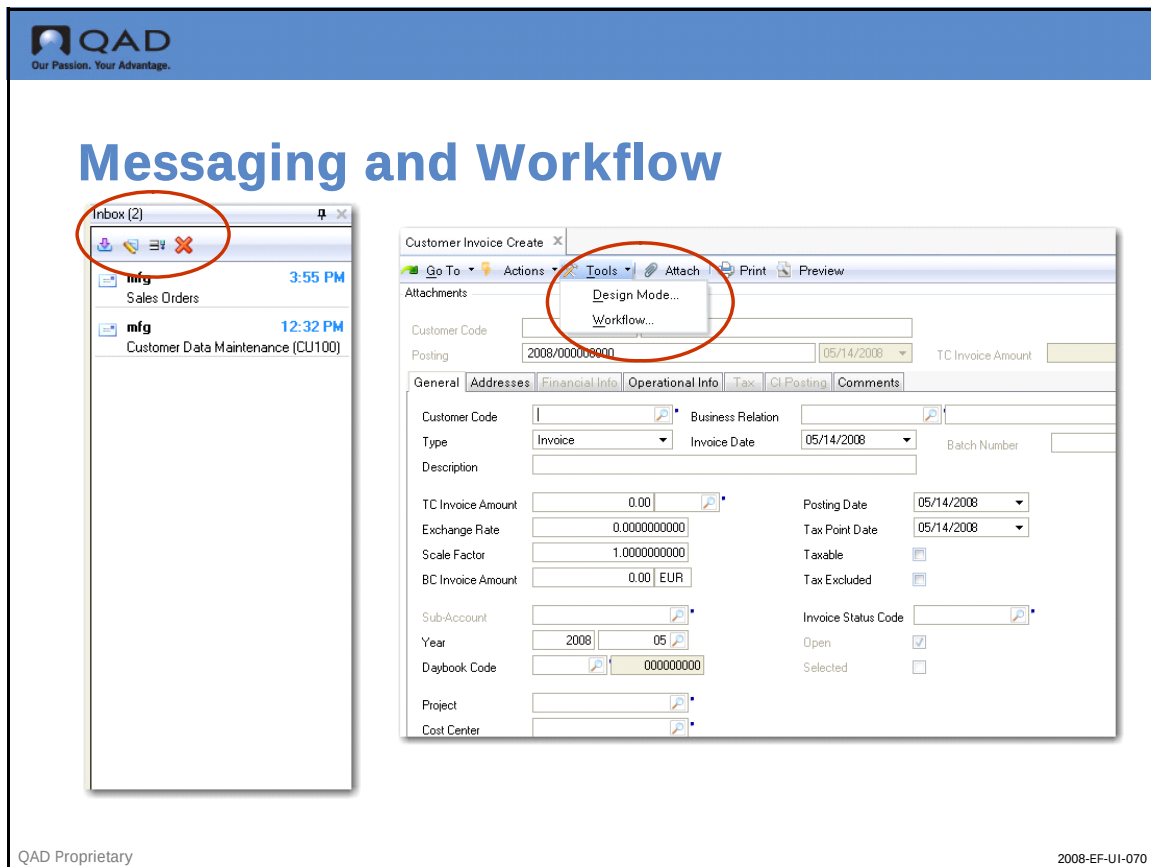
Menu Properties



To find a menu number or name and other menu attributes, right-click on the menu name in the menu pane.

Using the right-click menu, you can also display the menu in the menu tree.

Messaging and Workflow



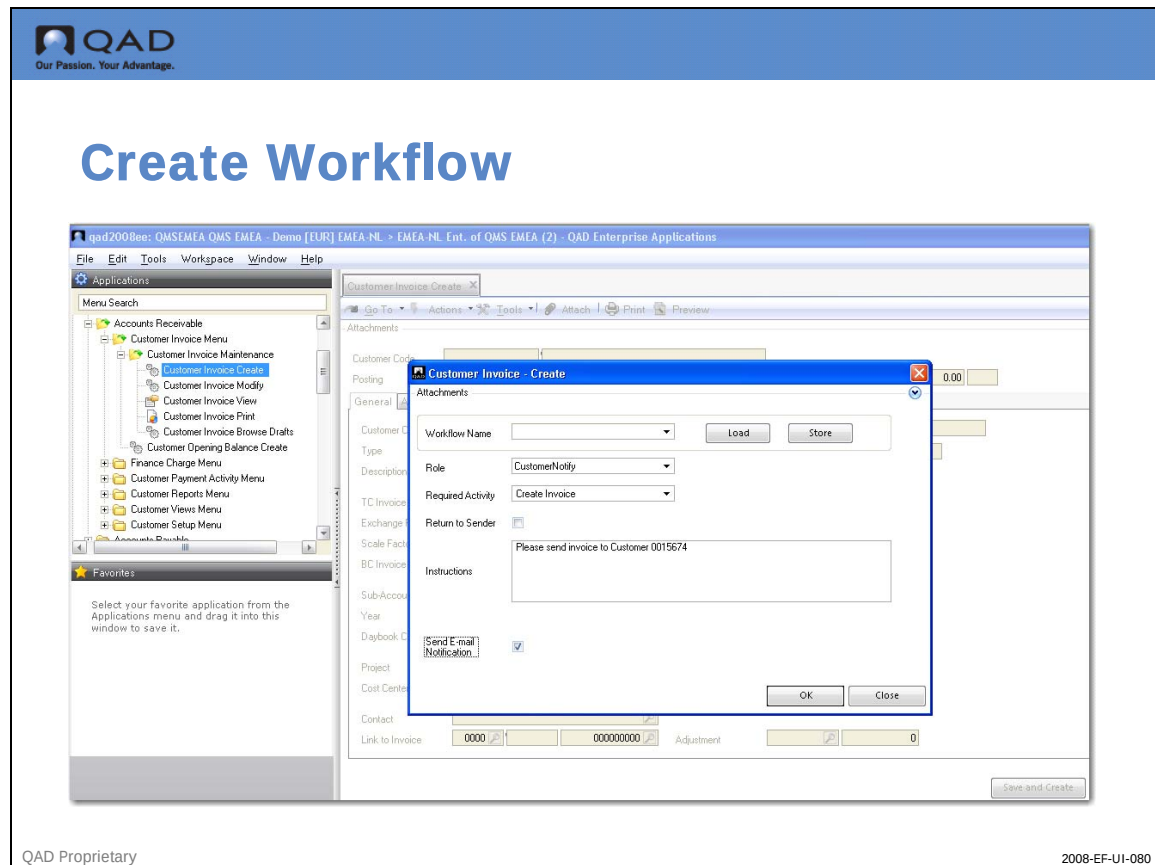
The Financials application includes full e-mailing capabilities.

In addition, a workflow functionality is accessible in component based functions (those displaying in tabs). This feature lets you create and initiate workflows between users or roles.

Example When a new customer is created by a user in Financials, a workflow is initiated for the operational user to set up the operational data for the customer.

The workflow supports the segregation of duties and adds efficiency to day-to-day tasks.

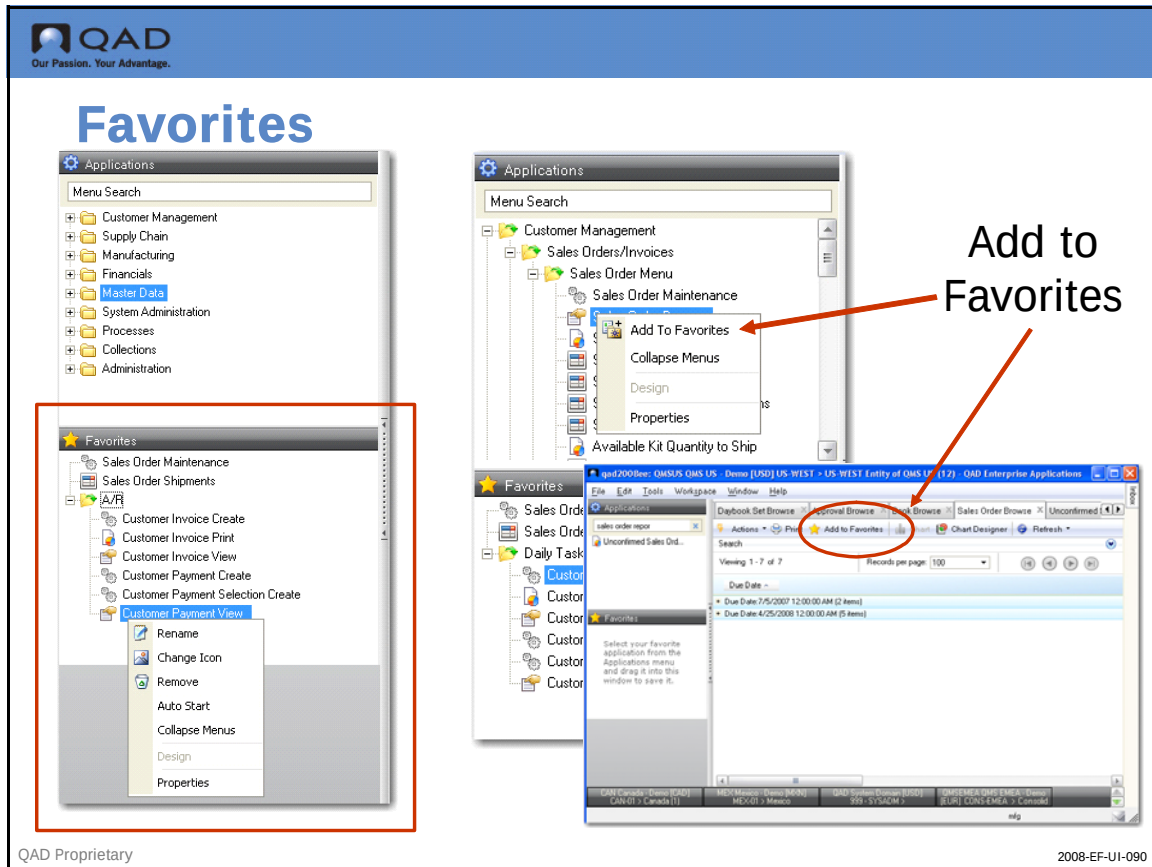
Create Workflow



To create a new workflow, select the function from the Tools drop-down list on the menu tool bar. Name the new workflow, assign it to a role, and specify the required activity. Additional instructions can be added in a text comment box.

You can then initiate the workflow or store it for later use and re-use.

Favorites

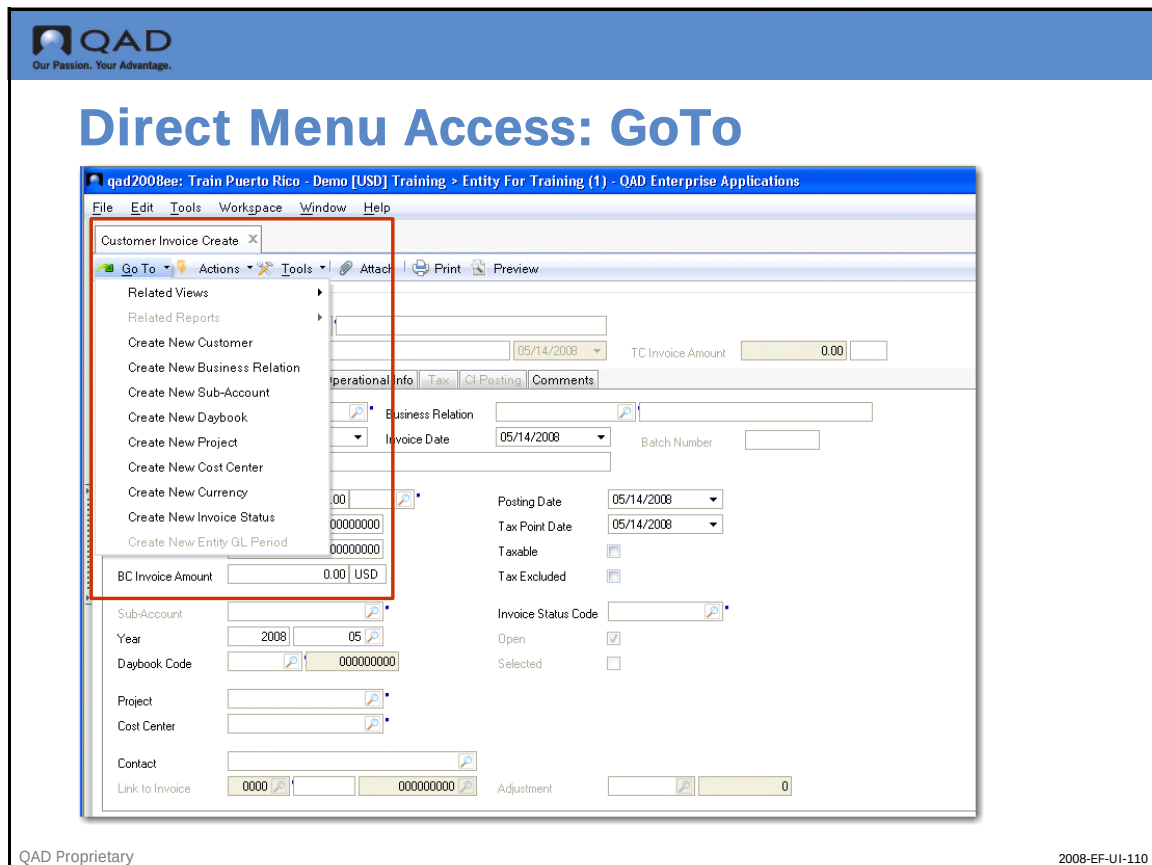


Use the Favorites pane to provide faster access to the menus that you use every day.

Add menus to your Favorites pane by right-clicking on the menu name on the menu list, by dragging and dropping the item from the menu list, or by clicking the Add to Favorites icon in the menu.

You can rename items in your favorites, and group them in directories.

Direct Menu Access with the GoTo Button\



The GoTo function provides another way to access menus faster. Depending on the screen you are currently in, the GoTo menu lists other menus related to the current screen, as well as reports and views.

GoTo behaves differently, depending on whether the current field has data in it:

- If the field has a value, GoTo invokes the View activity
- If the field is blank, GoTo invokes the Create activity.

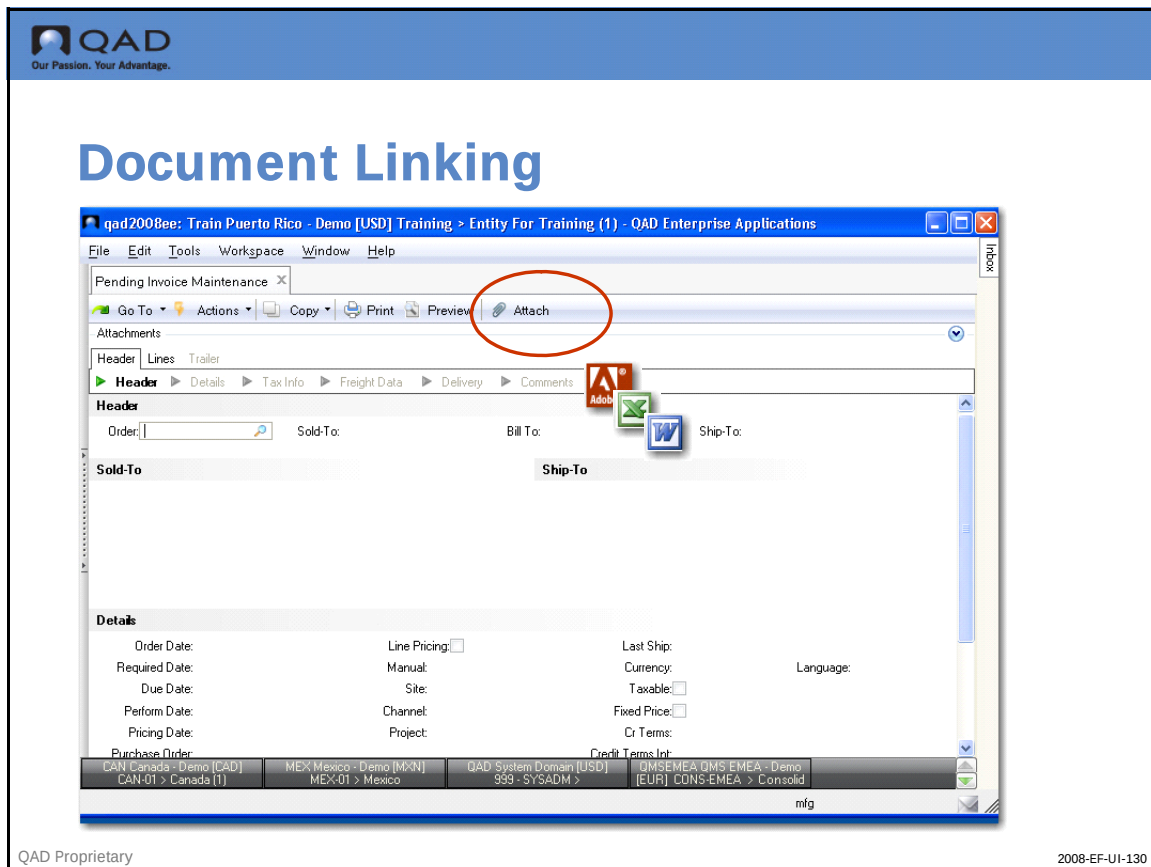
Direct Menu Access: Context Menu

The screenshot displays the QAD Enterprise Applications interface for 'Supplier Invoice Browse for View'. The application window has a menu bar (File, Edit, Tools, Workspace, Window, Help) and a toolbar with icons for Actions, Print, Add to Favorites, Chart, Chart Designer, Refresh, and Stored Searches. Below the toolbar is a search section with fields for Supplier Code, Business Relation, Reference, Year, Daybook Code, and Voucher, each with a dropdown menu and a search icon. The main area shows a table of records with columns: Supplier, Business Relation Code, Inv Date, Reference, TC Balance, Curr, Due Date, Description, and Year. A context menu is open over the first record (Supplier: S00600, Inv Date: 05/14/2008, Reference: 123, TC Balance: -1,000.00 EUR, Due Date: 07/31/2008, Description: 123 S00600, Year: 2008). The context menu includes options: Create, View, Modify, Approve, Release For Payment, Prepare Allocation, Allocate, Reverse, Delete, InitialCreate, Replace, Supplier Invoice Activity, Supplier Invoice Extended, and Dump XML. The bottom of the window shows 'QAD Proprietary' on the left and '2008-EF-UI-120' on the right.

You can access record-specific activities by right-clicking on the blue underlined record. Create, view, modify, and delete are standard activities available for most types of records.

For example, in the Supplier Invoice Browse for View, the links include Release for Payment, Prepare Allocation, Allocate, and Reverse.

Document Linking



In Financials, you can link documents of various types, such as PDFs, Excel, and Word documents, to records.

Example Scans of invoices can be attached to supplier or customer invoices.

Application Integration



Application Integration

- ▲ XML
- ▲ Advanced Excel integration
 - 2 way

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Two powerful features facilitate data exchange between systems, record creation, maintenance, and reporting. These features are XML integration and advanced Excel integration.

XML Integration

XML Daemon Configure

Go To Actions Tools Print Preview

Attachments

Daemon Name: xmldemon

Instances: 1

Interval (Sec): 10

Keep Processed Items: ☒

Number Treated in One Run: 999,999

Login ID for this Daemon: mlg

Password for this Daemon:

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

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

OS Command String: <DaemonExecutable>

Host Name:

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

Action to be Performed: Save

Overrule XML Action: ☐ Overrule Originator Action: ☐

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

Save Close

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XML is mainly used to upload data at the start of an implementation, or to automatically load data, such as exchange rates that must be imported on a regular basis.

XML integration is very flexible and easy to manage. Refer to *User Guide: System Administration*.

Example of XML Integration



XML Integration

Before

Drag a column header here to group by that column.					
From Cur	To Curr	Valid From	Rate	Scale Facto	Rate Type
EUR	USD	01/01/07	1.3000000000	1.0000000	ACCOUNTING
EUR	USD	01/31/08	1.5000000000	1.0000000	REVALUATION

After

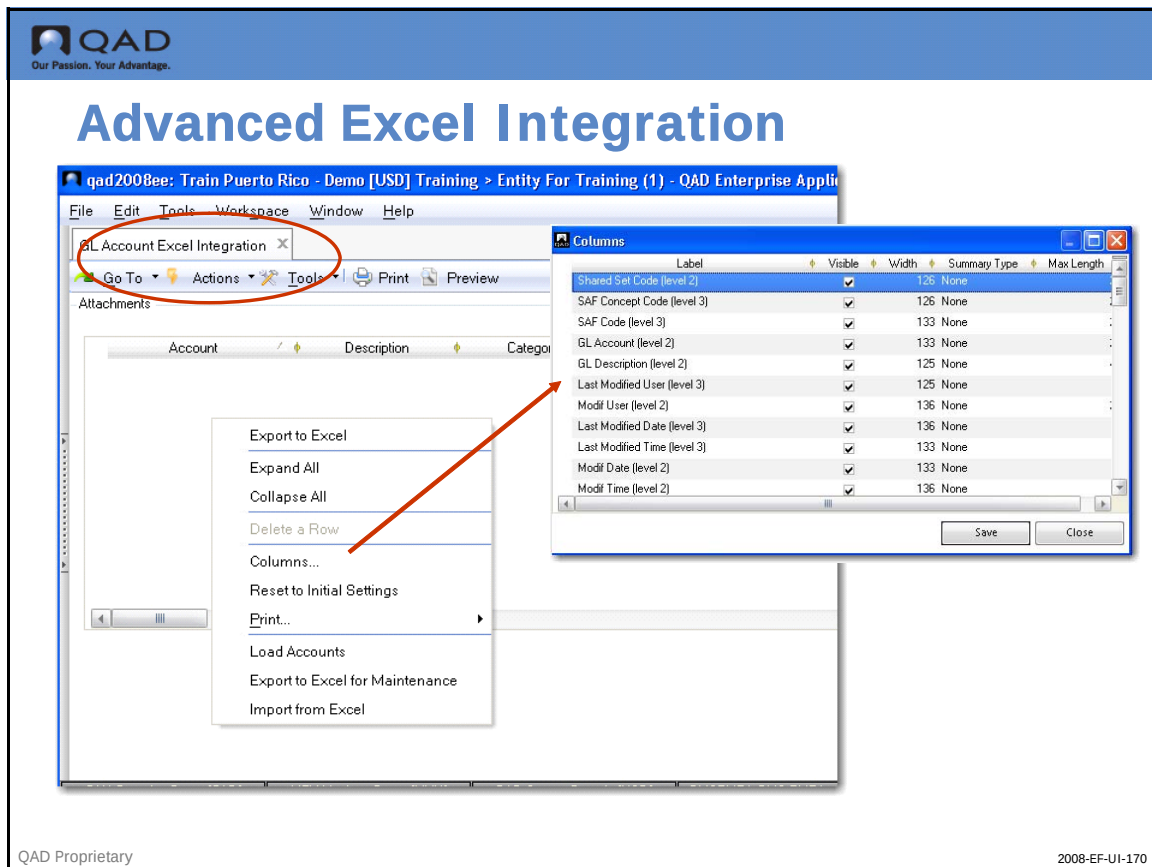
Drag a column header here to group by that column.					
From Cur	To Curr	Valid From	Rate	Scale Facto	Rate Type
EUR	USD	01/01/07	1.3000000000	1.0000000	ACCOUNTING
EUR	USD	01/31/08	1.5000000000	1.0000000	REVALUATION
EUR	USD	01/01/08	1.4000000000	1.0000000	ACCOUNTING
EUR	USD	02/01/08	1.5000000000	1.0000000	ACCOUNTING

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Data imported using XML integration.

Advanced Excel Integration



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

Dump/Load Data

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Advanced Excel Integration

qad2008ee: Train Puerto Rico - Demo [USD] Training > Entity For Training (1) - QAD Enterprise Applications

File Edit Tools Workspace Window Help

GL Account Excel Integration X

Go To Actions Tools Print Preview

Attachments

Account	Description	Category	Balance	Account	Budget Group	GL Type
1090	Sales Cash	ASSET				Standard Account
1100	Current bank account US	ASSET			New Group	Bank Account
1200	Current bank account EU	ASSET				Bank Account
1300	Accounts Receivables	ASSET				Customer Contr
1380	Debtor PIP	ASSET				Customer Paym
1390	Bounced cust paym instr	ASSET				
1399	TAX Receivable	ASSET				
1400	AP Tax	ASSET				
1405	Sales Tax CN Account	ASSET				
1415	Sales Tax Abs CN Acct	ASSET				

Export to Excel

Save in: My Documents

QAD2008EE.exp...

My Recent Documents

Desktop

My Documents

My Computer

My Network

File name:

Save as type: Excel Files (*.xls)

Save Cancel

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Advanced Excel integration is available as a right-click option on the results grid of the following business components:

- GL Account
- Business Relation
- County
- Customer
- Journal Entry
- Payment Formats
- Supplier
- Customer and Supplier Bank Number

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

You can also use Excel integration when maintaining budgets. In the Budget module, the integration is maintained in real-time and is referred to as a hotlink. This feature is discussed in more detail in the Advanced Financials class.

To export data for maintenance, choose the Excel integration activity for one of the supported record types, such as GL Account. Select a dump location. In the Excel worksheet, make changes or add data, and save. Then return to the application and import the modified data. The system validates any data before importing it. For example, if a mandatory field is missing, the record cannot be imported.

Note The Excel integration function is described in full detail in the Advanced Financials class.

Export Browse Results

Advanced Excel Integration

QAD2008Bee: QMSUS QMS US - Demo [USD] US-WEST > US-WEST Entity of QMS US (1) - QAD Enterprise Applications

File Edit Tools Workspace Window Help

Sales Order Browse x

Actions Print Add to Favorites Chart Chart Designer Refresh

Search

Viewing 1 - 7 of 7 Records per page: 100

Due Date

Due Date: 7/5/2007 12:00:00 AM (2 items)

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open
10004	CU2500		1	80-10000-001	EA	10.0	10.0
10005	CU2500		1	80-10000-001	EA	10.0	10.0

Due Date: 4/25/2008 12:00:00 AM (5 items)

Microsoft Excel - tmp142

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1 Due Date: 7/5/2007 12:00:00 AM (2 items)

	A	B	C	D	E	F	G
1	Due Date: 7/5/2007 12:00:00 AM (2 items)						
2		Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure
3		10004	CU2500		1	80-10000-001	EA
4		10005	CU2500		1	80-10000-001	EA
5							
6							
7	Due Date: 4/25/2008 12:00:00 AM (5 items)						
15							
16							
17							

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Browse results can also be easily exported to Excel. To export data directly into an Excel spreadsheet, right-click the results screen, and choose Export to Excel from the Actions menu.

The browse results are displayed in a new Excel window. The formatting of the original grid is preserved in the new spreadsheet.

Note that this data cannot be re-imported into the database.

Browse Highlights

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Browse Highlights

- ▲ **Sort** (click heading)
- ▲ **Drill-down** (blue underlined values)
- ▲ **Filter** (funnel)
- ▲ **Group data**
- ▲ **Rearrange display** (drag&drop, columns auto size)
- ▲ **Graph designer**
- ▲ **Export** (xls, doc, pdf or report)
- ▲ **Print**
- ▲ **Save to Favorites**
- ▲ **Automatic refresh**

QAD Proprietary2008-EF-BRO-200

The Search options in Financials activities let you filter search results in a number of ways, and to save customized search settings for reuse. Whenever you view, modify, or delete a record created in a financial activity, you begin by launching a browse.

Browses provide many convenient features that let you to manage search criteria and results in an efficient way. These features are described in the following pages.

Browse Features

Browse Features

Drill-down

Filter funnel

Sort

The screenshot displays the QAD Browse interface. At the top, there's a header with the QAD logo and the tagline "Our Passion. Your Advantage." Below this is a search bar with a dropdown menu set to "Sales Order" and a "starts at" dropdown. To the right of the search bar are buttons for "Print", "Add to Favorites", "Chart", "Chart Designer", and "Refresh". Below the search bar, it says "Viewing 1 - 14 of 14" and "Records per page: 100". The main area is a table with columns: Sales Order, Sold, Status, Line, Item Number, Unit of Measure, Quantity Ordered, Quantity Open, Due Date, and Quantity. The table contains 14 rows of data. A red arrow labeled "Drill-down" points to the "Sales Order" column header. A red arrow labeled "Filter funnel" points to the "Item Number" column header. A red arrow labeled "Sort" points to the "Due Date" column header. A right-click context menu is visible over the first row (Sales Order 10013), showing options like "Sales Order Master" and "Shipment Transactions".

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2008-EF-BRO-210

- Sort
- You can sort all data in a result list on any of the columns just by clicking the column header. Click on the header again to sort the data in reverse order.
- Filter funnel
- Each column features a drop-down filter option. Click the icon to display the available filters and specify the data to display.
- Drill-down
- You can right-click on any blue underlined record to access related functions.

Rearrange Display

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Rearrange Display

Column auto sized

Rearranged columns

Sort by date

The screenshot displays the 'Sales Order Browse' window. The top section shows search criteria and navigation buttons. The main area contains a table of sales orders. The columns are: Sales Order, Sold To, Status, Line, Item Number, Unit of Measure, Quantity Ordered, Quantity Shipped, Due Date, and Status. The table is sorted by 'Due Date' in ascending order. Red arrows point to the 'Due Date' column header, indicating the sorting action. Other arrows point to the column headers, indicating the process of rearranging the columns.

Sales Order	Sold To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Shipped	Due Date	Status
10005	CE 4000		1	80-10000-001	EA	10.0	0.0	06/22/2007	1 EA
10006	CE 4000		1	80-10000-001	EA	10.0	0.0	06/22/2007	1 EA
10009	CE 4000		1	80-10000-001	EA	10.0	0.0	06/22/2007	1 EA
10012	CE 3000		1	80-10000-001	EA	2.0	0.0	06/22/2007	1 EA
10013	ce3000		1	80-10000-001	EA	2.0	0.0	06/22/2007	1 EA
10016	CE 3000		1	80-10000-001	EA	2.0	0.0	06/22/2007	1 EA
10019	CE 4000		2	80-10000-001	EA	10.0	0.0	06/22/2007	1 EA
10025	CE 3000		1	80-10000-001	EA	40.0	0.0	06/23/2007	1 EA
10026	CE 3000		1	80-10000-001	EA	40.0	0.0	06/23/2007	1 EA
test	CE 4000		1	80-10000-001	EA	10.0	0.0	04/23/2008	1 EA
test12	CE 4000		1	80-10000-001	EA	8.0	0.0	04/24/2008	1 EA
test3	CE 4000		1	80-10000-001	EA	5.0	0.0	04/24/2008	1 EA
test12	CE 4000		1	80-10000-001	EA	5.0	0.0	04/26/2008	1 EA

QAD Proprietary 2008-EF-BRO-230

You can change the column order by clicking the column header in the browse screen and dragging it to another position in the results list. A red arrow indicates the place where that column will be dropped when you release the mouse button.

Browse Features

Group

Column options

Summary options

QAD Proprietary 2008-EF-BRO-240

You can also adjust the column size by clicking on the border of the column header and dragging the border to the left or the right.

You can make additional adjustments to column settings by right-clicking on any column header and choosing the Columns option.

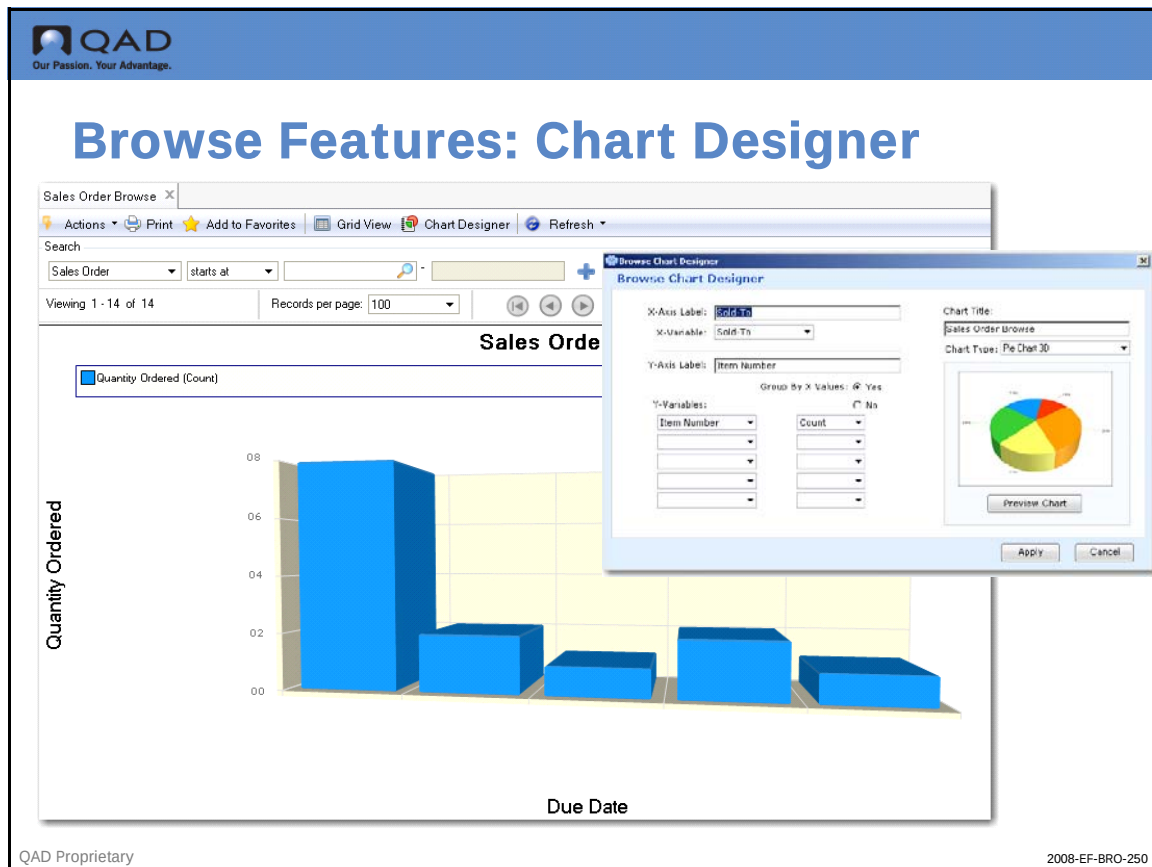
Group

Use the right-click Group option to group data by column type. The grid now displays a summary of the column data, with the different elements sorted into groups. Each group in the list can be expanded using the plus sign next to the group.

Summarizing results

The Summary option lets you display summary information, depending on the column header in which you have clicked: count, sum, average, minimum, maximum. Note that you will only see meaningful results if the operator you choose applies to the data type.

Browse Features: Chart Designer



Using the browse Chart Designer feature, you can quickly generate graphical representations of browse data. You can toggle between the standard browse display (called the grid view) and the new chart view. Using the Chart View editor, you can select data in a browse and display it as a pie chart or bar graph.

Browse Features

The screenshot shows the QAD Sales Order Browse window. The title bar reads "Sales Order Browse". The menu bar includes "Actions", "Print", "Add to Favorites", "Chart", "Chart Designer", and "Refresh". The "Actions" menu is open, showing options: "Export to Excel", "EXPORT_TO_PDF", "Workflow", and "Email". Red arrows point from the text labels "Export", "Print", "Add to Favorites", and "Refresh" to their respective buttons in the toolbar. Below the toolbar, there is a search bar with "Search" and "Clear All" buttons, and a "Records per page" dropdown set to "100". A table of sales order lines is displayed below.

Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open
10005	CE4000	EA	10.0	0.0
10006	CE4000	EA	10.0	10.0
10009	CE4000	EA	10.0	10.0
10012	CE3000	EA	2.0	0.0

QAD Proprietary 2008-EF-BRO-260

Conveniently, browse results can be exported, printed and automatically refreshed by clicking on the buttons on the menu toolbar.

You can also save a browse with specific search criteria to your Favorites.

EMEA Exercise: *UI Navigation* on page 408

US Exercise: *UI Navigation* on page 576

Chapter 3

Setting Up Financial Foundations



Objectives

- ▲ Understand the **business considerations** related to setting up the financial foundations in QAD Enterprise Edition
- ▲ Be able to **set up financial foundations** in QAD Enterprise Financials for a given business model
- ▲ Understand the configuration **impact on operations**

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2008-EF-FFSB-020.

In this section, you will learn how to set up financial foundations based on various specific business requirements, and what impact certain financial configurations have on business operations.

Overview



Our Passion. Your Advantage.

Overview

- ▲ Corporate structure setup
 - Domains
 - Currency
 - Shared set codes
 - Profiles
 - Accounting Layers
 - Daybooks
 - Entities
 - Address data
 - Business relation
- ▲ Security setup
 - Users, roles, permissions
- ▲ Tax setup
- ▲ Exercise: Domain and entity creation

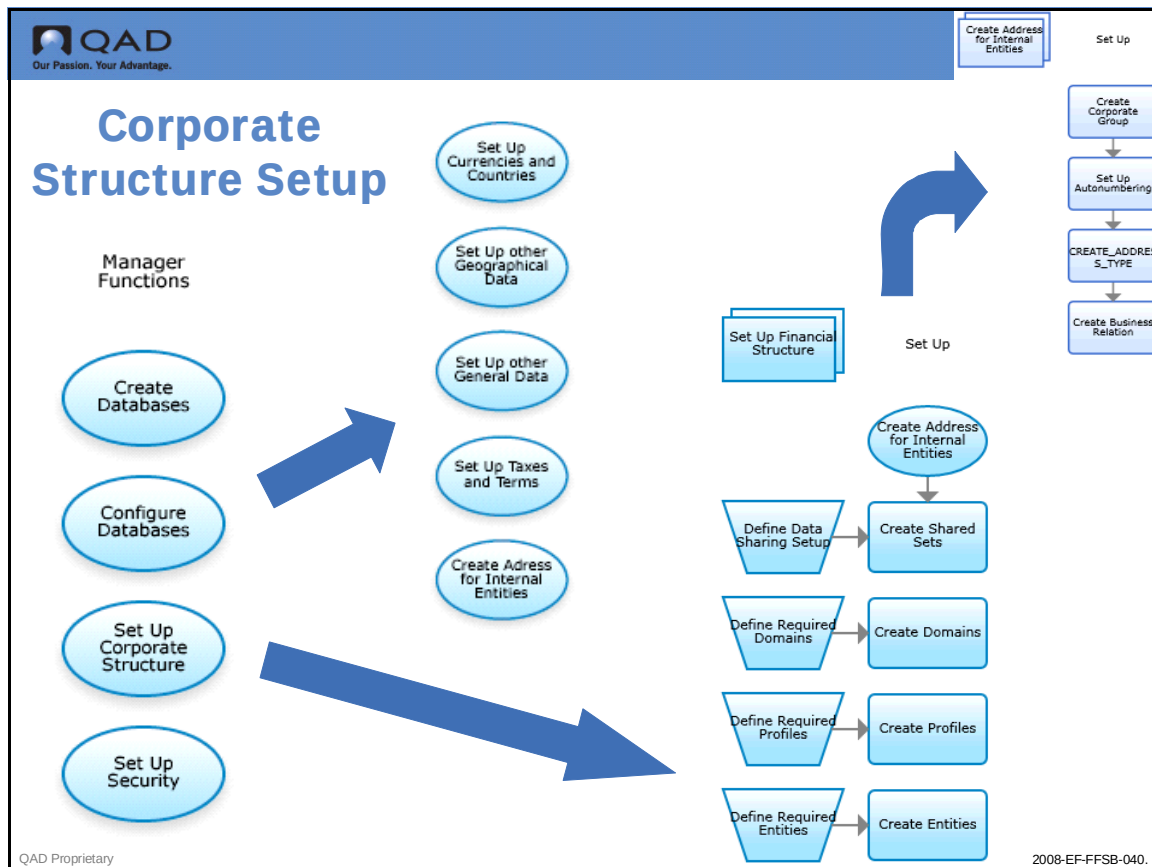
QAD Proprietary2008-EF-FFSB-030.

This section describes how to set up a new entity (company), and all data elements linked to an entity, in QAD Enterprise Financials.

The first step consists of determining the corporate structure to set up, such as the number of domains and entities required, the tax setup, and data sharing. When you have completed this step, you can set up domains and entities, and roll out the security model.

We will review these steps in detail, and follow up with an exercise to practice.

Corporate Structure Setup



Within QAD Enterprise Financials, you have access to an Industry Process Model (40.1), which contains several layers. We recommend you use this model as best practice when you define your company's processes and procedures.

The slide shows the four layers of process maps related to corporate structure setup. In each chapter, this training guide will show screenshots of process maps as a best practice reference.

Currency Related Data

The screenshot displays the QAD software interface with three overlapping windows:

- Currency Create**: A form for creating a new currency. Fields include:
 - Currency Code: EUR
 - Currency Description: Euro
 - Decimals Description: Eurocent
 - Rounding Method: 2
 - Rounding Method Description: Round to hundredths
 - Active: ☒
- Exchange Rate Type Browse**: A table showing various rate types and their system status.

Rate Type	System
ACCOUNTING	yes
BUDGET	yes
CASH	yes
INTRASTAT	yes
INVENTORY	yes
REVALUATION	yes
VAT	yes
- Rounding Method - Modify**: A form for modifying a rounding method. Fields include:
 - Code: 0
 - Description: Round to Ones
 - Unit: 1.000
 - Threshold: 0.5000

QAD Proprietary 2008-EF-FFSB-050.

Currency-related data, such as codes, rounding methods, and rate types, are used database wide, across domains. Therefore, set up this data first, using the following functions:

- Currency Create/View/Modify (26.1, 2 and 3)
- Rounding Method Create/View/Modify (26.2.1, 2 and 3))
- Exchange Rate Type Create/View/Modify (26.3.1, 2 and 3)

Shared Set Codes

Shared Set Codes

- ▲ One set of codes supplied with system
- ▲ Determined by specific corporate structure

Shared Set Create

Go To Actions Tools Attach Print Preview

Attachments

Shared Set Code: ASIAcust

Shared Set Description: ASIAPAC Customer Shared Set

Shared Set Type: Customer

Active: ☒

QAD Proprietary

2008-EF-FFSB-060.

Next, set up as many shared set codes as required for your corporate structure. Shared set codes let you identify financial data that can be shared across selected domains.

Use Shared Set Create (36.1.1.3.1) to create shared set codes.

Shared Set Data Setup



Shared Set Data Setup

- ▲ Financial data shared across domains
- ▲ Minimum 1 shared set code of each type of data
- ▲ Use profiles to link one shared set type to data in another shared set type.
 - Ex: customers/suppliers link to control account

QAD Proprietary

2008-EF-FFSB-070.

Profiles are used to link data from one shared set to data in another shared set.

Shared Set Types



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Shared Set Types

- ▲ Exchange rates
- ▲ GL accounts
- ▲ Sub-accounts
- ▲ Cost centers
- ▲ Projects
- ▲ Daybooks
- ▲ Suppliers
- ▲ Customers

QAD Proprietary 2008-EF-FFSB-080.

There are eight shared set data types. There should always be at least one shared set code by type. The system includes one default group of shared set codes.

Data Setup Example with Profiles



Shared Set Data Setup with Profiles

- ▲ 1 Supplier (Supplier Shared Set): MyVendor
- ▲ 3 Domains: US, EMEA, ASIA
- ▲ 3 COA (GL Shared Sets)

Supplier: **MyVendor** (exists in domains A, B, C)

Profile for Supplier Account Control Invoices:



Domain US

GL Acct: 2000



Domain EMEA

2500



Domain Asia

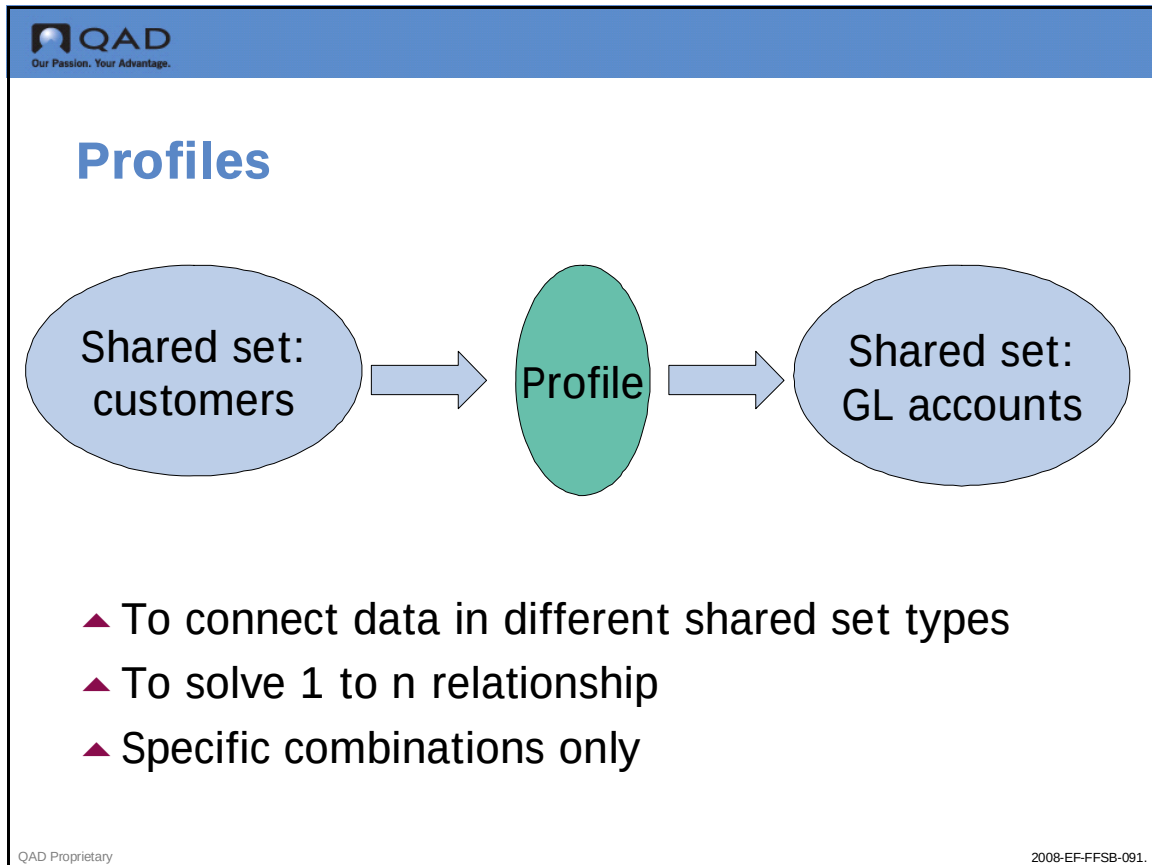
3000

QAD Proprietary
2008-EF-FFSB-090.

If several domains shared the same supplier shared set, but had different charts of accounts, how would you enter a supplier control account in a supplier record? There would be two control accounts, depending on the domain the transaction originated from, but only one field in Supplier Create.

To solve this, profiles are created and linked to different domains. Instead of entering a supplier control account, a profile code is entered in the supplier record.

Profiles



Profiles are used to link data in one shared set type to data in another shared set type, to solve the one to many relationship issues that can arise.

Only specific combinations are possible, and are defined by profile types.

Profiles Setup Highlight

Profiles Setup Highlights

- ▲ 14 predefined profile types
- ▲ In the grid, specify records to link to the profile for each listed shared set (domain).

Profile Create X

Go To Actions Tools Attach Print Preview

Attachments

Profile Code APControl

Description Account Payable Control

Profile Type Supplier Account Profile

Shared Set Type Account Shared Set

Active ☒

Linked Object	Object Description	Shared Set
25500		Default General Le
17500		Default GL
2000	Accounts Payable	QMS-GL-US
15000	Accounts Payable	QMS-GL-EMEA

QAD Proprietary

2008-EF-FFSB-092.

There are 14 predefined profile types (see the next page).

Use the Profile activities (36.1.1.4) to create, view, modify, and delete profiles.

In the grid under Linked Object, specify a record to link to this profile. For example, for a supplier account profile, you select a specific account from each account shared set. Then when you associate this profile with a supplier in the Purchase Account Profile field, a valid account is available regardless of which company references the supplier.

In the Shared Set column, records are populated when you select the shared set type in the header; it cannot be modified.

Profile Types



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Profile types

- ▲ Daybook & GL accounts
 - Banking entry
 - Cash: Paid & Received daybook
- ▲ GL account & Customer
 - Control account: invoice, credit note, prepayment
 - Sales account
 - Finance charge account
- ▲ GL account & Supplier
 - Control account: invoice, credit note, prepayment
 - Purchase account
- ▲ GL account & default values
 - Sub-Account
 - Cost center
 - Project

QAD Proprietary2008-EF-FFSB-093.

Different profile types exist, depending on the combination shared set type that is covered by the profile.

Accounting Layer Highlights



Accounting Layer Highlights

- ▲ Primary, secondary, transient
- ▲ Associate daybooks with a layer
- ▲ Change daybook to move to other layer
 - Mass Layer Transfer to move transactions in batch
- ▲ Opt. select multiple layers for reporting

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2008-EF-FFSB-94.

Accounting layers provide different ways of segregating transactions within a single GL account. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: primary, secondary, and transient

Transient accounting layers enable temporary posting for review or analysis, before official posting and publication of accounts. When a daybook is associated with the transient layer, transactions are posted to this layer for temporary review. If the daybook is associated with the primary layer, transactions are immediately posted to the general ledger.

Use secondary layers to provide different types of GAAP reports within one organization. For example, you can compile a set of local accounts for a French subsidiary of a US parent organization that comply with French GAAP standards. You can then compile US GAAP accounts for the parent company, and generate reports on the combination of the two sets. Then, review your subsidiary accounts, and create correction and adjustment transactions to make these accounts comply with the parent company GAAP standards.

Auditor adjustments are generally applied in the secondary layer. IFRS and US GAAP requirements are also implemented in secondary layers. When transferring between layers, the daybooks must be of the same type. You can transfer only from the transient layer to the other layers. When the transaction is transferred, a new daybook and reference is created for it.

Primary layer:

The primary layer is mandatory and system-defined. All official postings are posted to the primary layer, and cannot be deleted or transferred to another layer. The primary layer is used for statutory postings; for example, fiscal stock valuation or fiscal depreciation.

Secondary layer:

The secondary layer is usually used for management accounts. Types of posting suitable for the secondary layer include accruals, stock valuation, elimination postings for consolidation, auditing adjustments, or for IFRS- and GAAP-specific requirements. The secondary layer is also optional, and you can define custom secondary layers, which behave in the same way as the system-defined layer. Postings to the secondary layer do not update account balances.

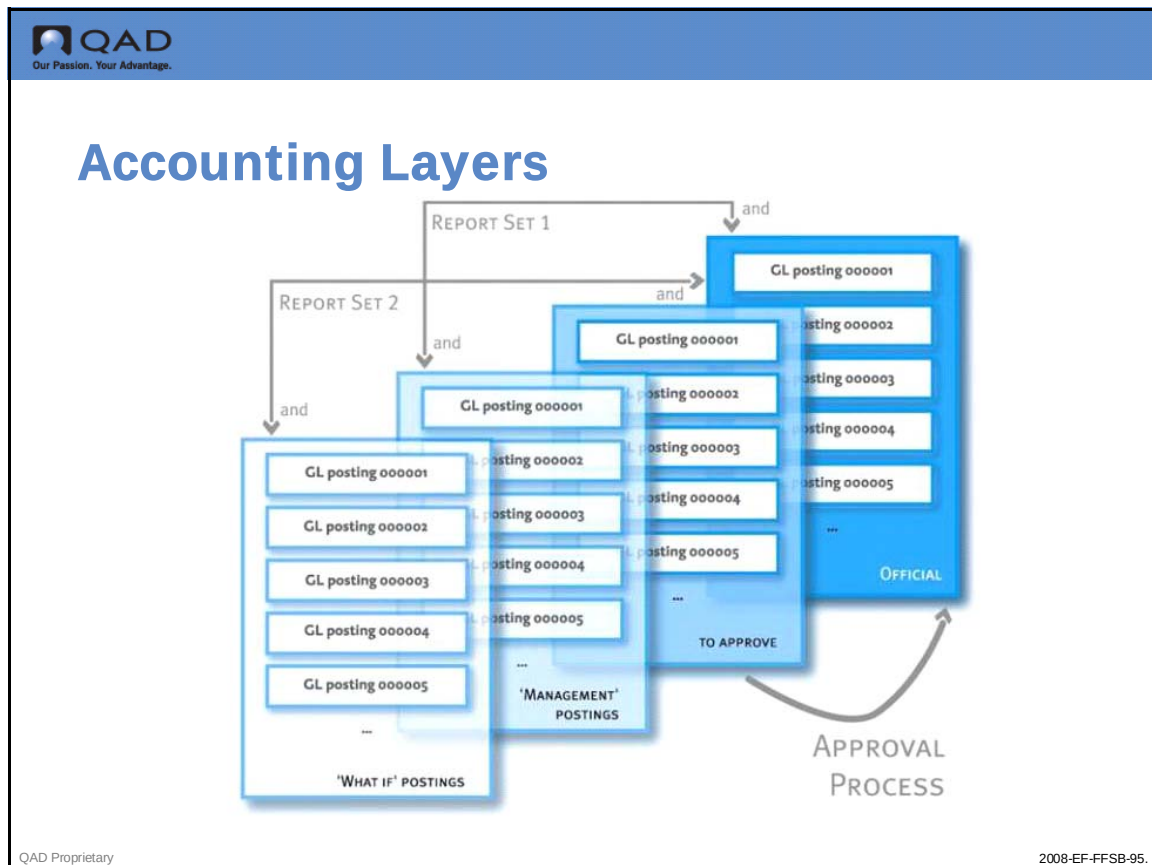
Transient layer:

The transient layer is used for postings for internal use only, and should be separate from legal accounting. Certain transactions can, for example, require approval by management before being officially posted. Accounting transactions can be registered in transient layers and then transferred to primary or secondary layers. Reporting can be applied to combinations of layers to produce a complete record of transaction records. A limited number of transactions can be posted to the transient layer:

- Consolidation
- Journal entries
- Reversing entries
- Matching postings for supplier invoices

The transient layer is optional. Transactions posted to this layer have no impact on GL, and can be modified or deleted. You can also define custom transient layers, which behave in the same way as the system defined transient layer.

Accounting Layers



All transaction posting lines are recorded in daybooks (see “Daybooks”) that point to a specific accounting layer. They can be transferred from one layer to another (e.g. transient to primary) by changing the daybook, or in batch using Mass Layer Transfer Execute (5.13.11).

Multiple Layers can be selected in reports, allowing what-if simulations and management reporting.

Daybooks



Daybooks

- ▲ System- or user-defined GL views
- ▲ Mandatory
- ▲ Useful for analysis and period close
- ▲ Document numbering control
- ▲ Financial, operational, external

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2008-EF-FFSB-96.

Daybooks, also known as journals, are system or user-defined views of the general ledger and contain all transactions. The use of daybooks is mandatory in all modules. Daybooks provide many advantages in terms of analysis, segregation of transactions, numbering, and consequently, speed of period close.

Using different types of daybooks lets you group GL transactions to satisfy legal reporting requirements or to ensure that GL reporting is consistent with common business practices:

Financial daybooks accept postings that originate from financial functions, such as the general ledger, AR, and AP.

Operational daybooks are used for postings that originate from operational functions, such as Sales, Inventory Control, Fixed Assets, and Manufacturing.

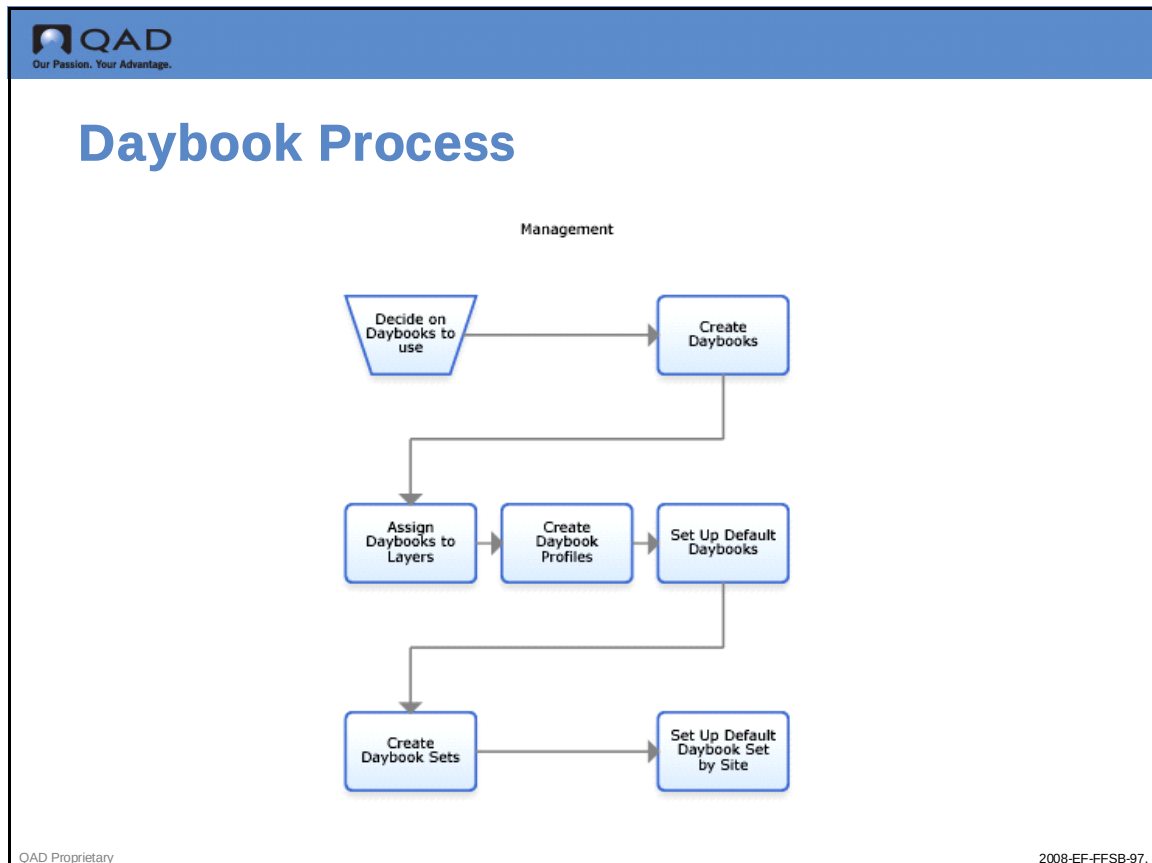
External daybooks can be used with an interface to external systems, such as payroll systems.

Daybooks can be used to distinguish between different types of journal entries, such as auditor adjustments, payroll entries, GAAP adjustments, and manually prepared accruals.

Once daybooks are defined, you can use the Daybook field as a selection criterion on many GL reports and views.

Daybooks record transactions chronologically, and, as such, provide dated records of the entire financial activity of the entity. Daybooks also provide a controlled mechanism for having several different transaction numbering sequences. The numbering system prevents fraud, since each daybook produces its own integral numbering sequence.

Daybook Setup Process



Above slide displays the daybook setup process. After creating daybooks and associating them with layers, daybook sets, profiles, and defaults can be defined.

Daybook Create

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Daybook Create

Daybook Create x

Go To Actions Tools Attach Print Preview

Attachments

Daybook Code: APPAY

Description: Supplier Payments

Daybook Type: Supplier Payments

Layer Code: Primary

Active: ☒

Daybook Control: Financial

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Use the Daybook activities (25.8.1) to create, view, modify, and delete daybooks. Daybooks contain the transaction posting lines, and control the posting of transactions because each daybook must be linked to an accounting layer. In addition, each daybook is associated with a daybook control type, which separates postings based on their source.

Once a daybook has been used it cannot be deleted, but you can inactivate it.

Prior to inactivating a daybook, ensure that there are no unposted transactions in the operational functions that reference the daybook. If unposted transactions exist, the daybook cannot be inactivated until these transactions are posted.

Operational Daybooks



Operational Daybooks

- ▲ GL postings from Fixed Assets, Inventory Control, Sales Orders/Invoices, Work Orders.
- ▲ Default daybooks to group transactions
- ▲ Daybook Sets for AR-related transactions

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2008-EF-FFSB-99.

Operational daybooks control GL postings that originate from programs in the Fixed Assets and operational modules such as Inventory Control, Sales Orders/Invoices, and Work Orders.

Depending on the operational function, daybook controls are set up in two ways:

- Use default daybooks to group operational transactions by type, depending on your business needs. You can control the granularity of daybook assignments by defining default daybooks based on transaction type, document type, or entity. If your business does not require this level of control, you can simply assign all operational transactions to a system daybook.
- Use daybook sets to control which daybooks are assigned to specific kinds of AR-related transactions created when sales order invoices are posted. Separate menu programs let you define daybook sets for the entire domain or for specified sites. Select the method your company uses with the Use Daybook by Site option in Sales Order Accounting Control (36.9.6). If you use the Sales Orders/Invoices module, you must define at least one daybook set to serve as the default.

Note To make a daybook available for operational transactions, set *Daybook Control* to Operational in Daybook Create (25.8.1.1). Otherwise, it cannot be referenced in the default or daybook set programs.

Default Daybook Maintenance

The image displays two overlapping screenshots of the 'Default Daybook Maintenance' window in QAD. The top window is for 'Sales Orders' (Transaction Type: SO, Document Type: I, Daybook: MADBT). The bottom window is for 'Inventory Control' (Transaction Type: IC, Document Type: blank, From Entity: 1000, To Entity: 1000, Daybook: INVJOUR). Blue circles highlight the Transaction Type, Document Type, From Entity, and To Entity fields in both screenshots.

Use Default Daybook Maintenance (25.8.4) to control the assignment of the following type of operational GL transactions to daybooks: Fixed Assets (FA), Inventory Control (IC), Sales Orders (SO - non-invoice transactions only; invoice daybooks are controlled by daybook sets), Work Orders (WO).

When creating a transaction, the system automatically searches for a matching daybook.

Important At a minimum, you must create a system daybook record, which has transaction type, document type, and entity range blank. This is the daybook used when the system cannot find a matching record matching the transaction.

Daybook Sets



Daybook Sets

- ▲ For all sales orders
- ▲ Assigned to customer bill-to in Customer Data Maintenance
- ▲ Separate daybooks for
 - Invoices
 - Credit notes
 - Intercompany transactions
 - Correction invoices
- ▲ By domain or by site

QAD Proprietary

2008-EF-FFSB-99B.

Each sales order is associated with a daybook set assigned to the bill-to customer address. Individual daybooks in the set are used to record invoices, credit notes, intercompany transactions, and, when correction invoices are used, associated correction documents.

Depending on your company's business requirements, you can define daybook sets either for the entire domain or for individual sites. This can be configured in Sales Order Accounting Control (36.9.6). The site-based method supports the legal requirement some countries have to use a different invoice sequence for each shipping site.

Note Regardless of which method you use, you must define at least one daybook set. This is needed as the default for new customer records.

Setting Up Daybook Sets

Setting Up Daybook Sets

Sales Order Accounting Control

Company Address: 10000000 Use Correction Invoices: ☒

Print Only Lines to Invoice: ☒

Use Daybook Set By Site: ☒

Default Daybook Set: db2

Customer Data Maintenance

Customer Data

Partial OK: ☐

Discount Tbl:

Fixed Price: ☐

Daybook Set: DB2

Daybook Set Maintenance

Daybook Set: Default Default Daybook Set

Active: ☒

Invoice Daybook: AR0INV Default AR Invoice

CN Daybook: CN0INV Default AR Credit Note

Intercompany Daybook: QADJE

QAD Proprietary 2008-EF-FFSB-99C.

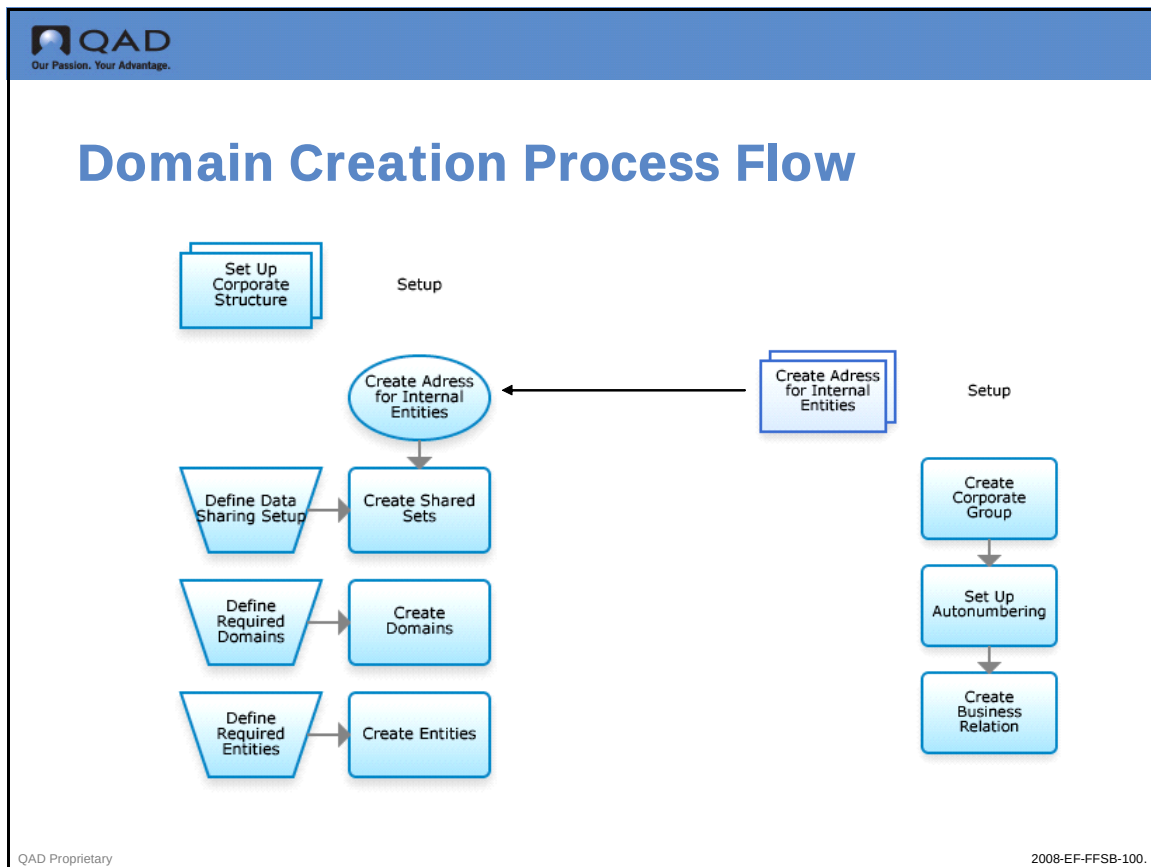
Before defining daybook sets, you must define the individual daybooks in Daybook Create (25.8.1.1). They must have *Daybook Control* set to Operational to be available in the daybook set maintenance programs.

After creating daybook sets, assign one to each customer address in Customer Data Maintenance (2.1.1). When daybook sets by site are activated, the site daybook set defaults for each customer linked to this site, but it can be overruled.

EMEA Exercise: *Daybook Setup* on page 410

US Exercise: *Daybook Setup* on page 578

Domain Creation Process Flow



When you have defined system-wide data and shared sets, you can start to set up domains.

The process maps above display the steps involved in creating domains.

Domain Create

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Domain Create

Domain Create X

Go To Actions Tools Attach Print Preview

Attachments

Domain Primary Entity

Name Active ☒

Search Name Setup Complete ☐

General Shared Sets Operational Cross-Company

Base Currency Language Code

Type

Account GL Mask ☐

Sub-Account GL Mask ☐

Cost Center GL Mask ☐

Project GL Mask ☐

QAD Proprietary 2008-EF-FFSB-110.

Use Domain Create (36.1.1.1.1) to define domain data, including the base currency and shared set codes. You can specify values in fields, such as Primary Entity, at a later point of time when you have defined entities.

You should only select the Setup Complete field when you have set up all necessary domain data, and you consider the settings permanent. When you select the Setup Complete field and saved the setting, you can no longer modify the shared set codes, linked entities, and the base currency. The domain is only available to operational functions when its setup is complete.

Link Domain to Shared Sets

Domain - Modify

Go To Actions Tools Attach Print Preview

Attachments

Domain: QMSUS Primary Entity: US-WEST

Name: QMS US - Demo Active: ☒

Search Name: QMS US Setup Complete: ☒

General **Shared Sets** Operational Cross-Company

Shared Set Code	Shared Set Type	LastModifiedUser	LastModifiedDate	LastModifiedTime
QMS-Supplier	Supplier	lvh	05/04/2007	03:45:40
QMS-Cust-US	Customer	lvh	05/04/2007	03:45:40
QMS-CostCenter	Cost Center	lvh	05/04/2007	03:45:40
QMS-GL-US	General Ledger	lvh	05/04/2007	03:45:40
QMS-SubAccount	Sub-Account	lvh	05/04/2007	03:45:40
QMS-ExRate-US	Exchange Rate	lvh	05/04/2007	03:45:40
QMS-DB-US	Daybook	lvh	05/04/2007	03:45:40
QMS-Project	Project	lvh	05/04/2007	03:45:40

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On the Shared Set tab in the domain record, specify a code for each shared set type. You can modify the domain shared set data until the domain setup is confirmed.

Each entity in the domain will use the same shared sets.

Domain Level Data


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Domain Level Data

- ▲ Base currency
 - Domain Create
- ▲ Default GL accounts
 - Domain/Account Control
 - Set “Verify GL accounts” flag
- ▲ GL Masks
- ▲ GL calendar
 - Domain GL Period Create
- ▲ Tax rates
- ▲ Most operational data
 - Items, purchasing, sales and manufacturing setup

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2008-EF-FFSB-130.

