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QAD Inc.

100 Innovation Place
Santa Barbara, California 93108
Phone (805) 684-6614
Fax (805) 684-1890
<http://www.qad.com>

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COURSE EVALUATION 295

About This Course

Course Description

The Trade Management Fundamentals course covers the basic concepts, setup, and use of QAD's Trade Management. The course includes:

- Setting up the Trade Management system
- Setting up business structures, products, and customers
- Creating price lists, promotions, and promotion budgets

Course Objectives

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

- Describe the advantages of a trade management solution
- Describe the distinctions between Trade Management and standard ERP structures
- Setup Trade Management for a company
- Build a budgeted trade-spend plan using Trade Management
- Report on the effectiveness of a trade-spend plan against actual sales

Audience

This course is designed for:

- Implementation consultants and teams
- Sales and account managers

Prerequisites

A knowledge of ERP systems or business applications in general, and trade-spend planning specifically, is recommended.

Course Credit and Scheduling

This course is worth 18 course credit hours and usually requires three days for instructor-led training.

QAD Resources

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

Product Help

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

QAD Web Resources

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

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

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

QAD Learning Portal for Training Opportunities

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

QAD Support for Product Documentation and the QAD Knowledgebase

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

Choose Support under the Global Services tab.

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

CHAPTER 1

Introduction



Optimal Pricing

- ▲ A primary goal of business is to sell at the optimal price:
 - a price low enough to capture all possible sales
 - high enough to produce the best possible profit margin
- ▲ Requires an effective pricing plan

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Trade Management Introduction

Since rigorous product cost controls are now so commonplace and successful in the manufacturing and distribution segments of the supply chain, managing pricing activities is one of the last, best ways to positively affect a company's profit margin by establishing effective selling prices. Discount control systems, that is, pricing management systems, give companies a way to address this largest uncontrolled cost.

One primary goal of any successful business is to sell at the optimal price, a price low enough to capture all possible sales but high enough to produce the best possible profit margin. Arriving at that effective selling price is the objective of a well conceived and managed pricing plan.



Effective Selling Prices

- ▲ Manufacturers manipulate three components to arrive at the effective selling price:
 - Margin
 - List Price
 - Discounts
- ▲ The effective selling price optimizes margin vs. discount to maximize profit.

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Setting Effective Selling Prices

Manufacturers manipulate three components to arrive at the effective selling price:

- Margin
- List Price
- Discounts

The effective selling price optimizes margin vs. discount to maximize profit. Developing a pricing strategy entails managing the various discounts as part of this optimization. Until now, lacking specialized tools designed especially to facilitate this kind of optimization, many companies have found it difficult to develop and execute an effective pricing strategy. Too often, decisions are made on data pulled from several different sources, many of them external to the transactional system.



QAD Trade Management

- ▲ Implementing Pricing Plans
- ▲ Administering Pricing Plans
- ▲ Evaluating Pricing Plans

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Trade Management

Trade Management is specifically designed to address the issues faced when trying to implement a pricing policy. It structures and controls the implementation, administration and evaluation of pricing activities, including promotions and rebates. This framework of structure and control allows a company to bring its fluid pricing activities under effective management.

Implementing Pricing Plans

In implementing a manufacturer's pricing plans, TRM creates budgets that reflect the limits imposed by the pricing plans. These budgets then serve as the controlling structure for creating promotions and rebates. Each promotion or rebate reflects the intended discount to a particular customer on a particular product.



Administering Pricing Plans

In administering pricing plans, TRM tracks discounted (and sometimes non-discounted) sales and processes claims and deductions against promotions and rebates. Processing includes creating appropriate general ledger transactions, credit memos and vouchers. Tracking ensures that each discount is charged against the appropriate general ledger account.

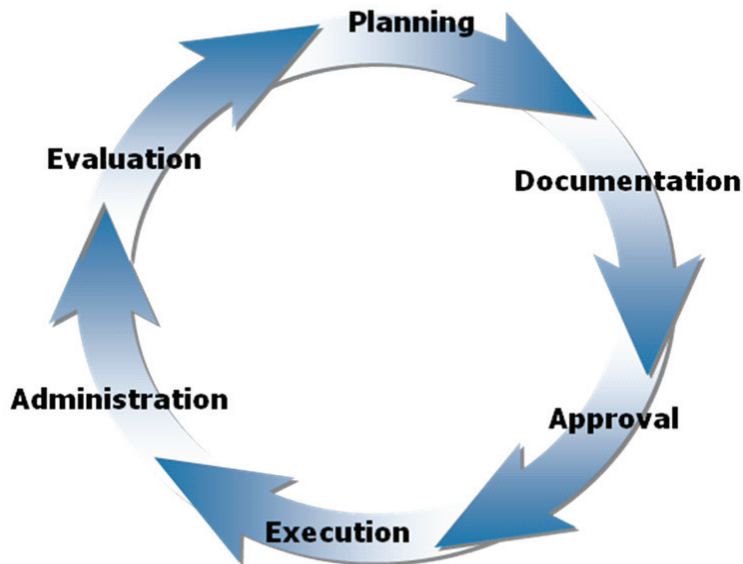
Evaluating Pricing Plans

For evaluating pricing plans, TRM provides real-time views (and some reports) for assessing the actual vs. planned activity of the plans. For example:

- Did customer response indicate that the plan was perceived as providing high value for the customer?
- Did the plan offer the right deal to the right customer in order to maximize profit across the maximum number of customer-product combinations?
- Did the plan foster a broad market for the manufacturer rather than leading to over-dependence on one customer, customer group or market segment?

This evaluation then serves as the basis for changes in the pricing plan for the next fiscal period.

Trade Management Lifecycle



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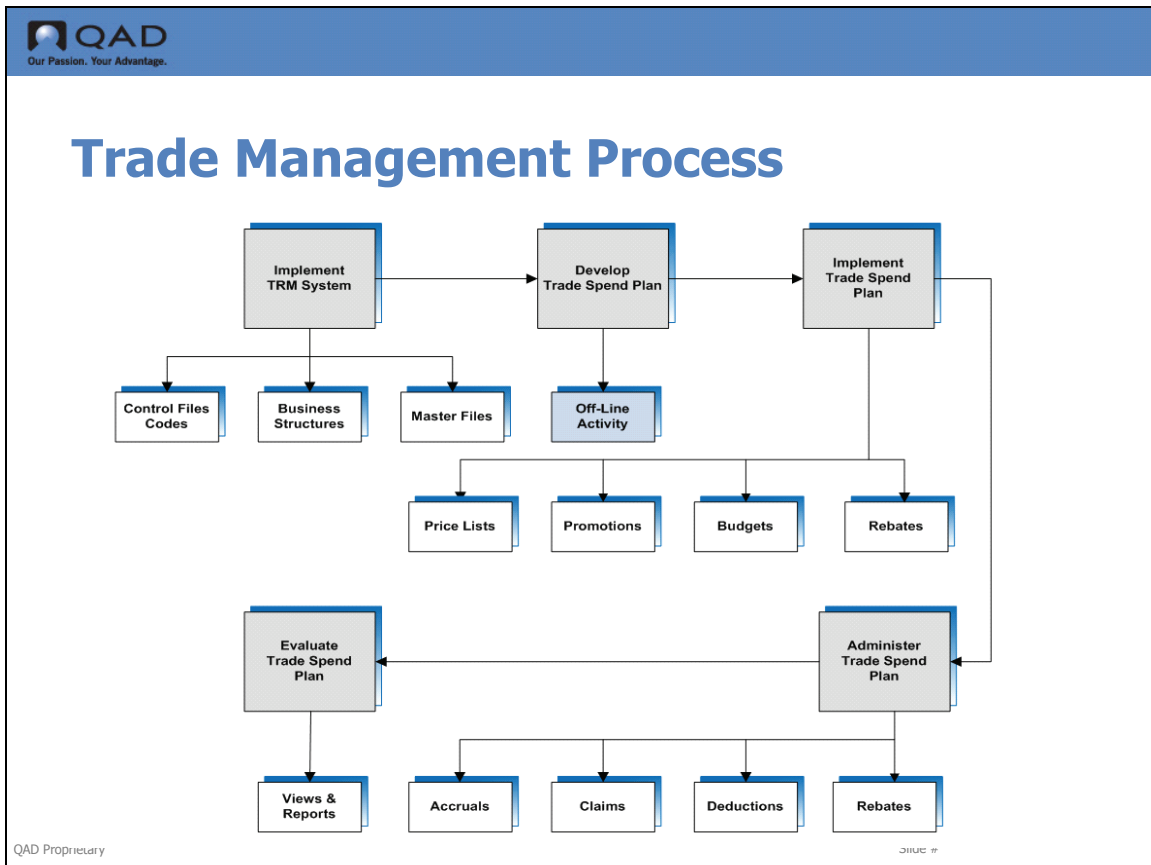
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Trade Management Lifecycle

All trade discounts have a life cycle as illustrated by the figure above. The planning, approval and evaluation stages, particularly, support continual monitoring of the effectiveness of a company's pricing strategy.

- Planning takes into account sales and marketing plans, market pressures and production realities.
- Documentation includes customer documents, internal documents, account reviews and budgets.
- Approval includes internal review to insure that proposed discount programs are in line with the company's overall pricing strategy.

- Execution includes setting pricing, relating the proposed discount to other existing or proposed discounts and establishing the time frame.
- Administration handles deductions, claims, commissions, accruals and accounting functions.
- Evaluation includes assessing the effectiveness of the various programs by looking at and evaluating results in terms of customers, products, sales representatives and planned vs. actual budgeted amounts.



Trade Management Process

The complete TRM process from implementation through evaluation includes some system background steps as well as setting up codes, business structures and master files.

- Background setup covers security as well as control files
- Codes setup covers customer and item profile values and user defined codes
- Business structures covers the setup of divisions, regions and areas
- Master files covers customers, customer groups, products, product groups

Developing a trade spend plan is an off-line, that is, non-TRM, activity. This activity usually covers customer, product and financial topics such as how much money to spend on trade

promotions, which customers and products to spend money on and what types of deals are likely to be most effective.

Implementing the Trade Spend Plan involves the actual setup of TRM. This is the heart of the matter. This is where price lists, budgets, promotions and rebates are defined and entered into the system.

Administering the trade spend plan TRM is the tool for managing the promotions and other components of the plan. These activities include processing sales orders, processing claims and deductions, monitoring promotions and rebates and tracking spending and accruals.

Evaluating the trade spend plan TRM provides the tools for gathering, organizing and presenting (via views and some reports) information to evaluate the success of the programs. This information is then used as input for the next trade spend plan development cycle.



Training Case Study



- ▲ Puppy Love is a national company that makes dog food and pet supplies
- ▲ Sold to national chain pet stores, independent pet stores, national chain supermarkets, groomers and veterinarians and some animal shelters -- directly to most customers. US dollars only
- ▲ Sold in 3 geographic regions - East Coast, Midwest and West Coast. Regions are divided into marketing areas, Northeast, Southeast, Upper Midwest, Lower Midwest, Northwest and Southwest
- ▲ Dog food dry and wet dog food in four flavors and puppy treats in the same flavors. Pet supplies include toys, pet beds and carriers
- ▲ One national list price with some standard volume discounting
- ▲ Promotions are run throughout the year
 - Trade shows and co-op advertising with their customers
 - Promote to customers based on type and also based on the product lines they buy
 - Some promotion monies off invoice, some paid directly to the customer via voucher or credit memo
- ▲ Rebate program for chain pet stores and supermarkets

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Trade Management Training Case Study

Puppy Love is a national company which manufactures a line of dog food and a line of pet supplies.

They sell to national chain pet stores, independent pet stores, national chain supermarkets, groomers and veterinarians and some animal shelters. They sell directly to most customers. They do business only in US dollars.

They sell across the country to customers in 3 geographic regions - East Coast, Midwest and West Coast. These regions are further divided into marketing areas, Northeast, Southeast, Upper Midwest, Lower Midwest, Northwest and Southwest.

They have two product lines, dog food and pet supplies. The pet food line includes dry and wet dog food in four flavors and a line of puppy treats in the same four flavors. The pet supplies line includes toys, pet beds and carriers.

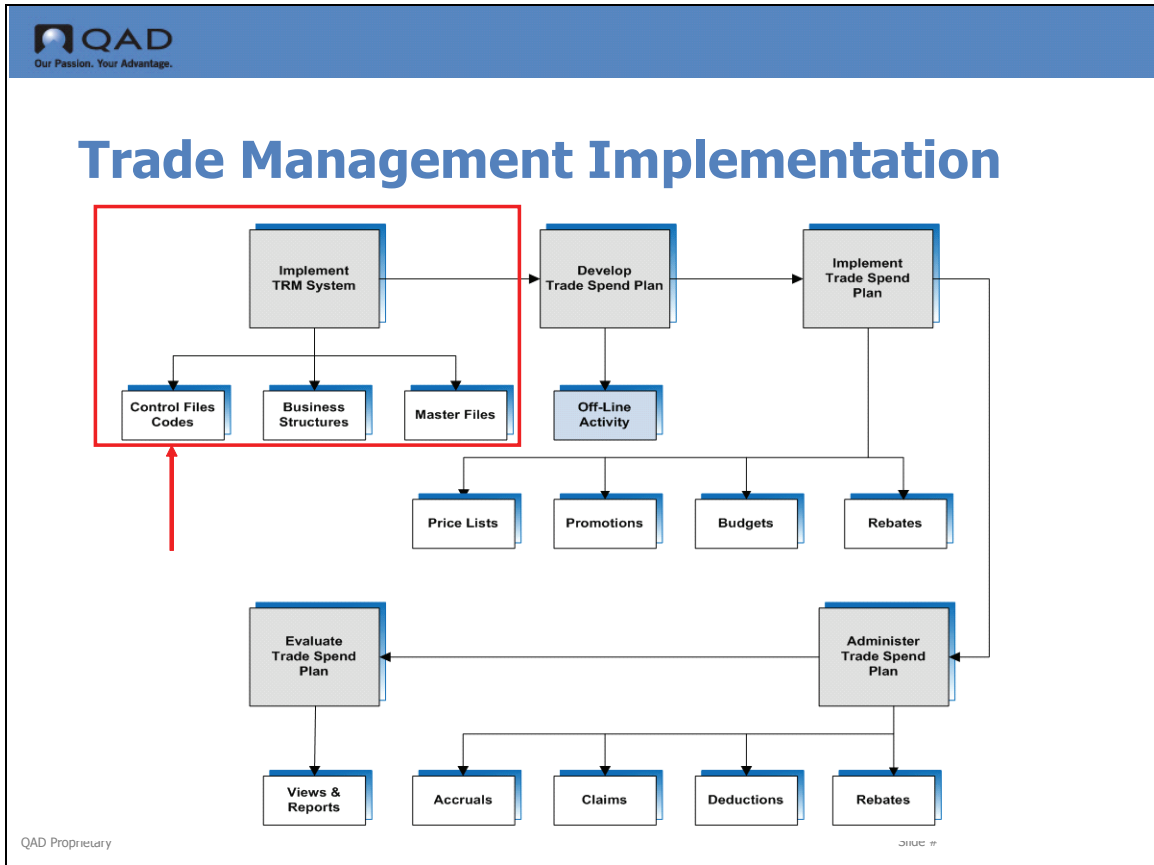
They have one national list price used primarily for reporting but also maintain list prices based on customer type. They do some standard volume discounting.

Promotions are run throughout the year; they attend trade shows and participate in co-op advertising with their customers. They want to be able to promote to their customers based on the type of business they do and also based on the product lines they buy. They give some promotion monies off invoice and some are paid directly to the customer via voucher or credit memo.

They have a rebate program for national chain pet stores and national chain supermarkets.

CHAPTER 2

System Implementation



Trade Management Implementation

This section covers the first step in the implementation of the TRM system - the setup of the Sales Order and Pricing Control Files in MFG/PRO, the TRM Control File and various other files that form the basic setup necessary to begin to work with and in TRM.



TRM and QAD Core Relationship

- ▲ TRM uses a separate database
- ▲ Base data maintained in QAD core product
- ▲ TRM database
 - Adds useful business structures over shared base data
 - Allows sales and marketing categories separate from distribution and manufacturing categories
 - Enables responsive pricing plans

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TRM and QAD Core Relationship

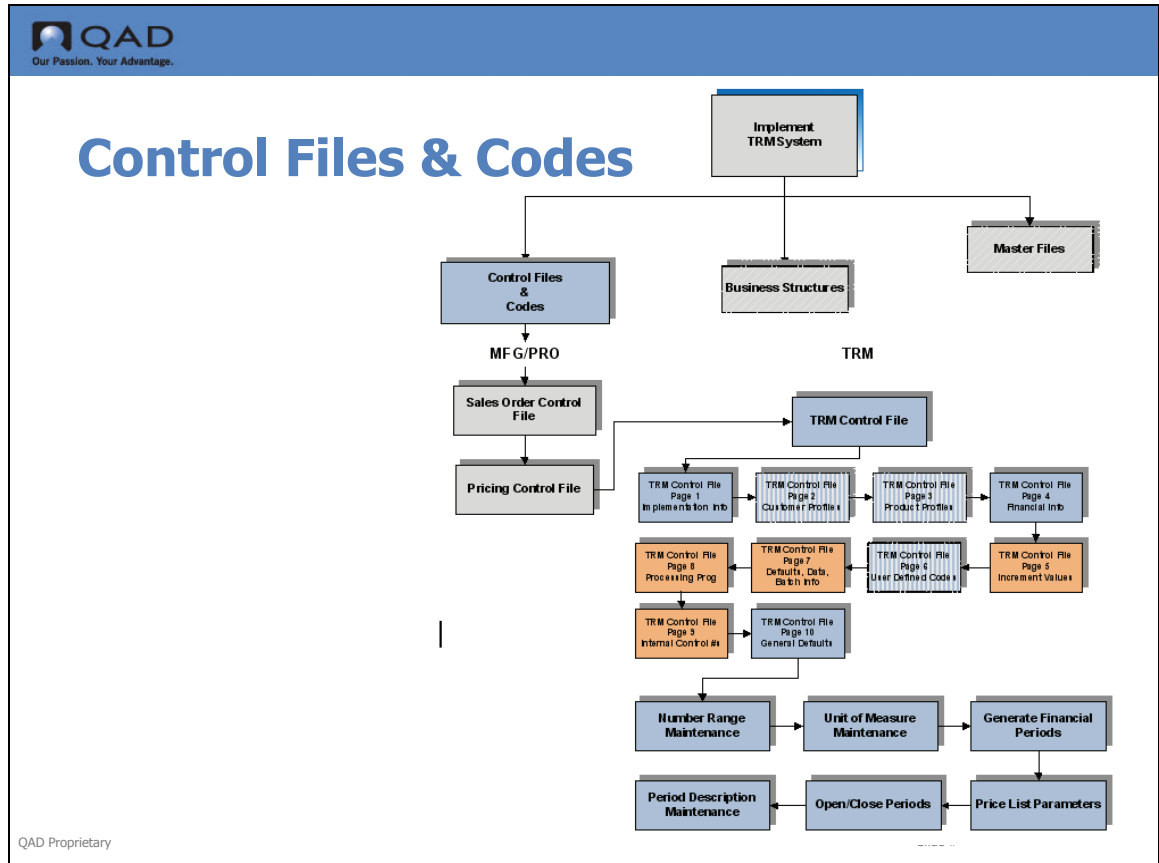
TRM resides in its own database. At first glance, it would appear that there is unnecessary duplication between the information held in each of the databases and the logical question is why have two databases anyway?

The reason for a separate TRM database is that TRM has many structures, for example, division, that do not exist in MFG/PRO. Having separate databases allows users to have the same set of base data - customers and products - with the additional TRM codes attached to the records after they have been created in the TRM database, using information passed to TRM from the MFG/PRO customer master. This additional TRM data is used only in TRM and in no way interferes with how data is defined in MFG/PRO.

One of the primary benefits of having the two separate databases is that it allows a company to categorize its customers and products one way in the MFG/PRO database for the manufacturing and distribution side of the business and in a wholly different way in the TRM database for the sales and marketing side of its business without the necessity of heavily modifying the software.

It is precisely because Trade Management resides in a separate database and is largely user configured, that its groupings of customers and products can be completely different than the way those same customers and products are grouped in MFG/PRO. This, in turn, allows a company to build a pricing strategy that can effectively respond to rapidly changing competitive pressures, market conditions, etc. without having to worry that what is necessary for an effective pricing program creates headaches for the manufacturing side of the business.

Additionally, there are safeguards in place to insure the synchronicity of the data between MFG/PRO and TRM. For example, although there is a customer master in TRM, if a user tries to enter a new customer into it, he or she will receive an error message saying that new customer records can only be added into the MFG/PRO Customer Master.



System Implementation — Control Files and Codes


Our Passion. Your Advantage.

Sales Order Control File

Sales Order Control >

Sales Order Control: GoTo ▾ Actions ▾

Use Which Calc for Qty Available to Allocate:

Allocate Sales Order Lines Due in Days: (0 for no allocations)
Limit Allocate to Avail Only: ☒

Detail Allocations: ☐
ATP Horizon:

ATP Enforcement Enabled: ☒
Family ATP Calculation:
Pick Only Allocated Lines: ☒
Are Sales Orders Printed: ☒
Keep Booking History: ☒

Shipping Lead Time:
Company Address:

Calculate Promise Date: ☐
Sales Order Prefix:
Next Sales Order:
Invoice Prefix:
Next Invoice:
Integrate with AR: ☒
Integrate with SA: ☒
Integrate with TrM: ☒

Sales Order Header Comments: ☐
Sales Order Line Comments: ☐
Print Only Lines to Invoice: ☐
Ln Format S/M:

Confirmed Orders: ☒
Fiscal Start Month:
FOB:

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MFG/PRO Sales Order Control File (7.1.24)

The first step in implementing TRM is to integrate TRM with MFG/PRO. This consists of making setting a field in the MFG/PRO Sales Order Control File.

The Sales Order Control File contains the field Integrate with TRM. This box must be checked in order to be able to access any of the TRM menus.

Setting this field to yes allows MFG/PRO to pass sales detail to TRM. Sales processing steps such as invoicing and payment also require this field setting to insure the Accounts Payable, Accounts Receivable and General Ledger modules in MFG/PRO access the required data from TRM.


Our Passion. Your Advantage.

TRM Control File - Implementation

Page 1 of 10

```

Control ID: 1
TrM Version: 2.7
Division*: 1
Autogen Promotion Code?: yes
Promotion # Base: Region
Use Customer Spreads?: no
Autogen Rebate Code?: yes
Rebate Code Prefix: RB
Rebate # Base: Region
Default Clash Code*: STD
Report Driver: sp/sprdrv2
          
```

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr PgDn

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TRM Control File (7.20.19.1)

Once the MFG/PRO Sales Order Control File has been set up, the remaining steps take place in TRM. These steps consist of setting up the TRM Control File and various other controls and code files such as Units of Measure Maintenance and Financial Period Maintenance.

The TRM Control File contains system-wide defaults and setup codes. The file consists of ten pages:

- 1 TRM implementation information
- 2 Customer profile types
- 3 Product profile types

- 4 Financial period parameters
- 5 Increment value settings
- 6 User-defined codes (UDC) settings
- 7 Defaults, data and batch settings
- 8 Processing programs
- 9 TRM internal control numbers
- 10 General default settings

Not all of the pages in the control file require user setup. Some pages contain system defaulted settings and should not be touched. Other pages require entry into only one or a few fields. Where this is the case, only those fields requiring something be entered will be described here. Those fields which must be set up during the initial implementation phase are noted in red type.

During this training, the control file will be set up all at one time. During actual implementations however, the control file will be revisited over time. In most cases, a company will not have made many final decisions regarding their use of such things as customer and item profiles and user defined codes. Even some decisions made in the early stages of an implementation can change at a later time after testing reveals issues not considered during the initial design phase.

The fields and descriptions for this frame are:

Control ID

Set by the system; do not change

TRM Version

Set by the system; do not change

Division

Sets a default division. If a division is entered here, when you add a record on which the division designation is mandatory, for example a customer record, a divisional record is automatically created. If there is more than one division, leave this field blank.

Autogen Promotion Code

Default = yes. Although it appears that you can change this code to no, in fact, it does not change. The system will continue to assign sequential numbers to new promotions.

Promotion # Base

Level at which new promotions are sequentially numbered. Can be set to Region or Area. Area is very rarely used.

Use Customer Spreads

Not used in this version.

Autogen Rebate Code

Default = yes. See Autogen Promotion Code above

Rebate # Base

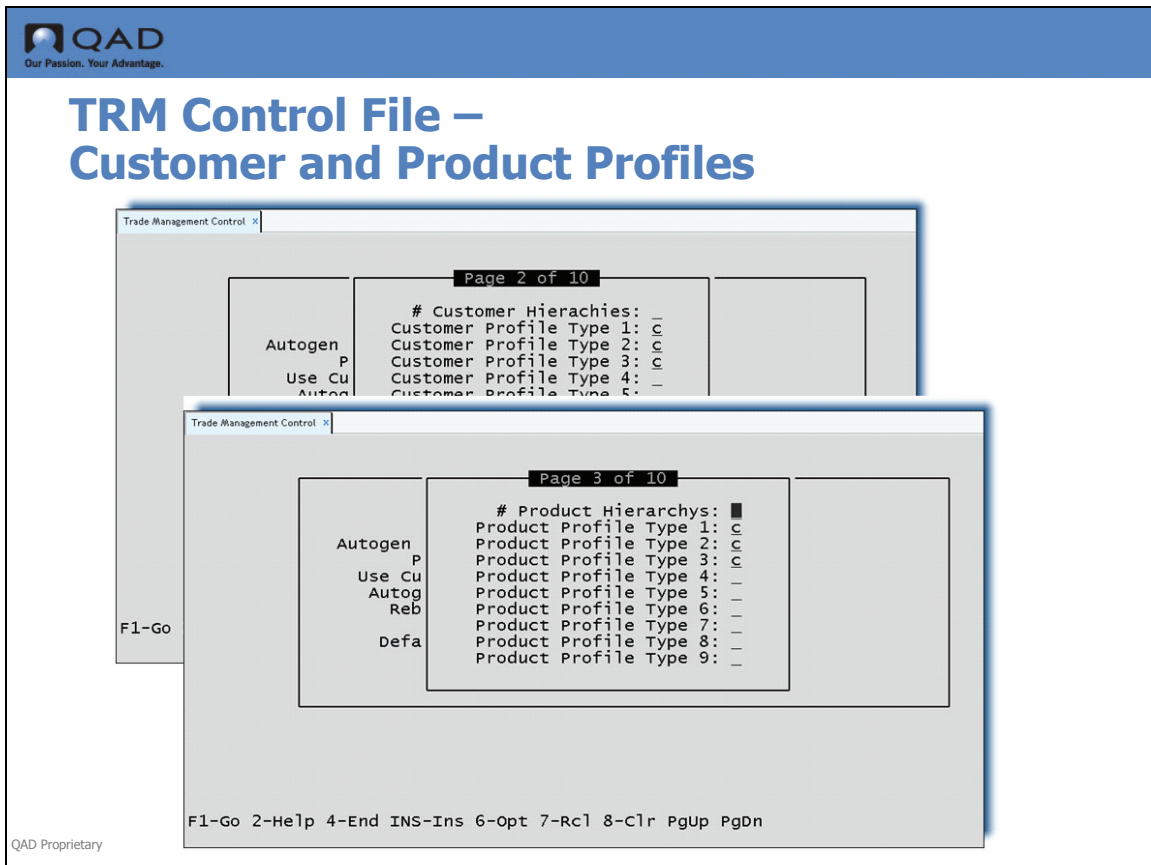
Level at which new promotions are sequentially numbered. Should be the same as the Promotion # Base.

Default Clash Code

Default = STD. Only changed when a site specific program is written to replace the standard program.

Report Driver

Default driver program supplied with TRM. Only changed when a site specific program is written to replace the standard program.



TRM Control File - Pages 2-3 - Customer Profiles and Product Profiles

These two pages control which profiles will be used and the general form of the data in those profiles. The setup is the same for both customer and product profiles. Profiles can be of different types. The valid types are:

- V -- (value) a value not validated against a code table, typically a numeric value
- C -- (code) a value validated against a table. Customer or item can have only one value
- I -- (iterative) a value validated against a table. Customer or item can have multiple values
- Blank -- The profile is not used

These pages of the control file can be set up or changed at any time.

Maintenance of iterative profiles is different from value or code profiles. This is because, with an iterative code, the multiple values must be entered. For values or code profiles, the maintenance is done in customer or product maintenance. For iterative profiles, the maintenance is done in profile maintenance. All of the details of how to set the codes up is covered in later sections of this training.



TRM Control File – Financial Period Parameters

Trade Management Control x

Page 4 of 10

Financial Start Date: 01/01/07
 Finance Period UOM: m No. of Periods: 12
 Finance Period Units: 1 1 1 1 1 1 1 1 1 1 1 1

Earliest GL Date: 02/01/05
 Latest GL Date: 12/31/08
 Last Open Year: 2005

Promo Date Default Type*: 1 First Monday for all Dates
 Promo Date Validtn Type*: 1 Retail can be outside Buy

F2-Help 4-End PgUp PgDn

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Slide #

TRM Control File - Page 4 - Financial Period Parameters

TRM maintains its own financial period control. Periods are opened and closed for TRM from within TRM. TRM period and General Ledger period opening and closing control is integrated so that transactions cannot be posted from TRM to a general ledger period closed in MFG/PRO. For this reason, the TRM financial period setup should be an exact duplicate of the MFG/PRO GL calendar.

Financial Start Date

Should be identical to the MFG/PRO GL calendar.

Finance Period UOM

M = periods based on calendar months

W = periods based on 13 week quarters, for example 4-4-5

Finance Period Units

The number of financial period units in each period

Earliest GL Date

The earliest GL date available for TRM to process claims, deductions or rebate payments.
Usually set to be the 1st day of the 1st year in which TRM is being used.

Latest GL Date

Generally the current period

Last Open Year

The oldest financial year having periods open for posting. Generally the current year except at year-end

Promo Date Default Type

A system-wide default operating if the division level defaults are not entered.

Promo Date Validtn Type

System wide default operating if the division level defaults are not entered.



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TRM Control File – Increment Values

Trade Management Control x

Page 5 of 10

Financial Star	Incremental Value for %:	1.00	
Finance Peri	Incremental Value for \$:	.05	iods: 12
Finance Period	Increment Value for Net:	.10	1 1 1

Earliest GL Date: 02/01/05
Latest GL Date: 12/31/08
Last Open Year: 2005

Promo Date Default Type*: 1 First Monday for all Dates
Promo Date Validtn Type*: 1 Retail can be outside Buy

F2-Help 4-End PgUp PgDn

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Slide #

Setup: TRM Control File - Page 5 - Increment Value Setting

These are the settings for the incremental values for discount percent, gross currency amount and net currency amount. These increments are used in promotions, claims and rebate approvals. The values entered here depend on the average value of goods sold, the size of discounts given, and the size of the increment between price points. Some experimentation may be required. These flags apply to all divisions.

These should not be changed unless rounding issues arise.


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TRM Control File – User-Defined Codes

Trade Management Control x
Page 6 of 10

	Used?	Mandatory	On ADD	On UPD	Program	Type
UDC-1:	yes	no	yes	yes		
UDC-2:	yes	no	yes	yes		
UDC-3:	no	no	no	no		
UDC-4:	no	no	no	no		
UDC-5:	no	no	no	no		
UDC-6:	no	no	no	no		

Promo Date Default Type*: 1 First Monday for all Dates
 Promo Date Validtn Type*: 1 Retail can be outside Buy

F2-Help 4-End PgUp PgDn

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Slide #

TRM Control File - Page 6 - User Defined Code Settings

User defined codes are to promotions and rebates what profile values are to customers and items. They provide fields for holding additional information about promotions and rebates. These codes allow a site to report on promotion and rebate results using not only customer, item and group information but also such things as promotion type (a commonly defined UDC).

This page of the control file defines whether these codes will be used and the conditions for their use.

This page of the control file can be set up or changed at any time.

Used?

Sets whether this UDC will be used

Mandatory?

Sets whether this UDC must be used. It is generally a good idea to set this to mandatory. If this code is used for budgeting, then it must be set to mandatory.

On ADD

If No, field is bypassed when a promotion or rebate is added, but can be updated later.

On UPD

If Yes, field is accessible by the Edit UDC option in the promotion strip menu.