Next, you will set up domain-level data:

In Domain/Account Control (36.1), define the domain base currency.

Later, when the chart of accounts is set up, you will return to this menu to define the default GL accounts, and to set the Verify GL accounts field to Yes to ensure proper posting. Later sections describe the use of GL masks to validate GL account combinations.

The GL calendar and the tax calendar can differ. Define them respectively in Domain GL Period Create (25.4.1.1) and Tax Period Create (25.4.4.1). You can copy the tax period from the GL period if they are the same.

Tax rates are the only tax elements that are defined at domain level. Create them in Tax Rate Maintenance (29.4.1)

Most operational data is defined at domain level, like items, purchasing, sales and manufacturing setup.

Domain Level Data

Domain Create

Domain: ASIAPAC
 Name: ASIAPAC
 Search Name: ASIAPAC

General | Shared Sets | Operational | Cross-Company

Base Currency: RMB
 Type:
 Language Code:
 Account GL Mask: ☒
 Sub-Account GL Mask: ☒
 Cost Center GL Mask: ☒
 [Project GL Mask]: ☒

Domain/Account Control

Verify GL Accounts: ☒
 Base Currency: USD
 Entity: US-WEST
 Default Domain Language: us

Domain/Account Control

Sales Accounts

Sales:	8000	10
Sales Discount:	3900	100
Sales Inv Tax Acct:	2400	
Sales CN Tax Acct:	2400	
Sales Inv Tax Absorbed Acct:	5950	
Sales CN Tax Absorbed Acct:	5950	
Sales Returns:	3000	100
COGS Material Acct:	5050	100
COGS Labor Acct:	6860	100

Domain GL Period Create

GL Calendar Year: 2010

GL Pd	Start Date	End Date	GL Period Type	Last
01	01/01/2010	01/31/2010	Normal	
02	02/01/2010	02/28/2010	Normal	
03	03/01/2010	03/31/2010	Normal	
04	04/01/2010	04/30/2010	Normal	
05	05/01/2010	05/31/2010	Normal	
06	06/01/2010	06/30/2010	Normal	
07	07/01/2010	07/31/2010	Normal	
08	08/01/2010	08/31/2010	Normal	
09	09/01/2010	09/30/2010	Normal	
10	10/01/2010	10/31/2010	Normal	
11	11/01/2010	11/30/2010	Normal	
12	12/01/2010	12/31/2010	Normal	

New Year

New Year: 2011

How to Create:

☐ Copy From GL Calendar Year: 2010

☒ Create Manually

Tax Rate Maintenance

Tax Type:
 Item Tax Class:
 Tax Usage:
 Effective Date:
 Tax Code:
 Tax Rate:
 Description:
 Tax-By-Line:
 Expiration Date:
 Tax Base:
 Minimum Taxable Amount:
 Maximum Taxable Amount:
 Percent Recoverable:
 Tax Method:
 Update Tax Allowed:
 Allow Tax Included:
 Discount Tax at Payment:
 Discount Tax at Invoice:
 Accrue Tax at Receipt:
 Accrue Tax at Usage:
 Sales Tax Absorbed:
 AP Tax Retained:
 Domestic Reverse Charge:
 Comments:

Account defaults and control, GL periods, and tax rates are set up at domain level. Use described Domain/Account Control (36.9.24), Domain GL Period Create (25.4.1.1), Tax Period Create (25.4.4.1), and Tax Rate Maintenance (29.4.1) to configure this data.

Entity Setup



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Entity Setup

- ▲ Pre-requisites:
 - Active domain
 - Address data
 - Business relation
- ▲ Independent financial unit
 - Separate balance sheet, income statement and tax declaration
- ▲ Base currency & shared sets = domain
- ▲ Entity specific data:
 - Employees
 - Bank account numbers

QAD Proprietary 2008-EF-FFSB-150.

Use the Entity activities (36.1.1.2) to create, view, and modify entities in an active domain. Entities represent independent financial units within a business, for which you assess taxes and generate separate balance sheets and income statements. Each entity within a domain inherits the domain base currency, and uses the same shared set data.

Note You cannot delete entities; instead, make an obsolete entity inactive.

A business relation code is associated with an entity to provide address information on printed documents. Prerequisites for creating an entity are an active domain and a business relation.

Entity-specific data includes employees and the company's own bank account numbers.

Also, your system workspace is an entity. You cannot login directly to a domain.

Address Related Data

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Address Related Data

Country Create X State Create X County Create X Language Create X Address Type Create X Corporate Group Create X

Go To Actions Tools Attach Print Preview

Attachments

Country Code

Description

EU Member ☐

Postal Format

Active ☒

Tax Format	Last Modified User	Last Modified Date	Last Modified Time

QAD Proprietary 2008-EF-FFSB-160.

Prerequisites to set up an entity may include, depending on your local requirements:

- Countries
- States
- Counties
- Address types
- Corporate groups
- Languages

Business Relations Setup


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Business Relations Setup

- ▲ Each customer / supplier / entity / employee is linked to a business relation code
- ▲ Defined at database or domain level
- ▲ Can be created on-the-fly when creating a new customer/supplier
- ▲ Business Relations have different address types:

- Head office
 - Reminder
 - Remittance

- Ship-to
 - Dock
 - End User

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2008-EF-FFSB-170.

Business relations are defined at database, or alternatively at domain level, and are a prerequisite to creating entity, employee, customer, or supplier records. You can create a new business relation when creating one of these records. Business relations can have different types of address, as shown in the slide.

Other address types exist in the system and are defined elsewhere in the system:

- Bill-to (Customer Create (27.20.1.1))
- Ship-to (Customer Ship-To Create (27.20.2.1))
- End user (End User Create (27.20.3.1))
- Company (Company Address Maintenance (2.12))

Business Relation Create

The screenshot shows the QAD Business Relation Create window. The title bar reads "QAD Our Passion. Your Advantage." and the window title is "Business Relation Create". The interface includes a "Customer Create" button at the top left. Below it, the "Customer Code" field is populated with "CU782934". The "Business Relation" field is empty, and a small button next to it is circled with a blue arrow pointing to the text "Click to create a business relation on-the-fly". Below the "Business Relation" field, the "Business Relation - Create" button is also circled with a blue arrow pointing to the text "Insert New Row to create address info". The main form area contains fields for "Name", "Search Name", "Second Name", "Third Name", "Group Name", "Active", "Country Code", "State", "Country", "Telephone", "Fax", "E-Mail", and "Internet". A "Business Relation - Create - Address Info" sub-window is open, showing fields for "Name", "Search Name", "Address Type" (set to "HEADOFFICE"), and "Address" (set to "123, 28th Street"). The bottom of the window shows "QAD Proprietary" and "2008-EF-FFSB-190".

Use Business Relation Create (36.1.4.3.1) to define a new business relation. The business relation code is then used in Customer, Supplier, and Entity Create to link address data.

In the customer, supplier, and entity functions, the button next to the Business Relation field provides direct access to Business Relation Create (36.1.4.3.1) to create a new record.

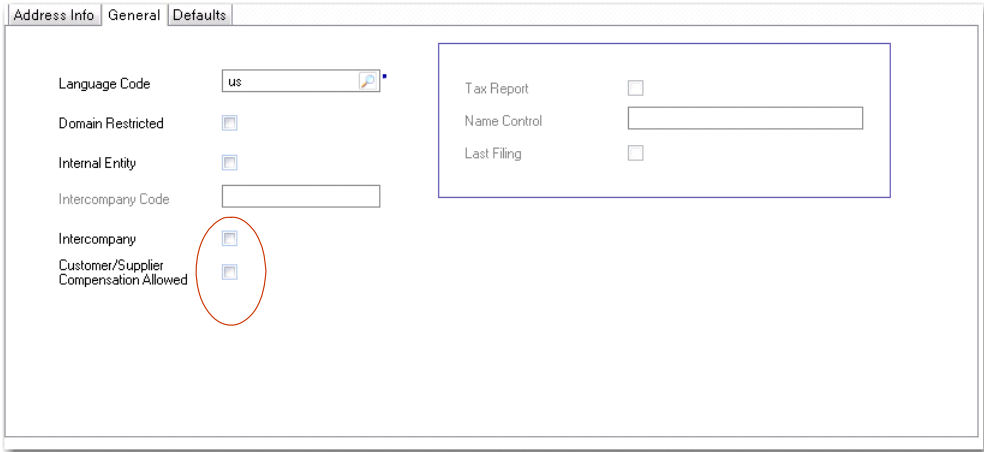
Business relations can be domain restricted. If they are to be linked to an internal entity, this needs to be specified at creation.

Business Relations Features


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Business Relation Features

- ▲ Combine multiple debtor/creditor positions
- ▲ Allows for AR/AP netting and inter-company transactions



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If a business relation is for both a customer and a supplier, you can choose to allow netting of accounts payable and accounts receivable by selecting the Customer/Supplier Compensation Allowed field.

If a business relation is part of your company's group, it is marked as Intercompany in the record. This setting will trigger further financial setup at a later point.

Entity Create

Entity Create

Entity Code: Active: ☒

Entity Description: Domain:

Business Relation:

Localization Code:

General | Shared Sets | Additional GL Numbering

Check Budgets on Overlap: ☐

Reverse P&L Revaluations: ☒

Consolidation Entity: ☐

Decimals for Qty:

Invoice Upper Limit:

Mirror Setup:

AP Exchange Tolerance %:

AR Exchange Tolerance %:

Error prevention

QAD Proprietary 2008-EF-FFSB-200.

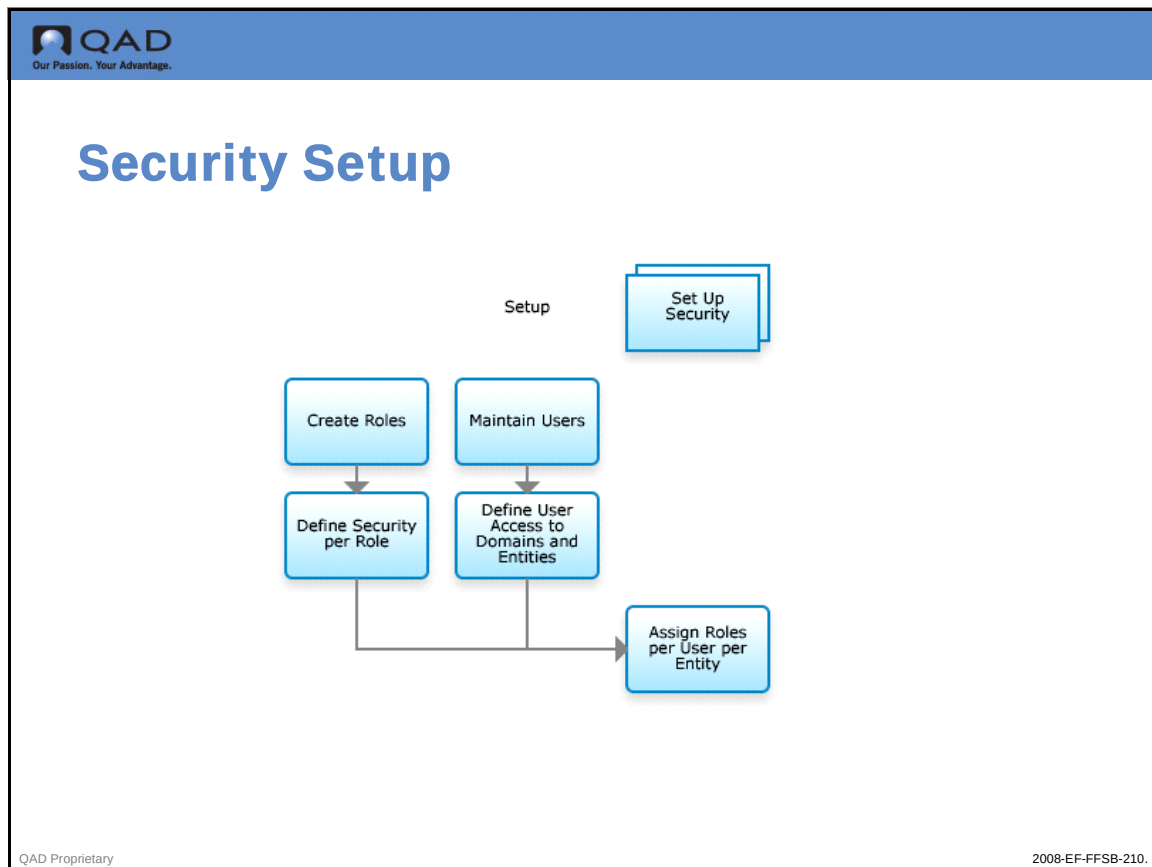
Use Entity Create (36.1.1.2.1) to create entity records. Enter the previously created domain and business relation codes.

The following domain data is copied to the entity when you save the record: shared set codes, base currency, cross-company accounts, GL periods, and GL masks. Share set codes display on the second tab, but cannot be updated.

On the General tab, use the AR and AP Exchange Tolerance% fields to help prevent errors.

The Additional GL numbering tab is used to allow a secondary numbering sequence for GL transactions. This feature is used in some countries when transactions must be identified by numbers in a sequence without any gap.

Security Setup



After defining a new entity, you must define user security and access. To set up security, you must define three main elements:

- 1 Users
- 2 Roles
- 3 Permissions

The configuration for the three areas must be linked in a fourth step.

1) Roles

1) Roles

- ▲ Set up role
- ▲ Add permissions to the role

The screenshot displays two overlapping windows from the QAD software interface. The 'Role Create' window on the left has fields for 'Role Name', 'Role Description', and an 'Active' checkbox which is checked. The 'Role - Permissions' window on the right shows the same fields filled with 'AP Clerk' and 'AP Voucher Entry Clerk'. Below these fields is a tree view of permissions. The 'Secured items on menu' checkbox is checked. Under 'Financials', the following items are checked: 'General Ledger (25)', 'Multiple Currency (26)', 'Accounts Receivable (27)', 'Accounts Payable (28)', 'Supplier Invoice Menu (28.1)', 'Receiver Matching (28.2)', and 'Supplier Payment Activity Menu (28.9)'. Other categories like 'Customer Management', 'Supply Chain', and 'Manufacturing' are unchecked. The QAD logo and tagline 'Our Passion. Your Advantage.' are at the top left. The footer contains 'QAD Proprietary' and '2008-EF-FFSB-220'.

In Role Create (36.3.6.1), enter a name and description to create a new role.

During implementation, you can create inactive roles by clearing the Active field. An inactive role cannot be referenced in any functions other than Role Create.

2) User Maintenance

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2) User Maintenance

User Maintenance X

Go To Actions Copy Print Preview

User ID: walter User Name: Walter Nemo

Language: US Variant: Country Code: US Restricted: User Type: Employee Access Location: PRIMARY Time Zone: PST Initials: wjn E-mail Def: Active: E-mail Address: Menu Substitution: Remark:

System Access

User Maintenance X

Go To Actions Copy Print Preview

User ID: walter User Name: Walter Nemo

Application List

Application	Description	Active	Date	Last Access
MFG/PRO	Enterprise Application	☒	7/21/2008	
SSD		☐		

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In User Maintenance (36.3.1), define a user ID. If you enter or modify the user name, the following message will display:

“You can delete the user at this step only if the user has never logged into system.”

3) User Access

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3) User Access

User Domain/Entity Access Ma... X

Go To Actions Tools Print Preview

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
☒	BUY1	QAD	☒	999 - SYSADM	☒
☒	BUY1	QMSUS	☐	US-EAST	☐
☒	BUY1	QMSUS	☐	US-WEST	☒
☒	BUY1	QMSEMEA	☐	EMEA-NL	☐
☒	BUY1	QMSEMEA	☐	EMEA-DE	☒
☒	BUY1	QMSUS	☐	CONS-US	☐
☒	BUY1	QMSEMEA	☐	CONS-EMEA	☐
☒	BUY1	Train	☐	Training	☒
☒	BUY1	USA	☐	USA-01	☒
☒	BUY1	CAN	☐	CAN-01	☒
☒	BUY1	MEX	☐	MEX-01	☒
☒	BUY1	USA	☐	US-A	☐
☒	BUY1	USA	☐	US-B	☐
☒	BUY1	USA	☐	US-C	☐
☒	BUY1	USA	☐	US-D	☐

Assign domains and entities to user

Next, go to User Domain/Entity Access Maintain (36.3.4) to set up the user access.

Select the user and click Apply. A new window will display. Link a user to an entity by selecting the field in the Link column.

4) Link All Together

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4) Link All Together

Role Membership Maintain

Go To Actions Tools Print Preview

Attachments

User: mfg Domain: QMSEMEA

Role: SuperUser Entity: CONS-EMEA

Drag a column header here to group by one column

Link	User Login	Role Name	Default Role	Domain Code	Entity Code
☐	mfg	CustomerNotify	☐	QMSEMEA	CONS-EMEA
☐	mfg	CustomerNotify	☐	QMSEMEA	EMEA-DE
☐	mfg	CustomerNotify	☐	QMSEMEA	EMEA-NL
☐	mfg	EmployeeNotify	☐	QMSEMEA	CONS-EMEA
☐	mfg	EmployeeNotify	☐	QMSEMEA	EMEA-DE
☐	mfg	EmployeeNotify	☐	QMSEMEA	EMEA-NL
☐	mfg	EndUserNotify	☐	QMSEMEA	CONS-EMEA
☐	mfg	EndUserNotify	☐	QMSEMEA	EMEA-DE
☐	mfg	EndUserNotify	☐	QMSEMEA	EMEA-NL
☐	mfg	qadadmin	☐	QMSEMEA	CONS-EMEA
☒	mfg	qadadmin	☐	QMSEMEA	EMEA-DE
☒	mfg	qadadmin	☐	QMSEMEA	EMEA-NL
☒	mfg	SuperUser	☒	QMSEMEA	CONS-EMEA
☒	mfg	SuperUser	☒	QMSEMEA	EMEA-DE
☒	mfg	SuperUser	☒	QMSEMEA	EMEA-NL

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Finally, go to Role Membership Maintain (36.3.6.6)

Select either a user, role, domain, entity or a combination, then click Apply. Link a user to a role for the entities that the user has access to (entity by entity)

A user can have different roles in each entity.

Tax Setup



Tax Setup: Global Tax Management

- ▲ Set up at database level
 - To be used with business relations and shared set data (customers, suppliers)
 - Exception: tax rate setup at domain level
- ▲ New since QAD 2008 Enterprise Edition
 - Tax box
 - Tax group
 - Extensive reporting
 - Tax calendar

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2008-EF-FFSB-340.

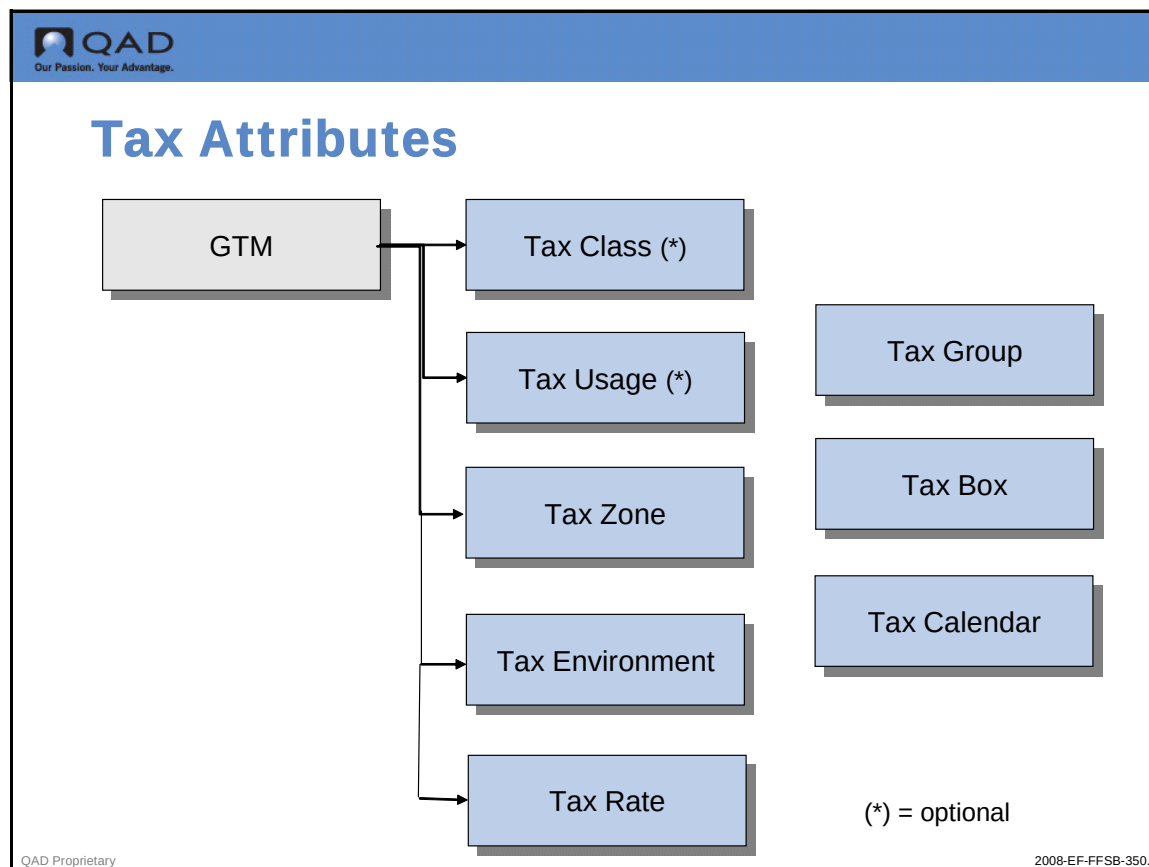
In QAD Enterprise Financials, most tax data is set up at database level: it can then be shared by multiple addresses from multiple shared sets.

Tax information is entered on the Tax tab in Business Relation Create (at database level). Then, it is linked to a customer, supplier, or entity (in a shared set). This explains the need to set up tax data system wide. Only tax rates are defined at domain level.

Use Global Tax Management to set up taxes. A separate class is available on this subject.

Tax box, tax groups, and tax calendar are new tax concepts that have been introduced in QAD Enterprise Edition. Also, tax reporting has been greatly extended.

Tax Attributes



Before defining tax rates, you must set up the data required to support tax reporting. This task consists of three steps:

- 1 Define tax boxes for each country in Tax Box Create (29.6.1.1.1). Tax boxes represent tax subtotal fields on tax declaration forms required for filing legal reports. Tax boxes are generally defined in pairs: one identifies the transaction amount and the other, the transaction tax amount. The tax box type identifies whether the tax box displays the base transaction amount or the tax amount.
- 2 Define tax groups using Tax Group Create (29.6.1.2.1), and group related tax boxes, generally one of each type.
- 3 Associate tax groups with tax rates in Tax Rate Maintenance (29.4.1). A different group can be specified for each type of transaction: customer invoice, customer credit note, supplier invoice, supplier credit note, absorbed invoice, absorbed credit note, retained invoice, and retained credit note.

You can then use any of the three tax declaration reports to display the tax detail:

- a Tax Declaration by Box (29.6.2.1)
- b Tax Declaration by Box and Group (29.6.2.2)
- c Tax Declaration by Box, Daybook, Group (29.6.2.3)

Note These reports are not formal reports that can be submitted for regulatory reporting. Rather, based on your selection criteria, they display tax box totals, which you can then use to fill out required reports.

Credit Terms Setup

Credit Terms Data Setup

Credit Terms Create

Go To Actions Tools Attach Print Preview

Attachments

Credit Terms Code: 2-10/30

Description: 2% discount in 10 days, due in 30 days

Payment Type: Normal

Active: ☒

Normal Discount Staged

Period Type: Days

No of Periods: 30

Supplementary Days: 0

Min Due Days: 0

Base Date:

Base Days: 0

Grace Days: 0

Terms Interest Percentage: 0.00

Daily Overdue Int Percentage: 0.00

multi-language description

Payment type: normal / staged

QAD Proprietary 2008-EF-FFSB-440.

Credit terms are used to calculate invoice due dates and to apply settlement discounts on early payments. You can also use credit terms to define staged payments, which allow multiple payments to be made in stages, based on invoice percentages. Credit terms are linked to customers and suppliers, and default when invoices are created.

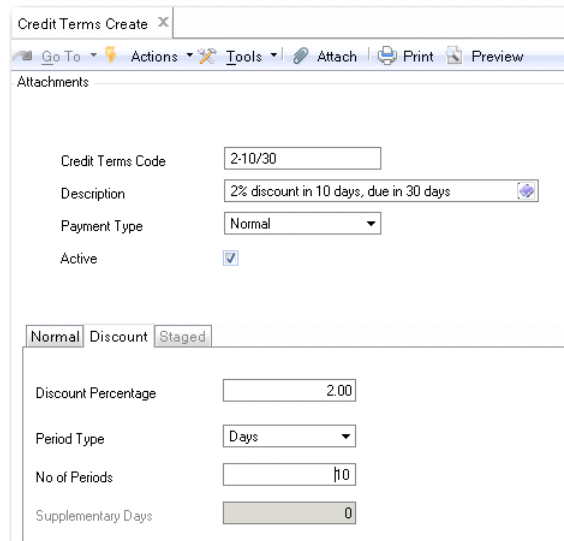
Payment Type. Select the type of payment: Normal or Staged. The payment type determines which tabs can be used to configure the credit terms code. Normal and discount payments are used with Normal payment types; staged payments are used with the Staged payment type.

Description. The credit term description can be displayed in multiple languages.

Credit Terms Data Setup (cont'd)

Early payment
discount setup

Discount Tab



The screenshot shows the 'Credit Terms Create' window with the 'Discount' tab selected. The 'Normal' tab is also visible. The 'Discount' tab contains the following fields:

Field	Value
Credit Terms Code	2-10/30
Description	2% discount in 10 days, due in 30 days
Payment Type	Normal
Active	☒
Discount Percentage	2.00
Period Type	Days
No of Periods	10
Supplementary Days	0

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2008-EF-FFSB-450.

Discount Tab. Use the Discount tab to define the data that determines settlement discounts on early payments for Normal credit terms.

Discount Percentage. Specify a discount percentage that will apply for prompt payments for this credit terms code. The default percentage is zero, and you must specify the actual discount percentage in this field, and not the payment percentage.

Period Type. Choose the period type from the drop-down list. The options are days, weeks, fortnights, and months.

No of Periods. Enter the number of periods to take into account when calculating the due date.

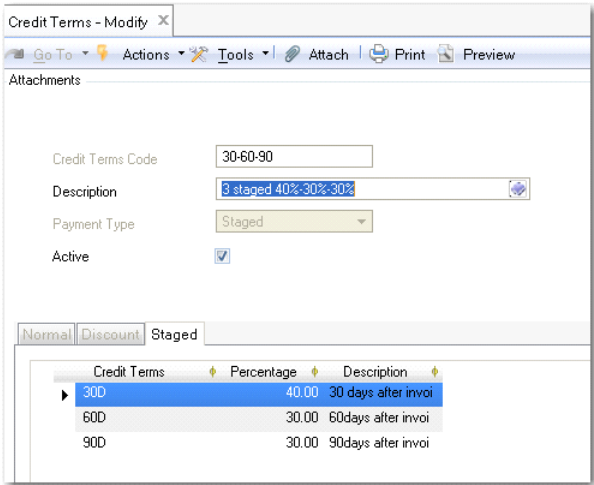
Supplementary Days. Specify the number of days to add to the normal calculation date. This value applies only when you select the period type Month.



Credit Terms Data Setup (cont'd)

Staged credit terms

Staged tab



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Staged payments consist of a series of normal credit terms, staggered over time periods. Enter a credit term code and percentage of payment for each stage of payment. The description of the credit terms code is displayed for reference. The payment percentages must total 100%.

Invoice Status Codes

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Invoice Status Codes

- ▲ Determine invoice process flow
- ▲ Use for supplier and customer invoices

Attributes

Invoice Status Code Create X

Go To Actions Tools Attach Print Preview

Attachments

Invoice Status Code

Description

Lock Payment

☐

Invoice Approved

☐

Allocation Status

Any ▼

Initial Status

☐

Receiver Matching

☐

Status After Match

Do not Increment
Reminder Count

☐

Active

☒

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2008-EF-FFSB-470.

Use Invoice Status Code Activities (36.1.11) to create, modify, view, and delete codes used to:

- Manage the approval, allocation status, and payment of invoices to suppliers.
- Identify contested invoices for filtering reports and managing finance charge calculation for customers.
- Associate a default invoice status with each customer and supplier record.

Invoice status codes are primarily used with suppliers. You approve supplier invoices and release them for payment by modifying the invoice status code applied to the invoice. You can also control how postings occur by specifying an invoice status code with a different allocation status.

Invoice Status Code Attributes


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Invoice Status Code Attributes

- ▲ Locked for payment: Y/N
- ▲ Invoice Approved: Y/N
- ▲ Allocation status:
 - No Allocation
 - Transient Allocation
 - Allocation
- ▲ Initial status: Y/N
- ▲ Receiver Matching: Y/N
- ▲ Status after match
- ▲ Do not Increment Reminder Count: Y/N

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2008-EF-FFSB-480.

The combination of the different attribute values indicates to the system how to treat a document (primarily, a supplier invoice).

Attributes of invoice status codes include:

- *Locked for payment.* Use this option to prevent invoices from being included in payment selections.
- *Invoice approved.* Use this option to determine whether an invoice is approved for payment.
- *Allocation status.* The options are Allocation, No Allocation, Transient Allocation, and Any.
- *Initial status.* Use this setting for initial invoices that are locked for payment, unapproved, or that have a status of No Allocation.
- *Receiver matching.* Use this option for invoice status codes used in receiver matching.
- *Status after match.* When no allocation and receiver matching are selected, specify the invoice status code to apply to the invoice after it has been matched. This code must have the Allocation and Receiver Matching field selected.
- *Do not Increment Reminder Count:* Select this field to create an invoice status code that prevents reminder levels on customer reminder letters from incrementing. You can use these status codes to create invoices that remain at the same reminder level for each print run.

Different sets of codes might be needed depending on whether you are creating a financial invoice or an invoice for matching with a purchase order.

None of the invoice status settings has an effect on customer invoices. The status code is used to filter in reports and to determine how invoices are included in finance charge calculations. Invoice status codes do not have a blocking effect on customer invoices and do not form part of the credit checking process.

EMEA Exercise: *Domain Setup* on page 412

US Exercise: *Domain Setup* on page 580

Chapter 4

Banking Setup

Overview

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Banking Setup Overview

- ▲ Set up bank account
 - GL Account Create - Banking tab
- ▲ Link bank account to payment format
 - Bank Payment Format Link
- ▲ Setup payment statuses
- ▲ Suppliers and customers setup
 - Banking tab
 - Link customer/supplier bank account to bank account/payment format

QAD Proprietary2008-EF-BAS-020

In this chapter, you will learn how to set up the components required for banking.

In order to process banking transactions, you need to set up your entity bank. The entity bank consists of the bank account to which the final postings are made and the business relation, which contains the address and tax information for your bank.

To store your bank account number in the system, you must first apply a validation format to the account number. Therefore, before you create your bank account, ensure that the correct validation format is available for your account number. To create electronic payment files for transfer to other banks, you use electronic payment formats that you download to the system and associate with your bank account.

Setting up a Bank Account

Create Own Bank Account – General Ledger Account Create

General Ledger Account - Mod... X

Go To Actions Tools Attach Print Preview

Attachments

Account: 1100
 Description: Current bank account 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	SWIFT Code	Branch	Own GL Ac
US-B	☒	XX	12345678		☒			
US-D	☒	XX	454697884		☒			
US-C	☒	XX	542334891		☒			
USA-01	☒	XX	88436944		☒			

Banking Daybook Profile: BEUSD
 AP Discount Account: 5700
 AR Discount Account: 4220

QAD Proprietary 2008-EF-BAS-030

Bank accounts are created in GL Account Create (25.3.13.1). You select the Bank account type from the drop-down list of available account types.

The Banking tab is enabled when you create an account of type Bank or Cash. Use this tab to specify the following details:

- Entity Code

This is typically the code of the current entity. When you link the current entity to the bank account, you define the account as your own bank account, through which all customer and supplier payments are processed.

- Account number format.

This is the validation code for your account. Every account number entered in the system must be validated (see below).

- Account number and currency.

- Business relation code.

This is the business relation linked with the bank account. This business relation provides your bank address and tax information in customer and supplier payments. You can assign multiple bank accounts for each GL account, to support each activity where the GL account is used.

- Bank account format

If the bank account number must be validated, choose the validation method from the drop-down list. When you select a bank number format, the system creates a child row in which you enter the number to be validated.

Use Bank Account Format Maintain (25.11.4) to view an international account number format to apply to the bank accounts you create. You can also define new number formats, which must comply with the banking system of the country in which you are doing business, or with your customer or supplier banking systems (see *User Guide: Financials* for more details about bank account formats).

The bank information you specify here identifies your company banks. You associate these banks with customer and supplier banks in the customer and supplier functions (see later in this chapter).

To add lines on the grid, right-click in it and insert a new row for each bank account. Each bank account is linked to at least one entity.

When you click to save the account details, the system displays a warning to say that you have not defined bank accounts for all the other entities using this account shared set. You need only define bank accounts for the entities in which you are working, and this message does not prevent you from saving the account.

Payment Formats



Bank Payment Formats

- ▲ To define payment output layout
 - AR/AP
 - Domestic, foreign, both
 - Manual or electronic
 - Which payment instrument (check, draft, electronic, direct debit...)
- ▲ List of standard payment formats available
- ▲ Link to own bank
 - Then link combination to supplier or customer bank

QAD Proprietary

2008-EF-BAS-040

Payment formats are used in customer and supplier payments to define the layout of the payment output. These codes ensure that each payment from your account is formatted according to the requirements of the receiving customer or supplier bank. Each individual payment contains your own bank account details, the required format, and the correct customer and supplier account information.

Payment formats determine such aspects of the payment as:

- Whether the payment is for AR or AP
- Whether the payment is domestic, foreign, or both
- The payment instrument to use, such as check, draft, or electronic transfer.

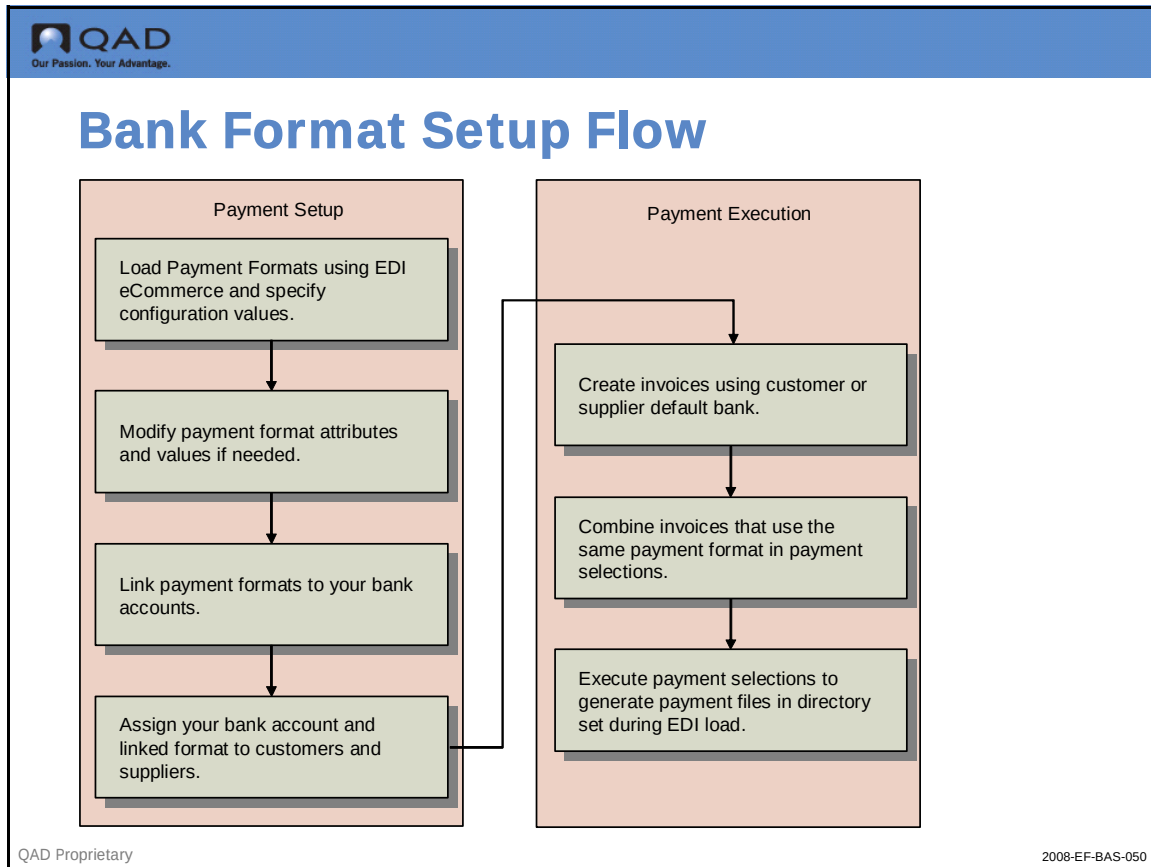
Payment electronic formats are used with paper-based payments such as checks or drafts and with electronic payments such as direct debit or electronic transfer. Formats tend to be common to certain regions. For example, US banks tend to deal with AP and AR checks, while AP electronic transfers and AR direct debits are more commonly used by Northern European banks, and checks, drafts, and transfers by Southern European banks.

Preconfigured formats are available on the QAD Support Web site for download and can be loaded in the system using standard EDI eCommerce functions. These formats are designed for specific banking systems, and are used to create electronic payment files to be transferred to these banks.

You ensure that supplier and customer payments automatically use the correct format by linking the format to your bank account and then associating the linked account number to the supplier or customer bank account number. Once the account numbers are linked, the system selects the correct format.

When you create a customer or supplier payment, the customer or supplier default bank is automatically displayed in the payment screen. If you have defined multiple account numbers for a supplier or customer, you can select another account number for the payment but only if it has been linked to a format.

Bank Format Setup Flow



A number of different types of data must be set up before you can generate customer and supplier payments.

The figure above illustrates the general flow. To complete this flow, you must have already created bank account validations and defined your entity banks.

You can also use Payment Format Excel Integration to create a template and load data. However, this is typically not required, since the EDI load provides this data for you.

Typically, no changes are needed to these formats, but if necessary attributes and values can be changed in Payment Format Maintenance (25.11.1).

Link the payment formats to your entity bank account using Bank Payment Format Link (25.11.2).

Associate your bank account and the correct linked format with the customer and supplier bank account numbers specified on the Banking tab of the Customer or Supplier function.

When this setup is complete, you can create invoices using this payment information, combine them in payment selections, and execute the selections to generate payment files.

Payment Format Maintenance

Payment Format Maintenance

Go To Actions Tools Print Preview

Attachments

Format Name	Description	Module	Payment Type	Payment Instrument	Curr	Active	Invoices per check
CUST-CHECK		Accounts Receivable	Domestic	Check		☒	0
DE-CHEQUE		Accounts Payable	Both	Check		☒	0
DE-DTAUS-AP	German Inland Pa	Accounts Payable	Domestic	Electronic Transfer		☒	0

Attribute Name Description Data Type Input Option Level Mandatory Active Group Code

Payment Type Payment Type Text Both Payment ☐ ☒ 1

Attribute Value	Description	Active	Default	Type	Group Code
04000	Default value 5	☒	☐	DE-DTAUS-AP	1
05000	Default value 6	☒	☐	DE-DTAUS-AP	1
05005	Default value 7	☒	☐	DE-DTAUS-AP	1
53000	Default value 2	☒	☐	DE-DTAUS-AP	1
51000	Default value 1	☒	☒	DE-DTAUS-AP	1
54000	Default value 3	☒	☐	DE-DTAUS-AP	1
56000	Default value 4	☒	☐	DE-DTAUS-AP	1
05006	Default value 8	☒	☐	DE-DTAUS-AP	1
05015	Default value 9	☒	☐	DE-DTAUS-AP	1

Format Name	Description	Module	Payment Type	Payment Instrument	Curr	Active	Invoices per check
DE-DTAUS-AR		Accounts Receivable	Domestic	Direct Debit		☒	0
GENERIC-PAY-AP		Accounts Payable	Both	Electronic Transfer		☒	0
GENERIC-DRAFT-AR	Generic AR	Accounts Receivable	Both	Direct Debit		☒	0
US-CHECK	US Checks	Accounts Payable	Both	Check		☒	15
USA2CAP		Accounts Payable	Both	Electronic Transfer		☒	0

QAD Proprietary 2008-EF-BAS-060

Use Payment Format Maintenance (25.11.1) to view and modify payment formats, their attributes and attributes' values. You can also create a new format by adding a new row in the grid and specifying its attributes. Ensure that these attributes match the requirements of the banking system to which you will send the payment.

For electronic payment formats, most users download predefined formats and do not need to manually create formats. The formats that you load using EDI eCommerce are displayed here automatically.

Once you have used a payment format in a payment, you cannot subsequently modify the format code, but can modify the description and currency.

Chapter 5

Customer Setup

Customer Setup Overview


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Customer Setup Overview

- ▲ Customer setup flow
- ▲ Customer setup highlights
- ▲ Customer data setup
 - Customer type
 - Customer rating
 - Customer Create/Customer Data Maintenance menus
- ▲ Customer ship-to / end-user setup
- ▲ Managing customer credit
- ▲ Customer payment status codes

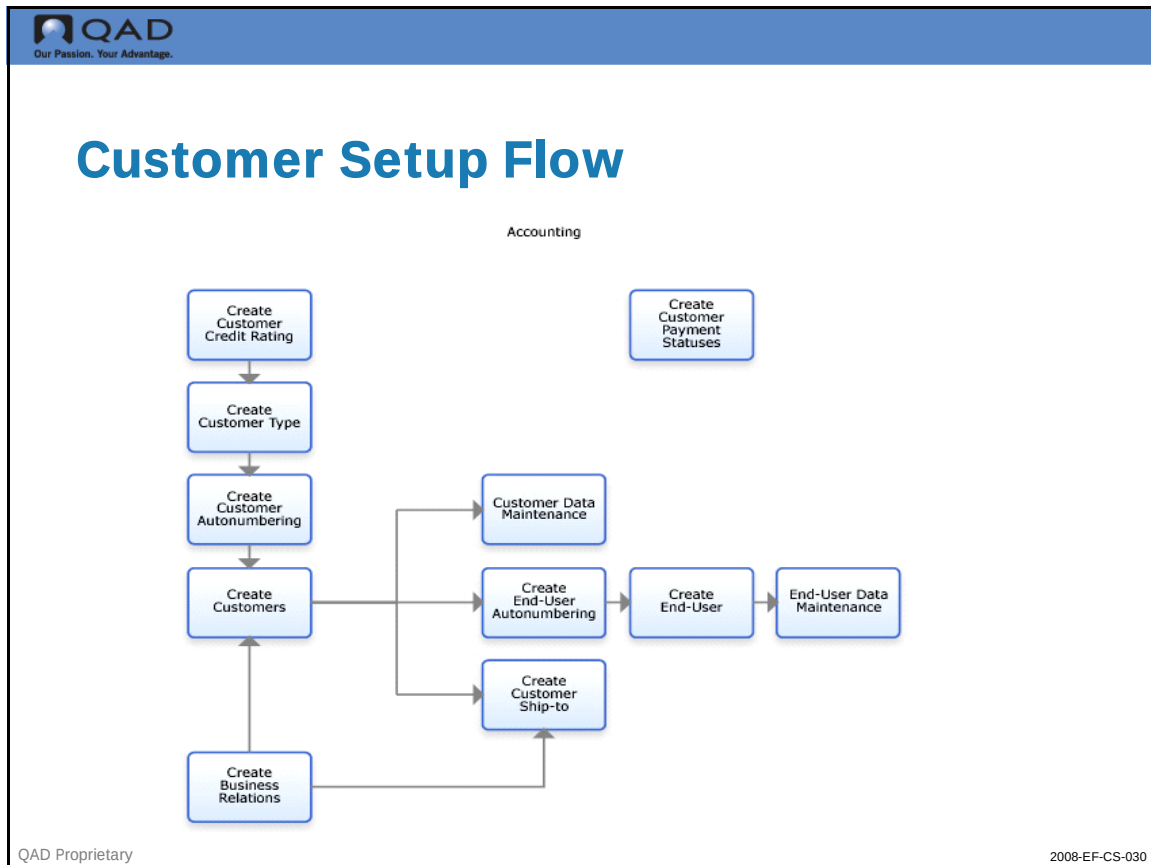
QAD Proprietary2008-EF-CS-020

Customers represent the companies that purchase your goods and services. They are referenced on sales quotations, sales orders, invoices, and in accounts receivable. They are also used for service and support documents, such as calls, contracts, and return material authorizations (RMAs).

Before setting up customers, you must first define customer type codes and credit rating codes, described next. Customers also require GL account profiles to be set up (Control accounts for invoices, Control accounts for credit notes, Customer bank accounts, Sales accounts).

After reviewing the setup flow, you will learn about each element in more detail. Lastly, we will explain how customer credit is managed in QAD Financials.

Customer Setup Flow



Customers are created and all financial related data, such as credit limits and accounts, are defined by designated users with access to financial functions. After a customer has been created and set up by an authorized role, additional operational data, such as the default inventory site for sales transactions, can be associated with the record in Customer Data Maintenance (2.1.1).

Some of the steps on this process flow are mandatory; others are optional (we will see this in more detail).

Customer Setup - Highlights

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Customer Setup - Highlights

- ▲ 3 control accounts
- ▲ Sales account profile
- ▲ Sold-to, bill-to, ship-to and end-user addresses
- ▲ Banking tab
 - Link customer bank account to own bank/payment format
- ▲ Credit control
- ▲ Separate operational customer data
 - Customer Data Maintenance
- ▲ E-mail notification
- ▲ Autonumbering sequences

QAD Proprietary2008-EF-CS-040

Before setting up customers, customer type codes, credit rating codes and GL profiles need to be set up for the control accounts for invoices, credit notes, bank accounts and for the sales account (for memo items).

A sales order can reference up to three customer addresses: sold-to, bill-to, ship-to address. A customer can also be referenced to as end-user address by service and support functions.

The Customer Credit Rating Activities (27.20.5) help ranking customers by credit worthiness.

Customers and your company's bank account numbers are stored on the banking tab, together with payment format that then default on transactions.

Customer Data Setup


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Customer Data Setup

- ▲ Financial data (Customer Create)
 - Customer code
 - Customer type code (opt.)
 - Business relation
 - Accounts profiles
 - Credit terms
 - Credit rating code (opt.)
 - Tax zone
 - Invoice status code
- ▲ Operational data (Customer Data Maintenance)
 - Site
 - Daybook set
 - EMT type

QAD Proprietary2008-EF-CS-050

Most customer data is set up in Financials (Customer Create (27.20.1.1)), but some data specific to operations, like site linked to customer, daybook set, or EMT type, which is set up in Customer Data Maintenance (2.1.1).

Credit rating and customer type codes are optional, and need to be set up prior to creating a customer. This applies also to some mandatory data like account profiles, invoice status codes, and tax zones.

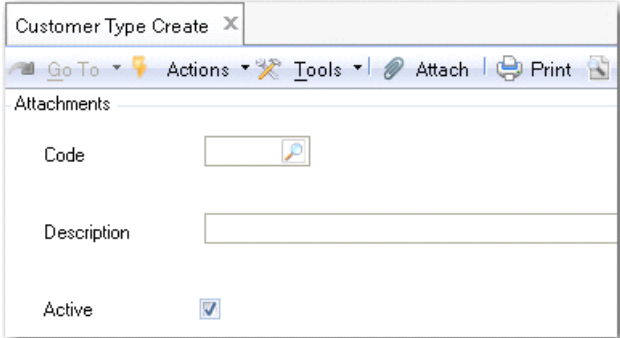
Customer Type



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Customer Type

- ▲ Sales analysis
- ▲ Valid system-wide
- ▲ Opt. define GL sales account by customer type
 - Report sales and COS by customer type



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Use the Customer Type activities (27.20.4) to create, modify, view and delete codes for grouping customers. You can use customer type to select groups of customers for reporting, in particular for sales analysis reports.

Customer types are system-wide data and apply to all domains and entities.

You can also define GL sales accounts by customer type, channel, product line, and site in Sales Account Maintenance (1.2.17). This lets you separately track sales and cost of sales amounts for different types of customers.

Customer Credit Rating Code

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Customer Credit Rating Code

- ▲ Valid system-wide
- ▲ Rate customers creditworthiness
- ▲ Reporting

Customer Credit Rating Create X

Go To Actions Tools Attach Print

Attachments

Code	
Description	
Active	☒

QAD Proprietary2008-EF-CS-070

Use the Customer Credit Rating activities (27.20.5) to create, modify, delete, and view codes for ranking customers by creditworthiness.

You can use customer credit rating to select groups of customers for reporting. Customer credit rating codes are system-wide data and apply to all domains and entities.

Customer Setup

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Customer Setup

- ▲ Financial Setup: Customer Create
- ▲ Operational Setup: Customer Data Maintenance

The screenshot displays two overlapping windows from the QAD software. The background window is titled 'Customer Data Maintenance' and features a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. It has a section for 'Attachments' and a 'CustomerAddress' form with fields for Name, Address (three lines), City, Country, Attention, Telephone, and Fax. Below this is a 'Customer Data' section with 'Sort Name' and 'Salespsn1' (with a 'Multiple:' checkbox). The foreground window is titled 'Customer Create' and has a similar menu bar. It includes an 'Attachments' section, a 'Customer Code' field, an 'Active' checkbox (checked), a 'Business Relation' field, and a 'Bill-To Customer' field. At the bottom, there are tabs for 'Business Relation', 'Accounting', 'Payment', 'Banking', 'Defaults', 'Credit Limit', 'Tax Info', and 'Comments'. Below the tabs are 'Name' and 'Address' fields.

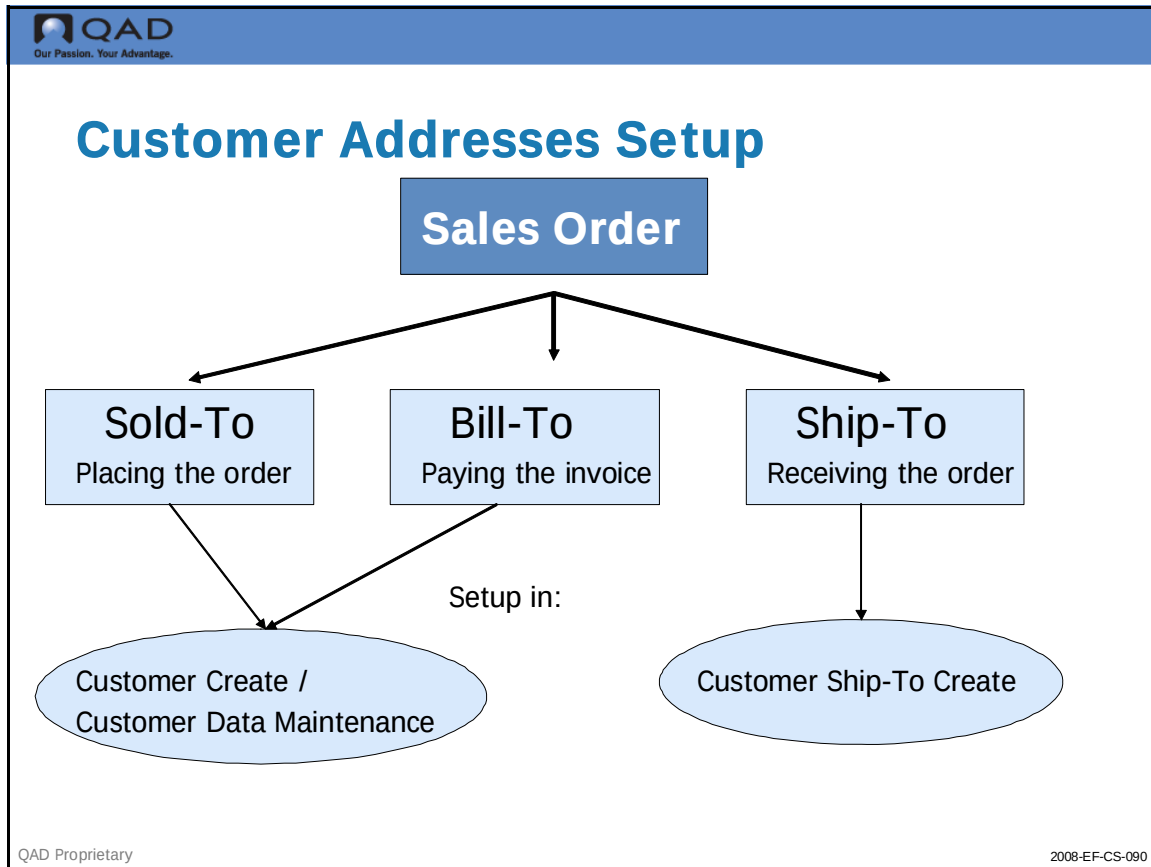
QAD Proprietary
2008-EF-CS-080

Use the Customer Activities (27.20.1) to create, view, modify or delete a customer. Link the customer code to an existing business relation or create it on the fly. A record can be deleted only if it is not referenced to in the system. Instead, you can mark the record inactive.

Excel Integration (27.20.1.5) can be used to export customer records to or load records from an Excel spreadsheet. You can also use Excel Integration to import customer bank accounts. See the UI Navigation section, and the Financials User Guide for more details.

After creating a customer in financials, specify additional operational data in Customer Data Maintenance (2.1.1). An E-mail is automatically sent to the members of the CustomerNotify role responsible for creating this data when a new customer is created.

Customer Addresses Setup



A sales order or sales quotation can reference up to three customer addresses. These addresses can reference the same or different business relations.

- Sold-to customer. The customer placing the order.
- Bill-to customer. The customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.
- Ship-to customer. The customer receiving the order. Ship-to customer IDs are set up in the Customer Ship-To function. Each customer can have multiple ship-to addresses.

Sales order header information, such as default credit terms and currency, is determined by the bill-to customer. Other fields default from the sold-to customer, unless a customer record was entered for the ship-to address for the order. These include language, taxable status, and other tax defaults.

During order entry, the bill-to address defaults from the sold-to, unless a different bill-to address is assigned to the sold-to customer. The ship-to address also defaults from the sold-to address. If alternate ship-to addresses are defined, they can be selected as needed.

Business Relation Addresses

The screenshot displays the QAD Business Relation Create - Address Info dialog box. The dialog has a title bar with 'Business Relation Create - Address Info' and standard window controls. It features a menu bar with 'Go To', 'Tools', 'Print', and 'Preview'. The main area contains several input fields: 'Name' (Auto BM), 'Search Name' (Auto BM), 'Address Type' (HEADOFFICE), 'Address' (256, Washington Ave.), 'Zip/City' (33987), 'State' (PA), 'Country Code' (USA), 'Language Code' (us), 'Telephone', and 'Fax'. The 'Address Info' tab is selected, and the 'OK' button is highlighted. The background shows the 'Business Relation Create' window with a list of business relations.

A business relation must have a single address of the headoffice type. To add an address, right-click in the Address Information tab and choose Insert a New Row. The Business Relation Address Information screen displays.

- 1 Specify the full name of this particular address. The name defaults from the value specified for the business relation. It cannot be modified for the headoffice type. The name is useful since some address types in the business relation may operate under their own name. For example, a ship-to address for this business relation may have a unique name.
- 2 Choose an address type from the drop-down list. This field is mandatory. A set of address types is supplied with the system. You can create new address types using Address Type Create.

For each business relation, you must create an address with the headoffice address type. Other types of business relation addresses can be created as needed. A business relation can have multiple ship-to addresses.

The only address types that can be created directly in the business relation are headoffice, dock, reminder, and remittance; you cannot create or delete ship-to and end-user addresses. You must use the Customer Ship-To and End User functions. This prevents ship-to and end-user addresses from being created that are not linked to customer ship-to and end-user records.

Customer Link to Bill-To

The screenshot displays the 'Customer Create' form in the QAD system. A blue box labeled 'Link Bill-To address' has an arrow pointing to the 'Bill-To Customer' field. The 'Customer Code' and 'Business Relation' fields are also circled in blue. The 'Active' checkbox is checked. The 'Business Relation' tab is selected, showing fields for Name, Address, Zip/City, Country Code, State, County, Telephone, and Fax. The 'Accounting' tab is also visible.

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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

County

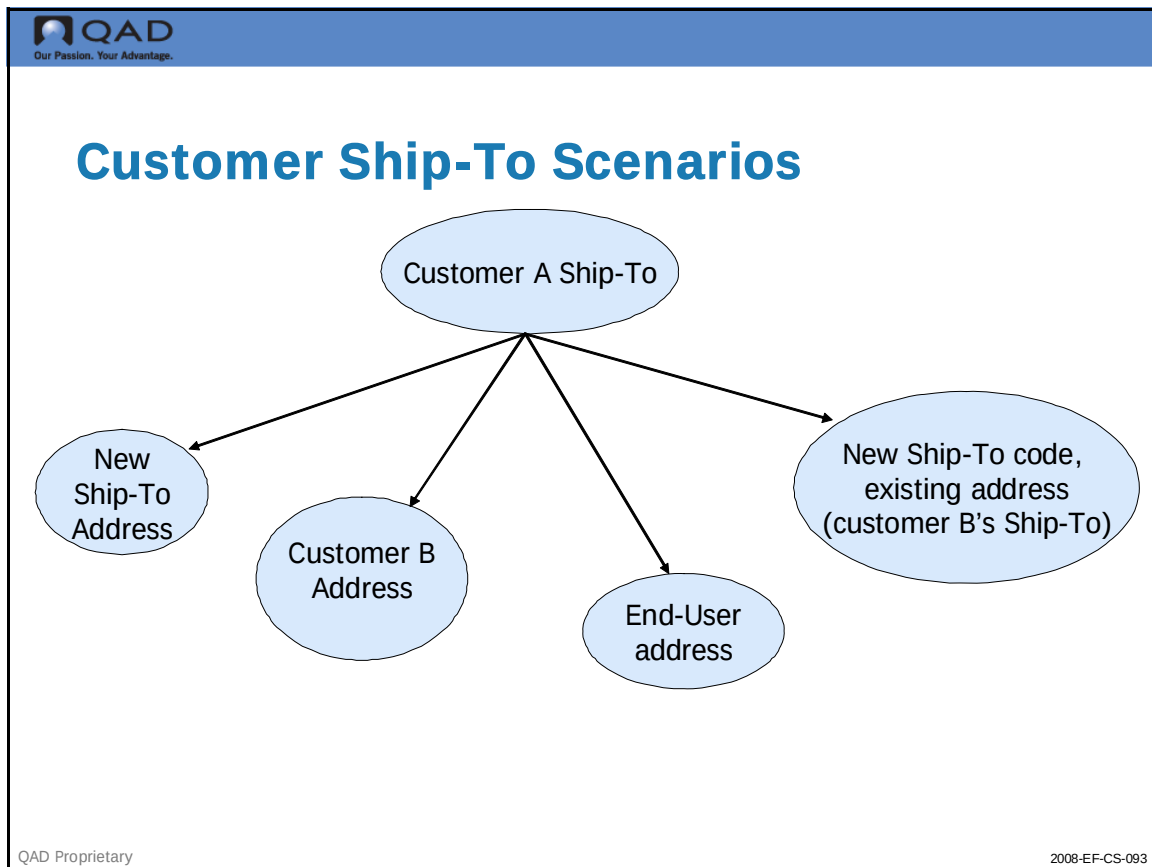
Telephone

Fax

QAD Proprietary 2008-EF-CS-092

The Bill-To address is linked to a customer code in Customer Create (27.20.1.1). End-User and Ship-To addresses are created and linked in separate menus.

Customer Ship-To Scenarios



It is common for affiliated addresses to operate under different names. For example, a customer ship-to address may have a name that is distinct from the customer address.

Temporary ship-to address records can be created during the execution of the following operational programs:

- Sales Quote Maintenance (7.12.1)
- Sales Quote Copy from Order (7.12.5)
- Sales Quote Copy from Quote (7.12.6)
- Sales Order Maintenance (7.1.1)
- Pending Invoice Maintenance (7.13.1)
- S/RO Maintenance (7.23.1)
- RMA Maintenance (11.7.1.1).
- Material Order Maintenance (11.11.1)

This is possible only when the user accessing the operational program also has permission to create records in Customer Ship-To Create.

The system offers several ways to create customer ship-to addresses for a customer:

- Create an entirely new ship-to and specify the address, tax, and contact details in this function. To do this, clear all the link-to-address fields, and enter a code in the Ship-To Code field (or leave blank for a system-generated number). The new address is created as a ship-to address type for the customer's business relation.
- Indicate that another customer—for the same or a different business relation—is the ship-to address of the specified customer. In this case, the same code and address information is used. A customer can be the ship-to address of only one other customer, and the address used is the head office address
- Indicate a customer's end-end user is also a ship-to address. In this case, the same code and address information is also used.
- Specify a new ship-to code and associate it with an existing address with the ship-to type defined for a customer's business relation. In this case, the existing address is shared by multiple codes. If you change the address, it is changed for all codes referencing it.

Example Business Relation BR1 has two associated customers, C1 and C2. The two customers use a central receiving address and, therefore, share a ship-to address. You create ship-to S1 for customer C1. You can now associate the same address with C2 by specifying C2 as the customer code, selecting Link to Ship-To, clicking the Ship-To Address button, and choosing the S1 address from the lookup. If you update any of the address details, they are updated for both codes that reference the address.

Creating Ship-To Addresses

Customer Ship-To Create

Customer Code: [] Ship-To Code: []

Link To Another Customer [] Link To End User Address [] Link To Ship-to Address []

Address Information:

Business Relation [] Address Type [] Name [] Address [] Address [] Address [] Zip/City [] State [] County Code [] Country Code []

Buttons: Create, Maintain, View

Link Ship-To address

QAD Proprietary 2008-EF-CS-094

Use the Customer Ship-To activities (27.20.2) to create, view, modify, or delete customer ship-to records. You can use Customer Ship-To Create (27.20.2.1) in multiple ways, depending on the scenario, as described on the previous slide.

If you select Link to Another Customer or Link to End User, you can then select an existing customer from the lookup. The Ship-To Code field is filled with the value you specify for the customer or end user and the customer's headoffice address is displayed in the Address Information fields. These addresses will be added as ship-to addresses in the business relation record for the customer specified in Customer Code.

The Maintain and Create buttons in the Address Information area are unavailable. You can use the View button to see tax and contact details.

Select the Link to Ship-to Address field if you want create a new code that shares address information with another existing ship-to address for the specified customer code. Click the Ship-To Address button to display all ship-to addresses for the customer. After you select the address you require from the lookup, you can modify details.

All fields in the Address Information frame are read-only. Which buttons are active depends on your previous input:

Click View to view address details. When you specify another customer or end user as the ship-to, the address is display only.

Click Maintain to modify an existing ship-to type address. The Customer Ship-To Modify Address Information screen is the same as the business relation screen, and also contains tabs for contact information and tax information. This button is active when you select an address using the Link to Ship-to Address option.

Click Create to display the Customer Ship-To Create Address Information screen, which lets you create a new address to use as the ship-to address. This button is active when none of the link-to check boxes is selected.

When you create a new ship-to address using the Create activity or modify an address using the Modify activity, the customer's business relation is updated with the new ship-to address details.

Defining End-Users



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Defining End-Users

- ▲ Service and Support Management module
- ▲ Address type: enduser
- ▲ Two menus:
 - Customer End User Create (27.20.3.1) - financial
 - End User Data Maintenance (11.9.1) – operations
- ▲ Automatically create during invoice post (opt.)
- ▲ Create on the fly in SSM menus:
 - Contract Maintenance, Call Maintenance, etc...

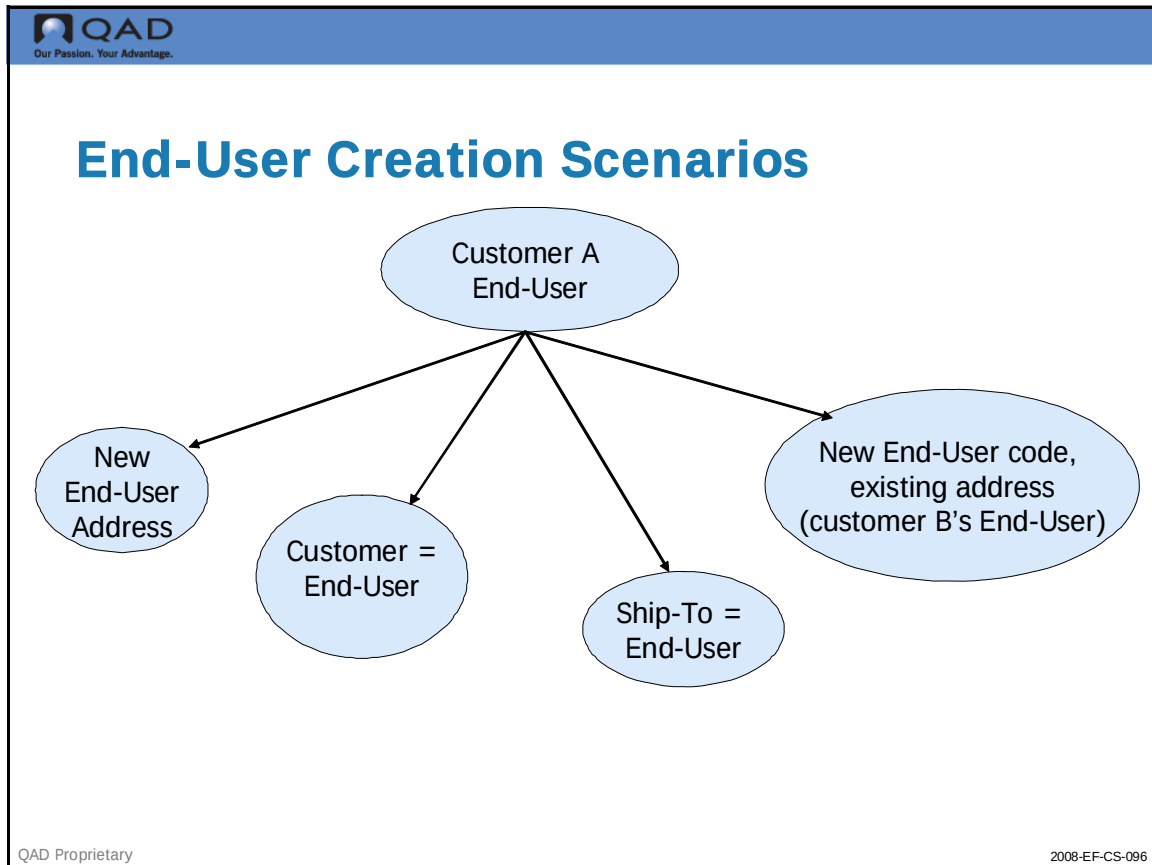
QAD Proprietary 2008-EF-CS-095

Use the Customer End User (27.20.3) activities to create, view, modify, or delete end-user records. End users are used in the Service/Support Management module to identify the address that owns items requiring service. End users are specified on calls, return material authorizations, and contracts. End-user addresses must be of type enduser.

After creating end users here, specify additional SSM data in End User Data Maintenance (11.9.1). An e-mail is automatically sent to the members of the EndUserNotify role responsible for creating this data when a new end user is created.

The system can automatically create end-user records based on settings in Service Management Control (11.24) when an invoice is posted for an item being recorded in the SSM installed base. See *User Guide: QAD Service/Support Management* for details.

End-User Creation Scenarios



You can use End User Create (27.20.3.1) in multiple ways:

- Create an entirely new end user and specify the address, tax, and contact details in this function. To do this, clear all the Link-to-Address fields, and enter a code in the End User Code field. The new address is created as an enduser address type for the customer's business relation.
- Indicate that the customer is also an end user.
- Specify an existing ship-to address of a customer as an end user. In this case, the end-user code is the same as the ship-to code and the address details cannot be modified here.
- Specify a new end-user code and associate it with an existing address with the enduser type defined for a customer's business relation. In this case, the existing address is shared by multiple customers; if you change the address, it is changed for all codes referencing it.

End User Create

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End User Create

End User Create x

Go To Actions Tools Attach Print Preview

Attachments

Customer Code CE4000

End User Code EU 4000

Link To Customer ☐

Link To Ship-to Address ☐

Link To End User Address ☒ End User Address

Address Information

Business Relation

Address Type

Name

Address

Address

Address

Create

Maintain

View

QAD Proprietary 2008-EF-CS-097

The following is a more detailed description of the fields in End User Create (27.20.3.1):

Customer Code. If you are linking to another customer or to a ship-to address, enter the code that identifies the customer this enduser record is associated with; otherwise leave blank.

End User Code. If you are not linking to another customer or to a ship-to address, specify a new code. This code is automatically created with an address type of end user.

If you select Link to Customer or Link to Ship-To Address, the End User Code field is filled with the value you specify for the customer or ship-to. These addresses will be added as end users for the customer specified in Customer Code.

Link to Customer. Select this field if you want to define the customer entered in the first field as an end user. In this case, the end-user code is set to the customer code and cannot be modified. All address details are filled in based on the headoffice address of the customer and cannot be changed.

Link to Ship-To Address. Select this field if you want to enter a ship-to associated with the customer and define the ship-to as an end user.

Link to End User Address. Select this field if you want create a new end-user code that shares address information with another existing end-user address for the specified customer code. Click the End User Address button to display all end-user addresses for the customer.