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TRM Control File – Defaults, Data and Batch

Trade Management Control x

Page 7 of 10

L Promo Promo	Divisional?: yes Data Grouped?: no Default ID*: Process Batch?: no Splits Prog*: Bulk Change?: no Upd Cust Addr?: no Upd Prod Desc?: no Job Modifier*: Stat Modifier*: B/O Planned?: n	Type
--	---	--

F2-Help 4-End PgUp PgDn

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Slide #

TRM Control File - Page 7 - Defaults, Data & Batch Settings

Nothing on this page should be changed.



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TRM Control File – Processing Programs

Trade Management Control x

Page 8 of 10

Rebate Post*: rbpost3

Prom Acc Post*: ifacpst3

Reba Acc Post*: rbacpst3

Approval Reqd?: no

Cons. P/List:

Cons. P/L Grp:

GL A/c Length: 8

Rebate Post [Interface v86]

Accrual Post [Interface v86]

Accrual Post [Interface v86]

Pr

Promo

B/O Planned?: n

F2-Help 4-End PgUp PgDn

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Slide #

TRM Control File - Page 8 - Processing Programs

Nothing on this page should be changed.


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TRM Control File – Internal Control Numbers

Trade Management Control x

Page 9 of 10

Rebate P Prom Acc P Reba Acc P Approval R Cons. P/List: Cons. P/L Grp: GL A/c Length: 8	Next Audit Entry No: 1000 Workbench Display Prog*: ptpdlsad	v86] v86] v86]
Pr Promo L	B/O Planned?: n	

F2-Help 4-End PgUp

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Slide #

TRM Control File - Page 9 - Internal Control Numbers

Nothing on this page should be changed.



TRM Control File – General Defaults

Trade Management Control x

Page 10 of 10

Claim Cr Term*:	0	CASH ON DELIVERY
P/List Seq*:	NXPLSTID	Next MFG/PRO Price List ID
MFG/Pro?:	yes	
Pr List Prefix:	TM	
S/Man CusGrps?:	yes	
Sale Data Req?:	yes	
Rebates Used?:	yes	
OI Rebate Prg*:	tbinvr1	off Invoice Rebate Load
Rebate Prg*:	tbinvr2	Rebate Load
DivCustGrpPrg*:	ifdvgrp	Select Div/CustGroup Base for 2.2
OI Apply Prg*:	tbinvp2	off Invoice Discount Apply Program
OP Sys Editor:		
Cost Sel Prog*:	ifcsts11	Select Product Code - 1
MFG/Pro Ver*:	eB2.1	

F2-Help 4-End PgUp

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Slide #

TRM Control File - Page 10 - General Default Settings

P/List Seq

Sets which number range is to be used during the creation of new TRM price lists.

MFG/Pro

Sets whether TRM is to be used with MFG/PRO. This must be set to yes

Pr List Prefix

Sets what prefix should be used with the number range during the creation of new TRM price lists.

S/Man CusGrps?

Sets whether a customer is allowed to belong to more than one TRM customer group.



Sale Data Req?

Sets whether non-promotional sales data from the invoice history file should be loaded into TRM. This must be set to yes if rebates are being used.



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Number Ranges Maintenance

Number Ranges Maintenance x

Seq Code	Description	Start No	Last No	Current V
NXPLSTID	Next MFG/PRO Price List ID	1	49999	7
NXPRIGRP	Next Pricing Group ID	1	99999999	7
NXPRJAUD	Next Audit # for Projects	1	99999999	1
NXPLSTID	Next TrM Price List ID	50000	99999	50005
NXPROAUD	Next Audit # for Promotns	1	99999999	194
NXPROM1	Region Specific Numbering	1	99999999	2
NXPROMID	Next Promotion Number	1000	99999999	1050
NXPRWKID	Next Promotion Work ID	1000	99999999	1007
NXRABTCH	Next Rebate Accrual Batch	5000000	99999999	5000001
NXRCHRG	Recharge Number Sequence	300	99999999	300
NXREBAUD	Next Audit # for Rebates	1	99999999	26
NXREBDOC	Next Rebate Document Ref	1	99999999	1
NXREBID	Next Rebate ID	1000	99999999	1017
NXREPORT	Next Report Number	1000	99999999	1001
NXRRBTCH	Next Rebate Run Batch ID	1	4999999	1

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Number Range Maintenance (7.20.19.3)

TRM accesses number sequences from a common location, the number ranges file. Each number range is coded uniquely. The number range codes and associated data are maintained here.

When the system is installed, the number range sequences are already set up. Most of these are never changed.

However, in certain instances it may be appropriate to change the start, last and/or current numbers. For example, there may be times when you want to begin to re-number promotions because of some administrative change or a change in business strategy. In that instance, you can change the current number from, say 1000 to 2000.

Keep in mind that numbers are not re-used and when anything which uses sequential numbers, for example, a price list or promotion, is deleted, that number is gone.



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Unit of Measure Maintenance

Unit of Measure Maintenance x

UOM	Description
CS	Case
CT	Carton
EA	Each
PL	Pallet

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Unit of Measure Maintenance (7.20.19.4)

Each product is assigned one or more units of measure. The UOM codes must already exist in MFG/PRO to be entered here. All TRM transactions are done in the unit of measure held on the MFG/PRO Item Master unless set up otherwise. If an item is stocked in one unit of measure but can be sold in another unit of measure, both must be entered here.

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Generate Financial Periods

Generate Financial Periods x

Financial Year: 2009
Year Start Date: 01/01/09
Period 1 End Date: 01/31/09
Year End Date: 12/31/09
Proceed?: Yes

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-Clr

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Slide #

Generate Financial Periods (7.20.19.22)

Financial periods in TRM must be generated, described and then set to open or closed status.

Financial periods must be generated during initial setup and then once a year thereafter. Multiple years can be generated at the same time; however, this should be done with caution. If there are multiple divisions, the same calendar is used for all of them. The system generates the financial periods based on the parameters that were set on Page 4 of the TRM Control File.



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Period Description Maintenance

Period Description Maintenance

Pd	Description
01	January
02	February
03	March
04	April
05	May
06	June
07	July
08	August
09	September
10	October
11	November
12	December

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Period Description Maintenance (7.20.19.21)

Set up the descriptions for the periods generated in the previous step here. These will appear on various screen views and reports.


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Open/Close Periods

Open/Close Periods X
Go To  Action 

Year	Period	Start Date	End Date	Status
2008	01	8/1/2007 	8/31/2007 	O
2008	02	9/1/2007 	9/30/2007 	O
2008	03	10/1/2007 	10/31/2007 	O
2008	04	11/1/2007 	11/30/2007 	O
2008	05	12/1/2007 	12/31/2007 	O
2008	06	1/1/2008 	1/31/2008 	O
2008	07	2/1/2008 	2/29/2008 	O
2008	08	3/1/2008 	3/31/2008 	O
2008	09	4/1/2008 	4/30/2008 	O
2008	10	5/1/2008 	5/31/2008 	O
2008	11	6/1/2008 	6/30/2008 	O
2008	12	7/1/2008 	7/31/2008 	O
2008	13	8/1/2008 	8/31/2008 	I

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Slide #

Open/Close Periods (7.20.19.20)

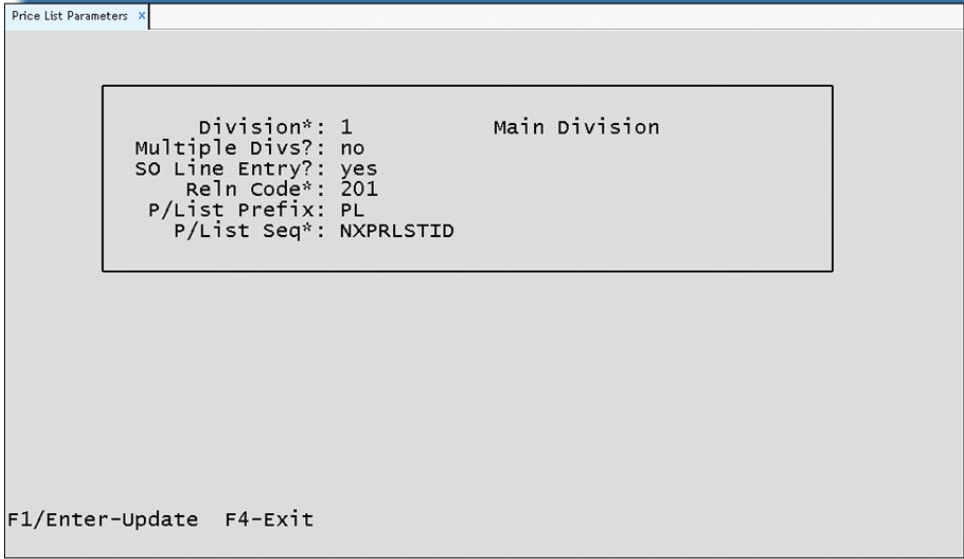
Open and closed periods in TRM do not match those in MFG/PRO. However, TRM transactions will not post to a closed MFG/PRO GL period even if that period is open in TRM.

During initial setup, after the financial periods have been generated, those periods up to and including the month beyond the current month should be opened. Once the system is live, opening and closing periods is a month-end activity.



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Price List Parameters



Price List Parameters x

Division*: 1 Main Division
Multiple Divs?: no
SO Line Entry?: yes
ReIn Code*: 201
P/List Prefix: PL
P/List Seq*: NXPRSTID

F1/Enter-Update F4-Exit

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Price List Parameters (7.20.18.1)

These are the parameters used by the system for TRM price lists. These parameters normally do not change after initial setup but they may be changed if necessary, for example, if it is decided that price lists should begin with P instead of PL

Division

Sets the division for this set of parameters.

Multiple Divs?

Sets whether there is more than one division set up in TRM.

SO Line Entry?

Sets level at which a determination can be made as to which customer group is credited with the sales of an item. This is only relevant when a customer is attached to more than one group.

Yes = customer group can be assigned at the line item level

No = customer group can be assigned at SO header level only

ReIn Code

Default = 201. This is never changed.

P/List Prefix

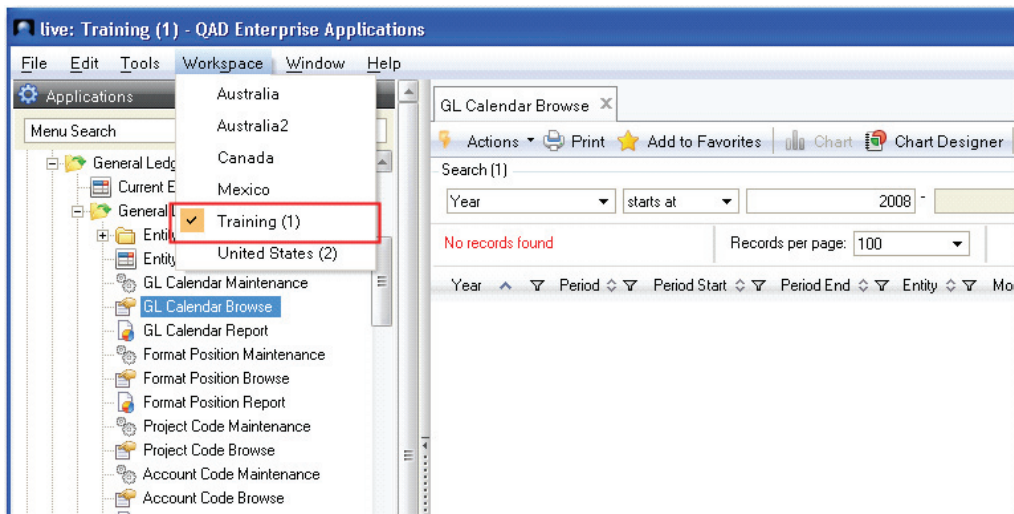
Sets what the prefix will be for price lists created in TRM.

P/List Seq

Sets what number sequence the system will use when a new price list is created.



Training



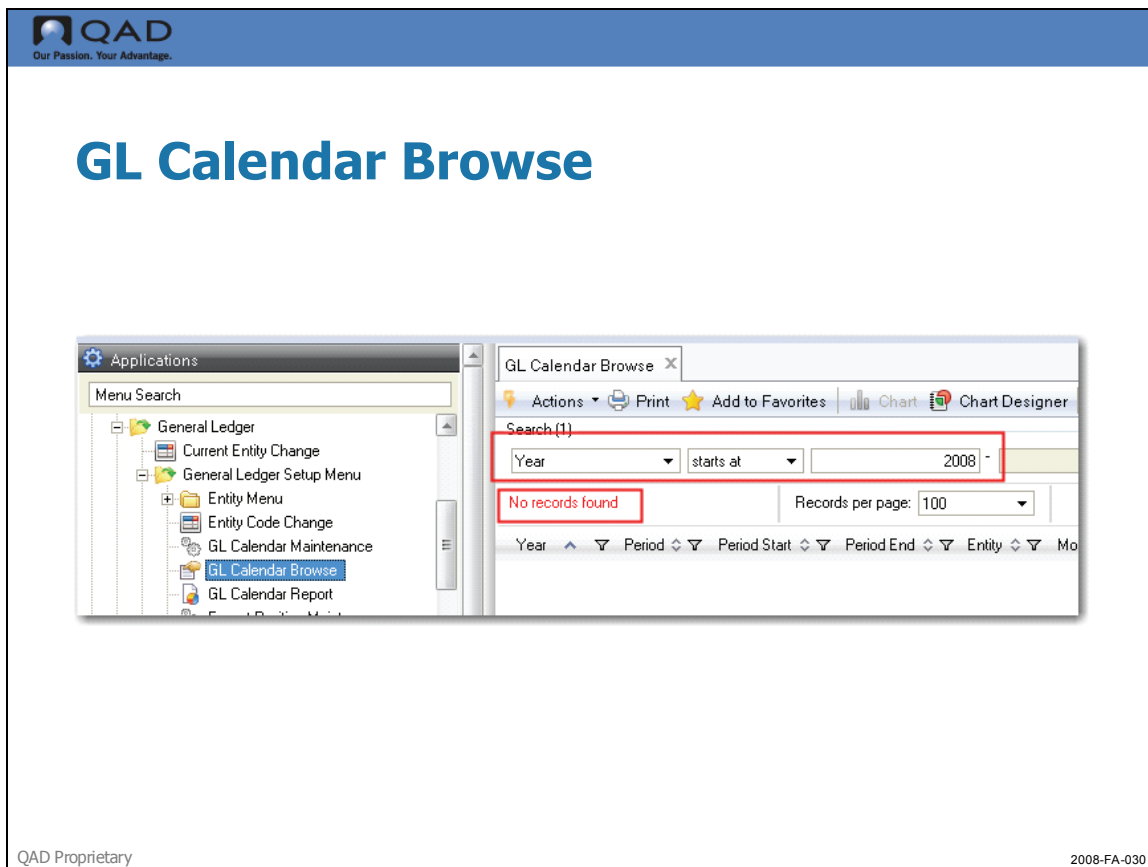
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2008-FA-020

First Activity: Preliminary Setup

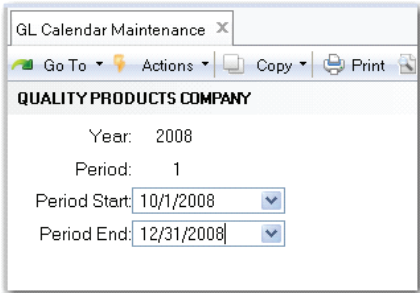
First Activity for all 2008 SE Courseware

- 1 Verify Domain: From the workspace menu select Training.
 - a Note the domain name appears in the top window frame.



2 Verify GL Calendar Period

- a Use GL Calendar Browse (25.3.5)
- b Start search at current year
- c You should see a list of months for the current year
- d If you find "No Records" continue to step three.



The screenshot shows a software window titled "GL Calendar Maintenance" with a close button (X). Below the title bar is a menu bar with "Go To", "Actions", "Copy", and "Print". The main content area displays "QUALITY PRODUCTS COMPANY" in bold. Below this, the following fields are visible:

- Year: 2008
- Period: 1
- Period Start: 10/1/2008 (with a dropdown arrow)
- Period End: 12/31/2008 (with a dropdown arrow)

At the bottom left of the window frame is the text "QAD Proprietary" and at the bottom right is "2008-FA-040".

3 Use GL Calendar Maintenance (25.3.4)

Enter the current year, then as a short cut enter one period whose dates will cover the term of your training event.



Exercise: Setup Trade Management

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Slide #

Hands-On Exercise

Annotation No hands-on exercise?



Summary

- ▲ **Two separate databases, MFG/PRO and TRM**
- ▲ **Set “Integrate with TRM” flag in MFG/PRO Sales Order Control File to “turn on” TRM**
- ▲ **For Initial Setup**
 - **TRM Control File, Page 1 – Implementation Information**
 - **TRM Control File, Page 4 – Financial Period Parameters**
 - **TRM Control File, Page 10 – General Default Settings**
 - **General Code Menu – Generate Financial Periods**
 - **After initial setup, must be done once a year**
 - **Price Lists Codes Menu – Price List Parameters**

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Slide #

Summary



Summary (Cont.)

- ▲ **Control file settings can be changed after initial implementation of TRM**
 - TRM Control File, Page 2 – Customer Profile Types
 - TRM Control File, Page 3 – Product Profile Types
 - TRM Control File, Page 6 – User Defined Code Settings
- ▲ **Number Range Maintenance**
 - Ranges can be changed if necessary
 - Numbers are no re-used
- ▲ **Unit of Measure Maintenance**
 - Unit of Measure codes must exist in MFG/PRO
 - If item is stocked and sold in different units of measure, both must be set up

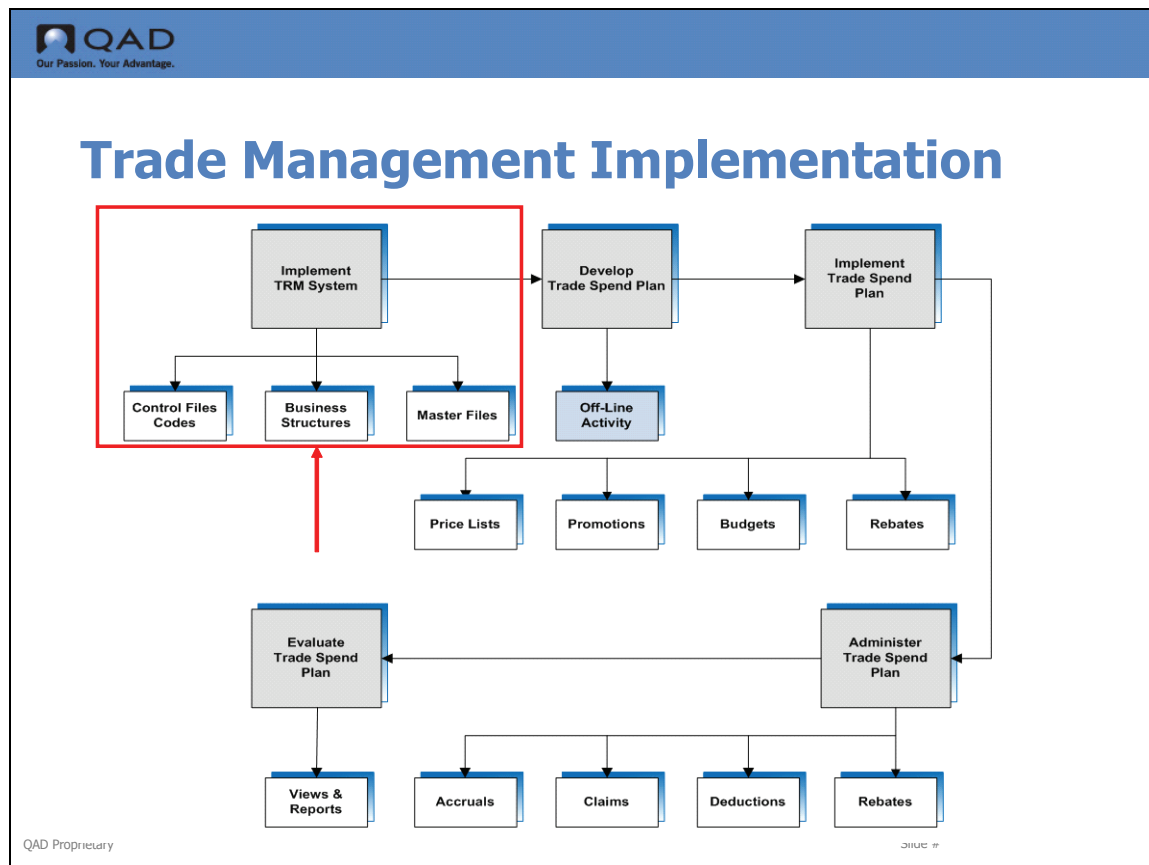
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Slide #

Summary (cont.)

CHAPTER 3

Business Structures



Trade Management Business Structures

This section covers the second step in the implementation of the TRM system - the setup of the TRM Business Structures, Division, Region and Area.



Divisions

- ▲ Fundamental business structure in Trade Management
- ▲ Represents a natural and logical grouping of activity within a company
- ▲ TRM requires at least one division set up
 - If a customer or product is not assigned to a division it cannot be seen or used in TRM
 - TRM master files are associated with a division
 - All TRM promotions, budgets and rebates are associated with a division

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Slide #

Divisions

Divisions are the fundamental business structure in Trade Management. A general definition is that a division represents a natural and logical grouping of business activity within a company. This structure is used only in TRM and there must be at least one division set up.

Many TRM master files including customers, items, customer groups and product groups are associated with a division and all promotions, budgets and rebates are also associated with a division. If a customer or product is not assigned to a division it cannot be seen or used in TRM.

The first major implementation decision a company must make is whether to use a single or multiple divisions. Whether a single division or multiple divisions are used is based on a number of factors. The two primary reasons a company elects to set up multiple divisions are different sales structures and different transaction currencies.



Divisions (cont.)

▲ Different Sales Structures

- Customer divisions
 - business channels
 - strategic business units
- product lines such as pharmaceuticals and medical devices

▲ Different Transaction Currencies

- Mandates multiple divisions in TRM
- All promotions, deals, rebates, claim and rebate payments are in the division currency

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Slide #

Divisions (cont.)

Different Sales Structures

Often within a company there are multiple operating units. These units may be aligned along customer lines, for example different business channels or strategic business units, or along product lines, for example pharmaceuticals and medical devices.

An important effect of maintaining records by division within TRM is that key data elements can then be separated by division automatically. In a multiple division setup, customers and products can belong to a single division or multiple divisions. The advantage of this arrangement is that a customer may be defined differently in each division. They may, for example, have different

addresses, contacts, brokers, salespersons, etc. The same is true for products. It might be the same basic product with different pack sizes, colors, etc.

Different Transaction Currencies

The only business scenario that mandates the establishment of multiple divisions in TRM is when company does business in multiple currencies. All financial transactions within TRM occur in a given currency. This currency designation is held on the division's master record. All of a division's promotions, deals, rebates, claim and rebate payments are deemed to be in the currency held on the division record. This is because summary figures, multiple promotion displays, margin calculations, etc. cannot be converted from multiple currencies in TRM.



Regions and Areas

- ▲ TRM-specific structures
- ▲ At least one region is required and each contains one or more areas
- ▲ Definition is determined by sales structure of company
- ▲ All promotions, deals, budgets and rebates are coded with a region and (optionally) an area
- ▲ Controls user security

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Slide #

Regions and Areas

Regions and areas are the second fundamental structures in TRM. Like Division, they occur only in TRM. Together with Division, they comprise the foundation business structures in TRM to which other TRM elements are attached. All promotions, deals, budgets and rebates are coded with a region and (sometimes) area. User security is restricted by the region and area on staff records. How these structures are user defined and determined by the sales structure of the company. It can be, and usually is, very different from one company to the next.

Regions and areas are hierarchical in nature. Regions are made up of one or many areas. It is extremely important to set the region and area structures correctly. A fundamental concept to keep in mind is that promotions, rebates, and budgets are all coded with a region. Therefore, a promotion can only exist for one region, as can a budget, and the region is entered on the promotion header and on the budget header.



Regions

- ▲ Mandatory structure within TRM
 - Minimum one default region
- ▲ Geographic organization model
 - East coast, Midwest, West coast, ...
 - Europe, Middle East, Africa, ...
- ▲ Sales organization
 - Platinum, Gold, Silver, ...
 - Industrial, Wholesale, Retail, ...

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Slide #

Regions

Region is a mandatory structure within TRM. If a company's business is such that they do not want to use this structure, then at least one generic region must be set up. For example CO for total company, or US for United States.

Most typically, companies will define regions along geographic or sales lines. For example,

- Geographic - East Coast, Midwest and West Coast regions
- Sales Status - Platinum, Gold, Silver and Bronze regions



Areas

- ▲ Structures within regions
 - One or more per region
 - One area can be attached to multiple regions
- ▲ Further divides a region for sales purposes

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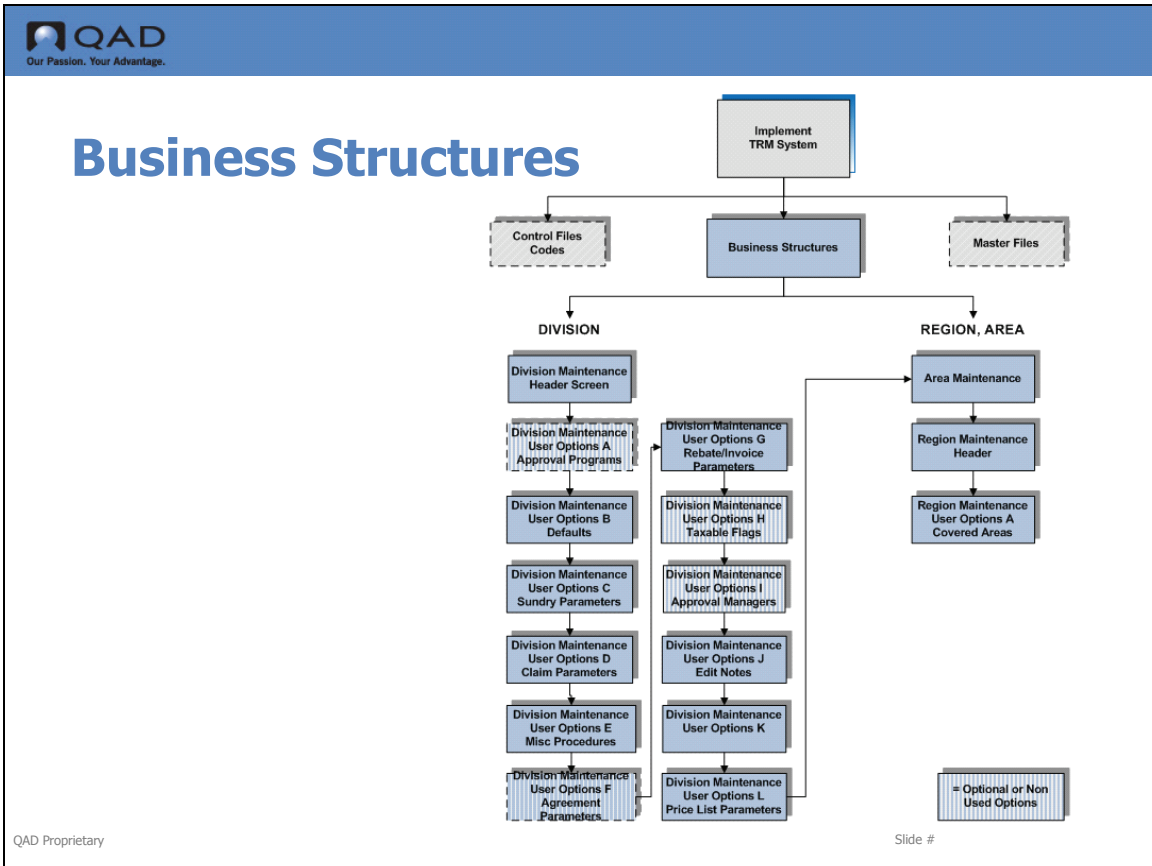
Slide #

Areas

Area is the structure below Region and provides a way to further divide a region for sales purposes. One area can be attached to multiple regions. As with regions, if a company's business structure does not demand this level of detail, then a single area can be defined and attached to the single mandatory region that was established.

If a company does decide to use areas, the areas should be set up first and then attached to the appropriate region or regions.

Using the examples above, a company using geographical regions may set up areas Northeast, Southeast, Upper Midwest, Lower Midwest, etc. A company using the sales status regions may not need further sub-divisions and will elect to create a single area called ALL or something similar.



Business Structure Implementation Process



Division Maintenance

Division Maintenance

Division*: 1
 Name: Main Division
 Entity: 1000
 Address:
 City:
 State Code:
 Zip Code:
 Country:
 Phone #:
 Fax #:
 Contact:

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

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Slide #

Division Maintenance (7.20.21.9)

A division record consists of a division header record and a number of optional setups located in the User Menu of the division record.

Division

Code that identifies the division. Can be alpha or numeric or a combination of both, 8 characters.

Name

Name of the division



Entity

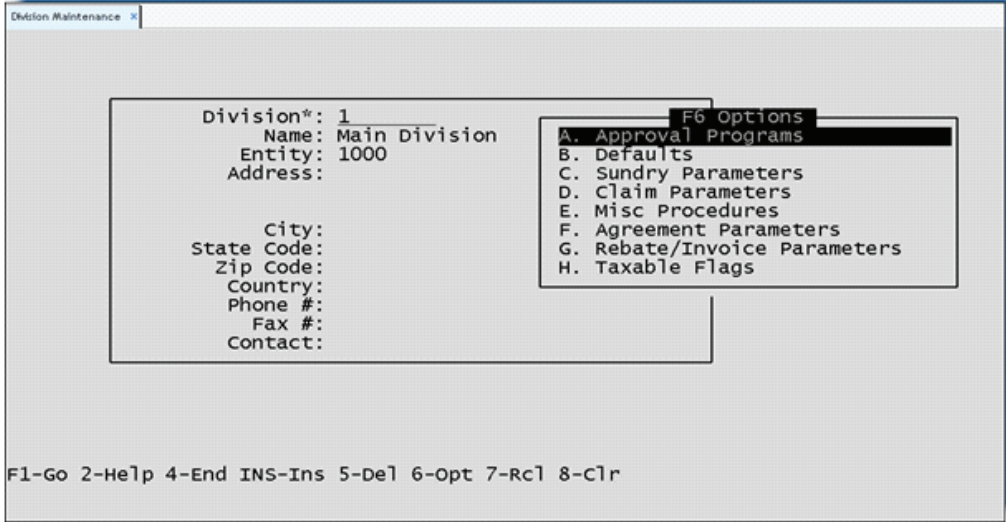
The MFG/PRO entity this division is associated with. Every division must be associated with a valid MFG/PRO entity. Multiple divisions can be assigned to a single MFG/PRO entity.

All other fields on the header screen are optional.



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Division Maintenance – User Options



Division Maintenance

Division*: 1
Name: Main Division
Entity: 1000
Address:

City:
State Code:
Zip Code:
Country:
Phone #:
Fax #:
Contact:

F6 Options
A. Approval Programs
B. Defaults
C. Sundry Parameters
D. Claim Parameters
E. Misc Procedures
F. Agreement Parameters
G. Rebate/Invoice Parameters
H. Taxable Flags

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

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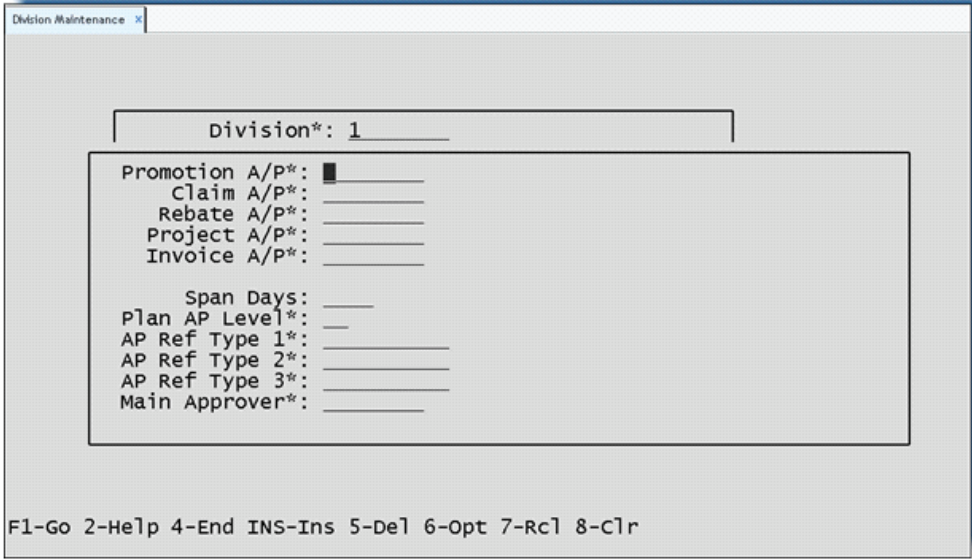
Slide #

Division Maintenance — User Options

Press F6 to open this frame.