After you select the address you require from the lookup, the Modify and View buttons are enabled and you can modify details. All fields in the Address Information frame are read-only.

Click Create to display the Customer End User Create Address Information screen, which lets you create a new address for the ship-to end user. This button is active when none of the link-to check boxes is selected.

When you create a new end-user address using End User Create (27.20.3.1), the customer's business relation is updated with the new enduser address.

Creating a New End-User Code and Address

- 1 Specify the customer code.
- 2 Clear the Link to Customer, Link to Ship-To Address, and Link to End User Address fields.
- 3 Specify the end-user code in the End User Code field or leave blank for a system-generated number.
- 4 Click the Create button in the Address Information tab.
- 5 Specify the new end-user address in the fields provided.
- 6 Click Save. The end-user address is saved in the business relation for the customer.

Setting Up a Ship-To Address as an End User

- 1 Specify the customer code.
- 2 Leave End User Code field blank.
- 3 Clear the Link to Customer and Link to End User Address fields.
- 4 Select the Link to Ship-To Address field. A lookup for existing ship-tos is enabled.
- 5 Enter or select the ship-to. All address details come from the selected ship-to address.
- 6 The ship-to code displays in the End User Code field and the address details of the headoffice of the customer's business relation display in the Address Information area. The address cannot be modified; tax and contact details can be viewed by clicking the View button.
- 7 Click Save.

Setting Up an Existing Address as an End User

- 1 Specify the customer code.
- 2 Specify the end-user code or leave blank for a system-supplied number.
- 3 Clear the Link to Customer and Link to Ship-To Address fields.
- 4 Select the Link to End User Address field.
- 5 Click the End User Address button. This displays all end-user addresses for the business relation associated with the customer code.

- 6 Select the address you want to use.

Note A business relation end-user address can be linked to only one end-user address for the same customer.

- 7 Click Maintain to update address details if necessary.

- 8 Click Save.

Managing Customer Credit


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Managing Customer Credit

- ▲ 3 configurable types of credit limit:
 - Fixed maximum limit
 - Percentage of gross turnover
 - Maximum number of days overdue
- ▲ Credit limit valid for all entities using same customer shared set

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You define one or a combination of credit limits on the Credit Limit tab of the Customer screen. Once defined and saved, these credit limits are automatically applied to this customer, and enable credit checking on the customer's transactions.

The maintenance of credit data is also available as a separate activity.

EMEA Exercise: *Customer & Supplier Setup (Invoice Status)* on page 415

US Exercise: *Customer & Supplier Setup (Invoice Status)* on page 583

EMEA Exercise: *Customer Setup (Payment Status)* on page 416

US Exercise: *Customer Setup - Payment Status* on page 583

Chapter 6

Sales Process

Sales Process Overview


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Overview

- ▲ Functional overview
 - Process flows
 - Setup prerequisites
- ▲ Hands-on exercise

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In this section, you will learn how sales orders are processed in QAD Enterprise Applications, concentrating on the Financials side of the process. You will also see what data must be set up in Financials.

Functional Overview


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Functional Overview

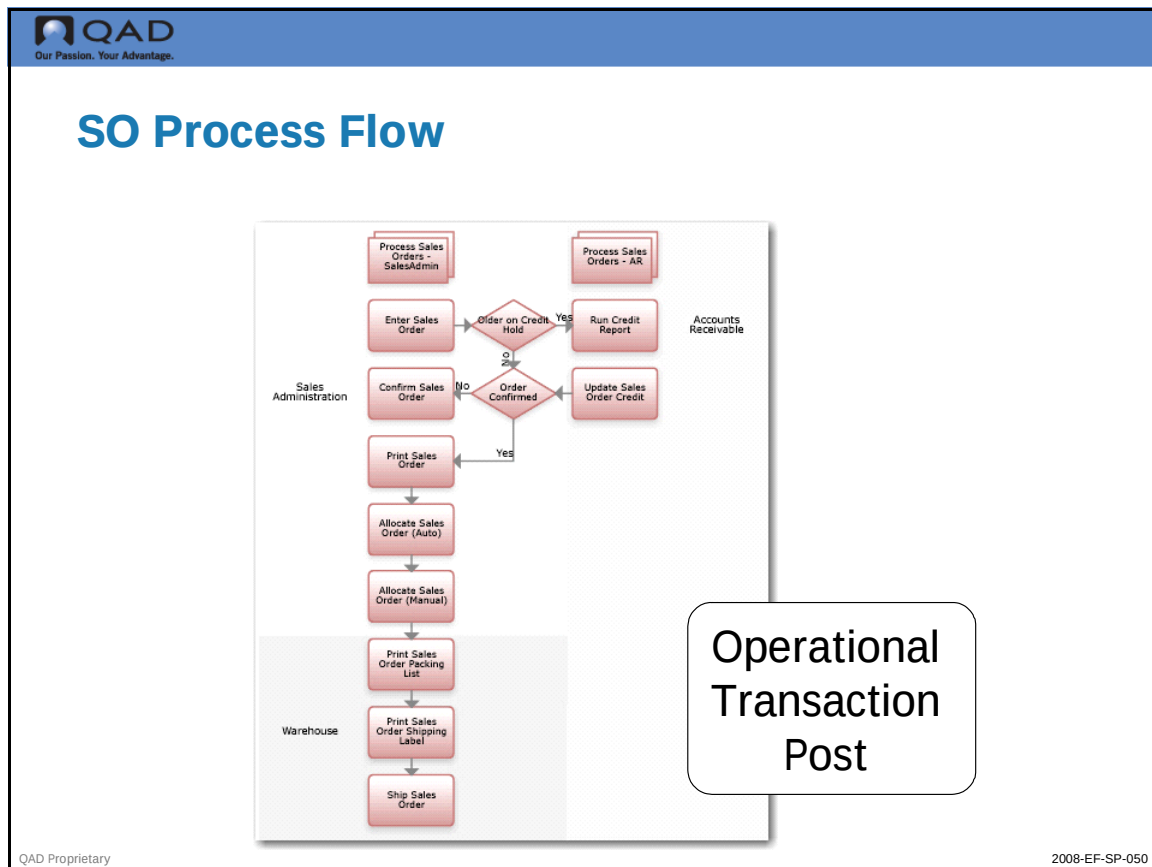
- ▲ Process Flows
 - Sales Order Management
- ▲ Setup prerequisites
 - Customer setup
 - Other setup parameters
- ▲ Invoicing

QAD Proprietary2008-EF-SP-040

In the following pages, you will examine the sales orders process flow from quote to invoice.

After reviewing the setup prerequisites, you will learn more about the invoicing process.

Sales Order Process Flow



The process map displays the sales order process flow from entering a sales order to shipping.

- The sales order may need to be confirmed. If the customer is on credit hold, the order cannot be confirmed.
- Sales order shipments create unposted transactions. Run Operational Transactions Post (25.13.7) to create the postings to Financials.

Setup Prerequisites



Setup Prerequisites: Customer

- ▲ Business Relation Create
- ▲ Customer Create (financial)
- ▲ Customer Data Maintenance (operational)
 - No SOs, quotes, or SSM transactions can be raised until operation data is set up
- ▲ Bill-to, Ship-to, End user
 - Creation of ship-to and end user records directly in SOs and SSM transactions
- ▲ Customer can be marked inactive in financials
 - Prevents any orders being created for that customer

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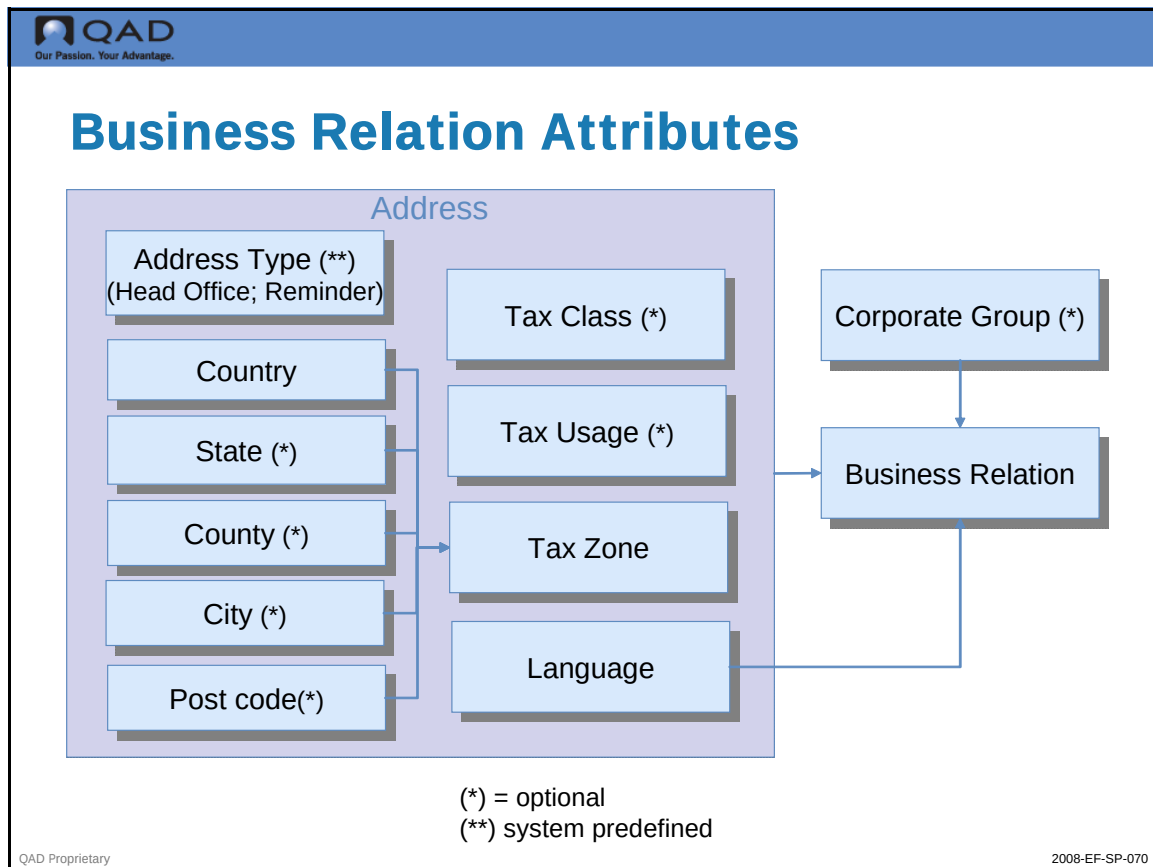
Customer Record

Before operational transactions, like sales orders, can be recorded for a specific customer, you must create operational data (site) for the customer in Customer Data Maintenance (2.1.1).

Additional addresses, such as the bill-to or ship-to, can be created as required during sales order creation or in the Service and Support Management module.

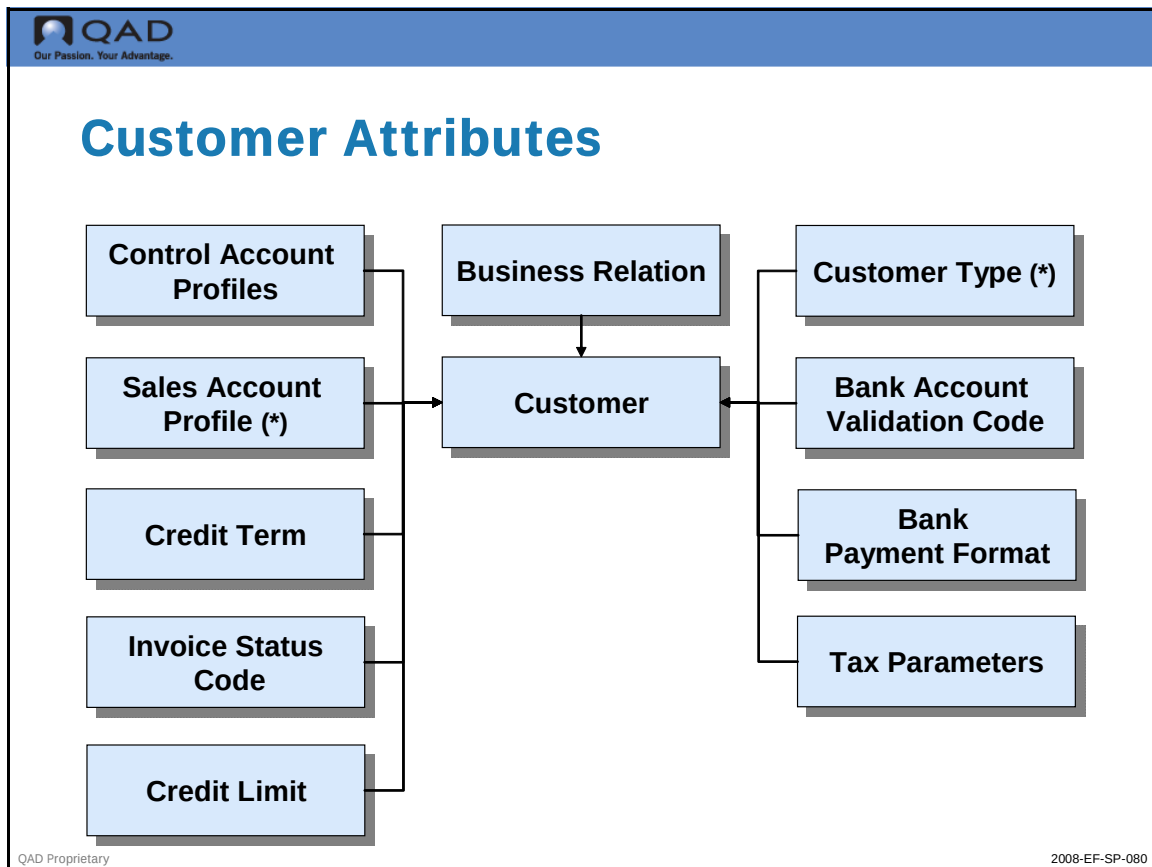
When transactions have been recorded for a customer, the customer data cannot be deleted. However, you can mark the record inactive in Financials to prevent new orders from being created for the customer.

Business Relation Attributes



The slide displays which business relation attributes are used on a sales order.

Customer Attributes



The slide displays the sales orders attributes that originate from the customer record. These attributes must be defined before the customer can be used on transactions.

Setup Prerequisites: Other

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Setup Prerequisites: Other

- ▲ Daybooks:
 - Operational: sales order based customer invoices
 - Financial: documents created directly in financials
 - Invoices, Credit Notes, Correction
 - Adjustments
 - Payments
 - Default
 - Daybook sets by site
- ▲ Correction invoices Y/N (optional)
- ▲ Payment instruments

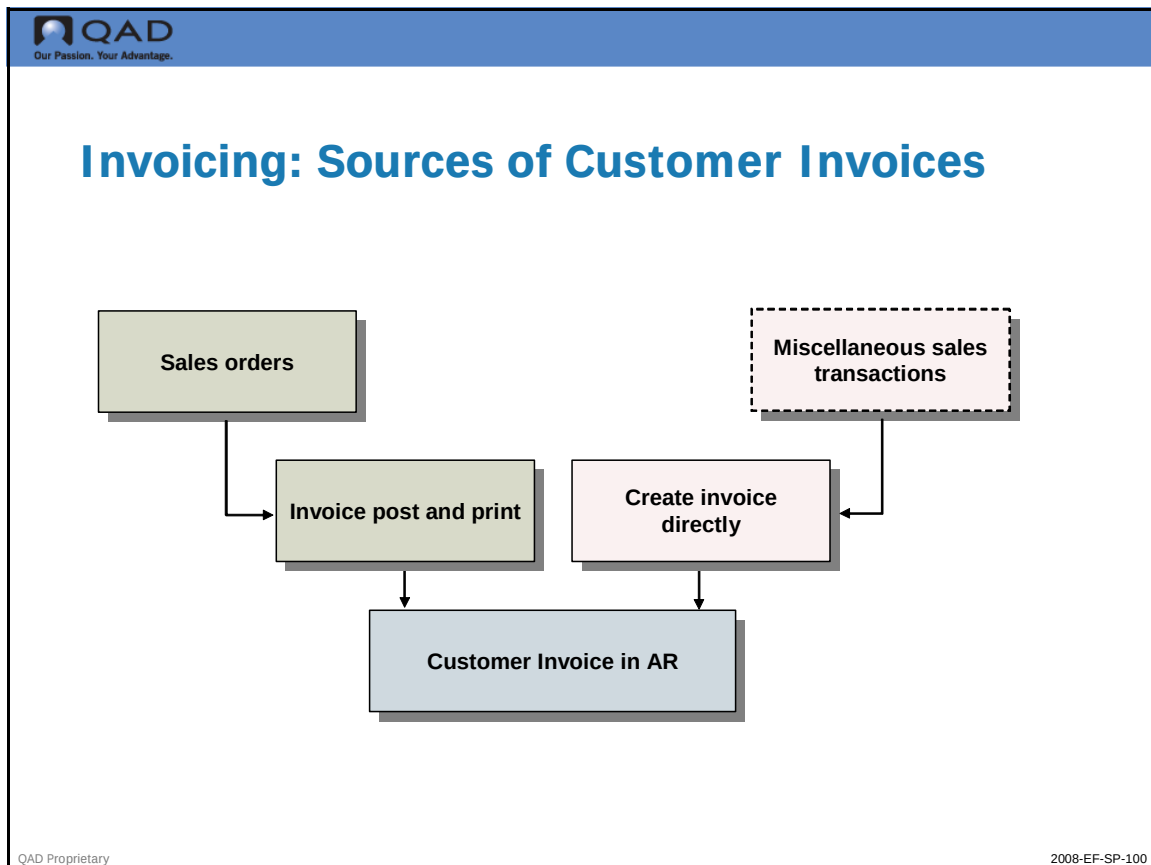
QAD Proprietary2008-EF-SP-090

Daybooks are required for operational transactions, such as sales order shipments, and financial transactions, such as invoices, credit notes, adjustments, and payments. Default daybooks can be set up to facilitate order entry and invoice creation. Daybook sets are linked to customers to determine which daybook to use for each specific payment. See “Customer Setup” on page 105 for more information.

Correction invoices are used to link invoices for correction, such as price increases and decreases, and quantity adjustments, to the original invoice. Select the Use Correction Invoice field in Sales Order Accounting Control (36.9.6) if you want to use this feature.

You must define payment instruments in order to process payments. The payment instrument setup is described in Banking Setup.

Invoicing



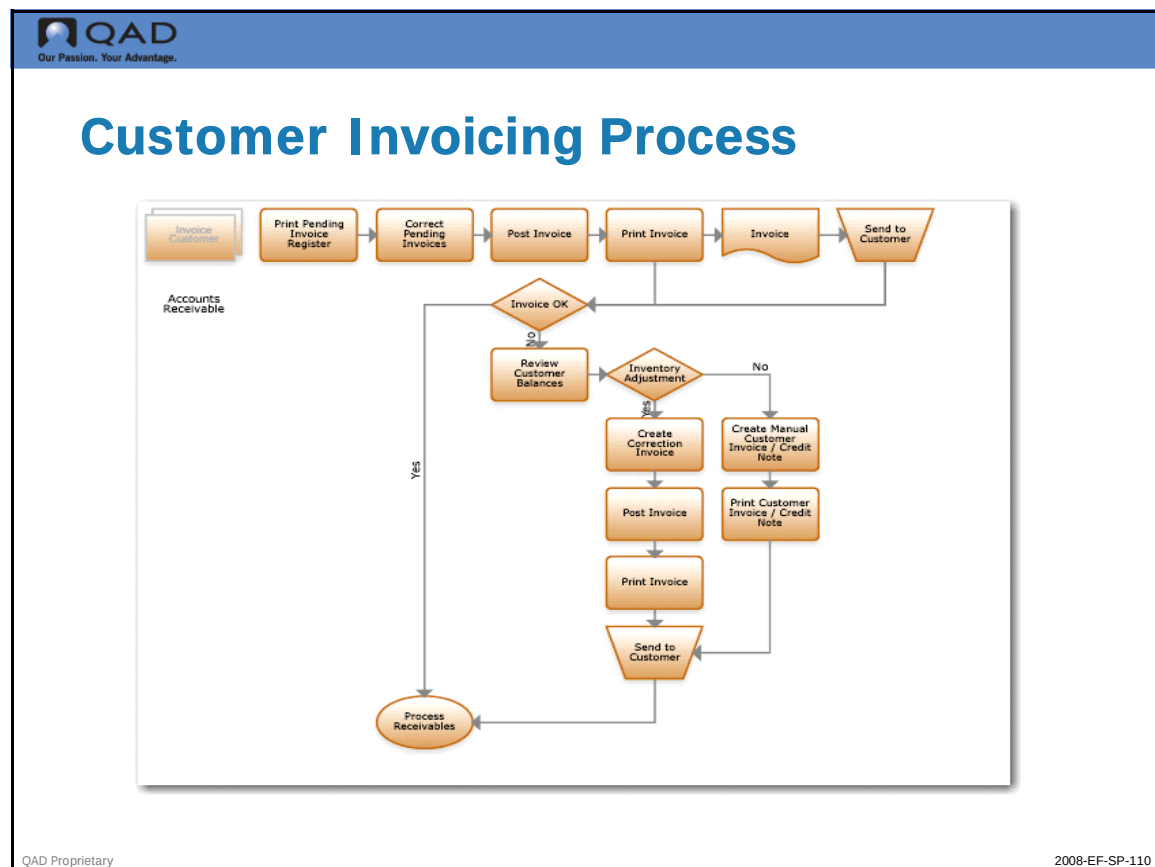
Sources of Customer Invoices

Customer invoices can either originate from sales orders, or can be created in Financials.

In the first instance, invoices are created using Invoice Post and Print (7.13.4).

In the second instance, invoices are created using Customer Invoice Create (27.1.1.1). Financial invoices can be created to process additional charges or price adjustments.

Customer Invoicing Process



Invoicing - Highlights


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Invoicing - Highlights

- ▲ Invoice numbers generated using daybooks and daybook sets
 - Supports separate numbering by site
 - Separate daybooks for SO invoices and financials invoices
- ▲ Invoice post and print combined
 - Only posted invoices can be printed
 - Reprinting possible (Invoice print or reprint)
 - Preview invoice print possible
 - Shipper number data is now passed to financials invoice record
- ▲ Correction invoices
 - Keep relationship with original invoice
 - All relevant detail automatically copied to the new sales order
 - Ship correction order to process return
- ▲ Reports
 - Invoice History Report (7.13.8)
 - Sales Order Tracking Inquiry (7.13.10)
 - Correction Invoice Link Report (7.13.6)

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Invoice numbers are generated using daybooks. If the daybooks are set up by site, the invoice numbering is site specific also. This setting is a legal requirement in some European countries.

Invoice posting and printing are combined in QAD Enterprise Financials. Before posting, you can preview invoices. You can also reprint invoices after posting.

When the enhanced shipping functionality is used, the shipping data is passed to Financials for invoice creation.

The correction invoice functionality lets you maintain a link between original invoices and corrections. This function streamlines order entry because all details from the original invoice are copied to the new sales order, ready for you to update.

EMEA Exercise: *Sales Process* on page 417

US Exercise: *Sales Process* on page 584

Chapter 7

AR Process

AR Process Overview



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AR Process Overview

- ▲ Basic sales flow ✓
- ▲ Sales flow variants
- ▲ AR management

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The Accounts Receivable process consists of the sales flow (basic and alternative flows) and AR management.

We already reviewed the basic sales process in QAD Enterprise Applications. We will now learn how to deal with variants of this process, and how to manage the different AR payment functions.

Sales Flow Variants



Sales Flow Variants

- ▲ Additional invoice for price increase
 - Demo + hands-on exercise
- ▲ Correction for overcharged price
 - Demo + hands-on exercise
- ▲ Using pending invoices
 - Demo + hands-on exercise
- ▲ Manual customer invoices
 - details

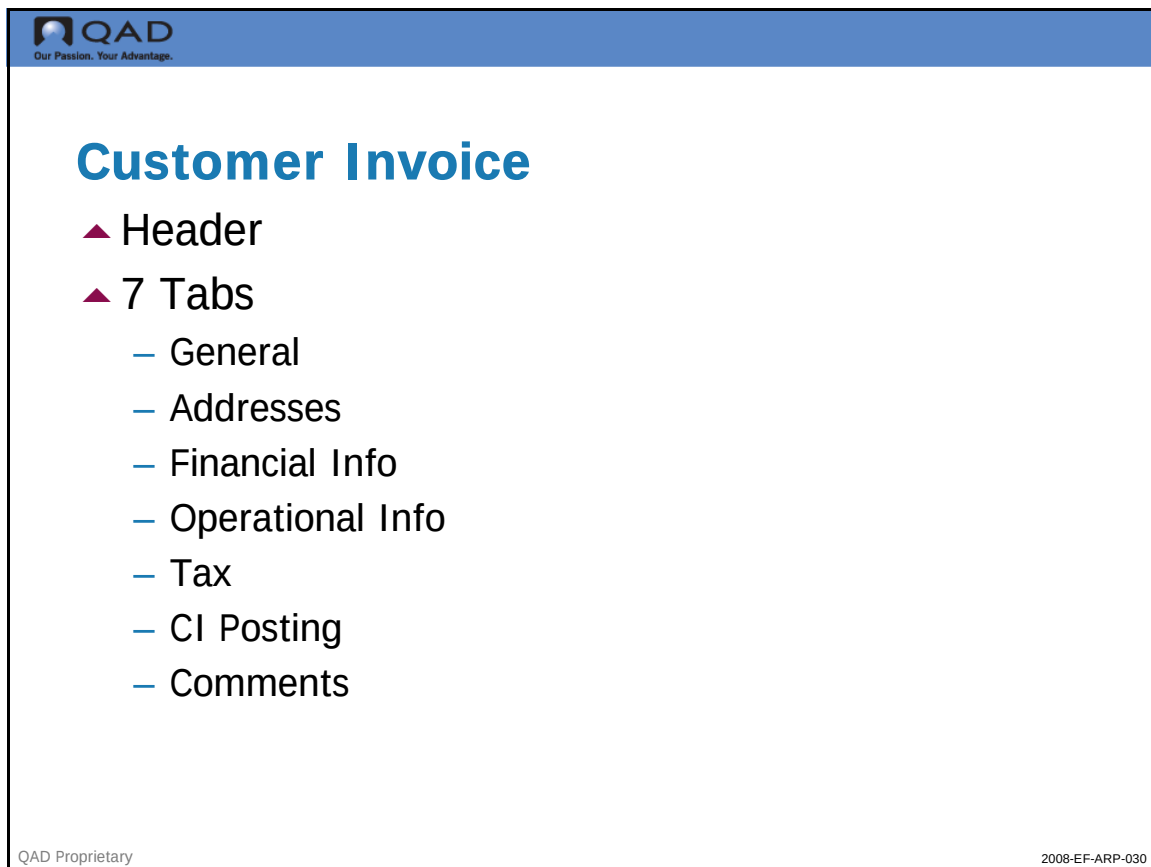
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2008-EF-ARP-020

Sales flow variants cover corrections to sales order based invoices and manual invoices (customer invoices created directly in Financials. Manual invoices are used, for example, for financial charges or as credit notes.

Most of these areas are covered in the following exercises:

Customer Invoice



Customer Invoice

- ▲ Header
- ▲ 7 Tabs
 - General
 - Addresses
 - Financial Info
 - Operational Info
 - Tax
 - CI Posting
 - Comments

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The Customer Invoice function is used for two purposes:

- You can view and modify invoices and credit notes created by Invoice Post and Print (7.13.4). Most of the information on these sales-related invoices defaults from the associated sales order and is set during invoice post; you can modify only a small subset of fields (see more details on this later).
- You can directly create invoices for miscellaneous customer charges or credit notes. For this type of manual invoice, you must specify most of the fields that are automatically populated during invoice post.

General Tab Highlights


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General Tab Highlights

- ▲ **Type**
 - Invoice
 - Invoice Correction
 - Credit Note
 - Credit Note Correction
 - Finance Charge
- ▲ **Transaction Currency Invoice Amount (TC Invoice)**
- ▲ **Base Currency Invoice Amount (BC Invoice)**
 - Automatically calculated
 - Scale factor
- ▲ **Daybook type**
 - Specific types
 - Primary layer posting
- ▲ **Link to Invoice**
 - Use with credit notes
- ▲ **Adjustment**
 - Invoice adjustment daybook

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Base Currency Invoice Amount (BC Invoice). Automatically calculated using the correct accounting type exchange rate

Scale factor: Calculate actual exchange rate by multiplying defined exchange rate by scale factor (for use with a greatly inflated currency)

Daybook type. Specific types must be Customer Invoice, Customer Invoice Correction, Customer Credit Note, Customer Credit Note Correction, or Finance Charge. You can only select a daybook type that matches the type of invoice. Postings to primary (official) layer

Link to Invoice. Use with credit notes to link to existing invoices. When you link to an invoice, the system creates an automatic invoice adjustment.

Address Tab Highlights


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Address Tab Highlights

- ▲ Ship from
 - Current entity business relation
 - (address type: head office)
- ▲ Ship to
 - Customer specific ship-to address
 - or
 - Customer head office address

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Use the Addresses tab to specify the Ship-From address—which identifies one of your inventory sites—and the customer ship-to address.

The address on the General tab is the bill-to address for the invoice.

All fields in this tab display read-only information for sales-related invoices, except for the Sold-To Customer Code.

The system uses the Ship-From and Ship-To addresses to select the correct tax environment for tax calculation.

Financial Tab Highlights



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Financial Tab Highlights

- ▲ Credit information
 - Terms
 - Due Date
 - Payment date
 - customer promised payment date
 - CN Payment Allowed
 - TSM Number

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CN Payment Allowed: Indicates if credit notes can be selected for payment.

TSM Number: Select to include a unique structured message in the customer payment.

Operational and Tax Tabs - Highlights


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Operational & Tax Tabs - Highlights

- ▲ Operational Tab
 - enter any operations related data
- ▲ Tax Tab
 - Invoice related tax information (GTM)

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The Operational Info tab displays data for sales-related invoices only. In this case, details about the originating sales order are displayed for reference. For a sales-related invoice, only the Sales Amount-used for calculating commission-can be modified. For a manually created invoice, you can specify a purchase order number, sales amount, and salespersons.

When the invoice is taxable, the system calculates tax information and displays it on the Tax tab. This information is read-only for sales-related invoices, and reflects the tax amounts generated based on the order tax details.

CI Posting Tab Highlights



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CI Posting Tab Highlights

- ▲ Customer Invoice (CI) Posting
- ▲ General Ledger posting info
 - Posting Reference
 - Posting Date
 - Daybook Code
 - Layer posted to
 - Description
 - Accounts (AR and Sales default from the profiles on the customer; Tax accounts default from Tax Rate Maintenance)

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The Customer Invoice Posting tab displays the account and posting information for the invoice or credit note. Invoice postings update the following accounts:

- Invoices debit Customer Control and credit Tax and Sales.
- Credit notes debit Tax and Sales and credit Customer Control.

The Customer Control and Sales accounts default from the profiles you define for the customer in the Customer Accounting tab. The Tax account defaults from details for the tax code defined in Tax Rate Maintenance. You cannot select a different Customer Control account or Tax account in the CI Posting tab.

Modifiable Fields in Customer Invoice



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Modifiable Fields in Customer Invoice

- ▲ General tab
 - Description
 - Invoice status code
 - Contact
 - Credit note: link to invoice, adjustment
- ▲ Addresses: sold-to customer code
- ▲ Financial info
 - Credit terms, due date
 - Banking
- ▲ Comments

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The fields listed above can still be modified after the customer invoice has been posted.

AR Process Overview


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AR Process Overview

- ▲ Basic sales flow ✓
- ▲ Sales flow variants ✓
- ▲ AR Management

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After reviewing the sales process in detail, you will now learn how Accounts Receivable are managed in QAD Enterprise Financials.

EMEA Exercise: *Sales Flow Variant - Customer Invoice/Correction Invoice* on page 428

US Exercise: *Sales Flow Variant - Customer Invoice/Correction Invoice* on page 593

EMEA Exercise: *Sales Flow Variant - Service Fees/Trailer Charges* on page 433

US Exercise: *Sales Flow Variant - Service Fees/Trailer Charges* on page 599

EMEA Exercise: *Sales Flow Variant - Credit Note* on page 437

US Exercise: *Sales Flow Variant - Credit Note* on page 604

AR Management Overview



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AR Management Overview

- ▲ Credit Management
- ▲ Views and reports
- ▲ AR Payment
 - Using payment instruments
 - Finance charges

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In this section, you will learn about three main topics of AR Management:

- Credit management
- Views and reporting
- AR payments

Credit Management Highlights



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Credit Management Highlights

- ▲ Maintained in financials
 - Replicated to operations
- ▲ Referred to by sales order functionality
- ▲ Shared across domains

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Credit checking lets you monitor overdue payments and customer account balances, and place further sales orders and invoices for this customer on hold when a specified credit limit has been exceeded.

Credit settings are maintained in financials and stored on the customer record (in the shared set), which means that it is replicated to all domains in operational modules.

All sales order credit functions/checking refer to the credit limit in the customer record, including open order balances and combined AR balances in all domains using the same shared set.

AR Management Overview



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AR Management Overview

- ▲ Credit Management ✓
- ▲ Views and reports
- ▲ AR Payment
 - Using payment instruments
 - Finance charges

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You will now learn more about views and reports available in Accounts Receivable.

The AR module includes many different reports and views that let you review customer information using customizable selection criteria.

Views and Reports



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Views and Reports

- ▲ Customer Activity Dashboard
- ▲ Customer Aging Analysis Current
- ▲ Customer Statement of Account
- ▲ Reminders

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The views and reports most often used as part of AR management are:

- Customer Activity Dashboard (27.18.1)
- Customer Aging Analysis (27.17.6, 7, 8 and 9)
- Customer Statement of Account (27.17.19)
- Customer Reminder Overview (27.17.11)

Customer Activity Dashboard Highlights

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Customer Activity Dashboard Highlights

- ▲ Comprehensive overview of all customer activity
- ▲ Single entity or multiple entities
- ▲ Credit information
- ▲ Invoices & associated payments
- ▲ Grid features to group & sort information

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The Customer Activity Dashboard offers a comprehensive overview of all activity related to a single customer, in a single entity or over multiple entities. The drill-down generates read-only credit information that includes the following areas:

- Sales order and open item balances
- Total current liability
- Individual drill-downs on invoices and credit notes

You can display credit information for a customer with reference to one or multiple entities in the domain and see the balance for the selected entities and all entities.

Customer Aging Analysis Current Highlights



Customer Aging Analysis Current Highlights

- ▲ Offset periods in days or months
- ▲ At a specific date or at end of a specific period
- ▲ Aging analysis data grouped by: sub-account, sales account, GL profile or project
- ▲ Current or backwards
- ▲ Detail level:
 - Customer Totals Only
 - Full Details
 - Transactions Summary by Customer

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This report calculates aging for all due customer open items by the number of periods overdue at the specified date. All payments up to the day the report is generated are included.

Customer Statement of Account Highlights



Customer Statement of Account Highlights

- ▲ Enabled in master data
- ▲ Statement cycle to print statements in batch
- ▲ Selected or all entities in a domain
- ▲ As of date criterion = past effective date for report

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This report lists open items as of a certain date (default is today/system date) in all selected entities, grouped by currency and open item type with subtotals. Indicates the open item due date and if it is overdue.

One document is generated for each customer. The Header Entity field determines the address for your company printed on the statement. Only data for customers with Statement Cycle enabled that meets other selection criteria is included.

Enter a Statement Cycle to include only customers with a matching cycle.

Reminder Highlights


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Reminder Highlights

- ▲ Enabled in customer master data
- ▲ Can be printed for one or more entities
- ▲ Text depends on reminder level
- ▲ Three reminder levels
- ▲ Reminder level for each invoice
- ▲ Customer reminder overview report
 - Details for all customers

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The reminder functionality (27.17.10) generates letters to be sent to selected customers regarding their open invoices. The address details of the head-office address of the business relation associated with the specified Header Entity are printed at the top of the letter.

Customer Reminder Overview (27.17.11) provides a list for the credit management department to use for follow-up on open invoices with a reminder level greater than 0 (zero). Open credit notes and prepayments are always included. The report lists the reminder level, reminder date, due dates, and original and current balance for each selected customer open item. The customer contact details are derived from the primary contact defined for the Reminder address of the business relation associated with the customer.

AR Management Overview


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AR Management Overview

- ▲ Credit Management ✓
- ▲ Views and reports ✓
- ▲ AR Payment
 - Using payment instruments
 - Finance charges

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The final AR Management topic you will learn is customer payments, including payment instruments and finance charges.

AR Payments



AR Management: AR Payment

- ▲ Banking entry
- ▲ Payment instrument without PIP account
 - Posted directly to GL
- ▲ Payment instrument with PIP account
 - Use payment status to control GL posting

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The system provides three alternatives for AR payments:

- 1 No payment instrument: In this case, a banking entry is created.
- 2 Using a payment instrument without PIP account: In this case, a payment gets a status of Paid and is posted directly to the bank GL account.
- 3 Using a payment instrument with a PIP account with a payment status of For Collection. In this case, you can either:
 - Change the payment status to Paid and post to the bank GL account.
 - Use a Banking Entry to allocate to the payment.

Customer Payment Instruments

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Customer Payment Instruments

- ▲ Checks
- ▲ Drafts
 - Initiated by customer or supplier
- ▲ Direct Debit
- ▲ Promissory notes
- ▲ Summary statements
- ▲ Transfer
- ▲ Cash

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The system offers a number of pre-defined types of customer payment instruments, as listed above.

You will now review process flows for some of these payment instruments.

Customer Payment Status Codes



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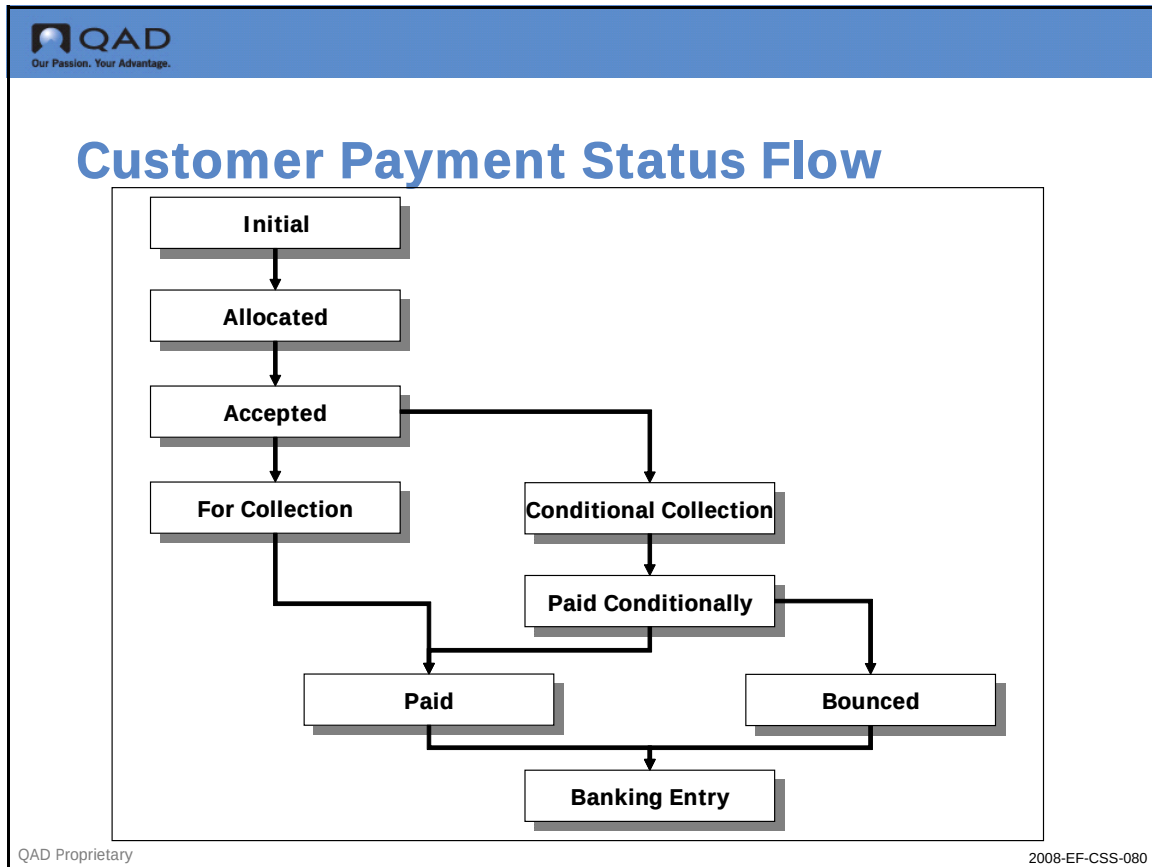
Customer Payment Status Codes

- ▲ For each payment instrument
- ▲ For each bank account
- ▲ PIP (Payment in process) account
- ▲ Payment daybook(s)
- ▲ Payment status change in batch possible
- ▲ Follow up by status
- ▲ Minimum recommended setup:
 - Initial
 - For collection
 - Paid

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Payments are associated with status codes, which are used to manage the payment process through final collection and updating of accounts. You process the payment by changing the payment status from one status to the next in the sequence that meets your business requirements.

Customer Payment Status Flow



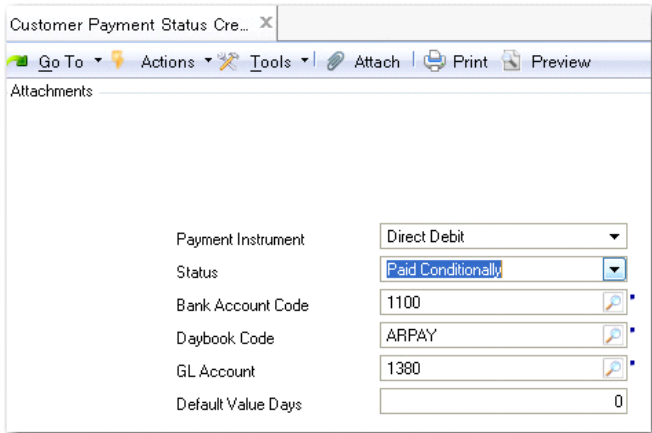
It is not mandatory to process a payment through all of the states described. Some European and South American companies use the interim states and customer and supplier payment accounts to log the progress of the payment. US organizations, however, generally do not require interim states, and sometimes use Initial, For Collection, and Paid statuses only.

Customer Payment Status Create


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Customer Payment Status Create

▲ Link to GL account



The screenshot shows a software window titled "Customer Payment Status Create". It has a menu bar with "Go To", "Actions", "Tools", "Attach", "Print", and "Preview". Below the menu bar is an "Attachments" section. The main area contains a form with the following fields:

Payment Instrument	Direct Debit
Status	Paid Conditionally
Bank Account Code	1100
Daybook Code	ARPAY
GL Account	1380
Default Value Days	0

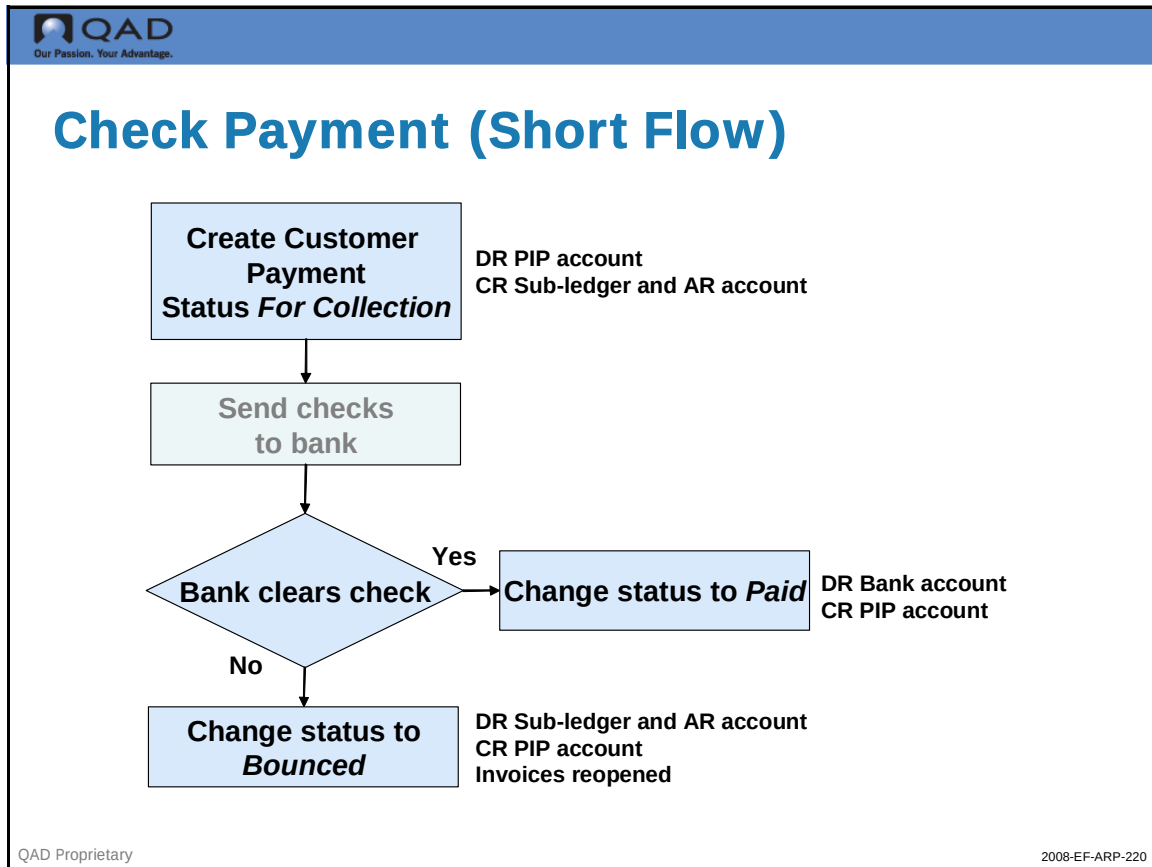
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Use the Customer Payment Status activities (27.6.2) to create, modify, view, and delete payment statuses.

The payment status is the transition state through which you process the customer payment, and contains the posting details for the transitions.

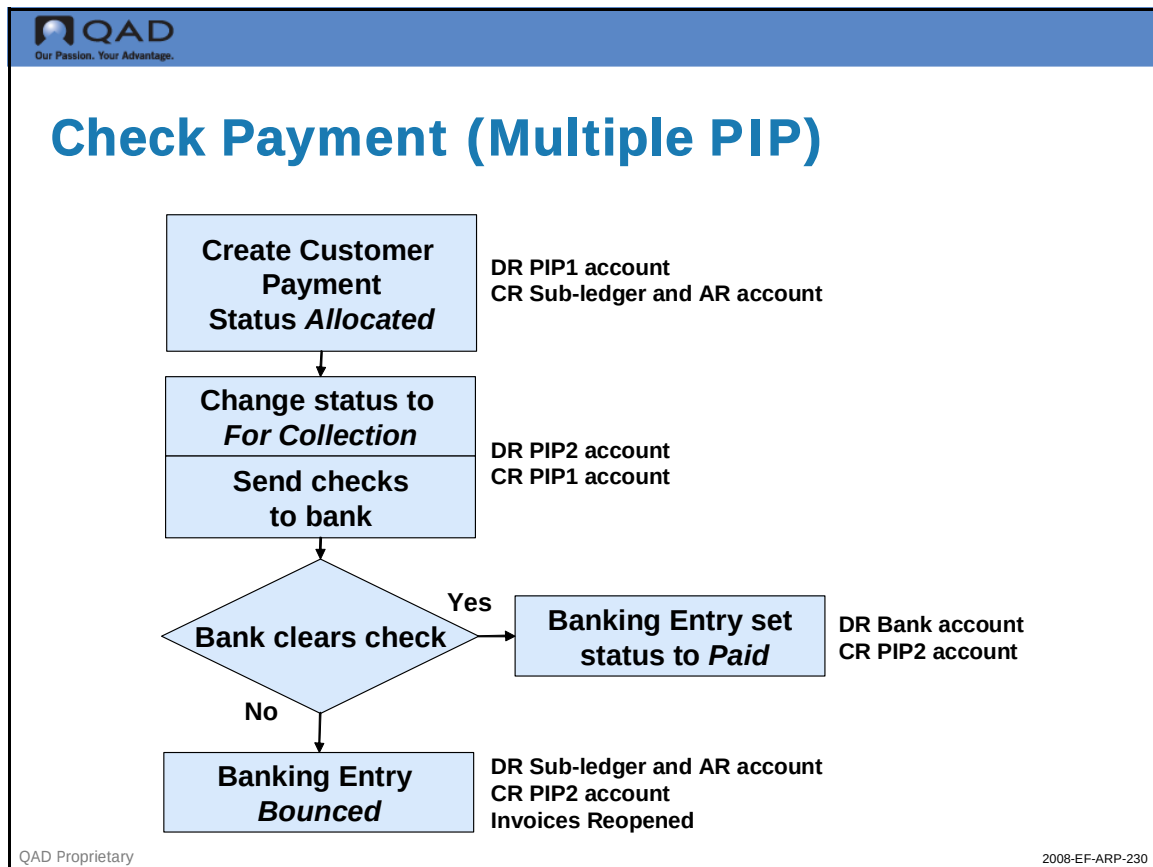
For each of the different payment statuses, a specific GL account representing the status can be defined.

Check Payment (Short Flow)



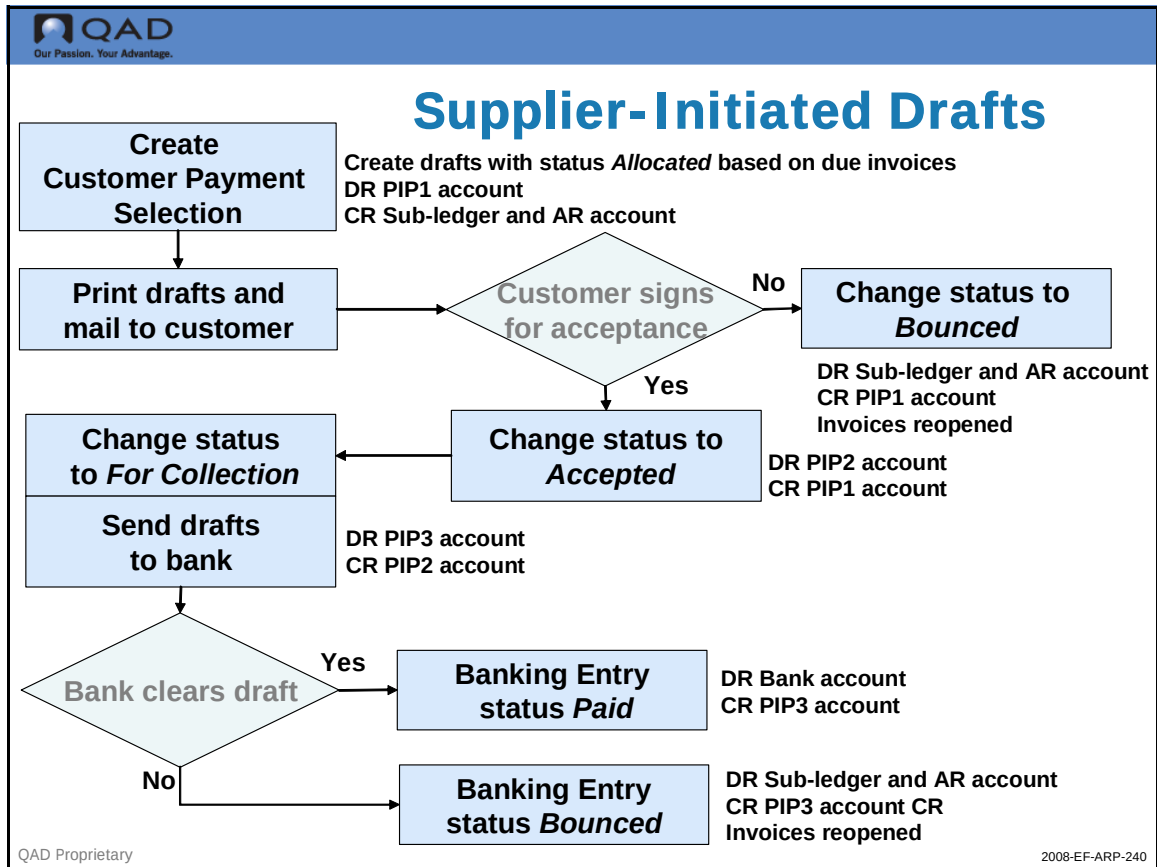
When the customer check is entered in the system the payment status is set to Paid. The check is directly posted against the bank GL account and does not reference the PIP account.

Check Payment (Multiple PIP)



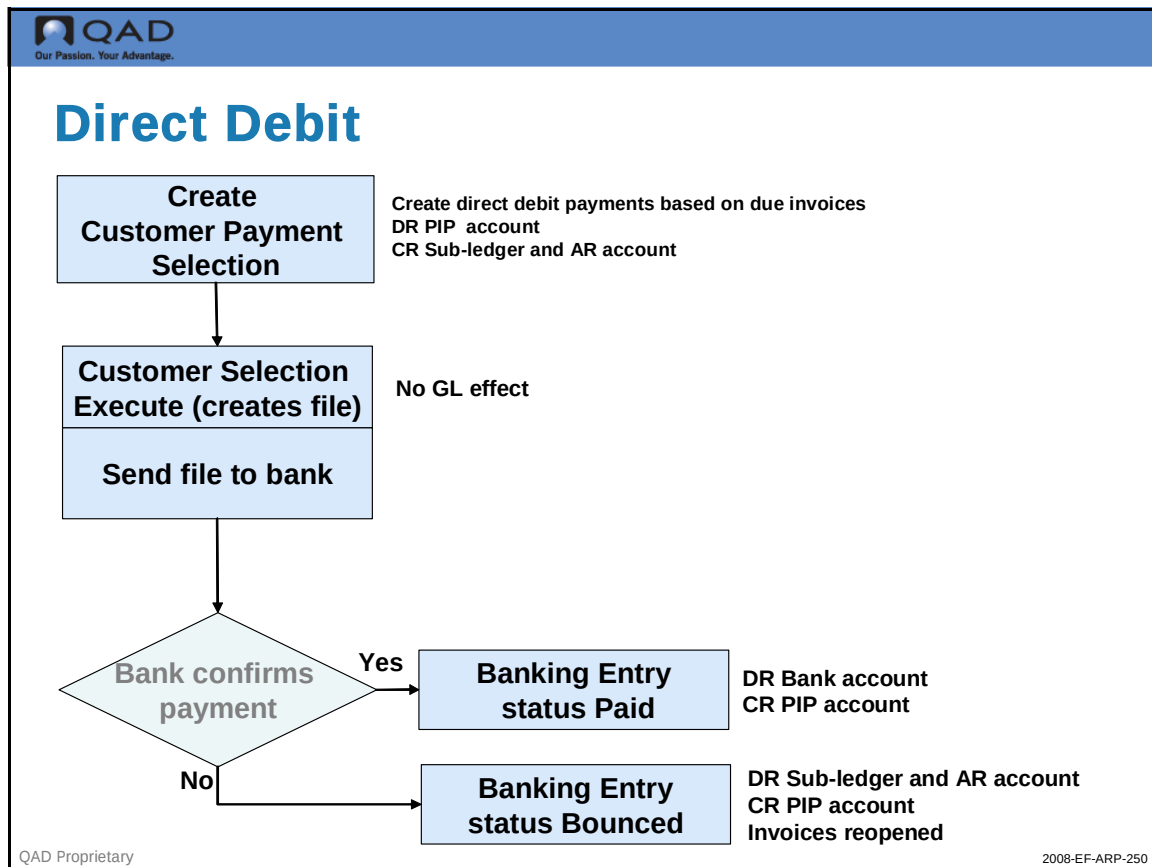
A PIP account is used to allow more efficient follow up and bank reconciliation.

Supplier-Initiated Drafts



The draft or bill of exchange is a negotiable security signed and dated by its issuer (in this case you, the supplier). It contains an unconditional order or instruction for the customer, who draws upon it to pay a fixed amount on the agreed due date. The customer accepts the draft by signing it. Once signed, the draft is considered a collection instrument. Its form, content, and legal consequences are governed by law.

Direct Debit



Direct debit is an agreement between you, the customer, and the customer's bank that regular amounts are to be debited from the customer's account to settle open items. Direct debits can be in paper or electronic form. Direct debits are automatic payments, and can use the electronic payment formats.

Other Payment Instruments



Other Payment Instruments

- ▲ Drafts initiated by customer
 - Similar to checks
- ▲ Promissory notes/Summary statements
 - Similar to checks
- ▲ Cash and transfer
 - Processed directly in Bank/Cash entry

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Other payment instruments, such as customer-initiated checks, promissory notes, and summary statements, follow the same flow as customer checks.

AR Management



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AR Management

- ▲ Credit Management ✓
- ▲ Views and reports ✓
- ▲ AR Payment
 - Using payment instruments ✓
 - Finance charges

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Customer invoices that are not paid on the due date can be subject to finance charges. You will now learn about the finance charges functionality.

Finance Charge Highlights



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Finance Charge Highlights

- ▲ Enable during customer setup
- ▲ Applied to overdue open items
- ▲ Contested invoices optional
- ▲ Run by currency
- ▲ GL transaction
 - DR: Customer Control Account
 - CR: Sales Finance Account

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The Finance Charges functionality is optional and can be enabled during customer setup, by selecting the Finance Charge and Statement Cycle fields on the Payment tab of the customer record.

Finance charges are applied to overdue open items (such as invoices, adjustments, or previous finance charges). Contested invoices can be excluded from finance charge selection, based on the invoice status code.

The Finance Charge invoice postings are as follows:

- DR: Customer Control Account
- CR: Sales Finance Account (from the finance charge profile in the Accounting tab of the customer record)

Finance Charge Create

The screenshot displays two overlapping QAD software windows. The primary window, titled "Finance Charge Create", features a header with the QAD logo and tagline "Our Passion. Your Advantage.". Below the header is a large "Finance Charges" title. The window contains several input fields: "Filter" with "Bill-To" and "Statement Cycle" dropdowns; "Inputs" with fields for "Currency", "As Of Date" (08/11/2008), "Effective Date" (08/11/2008), "Grace Days" (0), "Interest Rate Per Annum %" (0.00), "Minimum Finance Charge" (0.00), "Include Previous Finance Charges" (checkbox), "Daybook Code", "Contested Status", and "Unapplied Credit Exclusion Status". At the bottom, there are "Customer Code" and "Customer Selected" fields. A secondary window, titled "Customer - Modify", is open in the foreground. It shows the "Customer Code" as CE1500 and "Business Relation" as Comic Bikes UK. The "Active" checkbox is checked. The "Payment" tab is selected, showing fields for "Credit Terms Code" (2M), "Invoice Status Code" (000), "Payment Group", "Invoice by Authorization" (checkbox), "Finance Charge" (checkbox, highlighted with a red box), and "Statement Cycle". Other tabs visible include "Business Relation", "Accounting", "Banking", "Defaults", "Credit Limit", "Tax Info", and "Comments".

Use Finance Charge Create (27.5.1) to create charges applied to customer open item amounts that are overdue. You normally run finance charge calculations on a monthly basis, before issuing customer statements.

Finance charges are calculated only for customers that have the Finance Charge field selected on the Payment tab in the Customer function. You can also define the statement cycle for the customer using the Statement Cycle field and select overdue items by statement cycle.

EMEA Exercise: *AR Payment* on page 440

US Exercise: *AR Payment* on page 609

Chapter 8

Reporting Overview

Reporting Overview



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Overview

- ▲ Reporting features
- ▲ Customization options

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In this section, you will learn about report features in QAD Enterprise Financials, how to run reports, and which customizations are available to facilitate searching data and reporting.

Standard Reports

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Standard Reports

- ▲ Cover all areas of the QAD Enterprise Financials
- ▲ Extensive functionality in report creation & management
- ▲ Accessible
 - From the main menu
 - Via GoTo

Go To ▾

Related Views ▸

Related Reports ▸

Go To Country Code (DE)

Go To Business Relation (BMW)

Go To Control GL Profile (Credit Note) (APcontrol3rdparty)

Go To Control GL Profile (Invoice) (APcontrol3rdparty)

Go To Control GL Profile (Pre-payment) (APcontrol3rdparty)

Go To Sub-Account Profile (Mech)

Go To Purchases Account GL Profile (Purchase)

Go To Currency Code (EUR)

Go To Credit Terms (2-10/30)

Create New Payment Group

Create New BLWI Group

Go To Invoice Status Code (999)

Go To Supplier Type (SAS)

Create New Purchase Type

Supplier Account Activity

Supplier Open Item Basic Report

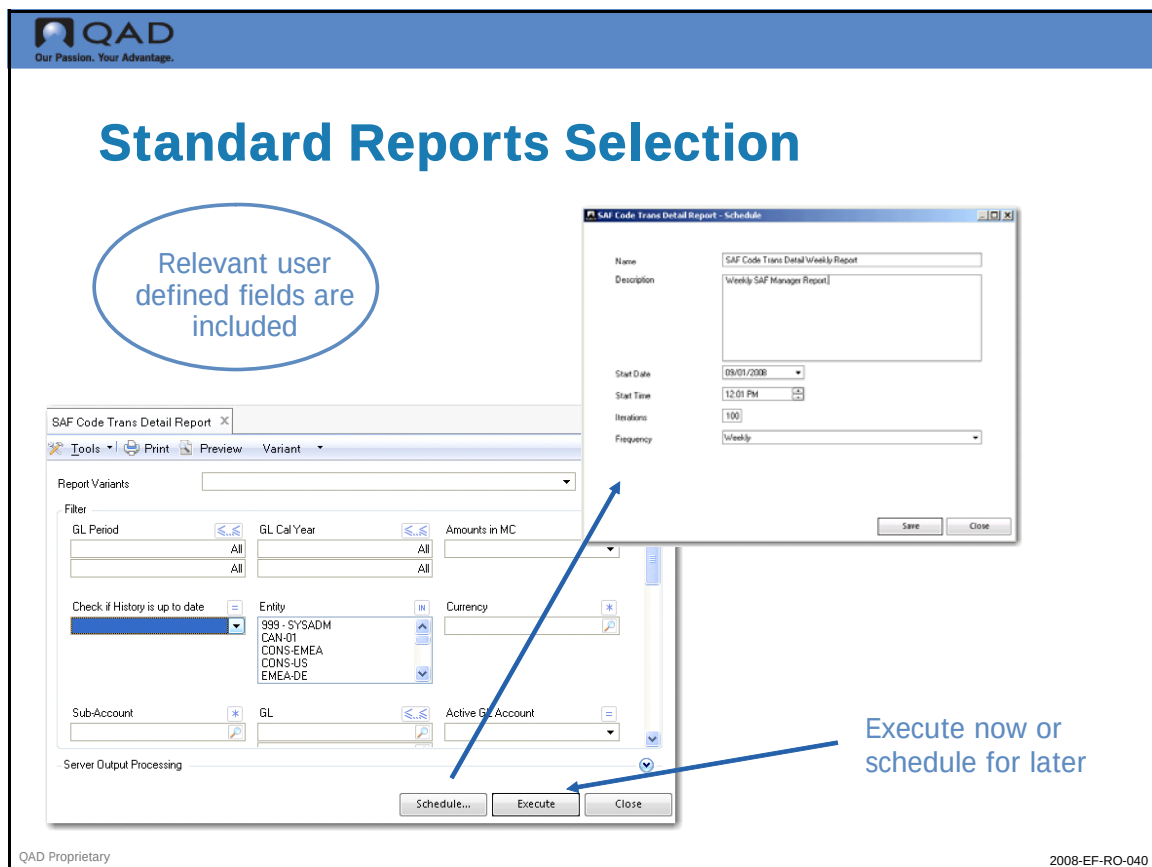
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A number of standard reports are shipped with the standard QAD Enterprise Financials.

The standard reports are accessible from the main menu pane, and using the GoTo (or right-click context) menu from within another menu.

For quick access, add reports you use often to your favorites.

Standard Reports Selection



Screens are widely configurable in QAD Enterprise Financials. A separate User Interface training course describes how to customize screen display and remove or add fields. User-defined fields are included in reports.

You can run a report immediately, or choose to schedule it to run later. In this case, a pop-up window opens to let you enter details for running the report at a later date.

Standard Reports Output

Standard Reports Output

- ▲ View in new window
- ▲ Print, export, email

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Standard Reports Output

Cost Center Trans Summary R... X

Tools Print Preview Variant

Report Variants

Filter

Grouping Level 2 Grouping Level 3 Grouping Level 4 Grouping Level 5 Grouping Level 6

Cost Center

Server Output Processing

To Printer

To File ☒ report1

E-Mail to Addresses

To

Cc

Bcc

E-Mail to Roles

To

Cc

Bcc

Output Format

Adobe Acrobat (PDF)

QAD

Cost Center Transaction Summary

Filter Values for this Report

OL Period No 1

OL Period No 12

OL For Year No 2007

OL For Year No 2007

OL For Year No 2007

Check Warnings is up to date

WMS

WMS Closing Level 1

WMS Closing Level 2

WMS Closing Level 3

WMS Closing Balance

Compare

Compare

Cost Center

OL

Sub Account

No

COA Code	Description	Compare Period	Opening Balance	Period Activity	Closing Balance	Curr. Period Activity	Period Quantity
Admin	Administration	0.00 DT	0.00 DT	18,510.00 DT	18,510.00 DT	18,510.00 DT	0.00
40000	Travel Expenses	0.00 DT	0.00 DT	2,000.00 DT	2,000.00 DT	2,000.00 DT	0.00
Glenn	General Services	0.00 DT	0.00 DT	2,000.00 DT	2,000.00 DT	2,000.00 DT	0.00
40100	IT Expenses	0.00 DT	0.00 DT	5,500.00 DT	5,500.00 DT	5,500.00 DT	0.00
Glenn	General Services	0.00 DT	0.00 DT	5,500.00 DT	5,500.00 DT	5,500.00 DT	0.00
40000	Research & Maintenance	0.00 DT	0.00 DT	5,500.00 DT	5,500.00 DT	5,500.00 DT	0.00

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Standard outputs include printer, file, or e-mail. Various formats are available, such as PDF and Excel.

You can e-mail reports to e-mail addresses or to roles. For example, you can schedule the system to send an AR Aging report weekly to all users in a collection.

Report Customization Levels


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Report Customization Levels

- ▲ Usage
 - Filter fields management, report options, variants
 - Using QAD .Net UI
- ▲ Layout
 - Using Crystal reports designer
- ▲ Business Logic
 - Requires source code customization

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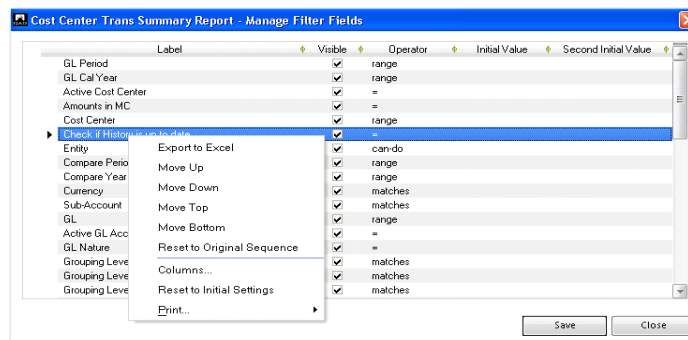
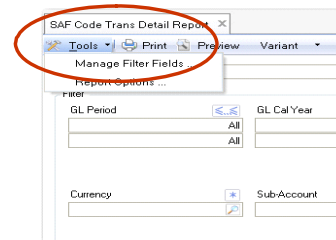
You can customize reports at three levels:

- Customization at usage level
Modify filter fields, report options, create and save variants, or configure the user interface. This option is described later in this course.
- Layout customization: If you have Crystal Reports designer skills, you can make any changes to the output layout. This option is described later in this course.
- Modify reports business logic in the source code. This option requires software customization skills.

Usage Customization

Usage Customization

- ▲ Use filter fields
 - Define how data is filtered
- ▲ Manage filter fields
 - Select from the list of available filter fields
 - Set the sequence of the fields on the UI
 - Set initial values



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Use filter field and store your search criteria for later reuse. Remove or add filter fields, the sequence in which the fields display, and set initial values for each field.

To modify report filter fields, click on Tools - Manage Filter Fields from within a report. A pop-up window appears that lets you select or deselect fields, change the operator, and set initial values. Right-click on a field to access more options, like moving the filter fields up or down, or to reset the original sequence.

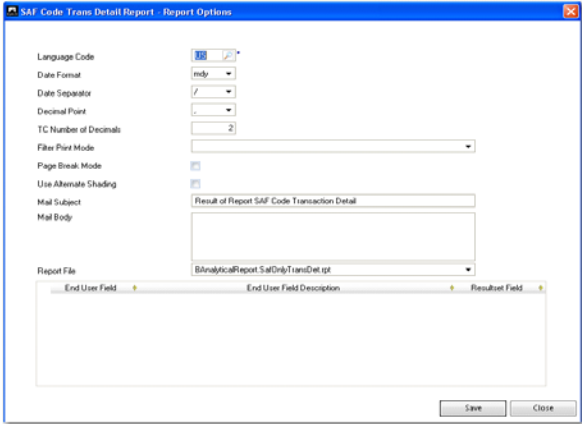
Report Options

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Usage Customization

▲ Report options

- date format
- language
- numeric format
- filter data on report y/n
- alternate shading
- user defined fields



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Click Tools and then Report Options to modify the report format options, the report language, and to determine whether to use data on the report or not (this field is mandatory).

Add user-defined fields to the report using this screen.