Division Maintenance – Approval Programs



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Slide #

Division Maintenance — Approval Programs

Only used when site specific programs are written to be used in place of standard TRM approval programs.



Division Maintenance – Defaults

Division Maintenance x

Division*: 1

Default Clash*: STD	Customer/Product/Region
Discount Seq*: 10	Non-Promotional
Prc List Prg*:	
Print P/Lists? Yes	
Currency*: USD	
Site Code:	
Data Group*:	
Message Limit: 50	
Adj Close Date: / /	
Forecast UOM*: CT	Carton
Tax Zone: USA	

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

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Slide #

Division Maintenance — Defaults

Default values are set at a variety of levels. Those set at the division level are established here. Many of the defaults set at this highest level can be over-ridden at a lower level, promotions, rebates, etc.

Default Clash

STD - this is the standard TRM clash code used to check customer, item, date overlaps on promotions.

Discount Seq

Discount sequences control how multiple discounts are applied to line items during Sales Order Entry. If the Discount field in the MFG/PRO Pricing Control file is set to additive, this

field is ignored. If it is set to Cascading this is the default discount sequence. It can be overridden on individual promotions.

Prc List Prg

Not used in this version.

Print P/Lists

Default behavior for printing discount information on invoices is controlled by the Print P/Lists field. This can be overwritten on individual price lists and promotions.

Currency

Currency code for the division.

Site Code

Not used in this version

Data Group

Not used in this version

Message Limit

Sets the number of messages that display when there are errors during the promotion approval process. It is a good idea to set this number between 50 - 99. This means that if there are several different issues they will display and can be dealt with all at one time but not so many messages will display that you end up with pages and pages of error messages.

Adj Close Date

Not used in this version

Forecast UOM

Not used in this version

Tax Zone

Enter a valid MFG/PRO tax zone.



Division Maintenance – Sundry Parameters

Division Maintenance x

Division*: 1

Validate Type*: 5 Retail dates can be anything
Default Type*: 2 Start=1st Monday End=+1 week

Promotion Accrual Acct: 2280
FG Spend Base*: 1 Use List Price

Country:
Phone #:
Fax #:
Contact:

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary

Slide #

Division Maintenance — Sundry Parameters

Miscellaneous defaults for promotions and promotion accruals.

Validate Type

Sets the default for validating the retail dates on promotions. Although the system requires you to enter something in this field, in practice it does not affect the validation of promotions.

Default Type

Sets the default dates that are entered onto a new promotion. Although the system requires you to enter something in this field, in practice very seldom do these default dates match the actual dates for a promotion and they will be manually entered by the users.

Promotion Accrual Acct

Sets the MFG/PRO GL account, sub-account and cost center for promotions accruals. This must be set up before promotions accruals can be run.

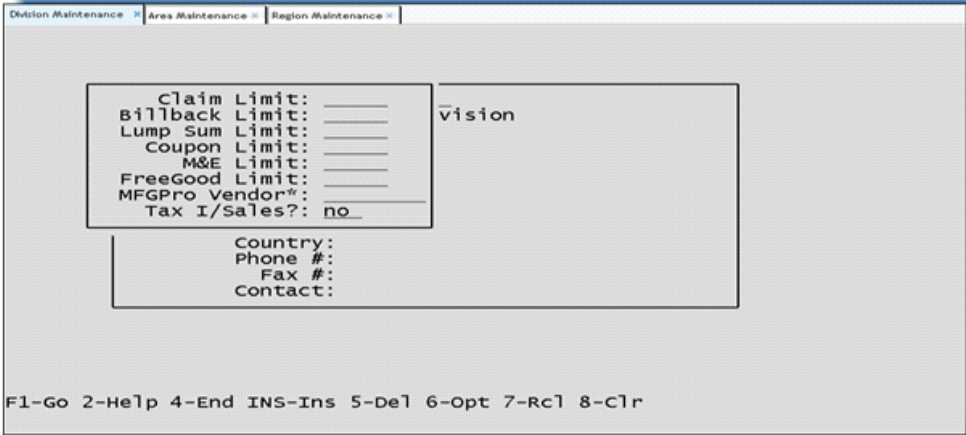
FG Spend Base

Sets whether free goods transactions will be recorded at the list price or the item's standard cost when a promotion is for free goods (such as buy one, get one).



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Division Maintenance – Claim Parameters



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Slide #

Division Maintenance — Claim Parameters

Claim parameters are set up and maintained here. This page is usually left blank and the limits for individual types of claims (discussed in detail in a later section of this training) are set elsewhere or on the individual promotions.



Division Maintenance – Misc. Procedures

Division Maintenance
Area Maintenance
Region Maintenance

Division*: 1

Price List Pg*: Applselm Retrieve Product Price/Cost ex MFG
Sale Qty Prog*: _____
Splits Prog*: _____
Approval Prog*: _____
Advice Prog*: _____
Pricing Prog*: _____
Close Adj Prg*: _____

Fax #:
Contact:

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

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Slide #

Division Maintenance — Miscellaneous Procedures

The only field that should be filled in here is Price List Pg. This allows TRM to use list prices from price lists and not from the MFG/PRO Item Master when performing and displaying margin and other calculations in promotions. The remaining fields are used only when site specific programs are written to replace standard TRM programs.

User Options F - Agreement Parameters, (screen not shown), is not used in this version.

The screenshot shows the QAD Division Maintenance screen. At the top, there are tabs for 'Division Maintenance', 'Area Maintenance', and 'Region Maintenance'. The 'Division Maintenance' tab is active. Below the tabs, there are three main input sections:

- Division*:** 1
- Combine Rules?:** no
- Date Base*:** I **Invoice Date**
- Accrue Rebate?:** yes
- Rebate Accrual Acct:** 2290 **Invoice Date**
- Sale Date Bse*:** I **Invoice Date**
- Pay Negatives?:** no
- Separate Docs?:** no
- Phone #:**
- Fax #:**
- Contact:**

At the bottom of the screen, there is a status bar with the text: F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

QAD Proprietary Slide #

Division Maintenance — Rebate and Invoice Parameters

Some rebate and invoice parameters are set up and maintained here.

Combine Rules

Sets whether TRM is to combine interacting, overlapping rebates. It is rare for this to be the case and this flag is generally set to no

Date Base

Sets whether the date base for rebate calculations should be invoice date or order date. This is almost always set to I

Accrue Rebate?

Sets whether rebate accruals will be used.

Rebate Accrual Acct

Sets the MFG/PRO GL account, sub-account and cost center to be used for rebate accruals.

Sale Date Base

Sets which date is used when considering whether a sale should be included in rebate calculations for a period should be based on invoice or order date. This is almost always set to I.

Pay Negatives

Sets whether payments should be made for rebates amounts that are negative.

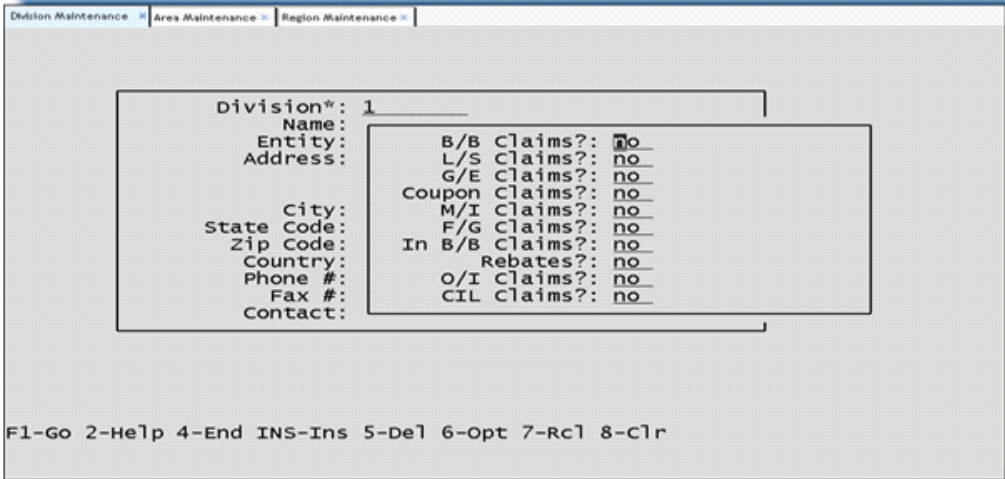
Separate Docs?

Sets whether separate payments should be to the same customer or group when they have multiple rebates in the system. For example, if a customer has 3 rebates in the system, TRM will calculate the amount of each rebate separately. If this flag is set to no, a payment will be made for the aggregate amount of the 3 rebates. If set to yes, a separate check will be cut for each rebate. This is almost always set to no.



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Division Maintenance – Taxable Flags



The screenshot shows the 'Division Maintenance' screen with the following fields and values:

Field	Value
Division#	1
Name	
Entity	
Address	
City	
State Code	
Zip Code	
Country	
Phone #	
Fax #	
Contact	
B/B Claims?	no
L/S Claims?	no
G/E Claims?	no
Coupon Claims?	no
M/I Claims?	no
F/G Claims?	no
In B/B Claims?	no
Rebates?	no
O/I Claims?	no
CIL Claims?	no

At the bottom of the screen, the following navigation options are listed: F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary

Slide #

Division Maintenance — Taxable Flags

Sets whether claim payments are taxable. It is extremely rare that a company's claims payments are subject to tax. These are almost always set to no.

User Options I - Approval Managers, (screen not shown), is used only when site specific approval programs have been written to replace standard TRM approval programs.



Division Maintenance – Notes

Division Maintenance * Area Maintenance * Region Maintenance *

Division*: 1

ENTERED BY demo ON 05/22/08 AT 09:33

F1-Go 2-Help 4-End INS-Ins 7-Rcl 8-Clr PgUp PgDn

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Slide #

Division Maintenance — Notes

Used to make any notes pertaining to the setup and use of this division. All notes are date, time and user stamped.





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Division Maintenance – Rebate Claim Instructions

Division Maintenance > Area Maintenance > Region Maintenance >

Division*: 1

Name:

Entity:

Address:

City:

State Code:

Zip Code:

Country:

Phone #:

Fax #:

Contact:

Billbacks?: yes

Lump Sums?: no

General Exps?: no

Freegoods?: yes

Coupons?: no

Indirect B/Bs?: yes

Merchandisers?: no

Off Invoice?: yes

Lump Sums I/L?: no

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary

Slide #

Division Maintenance — Rebate Claim Inclusions

Sets whether claim payments made to a customer should be considered during the calculation of a rebate to that customer. For example, if a customer's total rebate-eligible invoiced sales = \$1,000 but during the rebate period the customer made and was paid a \$100 claim on a billback promotion, and this flag is set to yes, the final rebate will be calculated on \$900, not \$1,000.


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Division Maintenance – Price List Parameters

Area Maintenance Region Maintenance Division Maintenance

Division*: 1

Discount Seq*: <u>110</u>	Non-Promotional
Priority Used: <u>No</u>	
Priority 01*:	
Priority 02*:	
Priority 03*:	
Cust Groups: <u>Yes</u>	
Customer Lvl*: <u>2</u>	Specific Customer Groups
Product Level*: <u>4</u>	Specific Products
Accrual Acct: _____	

Contact: _____

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary
Slide #

Division Maintenance — Price List Parameters

Sets division defaults for TRM price lists.

Discount Seq

Sets the discount sequence that will be used if none is set elsewhere

Priority Used

Priority 01, 02, 03

Not used in this version

Cust Groups

Indicates whether price lists will be allowed to be set at the customer group level.

Customer Lvl

The default customer level of TRM price lists. In practice, this is always over-ridden on the individual price lists.

Product Level

The default product level of TRM price lists. In practice, this is always over-ridden on the individual price lists.

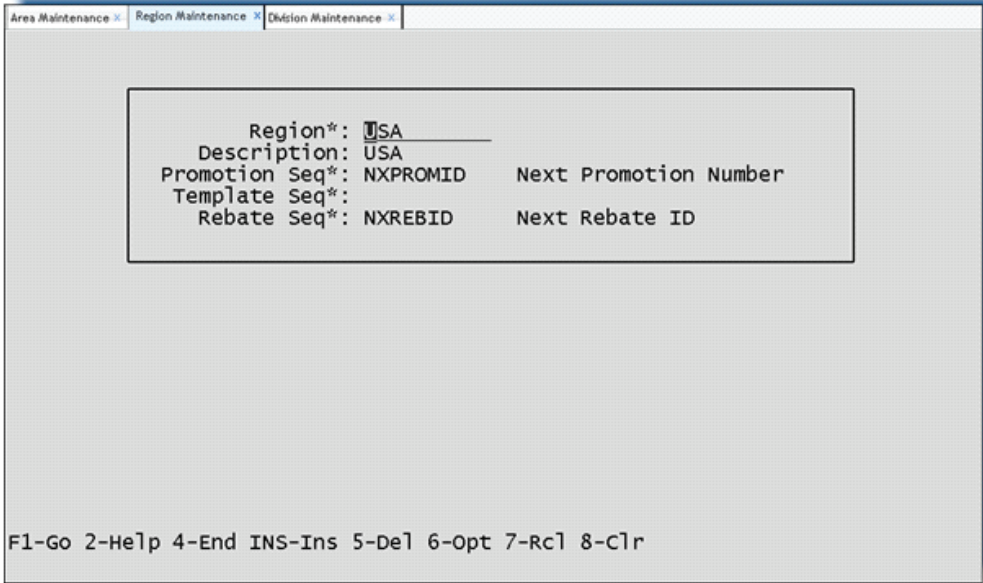
Accrual Acct

The default accrual account if one is not set on applicable price lists.



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Region Maintenance



QAD Proprietary

Slide #

Region*: USA

Description: USA

Promotion Seq*: NXPROMID Next Promotion Number

Template Seq*: NXREBID Next Rebate ID

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-Clr

Region Maintenance (7.20.21.10)

A region record consists of a region header screen and some optional setups located in the User Menu of the region record.

Region

A code used for this region

Description

Region Description

Promotion Seq

The number range by which promotions for this region will be sequentially numbered.

Template Seq

Sets the number range by which promotion templates for this region will be sequentially numbered.

Rebate Seq

Sets the number range by which promotions for this region will be sequentially numbered.

Note In most cases, a common number sequence will be set for all regions for promotions, templates and rebates. If a different numbering sequence is required for each region, the sequence codes must first be set up on General Code Menu - Number Range Maintenance and then entered here.



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Region Maintenance – Area Coverage

Region Maintenance

Region*: WC
Description: West Coast
Promotion Seq*: NXPROMID
Template Seq*:
Rebate Seq*: NXREBID

F6 Options

A. Covered Areas
B. Grouping

Next
Next Rebate ID

F1-Go 2-Help 4-End INS-

Region Maintenance

Region*: WC

Area	Description
NW	Northwest Area
SW	Southwest Area

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Region Maintenance — Area Coverage

Press F6 to access the option menu. Options A, Area Coverage, is used to attach areas to a region. User Options B - Grouping, (screen not shown), not used in this version.



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Area Maintenance

Area Maintenance x

Area*: NW
Description: Northwest Area
Promotion Seq*:
Template Seq*:
Rebate Seq*:
ME Stock Lochn*:

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

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Slide #

Area Maintenance (7.20.21.11)

An area record contains only a header screen. Since sequence numbering is set at the region level, all that is required for area setup is a code for the area and a description.



Summary

▲ Division

- Mandatory structure, must be at least one division set up
- Can have multiple divisions
- Multiple currencies mandate multiple divisions
- Customer, Customer Group, Product, Product Group divisionalized
- All price lists, promotions, rebates are divisionalized

▲ Region

- Mandatory structure, must be at least one region set up
- Can have multiple regions
- Hierarchical relationship with areas

▲ Area

- Optional structure
- Can have multiple regions
- Attached to regions, one area can be attached to multiple regions

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Slide #

Summary

Hands-On Exercises

Activity 1 - Set Up a Division

1 In Master File Menu, open Division Maintenance

2 On the Division header enter the following:

Field	Value
Division	1
Name	Puppy Love Pet Products
Entity	1000
Address	13400 River Front Drive
City	Chicago
State Code	IL
Country	US

3 Press F1 to save

4 Press F6 to display the Options menu

5 Choose Option B - Defaults - and enter the following:

Field	Value
Default Clash	STD
Discount Seq	10
Print P/Lists	Yes*
Currency	USD
Message Limit	99
Tax Zone	USA

6 Press F1 to save

7 Choose Option C - Sundry Parameters - and enter the following:

Field	Value
Validate Type	5 (Retail dates can by anything)
Default Type	2 (Start = 1st Monday End=+1 week)
Promotion Accrual Acct	2280*
FG Spend Base	1 (use list price)

8 Press F1 to save

9 Choose Option G - Rebate/Invoice Parameters - and enter the following:

Field	Value
Combine Rules	no
Date Base	I
Accrue Rebate	yes
Rebate Accrual Acct	2290
Sale Date Base	I
Pay Negatives	no
Separate Docs	no

10 Press F1 to save

11 Choose Option L - Price List Parameters - and enter the following:

Field	Value
Discount Seq	10
Cust Groups	Yes
Customer Lvl	2*
Product Level	10*

* These are the default values most commonly used and may have to be changed if decisions regarding how TRM should be set up change.

Activity 2 - Set Up Areas

1 In Master File Menu, open Area Maintenance

2 On the screen enter the following, pressing F1 to save after each entry

Area	Description
NE	Northeast
SE	Southeast
UMW	Upper Midwest
LMW	Lower Midwest
NW	Northwest
SW	Southwest

Activity 3 - Set Up Regions

- 1 In Master File Menu, open Region Maintenance
- 2 On the screen enter the following, pressing F1 to save after each entry

Field	Value
Region	EC
Description	East Coast
Promotion Seq	NXPROMID
Template Seq	[blank]
Rebate Seq	NXREBID

- 3 Press F6 to display the Options menu
- 4 Choose Option A - Covered Areas - press F3 and enter the following:

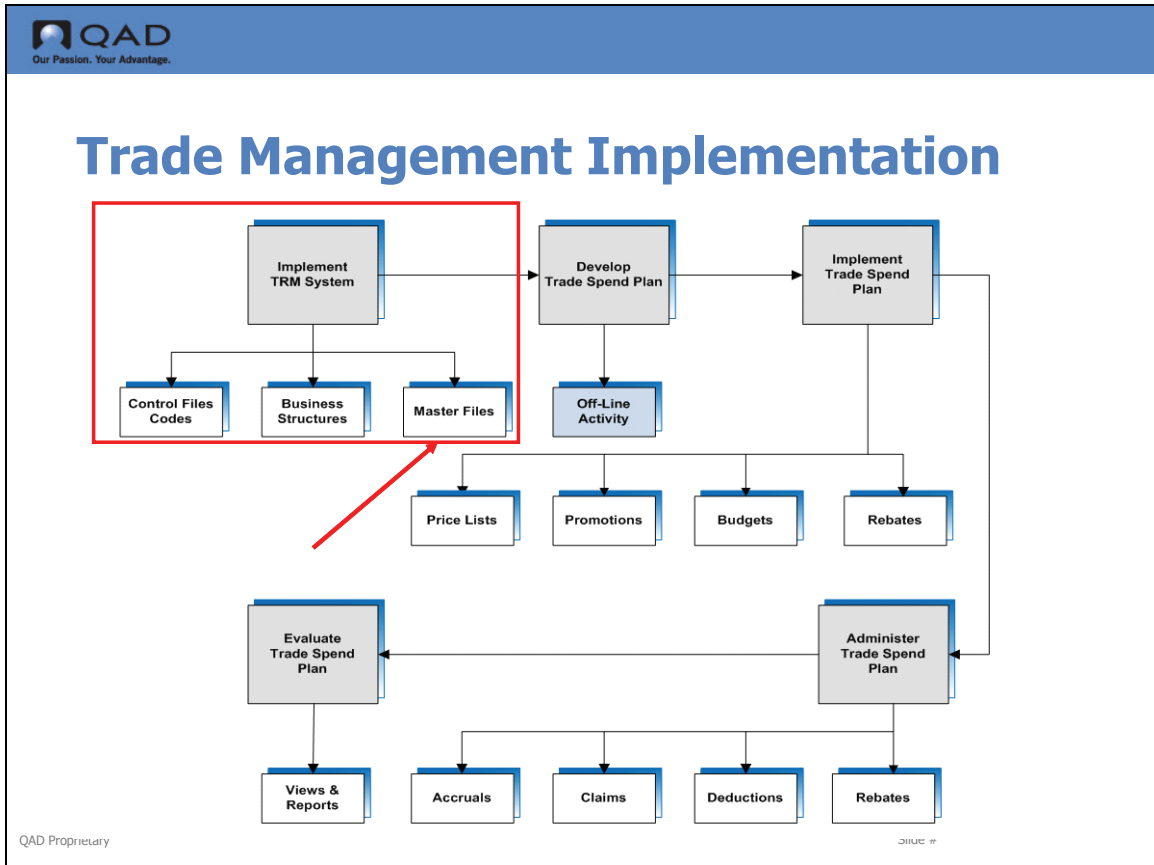
Field	Value
Area	NE
Area	SE

- 5 Continue setting up the regions and their covered areas per the table below.

Region	Description	Covered Area	Covered Area	Covered Area	Covered Area	Covered Area	Covered Area
EC	East Coast	NE	SE				
WC	West Coast	NW	SW				
MW	Midwest	UMW	LMW				
US	United States	NE	SE	NW	SW	UMW	LMW

CHAPTER 4

Customer Master Files



Trade Management Customer Master Files Process

This section covers the final step in the implementation of the TRM system - the setup of the TRM Master Files and associated code files. For clarity, this section has been divided into two segments; this section covers customer master files and associated codes and the following section covers product master files and associated codes.



Customer Groups, Profiles, & Types

- ▲ TRM data structures that focus on promoting and selling to your customers
- ▲ Independent data that does not interfere with MFG/PRO customer structures

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Slide #

Customer Groups, Profiles & Types

Businesses need to categorize and group their customers. This categorization is used throughout the company to carry out pricing, distribution, and financial administration. It is critical to produce sales, financial and other reports to help manage and grow a business. Categorizing customers is important in Sales and Marketing. Although MFG/PRO provides some customer groups, usually they are defined to make life in manufacturing, shipping and finance easier.

Trade Management addresses this (without upsetting the folks in the manufacturing, shipping and finance departments!) TRM categorizes customers in ways meaningful to the company's marketing, sales, pricing and promotion strategies. These structures are used only in TRM and are not linked to any other values on the customer master files. Therefore they do not interfere with the use of these other fields which can then be used to characterize customers for other areas of MFG/PRO.



Customer Groups

- ▲ Basic business/pricing grouping for your customers
- ▲ Basis for base and promotional pricing
- ▲ Mandatory field on the customer master
- ▲ Must be assigned to a valid TRM division
- ▲ Customers can belong to multiple customer groups within a division
 - During sales order entry, a screen appears showing all groups a customer belongs to
 - Choose the right group for the specific sale

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Slide #

Customer Groups

Customer groups can be broadly defined as the basic business/pricing grouping for the company's customers. Careful discussion about how this structure will be defined and used is necessary to insure that it is done correctly and provides the flexibility the company will need to set up both base and promotional pricing.

This is a mandatory field on the customer master. For customers to be on a price list, promotion or rebate, they must belong to at least one customer group. Customer group is one of the TRM structures that is divisionalized, i.e., the customer group must be assigned to a valid TRM division.

Customers can belong to multiple customer groups within a division. When this is the case, then during sales order entry, a screen will appear showing all the groups that customer belongs to and the user must choose which group should be associated with that particular sale.



Customer Profiles

- ▲ Nine optional profile values to define additional customer characteristics
- ▲ Profile-specific or system-wide
- ▲ Customers can be assigned to different profiles in different divisions

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Slide #

Customer Profiles

Customer profile values are the next grouping structure in TRM. There are times when a company needs to have more options for grouping customers beyond attaching them to a customer group. To accommodate this requirement, Trade Management has nine additional fields, called profile values, each representing a separate characteristic or dimension. These are optional, user defined fields and as many profiles are used as necessary to adequately define the customers.

In a multi-division setup, customer profiles can be division specific or apply across all divisions. Regardless of how they are set up there are only nine available.

A customer can have a different set of profile values for each division. For example, if one of the customer profiles is defined as Buying Status, in one division a customer might have a profile of Gold, and in a second division this profile might be set to Silver.



Customer Profiles (cont.)

- ▲ Primarily used to
 - Define customers who belong to user-defined groups
 - Define customers on price lists, promotions and rebates
 - Define customers and use these parameters to locate budgets
 - Reporting or viewing purposes.
- ▲ Profiles can be one of three types:
 - V = Value: not validated against a code table, typically numeric
 - C = Code: validated against a code table. A customer can have only one value
 - I = Iterative: validated against a code table. A customer can have multiple values

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Slide #

Customer Profiles (cont.)



Customer Types

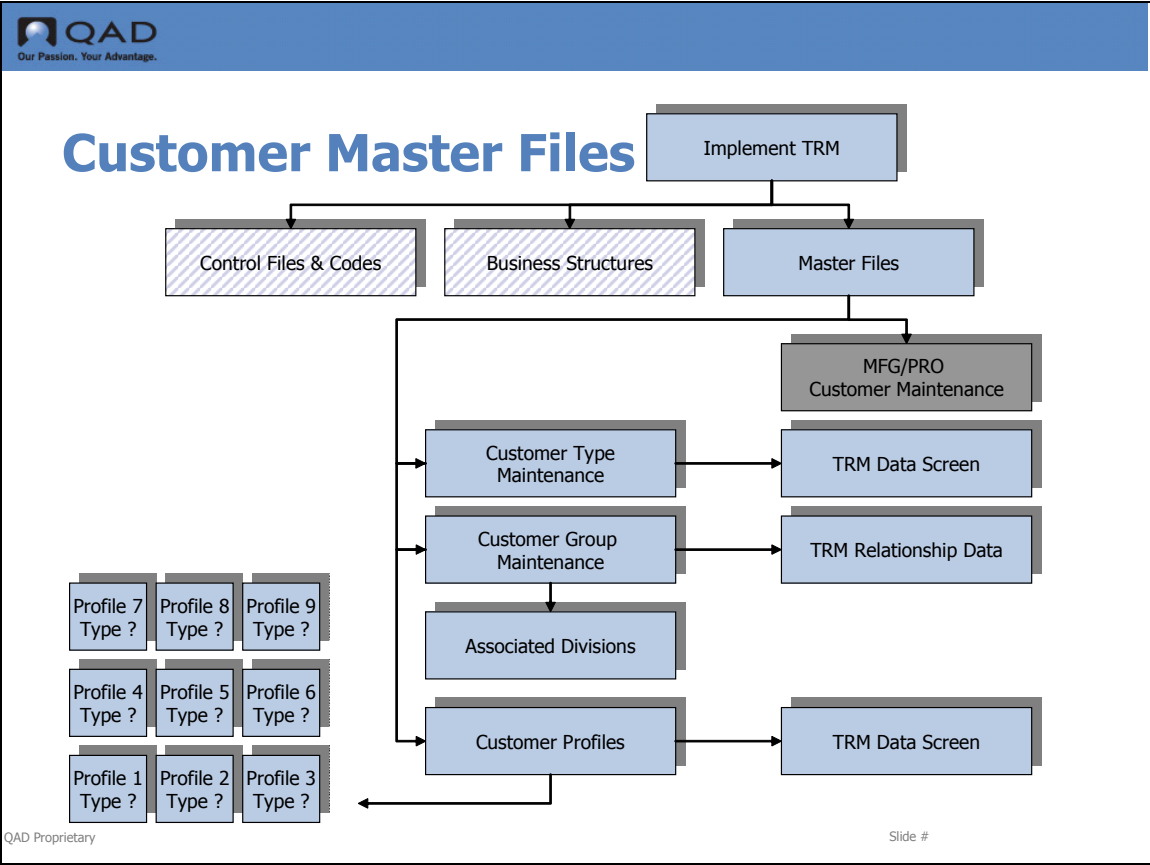
- ▲ Based on how the customer sells the products it buys from the company
 - **Direct** – Buys from the manufacturer, sells to the consumer
 - **Wholesale/Distributor** – Buys from the manufacturer, sells to indirect customers, who then sell to the consumer
 - **Indirect** – Buys from a wholesaler/distributor, sells to the consumer
 - **Customer Group** – Entity formed to negotiate pricing and not necessarily to undertake transactions, alliance is with the manufacturer, usually a broker or a contract salesperson
 - **Buying Group** – Group of (usually) unassociated companies that band together to leverage their combined buying power to negotiate pricing and not necessarily to undertake transactions, alliance is with the customers.
 - **Internal** – Usually the company's internal sales staff who use stock as samples and free goods for a variety of reasons, rarely used

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Slide #

Customer Types

TRM customer type defines customers based on how the customer sells the products it buys from the company. TRM customer types are system-defined (cannot be modified or added to by users) and all customers are assigned a TRM customer type when the customer is set up in MFG/PRO Customer Maintenance.



Customer Master Files Implementation Process


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Customer Group Maintenance

Customer Group Maintenance

CustomerGroup*: RET
Name: Retail Customers
Address: _____

City: _____
State Code: _____
Zip Code: _____
Country: _____
Contact: _____
Phone #: _____
Fax #: _____
Customer Code*: _____

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr PgDn

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Slide #

Customer Group Maintenance (7.20.21.13)

Although there are many fields on the screen, the only ones required are the code and the name (description). All other fields are optional and using them is dependent on how the customer group has been defined. For example, if customer group is defined as brokers, then you might want to fill in the address and contact information.

It is important to understand that the record being created is actually a generic one. If there is only one division, then behind the scenes the system creates a division record for the group. This record is exactly the same as the generic one, except that it contains a division designation. After the initial record is created, any modification to the generic record will not automatically modify the division record. For example, if you change the name in the generic record, you must manually go into the division record and change the name there also.

Customer Group

A code for this particular customer group

Name

The name or description of this customer group

Address & Contact Fields

Used depending on how the customer group is defined

Customer Code

If this customer group has a customer code associated with it then that customer number is entered here. For example, the customer group might be a broker who is also set up as a customer for the purpose of rebate (commission) payments. In that case, the broker's customer number should be entered here.



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Customer Groups – Divisions

Customer Group Maintenance

CustomerGroup*: RET

Name: Retail Customers

Address: A. Associated Divisions

F6 Options

City:

State Code:

Zip Code:

Country:

Contact:

Phone #:

Fax #:

Customer Code*:

F1-Go 2-Help 4-End INS-Ins !

Customer Group Maintenance

CustomerGroup*: RET

Name: Retail Customers

Division	Name
1	Main Division

Fax #:

Customer Code*:

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Customer Groups — Associated Divisions

Press F6 to access the Options menu. Press Enter to display the division record for the customer group.



Customer Groups – Divisions (cont.)

Customer Group Maintenance x

Division*: 1	Main Division
Div CustGroup*: RET	
Name: Retail Customers	
Area*: _____	
Zone*: _____	
Address: _____	
City: _____	
State Code: _____	Zip Code: _____
Country: _____	
Contact: _____	
Phone #: _____	Fax #: _____
Customer Code*: _____	
Advice Prog*: _____	

F1-Go 2-Help 4-End INS-Ins 6-Opt 7-Rcl 8-Clr

QAD Proprietary

Slide #

Customer Groups — Associated Divisions (cont.)

Pressing Enter again displays the detail record for the division customer group. Note that all information is identical to the generic record, except that there is now a division designation.

Note This division record is created automatically if there is a single division and a default division has been entered on Page 1 of the TRM Control File. If a default division was not entered there, the division record for the customer group will have to be entered manually. When there are multiple TRM divisions, the customer group division record will always have to be manually created and the code for the customer group will have to be different for each division, for example, RET1 and RET2.