Report Variants



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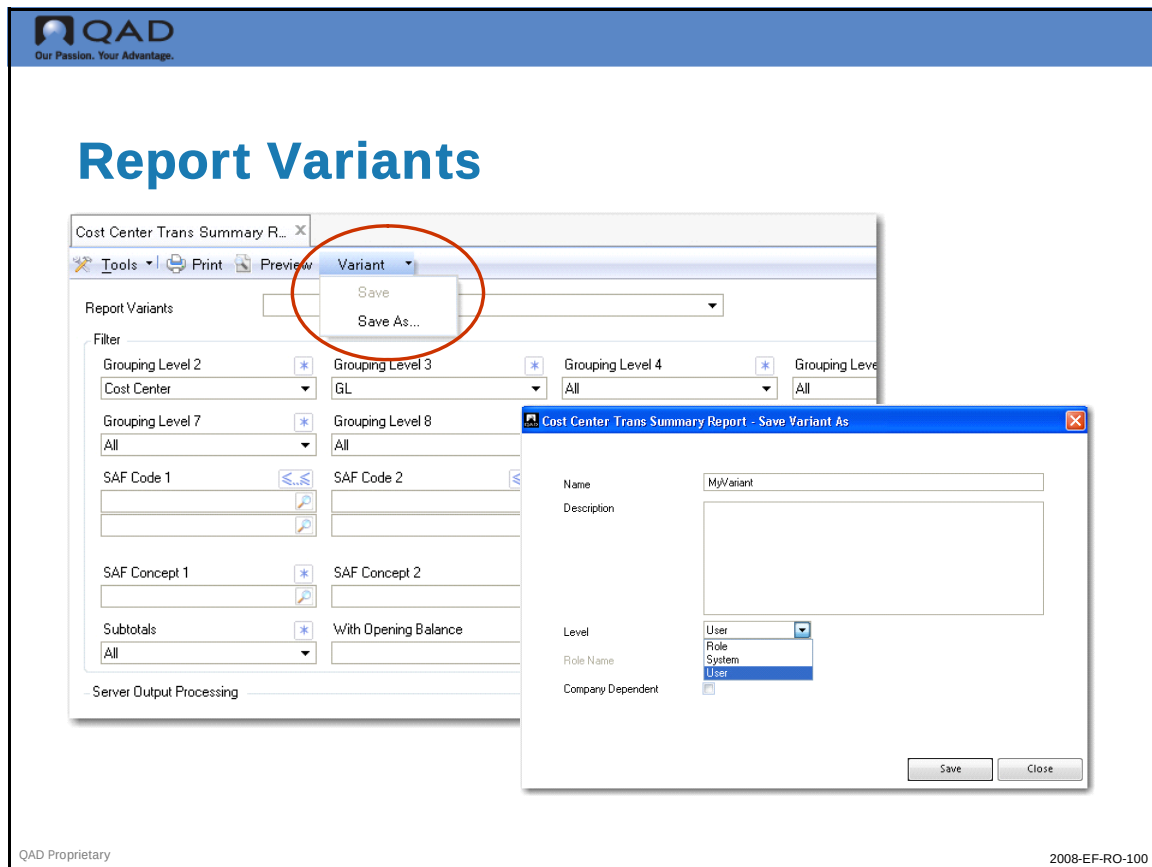
Report Variants

- ▲ Specific selection criteria can be stored
 - Available next time the report is started
 - Unlimited number of variants
 - Saved for personal usage or shared with other users
- ▲ All variants...
 - are based on the same data
 - use different filter criteria
 - can use a different report layout

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When you have customized the report usage, you can store it as a report variant. The report variant will then be available the next time you start the report. In the Save screen, you can select to share the report variant with other users.

Report Variants - Save As



To save a report variant, click Variant and - Save As... on the menu toolbar.

After you specify a report name and description, select whether you want to share the report variant with other users of a specific role (Role), with all users (System), or to use it yourself (User).

Layout Customization



Layout Customization (Crystal Report Designer)

- ▲ Associated with standard report or variant
- ▲ Crystal Report design skills required
- ▲ Examples :
 - Change sort order
 - Add / remove columns
 - Other business fields of the objects in the report
 - User-Defined Fields (UDF) of the objects in the report
 - Calculated fields
 - Add / remove break levels (subtotals)
 - Change fonts, logo, other graphics
 - ...

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With Crystal Report Designer skills, you can modify the report output (standard or variant).

Customization examples include changing the column sorting order, adding or removing columns, adding break levels for sub-totals, and purely cosmetic changes like adding your logo, changing colors or graphics.

Example: Report Layout Customization



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Example: Report Layout Customization

- ▲ Report : Customer Statement of Account
- ▲ Scenario :
 - Make a UDF 'Transaction Type' available for a report
 - Edit layout
 - Data formatting : suppress leading zero's
 - Position address info
 - Add the UDF to layout
 - Add logo

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The next page shows an example of layout customization, as described above.

Layout Customization—Before and After

BEFORE		AFTER	
Statement of Account		Statement of Account	
Date: 27/6/2007	Ducley Office Waterfront Business Park Waterford West Jingfao Tower DYS LIX Barley Hill Belgium Bandads Phone: 5622301 Fax: 5622302-3450 Email: jeai@qad.com	Ducley Office Waterfront Business Park Waterford West Jingfao Tower DYS LIX Barley Hill Belgium Bandads Phone: 5622301 Fax: 5622302-3450 Email: jeai@qad.com	Added logo
ABC Company 150 JFK Parkway 07060 Monmouth United States of America		Swapped address boxes	QAD
Dear Sir or Madam,		Dear Sir or Madam,	
Your account now shows the following list of open items. If there are any discrepancies please inform us.		Your account now shows the following list of open items. Please inform us.	
Yours faithfully		Suppressed leading zero's	
Mike Taylor Credit Controller 5622301		Changed color	
		Added column	
Overview Voucher Type Creation Date Due Date Invoice Amt Open Balance		Overview Voucher Type Creation Date Due Date Trans Type Invoice Amt Open Balance	
Yes 2007WACC-BANK-000000096 Prepayments 30/6/2007 03/06/2007 -2,713.00 -2,713.00		Yes 2007WACC-Serve-000 Prepayments 30/6/2007 03/06/2007 -2,713.00 -2,713.00	
2007GACD-000000016 Invoices 26/06/2007 28/12/2007 4,000.00 4,000.00		2007GACD-000000016 Invoices 26/06/2007 28/12/2007 4,000.00 4,000.00	
Open Amount by Currency : EUR 1,287.00 1,287.00		Open Amount by Currency : EUR 1,287.00 1,287.00	
Yes 2006Pan1-000000189 Invoices 29/11/2006 02/03/2007 106.00 106.00		Yes 2006Pan1-189 Invoices 29/11/2006 02/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000190 Invoices 30/11/2006 03/03/2007 106.00 106.00		Yes 2006Pan1-190 Invoices 30/11/2006 03/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000184 Invoices 04/12/2006 07/03/2007 106.00 106.00		Yes 2006Pan1-184 Invoices 04/12/2006 07/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000193 Invoices 04/12/2006 07/03/2007 106.00 106.00		Yes 2006Pan1-193 Invoices 04/12/2006 07/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000195 Invoices 04/12/2006 07/03/2007 106.00 106.00		Yes 2006Pan1-191 Invoices 04/12/2006 07/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000196 Invoices 05/12/2006 08/03/2007 106.00 106.00		Yes 2006Pan1-196 Invoices 05/12/2006 08/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000196 Invoices 05/12/2006 08/03/2007 106.00 106.00		Yes 2006Pan1-196 Invoices 05/12/2006 08/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000197 Invoices 05/12/2006 08/03/2007 106.00 106.00		Yes 2006Pan1-197 Invoices 05/12/2006 08/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000198 Invoices 05/12/2006 08/03/2007 106.00 106.00		Yes 2006Pan1-198 Invoices 05/12/2006 08/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000203 Invoices 20/12/2006 23/03/2007 106.00 106.00		Yes 2006Pan1-203 Invoices 20/12/2006 23/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000201 Invoices 20/12/2006 23/03/2007 106.00 106.00		Yes 2006Pan1-201 Invoices 20/12/2006 23/03/2007 Square Fatts 106.00 106.00	
Yes 2006Pan1-000000202 Invoices 20/12/2006 23/03/2007 106.00 106.00		Yes 2006Pan1-202 Invoices 20/12/2006 23/03/2007 Square Fatts 106.00 106.00	
Yes 2007Pan1-0000000004 Invoices 05/01/2007 05/04/2007 \$3.00 \$3.00		Yes 2007Pan1-000 Invoices 05/01/2007 05/04/2007 Pfr Charge \$3.00 \$3.00	
Yes 2007BCPAC-0000000117 Invoices 29/01/2007 29/04/2007 173.90 173.90		Yes 2007BCPAC-117 Invoices 29/01/2007 29/04/2007 Expenses 173.90 173.90	
Yes 2007Customer-0000000071 Invoices 11/05/2007 2,000.00 2,000.00		Yes 2007Customer-71 Invoices 11/05/2007 License 2,000.00 2,000.00	
Yes 2007BSCV-000000157 Invoices 12/04/2007 14/07/2007 1,362.10 1,362.10		Yes 2007BSCV-157 Invoices 12/04/2007 14/07/2007 Services 1,362.10 1,362.10	
Yes 2007BSCV-000000158 Invoices 12/04/2007 14/07/2007 31.80 31.80		Yes 2007BSCV-158 Invoices 12/04/2007 14/07/2007 Services 31.80 31.80	
Yes 2007BSCV-000000189 Invoices 12/04/2007 14/07/2007 1,363.30 1,363.30		Yes 2007BSCV-189 Invoices 12/04/2007 14/07/2007 Services 1,363.30 1,363.30	
Yes 2007BSCV-000000157 Invoices 12/04/2007 14/07/2007 12.80 12.80		Yes 2007BSCV-157 Invoices 11/05/2007 12/09/2007 Pfr Charge 12.80 12.80	
No 2007CVC-0000000082 Invoices 18/09/2007 10/12/2007 800.00 800.00		No 2007CVC-000 Invoices 18/09/2007 10/12/2007 License 800.00 800.00	
No 2007BSCV-0000000716 Invoices 27/09/2007 08/11/2007 100.00 100.00		No 2007BSCV-716 Invoices 27/09/2007 08/11/2007 Expenses 100.00 100.00	
No 2007BSCV-0000000714 Invoices 27/09/2007 08/11/2007 100.00 100.00		No 2007BSCV-714 Invoices 27/09/2007 08/11/2007 Expenses 100.00 100.00	
No 2007BSCV-0000000490 Invoices 09/09/2007 10/11/2007 1,070.00 1,070.00		No 2007BSCV-490 Invoices 09/09/2007 10/11/2007 Services 1,070.00 1,070.00	
No 2007BSCV-0000000713 Invoices 27/09/2007 29/12/2007 100.00 100.00		No 2007BSCV-713 Invoices 27/09/2007 29/12/2007 Expenses 100.00 100.0	

EMEA Exercise: *Usage Customization* on page 449

US Exercise: *Usage Customization* on page 622

Chapter 9

Supplier Setup

Supplier Setup Overview


Our Passion. Your Advantage.

Overview

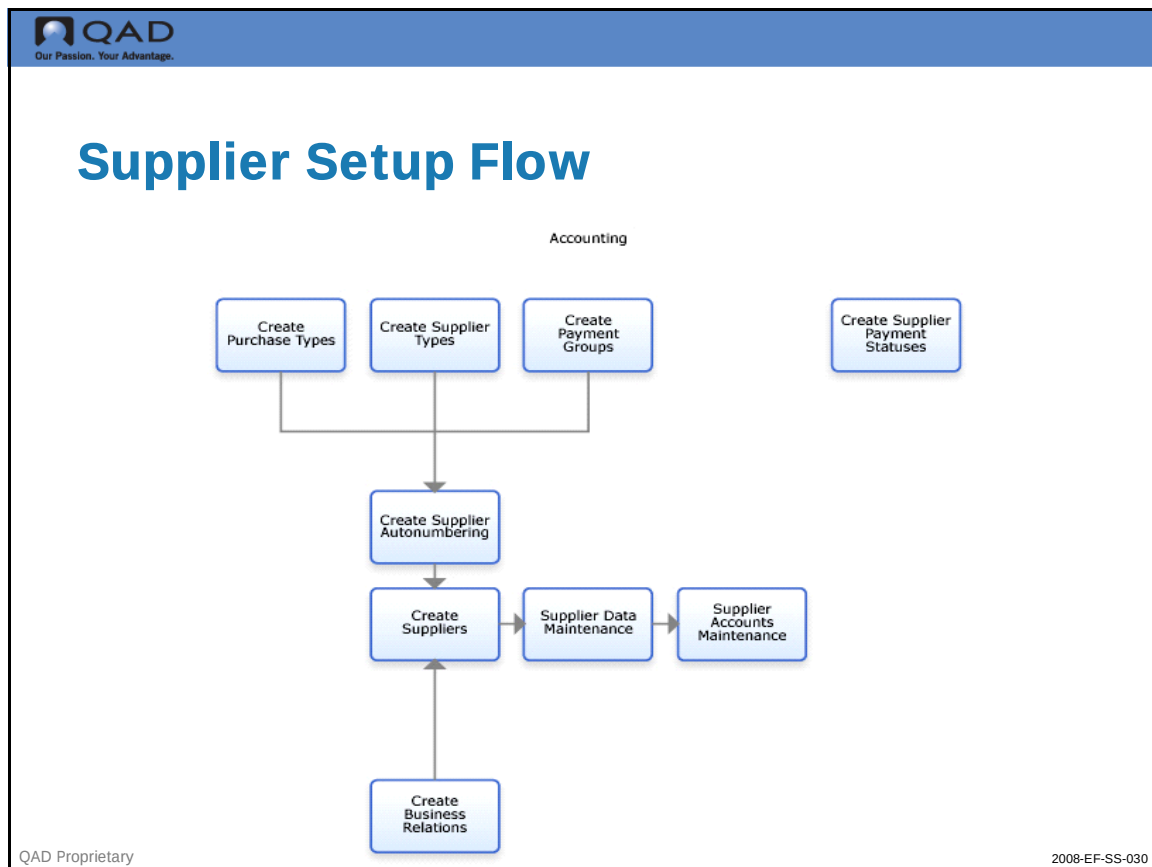
- ▲ Supplier setup flow
- ▲ Supplier setup highlights
- ▲ Mandatory data for supplier setup
 - Supplier type

QAD Proprietary2008-EF-SS-020

Supplier addresses, like customer addresses, determine default field values and affect how supplier transactions are processed in the system. Remit-to addresses are used when payments created in accounts payable must be sent to an address other than the supplier address. Each supplier can have only one remit-to address. Remit-to addresses are defined in the business relation with an address type of remittance.

Before setting up suppliers, you must first define payment formats, payment groups, bank account numbers, and supplier types. Payment formats and groups are discussed in the financial foundations section. We will discuss the other elements in the following pages.

Supplier Setup Flow



The process to set up suppliers consists of several steps, which are illustrated in the above process map

Use the Supplier function (28.20.1) to set up codes representing the companies you purchase goods and services from. Suppliers are used in purchasing, accounts payable, Service and Support Management, and other functions.

Review the supplier setup steps on the process map or directly in QAD Enterprise Applications under the menu Industry Process Model (40.1).

Supplier Setup - Highlights

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Supplier Setup - Highlights

- ▲ 3 control accounts
- ▲ Purchase account profile
- ▲ Banking tab:
 - Link supplier bank acct to own bank/payment format
- ▲ Separate operational supplier data
 - Supplier Data Maintenance
- ▲ E-mail notification
- ▲ Autonumbering sequences

QAD Proprietary2008-EF-SS-040

Before you set up suppliers, you must first define payment formats, payment groups, bank account numbers, and supplier types. These topics are described separately.

Control accounts need to be available and set up for suppliers invoices, credit notes, and prepayments. These are entered as profiles on the supplier account record. The purchase account profile is required too, and is used for purchases of non-inventory items. You must set up the accounts and profiles before defining suppliers.

The accounts and payment formats are stored on the Banking tab. These details are automatically retrieved for supplier payments and selections.

Mandatory Data



Mandatory Data for Supplier Setup

▲ Financial (Supplier Create)

- Supplier code
- Supplier type
- Business relation
- Account Profiles
- Credit Terms
- Invoice Status Code
- Tax Zone

▲ Operational (Supplier Data Maintenance)

- No mandatory data

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2008-EF-SS-050

This section lists the financial data that is mandatory when creating a supplier record. There is no mandatory operational data for suppliers.

Supplier Type



Supplier Type

▲ Reporting

- Link to purchasing account to track purchasing costs by supplier type

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2008-EF-SS-060

Use the Supplier Type activities (28.20.2) to create, view, modify, and delete codes for grouping suppliers. You can use supplier type to select groups of suppliers for reporting.

You can also define GL purchasing accounts by product line, site, and supplier type in Purchasing Account Maintenance (1.2.5). This lets you track purchase costs for different types of suppliers separately.

Supplier Setup

The screenshot displays the QAD Supplier Setup interface. At the top, the QAD logo and tagline "Our Passion. Your Advantage." are visible. Below this, the title "Supplier Setup" is prominently displayed. Two main sections are listed:

- Financial setup: Supplier Create
- Operational setup: Supplier Data Maintenance

The interface shows two overlapping windows. The "Supplier Data Maintenance" window is in the background, featuring a "Supplier Address" section with fields for Name, Address, City, Country, Attention, Telephone, and Fax. Below this is the "Supplier Data" section with fields for Sort Name, Supplier, Ship Via, Remarks, and Carrier. The "Supplier Create" window is in the foreground, showing a "Supplier Code" field, a "Business Relation" dropdown, and an "Active" checkbox. It also includes a "Business Relation" tabbed interface with sub-tabs for Accounting, Payment, Banking, Defaults, Tax Info, and Comments. The "Supplier Create" window has a "Name" field, an "Address" field, a "Zip/City" field, and a "Country Code" field. The bottom of the screenshot shows the QAD Proprietary logo on the left and the reference number 2008-EF-SS-070 on the right.

Use the Supplier Activities (28.20.1) to create, view, modify or delete suppliers. Link a supplier to an existing business relation, or create a new business relation as required.

A record can be deleted only if it is not referred to in the system. Otherwise, mark it inactive.

Excel Integration (28.20.1.5) can be used to export supplier records to or load records from an Excel spreadsheet, including bank accounts. See "UI Navigation and Browsing" on page 23 and *User Guide: Financials A* for more details.

After creating a supplier in Supplier Create (28.10.1.1), specify additional operational data in Supplier Data Maintenance (2.3.1). When a new supplier is created, an e-mail is automatically sent to the members of the SupplierNotify role responsible for creating this data.

EMEA Exercise: *Supplier Setup (Payment Status)* on page 450

US Exercise: *Supplier Setup (Payment Status)* on page 623

Chapter 10

Purchasing Process

Purchasing Process Overview


Our Passion. Your Advantage.

Overview

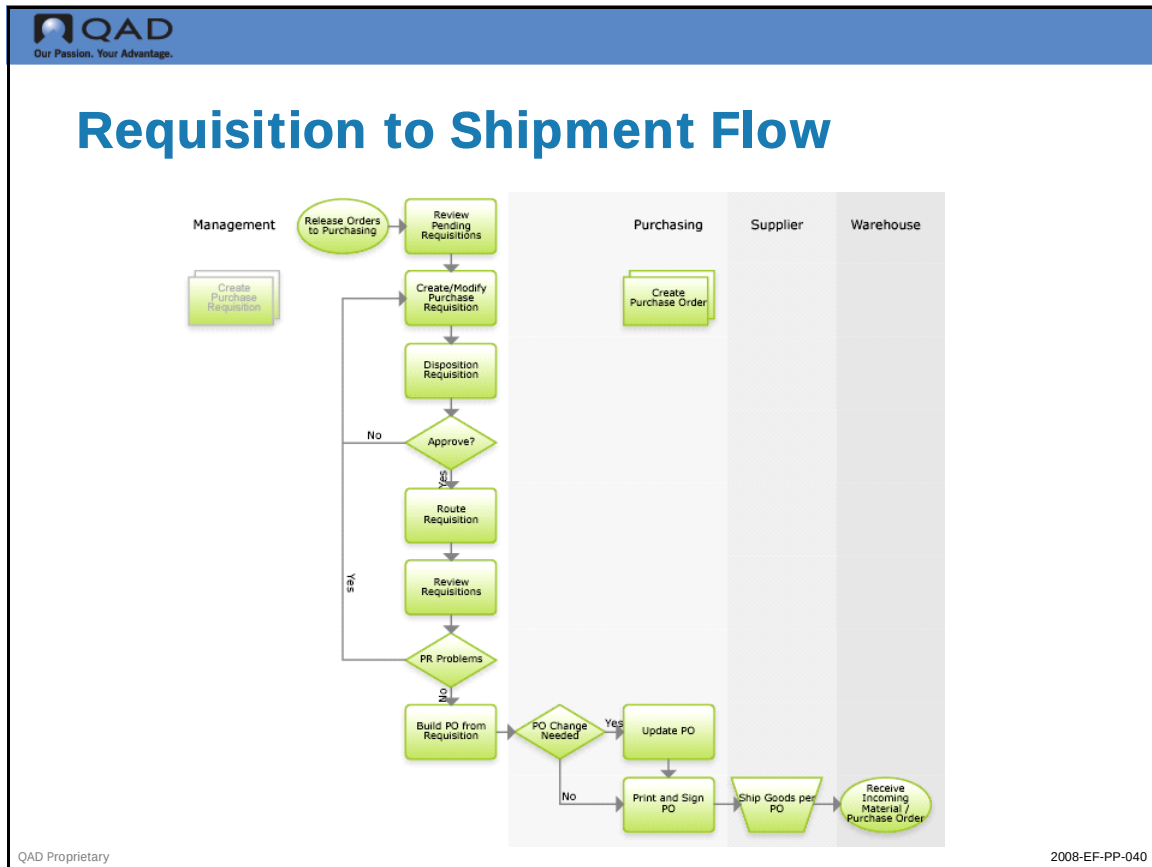
- ▲ Demo
- ▲ Functional overview
 - Requisition to purchase order receipt flow
 - Supplier invoice flow
 - Receiver matching vs. financial matching
 - Supplier payment flow
- ▲ Hands-on exercise

QAD Proprietary2008-EF-PP-020

In this section, you will learn how purchase orders are processed in QAD Enterprise Financials.

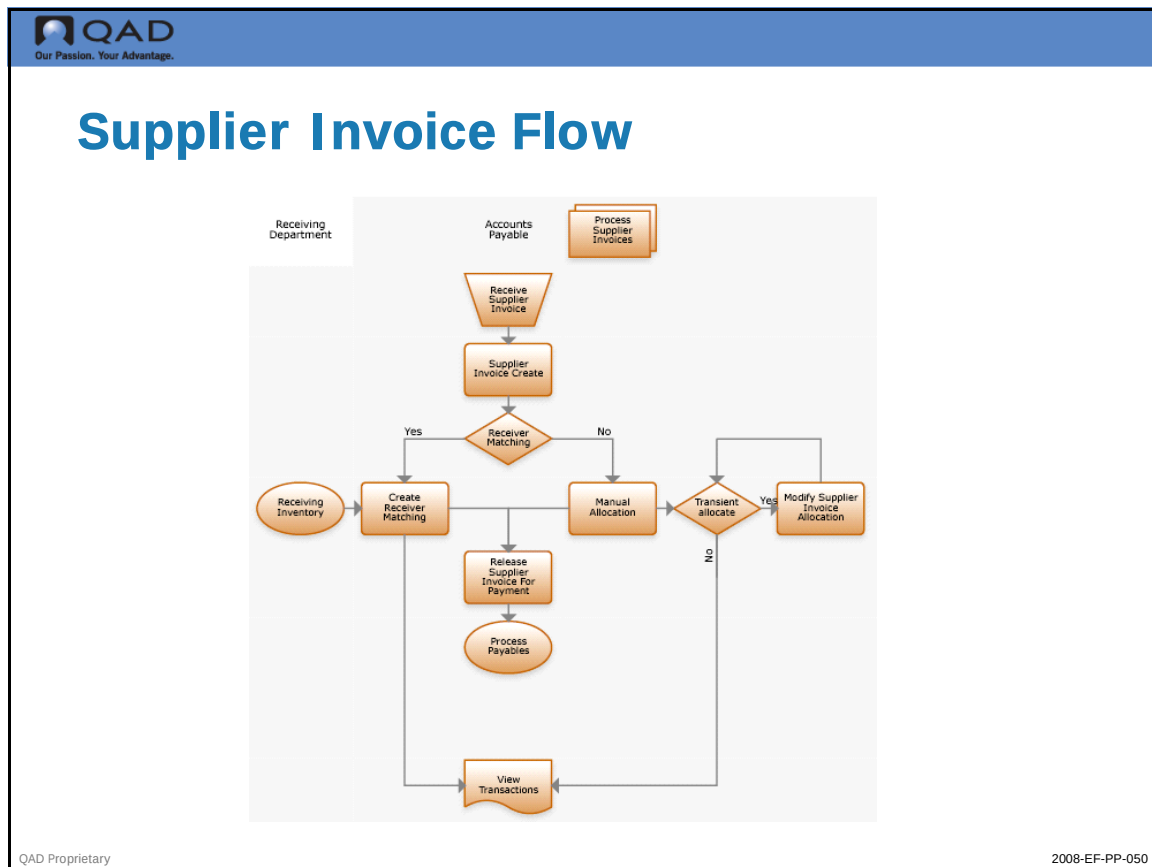
We will review different process flows for requisition to payment.

Requisition to Shipment Process Flow



The process maps display the purchasing process from purchase order requisition to purchase order receipts. Operational activities create unposted transactions that must be posted to Financials using Operational Transaction Post (25.13.7).

Supplier Invoice Process Flow

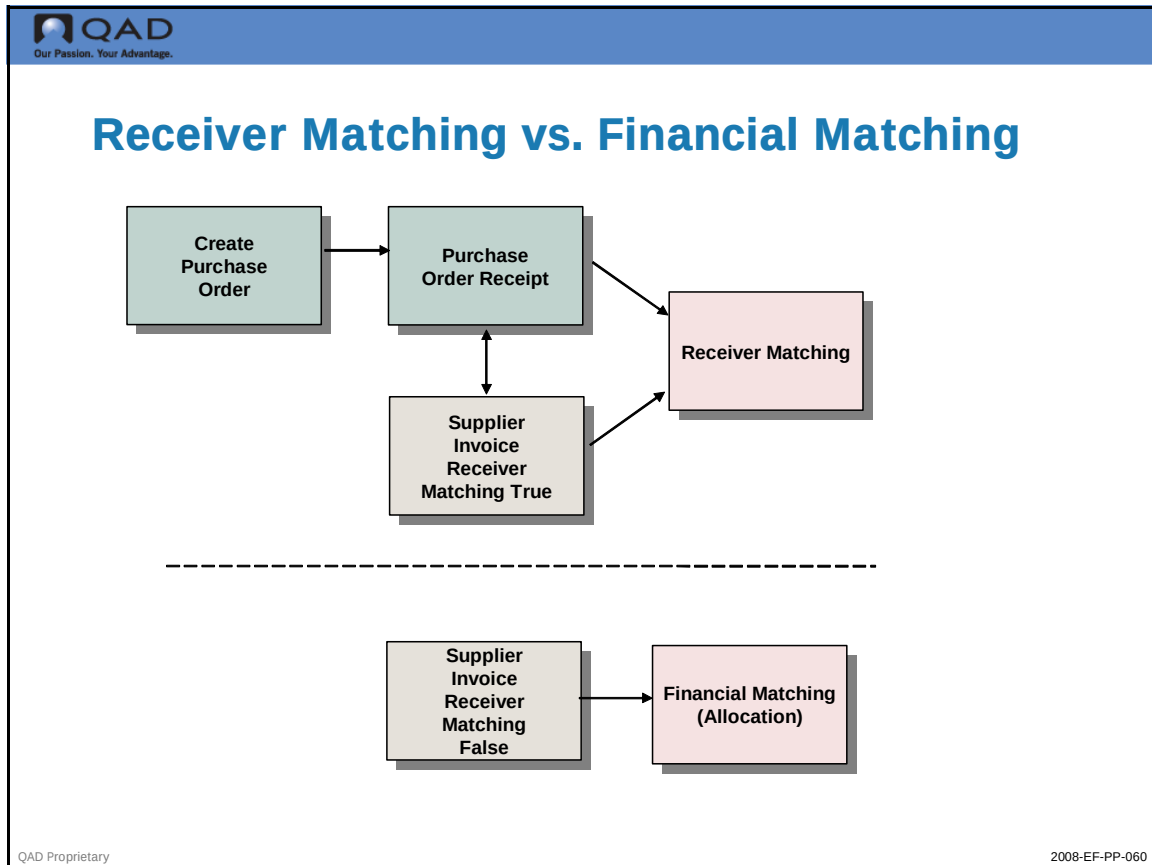


Before you pay a supplier invoice, you can verify that the supplier invoice matches what was actually received by your receiving department and that the supplier has charged you the correct price. This process is called receiver matching. The Receiver Matching function ensures that amounts payable on invoices match the items received on purchase orders.

Receiver matching can be done during invoice creation, or later using manual allocation.

The various steps in the process are designated by different supplier invoice statuses.

Receiver Matching and Financial Matching

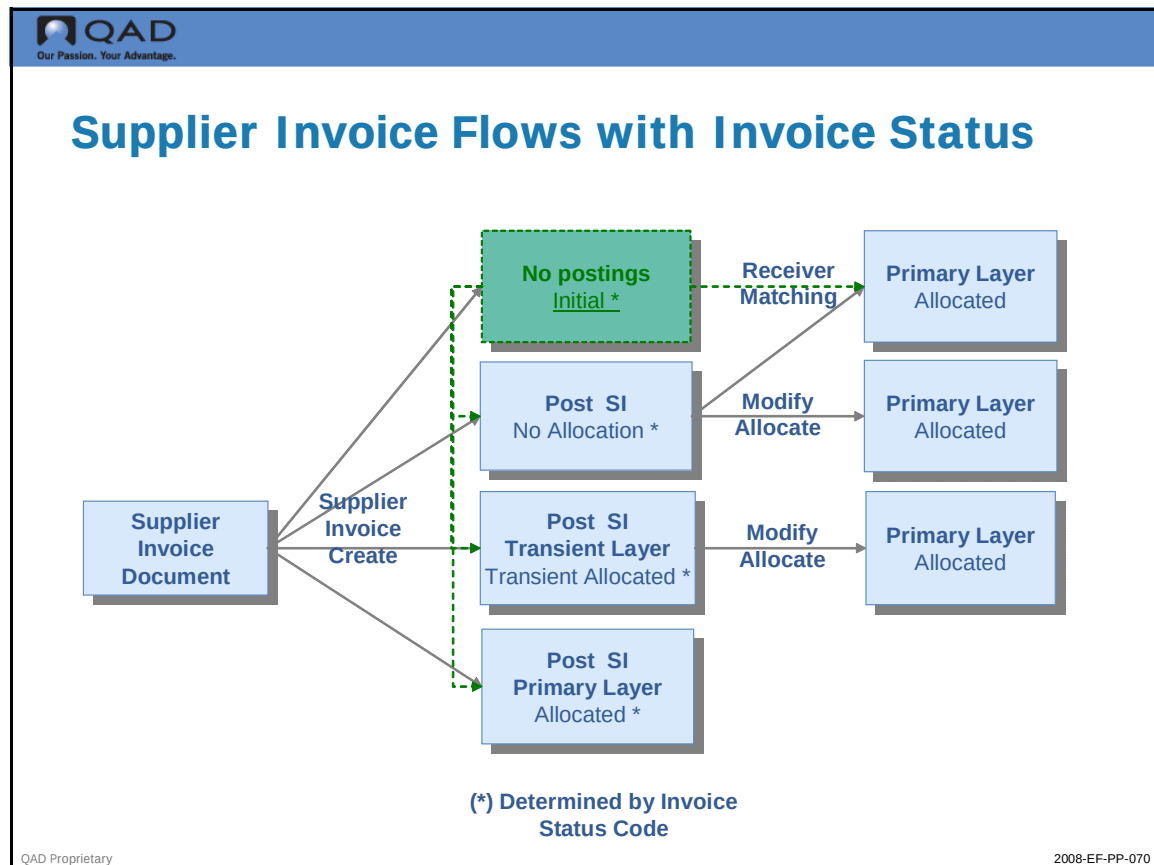


The system provides two types of matching for invoices: receiver matching or financial matching (allocation).

Receiver matching is the process of matching invoice amounts against original purchase order receipts.

Financial matching is used for payments for products or services that have not been processed through the purchasing cycle. The invoice amounts are not matched against purchase order amounts. Instead, they are posted to an Unmatched Invoices account, and then allocated directly to a cost account. These invoices would typically be one-time payments to suppliers for occasional goods or services.

Supplier Invoice Flows with Invoice Status



Supplier invoice activities, with the exception of reversing and replacing, are controlled by the invoice status code associated with the invoice. The invoice status code and its attributes determine when the invoice is ready to be posted to the official layer of the AP sub-ledger. Postings depend on the approval and allocation status of the invoice status code.

The Initial status does not create any postings.

Transient layers can be used to allocate before approval. Once approved, allocation posting is moved to the primary (official) layer.

EMEA Exercise: *Purchasing Process* on page 451

US Exercise: *Purchasing Process* on page 624

Chapter 11

AP Process

AP Process Overview



Our Passion. Your Advantage.

Overview

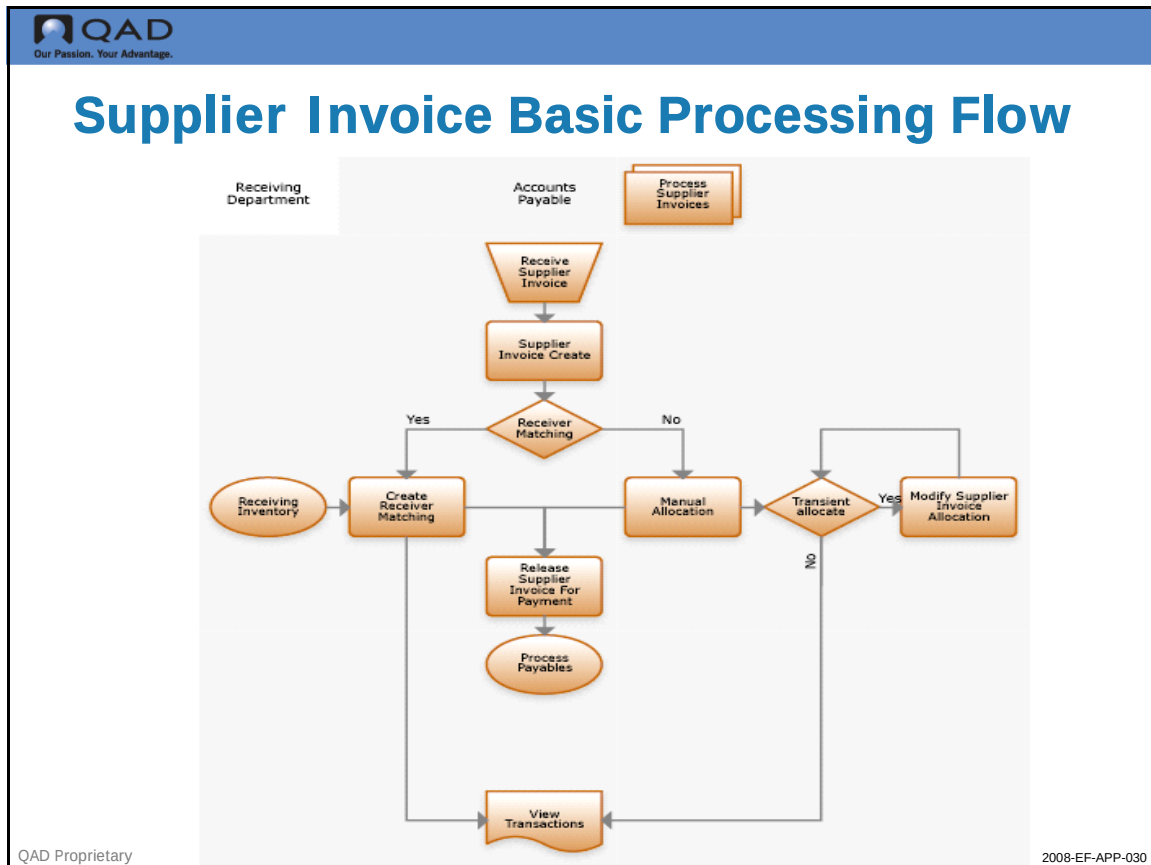
- ▲ Supplier invoice basic processing flow
- ▲ Alternative scenarios
 - “Initial” supplier invoice
 - Supplier invoice template
 - Credit note / invoice correction
 - Supplier invoice reversal / replacement
 - Tax updates
- ▲ Allocation & approval flows
- ▲ AP payments
 - Alternative flows
 - Prepayment processing
- ▲ AP reporting
 - Demo

QAD Proprietary2008-EF-APP-020

In this section, you will learn how supplier invoices and AP payment are processed in QAD Enterprise Applications. This includes several variants on the basic AP flow, and also the allocation and approval processes.

In the final section, you will review the available Accounts Payable reports.

Supplier Invoice Basic Processing Flow



Use the Supplier Invoice function (28.1.1) to create, view, modify, and delete supplier invoices and credit notes. You also use this function to:

- Create initial invoices to enter supplier documents immediately into the system.
- Match current invoices against original purchase order receipts.
- Prepare invoices for allocation and allocate the invoice.
- Approve invoices.
- Place invoices on payment hold or release invoices for payment that are currently on hold.
- Reverse incorrect invoices and their postings, and optionally replace these with new invoices.

Alternative Scenarios



Overview

- ▲ Supplier invoice basic processing flow ✓
- ▲ Alternative scenarios
 - “Initial” supplier invoice
 - Supplier invoice template
 - Credit note / invoice correction
 - Supplier invoice reversal / replacement
 - Tax updates
- ▲ Allocation & approval flows
- ▲ AP payments
 - Alternative flows
 - Prepayment processing
- ▲ AP reporting
 - Demo

Supplier Invoice Scenarios


Our Passion. Your Advantage.

Supplier Invoice Scenarios

- ▲ “Initial” supplier invoice
- ▲ Supplier invoice template
- ▲ Supplier invoice corrections / credit notes
- ▲ Supplier invoice reversal / replacement
- ▲ Tax update in receiver matching

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2008-EF-APP-060

There are a number of alternative flows to the basic Supplier Invoice Create flow:

Initial invoice:

Supplier invoice data can be entered as draft and updated/validated at a later stage.

Templates:

Re-use postings for recurring supplier invoices.

Corrections:

Use the correction functionality to reverse the posting sign instead of reversing the posting.

Reverse/Replace:

Use to correct existing supplier invoices and matching postings.

Tax Update in Receiver Matching

Use to update accrued tax postings.

Initial Supplier Invoice

“Initial” Supplier Invoice

- ▲ Simple invoice registration using invoice status code
- ▲ Similar to unconfirmed vouchers in QAD Standard Edition
- ▲ Not included in balances or aging reports, and cannot be paid
- ▲ Clerk access can be limited to initial invoice registration.

The screenshot shows the QAD software interface. At the top is the QAD logo with the tagline 'Our Passion. Your Advantage.' Below this is the title '“Initial” Supplier Invoice'. To the left of the form are four bullet points describing the invoice type. The form itself contains several fields: 'Invoice Status Code' (set to 'inhini2'), 'Description' (set to 'inh initial status for RM'), 'Lock Payment' (checked), 'Invoice Approved' (unchecked), 'Allocation Status' (set to 'No Allocation'), 'Initial Status' (checked and highlighted with a red box), 'Receiver Matching' (checked), 'Status After Match' (set to 'inhap1'), and 'Active' (checked). To the right of the form is a tree view of the 'Accounts Payable' menu, with 'Supplier Invoice Initial Create' highlighted with a red box. At the bottom left is the text 'QAD Proprietary' and at the bottom right is '2008-EF-APP-070'.

You can record supplier invoices with a status of Initial. Such invoices are locked for payment, not approved, and not allocated. They are not included in balances or aging reports, and cannot be paid.

Initial supplier invoices can be used within an approval process, in which certain roles (for example, junior clerks) are granted access to initial invoice registration only.

Initial Invoice

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“Initial” Supplier Invoice

Matching Data

Date: 03/25/2008 Year/Pd: 2008 03
Invoice: 2008 QADAPInv 000000000
Reference: PO601 inv 1
Registration Number: 000003625 Invoice Status Code: inhap1
Daybook: QADCIREC 000000000
Invoice Type: Invoice
Supplier Code: inhsupp inhsupp
Status: Finished

Pending Invoice Filter

Purchase Order Receipt | Purchase Order Shipper | Logistic Charge

Order: PO601

Transaction Date: To
External Reference: To
Internal Reference: To
Ship-To: To
Item Number: To
Buyer: Approved By:

Auto Select Recalculate Tax Rates Apply

Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	TC Matched Amount	Finished
	inhap1		10.00	10.00000	100.00	10.00	12.00000	120.00	☒
Tax Class	Tax Usage	Tax Env							
	inh								

Matching Overview

To Match: 110.00 Matched: 132.00 Difference: -22.00 USD

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

Type	Message Number	Severity	Field	Message
E	QADP15632	Normal	To Allocate	The total allocated transaction amount on the header (110) should equal the sum of allocated amounts on the underlying lines

- ▲ Receivers can be matched against initial supplier invoices
- ▲ Initial invoices can be modified before posting

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2008-EF-APP-080

Initial invoices can be modified, including amounts and postings, before posting to the primary (labelled “official”) accounting layer.

You can match receivers against initial invoices, but cannot match payments.

 QAD

Supplier Invoice Template

Supplier Invoice Template

- ▲ Matching postings can be saved as a template
 - Flag save as template
 - Enter template code
- ▲ Templates can be used by selecting a template code

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
19500	Unapproved invoice	Mech		Templ1 S01200	EUR	0.00	1,186.44
76000	Purchases	Mech		Templ1 S01200	EUR	593.22	0.00
76000	Purchases	Elec		Templ1 S01200	EUR	593.22	0.00

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2008-EF-APP-090

If you plan to record the same supplier invoice on a regular basis, posting templates let you save the posting details for reuse.

Supplier Corrections/Credit Notes


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Supplier Corrections / Credit Notes

- ▲ Same functionality as supplier invoice
- ▲ Optional *Linked to Invoice* functionality
 - Posting is reversed: CR becomes DR and visa versa
 - Only for credit notes
 - Adjustment daybook

Link to Invoice

0000

0



Adjustment

0

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2008-EF-APP-100

Link to Invoice. Only for credit notes. A credit note can have a 1-to-1 link to a supplier invoice. Only supplier invoices for the same supplier with an open balance equal or higher than the credit note amount can be selected. Linking implies an automatic adjustment (posting) of the supplier invoice and credit note with a posting date equal to the posting date of the credit note.

Adjustment. The daybook to use for a credit note/supplier invoice adjustment (see Link to Invoice field). The internal daybook must be SA (Supplier Adjustment); the sequential number is system generated.

Supplier Invoice Reverse/Replace

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Supplier Invoice Reverse/Replace

Supplier Invoice Browse for Mo... Purchase Order Maintenance Purchase Order Receipts Supplier Invoice - Reverse

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: inhsupp | Ian's test supplier

Posting: 2008 / 3 / QADAPInv / 341

Invoice Date: 03/26/2008 | Reference: PO601 inv 1

Description: PO601 inv 1 inhsupp

TC Invoice Amount: 132.00 | USD

PO Number: PO601

Reverse With: **Credit Note**

Year: 2008 | 3

Posting Date: 03/26/2008

Reverse Daybook: QADAPC | 55

Adjustment Daybook: SA | 91

Description: PO601 inv 1 inhsupp

Create Replacement: ☒

Supplier	Inv Date	Reference	TC Balance	Cum	Due Date	TC Invoice Amount (DR)	TC Invoice Amount (CR)
inhsupp	03/26/2008	PO594	110.00 USD		04/25/2008	0.00	110.00
inhsupp	03/26/2008	PO594	0.00 USD		04/25/2008	0.00	132.00
inhsupp	03/26/2008	PO594	0.00 USD		04/25/2008	132.00	0.00
Summaries:			Sum = 110.00				
Supplier	Inv Date	Reference	TC Balance	Cum	Due Date	TC Invoice Amount (DR)	TC Invoice Amount (CR)
inhsupp	03/26/2008	PO591	0.00 USD		04/25/2008	0.00	-52.00
inhsupp	03/26/2008	PO591	0.00 USD		04/25/2008	0.00	252.00
inhsupp	03/26/2008	PO591	-330.00 USD		04/25/2008	0.00	330.00
Summaries:			Sum = -330.00				

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2008-EF-APP-110

- Options to reverse and optionally replace existing invoices
- Works with financial and receiver matching
- Reversal is automatically matched to original invoice
- Can use correction of accounting functionality
- Operational updates are reversed so that receiver matching can be corrected
- Option to copy original receiver matching details for replacement invoice (under development)

Tax Update in Receiver Matching

Tax Update in Receiver Matching

▲ Tax details in receiver matching

▲ Taxes can be recalculated:

- Automatically
- On demand

▲ Optional tax amount update

Supplier Invoice Control

Go To Actions Copy Print

Next Batch: 1000

Invoice Open Qty/Amt: ☐

Use Expensed Item Var Accts: ☐

Recalculate Tax Rates: ☒

Hold Variance Amount: ☐

Matching Data

Date: 03/26/2008 Year/Id: 2008 03 Daybook: QADCIREC 000000000

Invoice: 2008 QADAPInv 000000338 Invoice Type: Invoice

Reference: PD559 inv 1 Supplier Code: inhapp Status: Finished

Registration Number: 0000003622 Invoice Status Code: inhapp1

Pending Invoice Filter

Purchase Order Receipt Purchase Order Shipper Logistic Charge

Order: PD559

Transaction Date: To:

External Reference: To:

Internal Reference: To:

Ship-To: To:

Item Number: To:

Buyer: Approved By:

Auto Select ☒ Recalculate Tax Rates ☐

Set	Log Charge	Item	Logistic Charge	Open Quantity	Unit Price	TC Open Amt	Matched Quantity	Matched Unit Price	Ti
☒	☐	inhapp		10.00	10.00000	100.00	10.00	10.00000	
☒	☐	Tax Class	Tax Usage	Tax Env					
☒	☐	inhapp1b		100.00	10.00				

QAD Proprietary 2008-EF-APP-120

- Tax Details are stored in Receiver Matching
- Tax amounts can be edited, depending on settings for the tax rate concerned

Taxes Accrued at Receipt

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Tax Update in Receiver Matching

Attachments

Supplier Code: imhsupp | Ian's test supplier | Reference: PO600

Posting: 2008 / 3 / QADAPInv / 339 | 03/26/2008 | TC Invoice Amount: 126.00 USD

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

Year: 2008 | 03 | Posting Date: 03/26/2008

Daybook Code: QADCIREC | 000000856 | Layer Type: OFFICIAL | Save As Template: ☐

Description: AP Matching: 2008/03/QADCIREC | Template Code:

GL Account	Sub-Account C	Cost Ce	Description	Curr	BC Debit (USD)	BC Credit (USD)
2205			AP Matching: 2008/	USD	110.00	0.00
5020			AP Matching: 2008/	USD	20.00	0.00
1400			AP Matching: 2008/	USD	6.00	0.00
1400			AP Matching: 2008/	USD	0.00	10.00
SIREC			AP Matching: 2008/	USD	0.00	126.00

▲ Taxes accrued at receipt and non-recoverable taxes

▲ Tax updates automatically posted

QAD Proprietary 2008-EF-APP-130

The system provides advanced functionality to accrue taxes at receipt, and to handle non-recoverable taxes.

- Changes to tax amounts can be done automatically without the need for manual posting.
- Corrections to taxes are automatically made in the matching postings.

Overview


Our Passion. Your Advantage.

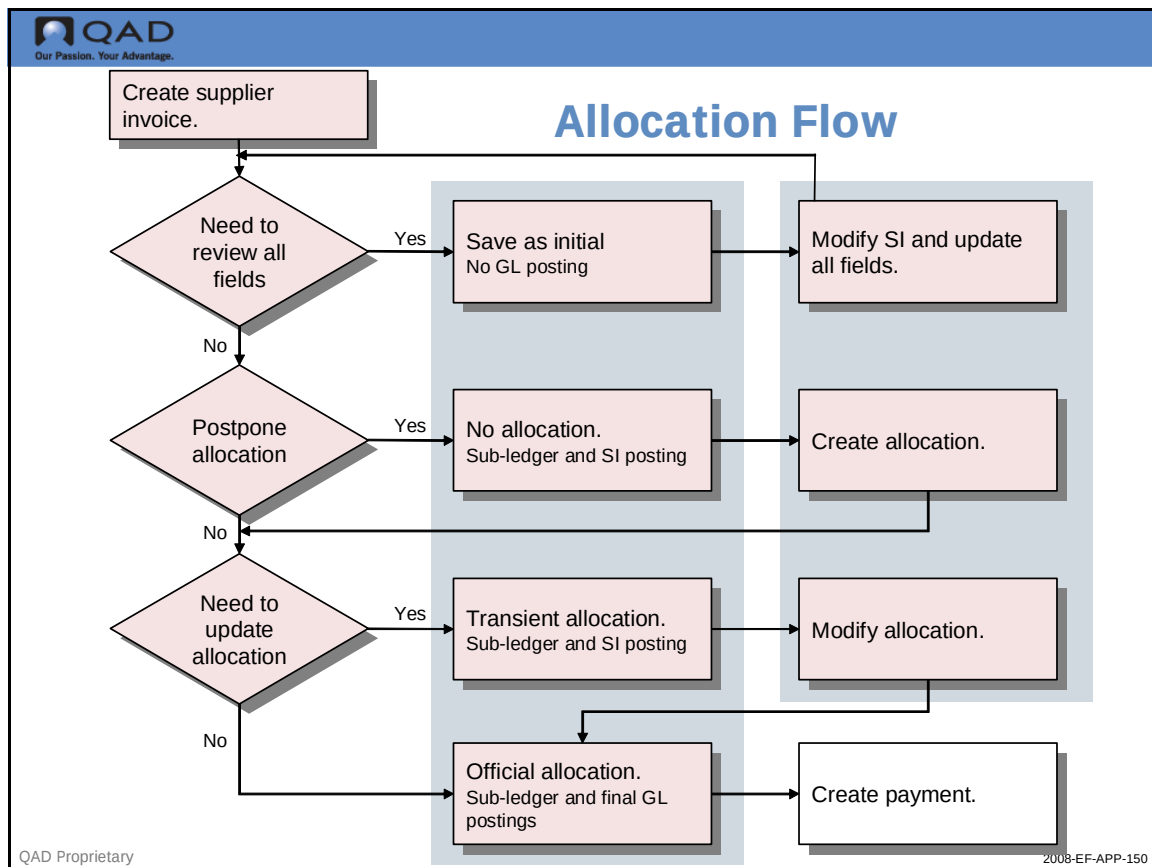
Overview

- ▲ Supplier invoice basic processing flow ✓
- ▲ Alternative scenarios ✓
 - “Initial” supplier invoice
 - Supplier invoice template
 - Credit note / invoice correction
 - Supplier invoice reversal / replacement
 - Tax updates
- ▲ Allocation & approval flows
- ▲ AP payments
 - Alternative flows
 - Prepayment processing
- ▲ AP reporting
 - Demo

QAD Proprietary2008-EF-APP-140

You will now review the allocation and approval process flows.

Allocation Flow



The Supplier Invoice Activities (28.1.1) let you select invoices to update based on their status code and move the invoices through a workflow cycle. You change the status of the invoices by selecting a different invoice status code.

You control two aspects of supplier invoicing through invoice status codes:

- Allocation of the invoice amount to accounts. This determines the postings generated and which layer is updated.
- Approval of the invoice and release for payment. This process can be completed in one or two stages. The approval process places contested invoices on hold and then releases them.

Supplier Invoice Allocation and Approval: Alternative Flows



Supplier Invoice Allocation & Approval: Alternative Flows

- ▲ Allocated – Approved – Released for payment
 - Invoice status code
- ▲ Not Allocated – Not Approved – Blocked for payment – Allocate – Approve – Release for payment
 - Invoice status code, matching tab
- ▲ Allocation to transient layer – transfer to primary layer
 - Invoice status code, Matching tab
- ▲ Credit note / invoice correction

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2008-EF-APP-160

Flow 1: Allocated – Approved – Released for Payment

In the General Tab of Supplier Invoice Create (28.1.1.1):

- Invoice Status code is:
 - Allocated
 - Approved
 - Released for payment

In the Matching Posting Tab of Supplier Invoice Create (28.1.1.1):

- The Matching Daybook is linked to the primary layer

Flow 2: Not Allocated – Not Approved – Locked for payment – Allocate – Approve – Release for Payment

In the General Tab of Supplier Invoice Create (28.1.1.1):

- Invoice Status code must be:
 - Not allocated
 - Not approved
 - Blocked for payment

- The Matching Posting Tab of Supplier Invoice Create: Disabled

A second transaction is needed to approve, transfer, and release for payment.

Allocation: Supplier Invoice Modify (28.1.1.2)

General Tab

- Change Invoice Status Code to Allocated, approve, released for payment

Matching Posting Tab

- Matching Daybook linked to primary layer (Allocation)

Flow 3: Allocation to Transient Layer – Transfer to Primary (labelled “official”) Layer

Supplier Invoice Create (28.1.1.1)

General Tab

- Invoice Status code must be
 - Transient allocation
 - Approved
 - Released for payment

Matching Posting Tab

- Matching Daybook linked to transient layer

A second transaction run is needed to transfer the allocation from transient to primary layer

Supplier Invoice Modify (28.1.1.2)

- General Tab
 - Change status to Allocated
- Matching Tab
 - Change matching daybook to one linked to primary (labelled “official”) layer

Overview


Our Passion. Your Advantage.

Overview

- ▲ Supplier invoice basic processing flow ✓
- ▲ Alternative scenarios ✓
 - “Initial” supplier invoice
 - Supplier invoice template
 - Credit note / invoice correction
 - Supplier invoice reversal / replacement
 - Tax updates
- ▲ Allocation & approval flows ✓
- ▲ AP payments
 - Alternative flows
 - Prepayment processing
- ▲ AP reporting
 - Demo

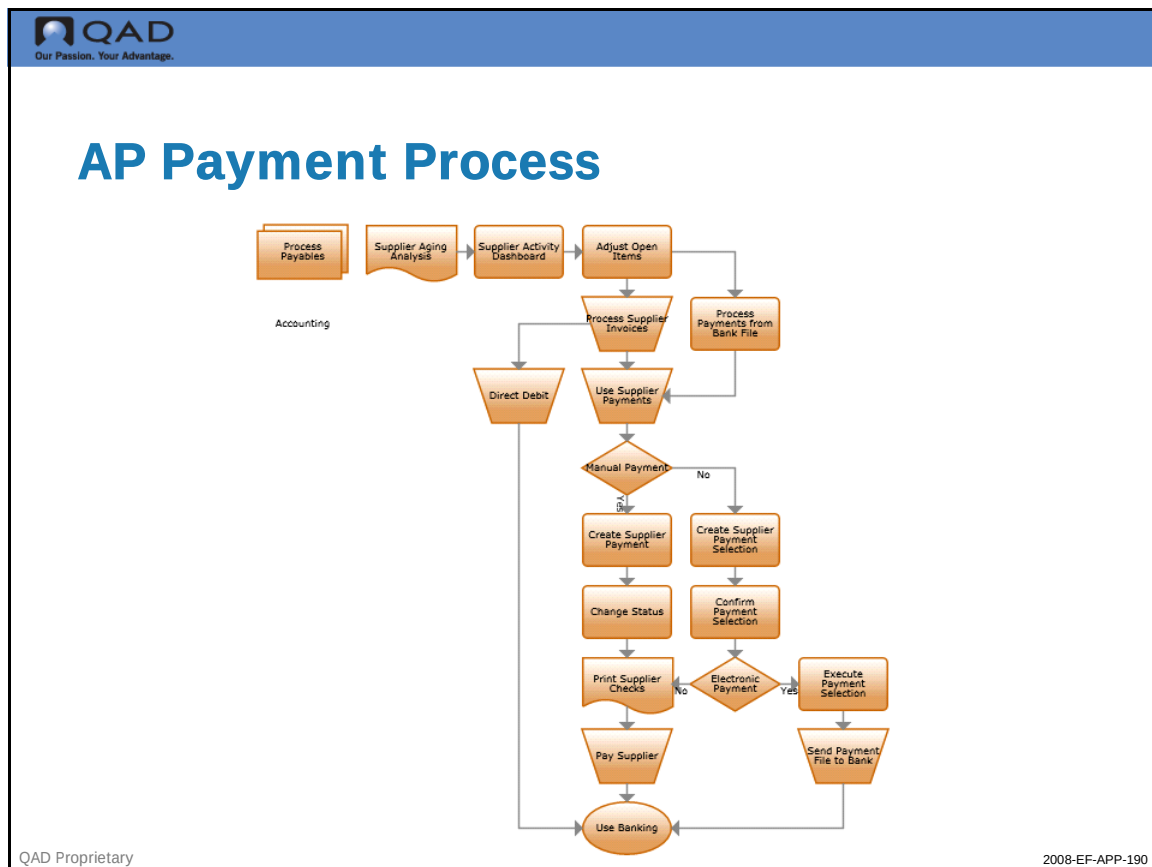
QAD Proprietary
2008-EF-APP-180

Following the purchase order to invoice and allocation flows, you will now learn how AP payments are processed in QAD Enterprise Financials.

EMEA Exercise: *Purchasing - Alternative Flows* on page 459

US Exercise: *Purchasing - Alternative Flows* on page 632

AP Payment Process



The AP payment functions let you automate the payment process. The supplier payment functionality in QAD Enterprise Financials lets you process paper and electronic payments through an approval cycle, with each stage generating its own posting. You also create and transfer payments in electronic format to your bank, with each payment file formatted according to the requirements of your bank. You configure bank account information and payment format defaults for each supplier, and these defaults are automatically used in every payment to that supplier.

AP Payments Instruments



AP Payments

- ▲ Electronic Transfer
 - Execute payment selection
 - Uses EDI tools

- ▲ Check Payment
 - Use Supplier Check Print
 - With PIP account (more control)
 - Without PIP account

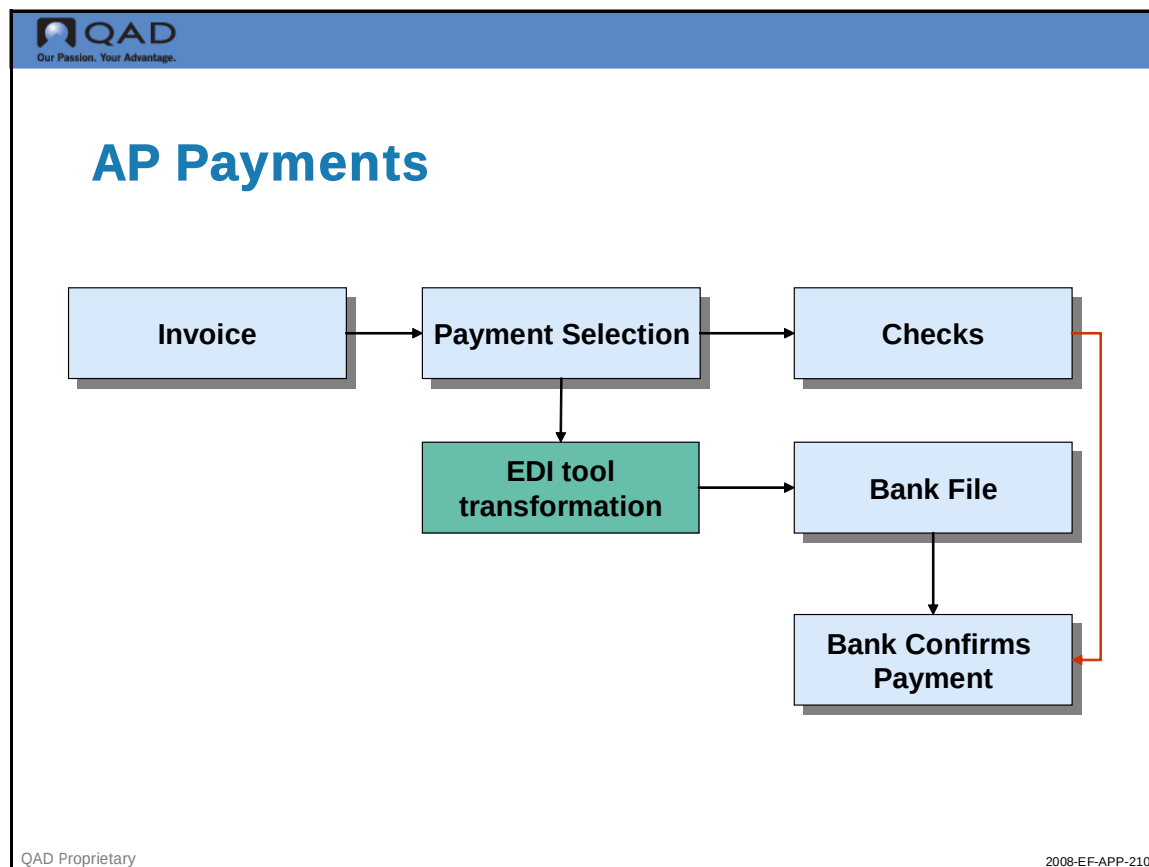
- ▲ Other Payment Instruments

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2008-EF-APP-200

You process supplier payments in the same way as customer payments. Like AR payments, manual AP payments of paper-based documents are completed using Supplier Payment Create (28.9.3.1), and electronic AP payments consisting of electronic files to be transferred to your bank are completed using Supplier Payment Selection Create (28.9.4.1).

AP Payment Flow



Supplier payments are associated with status codes, which are used to manage the payment process through final collection and updating of accounts. You process the payment by changing the payment status from one status to the next in the sequence that meets your business requirements. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Void. Typically, you will also want to have a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

Using Supplier Payment Status Create (28.9.1.1.1) to set up payment statuses for each stage in the payment sequence, and move the payment from one status to the next by changing its status. Each status change generates a posting that updates the accounts you defined. The default accounts used in supplier payments are the supplier payment and supplier control accounts.

The setup procedure for supplier payments is the similar to that for customer payments, and includes:

- Define bank accounts and payment formats. You must define as many payment formats as you have different types of supplier payments. The system retrieves your bank account details and the formats required for payments from the account information you define on the Banking tab of the supplier record.
- Define Supplier Payment accounts to associate with payment statuses.
- Define a Supplier Payments daybook to contain the postings generated by the status transitions.

- Create a set of payment statuses to match the stages through which you want to process the payment.
- Define payment groups for managing the selection process.
- Create a supplier payment.

Supplier Payment Groups

Supplier Payment Groups

▲ Use in Supplier Payment Selection Create

Supplier Payment Group Create

Go To Actions Tools Attach Print Preview

Attachments

Payment Group Priority

Description Select for Priority Payment

Active ☒

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2008-EF-APP-215

Use the Supplier Payment Group activities (28.9.1) to create, modify, view, and delete codes for grouping payments. You can select payments for processing by payment group code in Supplier Payment Selection Create (28.9.4.1).

Payment Scenarios: Checks



Payment Scenarios: Checks

- ▲ Bank entry only
- ▲ Create check – post directly to bank
- ▲ Create check – post to PIP account – change status to post to bank
- ▲ Create check – post to PIP – use bank entry

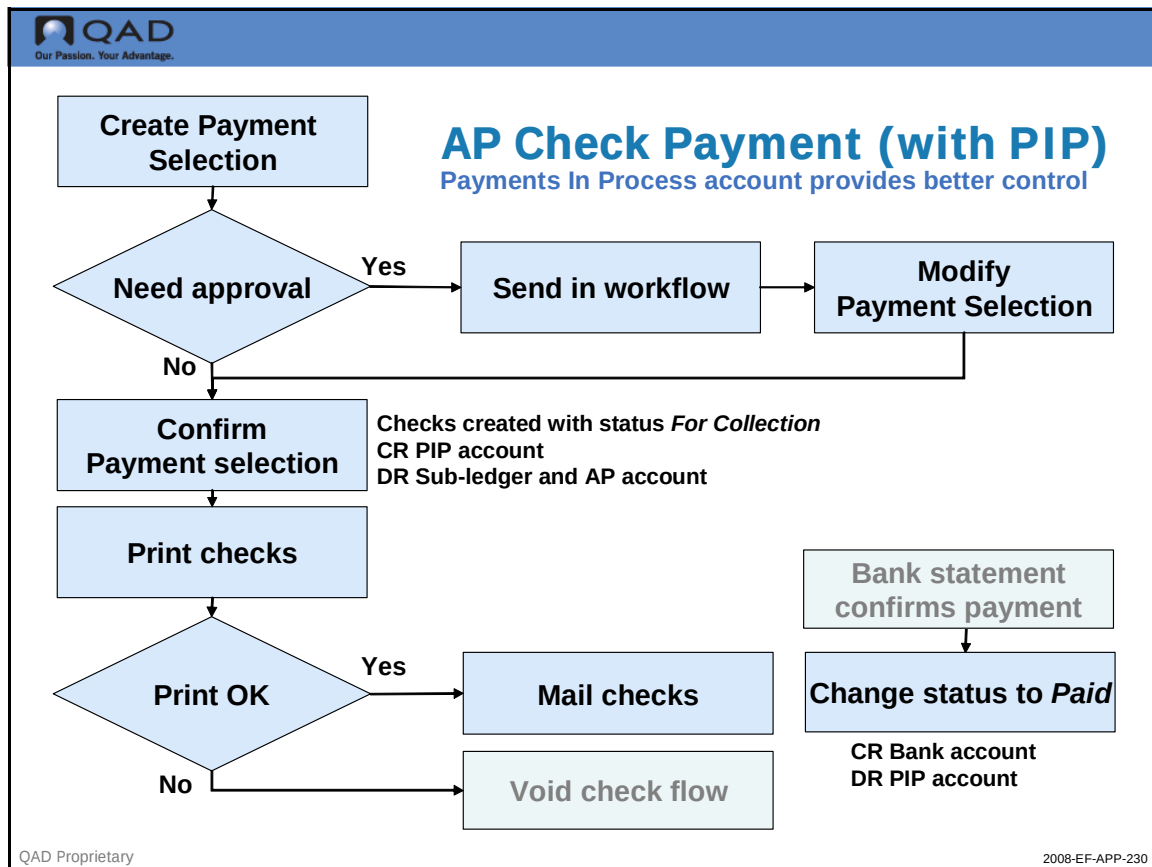
QAD Proprietary

2008-EF-APP-220

Supplier check payments can be handled in different ways:

- Direct treatment in the banking function (without a check input in the system)
- Direct posting to bank GL account, using a PIP (Payment in Process) account for easy reconciliation, with or without allocation using the banking function.

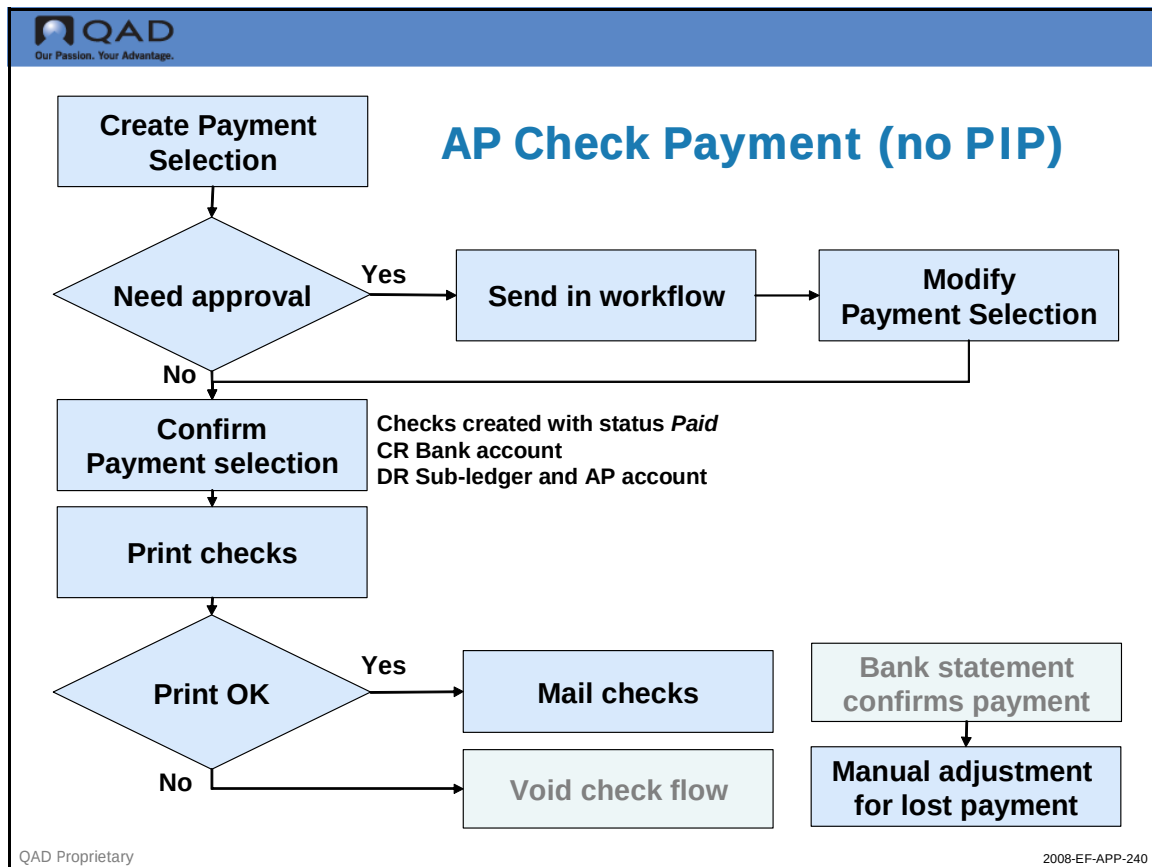
AP Check Payment (with PIP)



Create, approve, and confirm the supplier payment selection.

Print the supplier checks and send them to your suppliers

AP Check Payment (no PIP)



Indicate in the Confirm step that posting should be done directly to the bank GL account.

Payment Scenario: Electronic Transfer



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Payment Scenario: Electronic Transfer

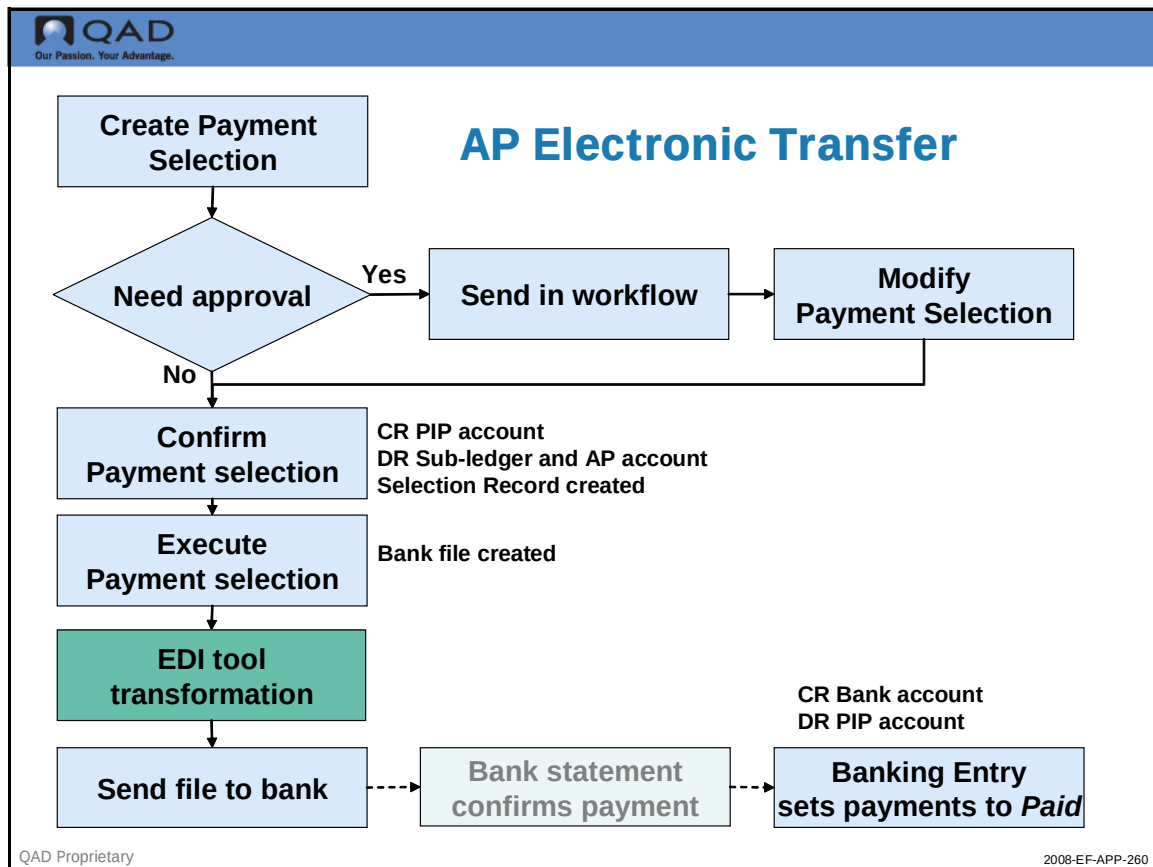
1. Create payment selection
2. Confirm payment selection (PIP account)
3. Execute payment selection (electronic file)
4. Banking entry (bank)

QAD Proprietary 2008-EF-APP-250

Create, confirm and execute the electronic payment selection.

- Use Supplier Payment Selection Execute (28.9.4.6) to create the electronic payment file.
- Use Supplier Payment Selection Re-Execute (28.9.4.7) to re-create this file, if needed.

AP Electronic Transfer



The use of a PIP account is mandatory in this process.

Other Payment Instruments


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Other Payment Instruments

- ▲ Drafts
 - Similar to checks
- ▲ Paper transfers
 - Similar to electronic transfer
- ▲ Promissory notes/Summary statements
 - Similar to checks and drafts
- ▲ Cash
 - Processed directly in Bank/Cash entry

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2008-EF-APP-270

The system has a number of pre-defined payment instruments other than check or electronic payment:

- Draft

The draft or bill of exchange is a negotiable security signed and dated by its issuer (the bank). It contains an unconditional order or instruction to pay a fixed amount to the supplier on the agreed due date. Once signed, the draft is considered a collection instrument. Its form, content, and legal consequences are governed by law.

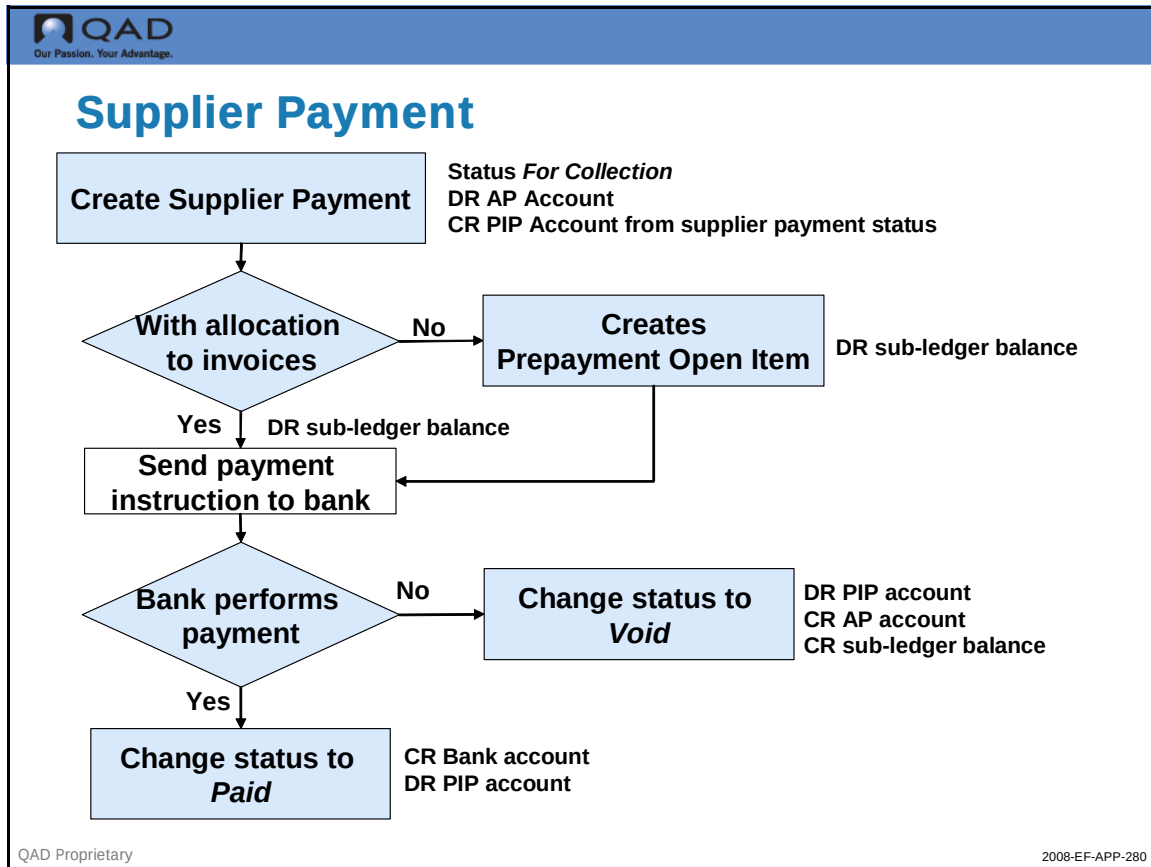
- Paper Transfer

The transfer payment instrument is an order for payment that you submit to your bank. The bank ensures that the amount is transferred to the supplier's bank account. Transfers are in paper format.

- Promissory Notes

The promissory note is a promise to pay the supplier, instead of an unconditional payment order. The promissory note carries more risk for the beneficiary and has fewer legal consequences for the issuer if payment is defaulted summary statements: You send summary statements to the supplier. Factoring companies and banks that provide credit card services use summary statements.

Supplier Prepayment



Process Flow

The supplier payment functionality is also used to create prepayments.

Prepayment using Bank



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Prepayment via Bank

- ▲ Prepayment open item created at bank statement entry
 - Debits sub-ledger balance
 - No Payment Instrument record created
- ▲ Posting
 - DR AP account
 - CR Bank account

QAD Proprietary 2008-EF-APP-290

Prepayments can also be created directly during Banking Entry Create (31.1.1).

EMEA Exercise: *AP Payment - Prepayment* on page 467

US Exercise: *AP Payment - Prepayment* on page 640

EMEA Exercise: *AP Payment - Electronic* on page 471

(EMEA Only)

AP Reporting Overview


Our Passion. Your Advantage.

Overview

- ▲ Supplier invoice basic processing flow ✓
- ▲ Alternative scenarios ✓
 - “Initial” supplier invoice
 - Supplier invoice template
 - Credit note / invoice correction
 - Supplier invoice reversal / replacement
 - Tax updates
- ▲ Allocation & approval flows ✓
- ▲ AP payments ✓
 - Alternative flows
 - Prepayment processing
- ▲ AP reporting
 - Demo

QAD Proprietary2008-EF-APP-320

You will now review the Accounts Payable reporting options.

AP Reporting



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AP Reporting

- ▲ Supplier Activity Dashboard
- ▲ Supplier Open Item Extended Report
- ▲ Supplier Aging Analysis current
- ▲ Other reports

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2008-EF-APP-330

The most commonly-used reports in Accounts Payable are:

- Supplier Activity Dashboard (28.18.1)
- Supplier Open Item Extended Report (28.17.5 or Basic Report 28.17.4)
- Supplier Aging Analysis Current (28.17.9)
- There are a wide range of AP reports, which are customizable to suit your reporting needs.

Supplier Activity Dashboard

AP Reporting

▲ Supplier Activity Dashboard

- Activity
 - Invoices & movements
- Invoices
- Payments

Supplier - Activity Dashboard

Supplier Code: S01200 Business Relation: BMW

Entity: US-EAST
US-WEST
EMEA-NL
EMEA-DE

Currency Code: EUR

Apply

Summary **Activity** Supplier Invoices Payments

Date From: 03/21/2007 To: 06/19/2007 Status: All View Detail

Drag a column header here to group by that column.

Invoice Date	Reference	Due Date	Discount Due Date	Open	TC
06/19/2007	BMW06072	07/19/2007		☐	
06/19/2007	BMW0607	07/19/2007		☒	
06/19/2007	BMW0707	07/19/2007		☒	
06/19/2007	BMW06072CR	07/19/2007		☐	

Balance: -2,000.00

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2008-EF-APP-340

The Supplier Activity Dashboard (28.18.1) offers a comprehensive overview of all activity related to a single supplier, in a single entity or over multiple entities. The drill-down generates read-only information that includes invoices, credit notes, and payments.

Supplier Open Item Extended Report



EMEA-DE Ent. of QMS EMEA
Page 1 / 1

AP Reporting

▲ Supplier Open Item Extended Report



Supplier Open Item Extended Report

Filter Values for this Report

Supplier per Page	=	No
Due Invoices Only	=	No
Include Adjustments	=	Yes
Include Credit Note Corrections	=	Yes
Include Credit Notes	=	Yes
Include Invoice Corrections	=	Yes
Include Invoices	=	Yes
Include Prepayments	=	Yes
Details	=	Yes
Reporting Currency	=	Base Currency

Curr Year/GL Voucher Pd	Invoice Date	Reference / Bank Statement	Description	Due Date	TC Orig Balance	BC Orig Balance	TC Current Balance	BC Current Balance
S01200 BMWV						-2,000.00		-2,000.00
Euro (EUR)						-2,000.00	-2,000.00	-2,000.00
Invoices						-2,000.00	-2,000.00	-2,000.00
EUR 2007/06 SINV/0000000001	06/19/2007	BMW/0607	BMW/0607 S01200	07/19/2007	-1,000.00	-1,000.00	-1,000.00	-1,000.00
2007/06 SINV/0000000003	06/19/2007	BMW/0707	BMW/0707 s01200	07/19/2007	-1,000.00	-1,000.00	-1,000.00	-1,000.00
Grand Total						-2,000.00		-2,000.00

----- End of Report -----

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2008-EF-APP-350

Select open or closed payments and display individual payment details, as well as total amounts for each selection you make. Opt. filter by currency.

The Activity tab displays all invoices and associated payments for the supplier. Payments display as child rows beneath their associated invoices. You can view the invoice and payment information separately using the Supplier Invoices and Payments tabs.

You can use grid features to group and sort information by key credit-related details such as the number of weeks overdue, or see all invoices due in a certain week.

Supplier Aging Analysis Current



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AP Reporting

Supplier Aging Analysis Current



QAD

Supplier Aging Analysis Current

EMEA-DE Ent. of QMS EMEA
Page 1 / 1

Filter Values for this Report									
Aging Offset	=	1							
Aging Type	=	Months							
Entity	Can-Do	EMEA-DE							
Supplier Balance	=	ALL							
Date for Aging Calculation	=	20070619							
Invoices within Terms	=	Yes							
Reporting Currency	=	Base Currency							
Summary Info By	Can-Do	All							
To GL Period	=	6							
To GL Calendar Year	=	2007							

Curr.	Daybook / Voucher	Invoice Date	Due Date	Open Item (TC)	Open Item (BC)	Within Terms	1	2	3	4+
S01200										
Maximilianstrasse 3										
Munchen 80788				-2,000.00	-2,000.00	0.00	0.00	0.00	0.00	0.00
EUR				-2,000.00	-2,000.00	0.00	0.00	0.00	0.00	0.00
INVOICE				-2,000.00	-2,000.00	0.00	0.00	0.00	0.00	0.00
EUR SINV/1.00	06/19/2007	07/19/2007		-1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
EUR SINV/3.00	06/19/2007	07/19/2007		-1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
Grand Total				-2,000.00	-2,000.00	0.00	0.00	0.00	0.00	0.00

----- End of Report -----

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2008-EF-APP-360

Lists all open items created in the specified time frame. Also lists the due supplier open items by number of periods overdue at the entered date for aging calculation.

Chapter 12

Banking Entries

Overview


Our Passion. Your Advantage.

Overview

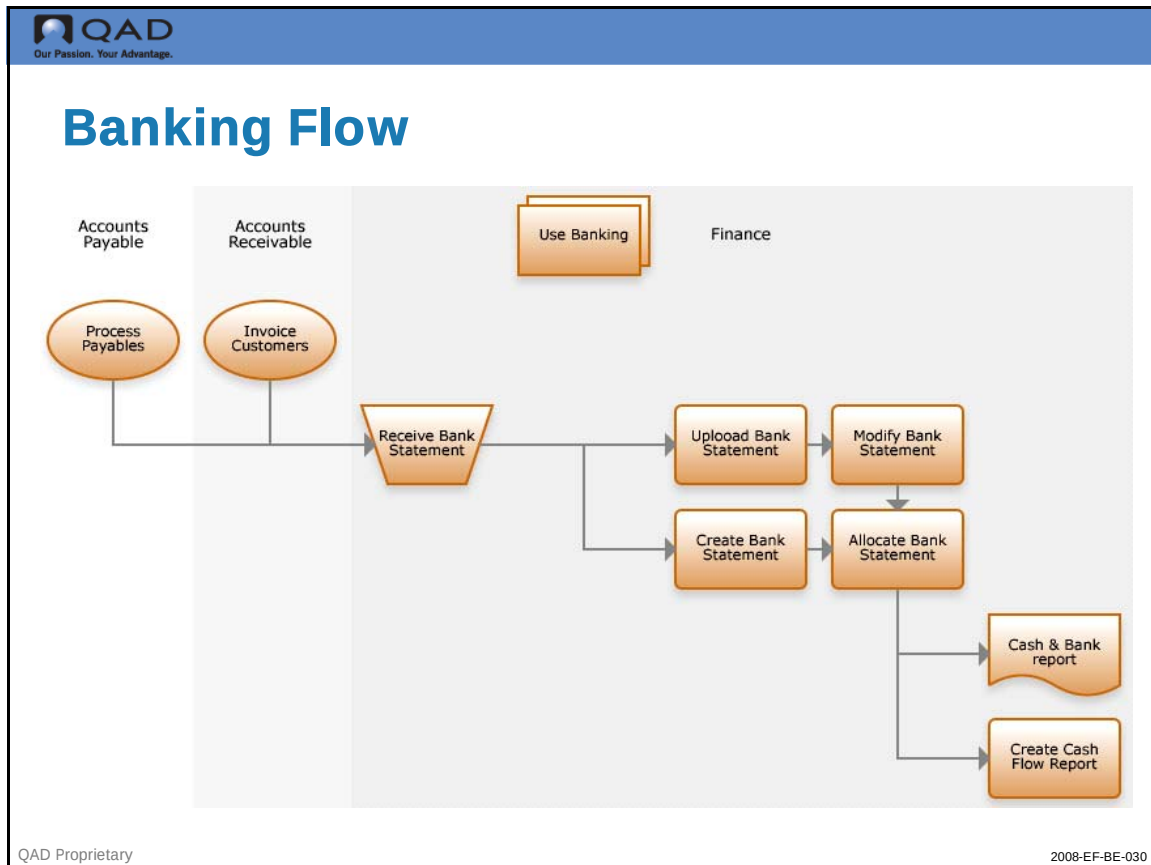
- ▲ Banking flow
- ▲ Bank statement allocation
 - Prerequisites
 - Flow
 - Activities
- ▲ Bank statement - other activities

QAD Proprietary

2008-EF-BE-020

In this chapter, you will learn how banking is handled in QAD Enterprise Applications. This includes the banking flow, bank statement activities, and statement allocation.

Banking Flow



The Banking Entry Create (31.1.1) function is the single entry point for creating, maintaining, and allocating statements. You can modify existing bank statements depending on their status.

Banking Flow

Banking Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Bank

GL Account: 1100 Current bank account USD Bank Statement Year: 2008 Bank Statement: 001

Bank Account No: GL Balance: 0.00

Unallocated Statement Balance: 0.00 USD Status: Unallocated

Posting

Posting Date: 08/14/2008 GL Calendar Year: 2008

Daybook: BEUSD Amount to Allocate: 10,000.00 DR

Balance

Opening Balance: 0.00

Activity: 10,000.00

Closing Balance: 10,000.00

Num	Value Date	Description	TC Amount	In/Out	Status
1	08/14/2008	001	10,000.00	In	Unallocated

QAD Proprietary 2008-EF-BE-040

Each statement has one of the following statuses depending on the status of its statement lines:

- Allocated
All statement lines are allocated
- Unallocated.
No statement lines are allocated yet
- Partially Allocated.
Some (but not all) statement lines are allocated

Bank Statement Allocation



Bank Statement Allocation

- ▲ Prerequisites
- ▲ Flow
- ▲ Activities
 - Allocate to invoice
 - Allocate to GL account
 - Allocate to payment selection
 - Allocate to payment

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2008-EF-BE-050

Available allocation options include:

- Choose Allocate to Invoice to allocate the entry amounts to invoices, prepayments, or payment selections to which you want to allocate the entry amount. For this choice, you can define configuration settings to streamline the process.
- Choose Allocate to Payment or Payment Selection to allocate the entry amounts to a customer or supplier payment selection.
- Choose Allocate to GL Account to create a journal entry that allocates the banking entry amount to GL accounts.

Prerequisites

Bank Statement Allocation Prerequisites

▲ Mandatory

- Bank statement with at least one line
- Current activity: create, modify or allocate

▲ Optional

- none

Bank

GL Account: 1100 Current bank account USD Bank Statement Year: 2008 GL Balance: 0.00
 Bank Account No: Unallocated Statement Balance: 10,000.00 USD Status: Unallocated

Posting

Posting Date: 08/14/2008 GL Calendar Year: 2008 Daybook: BEUSD Amount to Allocate: 100.00 DR

Balance

Opening Balance: 10,000.00 Activity: 100.00 Closing Balance: 10,100.00

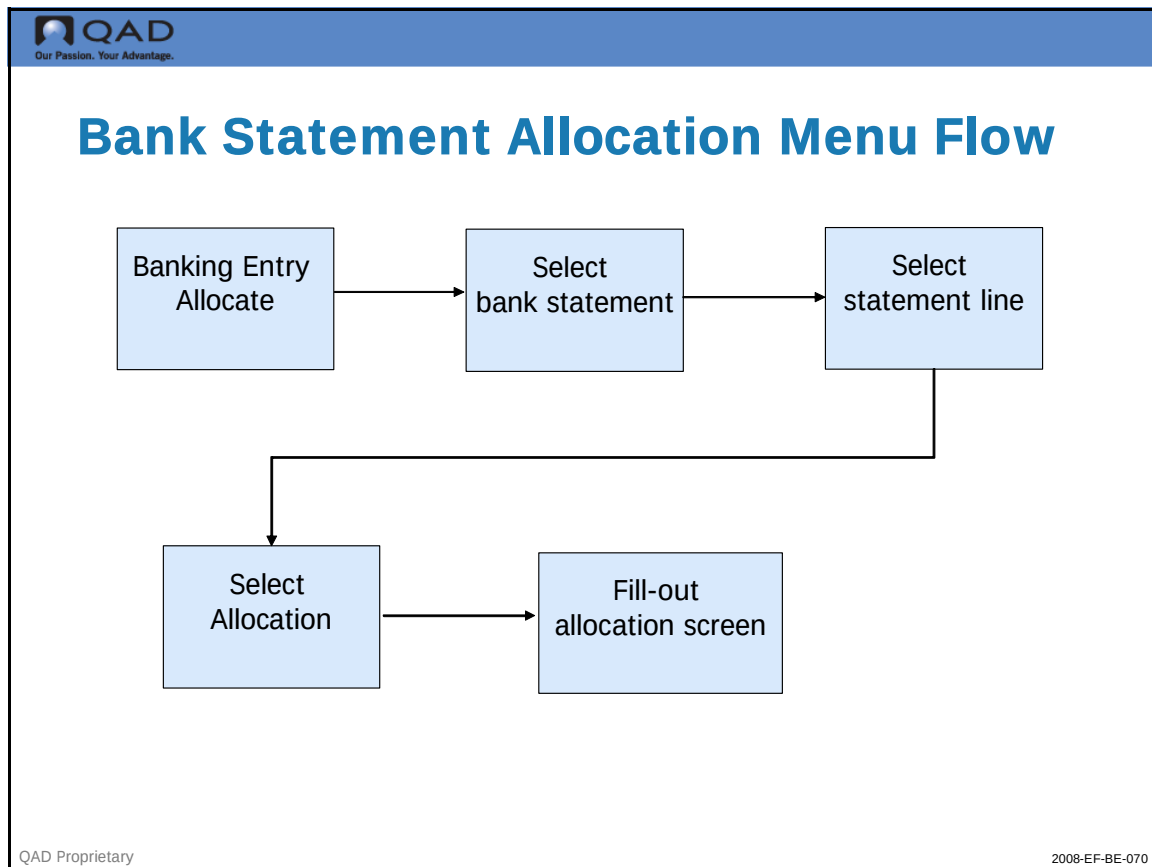
Numb	Value Date	Description	TC Amount	In/Out	Status	Allocate
1	08/14/2008	002	100.00	In	Unallocated	Allocate

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2008-EF-BE-060

Bank statement lines can be created manually or uploaded. A bank statement is required to have at least one line to be allocated.

Menu Flow



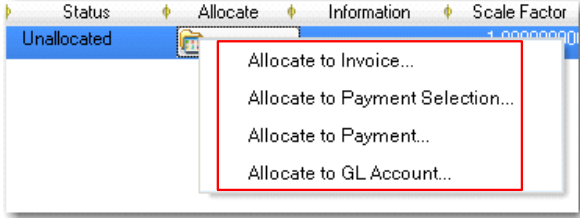
- 1 Select Banking Entry Allocate.
Browse through unallocated/partially-allocated bank statements.
- 2 Select a bank statement in the browse.
Screen with one bank statement.
- 3 Select a bank statement line.
- 4 Use Allocation button or Right-mouse click and select Allocate.
- 5 Complete the Allocation screen.

Variants



Bank Statement Allocation Variants

- ▲ Allocate bank statement line to
 - Invoice / Open item
 - GL account
 - Payment selection
 - payment



QAD Proprietary 2008-EF-BE-080

Each statement line must be allocated to:

- An invoice (customer or supplier) or an open item (including prepayments)
- A GL account
- A payment selection. Payment selections are groups of supplier payments or a direct debit (customer payments).
- A payment (such as check or draft)

Click on Allocate on the statement line header to access the different options.

Bank Statement Updates/Deletion


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Bank Statement Updates / Deletion

- ▲ Update by bank statement status
 - Allocated: no update
 - Unallocated/partially allocated:
 - Bank Statement Number
 - Posting Year/Date (used at registration time)
 - Opening Balance
 - All line information
- ▲ Delete
 - Only with status “unallocated”

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2008-EF-BE-090

The status of the bank statement defines which fields can be modified:

- Allocated: All fields are read-only; only the View activity is allowed
- Not Allocated/Partly Allocated. The following fields can be modified:
 - Bank Statement Number
 - Posting Year/Date (used at registration time)
 - Opening Balance
 - All line information

You can only delete bank statements which have a status of Unallocated.

Banking Entries and Foreign Currency

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Banking Entries & Foreign Currency

- ▲ Case 1: 2 currencies
 - Example: EUR bank - CNY payment
 - Bank exchange rate : 1 EUR = 10,10 CNY
- ▲ Case 2: 3 currencies
 - Example: EUR bank - USD payment - CNY invoice
 - Bank exchange rate : 1 EUR = 1,75 USD

QAD Proprietary 2008-EF-BE-100

You can also enter additional information on value dates, external exchange rates and currencies by selecting the Value Details option.

These details can be used for cash forecasting and for handling exchange rates.

Right-click the entry line to display the option.

Bank Statement Related Reports


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Bank Statement Related Reports

Cash and Bank GL Report

Entity:		EMEA-DE	GL Acct	1220	2007 Year	Current bank account EUR	
Mon/Da/	Voucher No	Description	Corresponding Account	DR Amt	CR Amt		
Beginning Balance							
8	6	0	payments customer C 0000	10000 Accounts Receivable	400.00		0.00
8	6	0	to 1	10000 Accounts Receivable	500.00		0.00
8	6	0	trading pet/cash	30000 Transfer Clearing Acct	0.00		1000.00
8	6	0	payments supplier S01200	10000 Accounts Payable	0.00		900.00
8	6	0	not documented payment	30000 Transfer Clearing Acct	0.00		250.00
8	6	0	bank charges	50000 Bank Charges	0.00		50.00
8	6	0	corrected	30000 Transfer Clearing Acct	250.00		0.00
8	6	0	Inter-Company Posting	21100 IC AR GL Acct	950.00		0.00
8	6	0	Inter-Company Posting	21100 IC AR GL Acct	500.00		0.00
8	6	0	be codes of	10000 Accounts Receivable	600.00		0.00
Daily Totals:					22,200.00		2,200.00

▲ Cash and Bank GL report (25.15.7.1.6)

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2008-EF-BE-110

The Cash and Bank GL Report lists the transactions that are posted on the selected cash or bank account and the corresponding GL accounts on which the cash or bank transactions have been posted.

EMEA Exercise: *Banking Entry* on page 485

US Exercise: *Banking Entry* on page 647

Chapter 13

Netting and Open Items

Netting and Open Items Overview


Our Passion. Your Advantage.

Overview

- ▲ Definitions
- ▲ Open item reports
- ▲ Netting and Open Item Adjustment

QAD Proprietary2008-EF-NOI-020

Use Open Item Adjustment Create (25.13.5) to reconcile unpaid or incorrectly paid invoices and credit notes. In addition, you can record prepayments and adjustments, change the value of an existing open item, or create a new open item. All open item adjustments are recorded in the primary layer.

If the Customer/Supplier Compensation Allowed field is selected in the business relation, customer and supplier open items belonging to the same business relation can be adjusted directly against each other.

Definitions



Open Item Definitions

- ▲ Open item
 - A customer or supplier unpaid invoice or credit note
 - A prepayment that is not yet allocated (netted)
 - An open transaction on a GL account type open item
- ▲ Open item types
 - Invoice
 - Credit note
 - Prepayment
 - Adjustment
- ▲ Closed open item
 - Balance = 0
 - Closed by payment/receipt/netting

Reports



EMEA-DE Ent. of QMS EMEA
Page 1 / 4

Customer Open Item Basic Report



Customer Open Item Report

Filter Values for this Report

Curr	Voucher	Pay Date	Post Date	Description	Due Dt	Due Dt	TC Orig Balance	BC Orig Balance	TC Current Balance	BC Current Balance
CE1000				Barca Sports		Phone:		Contact:		
						Fax:				
								8.117,30		8.117,30
Euro (EUR)							8.117,30	8.117,30	8.117,30	8.117,30
Credit Notes							-225,00	-225,00	-225,00	-225,00
EUR	CCNH0/0000000002	06/03/2007	06/03/2007	lo ho 3	09/02/2007	06/13/2007	-225,00	-225,00	-225,00	-225,00
Invoices							8.342,30	8.342,30	8.342,30	8.342,30
EUR	CH0/0000000003	06/01/2007	06/01/2007	HO 1	07/01/2007	06/11/2007	2.500,00	2.500,00	2.500,00	2.500,00
	CH0/0000000004	06/01/2007	06/01/2007	HO 2	07/01/2007	06/11/2007	2.500,00	2.500,00	2.500,00	2.500,00
	CH0/0000000005	06/01/2007	06/01/2007	HO	07/01/2007	06/11/2007	2.500,00	2.500,00	2.500,00	2.500,00
	CH0/0000000013	07/01/2007	07/01/2007	oi ho 1	07/31/2007	07/11/2007	30,20	30,20	30,20	30,20
	CH0/0000000014	07/01/2007	07/01/2007	oi ho 2	07/31/2007	07/11/2007	812,10	812,10	812,10	812,10

QAD Proprietary
2008-EF-NOI-040

Extended Report

 Supplier Open Item Extended Report EMEA-DE-Bit #10ME EMEA Page 1 / 3								
Filter Values for this Report								
Year/GL Voucher Pd	Invoice Date	Reference / Bank Statement	Description	Due Date	TC Orig Balance	BC Orig Balance	TC Current Balance	BC Current Balance
S00100 100 % Pure						-72.199,80		-72.199,80
Euro (EUR)					-72.199,80	-72.199,80	-72.199,80	-72.199,80
Invoices					-72.199,80	-72.199,80	-72.199,80	-72.199,80
2007/06 SIN/0000000001	06/21/2007	RC P-PO 1000	RC P-PO 1000 S00100	06/31/2007	-15.053,50	-15.053,50	-15.053,50	-15.053,50
2007/06 SIN/0000000003	06/21/2007	RC P-PO 1003	RC P-PO 1003 S00100	06/31/2007	-10.733,80	-10.733,80	-10.733,80	-10.733,80
2007/06 SIN/0000000004	06/21/2007	RC P-PO 1003b	RC P-PO 1003b S00100	06/31/2007	-23.205,00	-23.205,00	-23.205,00	-23.205,00
2007/06 SIN/0000000009	06/21/2007	RC P-PO 1011	RC P-PO 1011 S00100	06/31/2007	-23.205,00	-23.205,00	-23.205,00	-23.205,00
2008/04 SIN/0000000001	04/25/2008	Int t24	Int t24 S00100	06/30/2008	-2,50	-2,50	-2,50	-2,50
S01200 BMW						-2.750,00		-2.750,00
Euro (EUR)					-2.750,00	-2.750,00	-2.750,00	-2.750,00
Invoices					-5.200,00	-5.200,00	-5.200,00	-5.200,00
2007/06 SIN/0000000006	06/21/2007	8 MVA0307	8 MVA0307 S01200	07/21/2007	-1.100,00	-1.100,00	-1.100,00	-1.100,00
2007/06 SIN/0000000007	06/21/2007	8 MVA0407	8 MVA0407 S01200	07/21/2007	-2.000,00	-2.000,00	-2.000,00	-2.000,00
2007/06 SIN/0000000011	06/21/2007	8 MVA0607	8 MVA0607 S01200	07/21/2007	-1.100,00	-1.100,00	-1.100,00	-1.100,00
2007/06 SIN/0000000013	06/24/2007	8 MVA9999	8 MVA9999 S01200	07/24/2007	-1.000,00	-1.000,00	-1.000,00	-1.000,00
Prepayments					2.450,00	2.450,00	2.450,00	2.450,00
2007/06 APPAY/0000000001	06/21/2007	0307		06/21/2007	400,00	400,00	400,00	400,00
2007/06 APPAY/0000000005	06/22/2007		8 MVA0000	06/22/2007	400,00	400,00	400,00	400,00
2007/06 8 EEU/0000000002	06/22/2007	003	Prepayment 8 MVA0909	07/22/2007	750,00	750,00	750,00	750,00
2007/06 8 EEU/0000000007	06/22/2007	006	Prepayment 8 MVA0909	07/22/2007	900,00	900,00	900,00	900,00
S01400 Shen Bike Parts						-291.262,14		-291.262,14
Yuan Renminbi (CNY)					-3.000.000,00	-291.262,14	-3.000.000,00	-291.262,14
Printed by mlg from domain QMSEMEA, extBY EMEA-DE on 8/14/2008 1:12:21PM								

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2008-EF-NOI-050

Netting and Open Item Adjustment

Netting and Open Item Adjustment

- ▲ Customer/supplier open items
 - Use Open Item Adjustment Create

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Netting and Open Item Adjustment

▲ Customer/supplier open items

— Use 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: 08/14/2008

Daybook Code: CUSTADJ 1 Layer: Primary

New Item Allocate GL BC Balance: 0.00 DR

Search Criteria for Invoices/Payments

Business Relation: Barca Sports 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/CCNHO/00000000	Credit Note	08/03/2007	225.00	CR	EUR	☐	225.00

QAD Proprietary EF-NOI-060

GL Open Item

Netting and Open Item Adjustment

▲ GL open item

- Use Journal Entry with GL account type = Open Item

The screenshot shows the 'Journal Entry Create' window with fields for Year (2008), Posting Date (08/14/2008), Daybook Code (JE), Layer Type (OFFICIAL), and Sequence Number (000000000). A red box highlights the 'GL Account' field. Below it, the 'General Ledger Account Search' window is open, showing search criteria: Account equals, Description equals, and GL Type equals Open Items Account. The search results table lists three accounts:

Account	Description	Sub-Account	Cost Center Account	Proj Analysis	Ac
10200	Customer payment bounced	no	no	no	
15200	Supplier bounced	no	no	no	
19200	Accruals	yes	no	no	

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2008-EF-NOI-070

Create a new open item or allocate to an existing open item.

Customer/Supplier Netting

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Customer/Supplier Netting

Business Relation - Modify

Go To Actions Tools Attach Print Preview

Attachments

Business Relation: Roxy

Name: Roxy

Search Name: Roxy

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-NOI-080

To enable customer/supplier netting, you must select a field in the business relation: Customer/Supplier Compensation Allowed field on the General tab.

EMEA Exercise: *Open Item Adjustments and Netting* on page 494

US Exercise: *Open Item Adjustments and Netting* on page 652

Chapter 14

General Ledger Setup

General Ledger Setup Overview


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Overview

- ▲ GL setup flow
- ▲ Prerequisites
 - Accounting Layers
 - Daybooks
- ▲ Chart of accounts
- ▲ GL mask
- ▲ Operational accounting defaults

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2008-EF-GLS-020

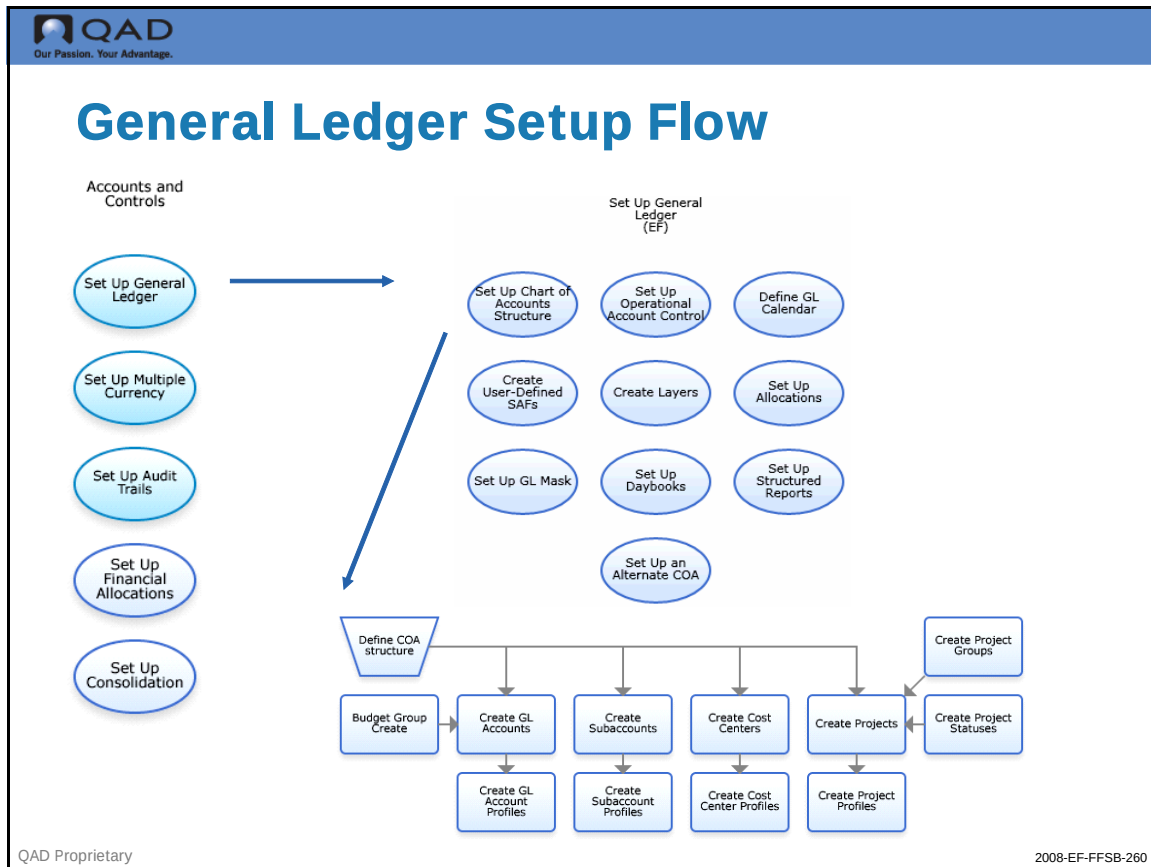
In this chapter, you will learn how to set up the general ledger and its components.

The GL account is the base unit in the general ledger. Transactions are posted during predefined GL periods within the GL calendar year. You can further analyze transactions using sub-accounts, cost centers, projects, and supplementary analysis fields (SAFs).

Transactions are recorded in daybooks, which are system or user-defined views of the general ledger and contain all transactions. Daybooks control the posting of transactions because each daybook must be linked to an accounting layer.

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

General Ledger Setup Flow



The process maps in the slide display the steps required to set up the general ledger.

You must set up the following GL components before you can define the chart of accounts:

- Accounting layers
- Daybooks

The following sections describe how to set these up layers and daybooks.

Accounting Layers Highlights



Accounting Layer Highlights

- ▲ Primary, secondary, transient
- ▲ Associate daybooks with a layer
- ▲ Change daybook to move to other layer
 - Mass Layer Transfer to move transactions in batch
- ▲ Opt. select multiple layers for reporting

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2008-EF-FFAS-040

Accounting layers provide different ways of segregating transactions within a single GL account. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: primary, secondary, and transient.

Transient accounting layers enable temporary posting for review or analysis, before official posting and publication of accounts. When a daybook is associated with the transient layer, transactions are posted to this layer for temporary review. If the daybook is associated with the primary (official) layer, transactions are immediately posted to the general ledger.

Use secondary (management) layers to provide different types of GAAP reports within one organization. For example, you can compile a set of local accounts for a French subsidiary of a US parent organization that comply with French GAAP standards. You can then compile US GAAP accounts for the parent company, and generate reports on the combination of the two sets. Then, review your subsidiary accounts, and create correction and adjustment transactions to make these accounts comply with the parent company GAAP standards.

Auditor adjustments are generally applied in the secondary layer. IFRS and US GAAP requirements are also implemented in the secondary layer. When transferring between layers, the daybooks must be of the same type. You can transfer only from the transient layer to the other layers. When the transaction is transferred, a new daybook and reference is created for it.

Primary layer (labeled as official layer):

The primary layer is mandatory and system-defined. All official postings are posted to the primary layer, and cannot be deleted or transferred to another layer. The primary layer is used for statutory postings; for example, fiscal stock valuation or fiscal depreciation.

Secondary layer (labeled as management layer):

The secondary layer is usually used for management accounts. Types of posting suitable for the secondary layer include accruals, stock valuation, elimination postings for consolidation, auditing adjustments, or for IFRS- and GAAP-specific requirements. The secondary layer is also optional, and you can define custom secondary layers, which behave in the same way as the system-defined layer. Postings to the secondary layer do not update account balances.

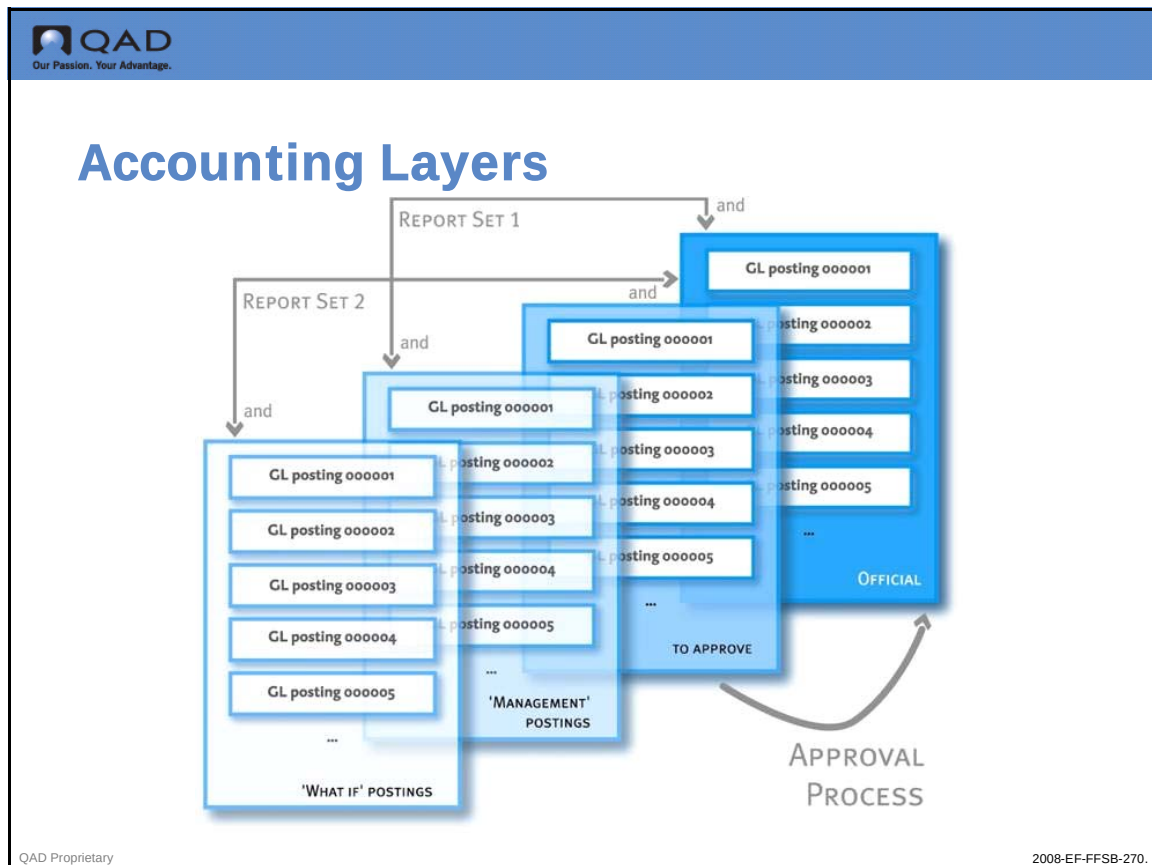
Transient layer:

The transient layer is used for postings for internal use only, and should be separate from legal accounting. Certain transactions can, for example, require approval by management before being officially posted. Accounting transactions can be registered in transient layers and then transferred to primary or secondary layers. Reporting can be applied to combinations of layers to produce a complete record of transaction records. A limited number of transactions can be posted to the transient layer:

- Consolidation
- Journal entries
- Reversing entries
- Matching postings for supplier invoices

The transient layer is optional. Transactions posted to this layer have no impact on GL, and can be modified or deleted. You can also define custom transient layers, which behave in the same way as the system defined transient layer.

Accounting Layers



All transaction posting lines are recorded in daybooks that point to a specific accounting layer. Postings can be transferred from one layer to another (for example, transient to primary) by changing the daybook. You can also transfer postings in batch using Mass Layer Transfer Execute (5.13.11).

When generating reports, you can select multiple layers to report on, allowing you to view what-if simulations, and to create management reports.

Daybook Highlights


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Daybook Highlights

- ▲ Mandatory in all modules
- ▲ Linked to a specific accounting layer
- ▲ Controlled by:
 - Financial (GL, AR, AP...)
 - Operational (Sales, purchasing, manufacturing...)
 - External (Interface to external systems (payroll...))
- ▲ Allows summarization by transaction type
 - Credit notes, invoices, inventory receipts, stock receipts
- ▲ Control numbering
- ▲ Daybook sets associated with site or customers
- ▲ Default Daybook Maintenance
 - By transaction type: IC, SO,WO, FA
 - By document type: RCT-PO, ISS-SO, ISS-UNP, ...

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2008-EF-FFSB-290.

The use of daybooks is mandatory in all modules. Daybooks provide many advantages in terms of analysis, segregation of transactions, numbering and, consequently, speed of period close. Using different types of daybooks lets you group GL transactions to satisfy legal reporting requirements or to ensure that GL reporting is consistent with common business practice.

Daybooks record transactions chronologically, and, as such, provide dated records of the entire financial activity of the entity.

At minimum, you must create one system daybook record, which has the transaction type, document type, and entity range blank. This daybook is used when the system cannot find a matching record based on a combination of the transaction type, document type, and entity.

Daybook Sets

Each sales order is associated with a daybook set assigned to the bill-to customer address. Individual daybooks in the set are used to record invoices, credit notes, intercompany transactions, and, when correction invoices are used, associated correction documents.

Depending on your company's business requirements, you can define daybook sets either for the entire domain or for individual sites. For example, the site-based method supports the requirement to use a different invoice sequence for each shipping site.

Regardless of which method you use, you must define at least one daybook set. This setting is used as the default for new customer records.

After creating daybook sets, assign one to each customer address in Customer Maintenance (2.1.1).

Default Daybooks

Default daybooks are defined in Default Daybook Maintenance (25.8.4), and control the assignment of the following types of operational GL transactions to daybooks:

- Fixed Assets
- Inventory Control
- Sales Order (non-invoice transactions only; invoice daybooks are controlled by daybook sets)
- Work Orders

Daybook Create

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Daybook Create

Daybook Create x

Go To Actions Tools Attach Print Preview

Attachments

Daybook Code

Description

Daybook Type

Layer Code Primary

Active ☒

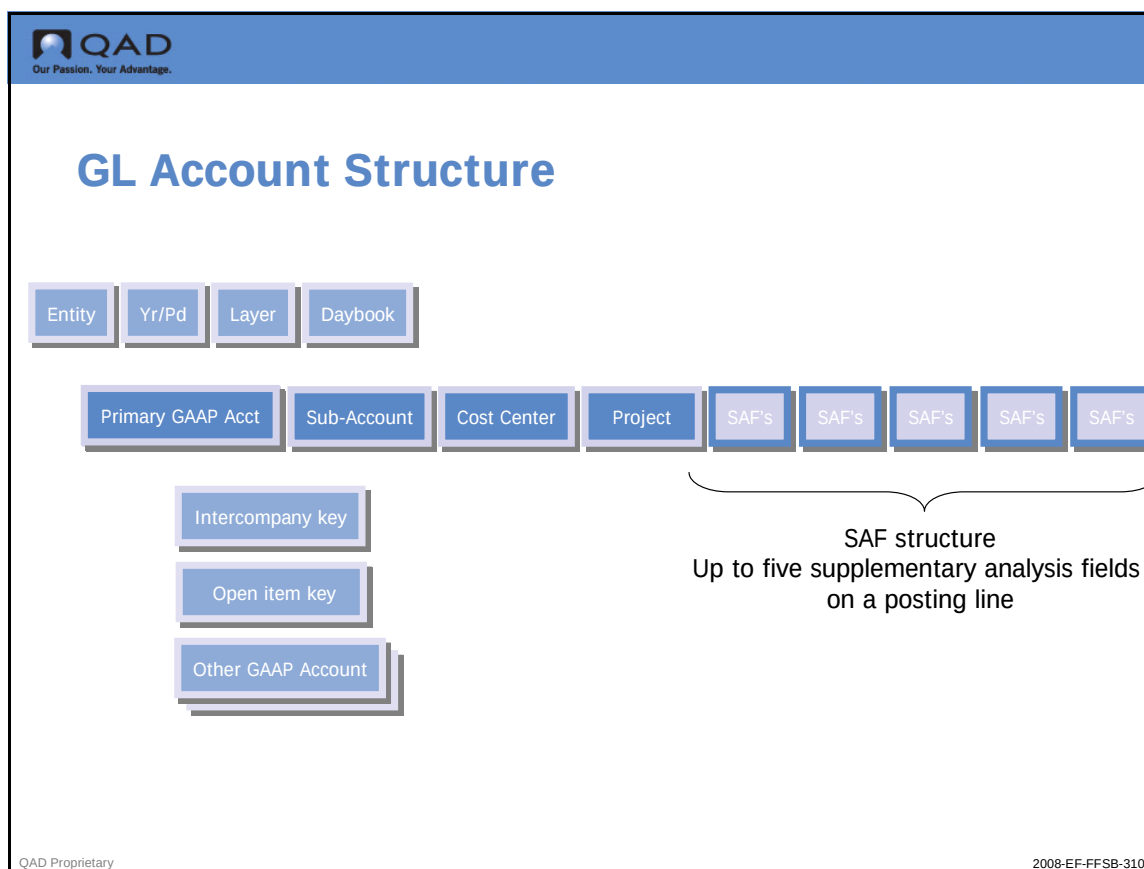
Daybook Control

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Use the Daybook Activities (25.8.1) to create, view, modify and delete daybooks. Daybooks contain transaction posting lines, and control the posting of the transactions because each daybook must be linked to an accounting layer. In addition, each daybook is associated with a daybook control type, which separate postings based on their source.

Daybook types include those for banking entries, cash entry, consolidation, customer (for invoice, credit notes, payments), journal entries, revaluation, supplier (for invoice, credit notes, and payments), matching daybook, reversing entries, and year-end closing.

Setting up the Chart of Accounts



To support different types of reporting and analysis, some GL accounts can be used in combination with sub-accounts, cost centers, projects, and SAFs (refer to the *User Guide: Financials A* for a list of valid combinations). These elements provide greater granularity in financial reporting. Balances in sub-accounts and cost centers can be listed separately or summarized under account codes.

SAFs provide additional analytical reporting on transactions. SAFs can be used to provide costing on a particular service before you create a purchase order for the service.

You will now learn about the GL components in more detail. For a detailed description of each setup field, refer to *User Guide: Financials A*.

GL Account Highlights



GL Account Highlights

- ▲ GL account types for analysis
 - Bank, cash, closing, cross-company...
- ▲ Additional functionality by account type
- ▲ System account:
 - Mandatory for certain functions
 - Purchase order receipts, rounding differences, exchange gain/loss etc...
- ▲ Disable manual posting option
- ▲ Import/export with Excel integration
- ▲ SAF option

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GL accounts are identified by the GL account type, which indicates the kind of transactions that post to the account. Additional functionality is available by GL account type, providing better control of account setup and transaction postings.

Specific accounts, called system accounts, are used for system-wide functions. System accounts are mandatory for certain functions, such as purchase order receipts and rounding differences.

You can deactivate manual posting for specific GL accounts, for example, subledger accounts to prevent error and mismatch.

You can use advanced Excel integration features to load chart of account data during implementation, or for mass data update.

Types of GL Accounts



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Types of GL Accounts

- ▲ Standard
- ▲ Open item
- ▲ Bank
- ▲ Cash
- ▲ Control:
 - Customer, Supplier
 - Inventory, WIP
- ▲ Payment:
 - Customer, Supplier
- ▲ Fixed Asset
- ▲ Tax
- ▲ Cross-company
- ▲ Closing
- ▲ System accounts

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GL account types provide added control over transaction postings, where only certain account types can be used in combination with sub-accounts, cost centers, and projects. For example, bank accounts cannot be used in combination with cost centers, project, and SAFs.

The slide lists the available GL account types. To learn more about each of these types, refer to *User Guide: Financials A*.

System Accounts



System Accounts

- ▲ Purchases & Supplier invoice
 - Purchase Order Receipts
 - Unmatched invoices
- ▲ Currency
 - Rounding differences
 - Realized exchange gain
 - Realized exchange loss
 - Unrealized exchange gain
 - Unrealized exchange loss
- ▲ Result (reporting)
 - Result of the current year
 - Result of the previous years

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System accounts are used for system wide functions, such as rounding differences or exchange rate gains and losses. The System Type drop-down list in the GL account screen is enabled when you specify a system account. Examples of system accounts include Purchase Order Receipts, Realized Exchange Loss/Gain, Unrealized Exchange Gain/Loss, and Result of Current Year.

GL Account Create Menu

The screenshot displays the 'GL Account Create' window in the QAD system. The window has a blue header with the QAD logo and tagline 'Our Passion. Your Advantage.' Below the header is a toolbar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview' buttons. The main area is divided into several sections:

- Attachments:** A section for managing attachments.
- Account Information:** Fields for 'Account' (highlighted with a red box), 'Description', 'GL Type' (set to 'Standard Account', highlighted with a red box), 'Active' (checked), 'Referenced' (checkbox), 'In Posting' (checkbox), 'System Type' (dropdown), 'Budget Group' (dropdown), 'Budget Enabled' (checked), and 'Category' (set to 'Asset').
- Posting Tab:** The 'Posting' tab is selected and highlighted with a red box. It contains fields for 'Balance/P&L' (set to 'Balance Sheet Account'), 'Debit/Credit' (set to 'Debit'), 'Auto/Manual' (set to 'Manual'), 'Intercompany Account' (checkbox), 'Fixed Intercompany' (checkbox), and 'Quantity' (checkbox).
- Currency Tab:** The 'Currency' tab is also visible and highlighted with a red box. It contains fields for 'Base Currency Only' (checkbox), 'Currency Code' (checkbox), 'TC Revaluation Method' (set to 'None'), 'MC Revaluation Method' (set to 'None'), 'Revaluation GL' (dropdown), 'Consolidation Method' (set to 'Current Exchange Rate'), and 'Consolidation Rate Type' (dropdown).
- Analysis Tab:** The 'Analysis' tab is highlighted with a red box. It contains a dropdown for 'Analysis Type' (set to 'None', highlighted with a red box) and a list of options: 'None', 'Both', 'Cost Center', 'Project', and 'SAF'. Other fields include 'Analysis Limitation' (set to 'None'), 'Default Project' (dropdown), 'Default Sub-Account' (dropdown), 'GL Analysis Set On Date' (dropdown), 'GL Analysis Set on by' (dropdown), 'GL Sub-Account Set On Date' (dropdown), and 'GL Sub-Account Set on by' (dropdown).

At the bottom of the window, there is a footer with 'QAD Proprietary' on the left and '2008-EF-FFAS-120' on the right.

Use the GL Account activities (25.3.13) to create, view, modify, and delete GL accounts. You can also use Excel Integration (25.3.13.5) to import account information from an Excel spreadsheet (For more details, see “UI Navigation and Browsing” on page 23).

Use GL Account Create to define how posting should occur (limited based on the account type), whether foreign currency postings are accepted on the account, and the analysis type to use (sub-account, cost center, project, or SAF, or a combination of these). The analysis types you can use with each account is limited, based on the account type.

If it has not been used in posting, you can modify many attributes of a GL account.

For non-standard accounts, you cannot modify the Balance/PL field.

Sub-Account Highlights

Sub-Account Highlights

- ▲ Analyze the activity on a GL account
- ▲ Report activity of business units within entity
- ▲ Generate separate reports
 - Balance Sheet
 - Profit & Loss
 - Open items report for customers or suppliers

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Use the Sub-Account activities (25.3.17) to create sub-accounts that let you analyze activity on an account code, and to provide further detail in financial reporting.

Sub-accounts are typically used to report on the financial activity of business units or divisions within an entity. You can create sub-accounts to correspond to those parts of the entity for which you would like to generate separate balance sheets, profit and loss statements, or open customer and supplier items. You can further analyze the sub-account by including it within a budget group.

A single GL account can be associated with multiple sub-accounts.

Cost Center Highlights

Cost Center Highlights

- ▲ Typically a department or profit center
- ▲ Retrieve SAF structure from GL account (opt.)
- ▲ SAF set on date/by

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Use the Cost Center activities (25.3.20) to create cost centers that provide an additional reporting level for the GL accounts and sub-accounts.

Typically, a cost center can be a department or profit center within the entity for which you want to generate separate reports. You can associate a range of different accounts and sub-accounts with a cost center, and also associate a number of cost centers with a single account.

You can further analyze a cost center by including it within a budget group.

Project Highlights

Project Highlights

- ▲ Provide analytical reporting on activities
- ▲ Mandatory status and group
- ▲ Retrieve SAF structure from GL account (opt.)

The screenshot shows the 'Project Create' window in QAD. The window has a title bar 'Project Create' and a menu bar with 'Go To', 'Actions', 'Tools', 'Attach', 'Print', and 'Preview'. Below the menu bar is a tabbed interface with 'Attachments' and 'General' tabs. The 'General' tab is active, showing a 'Defaults' sub-tab. The form contains several fields: 'Project' (text), 'Description' (text), 'Project Administrator' (text), 'Saf Set on Date' (date), 'Status Code' (dropdown), 'Retrieve SAF Structure from GL' (checkbox), 'SAF Structure Code' (text), 'Saf Set on by' (text), 'Sub-Account Profile' (text), 'Budget Group' (text), 'Project Group' (text), 'Main Project' (text), 'Currency' (text, set to USD), 'Start Date' (date, set to 07/23/2008), 'End Date' (date), 'Original Completion Date' (date), 'Revised Completion Date' (date), and 'Date Revised' (date).

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Projects are chart of account (COA) elements that provide analytical reporting on activities, such as engineering design work or production rework.

You can associate a range of account codes, sub-account codes, and cost centers with a specific project or multiple projects. The GL mask determines the valid COA combinations (account, sub-account, cost center, and project) for posting.

Before creating projects, you must define two required codes: project groups and project status codes. You can post transactions to a project only if its system status is active.

Use Project Create (25.3.11.1.1) to create project codes.

Supplementary Analysis Fields (SAFs)



Supplementary Analysis Fields (SAF)

- ▲ Additional information linked to GL transactions
- ▲ System SAF concepts
 - Product line, site, item type...
- ▲ User-defined SAF analysis
 - Simplified COA

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The system provides sub-account, cost center, project, and SAF analysis to be used for additional analytical reporting on transactions. SAF analysis is optional, but lets you create detailed views of data.

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

SAF analysis can be applied to all standard GL accounts except for bank, closing, and tax accounts. SAF analysis is not supported for system accounts, except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and you would normally create a separate SAF structure for each of these types of transaction.

SAF Setup

SAF Setup

- ▲ Step 1: Create SAF concept and codes
- ▲ Step 2: Create SAF structure and add concepts and codes to it
- ▲ Step 3: Link structure to GL account, cost center or project

The screenshot displays three overlapping windows for SAF setup:

- SAF Concept Create:** Fields include SAF Concept Code, SAF Concept Description, System (checkbox), and Active (checkbox).
- SAF Code Create:** Fields include SAF Code, SAF Description, SAF Concept Code, Budget Group, and Active (checkbox).
- SAF Structure Create:** Fields include Structure Code, Description, and Active (checkbox). It also features a table with columns 'Line' and 'SAF Concept'.

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SAF analysis is managed through a combination of three elements:

- SAF concepts identify the type of analysis required
- SAF codes define the analysis details. Associate the codes with an existing concept.
- SAF structures contain a selection of concepts in a logical sequence.

You associate the structure with a GL account, cost center, or project.

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

The following system concepts are provided:

Product Line.

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

Site.

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

Item Type.

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

Item Group.

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

Region.

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

Customer Type.

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

Supplier Type.

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

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

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

Creating SAF Concepts

Use the SAF Concept activities (25.3.7.1) to create, view, modify, and delete SAF concepts. Changing concepts has the following restrictions:

- You cannot delete a system SAF concept. You cannot delete a user-defined SAF concept if it has already been used in a transaction.
- You cannot create system concepts.
- The only value you can modify for a system concept is the Active setting.
- You cannot deactivate a concept if it is linked to an active SAF structure.

Creating SAF Codes

Use the SAF Code Activities (25.3.7.2) to create the values that you assign to an SAF concept. They generally correspond to the individual item that requires analysis. For example, you can track transactions relating to a particular vehicle belonging to the organization by creating an SAF code of the vehicle registration number.

Every SAF concept must have at least one default SAF code—defined in the SAF structure where it is used—and you can link any number of codes to the same concept.

You build SAF analysis for an account by creating an SAF code for each type of transaction that updates the account.

Creating SAF Structures

Use the SAF Structure activities (25.3.7.4) to combine up to five SAF concepts in a sequence. You then link the structure to general ledger accounts, cost centers, or projects. You can associate only one SAF structure with a GL account, cost center, or project.

When an SAF structure is associated with a project, cost center, or GL account and a transaction updates that element, the SAF concepts and default codes are displayed in the transaction posting lines.

- For system concepts based on operational transactions, values are retrieved automatically.
- When user-defined concepts have more than one value, you must select the value to use when you create the transaction.

SAF structures are independent of the entity and domain, and can contain both system and user-defined concepts.

Each structure must contain a minimum of one concept, up to a maximum of five concepts. Each concept must have one and only one default value, which is used to supply a value based on the defaulting logic. Other defaults are optional, but the one associated with the structure is required and used when more specific defaults have not been defined.

After an SAF structure has been used in a transaction, you cannot delete any of the associated SAF concepts.

SAF Reporting and Related Views

The following reports provide detailed and summarized information on transactions, filtered by specific SAF codes or concepts.

- SAF Code Transactions Detail (25.15.3.6)
- SAF Code Transactions Summary (25.15.3.5)

The Transactions by SAF Related View (25.15.4.4) gives an on-screen summary of transactions filtered by SAF code.

SAF Structure Setup Example

 SAF Example				
SAF structure : Travel Costs				
SAF concept	SAF code	SAF code	SAF code	SAF code
Travel mode	Air	Train	Car	Taxi
Travel reason	Training	Internal meeting	Customer visit	Sales
Traveler	Walter J	Carol M	Ryan O	Mary B

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2008-EF-FFAS-180

In above example, travel costs are analyzed. The SAF structure Travel Cost produces analysis data on travel modes, travel reasons, and travelers (SAF concepts), at the detail level of the SAF codes listed in the table (air, train, car, and taxi).

GL Calendar and GL Period Setup

GL Calendar & Accounting Periods Setup

- ▲ GL Calendar
 - Domain level, copied to entities
 - Copy from previous year
- ▲ Tax Calendar
 - Entity based
- ▲ Opt. separate reporting & budget periods

```

graph TD
    A[Create Domain GL Periods] --> B[Modify Entity GL Periods]
    B --> C[Create Tax Periods]
    C --> D[Create Reporting & Budget Periods]
          
```

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The financial calendar consists of user-defined GL calendar years and GL periods.

By default, the GL calendar year consists of twelve monthly GL periods. Each GL period does not have to correspond to a calendar month. You can define custom start and end dates for each GL period to correspond with your accounting cycles, and the GL calendar year can exceed twelve calendar months in length. The GL calendar year is defined at the domain level; all entities within a domain use the same GL calendar year definition. The system contains two functions related to GL calendars and periods:

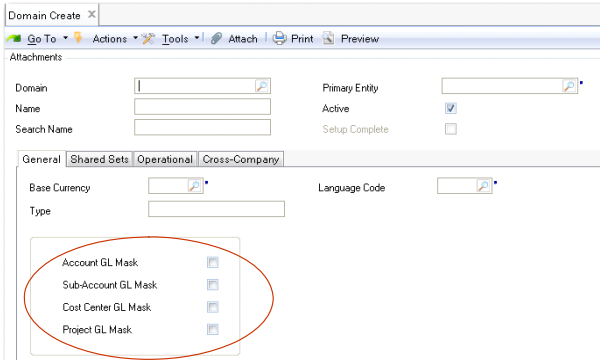
- Use the Domain GL Period activities (25.4.1.1) to create, modify, and view the GL calendar year and its related GL periods for a specific domain. The GL periods defined at the domain level are copied to all entities linked to the current domain.
- The Entity GL Period activities (25.4.2) let you apply GL period settings to individual entities and lets you lock, unlock, report, and undo reporting for GL periods per entity. We will learn about this function in more details in a separate section of this training class.
- Two other system functions can be used to define specialized calendars:
- Use Tax Period Create (25.4.5.1) to define entity-based calendars for tax reporting periods. When defined, closing a tax period prevents additional tax transactions from being posted.
- Use Budget Report Period Create (25.4.5.1) to define periods used within the budgeting area. The Budget functionality is discussed in detail in a financials advanced class.

Validating Accounts—GL Mask



Validating Accounts – GL Mask

- ▲ Validate account combinations
 - Domain/Account Control
 - Operational Account Structure Validation
 - GL Mask
- ▲ Defined for specific domain
- ▲ Enable during domain creation

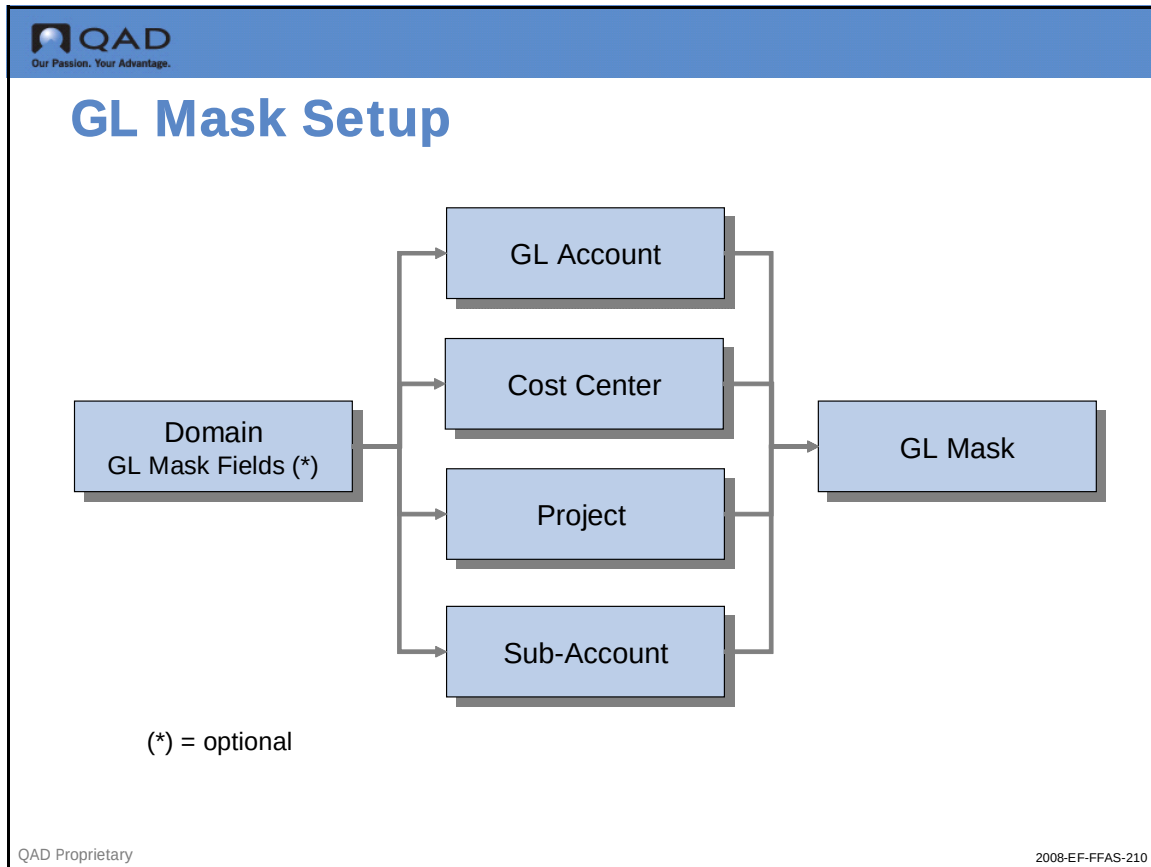


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Use General Ledger Mask Maintain (25.3.9) to configure the GL mask for a specific domain. The GL mask is a matrix that defines the combinations of GL accounts, sub-accounts, cost centers, and projects to which you post transactions. The mask you define applies to all transactions posted for the current domain. You define the mask on the domain level, and it is used by all entities in the domain. The GL mask works with the GL mask options you select on the General tab of Domain Create.