Customer Profile Maintenance

Customer Profile 1 Maintenance x

Cust Profile 1	Description	Division
AS	Animal Shelter	
CGS	Chain Grocery Store	
CPS	Chain Pet Store	
GROOM	Groomer	
IPS	Independent Pet Store	
VET	Veterinarian/Animal Hosp	

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

QAD Proprietary

Slide #

Customer Profile Maintenance (7.20.20.3)

Whether a profile is used and what type of profile it is are defined on Page 2 of the TRM Control File. If the profile is of type V (value) then it is not validated against a table of codes and no setup is necessary. A value can simply be entered into the appropriate profile field on the MFG/PRO customer master record.

However, for profiles that are of the types C (code) or I (iterative), a table of valid codes must be set up here. When these codes are entered on the customer record in MFG/PRO Customer Maintenance, they are validated against this table. A Type C profile has a one-to-one relationship with the customer record to which it is attached, i.e., a customer can have only one value for that profile. Most profile values are of this type.

In the example shown below, Customer Profile 1 has been set as a Type C in the control file and has been defined as Customer Type. Only the codes entered here can be entered onto a customer record.

The setup for any additional Type C or Type I profile values is the same as the setup shown here.

Cust Profile 1

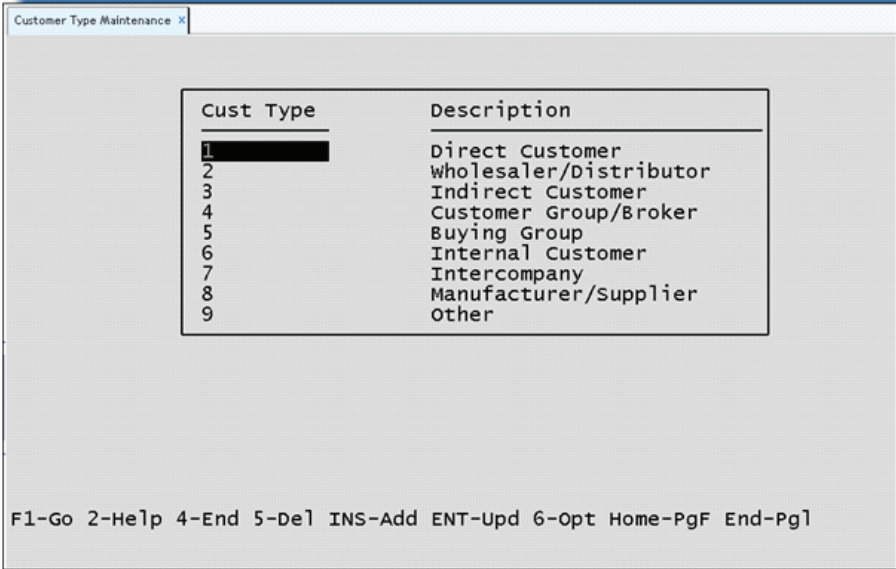
A code for this profile value

Description

The description of this profile code

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Customer Type Maintenance



Cust Type	Description
1	Direct Customer
2	Wholesaler/Distributor
3	Indirect Customer
4	Customer Group/Broker
5	Buying Group
6	Internal Customer
7	Intercompany
8	Manufacturer/Supplier
9	Other

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Customer Type Maintenance (7.20.20.1)

The Customer Type numbers are hardwired into the TRM programs and cannot be changed. The only thing that can be changed is the description.



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Customer Maintenance – MFG/PRO

Customer Maintenance x

Customer Maintenance: GoTo - Actions -

Customer Address

Customer: PLM01

Name: Petco Distribution Cntr #1

Address: 3801 Rock Creek Blvd.

Address:

City: Joliet

State: IL

Post: 60601

Format: 0

Country: United States of America

USA

County:

Attention:

Telephone:

Ext:

[2]:

[2]:

[2]:

Ext:

Added: 05/27/2008

Fax/Telex:

Bank Accounts

Bank	Acct Type	EDI	Branch	Bank Account	Begin Date	End Date

Back

Next

QAD Proprietary

Slide #

Customer Maintenance in MFG/PRO (2.1.1)

The TRM data is entered in MFG/PRO Customer Maintenance. The only screens shown here are those that pertain to adding TRM data to an MFG/PRO customer record. The TRM screens appear at the end of the MFG/PRO customer record. If nothing is entered on these screens, the customer is not added to the TRM database.

This is the last MFG/PRO screen before the TRM data screens. You must hit the Back button to get to the TRM screens.

Customer Maintenance x

Customer Maintenance: GoTo - Actions -

Customer: PLM01 Petco Distribution Cntr #1

TrM Data

Promotion Group: 1

Default Division: 1 Main Division

Address Code:

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Reference 5:

Reference 6:

Back Next

QAD Proprietary Slide #

Customer Maintenance in MFG/PRO — TRM Data

Promotion Group

The customer type for this customer

Default Division

If there is only one division, the code will default in here. If there are multiple divisions, the first division code will default in; however, you will be able to change it to enter the code of the division to which this customer belongs.

Address Code

Not used in this version. Leave blank and hit Next

Customer Maintenance x

Customer Maintenance: GoTo - Actions -

Customer: PLM01 Petco Distribution Cntr #1

TrM Relationship Data

Division	Type	Group	Description
1	201	RET	Retail Customers

Back Next

QAD Proprietary Slide #

Customer Maintenance - TRM Relationship Data

The customer group to which the customer belongs is entered here. If a customer belongs to more than one group, they are all entered here. Press “Back” to get to the final TRM screen.

Division

Enter the customer's TRM division

Type

This is always 201

Group

Enter the code of the customer group to which this customer belongs.


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Customer Maint. – TRM Relationship Data

Customer Maintenance
GoTo - Actions -

Customer: PLM01
Petco Distribution Center #1

TrM Profile Data

Division: 1		Main Division
Promotion Group: 1		Direct Customer
Address Code:		
Cust Type: CPS		Chain Pet Store
Natl Acct: PCO		Petco
Cus Profile 3*:		
Cus Profile 4*:		
Cus Profile 5*:		
Cus Profile 6*:		
Cus Profile 7*:		
Cus Profile 8*:		
Cus Profile 9*:		

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Slide #

Customer Maintenance - TRM Relationship Data

Division

Defaults from the first TRM data screen

Promotion Group

Defaults from the first TRM data screen

Address Code

Not used in this version

Cust Type

This is the 1st customer profile that was previously defined. Enter one of the values from the table of values that was set up for this Customer Profile 1.

Natl Acct

This is the 2nd customer profile that was previously defined. Enter one of the values from the table of values that was set up for Customer Profile 2.

Cus Profile 3

Although this profile was set up in the TRM Control File, the field cannot be edited. This is because this profile was set as Type I (iterative). Because an iterative profile allows a customer to have many different values for this profile, the maintenance is done in a separate step, rather than here in Customer Maintenance.



Customer Profile 3 Maintenance

Customer Profile 3 Maintenance

Cust Profile 3	Description	Division
FOOD	Buys Dog Food	1
TOY	Buys Toys	1

Customer Profile 3 Maintenance

Cust Profile 3	Description	Division
FOOD	Buys Dog Food	Pre Options
TOY	Buys Toys	A. Associated Customers
		B. Grouping

Customer Profile 3 Maintenance

Cust Profile 3	Description	Division
FOOD	Buys Dog Food	1
TOY	Buys Toys	1

Name

PLM01 Petco Distribution Center #1

F1-Go 2-Help

F1-Go 2-Help 4-t

F1-Go 2-Help 4-End 5-Del INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Customer Profile 3 Maintenance

Annotation No menu number?

Use Customer Profile 3 Maintenance to set up an iterative profile. This is the table of codes that was set up earlier.

From the base screen, Press F6, choose Option A and press Enter.

Then add the customer to the profile value.

Repeat these steps to attach the customer to another profile value in the table.



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TRM Customer Maintenance

Customer Maintenance x

Page 1 of 2

Customer Code*: PLM01
Full Name: Petco Distribution Center #1
Short Name: Petco Distribution Center #1
Address: 3801 Rock Creek Blvd

City: Joliet
State Code: IL
Zip Code: 60601
Country: United States of America
Contact:
Phone #:
Fax #:
Area*:
Customer Type*: 1 Direct Customer
Bill Customer*: PLM01 Petco Distribution Center #1
Supplier*:

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rc1 8-C1r PgDn

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Slide #

TRM Customer Maintenance (7.20.21.1)

This is what the TRM customer record looks like after it has been passed to TRM from MFG/PRO. You can see that all of the address data has been transferred, but where can you see the division, customer group and profile information that was also entered in MFG/PRO?



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TRM Customer Maint. – Divisions

Customer Maintenance >

Page 1 of 2

Customer Code*: PLM01
Full Name: Petco Distribut
Short Name: Petco Distribut
Address: 3801 Rock Creek

City: Joliet
State Code: IL
Zip Code: 60601
Country: United States of America
Contact:
Phone #:
Fax #:
Area*:
Customer Type*: 1
Bill Customer*: PLM01
Supplier*:

F6 Options
A. Associated Divisions
B. View Attached Groups
C. Customer Data 1
D. Customer Data 2
E. Edit Notes 1

F1-Go 2-Help 4-End INS-Ins 5-De1 6

Customer Maintenance >

Page 1 of 2

Division	Name
1	Main Division

Customer Type*: 1 Direct Customer
Bill Customer*: PLM01 Petco Distribution Center #1
Supplier*:

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

TRM Customer Maintenance — Divisions

Press F6 to open the Options Menu and select option A.

The record is the same as the generic record that was entered in MFG/PRO except that the TRM record has a division assignment.



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TRM Customer Maint. – Profiles

Customer Maintenance

Page 1 of 2

Customer Code*: PLM01

Division

Name

1 Main Division

F3 Options

A. Additional Information

B. Profile Information

C. Data 1 Information

D. Data 2 Information

Customer Type*: 1

Bill Customer*: PLM01

Supplier*:

F1=Go 2=Help 4=End 5=Del INS=Add

Customer Maintenance

Page 1 of 2

Customer Code*: PLM01

Cust Type: GPS Chain Pet Store

Natl Acct: PCO Petco

Cus Profile 3*:

Cus Profile 4*:

Cus Profile 5*:

Cus Profile 6*:

Cus Profile 7*:

Cus Profile 8*:

Cus Profile 9*:

Bill Customer*: PLM01 Petco Distribution Center #1

Supplier*:

F1=Go 2=Help 4=End 7=PgUp 8=PgDn 9=LnUp 10=LnDn ENTER=Select

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Slide #

TRM Customer Maintenance — Profiles

Then choose Option B To see the profiles that were entered (except for profile 3 which can only be seen by going to the profile table and clicking on the profile).



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TRM Customer Maint. – Groups

Customer Maintenance >

Page 1 of 2

Customer Code*: PLM01

Full Name: Petco Distribut

Short Name: Petco Distribut

Address: 3801 Rock Creek

City: Joliet

State Code: IL

Zip Code: 60601

Country: United

Contact:

Phone #:

Fax #:

Area*:

Customer Type*: 1

Bill Customer*: PLM01

Supplier*:

F6 Options

A. Associated Divisions

B. View Attached Groups

C. Customer Data 1

D. Customer Data 2

E. Edit Notes 1

F1-Go 2-Help 4-End INS-Ins 5-Del 6-

Customer Maintenance >

Page 1 of 2

Cust Group Name

RET Retail Customers

n Center #1

F1-Go 2-Help 4-End 6-Opt Home-PgF End-PgL

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Slide #

TRM Customer Maintenance — Groups

From the main customer screen, press F6 and choose Option B to see the customer group to which the customer is attached.



Summary

▲ Customer Groups

- No limit to how many customer groups you can have
- Customer groups are divisionalized
- Customers can belong to multiple customer groups within a division
- When customer groups belong to multiple divisions, records must be manually edited.

▲ Customer Profiles

- Nine customer profiles
- Profiles can be of three types
 - Code - validated against a table, customer can have only one value for the profile
 - Iterative - validated against a table, customer can have many values for the profile
 - Value – not validated against a table, no setup, typically numeric
- If there are multiple divisions, profiles can cross divisions or be restricted to only one division

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Slide #

Summary



Summary

▲ Customer Types

- Six Customer Types
- Types are hardwired into TRM programs and cannot be changed
- Descriptions can be changed.

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Slide #

Summary (cont.)

Hands-On Exercises: Setting Up Customer Groups, Profiles, and Types

Activity 1 - Set Up Customer Groups

- 1 In Master File Menu, open Customer Group Maintenance
- 2 On the Customer Groups Maintenance screen enter the following 2 customer groups:

Field	Value	Value
Customer Group	RET	VGS
Name	Retail Customers	Vets, Groomers, Shelters
- 3 Press F1 to save after each entry.
- 4 Press F6 and Enter twice to display the customer group division record. Notice that the all information is the same as the generic group record. Press F4 to exit

Activity 2 - Set Up Customer Profile Tables

- 1 In the Customer/Product Data Menu, open Customer Profile 1 Maintenance
- 2 Press F3 to enter each code on the table below

Cust Profile 1	Description
AS	Animal Shelters
CGS	Chain Grocery Stores
CPS	Chain Pet Stores
GRMR	Groomers
IND	Independent Pet/Grocery
VET	Veterinarians
- 3 Press F4 to exit
- 4 Open Customer Profile 2 Maintenance

- 5 Press F3 to enter each code on the table below

Customer Profile 2: National Account

Cust Profile 2	Description
KG	Kroger
NA	Not Applicable
PCO	Petco
PMT	Petsmart
WAL	Wal Mart

- 6 Press F4 to exit

- 7 Open Customer Profile 3 Maintenance

- 8 Press F3 to enter each code on the table below

Customer Profile 3: Buys Line

Cust Profile 3	Description
FOOD	Buys Dog Food Line
TOY	Buys Pet Toys Line

- 9 Press F4 to exit

Activity 3 - Set Up Customer Master in MFG/PRO

- 1 Go to Master Data, open Addresses/Taxes, open Customers Menu, open Customer Maintenance.

Enter the customer master data per the table below.

Field	Value
Customer	PLM01
<i>Press Enter or Next</i>	
Name	Petco Distribution Center #1
Address	3801 Rock Creek Blvd
<i>Press TAB to advance to the City field</i>	
City	Joliet
State	IL
Post	60601
<i>Press Tab to advance to the Country field</i>	
Country	USA

Field	Value
<i>Press Enter or Next to advance to the Time Zone frame</i>	
Time Zone	CST/CDT
<i>Press Enter or Next to advance to the Bank Accounts frame</i>	
<i>Press Back to advance to the TRM data screens</i>	
Promotion Group	Defaulted to 1
<i>Press Next or Enter to accept the default.</i>	
Address Code	Defaulted to [blank]
<i>Press Next or Enter to accept the default & move to TRM Relationship Data frame.</i>	
Division	1
Type	201
Group	RET
<i>Press Back to move to the TRM Profile Data frame</i>	
<i>Press Tab to move to Cus Profile 1</i>	
Cus Profile 1	CPS
<i>Press Tab to move to Cus Profile 2</i>	
Cus Profile 2	PCO
<i>Press Enter or Next - customer record has been added</i>	

Activity 4 - View Customer Record in TRM

- 1 Go to Distribution, open Sales Orders/Invoices, open Trade Management Menu, open Master Data Menu, open Customer Maintenance
- 2 On Customer Code field, enter PLM01 and press the Down arrow to bring up the record you just created.
- 3 Press F6 and choose Option A - Associated Divisions and press Enter twice to bring up the division record for this customer. Notice that all info is the same as the generic record with the addition of a division designation.
- 4 Press F4 twice to return to the top of the generic record.
- 5 Press F6 and choose Option B - View Attached Groups. You can see the customer group that was entered when the record was created.
- 6 Press F4

- 7 Press F6 and choose Option A. Press F6 again and choose Option B - Profile Information. You can see the profile information that was entered when the record was created.
- 8 Press F4 twice to return to the top of the generic record.

Activity 5 - Add the Customer to Customer Profile 3

Remember that Customer Profile 3 was set up to an iterative profile meaning that a customer can have more than one value associated with it.

In the setup for the training case study company, Customer Profile 3 is defined as Lines Purchased (which product lines a company purchases, pet food, toys or both). Therefore, a customer could potentially have two values associated with this profile if it buys both pet food and toys from the manufacturer.

In the MFG/PRO customer master a customer can have only one profile value attached. Therefore, when associating a customer with an iterative profile value, it must be accomplished in reverse order, i.e., instead of attaching the profile to the customer, you must attach the customer to the profile.

The setup for the customer is not complete until it has been added to Customer Profile 3.

- 1 Go to Distribution, open Sales Orders/Invoices, open Trade Management Menu, open Customer/Product Code Menu, open Customer Profile 3 Maintenance
- 2 Press F6 and choose Option A - Associated Customers.
- 3 Press F3 to enter the customer number - PLM01 and press Enter to add the record.

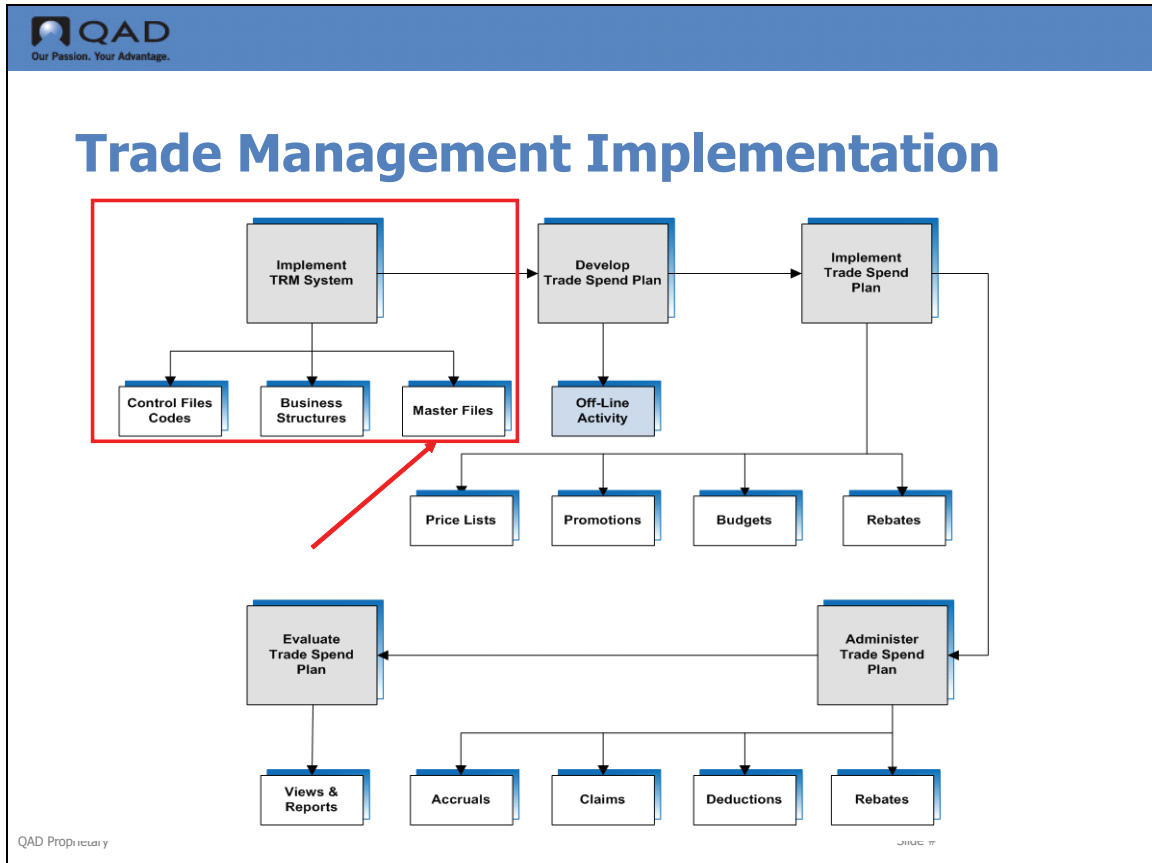
Activity 6 - Add All Additional Customer Records

Cust #	Customer Name	Address	Cust Grp	Profile 1 Cust Type	Profile 2 Natl Acct	Profile 3 Buys Lines
PLM01	Petco Distribution Center #1	3801 Rock Creek Blvd. Joliet, IL 60601	RET	CPS	PCO	FOOD TOY
PLM02	Petco Distribution Center #2	4345 Parkhurst St. Mira Loma, CA 92801	RET	CPS	PCO	FOOD TOY
PLM03	Petsmart Distribution Cntr #1	7650 W Latham St. Phoenix, AZ 85043	RET	CPS	PMT	FOOD TOY
PLM04	Petsmart Distribution Cntr #20	6499 Adelaide Court, Lockbourne, OH 43137	RET	CPS	PMT	FOOD TOY
PLM05	Kroger Great Lakes Dist Cntr.	2000 Nutter Farms Lane, Delaware, OH 43015	RET	CGS	KG	FOOD
PLM06	Kroger Distribution Cntr #20	701 Gellhorn, Houston, TX 77029	RET	CGS	KG	FOOD
PLM06	Kroger Distribution Cntr #45	5079 Bledsoe Rd., Memphis TN 38141	RET	CGS	KG	FOOD
PLM07	Fred Meyer Dist Center	11506 SE Highway 212, Clackamas, OR 97015	RET	CGS	KG	FOOD
PLM08	Ralphs Dist Center	1500 Eastridge Ave., Riverside CA 92507	RET	CGS	WAL	FOOD
PLM09	WalMart Distribution Cntr #24	3880 Southwest Blvd., Grove City, OH 43123	RET	CGS	WAL	FOOD TOY
PLM10	WalMart Distribution Cntr #62	9605 H.K. Dodgen Loop, Temple, TX, 76504	RET	CGS	WAL	FOOD TOY

Cust #	Customer Name	Address	Cust Grp	Profile 1 Cust Type	Profile 2 Nat'l Acct	Profile 3 Buys Lines
PLM11	Walmart Distribution Cntr #1	4530 Hope St., Bentenville, AR 45634	RET	CGS	WAL	FOOD TOY
PLM12	Doggie Heaven Pet Store	3267 Kingsbridge Rd., McLean, VA 22101	IND	IND	NA	FOOD TOY
PLM13	We Love Dogs Pet Store	7550 Ridgeline Rd, Roseburg, OR 98435	IND	IND	NA	FOOD
PLM14	Lynnwood Veterinary Center	1346 164th St SW., Lynnwood, WA 98036	VGA	VET	NA	FOOD
PLM15	Stanwood Animal Hospital	907 East Woodley Rd., Chicago, IL 40356	VGA	VET	NA	FOOD
PLM16	PAWS Animal Shelter	1236 Starwood St Los Angeles, CA 90012	VGA	AS	NA	FOOD
PLM17	Doggie Day Spa	9076 Bently Drive, Dayton, OH 34567	VGA	GRMR	NA	TOY
PLM18	Best Pet Grooming	1210 Lucky Ridge Dr., Miami, FL 34890	VGA	GRMR	NA	TOY
PLM19	Lucky Dog Groomers	4563 Carrollton Ave., Atlanta, GA 24534	VGA	GRMR	NA	TOY
PLM20	Bay Ridge Animal Shelter,	4356 Bay Ridge Dr., White Plains, NY 10213	VGA	AS	NA	FOOD

CHAPTER 5

Product Master Files



Trade Management Product Master Files Process

This section covers the final step in the implementation of the TRM system - the setup of the TRM Master Files and associated code files. For clarity, this section has been divided into two segments; the previous section covered customer master files and associated codes and this section covers product master files and associated codes.



Product Groups & Product Profiles

- ▲ TRM data structures that focus on promoting and selling products rather than manufacturing or distributing products
- ▲ Independent data that does not interfere with MFG/PRO product structures

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Slide #

Product Groups & Product Profiles

As with customers, businesses need to effectively categorize and group their products. This categorization and grouping is used throughout the company to facilitate manufacturing, distribution, and finance. Categorizing and grouping products in the same way as customers is especially important in the areas of sales and marketing. Although the MFG/PRO Item Master contains pages of information, it is mostly for manufacturing, inventory, distribution and costing purposes. There are a few fields to group products for pricing and sales but even these are defined in ways that do not reflect how a company wants to price and sell its products.

TRM provides the same structuring and categorization features for products as for customers. Like Customer Groups and Customer Profiles, these structures are used only in TRM and are not linked to any other values on the item master files. Therefore they do not interfere with the use of these other fields which can then be used to characterize customers for other areas of MFG/PRO.



Product Groups

- ▲ Groupings based on how products are priced, promoted and sold
- ▲ Mandatory field on the item master
- ▲ Assigned to divisions
 - Unlike customers which can belong to multiple groups within a division, a product can belong to one and only one product group in a division.
 - A product can be in multiple divisions as long as it is in only one product group in each division.
- ▲ Often the same as MFG/PRO product lines
 - If not, assign a product profile equal to the product line

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Slide #

Product Groups

It is generally easier to categorize products than customers. Customer data is generally more fluid. Customers move their locations from place to place, salespersons change, what they purchase changes, etc. However, a ten pound bag of dog food pretty much stays a ten pound bag of dog food! While products are always being added and retired, product lines tend to remain relatively stable over time.

Like customer groups, product groups can be broadly defined as a grouping of products with common characteristics relevant to how the products are priced, promoted and sold. Although, as mentioned above, it tends to be easier to decide on how product group is defined, careful attention should still be given to insure that the definition provides enough flexibility to set up both base and promotional pricing.

Product group is a mandatory field on the item master. For products to be on a price list, promotion or rebate, they must belong to a product group.

Product group is divisionalized.

Unlike customers which can belong to multiple groups within a division, a product can belong to one and only one product group in a division. A product can be in multiple divisions as long as it is in only one product group in each division.

TRM product groups are most commonly defined as being the same thing as the MFG/PRO product line but they do not have to be. If the way product lines in MFG/PRO are defined is not conducive to being able to use product groups as the primary way to enter products onto price lists and promotions, then the TRM product group should be defined differently.

If the TRM product group is not to be the same as the MFG/PRO product line, then it is highly recommended that one of the product profile values be set to equal the MFG/PRO product line. This insures that there's a way to tie item data from TRM back to items in MFG/PRO for reporting purposes.



Product Profiles

- ▲ Provide nine additional options for grouping products
- ▲ Optional and user-defined
- ▲ Can be division-specific or apply across all divisions
- ▲ Products can have different profile values for each division
- ▲ Primarily used to
 - Define products on price lists, promotions and rebates
 - Support reporting or viewing purposes
- ▲ One of three types (like customer profiles)
 - V = Value: not validated against a code table, typically numeric
 - C = Code: validated against a code table. A product can have only one value
 - I = Iterative: validated against a code table. A product can have multiple values

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Slide #

Product Profiles

Product profile values are the next grouping structure in TRM. They serve the same purpose for products as their customer counterparts by providing more options for grouping products beyond attaching them to a product group. Like customer profiles, each represents a separate characteristic of the product. They are optional and user defined and as many or few can be used as needed to adequately define the product.

If there are multiple divisions, product profiles can be division specific or apply across all divisions. Regardless of how they are set up there are only nine available.

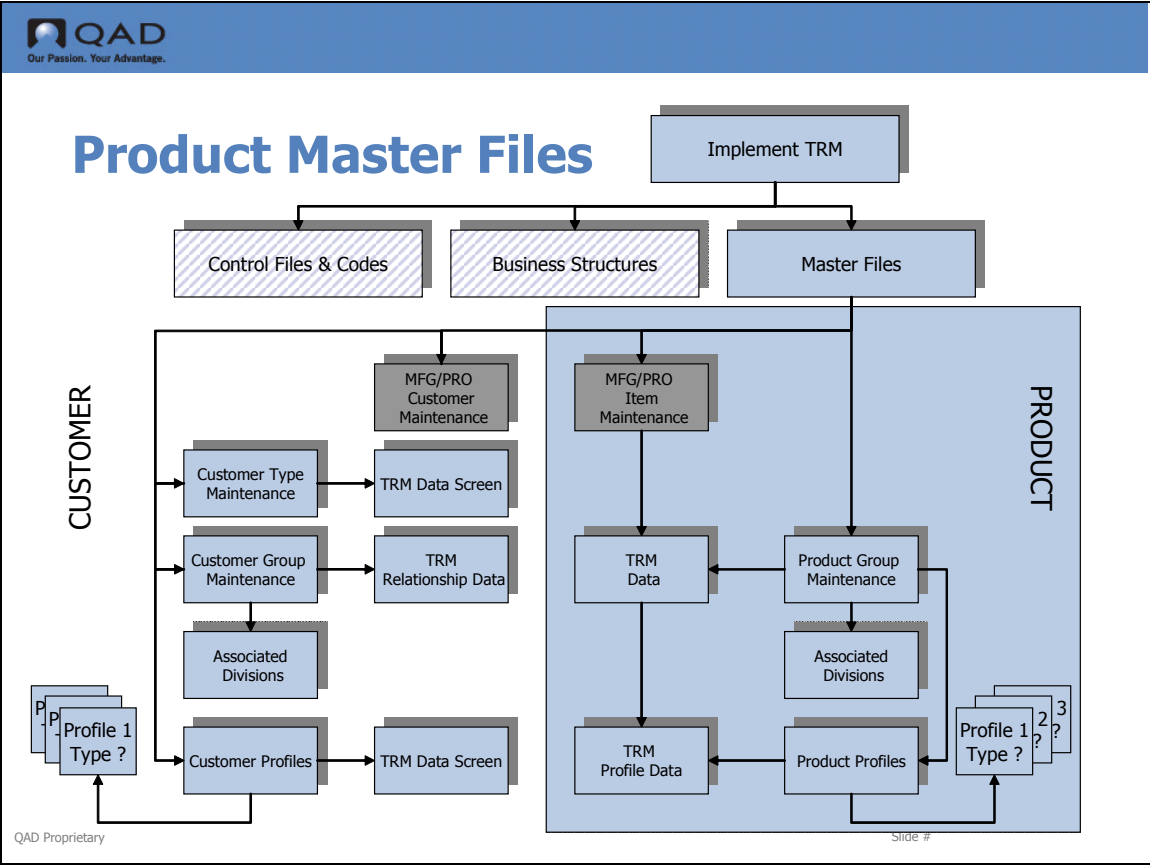
A product can have a different set of profile values for each division.

Product profiles are primarily used to

- Define products on price lists, promotions and rebates
- Reporting or viewing purposes.

Profiles can be one of three types which are the same as types for customer profiles

- V = Value: a value not validated against a code table, typically numeric
- C = Code: a value validated against a code table. A product can have only one value
- I = Iterative: a value validated against a code table. A product can have multiple values



Product Master Process


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Product Group Maintenance

Product Group Maintenance x
Trade Management Control x

Prod Group	Description
CAR	Pet Carriers
FOOD	Dog Food
TOY	Pet Toys

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Product Group Maintenance (7.20.21.15)

The setup for product groups is somewhat simpler than that for customer groups. Unlike customer groups, for which a division record is automatically created if there is a default division set up on the TRM Control file, product groups must always be manually assigned to a division, even if there is only one division.

Prod Group

A code for this product group

Description

The description of this product group



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Product Group – Divisions

Product Group Maintenance xTrade Management Control x

Prod Group	Description
CAR	Pet Carriers
FOOD	Dog Food
TOY	Pet Toys

F6 Options
A. Assign to All Divisions
B. Specific Assignments
C. View Divi/Data Grp Assigned
D. Delete Divi/Data Grp Assigned

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Product Group - Division Assignment

Pressing Enter again displays the menu for assigning the product group to one or multiple divisions and for viewing division information about the product group.


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Product Profile 1 Maintenance

Product Profile 1 Maintenance x

Prod Profile 1	Description	Division
BEEF	Beef Flavor	
CHIX	Chicken Flavor	

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Product Profile 1 Maintenance (7.20.20.15)

Whether a product profile is used and what type of profile it is are defined on Page 3 of the TRM Control File. The types for product profiles is the same as that for customer profiles:

- C - code, validated against a table, product can have only one profile value
- I - iterative, validated against a table, product can have many profile values
- V - value, not validated against a table, product can have only one profile value, typically numeric

The setup for any additional Type C or Type I product profile values is the same as the setup shown here.