When you select Account GL Mask, Sub-Account GL Mask, Cost Center GL Mask, or Project GL Mask, you define the combinations of GL elements the system validates when you post a transaction. By not selecting any of these options, you allow all combinations of all elements. The GL elements must be active for this domain. For example, you must have active projects configured for the domain when you select Project GL Mask.

GL Mask Setup



For every GL mask combination you select in the domain, you must define the data combinations allowed in GL Mask Maintain (25.3.9). Otherwise, you cannot post transactions containing combinations of these chart of account elements. For example, if you select the Account GL Mask and Sub-Account GL Mask fields in the domain, you must define all valid account and sub-account combinations in GL Mask Maintain. If you select the fields in the domain, but do not define any account and sub-account combinations in the GL mask, you cannot post a transaction that contains an account and sub-account combination.

You can deactivate the GL mask components at the domain level, but you must remove the records in GL Mask Maintain first. The GL mask refines these combinations, and lets you identify the individual GL accounts, sub-accounts, cost centers, and projects that are affected by posting.

Again, the accounts you identify must be valid and active for this domain. You can combine multiple elements with a single account. For example, you can configure a combination of GL account 610100 with sub-account 1010, and the cost centers Travel and Transport. When you post to GL account 610100, the system also uses sub-account 1010 and the cost centers Travel and Transport for analysis. The mask ensures that you cannot post a transaction to the account using any sub-account, cost center, or project other than those specified in the mask.

Operational Accounting Defaults



Operational Accounting Defaults

- ▲ New menus in QAD Enterprise Edition
 - Logistics Op Accounting Control
 - Inventory Accounting Control
 - Requisition Accounting Control
 - Supplier Consignment Accounting Control
 - Purchasing Accounting Control
 - Sales Order Accounting Control
 - Cust Sched/Shipper Accounting Control
 - Sales Quote Accounting Control
 - SSM Accounting Control
 - Work Order Accounting Control
 - Advanced Repetitive Accounting Control
 - Domain/Account Control

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As part of the initial system implementation, you should set up values in the various control programs on the Operational Acct Controls menu (36.9). The settings in each control program affect operations within a specific business area. Typically, these settings represent a subset of all the settings that affect the related business area. These control settings have been separated because they have a financial effect on all modules, and should be defined only by a financial analyst with security access to this function.

This separation facilitates the segregation of responsibility so that financial personnel can manage the settings that reflect financial and accounting decisions

EMEA Exercise: *Create GL Accounts* on page 502

US Exercise: *Create GL Accounts* on page 654

Chapter 15

GL Period Closing Process

GL Period Closing Functionality Overview



Closing Functionality Overview

- ▲ Period statuses and period marks
- ▲ Application areas
- ▲ Accounting period closing
- ▲ Accounting year closing

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The financial calendar consists of user-defined GL calendar years and GL periods. Creating GL periods lets you divide the fiscal year into smaller subsets in order to manage and report on business activities. Opening or locking a GL period allows an organization to better control its accounting and reporting processes.

In this chapter, we will learn about the GL period (month) closing process and the Year end closing process in QAD Enterprise Applications.

We will review period statuses and period marks, and how they change through the process. We will also look at locking periods by application area.

Period Status and Period Marks



Period Status and Period Marks

- ▲ Open
 - All transaction postings allowed
- ▲ Locked
 - Monthly closing. No posting.
- ▲ Reported
 - Monthly closing. No posting.
- ▲ “Frozen”
 - Year closing
- ▲ Period status change triggers period mark change (audit trail)

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- Period Status

The status associated with a GL period determines what kind of activity can take place. A period can have one of four assigned statuses:

- Open

This is the normal period status and applies when no closing date has been set for the period. Transactions are normally posted during open periods, except when the period has been Locked and reopened. The closing date for the period is automatically set once you begin the process of closing the period. Some entities within a domain may need to keep a GL period open for longer than other entities in the same domain.

- Locked

This status applies when the period is subject to a monthly closing. You can close a GL period for one entity and leave it open for all other entities in the same domain. You can unlock a GL period if more transactions need to be processed for that period.

- Reported

The Reported status applies to a period for which Monthly Closing has been successfully run and reported. You can reset a reported GL period to a different status.

- Frozen

When you run Year End Closing, the Frozen status is automatically applied to the all periods of the year. A Frozen period cannot be reopened.

- Open Period
Transaction posting allowed

Period Marks

Report periods are further controlled using period marks, which identify the period during which a transaction was posted and also describe the status of the period in GL reporting. In addition, period marks are used to identify tax periods. Period marks are system-defined.

The Open period mark identifies periods during which transactions have been posted between the normal start and end dates. Transactions can then be reviewed and the period closed to normal activity. The following auto generated period marks are also supplied with the system:

- Close Report Period
- Undo Close Report Period
- Report Period
- Undo Report Period

These marks are automatically applied during the monthly closing and reporting process. Transactions posted during each of these periods are subsequently identified by the corresponding system period mark. The Close Report Period mark is auto-generated when you close a report period, and date stamps the period end. The Undo Close Report Period mark is then auto-generated if the period is re-opened.

Application Areas



Application Areas

- ▲ Lock areas separately
 - AP Ledger, Sales Ledger, Inventory
 - Locking GL locks all areas including fixed assets
- ▲ Global period status change
 - Period lock = all application areas locked
 - Reopen selected application area
- ▲ Application area status change
 - Application area locked = no impact on other areas
 - Application area reopen = no impact on other application areas, but global status is open

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2008-EF-GLPC-040

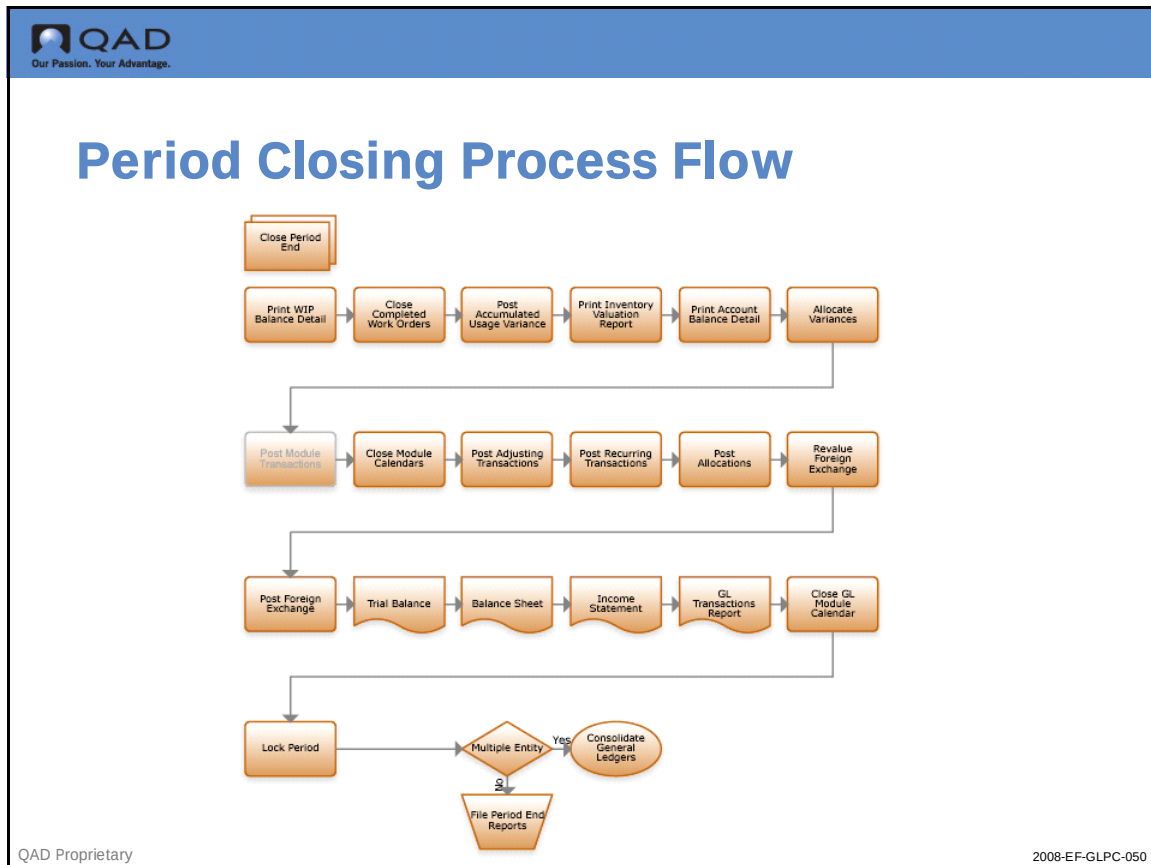
You can lock GL accounting periods by GL transaction type. This lets you, for example, prevent any more sales order shipments, while still allowing banking entry in the GL. The GL module overrides the other area modules, and when locked, prevents transactions of any type for the period.

The application areas that can be locked separately are:

- GL, which locks all areas including fixed assets.
- AP, which locks the AP sub-ledger in Financials.
- Sales, which locks the AR sub-ledger in Financials. This also prevents the posting of sales invoices through Invoice Post and Print and posting of any sales order transaction in Operational Transaction Post.
- Inventory, including all inventory (IC) and work order (WO) transactions created in operational functions.

When an application area is open (indicated by a selected check box) for a period, you enable transactions of that type to be posted during the GL period. The area check box acts as a switch, opening or locking the period to transactions of that type. You can update the area switch only when the period is open.

Period Closing Process Flow



The ability to filter based on the daybook code facilitates the period closing process because you can easily identify and review transactions of a certain type and identify unusual activity.

Before you lock a GL period, verify that there are no unposted transactions, such as those created in the operational activities. You can print the Unposted Transaction Register (25.13.14) to identify transactions not yet posted to the general ledger.

Use the Entity GL Period activities (25.4.2) to change the GL period status for a specific entity. The changes you make in this function do not affect the other entities in a domain.

Period Lock

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Period Lock

Entity GL Period - Lock GL Per... X

Go To Actions Tools Attach Print Preview

Attachments

GL Calendar Year: 200

GL Period Type: Normal

Status: Open

Start Date: 08/01/2008

End Date: 08/31/2008

Mark: 2008/8 Open at 02/25/08 14:08:03

GL ☐

Purchases ☐

Sales ☐

Inventory ☐

Lock GL Period Close

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Use Entity GL Period Lock (25.4.2.3) to lock one or more application areas.

Lock by Application Areas—Example

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Lock by Application Areas - Example				
Period	01/08	02/08	03/08	04/08
Global Period Status	Open	Open	Open	Locked
AP Ledger	Open	Open	Locked	Locked
AR Ledger	Open	Locked	Locked	Locked
...	Open	Open	Locked	Locked

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The slide illustrates how to lock GL periods by area and by period.

Period Report

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Period Report

Entity GL Period - Report GL P...

Go To Actions Tools Attach Print Preview

Attachments

GL Calendar Year: 200

GL Period Type: Normal

Status: Locked

Start Date: 12/01/2007

End Date: 12/31/2007

GL ☐

Purchases ☐

Sales ☐

Inventory ☐

Mark: 2007/12 Locked at 07/29/08 13:10:48

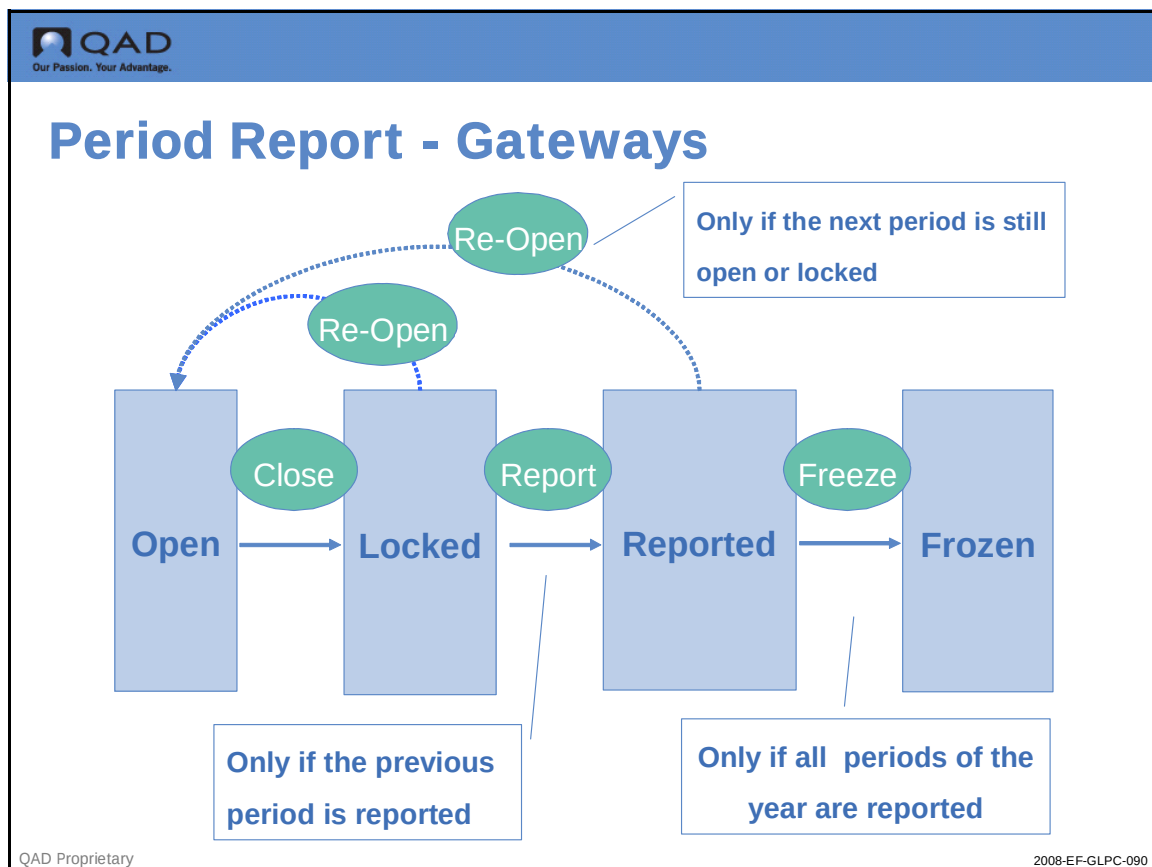
Report GL Period Close

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Use Entity GL Period Report (25.4.2.5) when you are ready to report a locked period.

Note that the Period Mark specifies the date and time the specific period was locked.

Period Report—Gateways



When you lock or report GL periods, the ability to undo these changes is restricted. The diagram illustrates the locking and reporting possibilities.

For example, only locked periods can be reported, and only a GL calendar year that is entirely reported can be frozen.

Conditions for Period Status Change

 Conditions for Period Status Change		
From status	To status	Condition
Open	Locked	No unposted transaction
	Reported	n/a
	Frozen	n/a
Locked	Open	Anytime
	Reported	No unposted op. transaction Consistency check OK Previous period is reported
	Frozen	n/a
Reported	Open	Next period is not reported
	Locked	n/a
	Frozen	All periods are reported Other conditions applicable to year closing
Frozen	No status change allowed	

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Other conditions apply to GL period status changes, as listed in the above table by status.

Accounting Year Closing



Accounting Year Closing

- ▲ Automatic P&L transfer to Balance Sheet (Y/N)
- ▲ Conditions for status open → frozen
 - All periods of the year reported
 - Previous year status frozen
 - Next GL calendar year available
 - History tables up to date
 - Total of all accounts (Trial Balance) = zero
 - Optional check : P&L balance = zero (if “no automatic P&L transfer to BS”)

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Closing the GL calendar year has the effect of changing the status of all of its GL periods to frozen, and of marking all periods as reported.

Year-end closing postings are done only at account and sub-account level, and in the base and management currencies only.

Validate the year-end closing by manually running closing reports on every period.

If the conditions to close the accounting year are met, the following actions are triggered:

- System creates “closing period”
- System creates “opening period (00)”
- P&L transfer to Balance Sheet posting (optional)
- P&L closing posting
- Balance Sheet closing posting
- Balance Sheet reopening posting
- Freeze accounting periods of the year
- Year Closing Postings:
 - GL and Sub-account level
 - BC and MC

Chapter 16

Transaction Posting Basics

Overview


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Overview

- ▲ Transactions posting flow
- ▲ Journal Entries
 - Process flow
 - Highlights
- ▲ Posting transactions from other modules
 - Setup prerequisites
 - Process flow

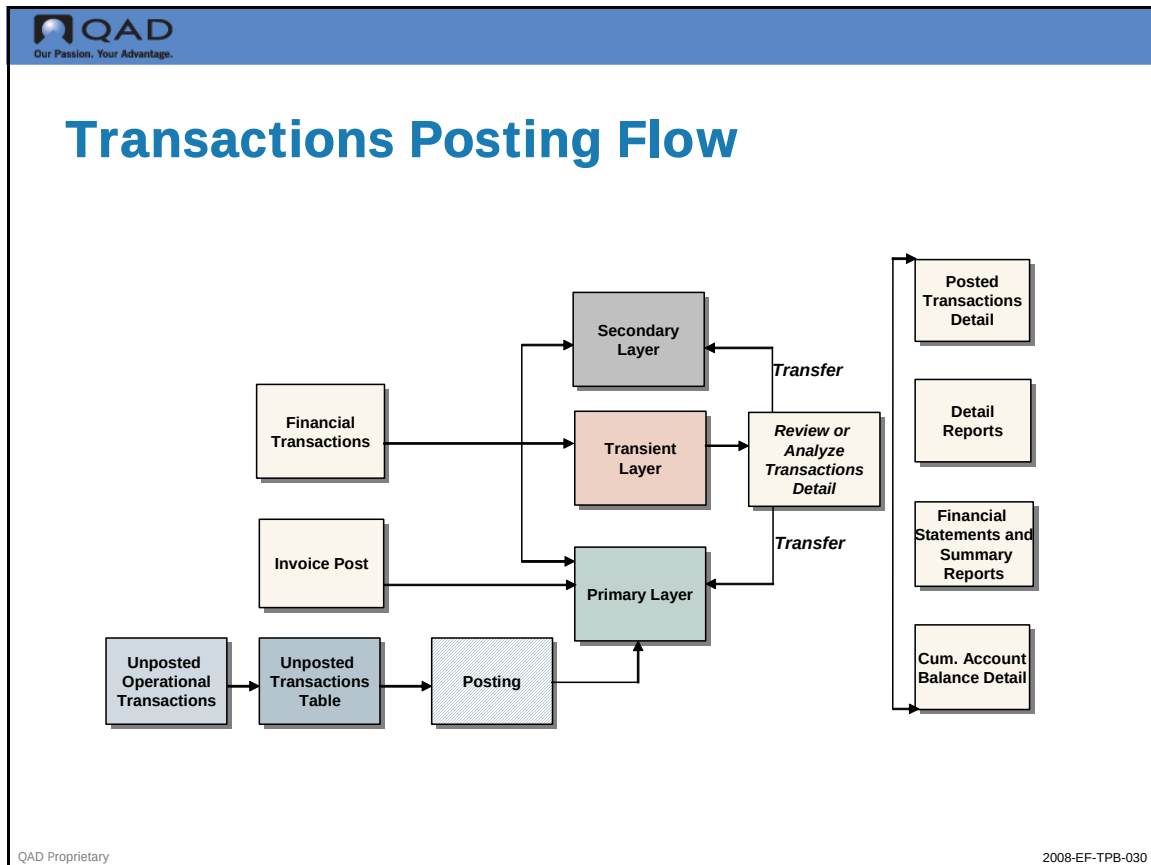
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This section provides a high-level overview of the transaction posting process. It describes how financial transactions are created, and whether transactions originate from operational activities or from Financials.

Other financial transactions topics include posting templates, reversing transactions, recurring entries, transaction mass layer transfer, open item adjustments, revaluation, and cross-company transactions. These topics are described in detail in “General Ledger Transactions” on page 349.

This section concentrates on basic journal entries and posting transactions from other modules.

Transactions Posting Flow

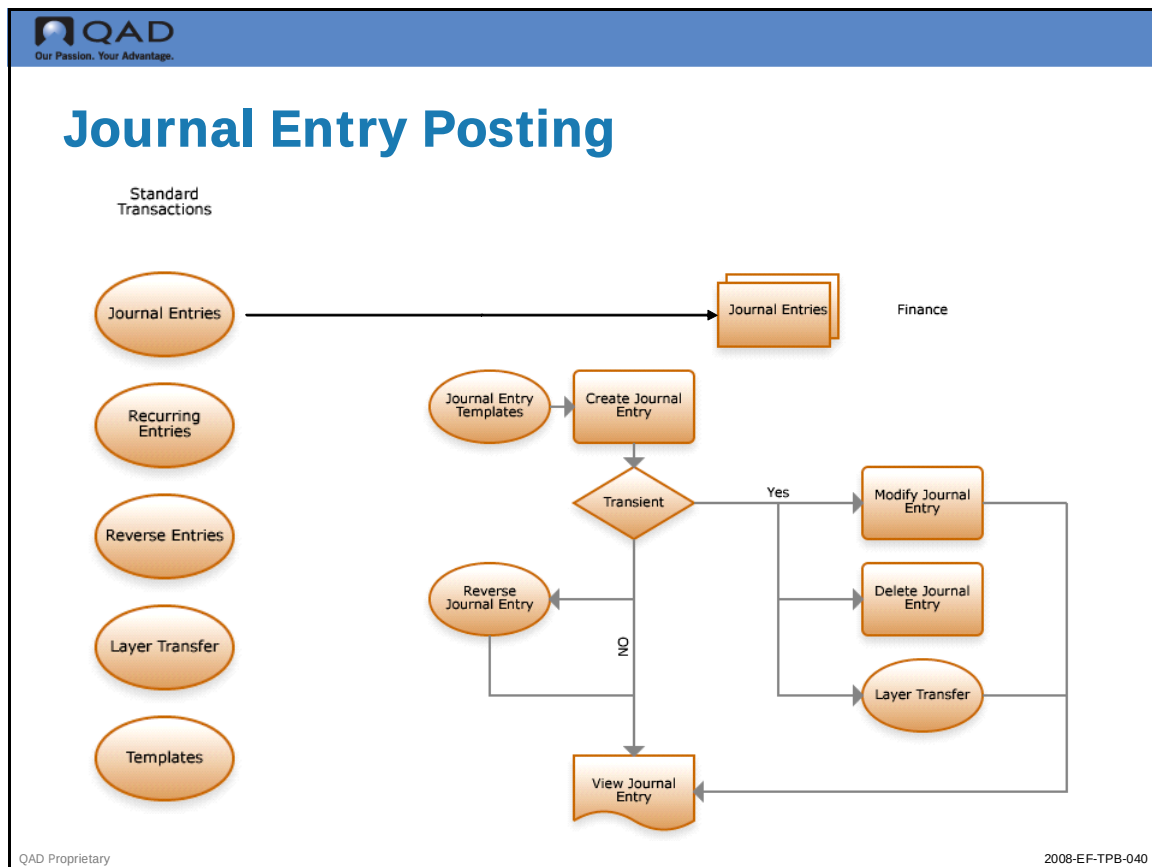


Financial transactions are recorded in the financial module. These transactions can be posted in one of the three system-defined accounting layer types. This depends on the daybook in which the transaction is posted.

Most operational GL transactions originate from manufacturing, purchasing, and inventory movements, and are created as unposted transactions. These transactions must be posted to the primary layer (labelled “official” in the system) to update GL account balances.

Customer invoices based on sales orders are posted directly to the primary layer of the general ledger.

Journal Entry Posting



Journal Entry Create (25.13.1.1) is used to make manual postings directly in Financials. The choice of the daybook determines the layer in which the transaction is posted.

Only transactions in a transient layer can be modified, deleted, or transferred to another layer.

Journal entries posted in layers, other than the transient layer, can be reversed. All posted transactions can be viewed in Journal Entry View (25.13.1.3).

Journal Entry Posting Highlights


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Journal Entry Posting Highlights

- ▲ Import or export with Excel integration
- ▲ Modify or delete only in transient layer
- ▲ Reverse only in official and management layers
- ▲ Save as draft option
- ▲ Templates
- ▲ Journal Entry View (25.13.3.1)
 - View transactions posted to financial, operations and external daybooks

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Using the Excel Integration feature, you can export data into Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the QAD database, where it is validated before being saved.

Journal entries can be saved in draft format when Draft Instances is selected in Change System Settings (36.24.5.1). When you save a record in draft format, none of the system validations are run. You can then return later to complete the record by choosing the Journal Entry Browse Drafts activity (25.13.1.13) and selecting the record you want to finish from the list.

If you plan to record the same journal entry on a regular basis, posting templates let you save the posting details for reuse. Templates are usually used with recurring entries, in which the template is posted at recurring intervals according to a predefined schedule. However, you can use templates for any type of repetitive posting.

Journal Entry View (25.13.1.3) allows you to review any posted transaction, with filters like daybook, layer or posting date to help you find what you are looking for.

Once posted to the primary or secondary layer, journal entries cannot be deleted or modified, only reversed. Journal entries in the transient layer can be modified and deleted.

Journal Entry Create

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 Posting Date: 07/22/2008

Daybook Code: 000000000 Layer Type:

Description:

Original Posting Reference:

Template Code:

Sequence Number: 000000000 Reversal: ☐

Save As Template: ☐ Replacement: ☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (USD)	BC Credit (USD)

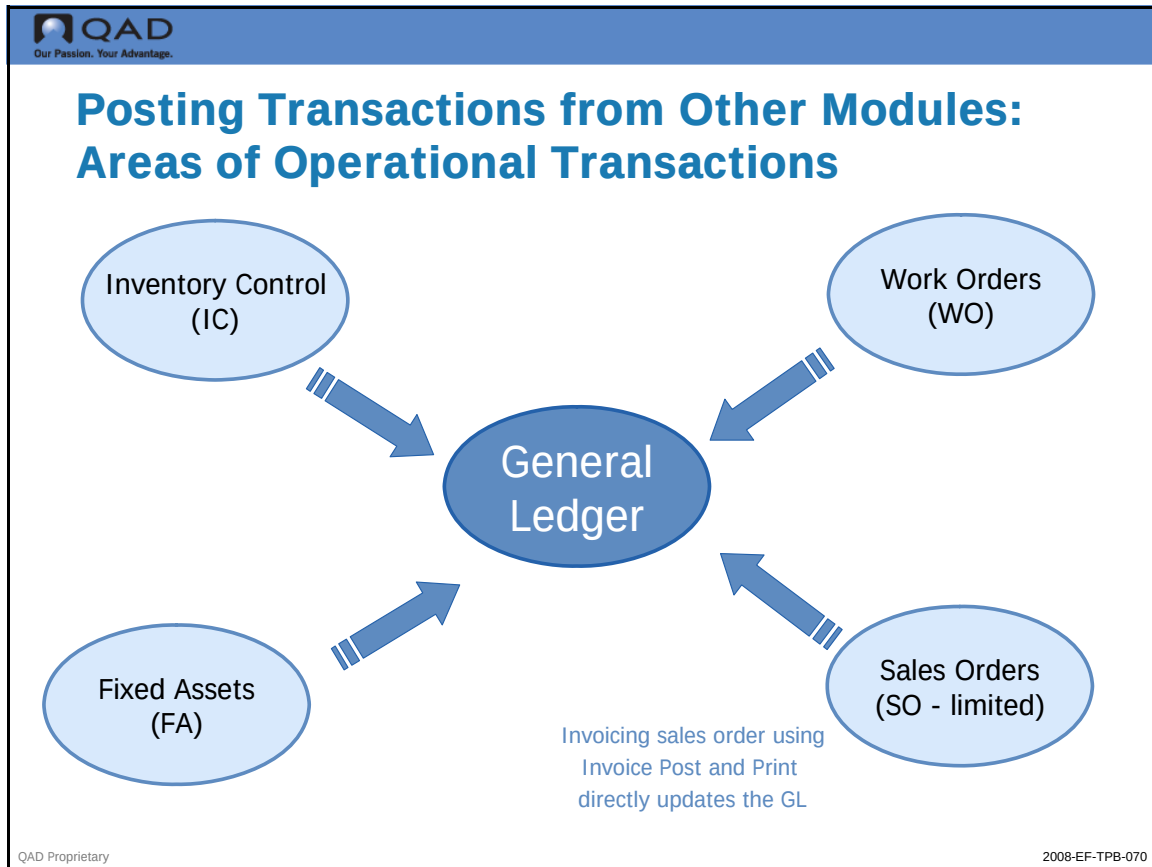
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Use Journal Entry Create (25.13.1) to record financial transactions.

When Replacement is selected, the journal entry is a replacement posting for correction and will trigger one reversal posting and a new, correct posting. In this case, the original posting reference is entered in the appropriate field.

To create a journal entry template, select the Save as Template field. To use an existing template, enter the appropriate template code in the Template field.

Areas of Operational Transactions



In a production system, most GL transactions originate from operational transactions, such as manufacturing, purchasing, and inventory movements. These operational transactions fall into four areas:

- Inventory Control (IC)
- Work Order (WO)
- Fixed Assets (FA)
- A limited number of sales order (SO) transactions

Setup Prerequisites

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Posting Transactions from Other Modules: Setup Prerequisites

- ▲ Validated GL accounts
 - Domain/Account control: Verify GL Accounts = Yes
- ▲ Daybooks
 - Default Daybook Maintenance
- ▲ Currency and exchange rate
 - IC & WO transactions: Inventory Exchange Rate Type

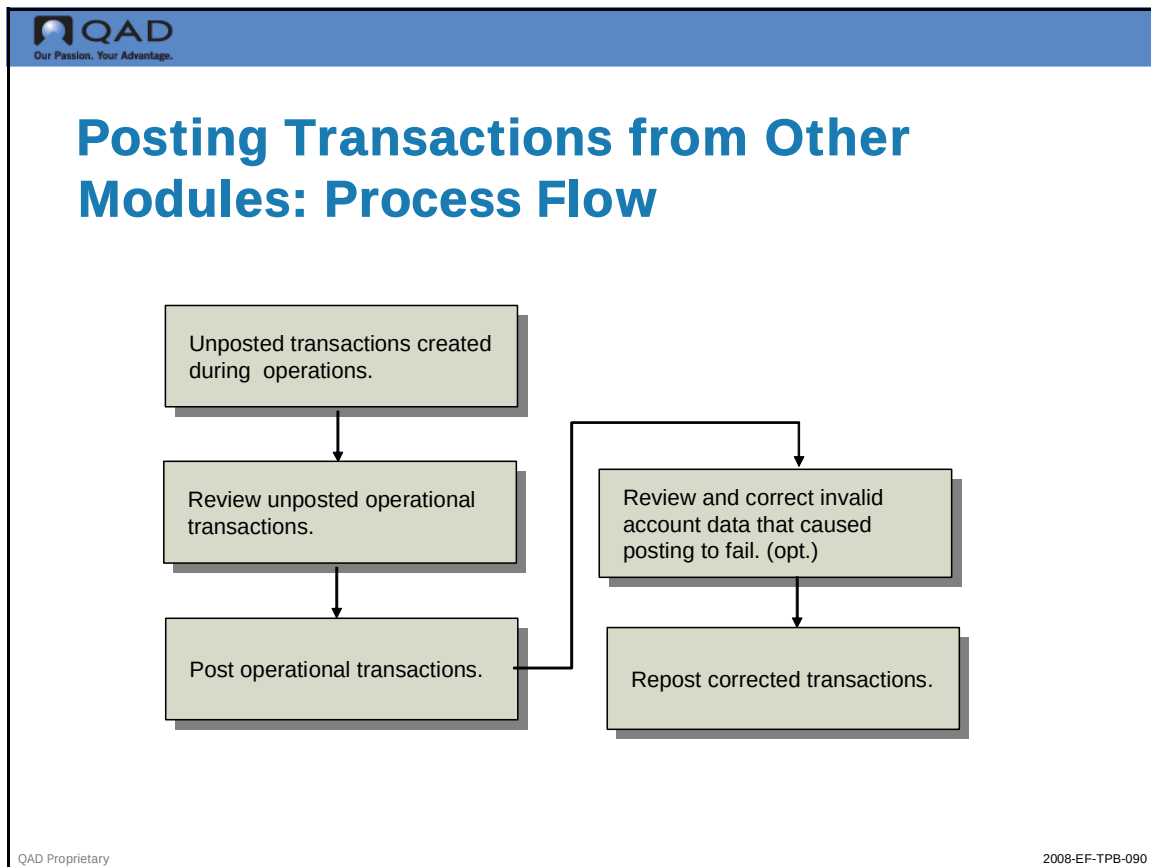
QAD Proprietary2008-EF-TPB-080

Before operational transaction can be posted, select the Verify GL Accounts field in Domain/Account Control (36.9.24). This setting indicates that valid default GL accounts and sub-accounts, and cost centers, if applicable, have been identified at the domain level.

At a minimum, you must specify the system daybook in Default Daybook Maintenance (25.8.4). You must create the system daybook in Financials with a type of Journal Entries, link it to the primary layer, and assign a daybook control type of Operational.

A specific system exchange rate type is available for IC and WO transactions. If no exchange rate is set up for these, the system defaults to using the accounting exchange rate.

Process Flow



The process flow for posting transactions from other modules is as follows:

Review unposted transactions

- Unposted Transactions Inquiry (25.13.13)
- Unposted Transactions Register (25.13.14)
 - You can only select the Unbalanced option.

Post operational transactions to the GL

- Operational Transaction Post (25.13.7)
 - Select by entity, date, and daybook.

Correct invalid data

- Unposted GL Transaction Correction (25.13.16)
 - Update the account, sub-account, cost center, or project.
 - Generate an audit trail for the changes (optional) by selecting the GL Transaction Audit Trail field in GL Op Transaction Control.

Chapter 17

Work Order Posting

Overview



Overview

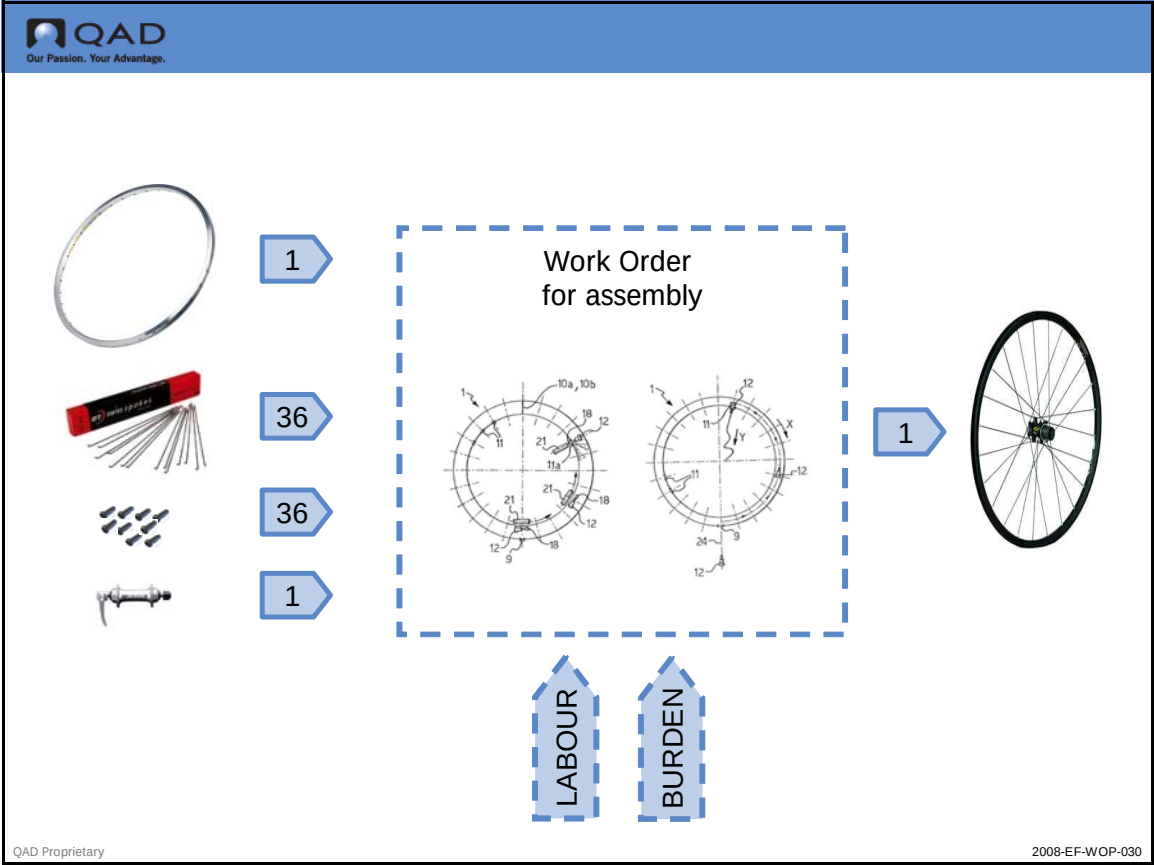
- ▲ Work order processing demo
 - Setup
 - Scenario
 - Processing demo

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The work order processing scenario used in this chapter shows how operational transactions generate GL transactions, and how the transactions update GL balances in Financials.

The example in this chapter shows the work order process for a wheel manufacturer.

Work Order for Assembly



In order to assemble a wheel, you need components (spokes, nipples, rim, and hub), labor, and burden.

Setup



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Setup

- ▲ WO Control Files
- ▲ Items
 - Manufacturing item: Wheel
 - Purchase items: Spoke, Nipple, Rim and Hub
 - Incl. item costs
- ▲ Product structure
 - Wheel
 - 36 Spokes, 36 nipples, 1 Rim and 1 Hub
- ▲ Department
 - Accounts e.g. Labor, Burden, Variances

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WO control files have been completed.

Both manufacturing and purchase items are set up, as well as the product structure.

Departments are created to identify the GL accounts to use.

Setup Prior to This Scenario



Setup prior to this scenario

- ▲ Work Center
 - Labor Rate, Burden Rate
- ▲ Standard Operation and Routing
 - Processing time
- ▲ Cost Roll-Up's
 - Routing
 - Product Structure
- ▲ Daybooks
 - WOISS, WORCT, WOCLOSE, WO-MVAR
- ▲ Default Daybooks for transactions
 - ISS-WO, RCT-WO, WO-CLOSE, MATL-VAR
- ▲ SAF structures / SAF codes
 - Product line, Site, Item type

Business Case Scenario



Business Case Scenario

- ▲ Entity: EMEA-NL
- ▲ Site: EMEA-NLS
 - Production site
- ▲ Work Order for 10 wheels
 - Use 10 spokes extra ($10 * 36 = 360 + \underline{10} = 370$)
 - Review postings after each processing step
 - Post postings to Financials
 - Review Journal Entries

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2008-EF-WOP-060

This scenario uses more spokes than the standard quantity. This change causes a variance, and we will examine the postings that result from the variance.

Detailed Scenario



Detailed Scenario

- ▲ WO Maintenance (16.1)
- ▲ WO Release (16.6)
- ▲ WO Browse (16.2)
- ▲ Unposted Transaction Register (25.13.14)
- ▲ WO Component Issue (16.10)
- ▲ Unposted Transaction Register (25.13.14)
- ▲ WO Receipt (16.11)
- ▲ Unposted Transaction Register (25.13.14)
- ▲ WO Accounting Close (16.21)
- ▲ Unposted Transaction Register (25.13.14)
- ▲ Operational Transaction Post (25.13.7)
- ▲ Journal Entry View (25.13.1.3)

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After completing certain operational steps, we run Unposted Transaction Register (25.13.14) to investigate the accounting impact of the variance.

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: 08/07/2008

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

Description: ISS-W/D 400002 | 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)
30100	Inventory WIP	Mech		ISS-W/D 400002	EUR	101.75	0.00

Sub-Account Code: Mech

SAF Concept Code: | SAF Code: |

Item Type: COMP

Product Line: PGM

Site: EMEA-NLS

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
30000	Inventory	Mech		ISS-W/D 400002	EUR	0.00	101.75

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This will trigger the Journal Entry to carry additional (operational) information

Prior to generating the transactions, set up the Inventory WIP account with SAF analysis enabled, and with the SAF structure, Manufacturing (tracking details on Item Type, Product Line and Site). This setup will trigger the journal entry to carry additional (operational) information.

Journal Entry - View



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Journal Entry Browse for View

Journal Entry - View

Go To Actions Tools Attach Print Preview

Attachments

Year200808Posting Date08/07/2008

Daybook CodeWDMVAR000000001Layer TypeOFFICIALSave As Template

DescriptionMATL-VAR 400002Template CodeReplacement

Original Posting ReferenceSequence Number000000000Reversal

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
60400	Material Usage Va	Mech		MATL-VAR 400002	EUR	0.00	96.25

Sub-Account Code

Mech

SAF Concept Code

SAF Code

Item TypeSUBASSY

Product LineSAM

SiteEMEA-NLS

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
30100	Inventory WIP	Mech		MATL-VAR 400002	EUR	96.25	0.00

Here we find the site, the product line, the item type as well as the work-order number that are at the origin of this variance.

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Z006EF-WOP-030

The material usage variance account provides the necessary details to investigate the origin of the variance (item type, product line, site, and work order number).

SAF Code Transaction Detail

 SAF Code Transaction Detail EMEA-NL Ent. of QMS EMEA Page 1 / 1										
SAF 3-SAF 2-SAF 1-GL-Sub-Account	Year/GL Period	Post Date	Voucher	Description	BC Debit	BC Debit Curr	TC Debit	TC Credit	Qty	Unit
EMEA-NLS	EMEA-NLS				503.55	503.55			0.00	
PGM	PGM				418.55	0.00			0.00	
COMP	Components				418.55	0.00			0.00	
30700/mech					418.55	0.00			0.00	
	2007/10	10/23/2007	WICKS0000000013	ISS-WO 400004	99.00	0.00 EUR	99.00	0.00	0.00	
	2007/10	10/23/2007	WICKS0000000014	ISS-WO 400004	19.80	0.00 EUR	19.80	0.00	0.00	
	2007/10	10/23/2007	WICKS0000000015	ISS-WO 400004	82.50	0.00 EUR	82.50	0.00	0.00	
	2007/10	10/23/2007	WICKS0000000016	ISS-WO 400004	214.50	0.00 EUR	214.50	0.00	0.00	
	2007/10	10/23/2007	WICKS0000000017	ISS-WO 400004	2.75	0.00 EUR	2.75	0.00	0.00	
SAM	SAM				85.00	503.55			0.00	
SUBASSY	Sub Assembly				85.00	503.55			0.00	
30700/mech					85.00	503.55			0.00	
	2007/10	10/25/2007	WOCLOSE0000000007	WO-CLOSE 8	68.00	0.00 EUR	68.00	0.00	0.00	
	2007/10	10/25/2007	WOCLOSE0000000008	WO-CLOSE 8	17.00	0.00 EUR	17.00	0.00	0.00	
	2007/10	10/25/2007	WO-MVAR0000000003	MATL-VAR 400004	0.00	2.75 EUR	0.00	2.75	0.00	
	2007/10	10/24/2007	WORCT0000000004	RCT-WO 400004	0.00	500.80 EUR	0.00	500.80	0.00	
Grand Total					503.55	503.55			0.00	
----- End of Report -----										
Printed by Laszlo Horvath from domain QMS EMEA , entity EMEA-NL on 10/25/2007 11:52:23AM										

Several reports on SAF's are available.
This one gives an overview of transactions
per site, per product line and per item type.

When the SAF Code Transaction Detail report is run, select three grouping levels:

- SAF1 (Site: EMEA-NLS)
- SAF2 (Product Line: PGM, SAM)
- SAF3 (Item Type: Comp, Subassy)

The GL account (30100) and the sub-account (mech) are at the lowest level of the grouping.

Related Views



▲ Further analysis with various reports, browses and related views

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The same report can be used to produce a different view by changing the grouping of data at runtime.

Other reports, such as the SAF Code Transaction Summary report, show the same data, but with a different level of detail.

In addition, you can use browses, like the SAF Code View, as starting point. From there, you can use the related views and reports option to further explore transactions with SAF codes.

EMEA Exercise: *Journal Entry Basics* on page 505

US Exercise: *Journal Entry Basics* on page 657

Chapter 18

Foreign Currency Revaluation

Foreign Currency Revaluation Overview



Our Passion. Your Advantage.

Overview

- ▲ Concepts
- ▲ Setup
- ▲ Activities
- ▲ Hands-on exercise

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In this chapter, you will learn about the foreign currency revaluation functionality in QAD Enterprise Applications. The chapter explains concepts and terms, followed by revaluation setup, and finally revaluation transactions and related activities.

Currency Revaluation Concepts



Currency Revaluation Concepts Currency Definitions

▲ **Transaction currency (TC)**

Functional currency of the recorded transaction

▲ **Base currency (BC):**

Functional currency of the entity in which the transaction is recorded

▲ **Management currency (MC):**

Functional currency of the entity to which the operational entity reports

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2008-EF-CR-020

Three Currencies

There are three types of currencies in QAD Enterprise Financials.

Transaction currency (TC):

Functional currency of the transaction that is recorded.

Base currency (BC):

The functional currency of the entity in which the transaction is recorded.

Management currency (MC):

The functional currency of the entity to which the operational entity reports.

Currency Conversion

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Currency Revaluation Concepts

Currency Conversion

- ▲ Record transaction in TC or BC
 - ▲ TC - BC conversion
 - TC/BC exchange rate can be overruled by user
 - ▲ BC - MC conversion
 - No user update
- ▲ All amounts stored in database
 - TC (if applicable), BC and MC amounts
- ▲ All transactions can be displayed in TC, BC, MC

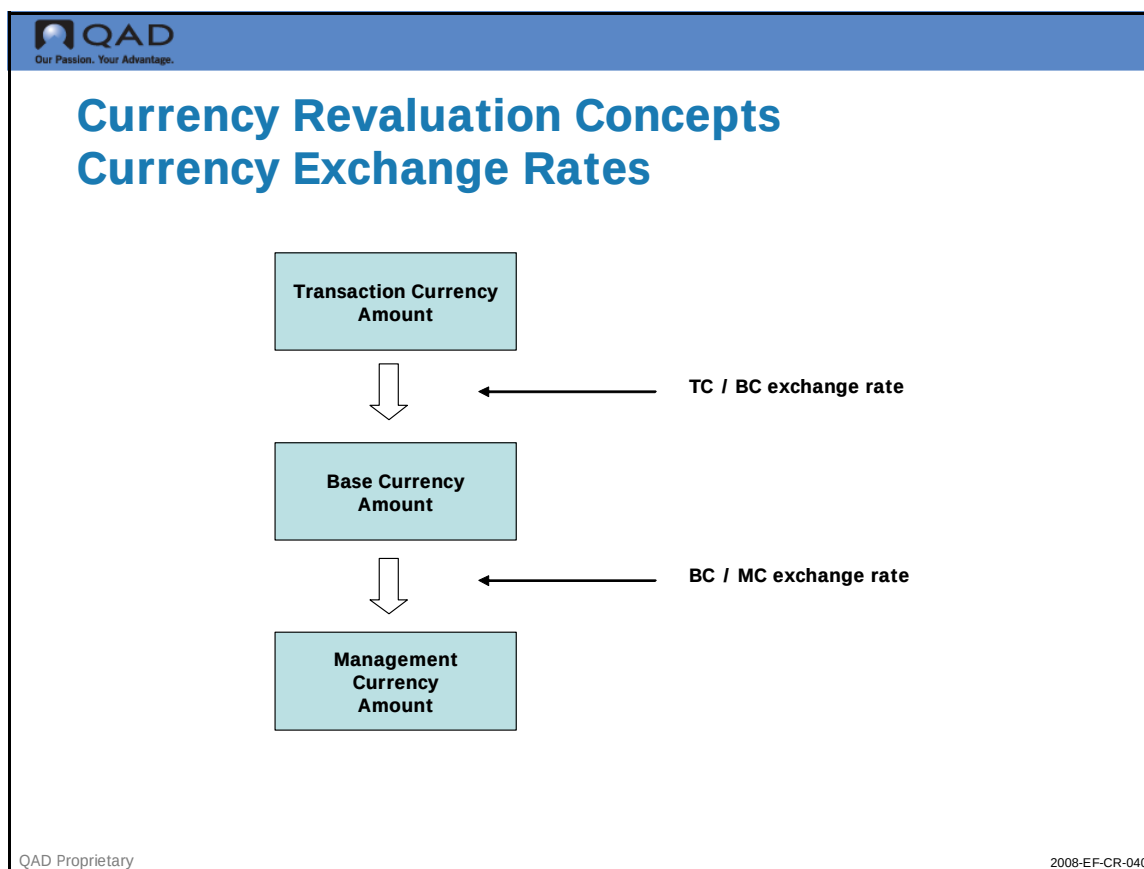
QAD Proprietary2008-EF-CR-030

Due to the dual-base currency concept in QAD Enterprise Applications, three currencies may appear on foreign currency transactions.

Transactions can be recorded in foreign or base currency. The conversion rate to base currency can be updated, but not the base currency to management currency one.

All three amounts are stored in the database and can be displayed on reports.

Two Exchange Rates



There are two types of currency revaluation:

- Revaluation of transactions denominated in a non-base currency, relative to the base currency
- Revaluation of the transaction currency revaluation result, relative to the management currency of the parent organization

Exchange Rate Types

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Currency Revaluation Concepts

Currency Exchange Rates

- ▲ Exchange rate determined by
 - Type
 - “Valid from” date
- ▲ Exchange rate types:
 - System exchange rate types :
 - Accounting (mandatory)
 - Budget
 - Cash
 - Intrastat
 - Inventory
 - Revaluation
 - Tax
 - Opt. user-defined exchange rate type

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An exchange rate is defined by its type and valid from date. There are system exchange rate types and user defined exchange rate types.

You must define the system exchange rate type Accounting. The system will ultimately use this exchange rate when no other exchange rate is defined.

Posting Accounts


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Currency Revaluation Concepts Posting Accounts

- ▲ **Source Account**
 Revaluated account
- ▲ **Target Account**
 Exchange rate difference account resulting from revaluation (unrealized)
- ▲ **Revaluation Account**
 Revaluation results account (profit or loss)

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- **Source Account**
The original account affected by the revaluation to which the transaction was posted.
- **Target Account**
The exchange rate differences account resulting from revaluation. This account is one of the two system unrealized accounts.
- **Revaluation Account**
The account where the revaluation results are posted.

Only the system account and the revaluation account are used in the posting. However, for standard GL accounts, the source and revaluation accounts are the same, and the source account is also used in the posting.

Currency Revaluation Setup


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Currency Revaluation Setup

- ▲ Account types subject to revaluation
 - Customer & supplier control account
 - Customer & supplier payment account
 - Standard GL account
 - Bank account
 - Cash account
- ▲ GL Account Setup configuration
 - Currencies
 - Revaluation parameters
- ▲ Posting structure

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To enable accounts to be revalued, you must configure currencies and revaluation parameters on the accounts, and then create a posting structure for revaluation postings.

Currency revaluation parameters can be setup at the level of the individual GL account. Whether a GL account can be revalued and the procedure of revaluation (with revaluation account or not) depends on the type of GL account (as listed above)

The effect of revaluation on customer and supplier payment accounts depends on the payment instrument. If the payment instrument is direct debit (customer accounts only), the foreign currency transactions are performed using the accounting exchange rate for the direct debit date, and revaluation is not required. However, for drafts and post-dated checks denominated in a foreign currency, the payee must wait until the due date to collect the value. The value of the check or draft can vary from the date of issue until the due date, and is subject to revaluation.

Standard GL Accounts

Some standard GL accounts accept transactions in any currency, and are, therefore, subject to revaluation.

Bank and Cash Accounts

Bank and cash accounts can be denominated in a non-base currency, which must be expressed in the base currency of the entity.

GL Account Create Menu - Currency Tab

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GL Account Create - Currency Tab Revaluation GL

- ▲ Revaluation results not on control account
 - Control accounts
 - Customer / Supplier
 - Customer / Supplier Payments
- ▲ Standard GL
- ▲ Automatic posting
- ▲ Analysis: sub-account only (with default)

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Revaluation results must not be posted on the control account.

When the GL account type is a control account then a revaluation account must be identified. The result of the revaluation will be posted on the revaluation account.

Analytical method is limited to sub-account for this type of account.

The same set of accounts is used for transaction currency & management currency revaluation.

Currency Tab - Revaluation Methods

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GL Account Create – Currency Tab Revaluation Method

GL Account Create x

Go To Actions Tools Attach Print Preview

Attachments

Account: 44001
Description: Trade AP - External
GL Type: Supplier Control 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:
TC Revaluation Method: Actual Rate
MC Revaluation Method: Revaluation
Revaluation GL: 4455
Consolidation Method: Current Exchange Rate

TC Revaluation Rate Type:
MC Revaluation Rate Type:
Consolidation Rate Type:

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The revaluation account fields become enabled depending on the type of GL account selected.

TC Revaluation Method and Rate

TC Revaluation Method	TC Revaluation Rate	Description
None	<i>Disabled</i>	The account is not revaluated
Actual Rate	<i>Disabled</i>	The accounting rates valid at month-end are used.
Revaluation	<i>Disabled</i>	The exchange rates of type REVALUATION are used.
Own Method	Any exchange rate with a user-defined exchange rate type.	The exchanges rates of the user-defined type in TC Revaluation Rate are used.

The revaluation methods and rates for a source GL account are defined in the Currency tab of Account Create. The tab lets you define both methods and rates for the revaluation of both transaction currencies and for the management currency.

The management currency revaluation method and rate can be defined independently of the transaction currency revaluation method and rate.

GL Account Setup by Type


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GL Account Setup by Type

Control GL account multi currency

Local Currency Only	☐	Currency Code	
Revaluation G/L	400001	tc Revaluation Method	Revaluation
cc Revaluation Method	Revaluation	cc Revaluation Rate	

Standard GL account with one currency (USD)

Local Currency Only	☐	Currency Code	USD
Revaluation G/L		tc Revaluation Method	Revaluation
cc Revaluation Method	Own Method	cc Revaluation Rate	CC Reval Rates

Standard GL account with base currency (EUR)

Local Currency Only	☐	Currency Code	EUR
Revaluation G/L		tc Revaluation Method	
cc Revaluation Method	Revaluation	cc Revaluation Rate	

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Revaluation Results GL Accounts



Currency Revaluation Setup Revaluation Results GL Accounts

- ▲ System accounts for exchange rate differences
 - Realized Exchange Gain
 - Realized Exchange Gain
 - Unrealized Exchange Gain
 - Unrealized Exchange Loss
- ▲ Balance Sheet or P/L
- ▲ Automatic posting
- ▲ Analytical: only sub-account

Revaluation Results Analysis Structure



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Currency Revaluation Setup

Revaluation Results Analysis Structure

- ▲ Revaluation accounts
 - Source, target, revaluation
- ▲ Analytical structure
 - Source & revaluation account = same
 - Target account
 - Sub-account or no analysis
 - Independent from the source account

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Posting Rules

The analytical structure of the revaluation account is identical to the source account. The target account has its own analytical structure.

Daybooks


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Currency Revaluation Setup - Daybooks

- ▲ 1 daybook / account type
- ▲ Daybook type must match account type:

Daybook	GL Account Type
Revaluation Customer Payments	Customer Payment Account
Revaluation Customers Customer	Control Account
Revaluation GL Bank	Bank, Cash, and Standard GL Accounts
Revaluation Intercompany	Cross-Company Control Accounts
Revaluation Suppliers	Supplier Control Account
Revaluation Supplier Payments	Supplier Payment Account
Revaluation Tax	Tax Account

- ▲ Layer
 - Source and target types always equal
 - Primary, secondary layers only

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You must define revaluation daybooks for each account type that is being revalued, and the daybook type must match the account type.

Only daybooks of the primary and secondary layers can be used, and the source and target layer types must be the same.

GL Periods

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Currency Revaluation Setup - GL Periods

- ▲ Multiple revaluation runs by period
- ▲ System reverses existing revaluation postings
- ▲ No revaluation postings in correction periods

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Multiple revaluation runs can be made during the same GL period.

When a revaluation posting has been created for a particular GL period, a subsequent revaluation posting for the same period reverses the existing posting. You cannot create revaluation postings that occur in correction periods, or create a reverse posting to occur in a correction period.

Currency Revaluation Transactions Activities


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Currency Revaluation Activities

- ▲ **Simulate**
 - Status “Initial”
- ▲ **View**
 - No updates
- ▲ **Modify**
 - Only status “Initial”
 - Updates limited
- ▲ **Delete:**
 - Only status “Initial”
- ▲ **Post**
 - status “Posted”

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View: Shows all data of a revaluation in read-only mode

Modify: You can modify or delete revaluations only when all revaluation areas have an initial status. In this case, you can modify only the revaluation header or scope, and can delete entire rows in the Simulation tab of the Revaluation screen, but not modify the row data. The Exchange Rate tab is read-only

Delete: Revaluation with all areas in Initial status can be deleted

Post: Select a number of revaluations and generate the postings. The selected Revaluation Areas are given the status Posted.

Revaluation Simulate

Revaluation Simulate

▲ Revaluation Simulate (25.21.1.1)

- Specify period and posting details
- Define scope
- No postings

The Revaluation Simulate activity (25.21.1.1) identifies the revaluations to be run for the GL periods and revaluation areas specified.

The Revaluation Scope settings let you identify specific types of accounts for which to run the revaluation process; for example, customer or supplier payment or control accounts, or balance sheet accounts. The account types you select are displayed in the Revaluation Area column of the simulation grid when you click Apply to begin the simulation.

The simulation results are displayed in a hierarchical grid. You can drill down for more detail on individual items. The results are grouped by revaluation area, and by transaction currency or by transaction currency/sub-account combination if you defined sub-account analysis for the system accounts.

The results display the following information:

- The original debit and credit amounts in TC, BC, and MC.
- The revaluated debit and credit amounts in TC, BC, and MC.
- The revaluation differences to be posted.
- Analytical information, if you defined analysis on the accounts.

When you have completed the fields, click Save to save the revaluation.

Revaluation Post

Revaluation Post

- ▲ Revaluation Post (25.21.1.5)
 - Post to accounts set up earlier
 - Generates revaluation and opt. reversal postings

Similar to simulation, but with an impact on the GL. Use Revaluation Post (25.21.1.5) to post the revaluation differences to the relevant accounts.

Select revaluations for posting using the GL calendar year and GL period, revaluation number, layer, and revaluation scope items as search criteria.

Click Add to add revaluations that match the criteria to the Posting grid.

EMEA Exercise: *Revaluation* on page 508

US Exercise: *Revaluation* on page 659

Chapter 19

Mirror Accounting

Mirror Accounting Overview



Overview

- ▲ Business requirement
- ▲ Scope
- ▲ Mirror accounting flow
 - High level flow
 - Setup
 - Transactions
- ▲ Hands-on exercise

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2008-EF-MA-020

Mirror accounting is used in several European accounting systems to ensure that inventory transactions are reflected immediately in the income statement, as well as in the balance sheet. This lets you analyze purchases and inventory movement in the general ledger in internal management reports.

You can apply mirror accounting to inventory control transactions only, or to work order transactions as well.

Business Requirement



Business Requirement

- ▲ Inventory transactions on income statement
- ▲ Reasons
 - Business requirement (management reporting)
 - Legal requirement (e.g. in Italy, France, ...).

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2008-EF-MA-030

The mirror accounting functionality solves a requirement for inventory transactions to be processed directly in the income statement, as well as in the balance sheet.

There are two main reasons for implementing mirror accounting:

- 1 At business level:
For statutory or management financial statement reporting.
- 2 At legal level:
Legal accounting requirements for certain countries (for example, Italy and France).

Scope


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Scope

- ▲ IC transactions (Inventory Control):
 - PO Receipt
 - Unplanned Issues / Receipt
 - WO Issue / Receipt
 - SO Shipment
 - Inventory transfers
 - ...

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In QAD Enterprise Financials, you can apply mirror accounting to transactions of type IC (Inventory Control). These transactions can originate from activities, such as purchase order receipts, unplanned issues, work order issues, or sales order shipments.

Mirror Accounting across Versions

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Mirror Accounting Across Versions

- ▲ QAD Enterprise Applications Standard Edition
 - Exists in QAD SE and some earlier versions
 - Use Memo / Statistical accounts
- ▲ QAD Enterprise Applications Enterprise Edition
 - Use accounting layers to implement the mirroring

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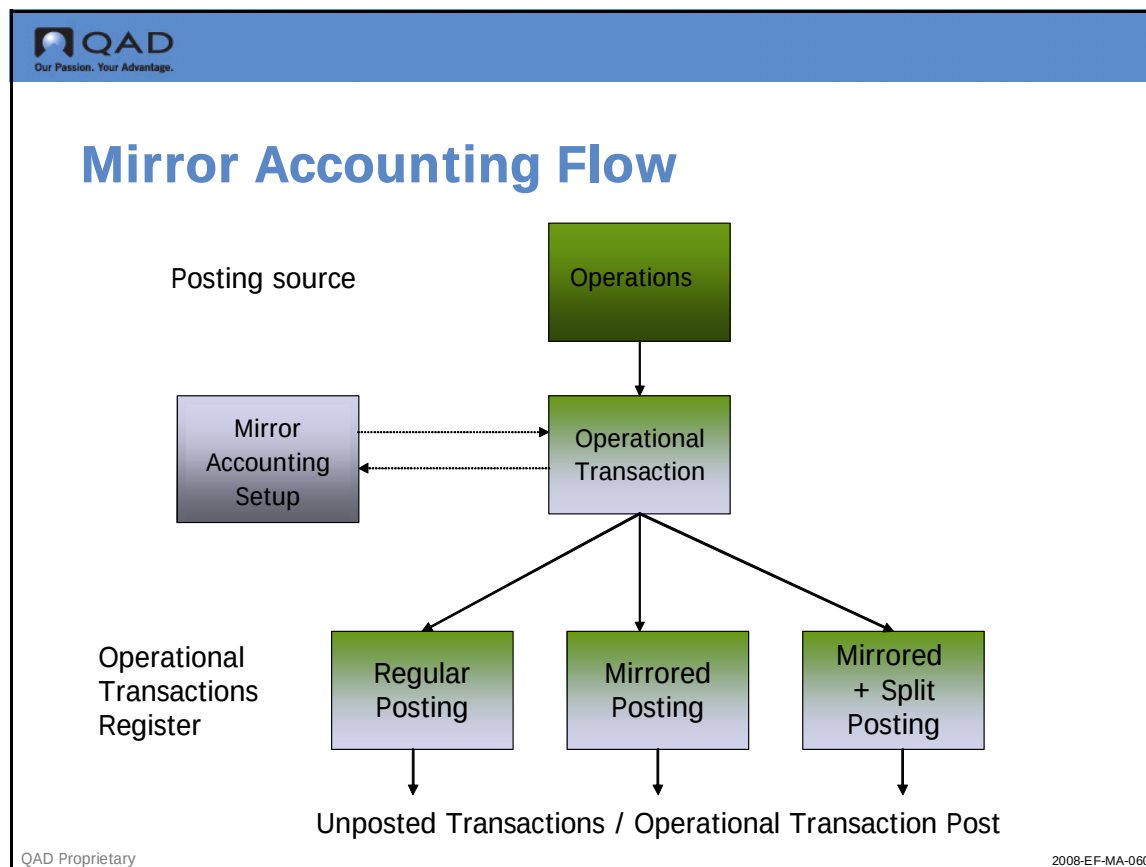
Mirror Accounting in QAD Standard Financials:

- Exists in QAD Standard Edition Financials and some earlier versions.
- Memo/Statistical accounts are used to include or exclude postings from financial statements.

QAD Enterprise Financials:

The accounting layers concept is used to implement the mirroring, through the relevant posting daybooks. Memo/Statistical accounts are not used in Enterprise Financials.

Mirror Accounting Flow



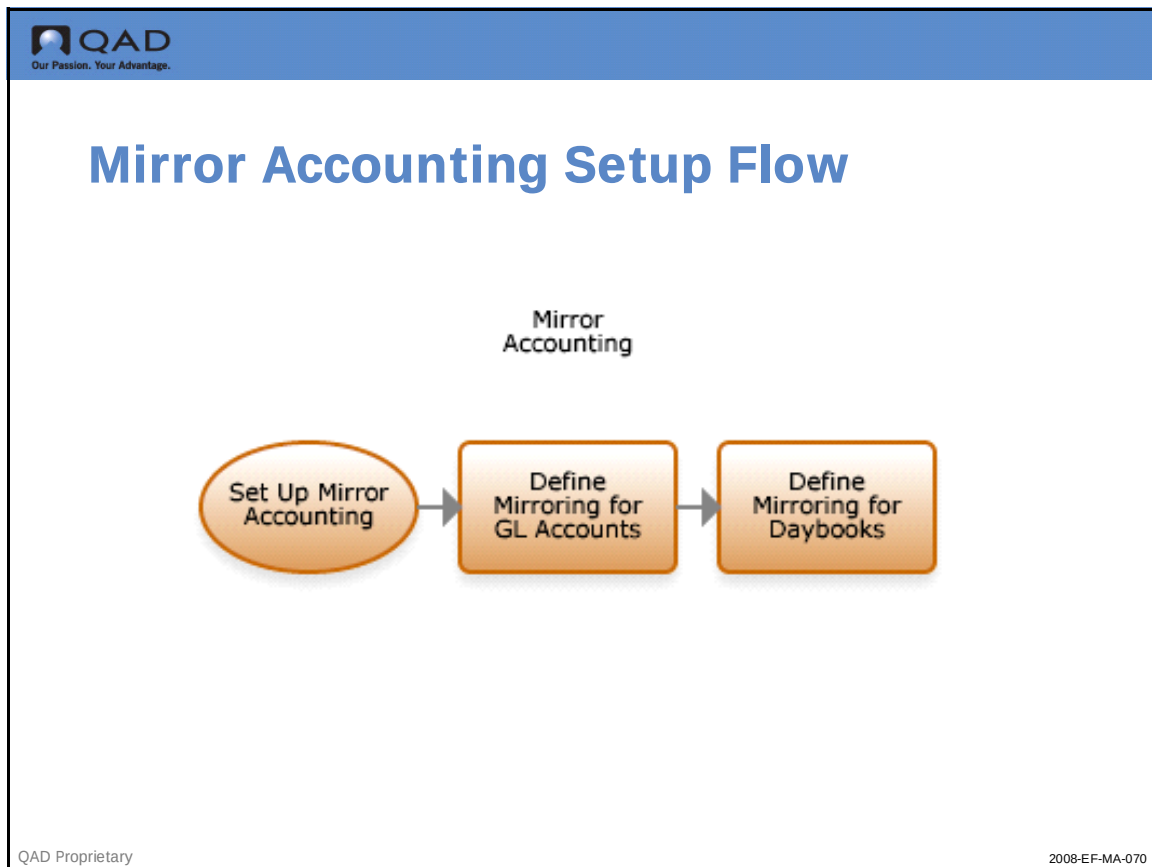
The operational postings that are subject to mirroring (IC and WO transaction types) are always created as a pair of posting lines. Mirroring adds two posting lines to the original transaction, which update the mirror accounts you defined.

The program that creates the mirroring adds reference information to the posting lines. This reference information lets you report on mirrored transactions and linked postings (in case a split was applied).

When mirror accounting is enabled for a given entity, the system will create one of the following postings when an operational posting is created:

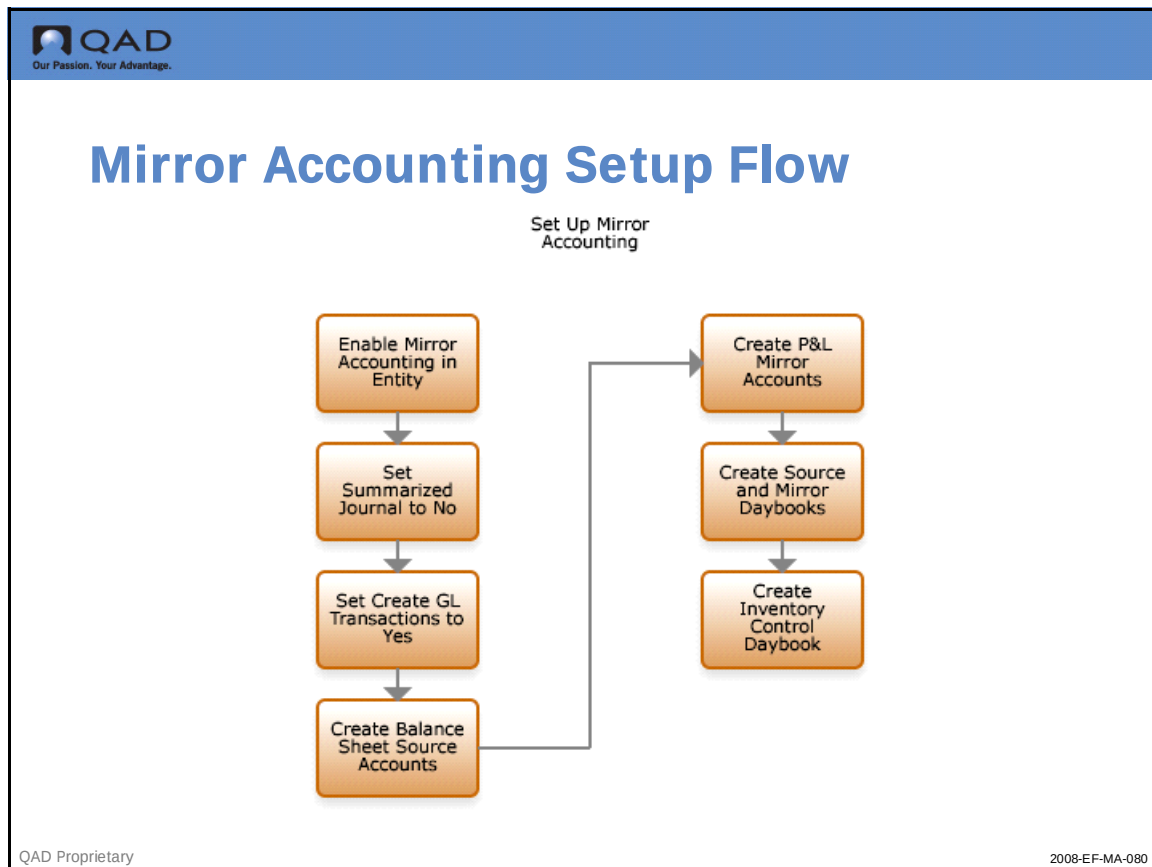
- Case 1: A regular posting is created when the posting (source) daybook or the pair of accounts is not in the mirror accounting setup or the transaction type is not IC.
- Case 2: Mirrored posting lines are created when the posting (source) daybook and the pair of accounts are specified in the mirror accounting setup without a split option and the transaction type is IC
- Case 3: Mirrored postings split into sub-transactions are created when the posting (source) daybook and the pair of accounts are specified in the mirror accounting setup, the transaction split is active and the transaction type is IC.

Mirror Accounting Setup Flow



You must complete both operational and financial steps to set up mirror accounting. These steps are listed on the process maps above and below.

Enable Mirror Accounting



Enable mirror accounting as an attribute of the entity.

- In Inventory Accounting Control (36.9.2), set Summarized Journal to No, and set Create GL Transactions to Yes.
- Use GL Account Create (25.3.13.1) to create the source and mirror GL accounts, and Mirroring GL Account Create (3.20.7.1) to link these accounts.
- Use Mirror Daybook Create (3.20.6.1) to create the mirroring daybooks.

Setup Details


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Mirror Accounting Setup

- ▲ Activate at entity level
- ▲ Setup Mirror Account pairs
 - Optionally include
 - Analytical information
 - Split option
- ▲ Setup Mirror Daybooks pairs
- ▲ Setup can be at level
 - Domain
 or
 - Entity

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A source account pair is linked with its respective mirror account pairs. The source accounts can be of the following types:

- Standard account
- Cross company control account
- Inventory control account
- WIP control account
- System accounts of type Purchase Order Receipts

A source daybook is linked with its mirror daybook. The mirror daybook can be linked to either the primary/official or secondary/management type of layer.

Requirements for Execution



Requirements for Execution

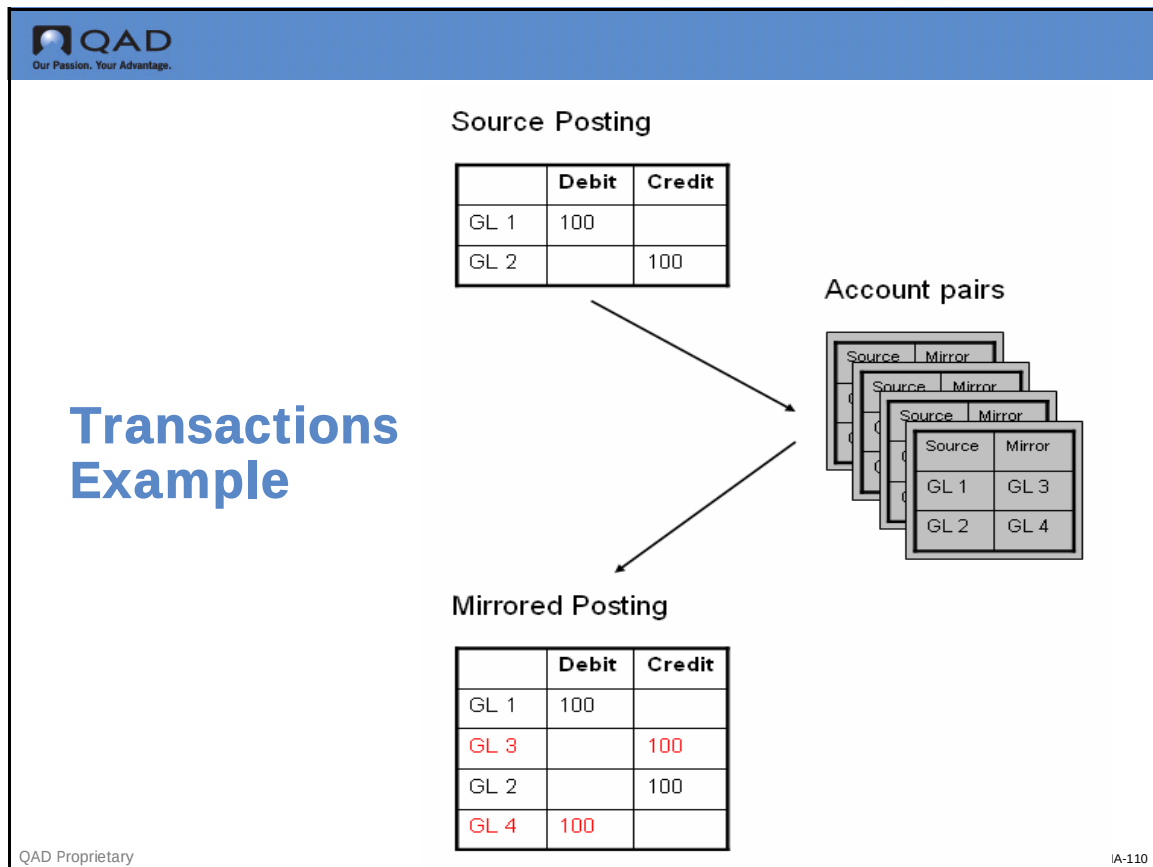
- ▲ Mirror accounting transactions triggered when
 - Mirror accounting is active for the entity
 - The transaction contains a mirror account pair
 - The transaction is in a mirror daybook

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Mirror accounting is applied when it is active for the entity and the posting contains a pair of source accounts that have to be mirrored and the source daybook has been defined with its mirror daybook.

Transaction Example



When the prerequisites are fulfilled, mirror accounting automatically creates an additional pair of GL posting lines from a source transaction.

Transaction Example—Split



Transaction Example - Split

Mirrored Posting

	Debit	Credit
GL 1	100	
GL 3		100
GL 2		100
GL 4	100	

Split option 1

	Debit	Credit
GL 1	100	
GL 3		100

	Debit	Credit
GL 2		100
GL 4	100	

Split option 2

	Debit	Credit
GL 1	100	
GL 2		100

	Debit	Credit
GL 3		100
GL 4	100	

Each transaction is assigned a daybook from the mirror daybook setup

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Optionally, the mirrored transaction is split into two sub-transactions, which can be posted in a different daybook.

EMEA Exercise: *Mirror Accounting* on page 521

(EMEA Only)

Chapter 20

General Ledger Transactions

General Ledger Transactions Objective



Objective

- ▲ Learn how to manage the General Ledger by understanding how to create all types of General Ledger transactions and corrections.
- ▲ Learn what GL transactions reports and views are available.

Overview


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General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments ✓
 - Revaluation posting ✓
 - Journal Entry
 - Journal Entry Templates
 - Reversing Entries
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

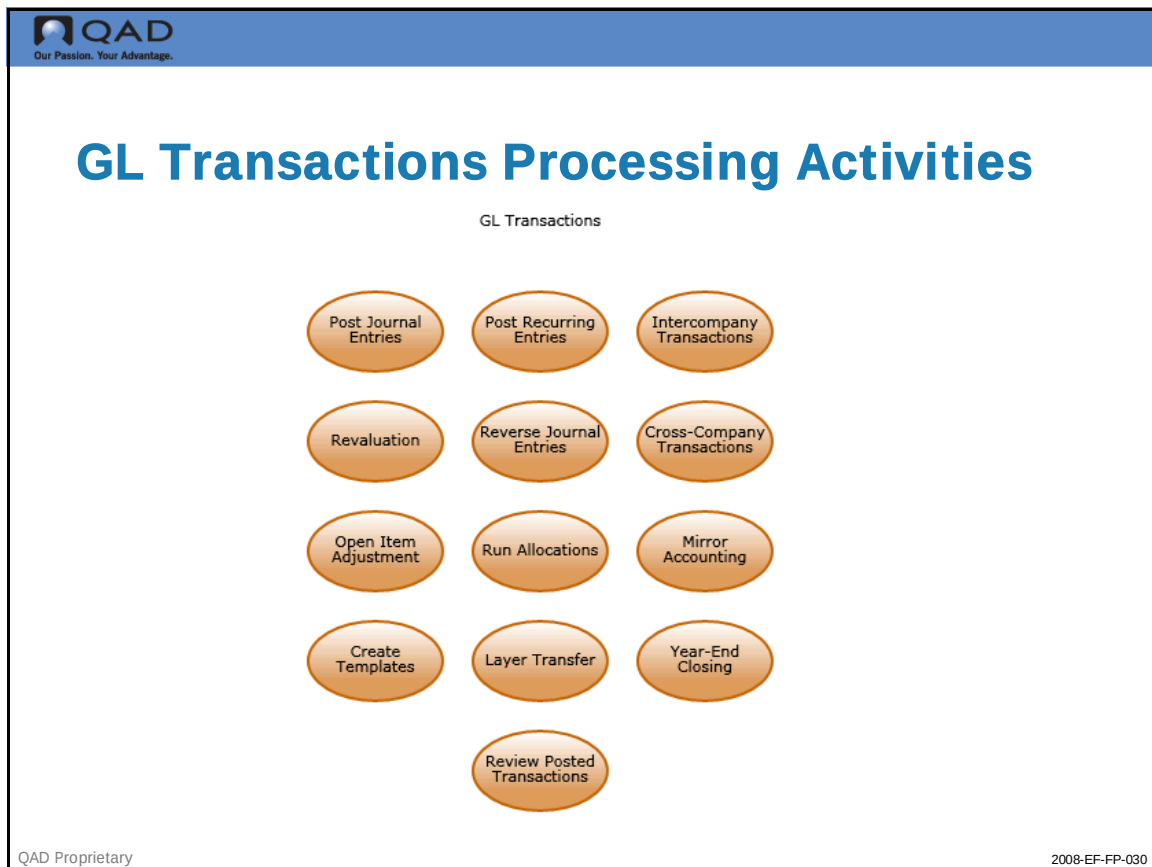
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This section handles General Ledger transactions, that is, transactions that do not originate from operational areas.

You already learned how to manage open item adjustments and foreign currency revaluation.

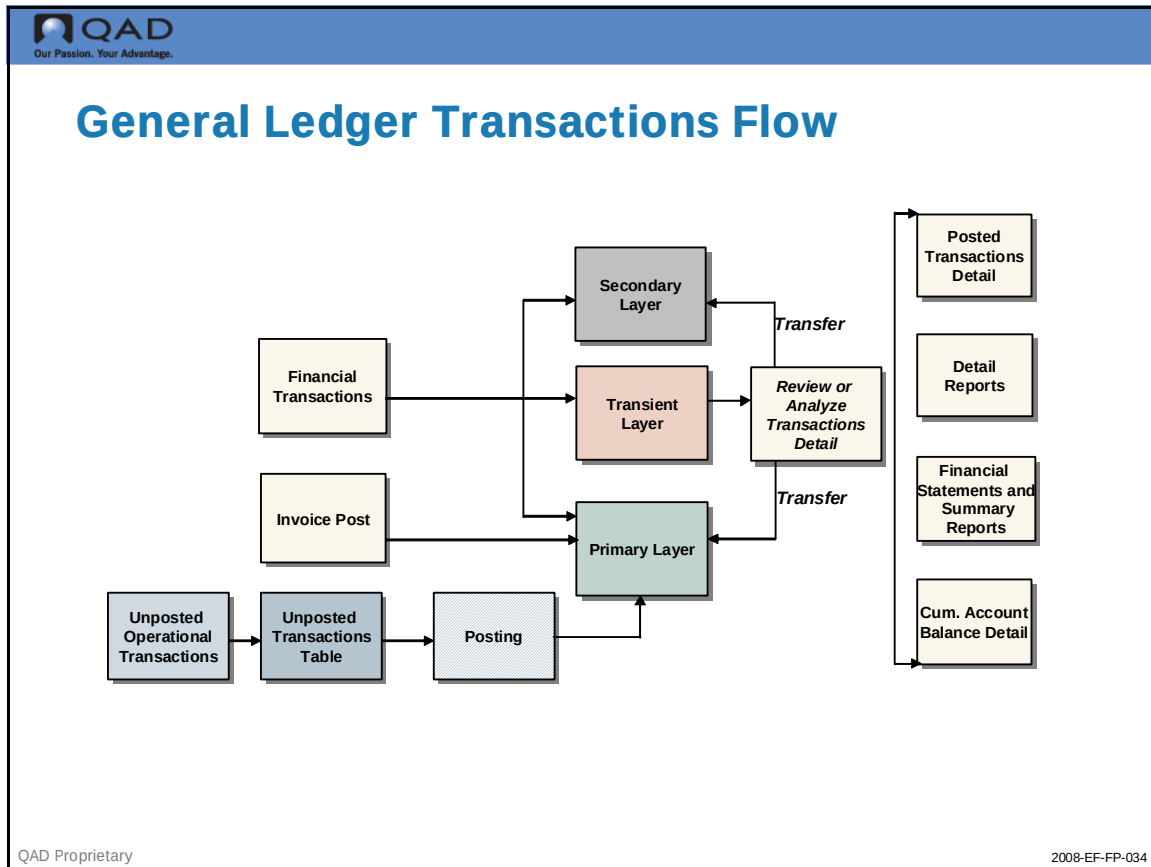
After reviewing the overall transaction posting flow, we will learn more about journal entries, templates, reversing transactions, recurring entries, cross-company postings, and, finally, how to transfer transactions in batch from the transient to the primary or secondary layer (mass layer transfer).

General Ledger Transactions Processing Overview



The process map displays all activities related to General Ledger transactions.

General Ledger Transactions Flow



Journal entries, invoice post and operational transactions are the basis of GL records.

Transactions recorded in the primary layer or secondary layer are created and posted as part of the same journal entry process. Transactions recorded in the transient layer can be transferred to the primary or secondary layer.

Simple GL transactions consist of multiple posting lines associated with amounts and GL accounts. During posting, the transaction detail in the posting line is used to update cumulative account balance detail records for the GL period. This detail is then used when generating financial statements and summary reports.

Journal Entry


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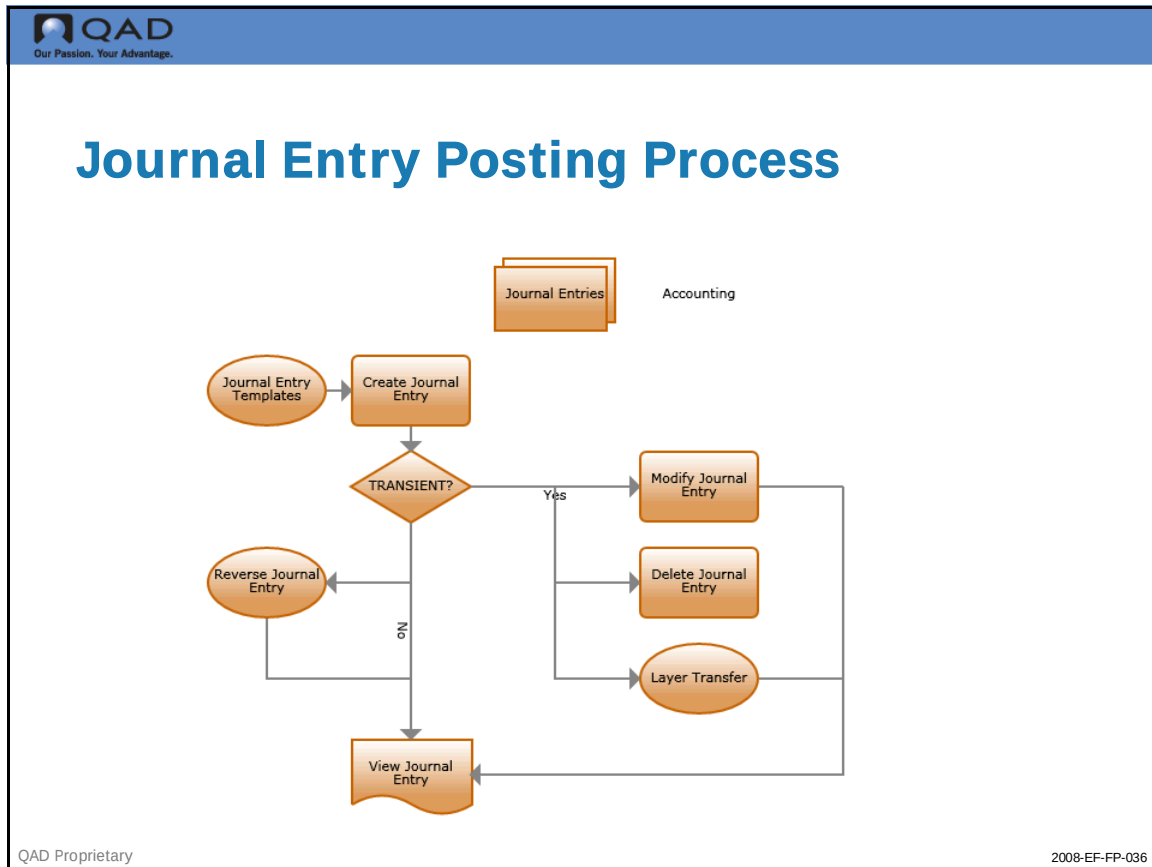
General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Entries
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

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We will now discuss journal entry creation in more detail.

Journal Entry Posting Process



Journal entries are the basis of most GL records. They can be based on templates, can be reversed, and if posted in the transient layer, they can even be modified and deleted.

Journal entries directly map to GL transactions, and the general ledger lets you view the activity and balance of each account at a glance.

Journal Entry Creation


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Journal Entry Creation

- ▲ Journal Entry Create (25.13.1.1)
- ▲ Sequence number
- ▲ External
 - Only in view mode
- ▲ Replacement
- ▲ Posting lines
 - Level 1
 - Sub-levels

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2008-EF-FP-040

Use the Journal Entry activities (25.13.1) to create, view, modify, delete, and reverse journal entries. You can use Journal Entry Create (25.13.1.1) to manually record transactions for financial daybooks. However, Journal Entry View (25.13.1.3) lets you view transactions posted to operational and external daybooks, in addition to financial daybooks.

Journal Entry Create (25.13.1.1) Highlights

Sequence number: This field displays a nine-digit sequence number generated for the journal entry. This is an alternative reference number for use in countries where local GAAP constraints require that GL posting numbering be sequential, without any gaps.

Note The sequence number is generated only if the Additional GL Numbering field is activated for the entity.

Replacement. Select the field if the journal entry is a replacement posting. Normally, if a GL posting is incorrect, it is rectified using two subsequent GL transactions: a reversal posting to balance out the original, incorrect posting, and a new replacement posting with the correct values.

Reversal. Select the field if the journal entry is a reversal posting to balance out a previous, incorrect posting.

You can also use the following activities within Journal Entry:

- Journal entries can be saved in draft format when Draft Instances is selected in System/User Settings, Change System Setting. When you save a record in draft format, none of the system validations are executed. You can then return later to complete the record by choosing the Journal Entry Browse Drafts activity and selecting the record you want to finish from the list.
- Using the Excel integration feature, you can export data into Excel spreadsheets for analysis or reporting. You can also create new data within Excel and import it to the system database, where it is validated before being saved.

If the GL account you use does not have analysis and the transaction you enter is in the base currency, the posting contains only a single line and no level 2 posting lines.

JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/18/2008

Daybook Code: JE 000000001 Layer Type: OFFICIAL Save As Template

Description: Posting 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)
17000	TAX Payable			Posting	EUR	0.00	100.00
51000	Bank Charges	Gserv		Posting	EUR	200.00	0.00
40100	ICT Expense	Gserv	Adm	Posting	EUR	300.00	0.00
40400	Fees	Gserv	Adm	Posting	EUR	400.00	0.00
40000	Travel Expense	Gserv	Mar	Posting	EUR	500.00	0.00
19200	Accruals	Gserv		Posting	EUR	0.00	1,300.00

QAD Proprietary 2008-EF-FP-050

A posting line can be composed of multiple sub-levels containing additional posting information.

The level 1 posting line contains fields for the GL account, sub-account, cost center, journal entry description, base currency, and debit and credit amounts in the base currency.

The posting grid can automatically display additional level 2 posting lines and fields, depending on how the GL accounts used in the transaction are defined, such as fields for:

- Transaction currency
- Quantity
- Intercompany
- Cost center analysis
- Project analysis
- SAF analysis
- Open items
- Tax account details

If the posting line contains additional level 2 posting lines, a line expander (+) appears to the left of the line. Click on the expander to drill-down and view all posting details.

JE Posting: Progressive Disclosure - Drill Down 1

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JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/18/2008

Daybook Code: JE 000000001 Layer Type: OFFICIAL Save As Template

Description: Posting 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)
17000	TAX Payable			Posting	EUR	0.00	100.00
51000	Bank Charges	Gserv		Posting	EUR	200.00	0.00
Sub-Account Code: Gserv							
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40100	ICT Expense	Gserv	Adm	Posting	EUR	300.00	0.00
40400	Fees	Gserv	Adm	Posting	EUR	400.00	0.00
40000	Travel Expense	Gserv	Mar	Posting	EUR	500.00	0.00
19200	Accruals	Gserv		Posting	EUR	0.00	1,300.00

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JE Posting: Progressive Disclosure - Drill Down 2

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JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08

Posting Date: 08/18/2008

Daybook Code: JE

000000001

Layer Type: OFFICIAL

Save As Template

Description: Posting

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)
40100	ICT Expense	Gserv	Adm	Posting	EUR	300.00	0.00
Sub-Account Code Gserv Cost Center Code Adm Project Code							

GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40400	Fees	Gserv	Adm	Posting	EUR	400.00	0.00
40000	Travel Expense	Gserv	Mar	Posting	EUR	500.00	0.00
19200	Accruals	Gserv		Posting	EUR	0.00	1,300.00

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2008-EF-FP-070

JE Posting: Progressive Disclosure - Drill Down 3

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JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/18/2008

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

Description: Posting 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)
40400	Fees	Gserv	Adm	Posting	EUR	400.00	0.00
Sub-Account Code							
Gserv							
Intercompany Code Cross-Company Code							
EMEANL							
Cost Center Code Structure							
Adm							
Project Code Description Structure							
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)	BC Credit (EUR)
40000	Travel Expense	Gserv	Mar	Posting	EUR	500.00	0.00

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JE Posting: Progressive Disclosure - Drill Down 4

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JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/18/2008

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

Description: Posting 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	Mar	Posting	EUR	500.00	0.00

Sub-Account Code: Gserv

Cost Center Code: Mar Structure: Travel

SAF Concept Code: J SMITH SAF Code: X887CF

Employee: Car registration Purpose: PreSales

Project Code: Description: Structure:

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JE Posting: Progressive Disclosure - Drill Down 5

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JE Posting: Progressive Disclosure

Journal Entry Create

Go To Actions Tools Attach Print Preview

Attachments

Year: 2008 08 Posting Date: 08/18/2008

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

Description: Posting 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)
17000	TAX Payable			Posting	EUR	0.00	100.00
51000	Bank Charges	Gserv		Posting	EUR	200.00	0.00
40100	ICT Expense	Gserv	Adm	Posting	EUR	300.00	0.00
40400	Fees	Gserv	Adm	Posting	EUR	400.00	0.00
40000	Travel Expense	Gserv	Mar	Posting	EUR	500.00	0.00
19200	Accruals	Gserv		Posting	EUR	0.00	1,300.00

Sub-Account Code: Gserv

Allocation: New Open Item Allocation Key: Accr-08-08-001 Open Item Posting: 2008/8/JE/1

QAD Proprietary 2008-EF-FP-100

Journal Entry Templates


Our Passion. Your Advantage.

General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - **Journal Entry Templates**
 - Reversing Entries
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

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In the following pages, you will learn more about journal entry templates. If you plan to record the same journal entry on a regular basis, journal entry templates let you save the posting details for reuse.

Journal Entry Templates


Our Passion. Your Advantage.

Journal Entry Templates

- ▲ Used for:
 - Recurring entries
 - Repetitive postings
 - Allocations
- ▲ Best practice: separate transient layer
- ▲ Clear all
 - Yes: Delete all existing currency amounts
 - No: Proportional allocation
- ▲ Append
 - Yes: Retain original append template posting lines
 - No: Original posting lines are removed

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2008-EF-FP-120

Templates are usually used with recurring entries, in which the template is posted at recurring intervals according to a predefined schedule. However, you can use templates for any type of repetitive posting, and for allocations.

Journal entry templates retain the following transaction details:

- GL account, including the associated sub-account, cost center, project, or SAF details
- Description
- Currency
- Debit amount
- Credit amount

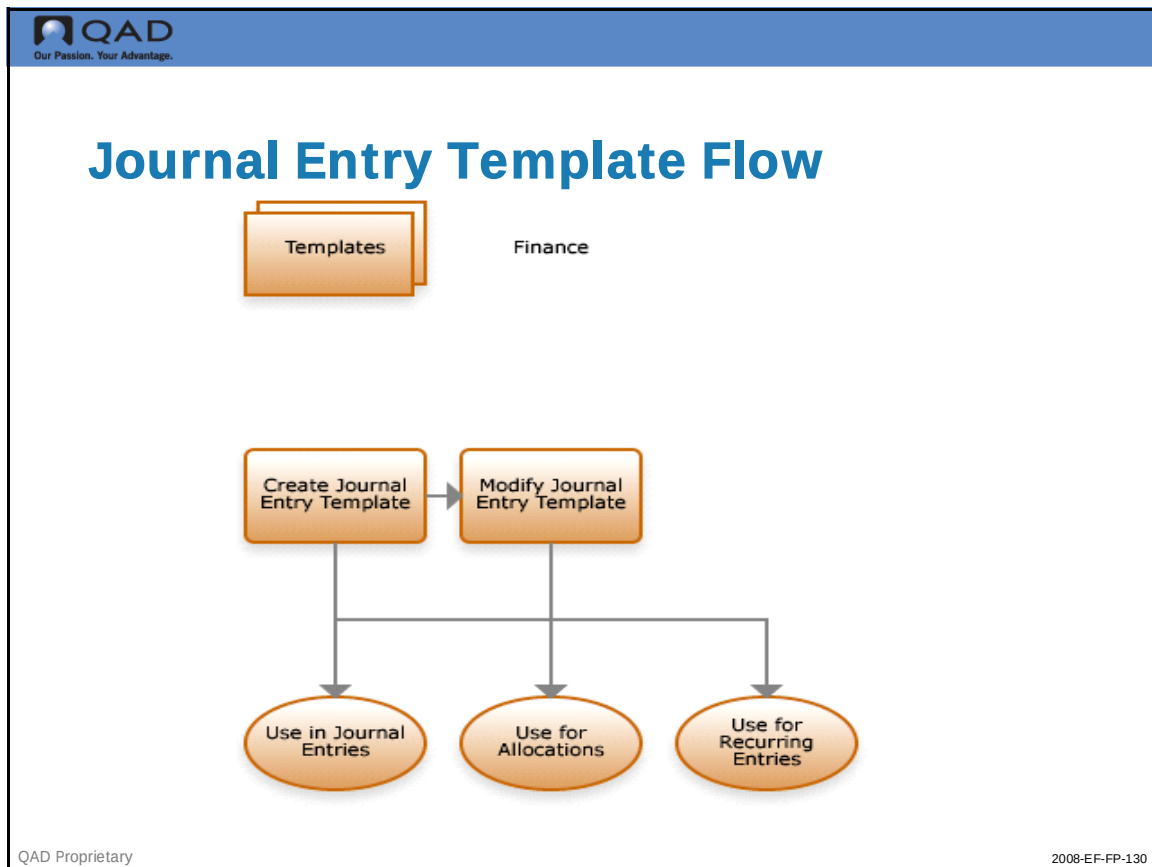
The account details are loaded into the posting grid when you select the template. You need change only the monetary amount and the reference each time you reuse the template, or maintain and use the same values. You can save the transaction or edit the details as required.

Best practice is to use a transient layer daybook to post journal entry templates. If you use a daybook linked to a transient layer, you can review the template details before posting the transactions to the primary layer. When you have verified the template, you can then change the daybook type to primary.

Note the following two fields:

- When creating a template, select the Clear All field to delete all existing amounts. Only the posting lines (such as accounts, sub-accounts, cost center) are stored, and you can enter new amounts in the posting grid. If the Clear All field is unselected, the system creates a proportional allocation based on the total transaction amount entered.
- When using a template in a transaction, select Append to retain the original posting lines and append the template posting lines. If you do not select Append, the original posting lines are removed, and only the template is retained.

Journal Entry Template Flow



- 1 Create a journal entry in the transient layer:
- 2 Select Save as Template.
- 3 Enter the template code.
- 4 Enter the detail lines.
- 5 Save in transient layer.
- 6 You can modify templates, as required.

Journal Entry Create for Templates

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Create Template

- ▲ Use Journal Entry Create
 - Check Save as Template
 - Enter template code
 - Enter detail lines
 - Save in transient layer (daybook)

The screenshot shows the 'Journal Entry Create' window. Red boxes highlight the following fields: 'Daybook Code' (set to 'Template'), 'Template Code' (set to 'RENT2008'), and the 'Save As Template' checkbox (checked). Other visible fields include Year (2008), Posting Date (07/31/2008), Layer Type (TRANSIENT), Description (Office Rent Shanghai), and Sequence Number (00000000).

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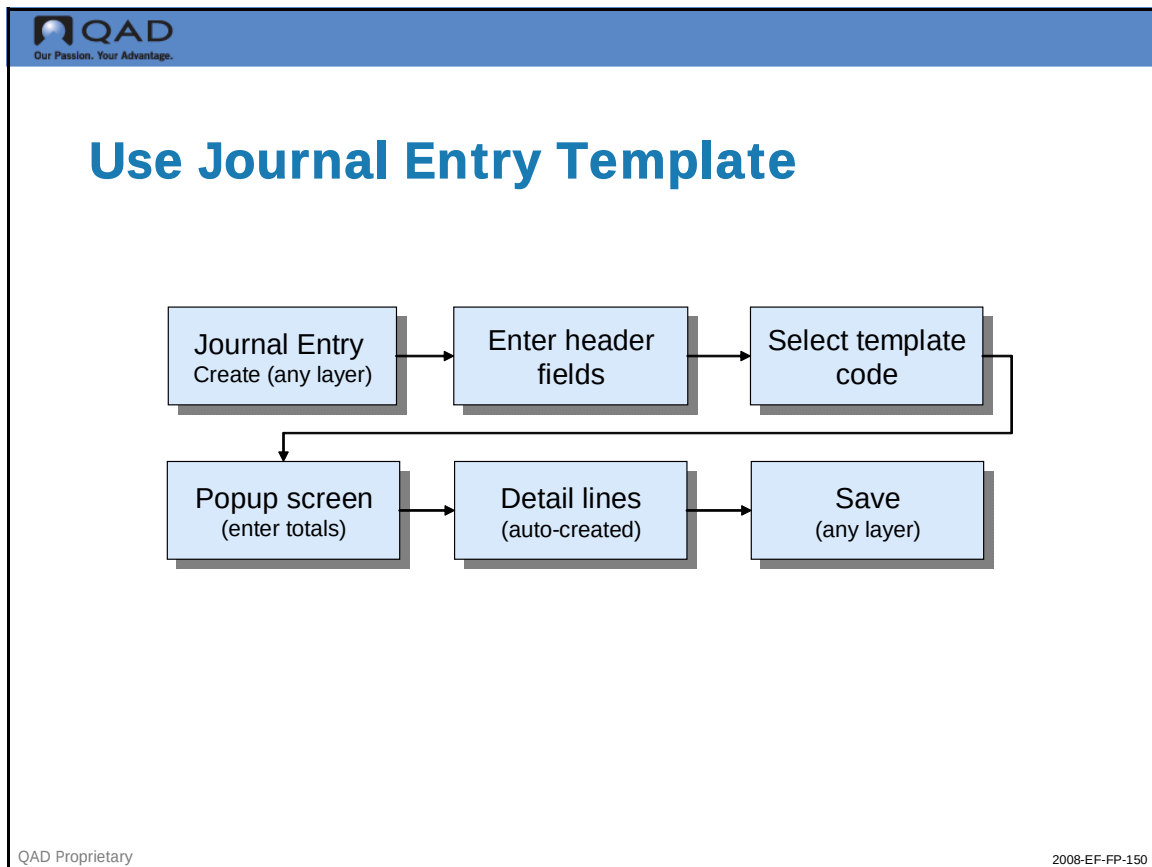
To create a new template, select the Save As Template Field.

Use the following procedure to create a journal entry using a posting template:

In Journal Entry Create (25.13.1.1), open the Template Code lookup and select a template. The Posting Template Apply screen is displayed. Complete the fields.

Use a separate daybook code for templates, and link it to the transient layer.

Use Journal Entry Template



EMEA Exercise: *JE Templates* on page 532

US Exercise: *JE Templates* on page 673

Reversing Entries



Our Passion. Your Advantage.

General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Entries
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

QAD Proprietary 2008-EF-FP-170

Now, you will learn how to use reversing transactions to reverse activity on existing journal entries.

Reversing Entries


Our Passion. Your Advantage.

Reversing Entries

- ▲ Purpose
 - Correcting errors
 - Posting accruals
- ▲ Best practice for posting accruals
 - Create separate daybook (use as filter)
 - Reverse all at the same time
 - Use automatic reversal
- ▲ Reversing entry = 2 entries
 - Original entry to adjust
 - Reversing or opposite entry
 - reverses all debit and credit positions

QAD Proprietary
2008-EF-FP-180

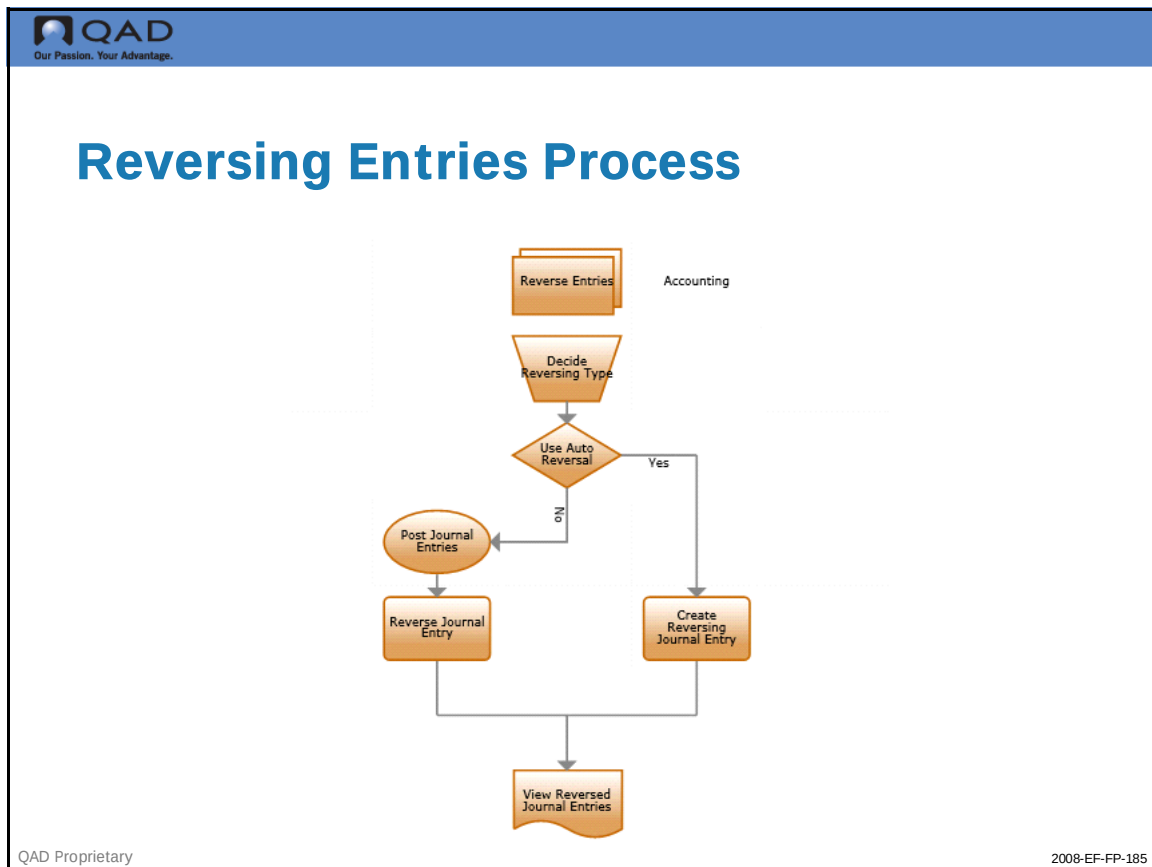
Reversing entries are used for two purposes:

- Correcting errors. Correct a posted transaction by posting an opposing entry to net out the original amounts.
- Posting accruals, such as payroll earned, but not yet paid. To do this, you post an entry (typically, on the last day of a GL period) and immediately reverse the entry on the first day of the next GL period. This procedure lets you record subsequent payments without having to recognize the portions that were accrued at an earlier date.

A reversing entry consists of two parts: the original adjusting entry, and the reversing, or opposite entry. The second entry reverses the position of all debits and credits.

Best practice for posting and reversing accruals is to use a separate daybook, and to reverse all postings at the same time. You can use the automatic journal entry reversal function to facilitate this process (more about this later).

Reversing Entries Process



The slide displays the reversing entries process map, with both manual and automatic reversal options.

Correction JE Reversal



Correction JE Reversal

- ▲ Legal requirements (Eastern Europe, ...)
 - Reversing correction JE posted at the same GL side (DR/CR) as the original posting
 - Total balance of original + correction must be zero in the GL
- ▲ Select **Correction** check box in JE Reverse

		DR	CR	DR	CR	DR	CR
correction vs. reversal postings	GL1	100			100	-100	
	GL2		70	70			-70
	GL3		30	30			-70
		Original posting		Reversal posting		Correction posting	

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2008-EF-FP-190

In certain countries, such as in Eastern Europe, it is a legal requirement to post correction journal entries at the same side (debit/credit) as the original entry. The total balance should always equal zero in the GL.

To post a reversing correction, select the Correction field in the Journal Entry Reverse subscreen.

Journal Entry Reverse Menu

Journal Entry Reverse

Journal Entry Browse for Rever... | Journal Entry - Reverse

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

Attachments

Year: 2007 | 10 | Posting Date: 10/29/2007

Daybook Code: SYSDB | 000000011 | Layer Type: OFFICIAL | Save As Template: ☐

Description: CST-ADJ | Template Code: | Replacement: ☐

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

Journal Entry - Reverse

Attachments

Year: 2007 | 11 | Posting Date: 11/01/2007 | **Correction** ☒

Daybook Code: SYSDB | 000000000 | Layer Type: OFFICIAL | Save As Template: ☐

Description: CST-ADJ | Template Code: | Replacement: ☐

Original Posting Reference: 2007/SYSDB/000000011 | Sequence Number: 000000000

OK | Close

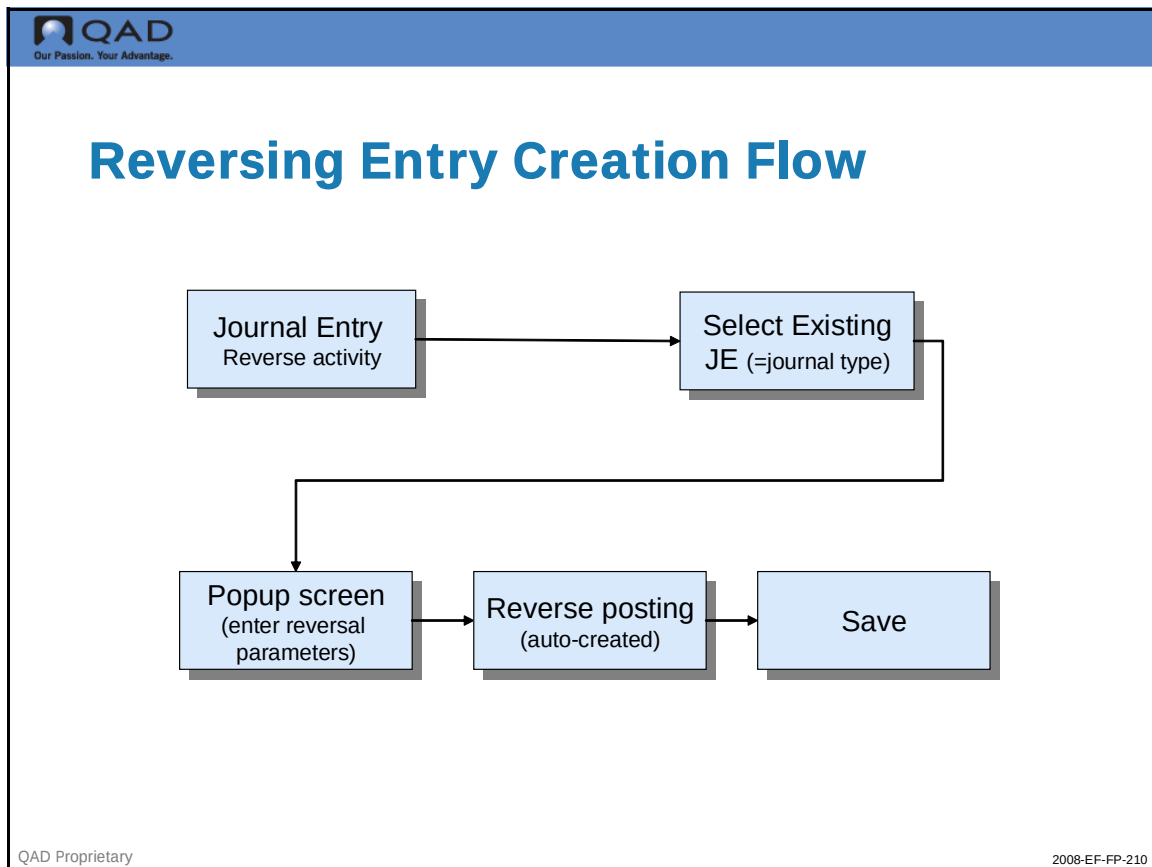
QAD Proprietary | 2008-EF-FP-200

The initial reversing screen displays a summary of the entry details. Reversals are usually processed on the first day of the GL period that follows the original posting period. The year, period, and posting date, therefore, default to these values.

You can change these defaults by changing the posting date or period.

Select the Correction field to enable the correction JE reversal.

Reversing Entry Creation Flow



Automatic Reversal of Journal Entries



Automatic Reversal of Journal Entries

- ▲ Process automation
- ▲ Automatic reversal in the next GL period
- ▲ Reversing Journal Create (25.13.1.14)
 - Similar to Journal Entry Create

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2008-EF-FP-220

Process automation means less man-made errors, and overhead cost reductions. With Reversing Journal Create (25.14.1.14), you can have the system process reversals in the next periods for you.

To do this, you create journal entries in Reversing Journal Create instead of Journal Entry Create, and indicate when the system must reverse postings.

Reversing Journal Create

Reversing Journal Create

Year: 2009 01 Posting Date: 01/13/2009 Correction: ☐

Daybook Code: 000000000 Layer Type: Save As Template: ☐

Description: Template Code: Replacement: ☐

Reversal Posting Date: 02/01/2009 Sequence Number: 000000000 Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit

Currency View: Transaction Currency Total TC: 0.00 0.00

QAD Proprietary 2008-EF-FP-225

Reversing Journal Create (25.13.1.14) is based on Journal Entry Create (25.13.1.1). Only two additional fields are specific to Reversing Journal Create:

Reversal Posting Date. It defaults to the first day of the next period, and must always be in a later period than the one of the original entry.

Correction. If checked, the original transaction is netted and the balance is zero (same behavior as in the Journal Entry Reverse pop-up screen)

EMEA Exercise: *Reversing Entries* on page 535

US Exercise: *Reversing Entries* on page 677

Recurring Entries


Our Passion. Your Advantage.

General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Transactions
 - **Recurring Entry**
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

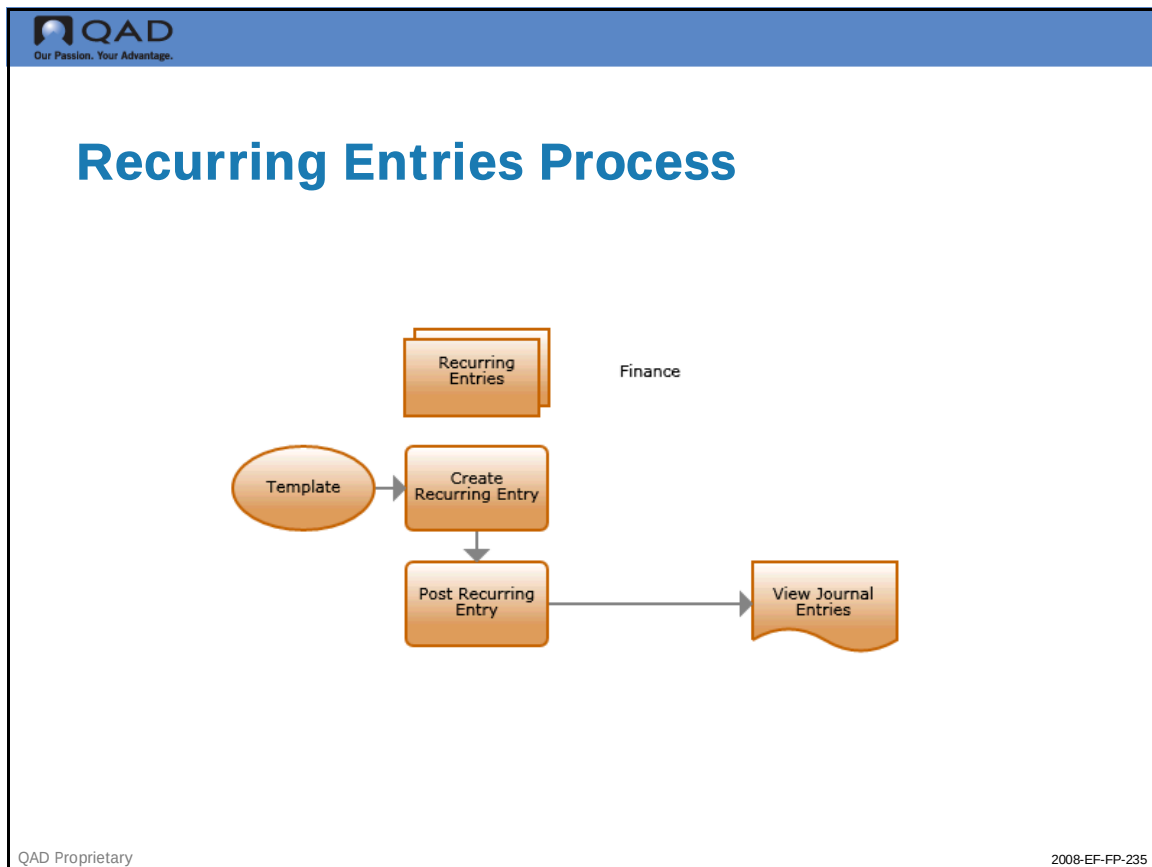
QAD Proprietary2008-EF-FP-230

Use the Recurring Entry activities (25.13.4) to create, view, modify, and delete recurring entries, and to process recurring entry postings.

Recurring entries are transactions that are repeated regularly, such as monthly rent payments.

You can run recurring entry transactions in several GL periods, eliminating some of the manual effort required. An expected end-of-year expense might be accrued month-by-month to distribute the effect on the balance sheet. Rather than making a manual entry each month, you can set up a recurring entry.

Recurring Entries Process



The slide displays the process map for recurring entries.

Recurring Entry


Our Passion. Your Advantage.

Recurring Entry

- ▲ Posting template linked to posting calendar
- ▲ Process
 - Create template
 - Create recurring entry
 - Template, daybook, total amount, posting frequency, update type, from/to date
 - Reverse in next period Y/N
 - “Apply” generates recurring entries
 - Recurring Entry Post

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2008-EF-FP-240

A recurring entry consists of a posting template linked to a posting calendar. If you have created a recurring entry recorded in the transient layer, you then post the entry to the primary layer using Recurring Entry Post (25.13.4.5). If the template was recorded in the primary layer, the postings step is not required.

- First create the posting template in Journal Entry create (25.13.1.1).
- Then setup the recurring entry in Recurring Entry Create (25.13.4.1).
- Post the recurring entry in each period.

Update Type. Choose an option to indicate if the details in the template can be updated when the postings are run.

Allowed: You can optionally update posting details marked as Allowed. Posting details with this status are displayed in green.

Forbidden: You cannot update posting details marked as Forbidden. Posting details with this status are displayed in black.

Mandatory: You must update posting details marked as Mandatory. Posting details with this status are displayed in blue.

Recurring Entry Create/Post

Recurring Entry Create / Post

Recurring Entry Create

Code: Office Rent

Active: ☒

Template Code: RENT

Daybook Code: Template

BC Amount: 10,000.00

Reverse in Next GL Period: ☐

Frequency: Monthly

Update Type: Allowed

Start Date: 07/31/2008

End Date:

Apply

Recurring Entry Post

Template Code: RENT

Daybook Code: Official

Update Type: Allowed

Frequency: Monthly

End Date:

Code: Office Rent

Apply

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Use Recurring Entry Post (25.13.4.5) to post recurring entries to the primary layer, and update the accounts specified in the posting template.

When selecting recurring entries to post, you must specify an end date as a search criterion. Refine the search further using the template, daybook, frequency, and update type criteria. Recurring entries without an end date are also included in searches, if they match the other search criteria.

EMEA Exercise: *Recurring Entries* on page 536

US Exercise: *Recurring Entries* on page 678

Intercompany and Cross-Company Transactions


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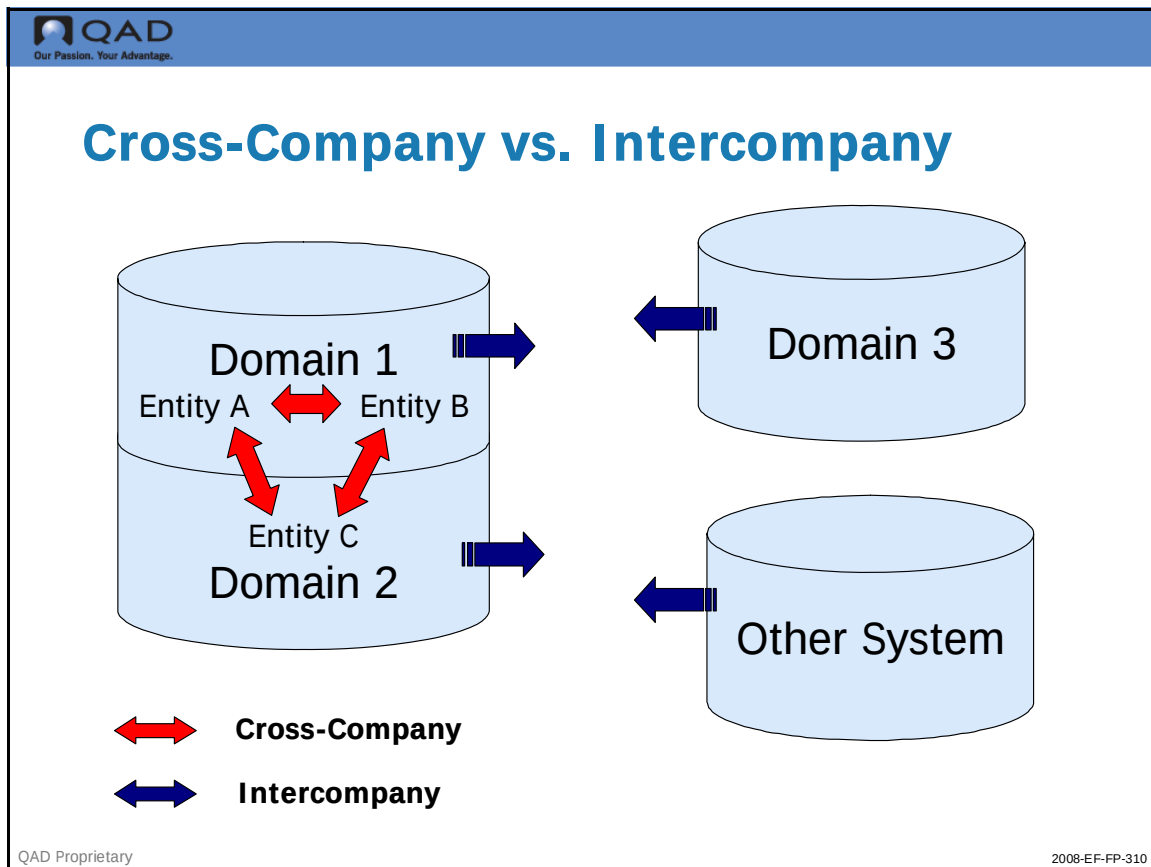
General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Transactions
 - Recurring Entry
 - Intercompany and Cross Company
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

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The system supports two types of transaction between entities within the same domain and across domains: intercompany transactions and cross company transactions.

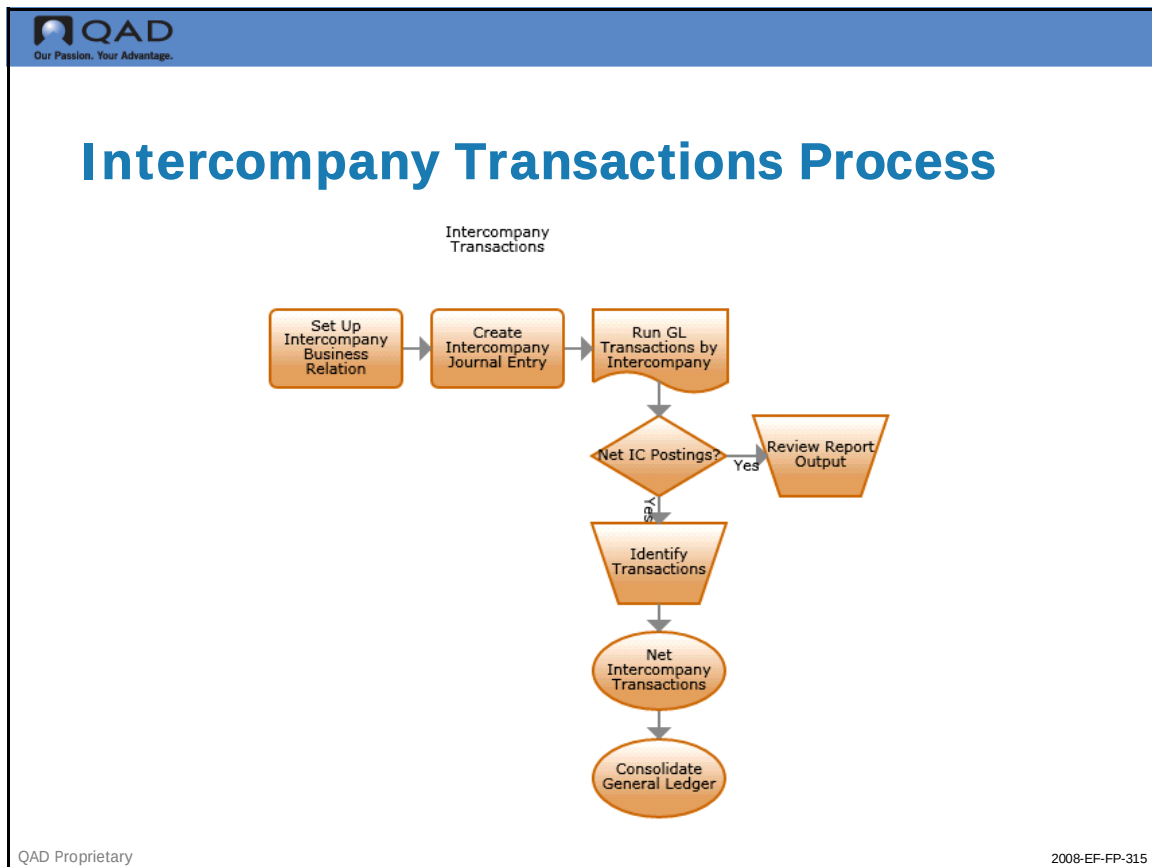
Cross Company vs. Intercompany



Cross-company transactions span more than one entity, and the associated GL transaction posts to both entities.

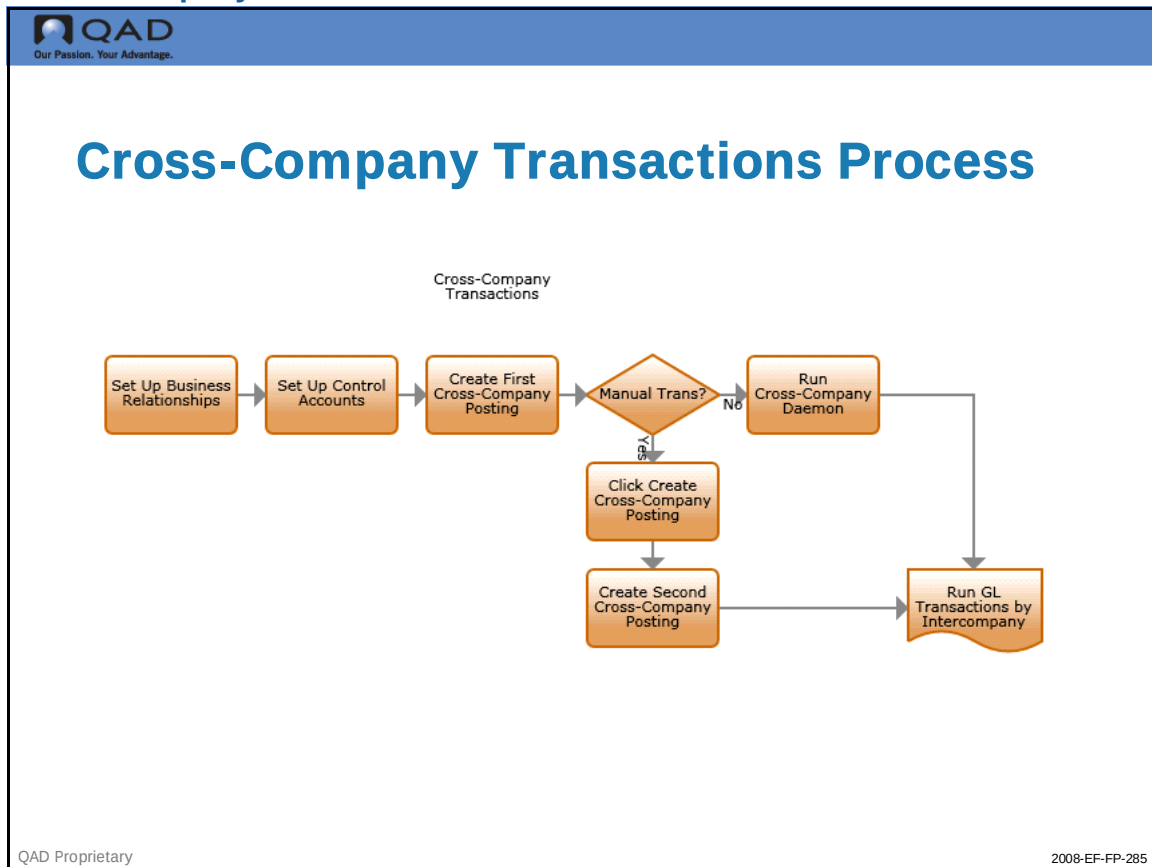
An intercompany transaction is a GL transaction or journal entry that affects only one entity, but contains an intercompany code within the GL transaction, as a reference to another entity. The GL transaction posts to one entity only. Use this feature to isolate internal transactions from those that relate to third parties. Intercompany transactions are identified using intercompany codes.

Intercompany Transactions Process



The slide shows the process map for intercompany transactions.

Cross-Company Transactions Process



Before processing cross-company transactions, specific setup is required. You will review these steps in detail.

Cross-company transactions can be processed manually or automatically.

Cross-Company Postings Overview



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Cross-Company Postings Overview

- ▲ Concept
- ▲ Types
- ▲ Setup requirements
- ▲ Example: journal entry

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This section describes some important concepts and the setup required for cross-company postings, and includes an example to illustrate the process.

Concepts



Concepts

- ▲ Transaction between 2 entities
- ▲ Both entities are in a QAD Enterprise Applications database
- ▲ Posting in both entities
- ▲ Special type of account: cross-company account

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2008-EF-FP-300

Use cross-company accounting functions to create balanced transactions between entities in a domain. When transactions or invoices are generated by another entity in the organization, these functions let you process the transactions or invoices in your current working entity. GL transactions are created in both entities.

Cross-company transactions use cross-company control accounts to link across entities.

Intercompany vs. Cross-company Accounts


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Intercompany Accounts

- ▲ Intercompany account
 - Reflects the position against another company of the same group
 - Each transaction uses an intercompany code
 - Balances and transaction reports
 - Multi database / multi system
- ▲ Cross-company account
 - Specific subcategory of intercompany
 - Each transaction has a reciprocal transaction in the other company
 - Cross domain but single database

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To identify GL accounts used in intercompany transactions, select the Intercompany Account field in Account Create. This makes the Default Intercompany field available. Use this field to assign the intercompany code defined in the business relation of the intercompany entity.

Intercompany codes identify organizations that are members of a group of entities that trade with each other. This activity forms the basis for consolidation reporting at period closing, when the financial results of multiple entities are consolidated, and intercompany transactions are eliminated before consolidation.

Cross Company Transaction Types



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Cross-Company Transaction Types

- ▲ Journal entries
 - Cross-company control account posting
- ▲ Banking entries
 - Payment and open items registered in different entities
- ▲ Payment selections
 - Supplier/customer invoices registered in different entity

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Journal entries

- When a posting is done on a cross-company control account

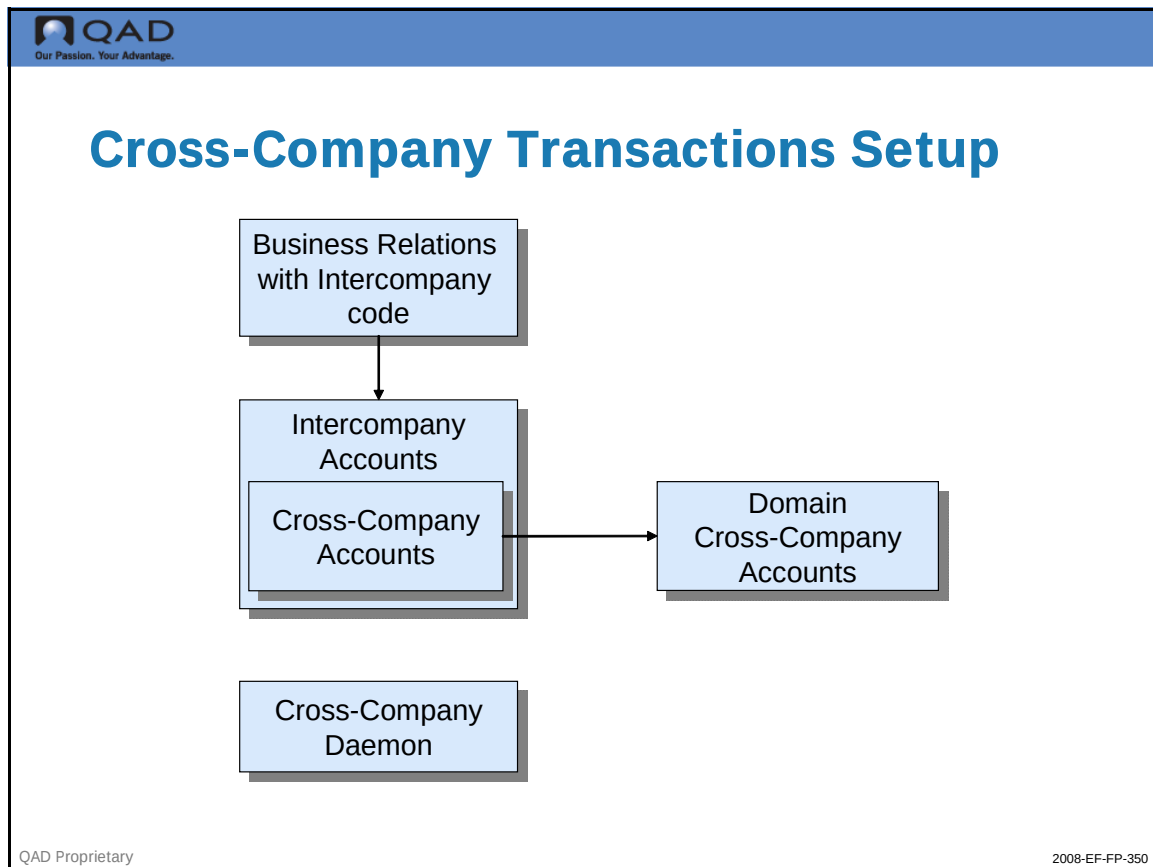
Banking entries

- When a collection is recorded from a customer for open items registered in another entity
- When a payment is recorded for a supplier for open items registered in another entity

Payment selections

- When supplier invoices are included that are registered in another entity
- When customer invoices are included that are registered in another entity

Cross Company Transaction Setup Flow



In the following, we will review these steps in more detail.

Setup Requirements

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Setup Requirements

- ▲ Cross-Company Daemon must be running
- ▲ Cross-company accounts
- ▲ Expense/Income accounts
- ▲ Business relation linked to entity
- ▲ Domain record

Accounts	GL Account	Value
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	

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First, verify that the cross-company daemon is running in Cross-Company Daemon Monitor (36.14.16.5.3).

Then, set up the five required cross-company accounts in GL Account Create (25.3.13.1) for AR, AP, fixed assets, inventory, and manual journal entry transactions. Account type is Cross-Company Control Account. Also, expense and revenue accounts involved should have the *Intercompany* field selected.

Next, enter the 5 cross-company accounts in the domain record in Domain Modify (36.1.1.1.2) on the Cross-Company tab. The accounts specified are used for every cross company posting line for each entity in the domain. Each domain in the database may use a different set of cross company control accounts, depending on the shared set used in the domain.

Finally, in Business Relation Modify (36.1.4.3.2), modify the business relation linked to the entity: In the General tab, select the Intercompany field and enter the intercompany code.

Cross Company Transaction Example

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Cross-Company Transaction Example

- ▲ In entity EMEA-DE, post a fee revenue to receive from entity EMEA-NL
- ▲ Fee amount: 10.000 EUR
- ▲ Posting in EMEA-DE
 - DR: 21300 IC Manual JE GL Acct
 - CR: 84000 Revenue
- ▲ Posting in EMEA-NL
 - DR: 40400 Fees
 - CR: 21300 IC Manual JE GL Acct

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Scenario: Entity EMEA-DE and entity EMEA-NL are both subsidiaries of a large organization. Human resource management and IT services for the entire organization are centralized in entity EMEA-DE.

Cross-company transactions are generated when entity EMEA-NL uses either centralized service.

EMEA Exercise: *Cross Company Posting* on page 540

US Exercise: *Cross Company Posting* on page 681

Mass Layer Transfer


Our Passion. Your Advantage.

General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Transactions
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

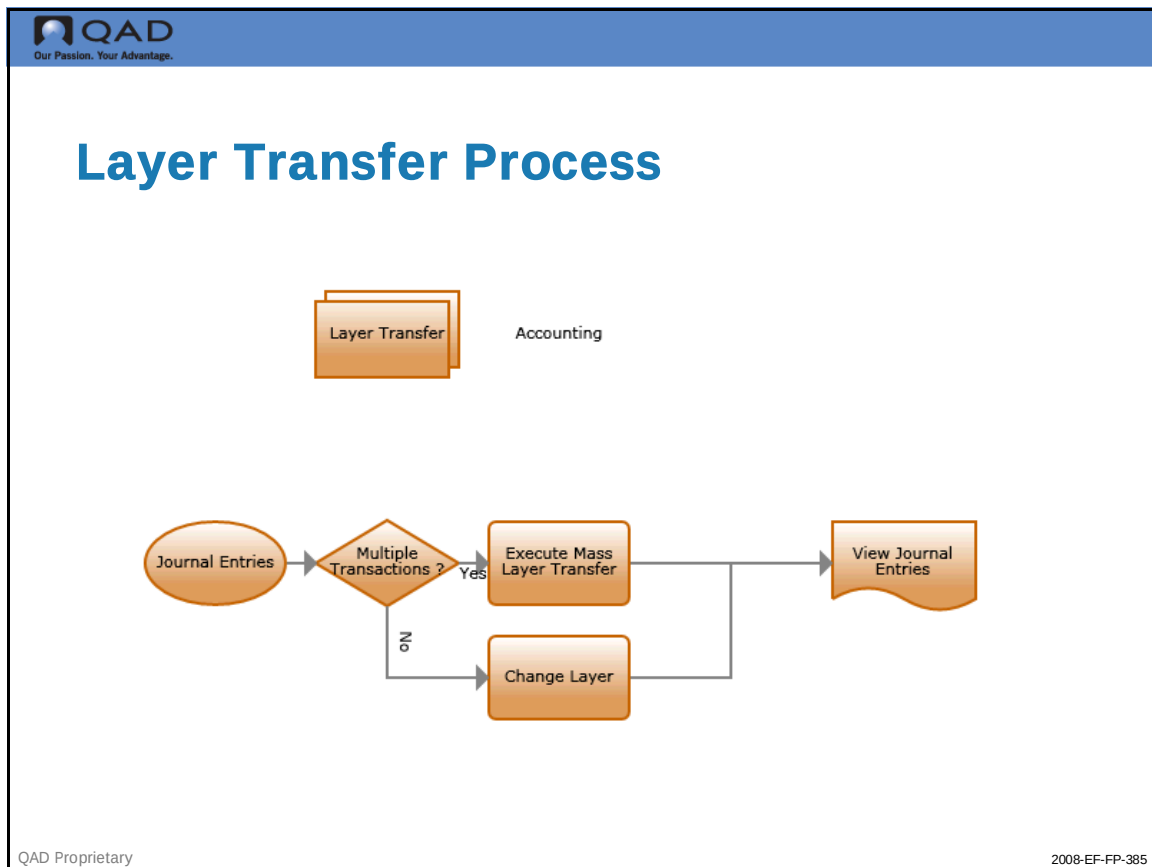
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2008-EF-FP-380

Unfinalized transactions are generally posted to daybooks in a transient layer for review or for simulation purposes. Mass layer transfer lets you move transactions from the transient layer to the primary or secondary layers. When transactions are moved to another layer, the overall account balances remain the same, but the balances are now stored in the layer to which you have moved them.