Prod Profile 1

A code for this profile value

Description

The description of this profile code


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MFG/PRO Item Master Maintenance

Item Master Maintenance: GoTo - Actions -

Item

- Item Data
- Inventory
- Item Shipping Data
- Planning
- Price
- Cost

Item Number: PLF01
Unit of Measure: EA

Description: Puppy Love Beef, Dry
6/10#

Item Data
Prod Line: FG
Added: 05/28/2008
Design Group:
Promo Group: FOOD

Item Type:
Status: Fingood
Group:

Drawing:
Revision:
Drawing Loc:
Price Break Category:

Item Inventory Data

ABC Class:
Lot/Serial Control:
Site: 20000
Location:
Location Type:
Auto Lot Numbers:
Lot Group:
Article Number:

Average Interval: 90
Cycle Count Interval: 120
Shelf Life:
Allocate Single Lot:
Key Item:
PO Receipt Status:
WO Receipt Status:

Active:
Active:

Back Next

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Slide #

MFG/PRO Item Master Maintenance - TRM Data (1.4.1.)

The TRM data is entered in MFG/PRO Product Maintenance. The only screens shown here are those that pertain to adding TRM data to an MFG/PRO product record.

It should be noted that unlike customers, there are usually many items that should not be added to the TRM database. There is rarely a reason why an MFG/PRO customer would not also be a TRM customer. However, there are usually many items, such as raw materials, packaging, etc. that should not be in TRM. The rule of thumb is that if it is not an item that is sold or given (marketing materials, for example) to a customer, it should not be in TRM.

Promo Group

Enter a valid TRM product group code. The TRM screens where profile information is entered appear at the end of the MFG/PRO record. These screens will not appear unless this field is populated.


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Item Master – TRM Data

Item Master Maintenance x

Item Master Maintenance:
GoTo ▾
Actions ▾

Hide ▾

- Item
- Item Data
- Inventory
- Item Shipping Data
- Planning
- Price
- Cost

Item Number: PLF01
Unit of Measure: EA

Description: Puppy Love Beef, Dry
6/10#

TrM Data

Promotion Group:

Dog Food
Main Division

Default Division: 1
Pricing Group 1:
Pricing Group 2:

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Slide #

Item Master Maintenance - TRM Data

Promotion Group

Defaults from the Promo Group field in the Item Data Frame.

Default Division

If there is only one division, the code will default in here. If there are multiple divisions, the first division code will default in; however, you will be able to change it to enter the code of the division to which this product belongs.

Item Master Maintenance: GoTo - Actions -

Item Number: PLF01 Description: Puppy Love Beef, Dry 6/10#
Unit of Measure: EA

TRM Profile Data

Division: 1 Main Division: Dog Food
Promotion Group: FOOD
Pricing Group 1:
Pricing Group 2:

Flavor*: BEEF
Type*: BAG
Size/Pack*: 10

Prd Profile 4*:
Prd Profile 5*:
Prd Profile 6*:
Prd Profile 7*:
Prd Profile 8*:
Prd Profile 9*:

Back Next

QAD Proprietary Slide #

Item Master Maintenance - TRM Profiles

The product profile data is entered on this screen.

Division

Defaults from previous screen

Promotion Group

Defaults from previous screen

Prod Profile 1 defined as Flavor

This is the 1st product profile that was previously defined. Enter one of the values from the table that was set up for Product Profile 1.



Summary

▲ Product Groups

- No limit
- Divisionalized
- Products belong to one group within a division
- Products can belong to multiple divisions
- After group is entered, must be manually assigned to divisions

▲ Product Profiles

- Nine product profiles
- Three types
 - Value – not validated
 - Code - validated against a table, one value for the profile
 - Iterative - validated against a table, many profile values
- Profiles can cross divisions or be restricted to only one division

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Slide #

Summary

Two unique TRM product group structures:

- Product Groups
- Product Profile Values

Product Groups

- No limit to how many product groups you can have
- Product groups are divisionalized
- Products can belong to only one product group within a division
- Products can belong to multiple divisions but must be in only one group with each division

- After product group is entered, it must always be manually assigned to a division or divisions.

Product Profiles

- Nine product profile
- Profiles can be of three types
 - Code - validated against a table, product can have only one value for the profile
 - Iterative - validated against a table, product can have many values for the profile
 - Value - not validated against a table, no setup, typically numeric
- If there are multiple divisions, profiles can cross divisions or be restricted to only one division

Hands-On Exercise: Set Up Products

Activity 1 - Set Up Product Groups

- 1 Go to Distribution, open Sales Orders/Invoices, open Trade Management Menu, open Master Data Menu, open Product Group Maintenance
- 2 On the Product Groups Maintenance screen enter the following 2 customer groups:

Field	Value	Value
Prod Group	FOOD	TOY
Name	Dog Food	Pet Toys
- 3 Press F1 to save after each entry.
- 4 Press F6. A - Grouping, then Enter and choose Option A - Assign to all divisions.
- 5 Press F4 to exit.

Activity 2 - Set Up Product Profile Tables

- 1 In the Customer/Product Data Menu, open Product Profile 1 Maintenance
- 2 Press F3 to enter each code on the table below

Product Profile 1: Flavor

Prod Profile 1	Description
BEEF	Beef Flavor
CHIX	Chicken Flavor

- 3 Open Customer Profile 2 Maintenance
- 4 Press F3 to enter each code on the table below

Product Profile 2: Type

Cust Profile 2	Description
BAG	Bag
BOTH	Dog or Cat Product
CAN	Can
CAT	Cat Product
DOG	Dog Product
STICK	Stick

- 5 Open Customer Profile 3 Maintenance
- 6 Press F3 to enter each code on the table below

Product Profile 3:Size/Pack

Cust Profile 3	Description
10	10 Pound
100	100 Count
24	24 Pack
50	50 Pound
7	7 Oz.
LG	Large
NA	Not Applicable
SM	Small

- 7 Press F4 to exit

Activity 3 - Set Up Item Master in MFG/PRO

- 1 Go to Master Data, open Items/Sites, open Item Data Menu, open Item Master Maintenance.
- 2 Enter the product master data per the table below.

Field	Value
Item Number	PLF01
<i>Press Enter or Next</i>	
Unit of Measure	CS
Description	Puppy Love Beef, Dry, 6/10#
<i>Press Enter or Next to advance to the Item Data Frame</i>	
Prod Line	FG
<i>Press Tab to advance to the Promo Group field</i>	
Promo Group	FOOD
<i>Press Tab to advance to the Status field</i>	
Status	fingood
<i>Press Enter or Next through the frames to advance to the 1st TRM Data frame</i>	
Promotion Group	Accept default (FOOD)
<i>Press Enter or Next to advance to the TRM Profile Data frame</i>	
Promotion Group	Accept default (FOOD)
<i>Press Tab to advance to the 1st profile value field</i>	

Field	Value
Flavor	BEEF
<i>Press Tab to advance to the 2nd profile value field</i>	
Type	BAG
<i>Press Tab to advance to the 3rd profile value field</i>	
Size/Pack	10
<i>Press Enter or Next - product record has been added</i>	

Activity 4 - View Product Record in TRM

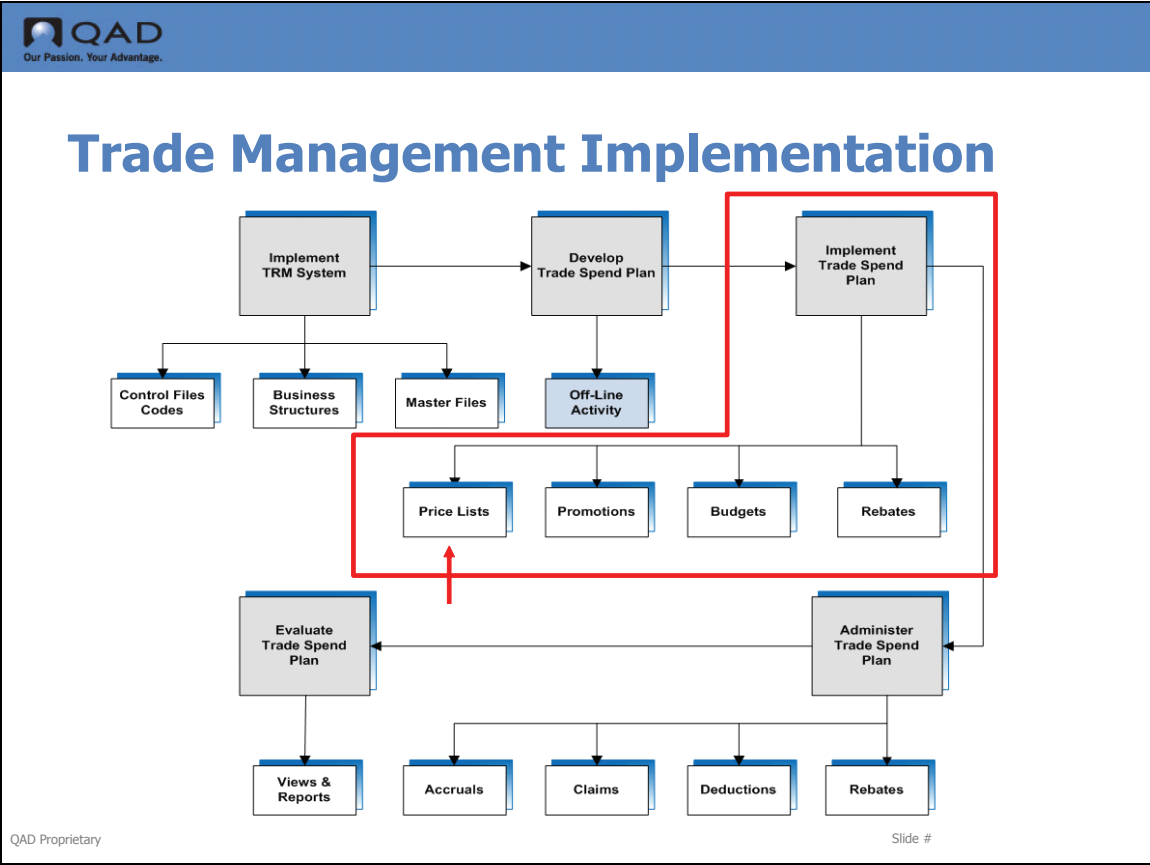
- 1 Go to Distribution, open Sales Orders/Invoices, open Trade Management Menu, open Master Data Menu, open Product Maintenance
- 2 On Product Code field, enter PLF01 and press the Down arrow to bring up the record you just created.
- 3 Press F6 and choose Option A - Associated Divisions and press Enter twice to bring up the division record for this customer. Notice that all info is the same as the generic record with the addition of a division designation.
- 4 Press F4 twice to return to the top of the generic record.
- 5 Press F6 and choose Option A - Associated Divisions. Press F6 again and choose Option B - Profile Information. You can see the profile information that was entered when the record was created.
- 6 Press F4 twice to return to the top of the generic record.

Activity 5 - Add All Additional Product Records

Item Number	Description	UOM	Prod Group	Profile 1 Flavor	Profile 2 Type	Profile 3 Size/Pack
F01	Puppy Love Beef, Dry, 6/10#	CS	FOOD	BEEF	BAG	10
F02	Puppy Love Chicken, Dry, 6/10#	CS	FOOD	CHIX	BAG	10
F03	Puppy Love Beef, Dry, 50#	EA	FOOD	BEEF	BAG	50
F04	Puppy Love, Chicken, Dry, 50#	EA	FOOD	CHIX	BAG	50
F05	Puppy Love Beef, Can, 24/7OZ	CS	FOOD	BEEF	CAN	7
F06	Puppy Love Chicken, Can, 24/7OZ	CS	FOOD	CHIX	CAN	7
F07	Puppy Love Beef Sticks, 24/3PK	CS	FOOD	BEEF	STICK	24
F08	Puppy Love Chix Sticks, 24/3PK	CS	FOOD	CHIX	STICK	24
F09	Puppy Love Beef Sticks, Bulk, 100CT	EA	FOOD	BEEF	STICK	100
F10	Puppy Love Chix Sticks, Bulk, 100CT	EA	FOOD	CHIX	STICK	100
T01	Dog Chewy Ball, Large, 12CT	CS	TOY	NA	DOG	LG
T02	Dog Chewy Ball, Small, 12CT	CS	TOY	NA	DOG	SM
T03	Dog Rope Toy, Large, 12 CT	CS	TOY	NA	DOG	LG
T04	Dog Rope Toy, Small, 12CT	CS	TOY	NA	DOG	SM
T05	Kitty Catnip Mouse, 24CT	CS	TOY	NA	CAT	NA
T06	Kitty Chase a Ring, 6CT	CS	TOY	NA	CAT	NA
T07	Kitty Feather Chase, 6CT	CS	TOY	NA	CAT	NA
C01	Pet Carrier, Small, 1EA	EA	CAR	NA	BOTH	NA
C02	Pet Carrier, Large, 1EA	EA	CAR	NA	DOG	NA
C03	Pet Bed, Square, Large, 1EA	EA	CAR	NA	DOG	NA
C04	Pet Bed, Square, Small, 1EA	EA	CAR	NA	BOTH	NA
C05	Pet Window Perch & Platform	EA	CAR	NA	CAT	NA

CHAPTER 6

Price Lists



Trade Management Price Lists Implementation



TRM Price Lists

- ▲ First step in implementing trade spend plan
- ▲ Used to set up normal list and discount pricing
- ▲ Various called base, standard, everyday pricing
- ▲ Generally defined as everyday pricing and includes
 - List prices
 - Standard or on-going discounts
 - Volume driven discounts
 - Samples pricing
 - Accrual
 - Markup price lists
- ▲ Special pricing scenarios and short-term deals in TRM promotions

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Price Lists Overview

Creating price lists is the first step in the implementation of the trade spend plan. Price lists are used to set up the company's normal list and discount pricing. Terminology differs from site to site and it's variously called base, standard or everyday pricing.

It is generally defined as a company's everyday pricing scheme. This includes list prices and any standard or on-going discounts, volume driven discounts, samples pricing, accrual and markup price lists, etc. and excludes special pricing scenarios, short-term promotional pricing and (normally) any kind of pricing where discount monies need to be expensed against other than the standard sales discount accounts assigned to the product lines. Pricing for the special pricing scenarios and short-term deals is set up in a separate step using TRM promotion functionality.



Price List Integration with MFG/PRO

- ▲ TRM price list approval creates corresponding MFG/PRO price list
 - Used for pricing items on sales quotes, sales orders, and Return Material Authorizations (RMAs) in Service/Support Management
 - MFG/PRO price list prices sales orders
- ▲ Allows the user to
 - Perform pricing and promotions in single place
 - Maintain single set of pricing and promotions codes rather than analysis codes in MFG/PRO for pricing and TRM codes for promotions

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Price Lists Integration with MFG/PRO

A price list created in Trade Management creates a corresponding MFG/PRO price list when the TRM price list is approved. Price lists are used for pricing items on sales quotes, sales orders, and Return Material Authorizations (RMAs) in the Service/Support Management module.

It is the MFG/PRO price list which is used to price sales orders, not the TRM price list. While this is somewhat of a redundancy (why not just create the price list in MFG/PRO if TRM info is going to be passed to MFG/PRO anyway?) it allows the user to (1) perform all pricing and promotional activities in a single place and (2) maintain a single set of codes for customers and items for pricing and promotions rather than two separate sets of codes - analysis codes in MFG/PRO for pricing and TRM codes for promotions.



Price List Parameters

- ▲ A price list defines all necessary information for determining the best price of an item for a customer
- ▲ It defines minimum and maximum quantities, effective dates, and other information applicable to the customers
- ▲ Can have only one currency
- ▲ Price lists can be associated with:
 - A single customer
 - A group of customers using TRM customer groups or user defined groups
 - All customers
 - A single item
 - A group of items using TRM product groups or product profiles
 - All items

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Price List Parameters

Price lists define the necessary information for setting the best price of an item for a customer. It defines minimum and maximum quantities, effective dates, and other information applicable to the customer. It can have only one currency. When created, it can be associated with:

- A single customer
- A group of customers using TRM customer groups or user defined groups
- All customers
- A single item
- A group of items using TRM product groups or product profiles
- All items



Best-Pricing Logic

- ▲ MFG/PRO determines the best possible new price for an item is determined by considering and combining various discounts
- ▲ On order entry, price list elements evaluated to determine which lists apply and what combination of lists offers the best price for the line item. Factors include:
 - Pricing customer
 - Price lists for the customer that include the sales order line item
 - Date on the sales order relative to list effective dates
 - Match of currency on the sales order and the price list
- ▲ Best pricing logic calculates price by determining:
 - Which price lists can combine with other price lists
 - Whether break category discounts apply

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Best-Pricing Logic

In determining the price of an item, MFG/PRO uses best pricing logic whereby the best possible new price for an item is determined by considering and combining various discounts. When an order is entered, the system looks at several different price list elements to determine which price lists apply and what combination of price lists offers the best price for the line item.

Each list is separately evaluated to determine if it applies. In performing this evaluation, the following factors are considered:

- The pricing customer. This is the Ship-To customer unless this customer has not been set up in Customer Maintenance. In this event, the Sold-To customer is used.
- Which price lists for the Ship-To (or Sold-To) customer have the sales order line item on them.

- The date on the sales order must be within the effective date range for the customer/item combination on the price lists that were found.
- The currency on the sales order and the price list must match.

Once the system has found all price lists that apply to the customer/item/date/currency combination on the sales order, the MFG/PRO best pricing logic calculates the best possible price by determining:

- Which price lists can combine with other price lists. This is based on the Amount Type and Combine Type fields on each price list.
- Whether break category discounts apply.

Before actual price lists can be set up there is some code maintenance that must be discussed in order to gain a thorough understanding of how price lists work.



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Price List Status Maintenance

Add Price List x

Price List Status Maintenance x

Code	Reference	Description
0	Deleted	Deleted
2	Working	Working On
3	Generate	Generated
4	WaitApp	Waiting Approval
5	Approved	Approved
7	Finish	Finished

F1-Go 2-Help 4-End 5-De1 ENT-Upd 6-Opt Home-PgF End-PgL

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Slide #

Price List Status Maintenance (7.20.18.2)

This table holds the price list status codes used by the system to determine the stages in the price list life cycle. The codes cannot be changed but the Reference and Description fields can be modified.

Status	Description	Definition
0	Deleted	A price list that has been deleted from the system; the number assigned to the price list will not be re-used.
2	Working	A price list that has not been approved. At this status a price list will never be used regardless of its start date.
3	Generated	This status is used to show that the step of generating items onto the price list has been done. The only price lists that will have this status are those that are set at Product Level 2, 3 or 10-19.

Status	Description	Definition
4	Waiting Approval	This status indicates a price list where a change to Status 5 was attempted but which encountered some error. The error must be fixed before the price list can be approved.
5	Approved	This status indicates that a price list has been approved and is now an active price list which will be in effect from its start to its end date. An approved price list can be returned to Status 2 - Working if this price list has not been used to price any sales orders.
7	Finished	This status indicates that a price list is no longer being used regardless of its start and end date. It is not mandatory to move a price list to this status as it will retire itself on the end date shown on the price list header.



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Price List Type Maintenance

Add Price List ×Price List Qty Type Maintenan... ×Price List Type Maintenance ×

Code	Reference	Description
1	List	List Price
2	Disc%	Discount %
3	MarkUp	Markup
4	NettPr	Nett Price
5	CredTrms	Credit Terms
6	FrghTrms	Freight Terms
7	FrghList	Freight List
8	Accrual	Accrual Price List
9	Disc\$	Discount \$ Off

F1-Go 2-Help 4-End 5-De1 ENT-Upd 6-Opt Home-PgF End-PgL

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Slide #

Price List Type Maintenance (7.20.18.3)

This is used to define the type of price lists that can be created. The system determines how to treat the information on each price list based on the type set on the price list header. The codes cannot be changed

Type	Description	Definition
1	List Price	Foundation for the pricing logic. List Price type price lists must be set up with a Comb Type of combinable or base. List price tables provide pricing history and set minimum/maximum prices allowed.
2	Discount %	Percentages specified on the price list are applied to the item's list price to determine the net selling price.
3	Mark Up	Markups are percentages added to the item cost at the order site. Can only be base or exclusive

Type	Description	Definition
4	Net Price	A form of discount where the end unit price is specified and the system calculates the discount percentage. Can be base or exclusive.
5-6-7	Credit Terms, Freight Terms, Freight List	Not used in this version
8	Accrual Price List	Percentage of the net price specified on the price list is accrued into a specific account, without affecting the calculation of the net price.
9	Discount % Off	Discount dollars specified on the price list are applied to the item's list price to determine the net selling price.



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P/L Combine Type Maintenance

Add Price List xP/L Combine Type Maintenance x

Code	Reference	Description
1	Base	Base
2	Comb	Combinable
3	NonComb	Non Combinable
4	Excl	Exclusive

F1-Go 2-Help 4-End 5-De1 ENT-Upd 6-Opt Home-PgF End-PgL

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Slide #

P/L Combine Type Maintenance (7.20.18.6)

When one of these four numbers is entered on the price list header, it controls how the price list will interact with list price price lists and any other discount price lists which may be in effect for the customer/item/date/currency combination on the sales order.

This is a very important concept to understand as it is integral to the best pricing logic used by MFG/PRO to price sales order line items.

Comb Type	Description	Definition
1	Base	Price lists that serve as the basis for additional discounts and can be combined with any price that is not exclusive. Base price lists cannot combine with other base price lists.
2	Combinable	Incremental price lists that are intended to combine with one another and with base price lists.
3	Non Combinable	Also known as base combinable. Incremental price lists that are not intended to combine with any other price lists except for base price lists.
4	Exclusive	Price lists that are exclusive and cannot combine with any other discount price lists. They do combine with list price price lists.



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P/L Customer Level Maintenance

P/L Customer Level Maintenance x

Code	Reference	Description
1	All	All Customers
2	Group	Specific Customer Groups
3	Customer	Specific Customers
4	PreGrp	Specific Predef Group
5	PreGSCG	Predef Group/Specific C Group

F1-Go 2-Help 4-End 5-De1 ENT-Upd 6-Opt Home-PgF End-PgL

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P/L Customer Level Maintenance (7.20.18.7)

This is used to determine how customers are included on a price list. These codes cannot be changed.

Cust Level	Description	Definition
1	All Customers	All customers are included. When a new customer is added to the TRM database, it is automatically included on any price list set to this level. The inclusion occurs at the time the new customer is added.
2	Specific Customer Groups	Customer groups are manually added. All customers attached to the customer group at the time the price list is approved are automatically added. After a price list has been approved, when a new customer is added to any customer group on the price list (via MFG/PRO Customer Maintenance (2.1.1) it is immediately and automatically added to that price list.
3	Specific Customers	Specific customers are manually added. The price list applies only to the specifically added customers. New customers can be manually added to the price list after it has been approved.
4	Specific Predefined Group	Includes customers of any pre-defined group entered on the price list. This level uses standard TRM pre-defined groups which sets up groups of customers using profile values or a combination of profile values and customer groups. [This level is very rarely used]
5	Predefined Group/Specific Cust Group	Includes customers using a pre-defined group plus specific customer groups. This means that the pre-defined group may include customers that belong to multiple customer groups, but only those customers who belong to the specified pre-defined group and customer group will be included on the price list. [This level is very rarely used]



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P/L Product Level Maintenance

P/L Product Level Maintenance >

Code	Reference	Description
1	All	All Products
10	PrdGrp	Generate Products for Groups
11	PrdProf1	Generate Products for Profile1
12	PrdProf2	Generate Products for Profile2
13	PrdProf3	Generate Products for Profile3
14	PrdProf4	Generate Products for Profile4
15	PrdProf5	Generate Products for Profile5
16	PrdProf6	Generate Products for Profile6

P/L Product Level Maintenance >

Code	Reference	Description
20	Pr1PGrp	Price By Product Group
21	Pr1PPrf1	Price By Product Profile 1
22	Pr1PPrf2	Price By Product Profile 2
23	Pr1PPrf3	Price By Product Profile 3
24	Pr1PPrf4	Price By Product Profile 4
25	Pr1PPrf5	Price By Product Profile 5
26	Pr1PPrf6	Price By Product Profile 6
27	Pr1PPrf7	Price By Product Profile 7
28	Pr1PPrf8	Price By Product Profile 8
29	Pr1PPrf9	Price By Product Profile 9
3	GenNOBrk	Generate Products NO Breaks
4	Product	Specific Products

F1-Go 2-Help 4-End 5-Del ENT-Upd 6-Opt Home-PgF End-PgL

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Slide #

P/L Product Level Maintenance (7.20.18.8)

This is used to determine how products are included on a price list

Prod. Level	Definition	Description
1	All Products	All products in TRM at the time the price list is approved are added to any price list with this product level. Products added to TRM after the price list is approved are automatically added to the price list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time. This product level cannot be used with list price price lists (Type 1)

Prod. Level	Definition	Description
2	Generate Products with Breaks	All products in TRM at the time the price list is generated are attached to the price list and any break values set up on the price list are automatically applied to all items. At this product level, products can be edited.
3	Generate Products with No Breaks	All products in TRM at the time the price list is generated are attached to the price list; however even if break values are set up on the price list they do not default onto the individual products. At this product level, products can be edited.
4	Specific Products	Products are manually added to the price list. At this product level, products can be edited.
10	Generate Products for Groups	Products groups are entered onto the price list. Running the Generate Price List step adds all products in the specified product group/groups to the price list. If a product is added to a product group that is on the price list after it has been approved, it will not be added to the price list automatically. It must be added manually or by running the bulk update utility. At this product level, products can be edited.
11-19	Generate Products for Profiles 1-9	Products are entered onto the price list using one of the product profiles as the selection criteria. Running Generate Price List adds all products with the specified profile to the price list. If a product with the specified profile value is added to TRM after the price list has been approved, it will not be added to the price list automatically. It must be added manually or by running the bulk update utility. At this product level, products can be edited.
20	Price By Product Group	Products groups are entered onto the price list using product group as the selection criteria. When using this product level, the Generate Price List step is not done. At this product level, if an item is added to a product group that is on the price list, the product is automatically added to the list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time.
20-29	Price By Product Profiles 1-9	Products groups are entered onto the price list using one of the product profiles as the selection criteria. When using this product level, the Generate Price List step is not done. At this product level, if an item is added to a product group that is on the price list, the product is automatically added to the list. At this product level, the only editing that can be done is to manually exclude an item from the list; once excluded, it cannot be added back at a later time.


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Quantity Break Type Maintenance

Quantity Break Type Maintenance

Break Type	Description
TOY	Toy Products

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Quantity Break Type Maintenance (7.20.18.10)

If quantity breaks will be used, this is where the break codes are set up.

Price break categories are used to group items together that accumulate for volume discounts. The system accumulates either item quantities or price amounts based on the Quantity Type field of the applicable price list. The break code is added to all applicable items and to a price list in the Qty Break Type field.

When the system prices a sales quote or order, a line may qualify for a price break if the item break category matches:

- The break category on an applicable price list and
- The break category of another line item on the same quote or order

Setting up break categories requires careful planning. You may want to give customers a discount based on ordering related items. For example, green bicycles (item A) and blue bicycles (item B) are in break category bicycle. You can set up a price list so that customers ordering 200 bicycles (any combination of A and B) qualify for a discount.

You can also set up a price list so that ordering a certain number of items qualifies the customer for a discount on a different item. For example, a customer ordering 200 bicycles (item A or B) gets a discount on reflectors (item C).



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Pricing Control

Pricing Control x

Pricing Control: GoTo ▾ Actions ▾

Discount Combination Type: Cascading

Automatic AC Regen for

Automatic AC Regen for Edits of

Customers: ☐

Items: ☐

Customers: ☐

Items: ☐

QO Default Price Date: Order Date

Price QO by Line: ☒

QO Factor Rounding: 0

Display QO Discounts as: Discount

SO Default Pricing Date: Order Date

Price SO by Line: ☒

SO Factor Rounding: 0

Display SO Discounts as: Discount

TrM Price list prefix: TM

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Pricing Control (1.10.1.24)

There are fields here which need to be set to correctly control how price lists work.



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Field	Description
Discount Combination Type	This field controls what the system does when multiple discounts apply. Default = Additive. The other choice is Cascading. If additive, discounts are added. For example, if a line qualifies for a 20% discount and an 30% discount, additive yields a discount of 50% (20 + 30). If the Discount Combination Type is set to Additive, discount sequencing has no effect. If cascading, discounts are applied based on the discount sequences set on the applicable price lists. In the above example, if the discount sequence on the 1st price list (20%) is set to 10 and the discount on the 2nd price list (30%) is set to 11, the resultant price on a \$100 item = \$56.00 (100 x .80 x .70)
QO Default Price Date	Options are Due Date, Order Date, Required Date, Promise Date. The start and end effective dates on a price lists determine when its prices are valid. The system uses the pricing date on the quote header as the default pricing date on each line item, which in turn is used to search for applicable prices for the line item.
Display QO Discounts As	This field determines whether line item discounts on sales quotes are entered and displayed as discount percentages or factors. Discount: discount is expressed as the percentage to be deducted from the item price, for example, 10% Factor: discount is expressed as the factor to multiply the item price by to obtain the discount. For example, to apply a 10% discount, you would enter a value of 0.90.
SO Default Pricing Date	The start and end effective dates on a price list determine when its prices are valid. The system uses the pricing date on the order header as the default pricing date on each line item, which in turn is used to search for applicable prices for the line item. Options are Due Date, Order Date, Performance Date, Promise Date, and Required Date. The default is Order Date. This value applies only to sales orders. The header pricing date on return material authorizations (RMAs) always defaults from the order date.
Display SO Discounts As	Same as Display QO Discounts As above.



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Sales Order Control

Sales Order Control x

Sales Order Control: GoTo Actions

Calculate Freight by Site: ☐

Comm on Margin not Sales: ☐

Hold Orders Over Credit Limit: ☐

SO Interest Accrued Acct: 4500

SO Interest Applied Account: 1280

Price Table Required: ☒

Disc Table Required: ☒

Vary Pricing Date by SO Line: ☒

Minimum Shipment Amount: 0

SO Edit ISB Defaults: ☒

SO Returns Update ISB: ☒

Forecast Consumption

Consume Forward: 1

Consume Back: 0

Check Customer Item Nbr First: ☐

Taxable Trailer Code 1: 10

Taxable Trailer Code 2: 20

Taxable Trailer Code 3: 30

Auto Batch Confirmation: ☐

Confirmation Batch ID:

Confirmation Printer:

Pending Inv Update ISB: ☐

Auto Batch Shipment: ☐

Shipment Batch ID:

Shipment Batch Printer:

Use SO Freight List Trailer Code: ☐

Nontaxable Trailer Code 1: 10

Nontaxable Trailer Code 2: 20

Nontaxable Trailer Code 3: 30

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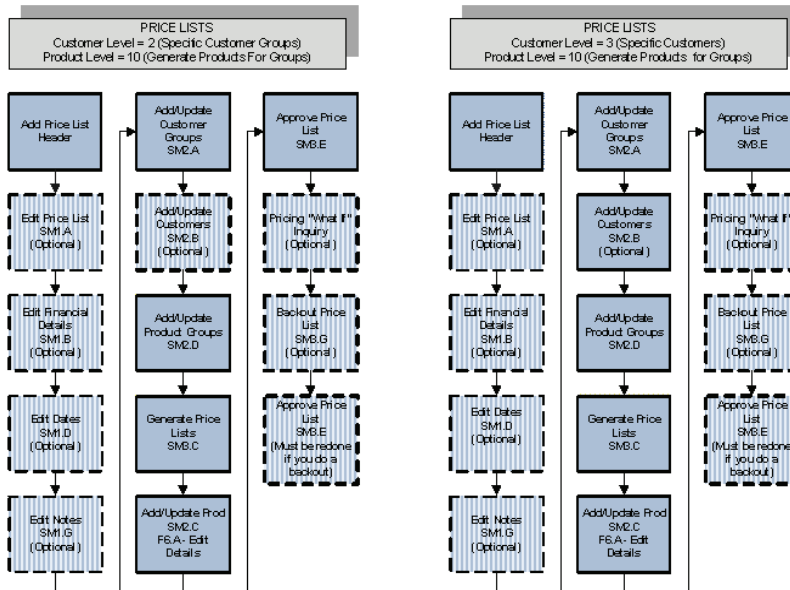
Sales Order Control (7.1.24)

Three fields on this screen are used to set whether price lists are required for each line item and whether pricing dates on line items can be different than the pricing date on the SO header.

Field	Description
Price Table Required	This field determines how strictly price lists are used to control order entry. If this box is checked, only items which are on a valid list price price list can be entered. The price list item and the SO item, unit of measure and currency must match exactly. If this box is not checked then items can be entered whether or not a list price price list exists. If a price cannot be found on a valid list price price list and there is a price on the item master, the item master price will be used. Warning Be very careful if leaving this box unchecked. An item could be invoiced at \$0.00. For example, if there is no list price price list and the item master has a \$0.00 price, order entry will show \$0.00 as the price of the item. There is nothing in the system that will stop an item from being priced at \$0.00. If leaving this box unchecked, the usual practice is to set the item master price as the highest price for the item, or to set a number like \$99,999.00
Disc Table Required	Same as Price Table Required, but pertains to discount price lists.
Vary Pricing Date by SO Line	If this box is checked, you can set the pricing date on individual sales order lines to be different than the pricing date on the sale order header. If this box is unchecked, then the pricing date for all line items will be the pricing date specified on the sales order header.



Common Price List Scenarios



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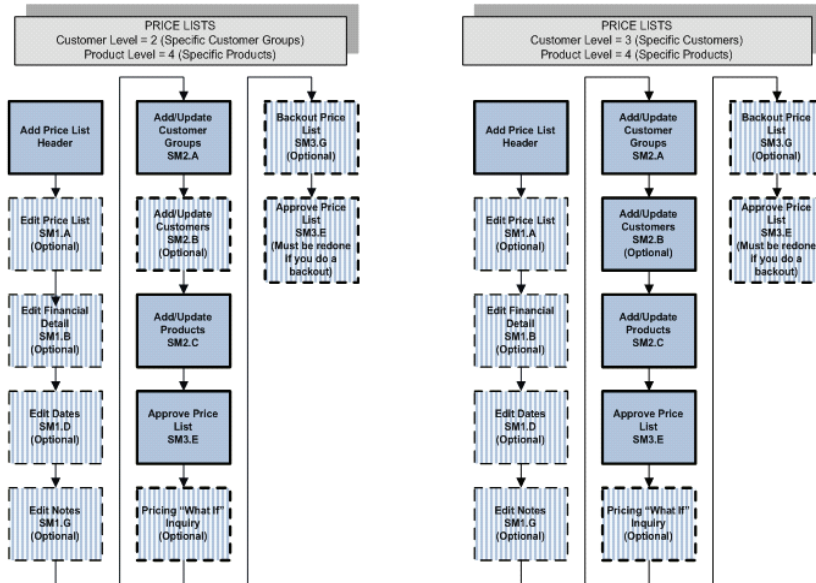
Price List Process Flow - Product Level 10

Price List process flow for Product Level 10 with the two most common price list customer levels

- Customer Level 2 - Specific Customer Groups
- Customer Level 3 - Specific Customers



Common Price List Scenarios (cont.)



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Price List Process Flow - Product Level 4

Price List process flow for Product Level 4 with the two most common price list customer levels

- Customer Level 2 - Specific Customer Groups
- Customer Level 3 - Specific Customers



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Add Price List

Add Price List

GoTo - Actions -

Price List: PL050005

Status: Working

Division: 1

Main Division

Description: Puppy Love Price List

Start Date: 01/01/08

End Date: 12/31/08

Type: 1

Qty Break Type:

Priority:

Cost Set:

Customer Lvl: 2

All Customers

Product Level: 10

All Products

Previous List:

Next List:

Reference Only: ☐

Price List No: PLLIST

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Add Price List - Header Screen (7.20.6.1)

All price lists are set up here.

Field	Description
Price List	System assigned sequential code.
Status	Indicates if the price list is still be added/edited (Working), in effect (Approved) or ended (Finished). Only a price list with a status of Approved is an active price list regardless of its start date. [Refer to Price List Status Maintenance]
Division	The division for this price list. In a multi-divisional setup, the first division will default into this field. Be careful to change it to the correct division. If you accept the default and move to the next field, this field cannot be edited and you will need to exit and start over.

Field	Description
Description	A user defined description of this price list. Shorter is better as this description appears on many screen inquires and reports and it should be easy for users to correctly identify the price list they are looking for.
Start Date	The first day the price list is effective. [Refer to Pricing Control]
End Date	The last day the price list is effective.
Type	Indicates the type of this price list. [Refer to Setup: Price List Type Maintenance]
Qty Break Typ	If quantity breaks are being used, enter the quantity break code here. [Refer to Quantity Break Type Maintenance]
Cost Set	If this is a markup price list, enter cost set to which the markup percentage will be applied. Usually set to STANDARD.
Customer Lvl	Sets the customer level of this price list. [Refer to P/L Customer Level Maintenance]
Product Level	Sets the product level of this price list. [Refer to P/L Product Level Maintenance]
Next List, Previous List	Not used in this version
Reference Only	If this box is checked, the price list will not be used for pricing sales quotes or orders regardless of its status and the start and end dates. Reference Only price lists are internal TRM price lists and are usually used in conjunction with rebates.
Price List No	Enter a code for the MFG/PRO price list created when the TRM price list is approved. Optionally, you can let the system generate a code using the number sequence set on Page 10 of the TRM Control File.


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Edit Price List – Strip Menus

Edit Price List
GoTo -
Actions -

1Header	2Detail	3Status	4View	5Report
Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Type: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐ Main Division List Price Specific Customer Groups Generate Products for Groups Status: Working End Date: 12/31/200 Price List No: PLLIST				

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Slide #

Add Price List - Strip Menus (7.20.6.1)

Once the header screen has been added, a series of strip menus appears across the top of the screen. Each strip menu has multiple options which allow you to perform specific editing tasks.

Strip Menu 1 - Header: Options on this strip menu are used to edit default information entered when the price list was added; for example, the type of price list, customer & product levels, start and end dates, financial information, etc.

Strip Menu 2 - Details: Options on this strip menu are used to add and edit customer and item detail such as which customer groups and/or customers (depending on customer level set on the price list header) are on the price list, which product groups and/or products (depending on product level set on the price list header) are on the price list and the actual pricing detail.

Strip Menu 3 - Status: Options on this strip menu are used to change the status of the price list and to generate items onto the price list (when the product level on the price list header is set to 2, 3, 10 or 11-19) and also to view error messages (if any) received when attempting to make status changes. There is also an option to back out a price list, i.e. change the status from Approved to Working so that further editing can be done.

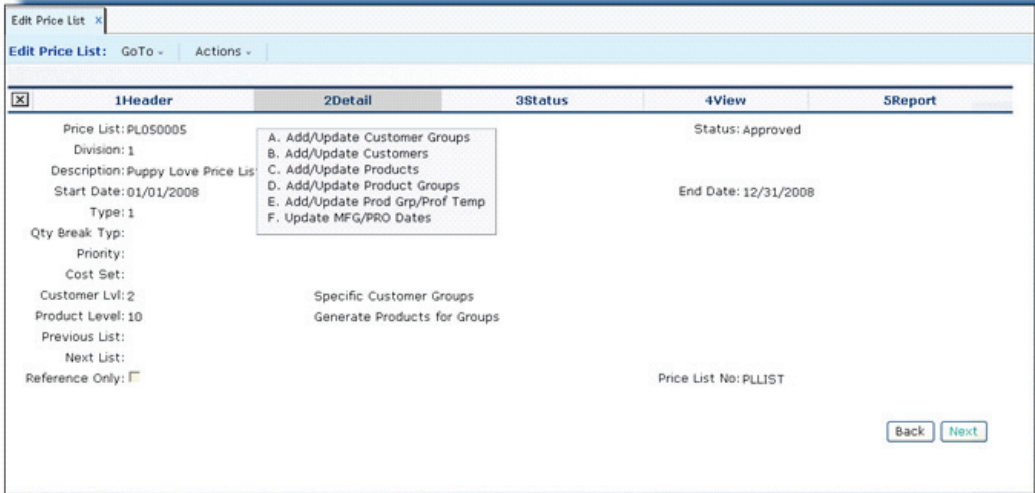
Strip Menu 4 - Views: Options on this strip menu allow you to view price list details such as customers, items, financial details, notes, etc.

Strip Menu 5 - Reports: Options on this menu allow you print reports (to a printer or page) with price lists details such as header detail, full detail, customer and item detail, etc.

QAD

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Edit Price List – Add/Update Customer Groups



The screenshot displays the 'Edit Price List' window in QAD. The '2Detail' tab is active, showing a list of actions to add or update customer groups. The actions are listed in a table with columns for '1Header', '2Detail', '3Status', '4View', and '5Report'. The actions are: A. Add/Update Customer Groups, B. Add/Update Customers, C. Add/Update Products, D. Add/Update Product Groups, E. Add/Update Prod Grp/Prof Temp, and F. Update MFG/PRO Dates. The 'Status' column shows 'Approved' for all actions. The 'End Date' is '12/31/2008'. The 'Price List No.' is 'PLLIST'. The 'Reference Only' checkbox is checked.

1Header	2Detail	3Status	4View	5Report
Price List: PLO50005	A. Add/Update Customer Groups		Status: Approved	
Division: 1	B. Add/Update Customers			
Description: Puppy Love Price List	C. Add/Update Products			
Start Date: 01/01/2008	D. Add/Update Product Groups			
Type: 1	E. Add/Update Prod Grp/Prof Temp		End Date: 12/31/2008	
Qty Break Type:	F. Update MFG/PRO Dates			
Priority:				
Cost Set:				
Customer Lvl: 2	Specific Customer Groups			
Product Level: 10	Generate Products for Groups			
Previous List:				
Next List:				
Reference Only: ☒			Price List No: PLLIST	

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Slide #

Add Price List - Strip Menu 2, Option A Add/Update Customer Groups (7.20.6.1, SM2.A)

The first step in adding detail to the price list is to add customer groups.



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Edit Price List – Add/Update Customer Groups

Edit Price List x

Edit Price List: GoTo - Actions -

Cust Group	Name	Inc	Start	End Date
RET	Retail Customers	☒	01/01/2008	12/31/2008
VGS	Vets, Groomers, Shelters	☒	05/30/2008	12/31/2008

Type: 1

Qty Break Typ:

Priority:

Cost Set:

Customer Lvl: 2

Product Level: 10

Previous List:

Next List:

Reference Only: ☐

List Price

Specific Customer Groups

Generate Products for Groups

Price List No: PLLIST

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Slide #

Add Price List - Strip Menu 2 (cont.)

Use the Insert command to add all applicable groups to the price list. Make sure that the Inc box is checked.

Note Even if the customer level on the price list header is set to 3 - Specific Customers, you must still add the customer group to which the customer belongs using this option before you can add the customer, using the next Strip Menu option, Option B.

QAD
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Edit Price List – Add/Update Customers

Edit Price List: GoTo - Actions -

Customer Code: PLM01
Customer Grp:
Inclusion?: ☐
Start Date: 05/30/2008
End Date: 12/31/2008

Cost Set:
Customer Lvl: 2
Product Level: 10
Previous List:
Next List:
Reference Only: ☐

Specific Customer Groups
Generate Products for Groups

Price List No: PLLIST

RECORD BEING ADDED (lpcuse.p)

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Slide #

Add Price List - Strip Menu 2, Option B Add/Update Customers (7.20.6.1, SM2.B)

This option can be used in two ways:

- Price List Customer Level = 2, 4 or 5: to exclude individual customers from the price list.
- Price List Customer Level = 3: to add individual customers to a price list.

Use the Insert command to enter data.

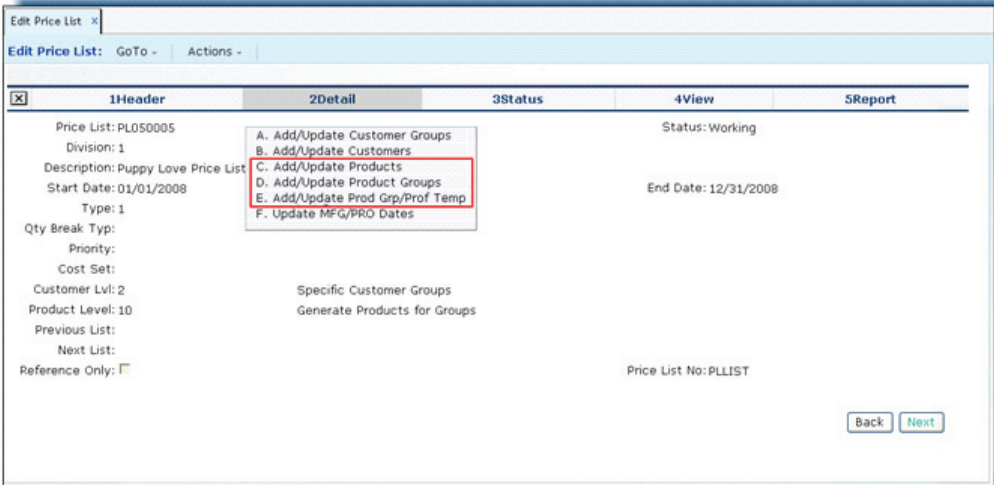
Field	Description
Customer Code	The customer number of the customer you want to exclude/include.
Customer Grp	The customer group for the customer.

Field	Description
Inclusion	For #1 above: Cannot be edited. The logic is that if you have put on a price list at the group level, the only customer level editing you would need to do is to exclude a customer from the list. Be default, they are on the list if they are part of a group that is on the list. For #2 above: The Inc box is checked by default. Remember, you are adding customers one at a time.
Start Date	Defaults from the Start Date on the price list header. This can be edited. For example, if you want to exclude a customer from the price list for a short period of time, change this start date.
End Date	Refer to Start Date above.



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Edit Price List – Add/Update Products or Product Groups



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Slide #

Add Price List - Strip Menu 2 Options C,D,E, Add/Update Products or Product Groups (7.20.6.1, SM2.C)

These options are used to add products to the price list. Which of them is used depends on the product level set on the price list header. All of them are shown here.

Product Level	Description	Use Option	Do Generate Step?
2	Generate Product with Breaks	D - Add/Update Product Groups	Yes
3	Generate Products No Breaks	D - Add/Update Product Groups	Yes
4	Specific Products	C - Add/Update Products	No
10	Generate Products for Groups	D - Add/Update Product Groups	Yes

Product Level	Description	Use Option	Do Generate Step?
11-19	Generate Products for Profiles 1-9	D - Add/Update Product Groups	Yes
20	Price by Product Group	E - Add/Update Prod Group/Prof Temp	No
21-29	Price by Profiles 1 - 9	E - Add/Update Prod Group/Prof Temp	No



Edit Price List – Adding Product Groups

Edit Price List

Edit Price List: GoTo - Actions -

Code	Description	UOM	Inc	Start	End Date
FOOD	Dog Food	*	☒	01/01/2008	12/31/2008
TOY	Pet Toys	*	☒	01/01/2008	12/31/2008

Generate Products for Groups (7.20.6.1, SM2.D)

- For Product Levels 10-19

Add/Update Prod Group/Prof Temp (7.20.6.1, SM2.E)

- For Product Levels 20-29

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Slide #

Add Price List - Strip Menu 2 Option D & E

This option includes Generate Products for Groups (7.20.6.1, SM2.D) and Add/Update Prod Group/Prof Temp (7.20.6.1, SM2.E). The product groups are entered onto the price list in the same way for both Options D and E. Use the Insert command to enter the applicable product groups. The difference is:

- When a product level between 10 and 19 is used, the generate step must be performed (discussed in the section immediately below).
- When a product level between 20 and 29 is used, the generate step is omitted.



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Edit Price List – Generate Price List

Edit Price List x

Edit Price List: GoTo - Actions -

1Header	2Detail	3Status	4View	5Report
Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	Main Division List Price Specific Customer Gr Generate Products for Groups	A. Check for Overlaps B. View Overlap Messages C. Generate Price List D. View Generation Messages E. Approve Price List F. View Approval Messages G. Backout Price List H. View Backout Messages I. Finish Price List J. Delete Price List	Status: Working End Date: 12/31/2008 Price List No: PLLIST	

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Slide #

Add Price List - Strip Menu 3, Option C Generate Price List (7.20.6.1, SM3.C)

What is generate and why do I need it?

Generate Price List is exactly what it sounds like. TRM searches its Item Master and enters all items which meet the selection criteria entered in the previous step, i.e. all those products belonging to the specified product group(s) or profile, onto the price list.

Being able to enter products onto a price list in a group is one of the singular benefits of using TRM. It allows a user to simply enter the group code onto the price list and let the system do the rest. It not only saves time but increases accuracy by eliminating the likelihood that an item will be overlooked or that a wrong item code will be entered.

The product levels that require the generate option are used whenever a price list requires that each item has a unique price or discount, typically a list price list, a net price list and, less typically, some discount price lists.



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Edit Price List – Add/Update Products

Edit Price List x

Edit Price List: GoTo - Actions -

1Header	2Detail	3Status	4View	5Report
Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Type: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	A. Add/Update Customer Groups B. Add/Update Customers C. Add/Update Products D. Add/Update Product Groups E. Add/Update Prod Grp/Prof Temp F. Update MFG/PRO Dates Specific Customer Groups Generate Products for Groups		Status: Generate End Date: 12/31/2008	
			Price List No: PLLIST	

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Slide #

Add Price List - Strip Menu 2, Option C, Add/Update Products (7.20.6.1, SM.C)

After the generate step is complete, prices are added to the individual items using this option. This option can be used in two ways:

- Price List Product Levels 2, 3, 10, 11-19: to add pricing to items generated onto the price list
- Price List Product Level = 4: to manually add individual products to a price list.



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Edit Price List – Generated List

Edit Price List

Edit Price List: GoTo - Actions -

Code	Description	Start	End Date	UOM	Pricing Value	Inc
PLF01	Puppy Love Beef, Dr	01/01/2008	12/31/2008	CS	.0000	
PLF02	Puppy Love Chicken	01/01/2008	12/31/2008	CS	.0000	
PLF03	Puppy Love Beef	01/01/2008	12/31/2008	EA	.0000	
PLF04	Puppy Love, Chicken	01/01/2008	12/31/2008	EA	.0000	

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Slide #

Add/Update Products (7.20.6.1, SM.C) (cont.)

The generated list will look similar to the example.



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Edit Price List – Add Price Details

Edit Price List

Edit Price List: GoTo - Actions -

Code	Description	Start	End Date	UOM	Pricing Value	Inc
PLF01	Puppy Love Beef, Dry	01/01/2008	12/31/2008	CS	00.00	☐
	Product: PLF01		Puppy Love Beef, Dry		00.00	☐
	Pricing Value: 50.00				00.00	☐
	Term Code:				00.00	☐
	UOM: CS		Case			
	Start Date: 01/01/2008					
	End Date: 12/31/2008					
	Inclusion?: ☒					

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Slide #

Add/Update Products (7.20.6.1, SM.C) (cont.)

Select User Option A - Edit Details to add price detail to all individual products on the list.

Field	Description
Product	The selected product from the list of products.
Pricing Value	The actual price, the discount percentage, the discount dollars, the markup percentage or the accrual percentage depending on the price list type.
Term Code	Not used
UOM	Default is the unit of measure on the item master. If the item is being sold in another unit of measure, it needs to be changed here.
Start Date	Defaults from price list header. If this item should be on the price list but the price is not effective until some time after the price list start date, this date can be changed.

Field	Description
End Date	Defaults from price list header. If this item's price is effective until some time before the price list end date, this date can be changed.
Inclusion	Default = checked. If this item was generated onto the price list because it was part of a selected product group but for some reason should not be on this price list, uncheck the box.



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Edit Price List – Updated List

Edit Price List x

Edit Price List: GoTo - Actions -

Code	Description	Start	End Date	UOM	Pricing Value	Inc
PLF01	Puppy Love Beef, Dr	01/01/2008	12/31/2008	CS	50.0000	☒
PLF02	Puppy Love Chicken	01/01/2008	12/31/2008	CS	50.0000	☒
PLF03	Puppy Love Beef	01/01/2008	12/31/2008	EA	35.0000	☒
PLF04	Puppy Love, Chicken	01/01/2008	12/31/2008	EA	35.0000	☒

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Slide #

Add/Update Products (7.20.6.1, SM.C) (cont.)

The completed list will look similar to the example.



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Edit Price List – Approve Price List

Edit Price List

Edit Price List: GoTo Actions

1Header	2Detail	3Status	4View	5Report
Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	Main Division List Price Specific Customer Groups Generate Products for Groups	A. Check for Overlaps B. View Overlap Messages C. Generate Price List D. View Generation Messages E. Approve Price List F. View Approval Messages G. Backout Price List H. View Backout Messages I. Finish Price List J. Delete Price List	Status: Generate End Date: 12/31/2008 Price List No: PLLIST	

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Slide #

Add Price List - Strip Menu 3, Option E, Approve Price List (7.20.6.1, SM.E)

After all prices have been added to the price list, the final step is to change the status from Generate (or Working if the generate step was not done) to Approved.



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Edit Price List – Approved List

Edit Price List x

Edit Price List: GoTo - Actions -

☒	1Header	2Detail	3Status	4View	5Report
	Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	Main Division List Price Specific Customer Groups Generate Products for Groups		Status: Approved End Date: 12/31/2008 Price List No: PLLIST	

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Slide #

Approve Price List (7.20.6.1, SM.E) (cont.)

The price list now approved. The system has created a corresponding price list in MFG/PRO that will be used to price sales quotes and sales orders.


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Edit Price List – Strip Menu 1 Options

Edit Price List
GoTo -
Actions -

1Header	2Detail	3Status	4View	5Report
Price List Options: A. Edit Price List B. Edit Financial Details C. Edit Breaks D. Edit Dates E. Edit Linkages F. Copy Price List G. Edit Notes Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	Main Division List Price Specific Customer Groups Generate Products for Groups		Status: Approved End Date: 12/31/2008	
			Price List No: PLLIST	

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Strip Menu 1 - Header (7.20.6.1, SM1)

After the creation of a price list, there are other options available to edit header, customer, product and pricing information. What can be edited depends on the status of the price list.

- At a Working status, all information can be changed.
- At a Generated status, the price list must be backed out, i.e. taken back to a Working status for editing.
- At an Approved status, there are very few things which can be changed, for example, dates. If an approved price list has not been used on a sales order, it can be backed out to a Working status for editing.

- If an error has been made after the price list has been used on a sales order, the only recourse is to copy the price list, end the old price list and make the corrections on the new price list.

Note Only options not already discussed are listed below.

Strip Menu 1 Options

Option	Description	Definition
A	Edit Price List	Used to edit header information including Description, End Date, Type, Cost Set, Customer Level, Product Level, Reference Only, Price List No
B	Edit Financial Details	Used to edit financial details including currency, combine type and discount sequence.
C	Edit Breaks	Used to add default quantity breaks to a price list. If all items on the price list get pricing based on quantity ordered, then the break levels are set here. For example, on a discount price list 1-99 10% 100-500 20% 500+ 30%
D	Edit Dates	Used to edit the start and end dates on the price list.
E	Edit Linkages	Not used in this version.
F	Copy Price List	Used to copy this price list with all customer and pricing detail to a new price list.
G	Edit Notes	Used to add informational notes to the price list. Notes are time, date and user stamped.



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Edit Price List – Strip Menu 3 Options

Edit Price List x

Edit Price List: GoTo - Actions -

1Header	2Detail	3Status	4View	5Report
Price List: PL050005 Division: 1 Description: Puppy Love Price List Start Date: 01/01/2008 Type: 1 Qty Break Typ: Priority: Cost Set: Customer Lvl: 2 Product Level: 10 Previous List: Next List: Reference Only: ☐	Main Division List Price Specific Customer Group: Generate Products for Groups	A. Check for Overlaps B. View Overlap Messages C. Generate Price List D. View Generation Messages E. Approve Price List F. View Approval Messages G. Backout Price List H. View Backout Messages I. Finish Price List J. Delete Price List	Status: Working End Date: 12/31/2008 Price List No: PLLIST	

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Slide #

Strip Menu 3 - Detail (7.20.6.1, SM3)

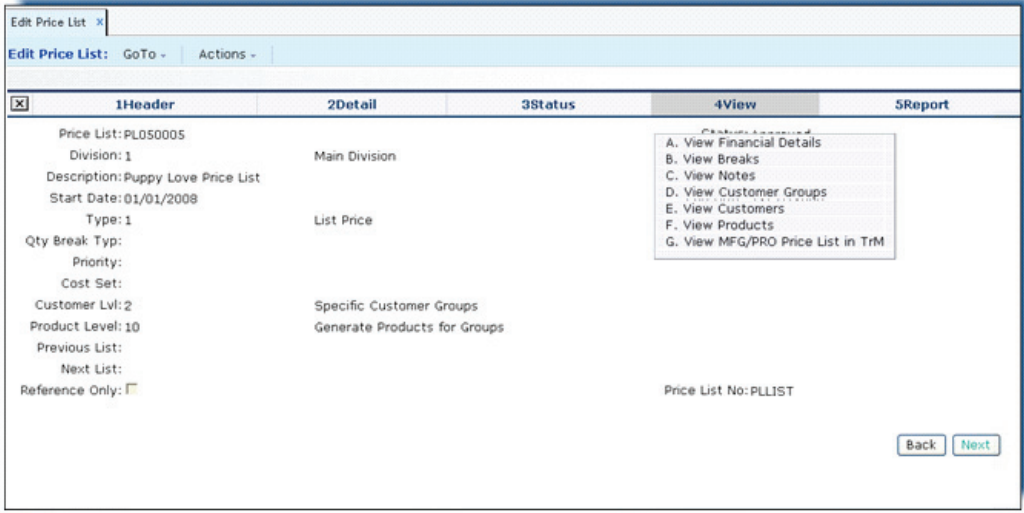
Option	Description	Definition
A	Check for Overlaps	Used to check to see if this price list overlaps another price list. Only works on approved price lists. Comparison is between price lists of the same type, i.e., list price price lists with the same customers, items, dates and currencies.
B	View Overlap Messages	Displays any overlaps found using Option A
G	Backout Price List	Used to change the status of a generated or approved price list. A backed out price list is always moved back to a Working status.
H	View Backout Messages	Displays error messages If the system encounters an error while attempting to back out a price list. For example, if attempting to back out an approved price list and it has been used on a sales order, the message will display here.

Option	Description	Definition
I	Finish Price List	Used to change the status of an approved price list to finished. The default new end date is the current date. This can be edited to whatever date the price list should be finished. This will automatically update the created MFG/PRO price list with the new end date. Once a price list has been finished, it cannot be re-instated.
J	Delete Price List	Self-explanatory. An approved price list cannot be deleted from the system.



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Edit Price List – Strip Menu 4 Options



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Strip Menu 4 - Views (7.20.6.1, SM4)

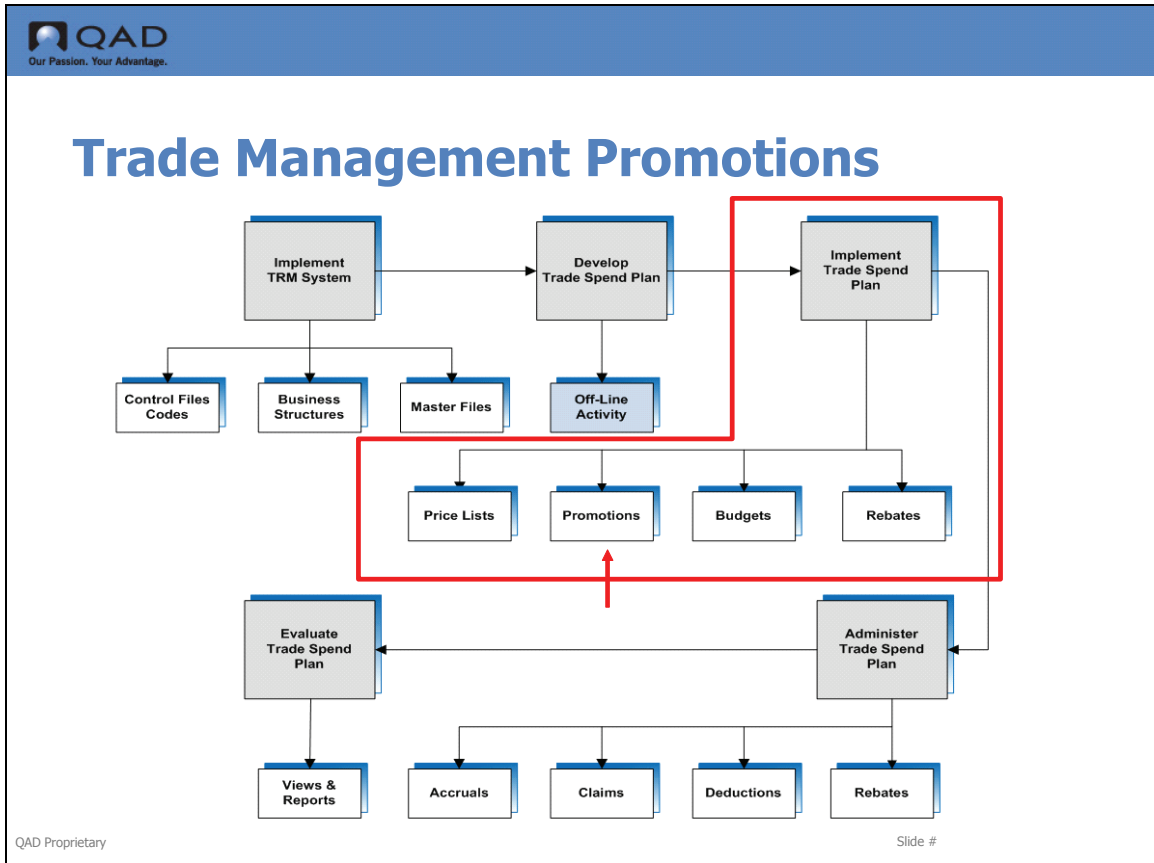
Option	Description	Definition
A	View Financial Details	Used to view price list financial details
B	View Breaks	Used to view default price list breaks
C	View Notes	Used to view price list notes
D	View Customer Groups	Used to view the price list customer groups
E	View Customers	Used to view the customers on the price list when the customer level is set to 3 - Specific Customers.
F	View Products	Used to view the price list products. Products will display regardless of the product level on the header.
G	View MFG/PRO Price List in TRM	Displays the technical data used in the creation of the MFG/PRO price list.

Editing Options - Strip Menu 5 - Reports (7.20.6.1, SM5)

[Not shown] This strip menu includes reports that can be printed to the screen or a printer.

CHAPTER 7

Promotions



Trade Management Promotions Implementation

This section covers the second step in the implementation of the actual trade spend plan - the setup of TRM promotions.



TRM Promotions

- ▲ Time Sensitive –offered for defined periods
- ▲ Targeted – defined purposes
 - Promote products at a trade show
 - Introduce new products
 - Stimulate sales in a marketing or geographic area
- ▲ Different GL Account Structure -- typically, promotional discount monies are not expensed into the standard product line sales discount accounts but are put instead into separate expense accounts
- ▲ More robust and flexible than price lists

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Slide #

Trade Management Promotions

Creating promotions is at the very heart of the TRM module and, along with price lists, provides the functionality to implement a company's total pricing and promotion spending plan. While price list functionality is well suited to implement a company's base (everyday) pricing and standard discounts, it lacks the tools necessary to handle the characteristic complexity of promotional discounts. Promotion functionality, on the other hand, is much broader in scope and has a more robust set of features, giving it the necessary flexibility and tools to be able to handle such complexity.

Collectively the money set aside, or budgeted, to be spent promoting the company's products to its customers is variously called promotional spend or trade spend and it is this component of its overall pricing strategy that TRM promotion functionality is specifically designed to address.

Promotional discounts have several common characteristics. They

- Are Time Sensitive: offered for a short, defined period of time (although they can be done for longer periods in some cases)
- Are Targeted: given for a specific, defined purpose. For example:
 - To promote the company's products at a trade show
 - To introduce a new product into the market
 - To stimulate product sales in a particular marketing or geographic area
- Have A Different GL Account Structure: most often, promotional discount monies are not expensed into the standard product line sales discount accounts but are put instead into separate expense accounts.



Types of Promotions

- ▲ Typically real time, as an off-invoice discount
- ▲ Retrospective or deferred claim promotions, paid after sale and invoice, are either
 - Billbacks – sometimes called a rebate or chargeback where a specified amount per unit is paid after sale
 - Lump Sums – fixed amount paid for a specific expenditure such as an ad or a slotting allowance
- ▲ Deferred claim promotions paid by either voucher or credit memo

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Slide #

Types of Promotions

Promotions come in many different varieties. In their simplest form, they are given in real time, as an off-invoice discount, but they can also be given retrospectively. Retrospective promotions are those that are paid to the customer after the product has been sold and invoiced. This is what TRM calls a deferred claim. Deferred claims are further divided into two different types based on the financial structure of the promotion:

- Billbacks: sometimes called a rebate or chargeback where the customer is paid a specified amount per unit purchased.
- Lump Sums: a fixed amount paid to the customer for a specific type of expenditure such as an ad or a slotting allowance.