Let's review this process in more detail.

Layer Transfer Process



Above is displayed the layer transfer process map, for both manual and automatic (mass) processes.

Mass Layer Transfer Highlights



Mass Layer Transfer

- ▲ Transfer batches of transactions
 - from transient to primary or secondary layer
- ▲ Origin daybook type = target daybook type
- ▲ Several selection criteria
- ▲ Repetitive selection, but only 1 target daybook

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2008-EF-FP-390

Mass Layer Transfer Execute (25.13.11) lets you transfer batches of transactions from the transient layer to the primary or a secondary layer.

When transferring, the target daybook must have the same daybook type as the original transient daybook.

If you do not specify a source daybook, all transactions in the source GL layer that meet the other selection criteria (such as GL period or posting date) are selected for transfer.

Mass Layer Transfer Execute

Mass Layer Transfer Execute

Go To Actions Tools Print Preview

Transient Layer Code Trans-Approve

Daybook Code CONDETR

Year/GL Period From 2008 04 Year/GL Period To 2008 06

Posting Date From 04/01/2008 Posting Date To 06/30/2008

Description Approved GL Cons

Target Daybook Code CONDEOF Target Layer Code OFFICIAL Add

Select Voucher Description Target Daybook Code Year GL Period Daybook Code Layer Code

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Use Mass Layer Transfer Execute (25.13.11) to process transfer. Indicate the Transient Layer Code, the daybook code and the Year/Period.

The Target Layer Code field is read-only, based on the target daybook code.

General Ledger Transactions Reporting


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General Ledger Transactions

- ▲ General Ledger transactions flow
- ▲ General Ledger transactions highlights
 - Open Item Adjustments
 - Revaluation posting
 - Journal Entry
 - Journal Entry Templates
 - Reversing Transactions
 - Recurring Entry
 - Cross company posting
 - Mass Layer Transfer
- ▲ General Ledger transactions reporting

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2008-EF-FP-420

The system provides a wide-range of analytical and structural reports. The budgeting, GL activity, and cash flow reports let you to view and manage account balances in the general ledger. The GL transaction reports let you monitor transactions in the general ledger. Running reports by daybooks enables you to group, analyze and report on similar transactions.

General Ledger Reporting Highlights



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General Ledger Reporting Highlights

- ▲ Daybooks
- ▲ Detailed/summarized
- ▲ One or more entities
- ▲ Supplementary Analysis Fields
- ▲ GL Transactions Reports and Views
- ▲ Analytical Transactions Reports and Views
- ▲ Closing Reports
- ▲ Structured Reports
 - Balance Sheets and Income Statements

QAD Proprietary 2008-EF-FP-430

GL reporting can be detailed or summarized, and includes information on one or a range of entities. In addition, you can define supplementary analysis fields (SAFs) to fine-tune transaction reporting. These provide the basis for powerful and flexible financial reporting and analysis. You can define SAFs based on your unique reporting requirements.

GL reports are grouped according to the chart of accounts, and cannot include budget structures. They are grouped as follows:

- GL Transaction Activity Reports Menu (25.15.1) and Views (25.15.2): See more details on the following pages.
- Analytical Transaction Reports (25.13.3) and Views (25.13.4) are reports and views for detailed transactional analysis—project, cost center and SAFs.
- Closing Process Reports (25.21.2): A number of reports are provided to facilitate the closing process. These reports are all on the Closing Process Reports menu (25.21.2) except for the Revaluation Report, which is grouped with other revaluation activities.

Structured Reports are Balance Sheet and Income Statement reports. These are handled in a separate section of this class, as well as budget reports.

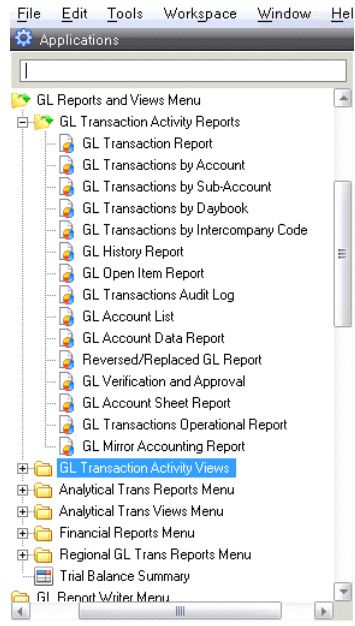
In this section, we will concentrate on GL transactions activity reports and views.

GL Transactions Activity Reports



GL Transactions Reports

- ▲ GL Transactions Report
- ▲ GL Transactions by
 - Account
 - Sub-Account
 - Daybook
 - Intercompany Code
- ▲ GL History Report
- ▲ GL Transactions Audit Log
- ▲ Reversed/Replaced GL Report
- ▲ GL Transactions Operational Report



QAD Proprietary 2008-EF-FP-440

Some of the available GL transactions activity reports are:

- GL Transactions and GL Transactions by Account or Sub-Account (described on next slides).
- GL Transactions by Daybook Report, that lists all activity for the selected GL accounts during the selected time frame, grouped by daybook.
- GL Transactions by Intercompany Report, that lists all activity for the selected GL accounts and time frame, grouped by intercompany code.
- GL History Report, that lists transactions on the GL accounts that meet the selection criteria for the periods indicated. It also lists the currency in which each transaction was denominated.
- GL Open Item Report, that lists and totals GL open items within the Open Items sub-ledger. The output is grouped by allocation key.
- GL Transactions Audit Log Report, that prints a detailed list of each transaction for a particular GL period. It is only possible to run the report for a single GL period.
- Reversed/Replaced GL Report, that displays a list of all reversed/replaced GL transactions for the period indicated in the selection criteria.
- GL Transactions Operational Report, that is similar to GL Transaction Report (25.15.1.1), but focuses on transactions created from operational transactions and their associated details, such as the GL reference, transaction type, doc type, and address.

For the complete list of available reports, refer to the *User Guide QAD Financials A2*.

GL Transaction Report—Example



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GL Transaction Report

Test Company Primary
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GL Transaction Report

GL Account	GL Description	Sub-Acct	Description	USD Debit	USD Credit	TC Debit	TC Credit Curr
GL Period: 2008/01							
Daybook	CI (Customer Invoices)		Entity 1000	11,975.00	11,975.00		Layer OFFICIALayer
<u>Voucher: 000000041 Posting Date: 01/31/2008</u>				<u>250.00</u>	<u>250.00</u>		
1200	Accounts Receivable	10	test for fin charges	250.00	0.00	250.00	0.00 USD
2400	Sales Tax Payable(1)		test for fin charges	0.00	17.44	0.00	17.44 USD
3000	Sales	10	test for fin charges	0.00	232.56	0.00	232.56 USD
<u>Voucher: 000000042 Posting Date: 01/31/2008</u>				<u>225.00</u>	<u>225.00</u>		
1200	Accounts Receivable	10	fdasfdsaafdsa	225.00	0.00	225.00	0.00 USD
2400	Sales Tax Payable(1)		fdasfdsaafdsa	0.00	0.00	0.00	0.00 USD
2400	Sales Tax Payable(1)		fdasfdsaafdsa	0.00	0.00	0.00	0.00 USD
3000	Sales	10	fdasfdsaafdsa	0.00	225.00	0.00	225.00 USD
<u>Voucher: 000000043 Posting Date: 01/31/2008</u>				<u>1,500.00</u>	<u>1,500.00</u>		
1200	Accounts Receivable	10	testesles	1,500.00	0.00	1,500.00	0.00 USD
2400	Sales Tax Payable(1)		testesles	0.00	104.65	0.00	104.65 USD
3000	Sales	10	testesles	0.00	1,395.35	0.00	1,395.35 USD
<u>Voucher: 000000050 Posting Date: 01/04/2008</u>				<u>10,000.00</u>	<u>10,000.00</u>		
1200	Accounts Receivable	10	hfdkasl	10,000.00	0.00	10,000.00	0.00 USD
2400	Sales Tax Payable(1)		hfdkasl	0.00	0.00	0.00	0.00 USD
2400	Sales Tax Payable(1)		hfdkasl	0.00	0.00	0.00	0.00 USD
3000	Sales	10	hfdkasl	0.00	10,000.00	0.00	10,000.00 USD

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The GL Transaction report lists all posting lines for the selected daybooks. The transactions are grouped by GL calendar year and GL period, daybook code, and entity. Within each grouping of daybook code and entity, transactions are grouped by voucher and posting date.

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GL Transactions by Account/Sub-Account Report

GL Transactions by Account Report										Test Company Pk101 Page 13/27	
											
GL Period	Posting Date	Voucher	Entity	Description	Ext. Invoice Ref	Business Relation	Activity		USD Balance	Batch	City Unit
							USD Debit	USD Credit			
2009/02	02/11/2009	SAV-0000000002	1000	test man 7 5030			0.00	500.00	7,563.68DR		
2009/02	02/11/2009	SI0000000007	1000	test 5030		2009/02 SI 0000	0.00	1,250.00	6,312.68DR		
2009/02	02/11/2009	PAV-0000000004	1000	test Pa-000 3000		2009/02 PAV00	0.00	10,000.00	3,867.32CR		
2009/02	02/11/2009	GADAPPAV-0000000019	1000	testin 3000		2009/02 GADAP	0.00	980.00	4,877.32CR		
2009/02	02/11/2009	SI0000000008	1000	test 3000		2009/02 SI 0000	0.00	500.00	5,177.32CR		
2009/02	02/11/2009	PAV-0000000004	1000	test Pa-000 3000		2009/02 PAV00	0.00	980.00	6,457.32CR		
2009/02	02/11/2009	PAV-0000000004	1000	test Pa-000 3000		2009/02 PAV00	0.00	980.00	5,179.32CR		
2110		Payment In Process		Opening Balance			4,325.54	123,230.97	128,895.43CR		
				Transactions			48.00	18,189.60	18,139.60CR		
				Closing Balance			4,384.54	149,419.57	145,035.03CR		
2009/02	02/01/2009	GADAPPAV-0000000010	1000	Check 2009/0000000009			0.00	540.00	540.00 CR		
2009/02	02/02/2009	SAV-0000000004	1000	Check 2009/0000000007			0.00	100.00	100.00 CR		
2009/02	02/03/2009	GADAPPAV-0000000012	1000	Check 2009/0000000019			0.00	100.00	100.00 CR		
2009/02	02/03/2009	SAV-0000000005	1000	Check 2009/0000000009			0.00	100.00	100.00 CR		
2009/02	02/03/2009	SAV-0000000006	1000	Check 2009/0000000018			0.00	100.00	100.00 CR		
2009/02	02/04/2009	GADAPPAV-0000000011	1000	Check 2009/0000000016			0.00	100.00	100.00 CR		
2009/02	02/05/2009	SAV-0000000007	1000	Check 2009/0000000020			0.00	100.00	100.00 CR		
2009/02	02/06/2009	SAV-0000000009	1000	Check 2009/0000000021			0.00	100.00	100.00 CR		
2009/02	02/06/2009	GADAPPAV-0000000013	1000	Check 2009/0000000023			0.00	100.00	100.00 CR		
2009/02	02/06/2009	SAV-0000000009	1000	Check 2009/0000000022			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000015	1000	Check 2009/0000000024			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000017	1000	Check 2009/0000000025			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000018	1000	Check 2009/0000000026			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000019	1000	Check 2009/0000000027			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000020	1000	Check 2009/0000000028			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000021	1000	Check 2009/0000000029			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000022	1000	Check 2009/0000000030			0.00	100.00	100.00 CR		
2009/02	02/07/2009	GADAPPAV-0000000023	1000	Check 2009/0000000							

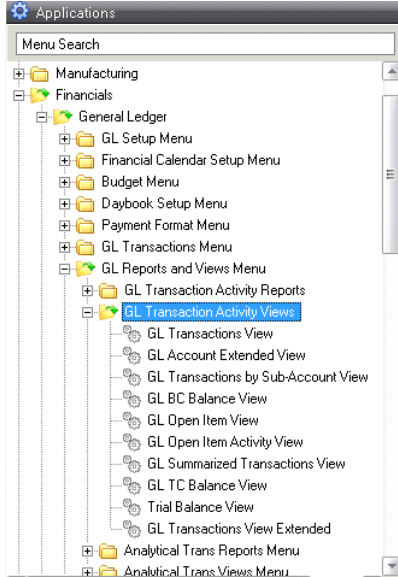
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GL Transactions Views



GL Transactions Views

- ▲ GL Transactions View
- ▲ GL Summarized Transactions View
- ▲ GL BC Balance View
- ▲ GL TC Balance View
- ▲ GL Transaction View Extended
- ▲ Trial Balance View



The screenshot shows the 'Applications' menu with a search bar. Under the 'Financials' category, the 'GL Transaction Activity Views' sub-menu is expanded, listing various views including GL Transactions View, GL Account Extended View, GL Transactions by Sub-Account View, GL BC Balance View, GL Open Item View, GL Open Item Activity View, GL Summarized Transactions View, GL TC Balance View, Trial Balance View, and GL Transactions View Extended.

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The GL Transactions Views are especially useful because they allow drill down into the source document for a transaction, such as the invoice that created it. Generally, the most used views for the day-to-day business are:

- GL Transactions View (25.15.2.1), which displays and sums all GL transactions that meet the search criteria.
- GL Summarized Transactions View (25.15.2.7), which displays the posting history of the accounts specified in the selection criteria.
- GL BC Balance View (25.15.2.4), which shows the actual balance in base currency for all GL accounts that meet the selection criteria.
- GL TC Balance View (25.15.2.8), which shows the actual balance in transaction currency for all GL accounts that meet the selection criteria.
- GL Transaction View Extended (25.15.2.10), which displays extended details of GL accounts, including the posting sign (debit/credit), posting type, analysis, revaluation settings, shared sets, and budget groups, and discloses the full GL transaction analytical detail.
- Trial Balance View (25.15.2.9) this view can include the detail of the full allocation keys that are used within a business, such as entity, account, sub-account, cost center, project, SAFs 1-5, and intercompany code.

But this highly depends on your business needs. Refer to the *User Guide QAD Financials A2* for a complete list of available GL Transaction Activity Views and their description.

GL Transactions View Extended

GL Account Browse for GL Tra...

Entity Code equals 1000

Posting Date range 2/24/2009 - 2/24/2009

GL Account equals

Sub-Account Code equals

Cost Center equals

Voucher equals

Viewing 1 - 28 of 28

Records per page: 500

GL Account	Sub-Account Code	Cost Center Code	BC Debit	BC Credit	Posting Date	Daybook Code	Voucher
2110	10	0100	21.60	0.00	02/24/2009	QADAPPAY	000000022
2110	10	0100	0.00	0.00	02/24/2009	QADAPPAY	000000023
2110	10	0100	27.00	0.00	02/24/2009	QADAPPAY	000000024
3000	10		0.00	0.00			000000001
anot	10		250.00	0.00			000000001
anot	10		0.00	0.00			000000013
CASH			250.00	0.00			000000014
CASH			20.00	0.00			000000015
CustPIP1			0.00	0.00			000000012
CustPIP1			60.00	0.00			000000012
CustPIP1			0.00	0.00			000000012
CustPIP1			1,000.00	0.00	02/24/2009	CustPayD	000000012
CustPIP1			0.00	100.00	02/24/2009	CustPayD	000000012
CustPIP1			100.00	0.00	02/24/2009	CustPayD	000000012
EKBK			0.00	100.00	02/24/2009	CASH	000000013

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In addition to letting you view GL transactions on all analytical levels (sub-accounts, cost centers, projects, SAFs, as well as intercompany, daybook, and currency), GL Transactions View Extended (25.15.2.10) allows you to summarize activity for any of these levels.

The right-click option gives you direct access to other reports and views as well as record creation and Excel integration menus.

Trial Balance View

The Trial Balance View (25.15.2.9) lets you view balance details for the combinations of analytical elements that meet the selection criteria. You can use the view to ensure that the total of the debit balances equals the total of the credit balances for the selected GL periods.

The Trial Balance View also contains some additional filtering options in relation to the GL Transactions View Extended (25.15.2.10). Here is an example of how to make use of the filters:

Example Suppose you are a managing two cost centers (CC1,CC2) and three projects (PJ1, PJ2, and PJ3). Each cost center or project has a manager reporting to you. At the end of last month, you have the following cost data:

Cost Center	Project	Cost
CC1	PJ1	10
CC2	PJ1	20
CC1	PJ2	25
CC2	PJ3	43
CC2	PJ3	21

As the manager, you want to see the performance of each cost center's manager on cost-control; you will just ignore project information by choosing “summarize projects” and you have the following data:

Review Questions

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Review

1. What are the three layers that GL transactions can be posted in?
2. What is the unique layer that operational transactions are posted in?
3. What are the two types of JE reversal entries? What is the difference between those two postings?
4. What is the difference between cross-company and intercompany postings?
5. What type of journal entries would you use to post rent, or monthly maintenance fees?
6. What is meant with “progressive disclosure” of journal entry view?
7. What are 3 usages of journal entry templates?
8. What are the 2 GL transactions views that allow you to review the detail of the full allocation key?

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Similarly, you can see the performance of project managers: By choosing “summarize cost centers”, you have the following table

Cost Center	Project	Cost
CC1		35
CC2		84

Cost Center	Project	Cost
	PJ1	30
	PJ2	25
	PJ3	64

If you want to see your own performance on cost-control, choose “summarize cost centers” and “summarize projects” and resulting in the following table:

Cost Center	Project	Cost
		119

Review Answers

Test your acquired knowledge by trying to answer the above questions. Verify your answers with the ones given below.

- 1 Primary, secondary and transient.
- 2 Primary
- 3 Reversal or correction. Correction entries are posted at the same GL side as the original posting, with negative sign.
- 4 Cross company involves entities within the same database, intercompany involves entities in different databases.
- 5 Recurring journal entries, with a posting template
- 6 By drilling down, the user can progressively view the entire posting details (GL account, sub-account, cost center, project, SAF postings).
- 7 Recurring entries, repetitive postings, allocations.

EMEA Exercise: *Complete Financial Business Flow* on page 542

US Exercise: *Complete Financial Business Flow* on page 684

Chapter 21

EMEA 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? 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

Go To Actions Copy Print Preview Attach

Attachments

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Header

Order: H0-1 Sold-To: CE3000 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 Sales Acct: 80000 ELEC

Loc: 80 Site: EMEA-DEG Disc Acct: 80100 ELEC

EUR Cost: 386.155 Confirmed: ☒ Credit Terms Int: 0.00

Lot/Serial: Qty Allocated: 20.0 Required: Ship Type:

Qty Picked: 0.0 Promised: UM Conversion: 1.0000

Qty Shipped: 0.0 Due Date: 8/8/2008 Consume Fcst: ☒

Qty to Invoice: 0.0 Perform Date: Detail Alloc:

Salesperson 1: Pricing Date: 8/7/2008 Taxable: ☒ H

Commission 1: 0.00% Category: Fixed Price: ☒ Freight List: Comments:

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. The bottom window is titled 'Unposted Transaction Register' and shows a list of transactions.

Pending Invoice Register Details:

- Header: Pending Invoice Register, 08/07/08 05:12:54, Page: 1
- QMS EMEA
- Invoice Number: 180-10000-001, Name: B111 To, Salespsn: CE3000
- Name: FreeRide, Sold-To: CE3000
- Sales Order: HO-1, Ship-To: CE3000, FreeRide, Order Date: 08/07/08, PO:
- Tax Environment: DE-VAT, Tax Usage:

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	80000	ELEC		20.0 yes H	0.0	480.00	9,600.00	1,876

Tax Summary:

Tax Type	Tax Description	Tax Class	Tax Usage	Tax Amount	Tax Rate	Taxable Sales	Non-Taxable Sales
TEST		H		1,728.00	18.00%	9,600.00	0

Summary:

- Non-Taxable: 0.00
- Taxable: 9,600.00
- Tax Date: 08/07/08
- Containers: 0.00
- Line Charges: 0.00
- Currency: EUR
- Line Total: 9,600.00
- Discount: 0.00
- Service: 10 : 0.00
- Freight: 20 : 0.00
- Special: 30 : 0.00

Unposted Transaction Register Details:

- Header: Unposted Transaction Register, 08/07/08 05:18:16, Page: 1
- QMS EMEA

User ID	Line	Account	Project	Entity	Description	Amount	Cur	Daybook
QAD	1	60000-ELEC		EMEA-DE	ISS-SO HO-1.1	7,021.00	EUR	SOSHIP
QAD	2	30000-ELEC		EMEA-DE	ISS-SO HO-1.1	-7,021.00	EUR	SOSHIP
						0.00	EUR	
QAD	1	63000-ELEC		EMEA-DE	ISS-SO HO-1.1	702.10	EUR	SOSHIP
QAD	2	30000-ELEC		EMEA-DE	ISS-SO HO-1.1	-702.10	EUR	SOSHIP
						0.00	EUR	

Totals:

- Debit Total: 7,723.10 EUR
- Credit Total: 7,723.10 EUR
- End of Report

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

Operational Transaction Post

08/07/08 05:19:29

Page: 1

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
	QAD	08/07/08	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
	QAD	08/07/08	2	30000-ELEC		EMEA-DE	ISS-SO H0-1.1	-702
								0

08/07/08 05:19:29

Page: 1

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	

QAD Proprietary

2008-EF-SP-170

- 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

QAD Proprietary 2008-EF-SP-180

- 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	0.00% Discount: 0.00	
Tax Dates: 08/07/08	Service ID: 0.00	
Containers: 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



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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

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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 Posting Date 08/07/2008

BC Invoice Amount 11,328.00 EUR Tax Point Date 08/07/2008

Sub-Account Elec Taxable ☒

Year 2008 08 Tax Excluded ☐

Daybook Code CINV 000000001 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

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		Ship-To	
FreeRide		FreeRide	
Bahnhofstrasse 170		Bahnhofstrasse 170	
Torgau		Torgau	
GERMANY		GERMANY	
4860		4860	

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: 10034

Reason For Correct:

Language:

Fixed Price: ☒

Credit Terms:

Site:

Credit Terms Interest %: 0.00

Reprice: ☐

Sales Order Maintenance (7.1.1)

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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

X
Sales Order Shipments

Go To Actions Copy Print Preview Attach

Attachments

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.

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

Invoice Post and Print
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 Shipsn
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

QAD
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Invoice Post and Print
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 INVOICE 2008/CCN000000001
EMEA-DE 80000 ELEC 08/11/08 .00	9,600.00 INVOICE 2008/CCN000000001
EMEA-DE 80000 ELEC 08/11/08 10,000.00	.00 INVOICE 2008/CCN000000001
	10,000.00
	9,600.00
	10,072.00

7.13.4 Invoice Post and Print soivpst.p

QAD Proprietary 2008-EF-ARP-340

- 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)

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
Taxable: 18,000.00

Tax Date: 0.00
Containers: 0.00
Line Charges: 0.00

View/Edit Tax Detail:

Currency: EUR
0.00%

Service
Freight
Special

Line Total: 18,000.00
Discount: 0.00
10 200.00
20 0.00
30 0.00

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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Our Passion. Your Advantage.

Pending Invoice Maintenance

X
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 Invoiced x Sales Order Shipped not Invoiced x

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

QAD
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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

Customer Code: CE4000 Leer Bike City

Posting: 2008/CCNM000000001 08/13/2008 TC Invoice Amount: 180.00 EUR

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

Description: HO cust inv vs cn

TC Invoice Amount: 180.00 EUR Exchange Rate: 1.0000000000 Scale Factor: 1.0000000000 BC Invoice Amount: 180.00 EUR

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

Posting Date: 08/13/2008 Tax Point Date: 08/13/2008 Taxable: ☐ Tax Excluded: ☐ Invoice Status Code: C-OK Open: ☒ Selected: ☐

Project: Cost Center: Contact: Link to Invoice: 2008 CIM 000000002 Adjustment: CUSTADJ 1

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

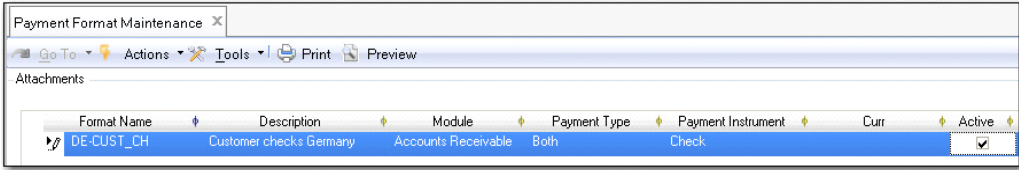
When not specified in the exercise, use the following data when needed:

- 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

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
DE-CHEQUE	0	ACCOUNT PAYA	CHEQUE	BOTH
DE-CUST_CH	0	ACCOUNTRECEI	CHEQUE	BOTH

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

Customer Code: CE1500 Business Relation: Comic Bikes Uk

Posting: 2008/CIM000000002 Invoice Date: 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

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

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

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

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
Amount Allocated: 1,500.00 DR

Balance: 0.00 CR

Prepay

Filter

Search Criteria for Invoices

Include

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

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 text "Our Passion. Your Advantage." Below this, the title "Customer Activity Dashboard" is displayed in large blue font. The main interface includes a "Customer Browse for Activity D..." window with tabs for "Go To", "Actions", "Tools", "Attach", "Print", and "Preview". Under "Attachments", there are 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". An "Apply" button is next to it. Below these fields 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" dropdown set to "All". A table of activity is displayed with columns: Invoice Number, Invoice Date, Due Date, Discount Due Date, Open, Curr, TC Open Amount, and BC Original An. The first row shows an invoice for "2008/CIM/2" dated "08/13/2008" with a due date of "10/31/2008". Below this, a "Payment Reference" section shows "CH001" with a "Payment Selection" of "08/13/2008", 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 displays 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 displays 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. The amounts are in EUR.

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 Business Relation: 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 Invoice Type: Invoice

Reference: INV-PO1 Description: INV-PO1 S00100 Daybook Code: SINV 000000002

PO Number: HO-PO1 Registration Number: 36

Invoice Date: 08/07/2008 Invoice Status Code: 999

Invoice Amount: 23,010.00 EUR Invoice Status Code Allocation Status: No Allocation

Exchange Rate: 1.0000000000 Taxable: ☒

Invoice Amount: 23,010.00 EUR

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	☒
	Log Charge								
	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

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code: S01200 BMW Reference: INV-PO2

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

General Addresses Financial Info Tax SI Posting Matching Posting

Supplier Code: S01200 Business Relation: BMW Description: INV-PO2 S01200

Reference: INV-PO2

PO Number: HO-PO2

Registration Number: 37

Invoice Type: Invoice

Daybook Code: SINV 000000003

Year: 2008 08

Posting Date: 08/07/2008

Invoice Date: 08/07/2008

Invoice Amount: 250.00 EUR

Exchange Rate: 1.0000000000

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable: ☐

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

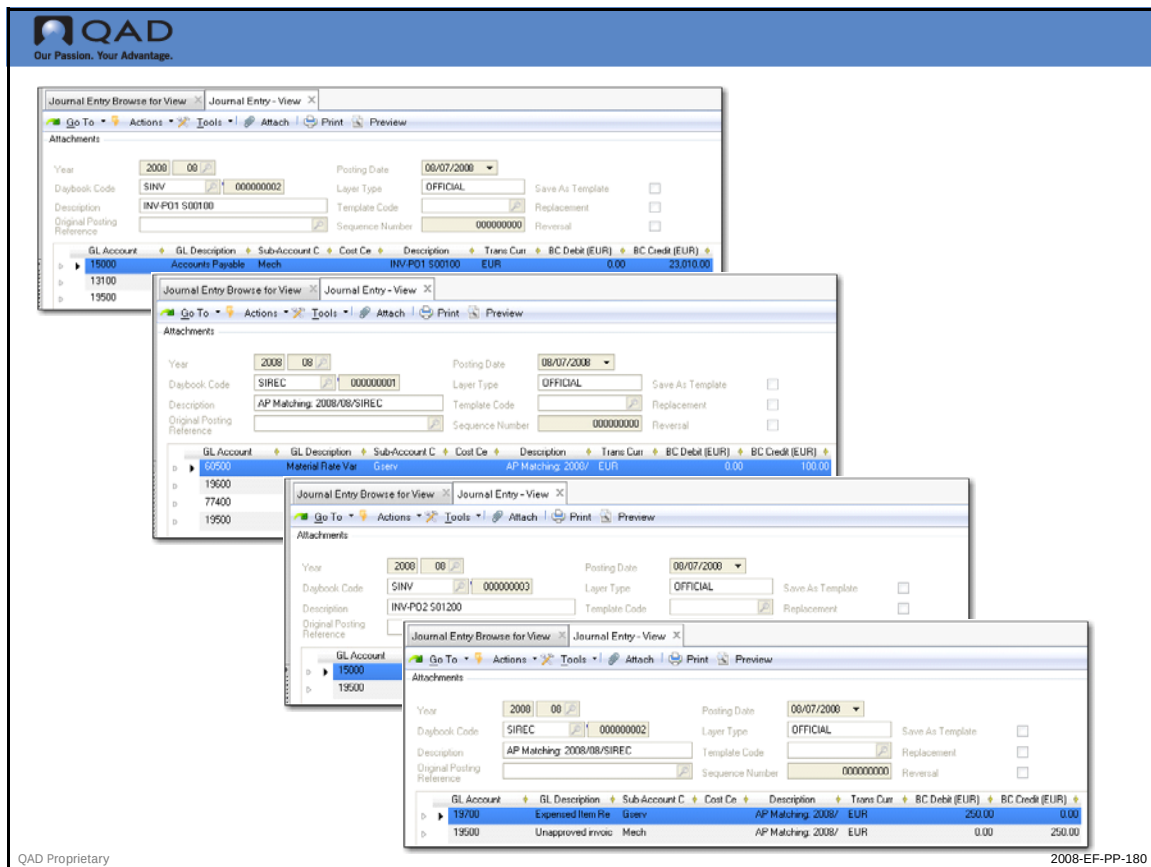
Supplier Invoice View (28.1.1.3)

QAD Proprietary 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: 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 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

QAD
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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)

QAD Proprietary 2008-EF-APP-170h

- 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

Supplier Payment - Create

Posting Date: 08/12/2008

Balance: Amount to Allocate 1,500.00 DR, Amount Allocated 1,500.00 DR, Balance 0.00 CR

Search Criteria for Invoices

Supplier: S06500, Business Relation: Polska Travel, Payment Reference: , Group Name: , Year/Daybook/Voucher: 0, Operator/Margin: 0.00 EUR

Supplier Payment Create

Business Relation: Polska Travel, Supplier: S06500, Invoice Description: urgent payment PT0707, Sub-Account: Gserv, Project: , Cost Center: , 400.00 EUR

Supplier Payment Create

Supplier: S06500, Bank Account: 12200, Payment Instrument: Check, Business Relation: Polska Travel, Amount: 1,500.00 EUR, Due Date: 08/12/2008, Value Days: 0, Year/Number: 2008 000000001, Last Printed Date: , Times Printed: 0, Supplier Bank: NA, Payment Format: DE-CHEQUE, Name: Polska Travel, Reference: Urgent payment PT0707, Subtype: Manual, Status: For Collection, Creation Date: 08/12/2008

QAD Proprietary **Supplier Payment Create (28.9.3.1)** 2008-EF-APP-310b

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...

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...

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (12)

Supplier Code equals Business Relation 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

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	Dr
☒	BMW	S01200	Invoice	2007/0000000007	2,000.00	CR	2,000.00	Dr

Payment Selection Confirm (28.9.4.5)

QAD Proprietary
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 a search bar, a toolbar with icons for Actions, Print, Add to Favorites, Chart, Chart Designer, Refresh, and Stored Searches, and a table of results.

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	BMW/0407	0.00	EUR	07/21/2007	BMW/0407 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
Status: Registered
Execution Date: 08/12/2008
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/APPAY/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

Payment Selection - Modify

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

Details

Set Selected: All Rel Due Date: 08/08/2007 Visible Items: Show All Payment Group: Business Relation: Supplier: All Entities: View Invoices without Banks: ☐

Business Relation

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

Business Rel	Relation Code	Invoice
BMW	S01200	Invoice
BMW	S01200	Invoice
BMW	S01200	Invoice

Payment Selection - Register

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

Posting Year/GL Period: 2007 8 Posting Date: 08/08/2007 Daybook/Voucher: APPAY 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	2007/0000000005	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

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 several overlapping windows:

- Supplier Payment Browse for...**: The main window at the top, showing a table with columns: Supplier, Business Relation Code, Format, Amount, Curr, Reference, and Status. The data row shows: S00100, 100% Pure, DEU 018, 46,410.00, EUR, For Collection.
- Supplier Invoice Browse for...**: A window below the main one, showing search criteria and a table of invoices. The table has columns: Supplier, Inv Date, Reference, TC Balance, Curr, Due Date, and Description. It lists several invoices for supplier S00100.
- Journal Entry Browse for View**: A window in the foreground, showing search criteria and a table of journal entries. The table has columns: Year, GL Per, Posting D, Voucher, Description, Layer Code, and Creator. It shows a journal entry for 2007, GL Per 08, Posting D 08/08/2007, Voucher 000000007, Description Electronic Transfer 2007/000000000, Layer Code Official, and Creator nfg.

QAD Proprietary 2008-EF-APP-310m

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

Journal Entry Tools Go To Attach

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

Save Close

QAD Proprietary

2008-EF-APP-310n

This is how the screen should appear for:

Step (6) Journal Entry Browse (25.13.1.3)

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

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

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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

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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 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).

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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 002
GL Balance 7,050.00
Status Unallocated

Posting
Posting Date 08/06/2008 GL Calendar Year 20 8
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).


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 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).


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 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
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


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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 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

Open Item Adjustment Create

Posting Info

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

Daybook Code: CUSTADJ 1 Layer: Primary

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

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Open Item Adjustment

Open Item Adjustment
Go To Actions Tools Print Preview

Posting Info
Posting Year/GL Period: 2008 8
Posting Date: 08/06/2008
Daybook Code: CUSTADJ 1
Layer: Primary
BC Balance: 0.00 DR

New Item Allocate GL

Search Criteria for Invoices/Payments
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: ☐
Apply

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	812.10	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

Balance of 100 EUR to B/S account 35000.

Open Item Adjustment


Our Passion. Your Advantage.

Open Item Adjustment

Open Item Adjustment
Go To Actions Tools Print Preview

Posting Info

Posting Year/GL Period	2008 8	Posting Date	08/06/2008
Daybook Code	CUSTADJ 3	Layer	Primary

New Item Allocate GL
BC Balance 0.00 DR

Search Criteria for Invoices/Payments

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

Posting Info

Posting Year/GL Period: 2008 8 Posting Date: 08/06/2008
Daybook Code: CUSTADJ 4 Layer: Primary

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/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: ☐

Business Relation	Invoice Reference	Invoice Type	Invoice Date	TC Invoice Balance	DR/C	Invoice Cu	Full Adjustment	TC New Balance
Storgata Shop	2007/SIHO/00000000	Invoice	05/01/2007	200.00	CR	EUR	☒	0.00
Storgata Shop	2007/CIHO/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.

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

Journal Entry Create

Year: 2008 05 Posting Date: 05/31/2008

Daybook Code: JETTRANS Layer Type: TRANSIENT

Description: Accruals May

Sequence Number: 000000000

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)

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

15001

Description

Revaluation AP

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

Debit/Credit

Credit

Auto/Manual

Automatic

Intercompany Account

☐

Default Intercompany

Fixed Intercompany

☐

GL Account Unit of Measure

Quantity

☐

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

Account 15001

Description Revaluation AP

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

Analysis Type None

Default Cost Center

SAF Structure Code

Sub-Account ☒

GL Analysis Set On Date

GL Sub-Account Set On Date

Analysis Limitation None

Default Project

Default Sub-Account DefSubAct

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: ☐
TC Revaluation Method: Revaluation
MC Revaluation Method: Revaluation
Revaluation GL: 15001
Consolidation Method: Current Exchange Rate

Currency Code:
TC Revaluation Rate Type:
MC Revaluation Rate Type:
Consolidation Rate Type:

General Ledger Account Modify (25.3.13.2)

QAD Proprietary
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

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:

GL Cal Year:

Rev Date:

Layer Code:

Rev Desc:

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)

QAD Proprietary
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	SINV/0000000001	06/21/2007	EUR	15.053,50 CR	15.053,50CR	1,0000	15.053,50CR	1,0000	0,00	0,00
2007	SINV/0000000003	06/21/2007	EUR	10.733,80 CR	10.733,80CR	1,0000	10.733,80CR	1,0000	0,00	0,00
2007	SINV/0000000004	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		-		+	×	Search Clear All
GL Period	equals		-		+	×	
Posting Date	equals		-		+	×	
Daybook Code	equals	SUPREVAL	-		+	×	
Voucher	equals		-		+	×	
Creator	equals		-		+	×	

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

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2008-EF-CR-1901

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

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

Business Relation Create (36.1.4.3.1)

- 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

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User Domain/Entity Access View

User Domain/Entity Access View... User - Maintain X

Go To Actions Tools Print Preview

Attachments

User: QAD Domain: Entity: EMEA-FR

Apply

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 Proprietary2008-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 1 Account	30000	Mirror 1 Account	Minvvar
Source 1 Account Type	Inventory Control Account		
Source 1 System Type			
Source 1 Sub-Account		Mirror 1 Sub-Account	
Source 1 Cost Center		Mirror 1 Cost Center	
Source 1 Project		Mirror 1 Project	
Source 2 Account	19600	Mirror 2 Account	Mpurch
Source 2 Account Type	System Account		
Source 2 System Type	Purchase Order Receipt		
Source 2 Sub-Account		Mirror 2 Sub-Account	
Source 2 Cost Center		Mirror 2 Cost Center	

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



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08/13/08 06:45:22

Page: 1

Unposted Transaction Register

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

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
X

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

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Recurring Entry Create

Recurring Entry Create X

Go To Actions Tools Attach Print Preview

Attachments

Code:

Active: ☒

Template Code:

Frequency:

Start Date:

Daybook Code:

Update Type:

End Date:

BC Amount:

Reverse in Next GL Period: ☒

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**

Journal Entry Tools Go To Attach [Icons]

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 Cross-Company Code EMEANL EMEA-NL						
84000	Gserv		cross cy posting	EUR	0.00	10,000.00
Sub-Account Code Gserv Intercompany Code Cross-Company Code EMEANL EMEA-NL						

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).

QAD

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

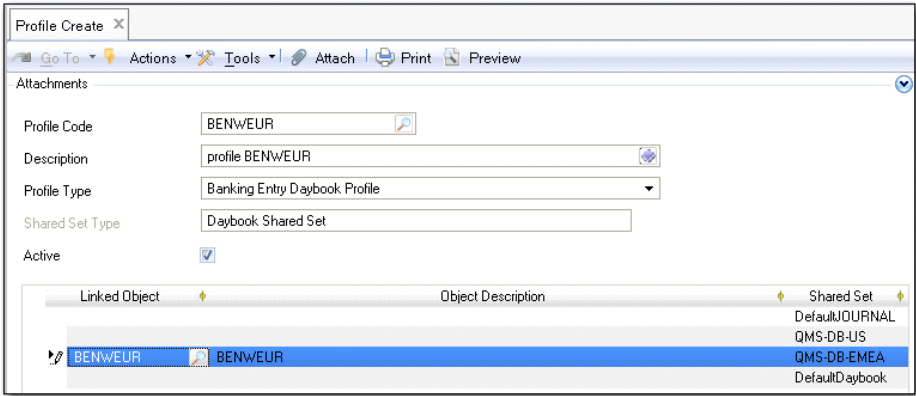
Description: BENWEUR

Daybook Type: Banking Entries

Layer Code: Primary

Daybook Control: Financial

Profile Create



Profile Create

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 | 100% Pure | Reference: HO 10

Posting: 2008 / 8 / SINV / 3 | 08/14/2008 | TC Invoice Amount: 412,500.00 EUR

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

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


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Supplier Invoice Create

GeneralAddressesFinancial InfoTaxSI PostingMatching Posting

Credit Terms Code2M

Due Date10/31/2008

Staged

TC Hold Amount0.00

Discount Due Date08/14/2008

TC Non-Disc Amt0.00

Purchase Type

BLWI Group Code

Payment Reference

	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 Proprietary2008-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

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Supplier Invoice Create

General		Addresses	Financial Info	Tax	SI Posting	Matching Posting
Year	2008 08				Posting Date	08/14/2008
Daybook Code	SIREC	000000007			Layer Type	OFFICIAL
Description	HO L11 S01200				Template Code	
Save As Template ☐						
GL Account	GL Description	Sub-Account C	Cost Ce	Description	Trans Curr	BC Debit (EUR)
19500	Unapproved invoice	Elec		HO L11 S01200	EUR	0.00
19100	Accrual Account	Elec		HO L11 S01200	EUR	5,000.00
						0.00

Supplier Invoice Create (28.1.1.1)

QAD Proprietary
2008-EF-FP-160k

- 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-1601

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	Posting Date	08/14/2008		
Daybook Code	TEMPLATE 000000001	Layer Type	TRANSIENT	Save As Template	☒
Description	Market introduction exp	Template Code	Markintro	Replacement	☐
Original Posting Reference		Sequence Number	000000000	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 Market						
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

Active ☒

Template Code

Frequency

Start Date

Daybook Code

Update Type

End Date

BC Amount

Reverse in Next GL Period ☐

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)

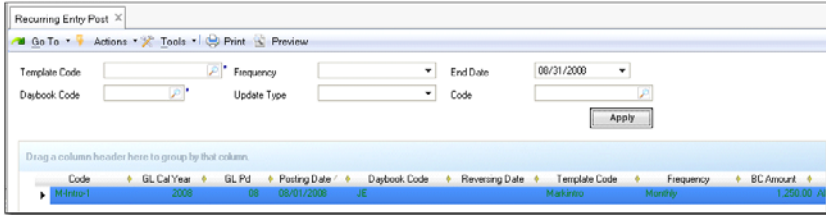
Amount: 1250, no reversal

QAD

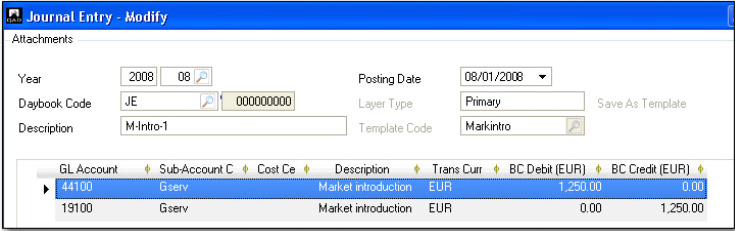
Recurring Entry Post

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Recurring Entry Post



Recurring Entry Post (25.13.4.5)



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...

Go To Actions Tools Attach Print Preview

Attachments

Code	Payssel-1	Account	12300	Current Balance	0.00
Status	Initial	Account Number	123456789987654321	Total	417,400.00
Execution Date	08/14/2008	Pay Format	DE-DTAUS-AP	Number of Lines	2

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
☒	100% Pure	S00100	Invoice	2008/SINV/00000	412,500.00	CR	412,500.00
- Business Relation : BMW (1 item)							
Sel	Business Relat	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount
☒	BMW	S01200	Invoice	2008/SINV/00000	5,000.00	CR	4,900.00

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

Sel	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	DR
☒	BMW	S01200	Invoice	2008/0000000004	5,000.00	CR	4,900.00	DR

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

Supplier Payment Selection Execute

Supplier Payment Selection Execute

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

Selection Code: Payssel-1
 Execution Date: 08/14/2008
 Status: Registered
 Payment Total: 417,400.00

Duplicate: ☐

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

Execute Close

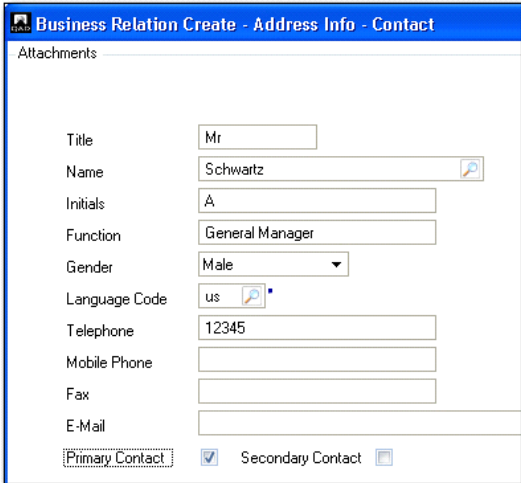
QAD Proprietary 2008-EF-FP-160s

- 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 - Address Info - Contact

Attachments

Title: Mr

Name: Schwartz

Initials: A

Function: General Manager

Gender: Male

Language Code: us

Telephone: 12345

Mobile Phone:

Fax:

E-Mail:

☐ Primary Contact ☒ Secondary Contact

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 Proprietary2008-EF-FP-160u

Customer Create

QAD
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Customer Create

Customer Create X

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

Default: DE

Bank Format: 77776666_33669922

Bank Account No: 12345678907854

Own Bank Number: DE-DTAUS-AR

Payment Format: DIRECTDEBIT

Payment Instrument:

Group	Value	Description	Mandatory	tcPayFormatTypeCode	Last Modified User
Label	Value	Length	Mandatory		
Branch Code	77776666	8	☒		
Bank Account	3366992244	10	☒		

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2008-EF-FP-160w

Customer Data Maintenance

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Customer Data Maintenance

Customer Data Maintenance

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

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Customer Invoice Create

Customer Invoice Create
Go To Actions Tools Attach Print Preview

Attachments

Customer Code:

Posting: TC Invoice Amount:

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

Customer Code: Business Relation:

Type: Invoice Date: Batch Number:

Description:

TC Invoice Amount: Posting Date:

Exchange Rate: Tax Point Date:

Scale Factor: Taxable: ☐

BC Invoice Amount: Tax Excluded: ☐

Sub-Account: Invoice Status Code:

Year: Open: ☒

Daybook Code: Selected: ☐

Customer Invoice Create (27.1.1.1)

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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 Invo	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...
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).

Banking Entry Create - Search

Banking Entry Create

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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

EUR 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 22

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)

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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)

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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

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QMSUS: QMS US [USD] > US-WEST: US-WEST Entity of QMS US (2)

File Edit View Tools Workspace Window Help

Operational Transaction Post Operational Transaction Post...

Operational Transaction Post
US

07/09/07 08:54:00
Page:1

Reference ID	Date	Eff Date	Line Account	Project	Entity	Description	Amount Cur	Daybook
IC070709000004	07/09/07	07/09/07	15000-ELEC		US-WEST	ISS-SO 10004.1	7,021.00 USD	ISS-SO
	mfg	07/09/07	21500-ELEC		US-WEST	ISS-SO 10004.1	-7,021.00 USD	ISS-SO
							0.00 USD	
IC070709000005	07/09/07	07/09/07	15300-ELEC		US-WEST	ISS-SO 10004.1	702.10 USD	ISS-SO
	mfg	07/09/07	21500-ELEC		US-WEST	ISS-SO 10004.1	-702.10 USD	ISS-SO
							0.00 USD	

09/09/08 02:44:25
Page:1

Description	Amount Cur	Daybook
ISS-SO HO-001.1	7,021.00 USD	ISS-SO
ISS-SO HO-001.1	-7,021.00 USD	ISS-SO
	0.00 USD	
ISS-SO HO-001.1	702.10 USD	ISS-SO
ISS-SO HO-001.1	-702.10 USD	ISS-SO
	0.00 USD	

07/09/07 08:54:00
Page:2

Report Criteria:
Entity: US-WEST
Effective Date: 07/08/07
Daybook: ISS-SO

25.13.7

gluntrex.p

QAD Proprietary 2008-EF-USSP-050

- 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 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	0.0	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
			9,600.00	
US-WEST	4000 ELEC	09/09/08	.00	9,600.00 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

QAD
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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

QAD
Our Passion. Your Advantage.

Customer Invoice View

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

Go To Actions Tools Attach Print Preview

Attachments

Customer Code:

Posting: TC Invoice Amount:

General Addresses Financial Info Operational Info Tax CI Posting Comments

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

Roxy Carriage Hill Road 139 Roxbury UNITED STATES	NY	NY12474	Roxy Carriage Hill Road 139 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: HD-A1-1
 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

QAD
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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

QAD
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Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Attachments

Order: HQ-A1-2
 Effective: 9/9/2008

Ship Allocated: ☒
 Ship Picked: ☒

Sold-To: CU1500
 Site:

Roxy

Sales Order Line Items						
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: 1
 Quantity:

Cancel B/O: ☐

Site:

Loc:

Item Number:

UM:

Lot/Serial:

Reference:

Description:

Multi Entry: ☐

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

Our Passion. Your Advantage.

Invoice Post and Print

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

QAD

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
2	80-10000-001	EA	4000	ELEC		-20.0	No H	500.00	-10,000.00	-2,276.90

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

Currency: USD Line Total: - 400.00

09/09/08 04:48:31

Page: 1

USD Report Totals: -400.00 -400.00

QAD

Sales Journal Reference: 2008/CCN000000001 AR Batch: 3

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	

09/09/08 04:48:31

Page: 2

- 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

- 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

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



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

The screenshot displays the QAD Operational Transaction Post window. The window title is "Operational Transaction Post" and it shows "Page: 1" and "Page: 2". The data is organized into a table with columns: Reference ID, Entered Date, Eff Date, Line, Account, Project, Entity, Description, and Amt.

Page 1 Data:

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amt
IC080909000005	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-COR HO-A1-2.2	-7,021
			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
			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
			2	1500-ELEC		US-WEST	ISS-COR HO-A1-2.1	-7,021
								0

Page 2 Data:

Reference ID	Entered Date	Eff Date	Line	Account	Project	Entity	Description	Amt
IC080909000008	09/09/08	09/09/08	1	5000-ELEC		US-WEST	ISS-SO HO-A2-1.1	-14,042
			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
			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
			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
			2	1500-ELEC		US-WEST	ISS-SO HO-A2-1.1	-1,404
								0

The window also shows the QAD logo, the text "Our Passion. Your Advantage.", and the date/time "09/09/08 06:41:27". The bottom of the window displays "End of Report" and "Page: 2".

- 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

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)

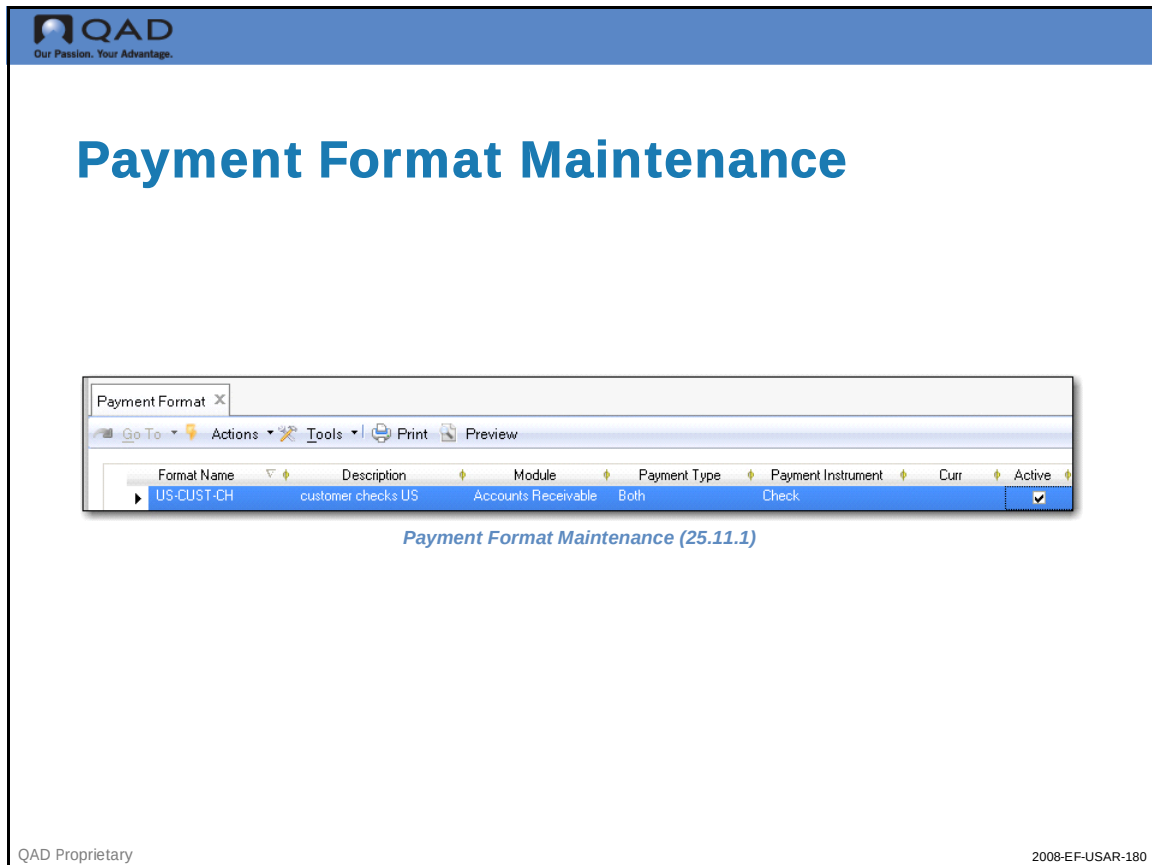
14 Run the following reports for the customer invoice:

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
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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
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

Entity Code	Default	Bank Format	Bank Account No	Business Relation Code	Active	SWIFT Code
US-WEST	☒	XX			☒	
Label	Value	Length	Mandatory			
Bank Account	11223344	40	☒			

Banking Daybook Profile BEUSD

AP Discount Account 5700 AR Discount Account 4220

GL Account Create (25.3.13.1)

QAD Proprietary 2008-EF-USAR-210

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 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 being added with the following details:

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 Code: CU3000
 Business Relation: Mountain travel
 Active: ☒
 Bill-To Customer: CU3000

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

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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

Exchange Rate 1.0000000000

Scale Factor 1.0000000000

BC Invoice Amount 1,500.00 USD

Sub-Account Mech

Year 2008 09

Daybook Code CIM 000000002

Posting Date 09/05/2008

Tax Point Date 09/05/2008

Taxable ☐

Tax Excluded ☐

Invoice Status Code C-OK

Open ☒

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

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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

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

Customer: CU3000

Business Relation Code: Mountain travel

Payment Reference (Inv/Pay No):

Shipper:

Group Name:

Year/Daybook/Voucher: 0

Amount: 0.00 USD

Operators/Margin: =

Include

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	[checked]

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

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Customer Payment View

Customer Payment Browse for... X

Actions Print Add to Favorites Chart Chart Designer Refresh Stored Searches

Search (12)

Customer Code	equals						
Business Relation	equals						
Reference	equals						
Payment Selection C	equals						
Payment Instrument	equals						
Status	equals	For Collection					

Viewing 1 - 1 of 1 Records per page: 100

Customer Code	Business Relation Code	Payment Type	Status	Reference	Amount	Curr
CU3000	Mountain travel	Check	For Collection	CH001	1,500.00	USD

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 interface. 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 prominently displayed. The main window contains several sections:

- Attachments:** Fields for Customer Code (CU3000), Business Relation (Mountain travel), and Name (Mountain travel). An Entity dropdown menu is open, showing options: CONS-US, US-EAST, and US-WEST. An "Apply" button is next to it.
- Navigation Tabs:** Credit Details, Activity, Invoices, Payments, and Comments. The "Payments" tab is currently selected.
- Filters:** Start Date (06/07/2008), End Date (09/05/2008), and Status (All).
- Table:** A table 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 is highlighted in blue. Below the table, there's a section for Payment Reference (CH001), Payment Selection, Creation Date (09/05/2008), and various amounts (1,500.00).

Below the screenshot, the caption "Customer Activity Dashboard (27.18.1)" is written. At the bottom of the page, there's a footer with "QAD Proprietary" on the left and "2008-EF-USAR-290" on the right.

- 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

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

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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 Amount: 19,500.00 USD

Exchange Rate: 1.0000000000

Invoice Status Code: 999

Invoice Status Code Allocation Status: No Allocation

Taxable

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. It includes a 'Matching Data' section 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 (0000000031), Invoice Status Code (111), and Status (Finished). Below this is a 'Pending Invoice Filter' and a table of matching items. The 'Matching Overview' section shows 'To Match' (19,500.00), 'Matched' (19,600.00), and 'Difference' (-100.00) in USD. The 'Manual Posting' button is visible. The 'Receiver Matching - Create' window also shows 'Attachments' with Year (2008), Posting Date (09/10/2008), Daybook Code (SIREC), Layer Type (OFFICIAL), and Description (AP Matching: 2008/09/SIREC). The 'GL Account' is 6740, and the 'AP Rate Variance' is 100.00. The 'Matching Overview Advanced' table is shown below.

	Amount Without Taxes	Taxes Accrued at Receipt Usage		Taxes Accrued at Invoice		Manual Posting	Total
		Recoverable	Non-Recoverable	Recoverable	Non-Recoverable		
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

- 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

Journal Entry - View

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 - View

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


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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 Proprietary2008-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: S07500 | Tube City | Reference: P01-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: P01-R | Description: P01-R S07500

PO Number: P01-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.

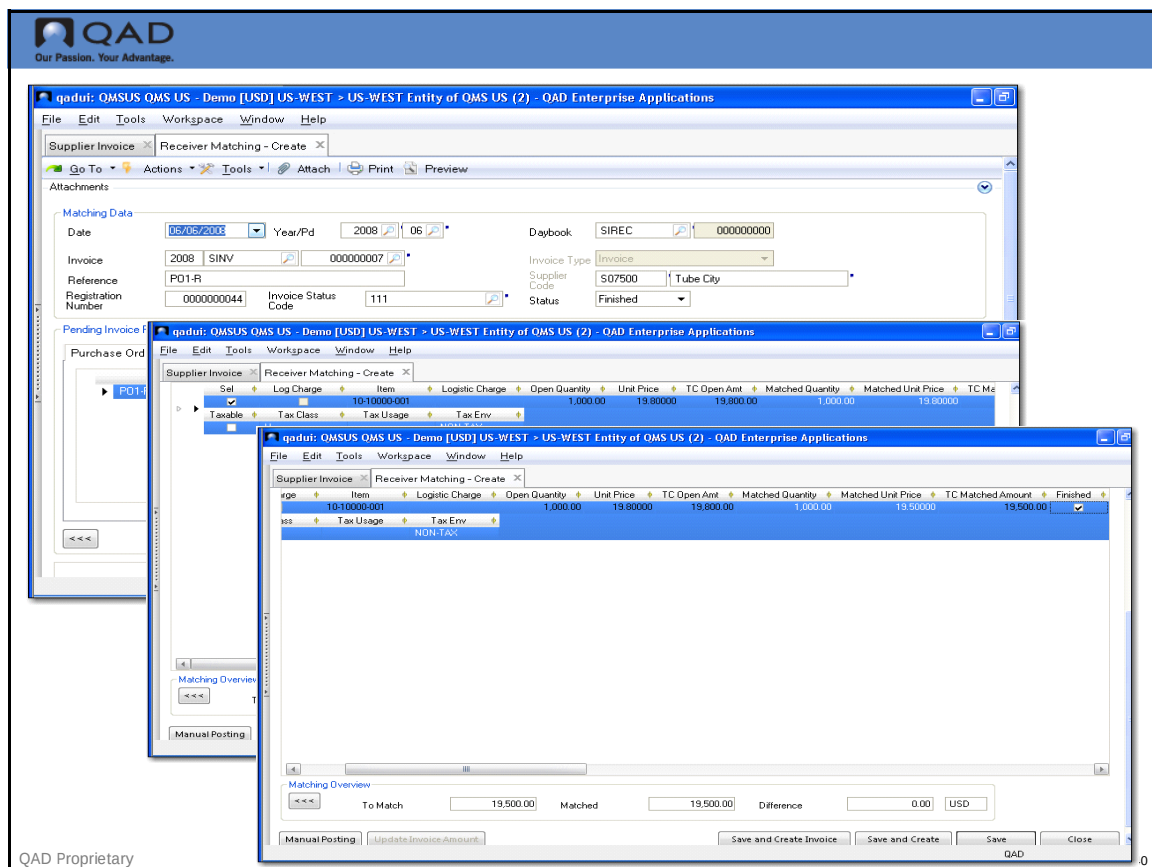
Field	Value
Supplier	S07500
Reference	PO1-R
Amount	\$19,500 (1000*19.50 Price Variance of 0.30)
Invoice Status Code	999
PO Number	PO1-R
Daybook	SINV

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 OMS 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 data:

Field	Operator	Value
Supplier Code	equals	S07500
Business Relation	equals	Tube City
Reference	equals	P01-R
Year	equals	2008
Daybook Code	equals	
Voucher	equals	

The search results show 10 records, with the first record displayed:

Business Relation Code	Tube City (1 Item)	TC Balan
Supplier	Inv Date	Reference
S07500	06/06/2008	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 of the window.

- 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	Sub-Account C	Cost Ce	Description	Trans Cur	BC Debit (USD)	BC Credit (USD)
2520	PO Receipts	Mech		AP Matching: 2008/ USD		19,800.00	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	19,500.00

Currency View Base Currency Total USD 19,000.00 19,800.00

QAD Proprietary SAR-160

- 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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qadui: QMSUS QMS US - Demo [USD] US-WEST -> US-WEST Entity of QMS US (2) - QAD Enterprise Applications

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

Go To Actions Tools Attach Print Preview

Attachments

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

qadui: QMSUS QMS US - Demo [USD] US-WEST -> US-WEST Entity of QMS US (2) - QAD Enterprise Applications

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

Go To Actions Tools Attach Print Preview

Attachments

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

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Supplier Modify

Supplier Browse for Modify Supplier - Modify

Go To Actions Tools Attach Print Preview

Attachments

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
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

Supplier Payment Create

Supplier: S05800, Bank Account: 1100, Payment Instrument: Check, Business Relation: Sandwich Factory, Amount: 1,500.00 USD, Due Date: 09/09/2008, Status: For Collection.

Supplier Payment - Create

Business Relation: Sandwich Factory, Supplier: S05800, Invoice Description: Prepayment 1 SF, Sub-Account: Mech, Project: , Cost Center: , TC Prepayment Amount: 500.00 USD.

Business Relati	Invoice / Pay	Reference	Due Date	Disc	Invo	Balance	Cu	F	TC Allocated A
Sandwich Fa	Invoice	2008/SINV/00000000	11/30/2008	09/09/	09/09/	1,000.00	C	USD	1,000.00
Sandwich Fa	Prepayment	Prepayment 1 SF				500.00	D	USD	500.00

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

Supplier Payment View

Supplier Payment Browse for...

Search (12)

Supplier Code equals [] + -

Business Relation 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
S05800	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

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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 20 9
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

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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.

QAD

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 Statement Year 2008 003
Bank Account No 12345678 GL Balance 9,020.00
Unallocated Statement Balance 0.00 USD Status Unallocated

Posting

Posting Date 09/08/2008 GL Calendar Year 20 9
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/CCNH0/000000	Credit Note	06/25/2007	225.00	CR	USD	☒

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

1 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.

2 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

3 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)

4 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

General Ledger Account Browse

Search (5)

Account starts at 8" Search Clear All

Description equals Search Clear All

GL Type equals System Account Search Clear All

System Type equals Search Clear All

Active equals Search Clear All

Viewing 1 - 5 of 5 Records per page: 100

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

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

Balance/P&L: Balance Sheet Account
Auto/Manual: Automatic
Intercompany Account: ☐
Fixed Intercompany: ☐
Quantity: ☐

Debit/Credit: Debit
Default Intercompany:
GL Account Unit of Measure:

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

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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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Revaluations

US EAST Entry of QMS US
Page 2/2

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	

Detailed Revaluation Status

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

QAD
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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

QAD
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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

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

- 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

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Recurring Entry Post

Go To Actions Tools Print Preview

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

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

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Profile Create

Profile Create

Go To Actions Tools Attach Print Preview

Attachments

Profile Code

BENWUSD

Description

Profile Banking Entry daybookBENWUSD

Profile Type

Banking Entry Daybook Profile

Shared Set Type

Daybook Shared Set

Active

☒

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

Profile Create (36.1.1.4.1)

QAD Proprietary 2008-EF-USCFBF-020

- 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 X

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)

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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: Initial, For Collection, and 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

The QAD logo and tagline "Our Passion. Your Advantage." are visible in the top left corner. The text "QAD Proprietary" is in the bottom left, and "2008-EF-USCFBF-050" is in the bottom right.

- 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

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Supplier Modify

Supplier Browse for Modify X Supplier - Modify X

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code S00500 Active ☒

Business Relation ZWheels Magazine

Business Relation Accounting Payment Banking Defaults Tax Info Comments

Default	Bank Format	Bank Account No	Own Bank Number	Payment Format	Payment Instrument
☐	XX	5544332211	88888888	US-CHECK	CHEQUE
☐	XX	5544332211	88888888	USA2CAP	ELECTRONIC
☐	XX	NA	12345678	US-CHECK	CHEQUE
☒	XX	na	87654321	US-CHECK	CHEQUE

Supplier Browse for Modify X Supplier - Modify X

Go To Actions Tools Attach Print Preview

Attachments

Supplier Code S01400 Active ☒

Business Relation Shen Bike Parts

Business Relation Accounting Payment Banking Defaults Tax Info Comments

Default	Bank Format	Bank Account No	Own Bank Number	Payment Format	Payment Instrument
☐	XX	0040484603535	0417164300	GENERIC-PAY-AP	ELECTRONIC
☒	XX	na	87654321	US-CHECK	CHEQUE

QAD Proprietary

Supplier Modify (28.20.1.2)

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

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)

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- 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

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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)

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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

Supplier Code: S00500 | Business Relation: 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

Registration Number: 34 | Invoice Type: Invoice | Daybook Code: sinv | 000000005

Year: 2008 | 09 | Posting Date: 09/11/2008

Invoice Date: 09/11/2008 | Invoice Status Code: ok2pay | Invoice Status Code Allocation Status: Allocation

TC Invoice Amount: 5,000.00 USD | Exchange Rate: 1.0000000000 | Taxable: ☐

BC Invoice Amount: 5,000.00 USD

SI Posting

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

- 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

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

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Journal Entry Create

Journal Entry x

Go To
Actions Tools Attach Print Preview

Year: 2008 09
Daybook Code: Template 000000001
Description: Market introduction
Original Posting Reference:

Posting Date: 09/11/2008
Layer Type: TRANSIENT
Template Code: markintro
Sequence Number: 000000000

Save As Template: ☒
Replacement: ☐
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 SAF Code Campaign Heartbeat Market NA							
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 x

Go To Actions Tools Attach Print Preview

Attachments

Code

Active ☒

Template Code

Frequency

Start Date

Daybook Code

Update Type

End Date

BC Amount

Reverse in Next GL Period ☐

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	PS-1	Account	1110	Current Balance	0.00
Status	Initial	Account Number	87654321	Total	637,500.00
Execution Date	09/11/2008	Pay Format	US-CHECK	Number of Lines	2

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	D
☒	2Wheels Magazin	S00500	Invoice	2008/SINV/00000	5,000.00	CR	5,000.00	D

- Business Relation : Shen Bike Parts [1 item]

Sel	Business Relat /	Relation Code	Type	Internal Number	TC Open Amount	D	TC Payment Amount	D
☒	Shen Bike Parts	S01400	Invoice	2008/SINV/00000	632,500.00	CR	632,500.00	D

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 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							
2470	Accrual Account	Gserv		Market introduction	USD	0.00	1,000.00

Journal Entry Create (25.13.1.1)

QAD Proprietary 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

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

Customer Invoice Create

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Customer Invoice Create

Customer Invoice Create x

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 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 00000001

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
Go To Actions Tools Print Preview

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:

Customer/Supplier: CU7777

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	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

Balance
 Amount to Allocate: 22,500.00 CR
 Amount Allocated: 22,500.00 DR

Balance: 0.00 CR

Prepay

Filter
 Search Criteria for Invoices
 Include

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

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

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Customer Payment Create

Customer Payment Create x

Go To Actions Tools Attach Print Preview

Attachments

Customer	CU7777	Customer Bank	7777
Bank Account	1110	Payment Format	CUST-CHECK
Payment Instrument	Check	Name	Fit USA People
Business Relation	Fit USA People	Reference	CH CU7777
Amount	22,500.00 USD	Subtype	Manual
Due Date	09/12/2008	Status	For Collection
Value Days	0	Creation Date	09/12/2008
Year/Number	2008 000000007		
Last Printed Date			
Times Printed	0		

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

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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