Deferred claim promotions can be paid by either voucher or credit memo.



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Deal Category Maintenance

Deal Category Maintenance X

Deal Category*: OI

Description: Off Invoice

Deal Type*: OIP

Buying Code*: EVEN

Buying Base*: 1

Deal Group*: D

Clash Dates*: 1

Spread Method*: 2

Adj Val Prog*: tpadjcsm

Off Invoice %

Even Buying Spread

Buyin Dates

Discount

Buyin Dates

Even

Calculate LSum Adjusted Values

F1-Go 2-Help 4-End INS-Ins 6-Opt 7-Rcl 8-Clr

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Deal Category Maintenance (7.20.13.4)

This component refers to the method by which the promotional monies are paid to the customer. The values on the deal category record are system defaults and should not be changed unless a specific need is revealed during design testing.

Promotional monies can be paid at two distinct times:

- Real Time: at the time the actual sale is made, i.e. off invoice
- Retrospective: some period of time after the sale is made and invoiced

Four Deal Categories

Common Terminology	Description
Off Invoice	This is a real time deal category. Promotional monies are paid at the time of the sale and the discount is taken off invoice.
Billback, Chargeback, Deferred Claim	This is a retrospective deal category. Promotional monies are paid after the sale is made and a request for payment is made by the customer. Payment is made • By check sent directly to the customer (voucher payment) • By crediting the customer's AR account (credit memo) With this deal category, the amount of money spent is directly driven by the volume of product sold and is expressed as a rate per unit. For example, \$1.00/CS or 10%/CS. Because the amount of planned spend on the promotion is directly tied to the volume sold, it is important to estimate as closely as possible the quantities to be sold when entering the promotion.
Lump Sum, Coop	This is a retrospective deal category. Promotional monies are paid after the sale is made and a request for payment is made by the customer. Payment is made the same as for Billbacks above. With this deal category the amount of money on the promotion is not a function of the volume of product sold but is rather a fixed amount (lump sum) given for a specific purpose. For example, a slotting allowance or running an ad.
Bonus Stock, Buy One Get One (BOGO)	This is [usually] a real time deal category. Instead of payment in the form of promotional monies, payment for this deal category is by product given away at no charge, sometimes referred to as BOGOs. This is normally structured in such a way that buying a specified quantity of one product entitles the customer to get the same or another product for free. For example: Buy 10 of Item A, get 1 of Item B free.



Discount Pricing Methods

Pricing Methods for Discounts

Pricing Methods	\$	%	N
List price of ...	\$10	\$10	\$10
Now apply a discount of	\$1 off	10% off	Net price of \$9
Results in a discount value of ...	\$1	\$1	\$1
Invoiced Price	\$9	\$9	\$9
Price increase of 10%			
New list price of ...	\$11	\$11	\$11
Apply the same discount of	\$1	10%	Net price of \$9
Results in a discount value of ...	\$1	\$1.10	\$2
Invoiced price	\$10	\$9.90	\$9

Relative

Absolute

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Slide #

Discount Pricing

Pricing methods specify how the deal category is to be applied. There are three methods:

- Dollar Off (\$)
- Percentage Off (%)
- Net Price (N)

The illustration shows the pricing methods and their net effect on pricing.



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Deal Type Maintenance

Deal Type Maintenance x

Deal Type*: OI
Description: Off Invoice \$
Deal Category*: OI Off Invoice
Discount Type: \$
Deal Level: P
Value Base: B
Pay Method*: OI Off Invoice

F1-Go 2-Help 4-End INS-Ins 5-Del 6-Opt 7-Rcl 8-Clr

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Slide #

Deal Type Maintenance (7.20.13.3)

Deal Types are a combination of (a) one of the four deal categories and (b) one of the three pricing methods. The values on the deal type record are system defaults and cannot be changed.

Deal Category + Pricing Method = Deal Type

Category Method and Type Matrix

Deal Category	Pricing Method	Deal Type
OI: Off Invoice	\$: Dollar Off	OI\$: Dollar Off Invoice
OI: Off Invoice	?: Percentage Off	OI?: Percentage Off Invoice
OI: Off Invoice	N: Net Price	OIN: Off Invoice Net

Category Method and Type Matrix

Deal Category	Pricing Method	Deal Type
BB: Billback	\$: Dollar Off	BB\$: Billback Dollar Off
BB: Billback	%.Percentage Off	BB%: Billback Percentage Off
BB: Billback	N: Net Price	BBN: Billback Net
CSM: Lump Sum	N: Net Price	CSM: Lump Sum Net
BO: Bonus Stock	\$: Dollar Off	BO: Bonus Stock Dollar Off


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Deal Code Maintenance

Deal Type Maintenance x Deal Code Maintenance x

```

Deal Code*: OIS
Description: OI Allowance $
Edit Scroller*: trdea629      Edit off Invoice Deal
Deals Edit*: ptupd600        Update All Deals
Product Deals*: ptpdl600     Create Workfile - All Deals
Bonus's Differ: no
Deal Group*:
Group Editing?: yes
Edit Group 1*: PG            Product Group
Edit Group 2*:
Edit Group 3*:

```

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-Clr

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Slide #

Deal Code Maintenance (7.20.13.2)

The deal code is the combination of one or more deal types. These are the codes that appear on the actual promotion. There are several standard TRM deal codes; however, if required, new combination codes can be created by users.

The deal code can contain only a single deal type or it can have a combination of two and up to four deal types; however a deal code cannot have a combination of deal types where the deal category is duplicated. For example you cannot have a deal code that has OI\$ and OI% where the deal category OI is repeated with a different payment method.

Example: a promotion for a new item introduction frequently has several components as part of the promotional offer:

- Off Invoice \$ for all units bought for the 1st month

- Billback \$ for all units bought for the 2nd month, rebated back upon customer's proof of purchase
- Lump Sum money to be used to run an ad for the new product, paid upon customer's proof of performance.

Instead of having to enter 3 separate promotions for each of the different deal types being offered, a deal code consisting of all three types can be set up and used on a single promotion. In the example above, the deal code would be OI\$BB\$LS.



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Promotion Status Code Maintenance

Promotion Status Code Maint x

ST	Code	Description
00	0Delete	Deleted
01	1Copy	Saved for Copying
02	2Proposed	Proposed Promotion
03	3Planned	Planned Promotion
04	4waitApprv	Awaiting Managemt Approval
05	5Confirmed	Confirmed by all parties
06	6Live	Currently running promotin
07	7Finished	Finished waiting claims
09	9Closed	Promotion Complete & cload
10	Archived	Promotion Archived

F1-Go 2-Help 4-End ENT-Upd 6-Opt Home-PgF End-PgL

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Slide #

Promotion Status Code Maintenance (7.20.13.13)

This table holds the promotion status codes used by the system to determine the stages in the promotion's life cycle. The codes cannot be changed but the Code and Description fields can be modified.

Status	Description	Definition
00	Deleted	The promotion has been deleted. You cannot edit a deleted promotion and once it has been deleted, it is not visible in any promotion lookup, view or report.
01	Saved for Copying	This status is used when creating a template promotion.

Status	Description	Definition
02	Proposed Promotion	When a new promotion is entered, it is automatically assigned to this status. The promotion is in the system but nothing is going to happen with it until it is moved to a higher status. A promotion is not active until it is moved to Status 5. At Status 2, anything on the promotion may be edited.
03	Planned Promotion	At this status the promotion is linked to promotion budgets. Depending on the budgeting criteria, a promotion may be linked to one or more promotion budgets. Moving a promotion to Status 3 analyzes the impact of the promotion's planned spending on the budgets to which it is linked and allows users to make changes before it becomes an active promotion. At Status 3, only some of the elements on the promotion can be edited. Moving a promotion to Status 3 is not mandatory and many sites simply create the promotion (Status 2) and then move it to Status 5.
04	Awaiting Managemt Approval	This status is set by the system. When a promotion fails to find budgets to which it can be linked during a move to Status 5, the system sets the promotion to Status 4 until the budgeting issues have been resolved.
05	Confirmed by all parties	This level is selected by the user. When moving the promotion from Status 2 to Status 5, the system attempts to link the promotion with one or more promotion budgets using user defined budgeting rules. If it cannot be linked to any budgets, it is set to status 4 as outlined above. If it passes the check, it is set to status 5 and is confirmed as an active promotion. If a promotion has already been moved to Status 3 as outlined above, the budget check/link step has already been completed and the promotion is simply set to Status 5. When a promotion contains an off-invoice element, the price lists are also automatically created at this point.
06	Currently running promotion	Not used in this version.
07	Finished waiting claims	This status is set by the user. Once a promotion is set to Status 7, claims can still be processed against it; however no further sales will accrue against the promotion's planned spend.
09	Promotion complete and closed	When a promotion is set to Status 9, no claims or deductions can be processed against it. If it is an off invoice promotion, the discounts will no longer be applied to sales orders.
10	Promotion Archived	Not used in this version.



Pricing Workbench Parameters

Pricing Workbench Parameters x

Sequence Prog*: ptpdlsad	Deal Sequence "ad"
Sequence*: ad	Product Group/Product(General)
Batching Limit:	
Price List Pg: tpplsml	Retrieve Product Price/Cost ex MFG
Group Editing?: no	
Sale Qty Date:	
Sale Qty Prog: ptsalqty	Retrieve Sale Qtys for Deal Edit

F1/Enter-Update F4-Exit

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Slide #

Pricing Workbench Parameters (7.20.13.16)

This is used to define the various components used in the promotion workbench. These values are set by the system and should not be changed with one exception as noted below.

Price List Pg

When the promotion pricing workbench screen displays during promotion entry or edit, this program determines where TRM will get the item list price to do the analysis between list and promotional pricing.

- Default = tpplsml - TRM will use the list price on the Item Master. This option can only be used if a site is actually showing a price in the item master. If the price in the Item Master = \$0.00, the item will not appear on the pricing workbench.

This program is very rarely used.

- `tpplselm` - TRM will use the item list price from a list price price list. If an item has more than one list price, TRM will use the lowest list price. If the item does not appear on any valid list price price list, the item will not appear on the pricing workbench.

In most instances, this is the program that will be used and this field should be changed accordingly.



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Clash Code Maintenance

Clash Code Maintenance x

Clash Code*: STD
Description: Customer/Product/Region
Check Routine*: tpclshfa Clashes Checking Routine
Scroller*: pvcls Clashes Scroller Prefix
Line Format*: aa CusGrp/Deal/Date/Stat/Own/UDC1
Desc Format*: aa UDC2/UDC3/UDC4/Plan\$/Act\$/Qtys
Sequence Code*: aa Buyin Date/Status

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

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Slide #

Clash Code Maintenance (7.20.13.18)

The programs necessary to perform a clash check during promotion entry or editing are maintained here. One clash check routine is supplied with TRM. If a company has an alternative program written, this information would be entered here to take the place of the standard program.

What is a clash code?

In some businesses, it is perfectly normal and acceptable to have overlapping promotions. In other businesses such a situation indicates that there is an issue which needs to be researched and resolved. In either case, the TRM clash check routine provides the means to identify not only that there is a clash, but also what customer-product combinations it occurs on.

The clash check is run during promotion entry and is designed to insure that there are not multiple promotions for the same customer/item/date combination running at the same time. When the clash check is run, the routine compares the current promotion only with promotions with statuses between Status 3 - Planned and Status 7 - Finished. The clash program performs two checks:

The current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For the same customer
- For the same product

This first rule insures that an individual customer is not receiving a double promotion when he's not entitled to both.

Then, the current promotion is said to clash with another when:

- There is an overlap of at least one day
- In the same division
- In the same region
- For a different customer
- For the same product

The reason for the second check is not to highlight doubling of promotions to an individual customer, but to prevent a situation where, within the same area, two competitors are being offered a promotion on the same day for the same products with different promotion amounts. Preventing this situation is especially important in the retail sector.

Promotion UDC-1 Maintenance

Promotion UDC-1 Maintenance x

UDC 1	Description
AD	Advertising
INTRO	New Item Intro
SEASON	Seasonal Promo
SHOW	Shows
SLOT	Slotting
SQ	Standard Qtrly Allow

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Slide #

Promotion UDC-1 to UDC-4 Maintenance (7.20.13.12.1-4)

Promotion UDCs (user defined codes) are to promotions what profile values are to customers and products, providing additional fields to identify and group promotions for reporting purposes. They can also be used to set up promotion budgets. Whether a UDC is used, is mandatory and can be entered when a promotion is added or edited is defined on Page 6 of the TRM Control File. The setup is the same for all UDCs used. As with profile values, before a UDC can be used on a promotion, a table of valid values must be set up. This setup is done here.

UDC 1

A code for this user defined code

Description

A description for this user defined code



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Add Promotion

Add Promotion X

Add Promotion: GoTo - Actions -

Promotion #: 1053

Status: 2Proposed

Proposed Promotion

Description: Puppy Love Summer Promo

Buy Open: 06/01/2008 Sun 01 Jun

Buy Close: 07/31/2008 Thu 31 Jul

Deal: O1&LS

Division: 1

Region: USA

Owner: demo

Responsibility: demo

Customer Level: G

Product Level: G

Promo Type: SEASON

Special Type: SUM

O1 Allowance \$ & Lump Sum

Main Division

USA

Demo

Customer Group

Product Group

Seasonal Promo

Retail Start: 06/01/2008 Sun 01 Jun

Retail Finish: 07/31/2008 Thu 31 Jul

Next Action:

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Slide #

Add Promotion - Header Screen (7.20.1.1)

All promotions are set up here.

Field	Description
Promotion	System assigned sequential number for this promotion.
Status	Determines where a promotion is in its life cycle. Some statuses are system assigned and others can be set manually. [Refer to Setup: Promotion Status Code Maintenance]
Description	A user defined description of this promotion. Shorter is better as this description appears on many screen inquires and reports and it should be easy for users to correctly identify the promotion.

Field	Description
Buy Open	The first day a promotion is effective. If the promotion contains an off-invoice piece, what this date represents is determined by the settings in the MFG/PRO Pricing Control File. (For a complete discussion of this subject refer to Plan Implementation - Price Lists, and go to the section on Pricing Control. If the promotion contains a billback piece, this date represents the first day sales will begin to accrue for promotion payment claims. (Accruals are discussed in a separate section of this guide.) If the promotion contains a lump sum piece, this date represents the first day claims for payment can be made against the promotion.
Buy Close	The last day a promotion is effective. See Buy Open above.
Retail Start/ Retail Finish	This is an optional second set of dates which can be used to indicate when the promotion will actually be run by the customer. These dates do not drive any promotional activity and are for reference only. They are almost always set to be equal to the Buy Open/Buy Close dates. For example, the promotion may have a start date of 06/01/2008 meaning that the customer can buy product at the promoted price on that date; however, the customer will not start offering the product to the consumer until 06/08/2008, one week after he has begun buying/stocking the promoted items.
Deal	The deal code for this promotion. [Refer to Setup: Deal Code Maintenance]
Division	The division for this promotion. In a multi-divisional setup, the first division will default into this field. Be careful to change it to the correct division. If you accept the default and move to the next field, this field cannot be edited and you will need to exit and start over.
Region	The region for this promotion. This value will default to the region listed on the staff record of the user entering the promotion.
Owner	This is a generic field and can be defined any way that is meaningful to the company. It is most often used in conjunction with the Responsibility field where one field is used to denote the person responsible for authorizing the promotion (sales manager, marketing manager, etc.) and the other is used to denote the person responsible for administering and maintaining the contract (sales administrative manager, etc.) If a company elects to use these fields in this way, the users must be set up as users in MFG/PRO and TRM.
Responsibility	See Owner above.

Field	Description
Customer Level	Promotions can be entered for groups of customers or for individual customers. A promotion can have multiple customers or multiple customer groups. The two most commonly used customer levels are: • G - Customer Group: At this level, all customers who belong to the specified customer group (or groups) at the time the promotion is confirmed will be on the promotion. When customers are added to or deleted from the group they can either be manually added to or deleted from any promotion on which their customer group appears or the promotions can be updated automatically when a TRM utility called Bulk Update is run. • S - Specific Customers: At this level, all individual customers must be entered manually. When a customer needs to be added to or deleted from the promotion, it must be done manually. Less commonly used customer levels: • P - Predefined Customer Group: At this level, all customers who belong to the specified predefined group or groups at the time the promotion is confirmed will be on the promotion. Additions or deletions from the group are the same as for the G level above. • R - Customers in a Region: At this level, all customers who are in the region specified on the promotion header at the time the promotion is confirmed will be on the promotion. Additions and deletions from the group are the same as for the G level above.
Product Level	Promotions can be entered for groups of products or for individual products. There can be multiple products or product groups on a promotion. • G - Product Group: At this level, all products that belong to the specified product group (or groups) at the time the promotion is confirmed will be on the promotion. When products are added to or deleted from a group, they can either be manually added to or deleted from any promotion on which their product group appears or the promotions can be updated automatically when a TRM utility called Bulk Update is run. • S - Specific Products: At this level, all individual products must be entered manually. When a product needs to be added to or deleted from the promotion, it must be done manually. Unless there are only a few items to be entered on the promotion, it is usually best to put the promotion on at the group level and edit the group product list to include only those which should be on the promotion. This editing procedure is discussed in a section below.
Promo Type (UDC1)	A code for this UDC. Any code entered here must have been set up on UDC1 Maintenance. [Refer to Setup: Promotion UDC1 - UDC4 Maintenance]
Special Type (UDC2)	A code for this UDC. Any code entered here must have been set up on UDC2 Maintenance. [Refer to Setup: Promotion UDC1 - UDC4 Maintenance]



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Add Customer Groups/ Customers Information

Add Promotion >

Add Promotion: GoTo - Actions -

Promotion #: 1053 Status: 2Proposed Proposed Promotion

Description: Puppy Love Summer Promo

Customer Level: G Customer Group

Region: USA USA

Zone:

Predefined Gp:

Customer Grp: RET Retail Customers

Save & Exit ? ☒

Responsibility: demo Demo

Customer Level: G Customer Group

Product Level: G Product Group

Promo Type: SEASON Seasonal Promo

Special Type: SUM Summer Days Promotion

01 Jun
31 Jul

NEXT ACTION:

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Slide #

Add Promotion - Add Customer Groups/Customers Information (7.20.1.1)

When adding a promotion, after the header screen is complete, each additional screen (to add customers and items) will appear automatically in sequential order. If you complete the header screen and exit, the promotion will be saved and you will have to add customers and items via Promotions Menu, Edit Promotion (7.20.1.2). If you exit the header screen before completing it, the promotion will not be saved and you will have to start over.

Field	Description
Customer Level	Defaults from entry on the header screen
Region	Defaults from entry on the header screen
Zone	Not used in this version.

Field	Description
Predefined Gp	Leave blank
Customer Grp	The code for the customer group on the promotion.
Save & Exit	If this box is checked, then only the group entered in the field above will be entered on the promotion. If there are multiple customer groups on the promotion, then leaving this box unchecked allows for entry of additional customer groups.



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Add Additional Customer Groups

Add Promotion x

Add Promotion: GoTo - Actions -

Promotion #: 1058Status: 2ProposedProposed Promotion

Description: test

Customer Level: GCustomer Group

Region: USACustomer Group

Cust GroupName

RETRetail Customers

VGS

Responsibility: DemoDemo

Customer Level: GCustomer Group

Product Level: GProduct Group

Promo Type: SEASONSeasonal Promo

Special Type: SUMSummer Days Promotion

Next Action:

RECORD BEING ADDED (trslgr2.p)

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Slide #

Add Customer Groups/Customers Information (7.20.1.1) (cont.) - Add Additional Customer Groups

Choosing Menu on the Actions tab and choosing Option A - Add Required Customer Groups will bring up the Add Customers screen.

Choose Insert on the Actions tab and add another customer group. Do this for each customer group that belongs on the promotion and then press Enter or Next. This will return you to the Save and Exit box. Check this box to advance to the Notes screen.



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Add Promotion Notes

ability: demo
Level:
p Type
Type

Add Notes y/n?

Add Promotion

Add Promotion: GoTo - Actions -

Promotion #: 1053 Status: 2Proposed Proposed Promotion

ENTERED BY demo ON 06/11/08 AT 16:47

Buy Add any additional information about the promotion

Special Type: SUM Summer Days Promotion

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Slide #

Add Promotion - Add Notes (7.20.1.1)

If there is any additional information that a user wants to add to this promotion, it is entered here.

All notes are date, time and user stamped. They do not appear on any views or reports and can only be accessed from within the promotion itself.



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Add Products/Product Groups

Add Promotion

Add Promotion: GoTo - Actions -

Promotion #: 1053
Status: 2Proposed
Proposed Promotion

Description: Puppy Love Summer Promo

Flavor:

Type:

Size/Pack:

Product Group:

operator type: 2001

summer days promotion

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Slide #

Add Promotion - Add Products/Product Groups (7.20.1.1)

This is the product selection screen. What appears here is controlled by the product level entered on the promotion header screen and how many product profile values are being used.

In the example, the product level on the promotion header was set to G for Product Group.

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Specific Product Selection

Edit Promotion x

Edit Promotion: GoTo ~ Actions ~

Promotion Code: 1052Status: 2ProposedProposed Promotion:

Flavor:Type:Size/Pack:

Product Code:Product Group:

Spec Type: SUMSummer Days PromotionUDC-3:UDC-4:

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Slide #

Add Products/Product Groups (7.20.1.1) (cont.)

This screen shows what appears when the product level on the promotion header is set to P for specific products.



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Product Group List

Add Promotion

Add Promotion: GoTo - Actions -

Promotion #: 1053

Status: 2Proposed

Proposed Promotion

Product	Description
* PLF01	Puppy Love Beef, Dry 6/10#
* PLF02	Puppy Love Chicken Dry, 6/10#
* PLF03	Puppy Love Beef Dry, 50#
* PLF04	Puppy Love, Chicken Dry, 50#

Region: USA

Owner: demo

Responsibility: demo

Customer Level: G

Product Level: G

Promo Type: SEASON

Special Type: SUM

USA

Demo

Demo

Customer Group

Product Group

Seasonal Promo

Summer Days Promotion

Next Action:

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Slide #

Add Products/Product Groups (7.20.1.1) (cont.)

Continuing with example promotion where the product level on the promotion header is set to G, once the group code has been entered, a list of the products in that group will appear on the next screen. Notice that all the items in the group are marked with an asterisk (*). Each marked item will be included on the promotion.

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Removing Items from Product Groups

Add Promotion x

Add Promotion: GoTo - Actions -

Promotion #: 1053Status: 2ProposedProposed Promotion

Product	Description
* PLF01	
* PLF02	
* PLF03	
* PLF04	

Add Promotion x

Add Promotion: GoTo - Actions -

Promotion #: 1056Status: 2ProposedProposed Promotion

Product	Description
* PLF01	Puppy Love Beef, Dry 6/10#
* PLF02	Puppy Love Chicken Dry, 6/10#
* PLF03	Puppy Love Beef Dry, 50#

Division: 1Main Division

Region: USAUSA

Owner: demoDemo

Responsibility: demoDemo

Customer Level: gCustomer Group

Product Level: gProduct Group

Promo Type: seasonSeasonal Promo

Special Type: sunSummer Days Promotion

Next Action:

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Slide #

Add Products/Product Groups (7.20.1.1) (cont.)

If any of the items in the group should not be on the promotion, this list can be edited to exclude them by removing the *.



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Deal Pricing Workbench

Add Promotion >

Add Promotion >

Add Promotion: GoTo - Actions -

Puppy Love Beef, Dry 6/10#1056

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01		50.00	.00				.000	
* PLF02		50.00	.00				.000	
* PLF03		35.00	.00				.000	

Prod

Volume

List

\$Off

LumpSum

Spend

% Off

Rate/C

Margin

3

.00

.00

.000

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Slide #

Add Promotion - Deal Pricing Workbench (7.20.1.1)

Once all of the customers and items have been added to the promotion, the Deal Pricing Workbench screen appears. This is where the financial details - planned volumes, spends, etc. are added. Note that these are added at the product level and not at the customer level. Also note that the amounts in the Price column are the item list prices. If an item has multiple list prices, the lowest list price in effect for the dates on the promotion header is what displays.



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Workbench is Promotion Dependent

Add Promotion X Add Promotion >

Add Promotion: GoTo - Actions -

Puppy Love Beef, Dry 6/10#1053

Product	Volume	Price	Lump Sum	Billback	Off/Inv	Spend
* PLF01		\$0.00	.00	.00	.00	.00
* PLF02		\$0.00	.00	.00	.00	.00
* PLF03		\$35.00	.00	.00	.00	.00

Prod	Volume	List	Spend
3		.00	

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Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

There are several deal pricing workbench screens. Which screen appears depends on the deal code that was entered on the promotion header. Below is an example of the pricing workbench screen for a promotion with a deal code of OI\$BB\$LS. Note the difference between this screen and the one above with a deal code of OI\$&LS.



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Editing Deal Components

Edit Promotion X

Edit Promotion: GoTo - Actions -

Puppy Love Chicken Dry, 6/10#1053

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01		45.00	.00			☒		
* PLF02		50.00	.00					
* PLF03		35.00	.00					

Options

A. Edit Off Invoice
B. Edit Lump Sum
C. Target by Totals (Off Invoice)

Prod	Volume	List	\$Off	LumpSum	Spend	% Off	Rate/C	Margin
3		.00	.00				.000	

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Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

Each component of the deal must be edited separately.



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Adding Off-Invoice Components

Edit Promotion x

Edit Promotion: GoTo - Actions -

Puppy Love Beef, Dry 6/10#1056

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01							.000	
* PLF02							.000	
* PLF03							.000	

Prod 3

Group: FOOD

Product: Dog Food

List Price:

Planned Vol:

UOM

Pricing UOM:

Retail UOM:

\$Off

%Off

Net\$

Rate/C

Margin

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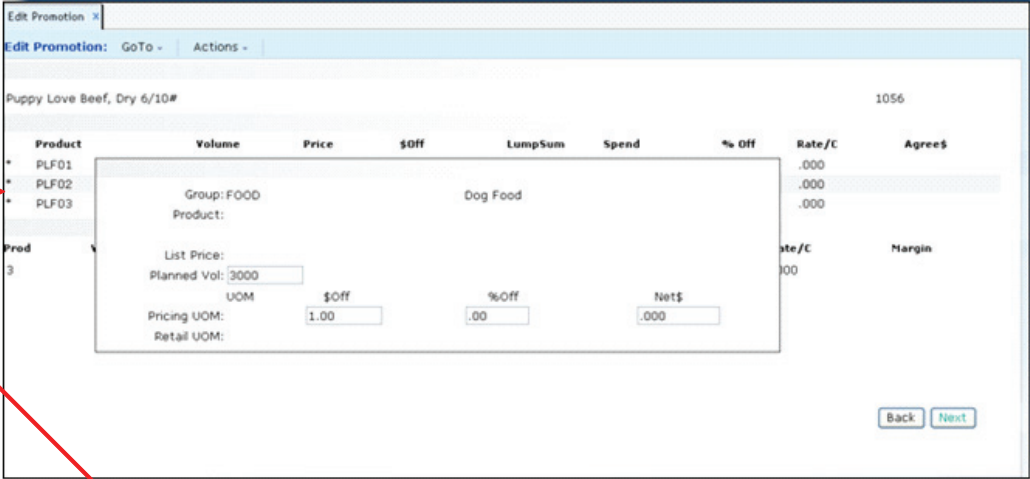
Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

This is the screen where the details are added for the Off Invoice part of the promotion.



Spreading Volume Across Products



When multiple products are tagged, the volume is spread over all of the tagged products.

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Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

Field	Description
Planned Vol	The volume of the product or products expected to be sold on promotion. When multiple products are tagged (as in the sample screen shot above), the volume entered here is spread over all of the tagged products. If each product has a different planned volume, then all products need to be untagged and each item highlighted and entered separately.
Pricing UOM:	The promotional amount to be given. Enter the amount in the appropriate column, i.e. if this is a \$ off promotion, enter the amount in the \$Off field, etc.



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Workbench Summary

Edit Promotion x

Edit Promotion: GoTo Actions

Puppy Love Chicken Dry, 6/10#1053

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01	1000	45.00	1.00		1000	2	1.000	
* PLF02	1000	50.00	1.00		1000	2	1.000	
* PLF03	1000	35.00	1.00		1000	3	1.000	

Prod	Volume	List	\$Off	LumpSum	Spend	% Off	Rate/C	Margin
3	3000	43.33	.00		3000	2	1.000	

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Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

This is the screen that displays after the workbench details have been entered. Note that the planned volume of 3000 has been spread evenly across the promotion items and that the \$1.00 per unit has been entered on each item.



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Entering the Lump Sum

Edit Promotion >

Edit Promotion: GoTo - Actions -

Puppy Love Chicken Dry, 6/10#

1056

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01	1000	50.00	1.00		1000	2	☒	
* PLF02	1000	50.00	1.00		1000	2		
* PLF03	1000	35.00	1.00		1000	3		

Options

A. Edit Off Invoice

B. Edit Lump Sum

C. Target by Totals (Off Invoice)

Margin

BackNext

Edit Promotion >

Edit Promotion: GoTo - Actions -

Puppy Love Chicken Dry, 6/10#

1056

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01							1.000	
* PLF02							1.000	
* PLF03							1.000	

Group: FOOD

Product: Dog Food

List Price:

Planned Vol: 3000

Lump Sum \$: 500

Lump Sum %: .00

Rate/C 1.000

Margin

BackNext

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Deal Pricing Workbench (7.20.1.1) (cont.)

The lump sum piece is entered next.

Field	Description
Planned Vol	Defaults from information entered on the Off Invoice screen
Lump Sum	The fixed amount offered on the promotion.



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Workbench Calculation Summary

Edit Promotion x

Edit Promotion: GoTo - Actions -

Puppy Love Chicken Dry, 6/10#1056

Product	Volume	Price	\$Off	LumpSum	Spend	% Off	Rate/C	Agree\$
* PLF01	1000	50.00	1.00	185	1185	2	1.185	
* PLF02	1000	50.00	1.00	185	1185	2	1.185	
* PLF03	1000	35.00	1.00	130	1130	3	1.130	

Prod	Volume	List	\$Off	LumpSum	Spend	% Off	Rate/C	Margin
3	3000	45.00	.00	500	3500	3	1.167	

BackNext

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Slide #

Deal Pricing Workbench (7.20.1.1) (cont.)

The lump sum of \$500.00 has been spread across the products using an algorithm based on the list price of each item. In addition, for each item TRM has calculated:

Calculations	
The Total Spend	Volume (1000) x OI (\$1.00/CS) + Lump Sum = \$1,185 (\$1000 + 185)
Discount From List	Spend (\$1185) /Volume at List Price (\$5000)
Discount Rate/Unit	Spend (\$1185)/Volume (1000)



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Completed Promotion

Edit Promotion X

Edit Promotion: GoTo - Actions -

X	1Header	2Detail	3Status	4Review	5Views	6Claim	7Budget	8Report
Promotion Code: 1053			Status: 2Proposed		Proposed Promotion			
Description: Puppy Love Summer Promo								
Buy Open:		06/01/2008	Sun	01	Jun		Retail Start:	
Buy Close:		07/31/2008	Thu	31	Jul		Retail Finish:	
Deal: OI&LS		OI Allowance \$ & Lump Sum						
Division: 1		Puppy Love Pet Products						
Region: USA		USA						
Owner: demo		Demo						
Responsibility: demo		Demo						
Customer Level: G		Customer Group						
Product Level: G		Product Group						
Promo Type: SEASON		Seasonal Promo						
Spec Type: SUM		Dog Days of Summer Promo						
UDC-3:								
UDC-4:								
Next Action:								
BackNext								

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Promotion Completion

The promotion has now been entered. However, it is still at Status 2. At this status, any information on the promotion can be edited.

We will leave this promotion at the proposed status until the next section on Promotion Budgets has been completed. When the promotion budget has been entered, we can then confirm the promotion and see its effect on pricing with a pricing what-if inquiry.



Summary

▲ TRM Promotions

- Used to set up a company's promotional discounts
- Various called promotions, deals, trade spend
- Are not limited to off invoice discounts
- Have more flexibility to handle complex promotion offerings

▲ Promotion Characteristics

- Time sensitive, usually short periods several times during fiscal year
- Targeted with a defined purpose such as an ad, etc.
- Different GL account structure from base discounts

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Summary



Summary (cont.)

- ▲ TRM Promotions can be done
 - As a dollar discount (\$)
 - As a percent discount (%)
 - As a new net price (N)
 - With multiple discount types on single promotion
- ▲ TRM Promotions can be given
 - Real time – off invoice deals
 - Retrospectively – billbacks, chargebacks, lump sums
- ▲ TRM Promotions can be paid
 - By credit memo
 - By voucher

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Slide #

Summary (cont.)

Appendix A - Additional Strip Menu Options

Note If an option appears on a promotion strip menu but does not appear in this appendix, it is an option which is not used in this version of TRM.

Strip Menu 1 - Header

Strip Menu 1 is an editing strip menu and allows a user to change various fields on the promotion header. At Status 2, any field can be edited. This chart shows which options can be edited at Status 3 and Status 5.

STRIP MENU 1 - HEADER

Strip Menu & Option	Description	Definition	At Status 3	At Status 5
1.A	Edit Description/Action	Change promo description. Next Action codes not used in this version	Y	Y
1.B	Edit Dates	Edit Buy Open/Close, Retail Start/End Dates	N	N
1.C	Edit Region/Area	Change region and/or area	N	N
1.D	Change Deal Code	Change the promotion deal code	N	N
1.E	Edit Owner Responsibility	Change Owner and/or Responsibility	Y	Y
1.F	Edit Customer Promo Level	Change the customer level	N	N
1.G	Edit Product Promo Level	Change the product level	N	N
1.H	Edit UDC-1 Code	Change the UDC1 code. Note: if this UDC is used for budgeting, it cannot be changed at Status 3 or higher	Y/N	Y/N
1.I	Edit UDC-2 Code	Change the UDC2 code. See Note for UDC1 above.	Y/N	Y/N
1.J	Edit UDC-3 Code	Change the UDC3 code. See Note for UDC1 above.	Y/N	Y/N
1.K	Edit UDC-4 Code	Change the UDC4 code. Note: if this is used for budgeting, it cannot be changed at Status 3 or higher	Y/N	Y/N
1.L	Edit Alternate Reference	Change the alternate reference on the promotion if one was entered	Y	Y
1.M	Edit Financial Details 1	If the promotion has an Off Invoice piece, change any of the price list details	Y	N
1.N	Edit Financial Details 2	Change details regarding number of claims, accrual methods for each deal type on the promotion.	Y	Y

Strip Menu 2 - Details

Strip Menu 2 is an editing strip menu and allows a user to change customers, customer groups, products, product groups and details on the deal pricing workbench. At Status 2, any field can be edited. This chart shows which options can be edited at Status 3 and Status 5.

Strip Menu 2 - Details

Strip Menu & Option	Description	Definition	At Status 3	At Status 5
2.A	Deal Edit/Promotion Workbench	Edit any promotion pricing details after the initial entry of the promotion.	N	N
2.B	View Deal/Pricing Workbench	View (only) promotion pricing details	Y	Y
2.C	Add/Delete Customer/CustGrp	Add or delete a customer group or customer. Note: what you can edit is dependent on the customer level set on the promotion header.	N	Y
2.D	Add a Single Customer	Add a single customer. This option only pertains when the customer level on the header is set to S for single customer.	N	N
2.E	Delete All Customers	Deletes all customers from the promotion.	N	N
2.F	Add/Delete a Product/Group	Add or delete a product group or products. Note: what you can edit is dependent on the product level set on the promotion header.	N	Y
2.G	Add Products @ Status 5 & 6	Add products to a live promotion. If a promotion has a product level set to G (product group) you can only add products which belong to a product group already on the promotion.	N	Y
2.H	Delete All Products	Deletes all products from a promotion.	N	N
2.K	Edit Notes	Edit any notes that were made during initial promotion entry.	Y	Y
2.M	Amend Live Promotion Dates	Change the Buy Open/Close and Retail Start/Finish dates on a live promotion.	N	Y
2.N	Change Buying Codes	Change the buying codes for each deal category on the promotion.	N	N

Strip Menu 3 - Status

Strip Menu 3 is not strictly an editing menu but controls the life cycle of the promotion via the statuses. These statuses were discussed in a previous section of this training guide [Refer to Setup: Promotion Status Code Maintenance]

Strip Menu 4 - Review

Strip Menu 4 provides means of reviewing the promotion's financial information.

Strip Menu 4 - Review

Strip Menu & Option	Description	Definition
4.A	Full Display	Displays all financial deal information including a breakdown by deal type, actual expenditures and variances between planned and actual spending
4.B	Product Group Summary	Displays planned vs. actual volume dollars and quantities for all product groups on the promotion, regardless of the promotion product level.
4.C	Customer Group Summary	Displays planned vs. actual volume dollars and quantities for all customer groups on the promotion, regardless of the promotion customer level.
4.D	Deal Categories Summary	Displays the planned vs. actual dollars and variance for each deal category on the promotion.
4.E	Product Summary	Displays same information as product group summary for individual products on the promotion.
4.F	Customer Summary	Displays same information as customer group summary for individual customers on the promotion.
4.G	Budget Summary	Displays the planned vs. actual dollars for each budget to which the promotion is attached.
4.H & I	Promotion Transactions & Claims	Displays information for all transactions and claims made against the promotion including off invoice discounts.

Strip Menu 5 - Views

Strip Menu 5 contains options for a user to view the promotion by each of its components. Most of these are self-explanatory.

Strip Menu 5 - Views

Strip Menu & Option	Description	Definition
5.A	View Deal/Pricing Workbench	Provides the same view of the deal pricing workbench as Strip Menu 2, Option B
5.B	View Notes 1	Displays any notes that have been attached to the promotion.
5.C	View Audit Log	Provides an audit trail including input user for all additions, changes and deletions made to the promotion from initial input until it is closed.

Strip Menu 5 - Views

Strip Menu & Option	Description	Definition
5.E	View Promotion History	Provides various views of the promotion history for the customers, customer groups, products and product groups on the promotion.
5.G	View Price Lists	If the promotion contains an off invoice deal category, this option will display the code for the MFG/PRO price list that was created when the promotion was approved.
5.H	View Financial Details 1	If the promotion contains an off invoice deal category, this option will display the financial details for the MFG/PRO price list that that was created when the promotion was approved.
5.I	Update Notes 1	Allows a user to update promotion notes.
5.J	View MFG Price Details	If the promotion contains an off invoice deal category, this option provides technical data for the MFG/PRO price list that was created when the promotion was approved.

Strip Menu 6 - Claim

Strip Menu 6 provides options for a user to edit a claim entered against the promotion from inside the promotion rather than from the TRM Claims menu.

Strip Menu 7 - Budget

Strip Menu 7 provides options that allow a user to perform various budget checks on the promotion.

Strip Menu 7 - Budget

Strip Menu & Option	Description	Definition
7.A	Budget Summary	Once a promotion has been moved to Status 3 or Status 5 this option allows a user to do a quick view of planned vs. actual spend for each budget to which the promotion is attached.

Strip Menu 7 - Budget

Strip Menu & Option	Description	Definition
7.B	Online Budget Check	Only used for a promotion at Status 2 when a user does not actually want to move a promotion to Status 3 (which does impact actual budget numbers) but wants to perform a background check to make sure a promotion will be able to find a budget. If errors are found, they can be viewed using Strip Menu 3, Option J - View Budgeting Messages. Issues must be resolved before a promotion can be moved to Status 5.
7.C	Budget Impact Summary	Only used for a promotion at Status 2 when a user wants to see what the impact on the promotion budgets would be if the promotion is moved to Status 5 without actually having to change its status.

Strip Menu 8 - Reports

Strip Menu 8 provides a variety of report that a user can print either to the page or to a printer. These are self-explanatory but can be printed to page to see if they provide the information the user wants before being printed to paper.

Hands-On Exercises: Plan Implementation: Promotions

Activity 1 - Set Up User Defined Code (UDC) 1 - Promo Type

- 1 In MFG/PRO, go to Distribution, Sales Orders/Invoices, Trade Management Menu, Promotion Code Menu, User Defined Code, open Promotion UDC-1 Maintenance
- 2 Enter the following information to set up all the UDC-1 codes:

Field	Value
UDC 1	AD
Description	Advertisements

- 3 Enter the remainder of the UDC-1 (Promo Type) codes as below:

Field	Value
UDC 1	Description
INTRO	New Item Intro
SEASON	Seasonal Promotion
SHOW	Trade Shows
SLOT	Slotting Allowance
SQ	Standard Quarterly Allow

Activity 2 - Set Up User Defined Code (UDC) 2 - Spec Type

- 1 Repeat the steps as in Activity 1 and enter the UDC-2 (Spec Type) codes as below:

Field	Value
UDC 2	Description
AKCC	AKC Championship Show
AKCR	AKC Rally
CFAC	Cat Fanciers Show
NA	Not Applicable
SUM	Dog Days of Summer Promo

Activity 3 - Set Up a Promotion

- 1 Go to Trade Management Menu, Promotions Menu, open Add Promotion
- 2 Enter the price list header data per the table below:

Field	Value
Description Line 1	Puppy Love Summer Promotion
Description Line 2	[blank]
Buy Open	[blank]
Date Fields	[today's date]
Buy Close	[blank]
Date Fields	[30 days from today's date]
Retail Start	[blank]
Date Fields	[today's date]
Retail Finish	[blank]
Date Fields	[30 days from today's date]
Deal	do a lookup and choose OIS
Division	accept default - 1
Region	accept default - USA
Owner	accept default - signed on user
Responsibility	accept default - signed on user
Next Action	[blank]
Next Action blank box	[blank]
Customer Level	do a lookup and choose G
Product Level	do a lookup and choose G
Press Enter or Next to advance to the UDC 1 field (Promo Type)	
Promo Type	SEASON
Press Enter or Next to advance to the UDC 2 field (Special Type)	
Special Type	SUM

3 Header screen complete. Press Enter to advance to the customer entry screen.

4 Enter the following customer info:

Field	Value
Zone	[blank]
Predefined Gp	[blank]
Customer Grp	do a lookup and choose RET
Press Enter or Next	

5 Check the Save & Exit box, then press Enter or Next

- 6 When the Add Notes box appears, click the Y box
- 7 When the notes page appears, type a short note and click the Back button
- 8 Click the Y box on the Save Changes page which will take you to the product selection screen.
- 9 Enter the following product information:

Field	Value
Flavor	[blank]
Type	[blank]
Size/Pack	[blank]
Product Group	FOOD

- 10 Press Enter or Next to bring up a list of items in that group
- 11 Scroll down to PLF04 and press the Space Bar to remove the * from the item.
- 12 Press Enter or Next and the edited list (minus PLF04) appears.
- 13 Press Enter or Next and when the Add More Products box appears, click N. This will bring up the Deal Pricing Workbench with the edited list of products.
- 14 On the Actions tab, click Menu which will bring up the Options box.
- 15 Click on Option A - Edit Off Invoice (this will be your only choice) to bring up the deal editing box.
- 16 Enter the information as below:

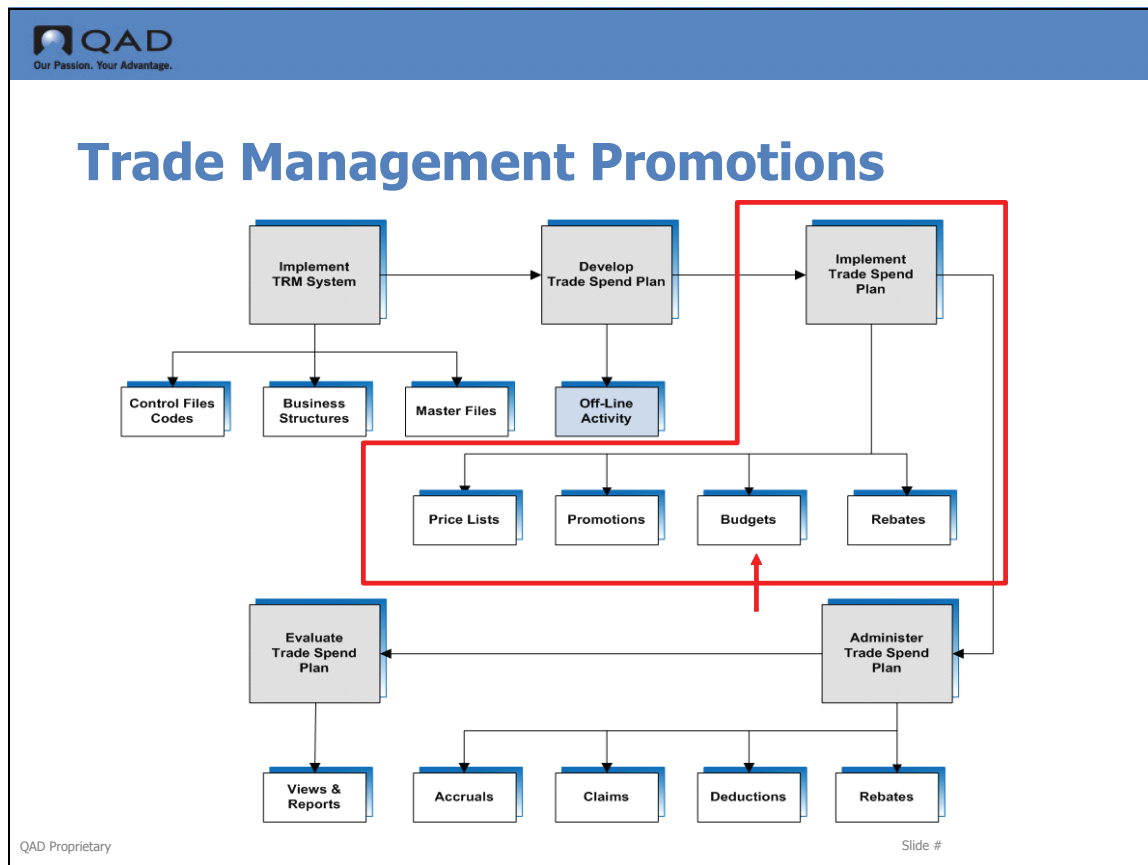
Field	Value
Planned Vol	3000
Pricing UOM - \$ Off	1.00
%Off	[blank]
Net \$	[blank]

- 17 Press Enter or Next
- 18 The screen should now show a list of the products with the volume spread evenly across the products (1000 each) and \$1.00 for each of the products under the \$Off column.
- 19 Press Enter or Next
- 20 In the Save Deal Changes box, click on Y.
- 21 You should be returned to the promotion header screen.

- 22** From Strip Menu 2, choose Option B - View Deal/Pricing Workbench to verify that the promotion pricing details have been entered correctly.

CHAPTER 8

Promotion Budgets



Trade Management Promotion Budgets Overview

This section covers the third step in the implementation of the actual trade spend plan - the setup of TRM promotion budgets.



TRM Promotion Budgets

- ▲ Effective promotions run against budgets and compare actual expenditures to budgeted amounts
- ▲ Before promotions move to Live status (Status 5), they must be attached to one or more promotion budgets

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Trade Management Promotion Budgets

Being able to set up budgets and then compare actual expenditures to budgeted amounts is one of the primary benefits of using TRM. Therefore, budgeting is a critical area to consider when setting up TRM.

In the previous section, we defined and discussed promotion concepts and components and set up an actual promotion to see how all these components work together. As part of that discussion, we learned that promotions have a life cycle that is controlled by moving the promotion from one status to another.

Before a promotion can be moved to a live status (Status 5), it must be attached to one or more promotion budgets. In this section, we will explore promotion budgets and see how they are defined, used and set up in TRM.

While it may seem somewhat out-of-order to discuss promotions before delving into the area of promotion budgets (since budgets must be in place before promotions can be confirmed), the promotion budget concept is complex and is sometimes easier to understand after gaining an understanding of, and getting some practical hands-on experience with, promotions.



Promotion Budgets

- ▲ Define and hold summarized information
- ▲ Allow reporting of planned and actual expenditures on promotions against the budget
- ▲ Holds GL cost center and account codes used to post promotion expenses to the general ledger
- ▲ Monitors promotional and non-promotional sales against budget to more accurately assess:
 - Effectiveness of any given promotion
 - Overall effectiveness of a trade spend strategy
- ▲ Simplify GL accounting for promotions

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Promotion Budgets

The promotion budget is a structure within TRM that has several purposes:

- It is used to define and hold summarized information and is a specific control point for the reporting of planned and actual expenditures on promotions against the budgeted expenditure.
- It holds the GL cost center and account codes that will be used to post the promotion expenses to the general ledger.
- It monitors promotional and non-promotional sales figures against budget to more accurately assess the effectiveness of any given promotion or to assess the overall effectiveness of the company's trade spend strategy for a given financial year. This allows a company to more effectively plan its trade spending for the following year.



Budget Strategies

- ▲ Budget structure determined by trade expense accounting model
- ▲ Set up budgets that quantify expectations
- ▲ Example:
 - A marketing driven company with strong brands may want to budget along product or product group lines.
 - In a company with commodity lines, where volume is most critical, the budgeting may be by sales region, by major customer or by a combination of both.

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Budget Strategies

Before promotion budgets can be set up, a company must determine how it wants to account for its trade expenses. This will determine what the budget structure will be.

The strategy is to set up a set of budgets which quantify a company's expectations. The budgets are broken down into components reflecting a structure relevant to each company. Every company is different. For example, a marketing driven company with strong brands may want to budget along product or product group lines. In a company with commodity lines, where volume is most critical, the budgeting may be by sales region, by major customer or by a combination of both.



Budget Lifecycle

- ▲ Allocated at the beginning of each fiscal year (or budget period)
- ▲ Promotions include a projected dollar volume
 - Equals best estimate of expenditures against the budget
 - Actual sales result in discount off-invoice or retrospectively
 - Actual expense information can be compared to both the planned and budgeted data.
- ▲ Budgets are unchangeable for the fiscal year
 - Monies can be transferred from one budget to another
- ▲ Budgets can be rolled up to higher levels, but cannot be broken down to lower levels
- ▲ Example
 - If the budgets are set by region and by customer group, you cannot see budget comparisons at the product group level because this was not a factor in the budgets. Nor can you see budgeted comparisons by customer since you entered figures only with a granularity of customer group.

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Budget Lifecycle

Once the budget structures have been determined, budgets are then allocated at the beginning of each financial year (or budgeting period). As you've seen, when promotions are entered, they include a projected dollar volume. This is the planned number, i.e., the best estimate of what will be spent against the established budget. When actual sales occur, and the discount is given either off invoice or retrospectively in the form of a claim or deduction, this actual expense information can be compared to both the planned and budgeted data.

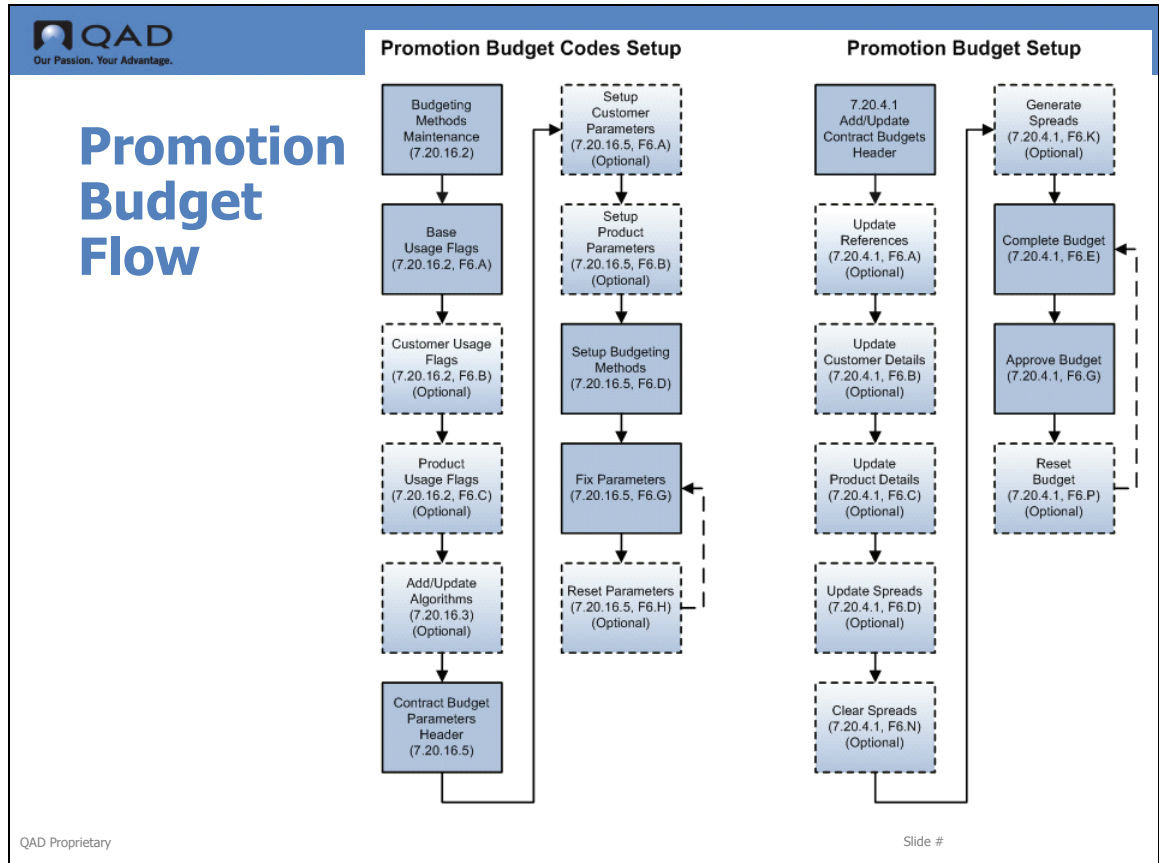
Budgets are defined for each financial year and are unchangeable for that period although there is functionality which allows monies to be transferred from one budget to another.

Budget figures can be rolled up to higher levels, but cannot be broken down to lower levels. For example, if the budgets are set by region and by customer group, you cannot see budget

comparisons at the product group level because this was not a factor in the budgets. Nor can you see budgeted comparisons by customer since you entered figures only with a granularity of customer group.

One of the major benefits of using TRM budget functionality is that it allows a company to keep its General Ledger structure clean and simple. Using older systems, companies frequently had to build a large cumbersome GL structure to accommodate promotional spend analysis and reporting.

For example, if a company wanted to report spending by marketing area for each promotional type, instead of being able to set up an account for ads, an account for trade shows, an account for quarterly allowances, etc., they would have to set up an account for each type of spending for each marketing area. If there were 25 marketing areas and 3 expense accounts, the GL would contain 75 accounts (25×3) instead of only 3 accounts! With TRM and its ability to capture information about marketing areas at the promotional level (assuming that groupings have been set up to accommodate this), a company no longer has to rely on its GL structure which can now be streamlined without losing the ability to report data in a way that is meaningful to the sales and marketing staff.



Promotion Budget Flow



Budgeting Methods Maintenance

Budgeting Methods Maintenance x

Met	Description	T
PR1	Region, Cust Grp, Prod Grp, Promo Type	PR
PR2	Region, Cust Grp, Promo Type	PR
PR3	Region, Promo Type	PR

F1-Go 2-Help 4-End 5-De1 INS-Add ENT-Upd 6-Opt Home-PgF End-Pg1

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Budgeting Methods Maintenance (7.20.16.2)

When many budgets exist, how does a promotion find the right budget to attach to? It does this by using a set of rules. Promotion budget methods is TRM's name for these rules. They govern how promotions are linked to promotion budgets. Each rule contains a list of elements (fields) from the promotion (header and attached customers and products) that TRM tries to match when attempting to attach a promotion to an appropriate promotion budget.

Deciding what these budgeting methods should be is an offline activity, usually undertaken prior to the company's financial year. After determining what the rules are, they are set up once; however they may have to be added to if the company's budgeting strategy changes.

There is a limit to how many elements (fields) can be used and how many methods can be set up. There are a total of 10 methods and a total of 10 fields can be used when setting up the budgeting

methods. These 10 fields are across ALL budgeting methods. Region is a mandatory field on all budgets, so that leaves a possible 9 fields that can be used from the promotion header and promotion customer and item data. A field can be used in multiple methods.

Note in the screen example, in addition to Region (mandatory for all budgets), there are two other elements being used across multiple rules - UDC1 (defined in an earlier guide as Promo Type) is used in all budget rules and Customer Group is used in rules PR1 and PR2.

If it is subsequently decided to implement an additional budget rule or rules, they can include any one of these four data elements, or use up to five additional (different) ones

Field	Description
Met (Method)	A code for this promotion budget method (rule). This code is user-defined and can be any 1 to 3 digit combination of letters and numbers. If it is determined that there will be several budgeting methods, it is probably best to number them, as shown in the screen shot above.
Description	A description for this promotion budget method. The description should include all of the elements used for the budgeting method so that it is easily understood by users. See sample screen shot above.
T (Type)	The type for this budget method. There are three types of budgeting methods • PR - promotion budget methods • DE - deduction budget methods • NP - non-promotional sales budget methods All promotion budget methods are type PR.



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Budgeting Methods, Base Usage Flags

Budgeting Methods Maintenance x

Met	Description	T
PR1	Region, Cust Grp, Prod G	A. Base Usage Flags
PR2	Region, Cust Grp, Promo	B. Customer Usage Flags
PR3	Region, Promo Type	C. Product Usage Flags

Budgeting Methods Maintenance x

Met	Description	T
PR1	Region, Cust Grp, Prod Grp, Promo T	Region?: ☒ Yes
PR2	Region, Cust Grp, Promo Type	Area?: ☐ no
PR3	Region, Promo Type	Zone?: ☐ no

Deal Category?: ☐ no

Deal Group?: ☐ no

Customer Grp?: ☒ yes

Product Group?: ☒ yes

Owner?: ☐ no

UDC-1?: ☒ yes

UDC-2?: ☐ no

UDC-3?: ☐ no

UDC-4?: ☐ no

F1-Go

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

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Budgeting Methods Maintenance, Usage Flags (7.20.16.2, F6 Options)

After the initial budget rule has been set up, each element that will be used to match a promotion to a budget using that method must be indicated by setting the Base, Customer and Product Usage flags. Which flags are set is determined by which elements are being used.

Using PR1 as an example, in the second screen, the Base Usage flags of Region, Customer Group, Product Group and UDC1 (Promo Type) have been changed from the default of no to yes. This means that when attempting to use this rule to attach to a budget, the values in the region, customer group, product group and promo type fields on the promotion must match exactly to the values of these fields on a promotion budget.


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Budgeting Methods, Customer Usage Flags

Budgeting Methods Maintenance X

Met	Description	T
PR1	Region	
PR2	Region, Customer Group,	F6 Options
PR3	Region, Promo Type	A. Base Usage Flags B. Customer Usage Flags C. Product Usage Flags

Budgeting Methods Maintenance X

Met	Description	T
PR1	Region	
PR2	Region, Customer Group, Product Gro	
PR3	Region, Promo Type	

Customer Type?: no

Profile 1?: no

Profile 2?: no

Profile 3?: no

Profile 4?: no

Profile 5?: no

Profile 6?: no

Profile 7?: no

Profile 8?: no

Profile 9?: no

Customer?: no

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

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Customer Usage Flags (7.20.16.2, F6 Options)

If a budget method will be using customer information, the customer usage flags must be set.

The second screen shows the fields which can be used to set a budget by customer type, by one or more customer profile values or by individual customer.



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Budgeting Methods, Product Usage Flags

Budgeting Methods Maintenance X

Met	Description	T
PR1	Region	
PR2	Region, Customer Group,	
PR3	Region, Promo Type	

F6 Options

- A. Base Usage Flags
- B. Customer Usage Flags
- C. Product Usage Flags

Budgeting Methods Maintenance X

Met	Description	T
PR1	Region	
PR2	Region, Customer Group, Product Gro	
PR3	Region, Promo Type	

Profile 1?:	no
Profile 2?:	no
Profile 3?:	no
Profile 4?:	no
Profile 5?:	no
Profile 6?:	no
Profile 7?:	no
Profile 8?:	no
Profile 9?:	no
Product?:	no

F1-Go 2

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

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Product Usage Flags (7.20.16.2, F6 Options)

If a budget method will be using product information, the product usage flags must be set.

The second screen shows the fields which can be used to set a budget by one or more product profile values or by individual product.



Add/Update Algorithms

Add/Update Algorithms x

Algorithm*: EVEN

Description: Even Spreads

of Splits: 12

Splits Total: 12

----- splits -----

1	1	1	1	1	1	1	1	1	1	1	1
1											

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary

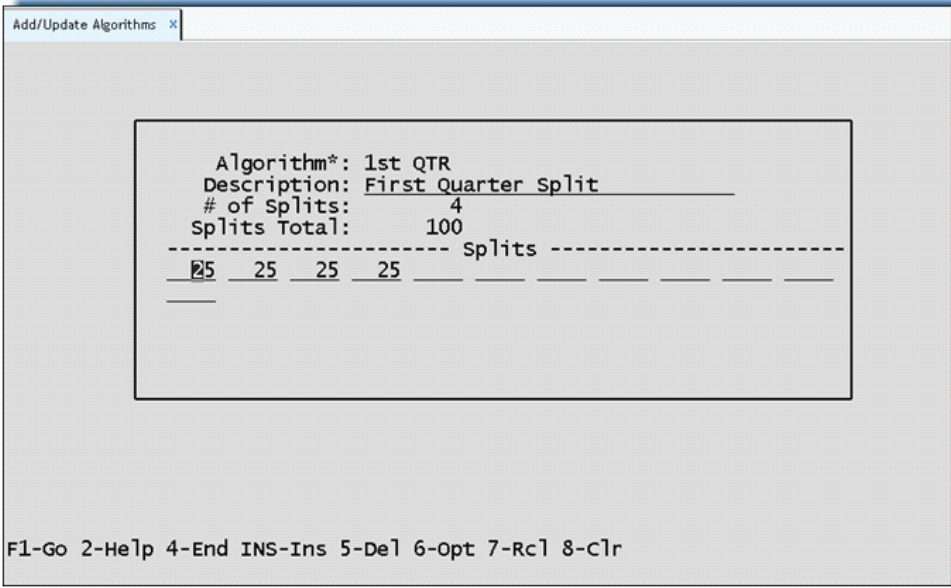
Slide #

Add/Update Algorithms (7.20.16.3)

The algorithm determines how the budget amounts are split across periods for comparison purposes. There is one standard algorithm supplied with TRM when it is installed called EVEN. This algorithm splits the total budget number evenly across all financial periods.



Add/Update Algorithms (cont.)



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Slide #

Add/Update Algorithms (7.20.16.3) (cont.)

If a company requires additional algorithms, they are set up and maintained here. For example, a company with a highly seasonal product (some food companies, companies that sell seasonal merchandise, etc.), may want to split a budget only across a particular quarter rather than across the entire fiscal year. In this case the EVEN split will not work and a different algorithm will need to be set up to cover this scenario as in the example.

Field	Description
Algorithm	A code for this algorithm.
Description	A description for this algorithm.
# of Splits	This field will fill automatically when the splits are entered.

Field	Description
Splits Total	This field will fill automatically when the splits are entered.
Splits	This number represents a percentage. In the example above, a budget using this algorithm would have the total budget number split with 25% of the total entered into each of the first four periods of the financial year, for a total budget split of 100. Percentages can be entered as whole numbers (25) or a number with decimal places (25.45). If they are entered with decimal places, the Splits Total will display as 1000 and not 100.



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Promotion Budget Parameters

Promotion Budget Parameters x

Division*: **11**
Financial Year: **2008**
T/O Included?: **no**
Budg.by Reg/Ar: **Region**

	Is This Used	Mandatory
Zone:	no	no
Deal Category:	no	no
Deal Group:	no	no
Owner:	no	no
Customer Group:	yes	no
Product Group:	yes	no
Promotion UDC1:	yes	yes
Promotion UDC2:	no	no
Promotion UDC3:	no	no
Promotion UDC4:	no	no
Customer Based:	no	
Product Based:	no	

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-C1r

QAD Proprietary

Slide #

Promotion Budget Parameters (7.20.16.5)

Budget parameters (guidelines) determine how budgets will be set up and used for a specific division and financial year. If there are multiple divisions, budget parameters must be set for each division separately even if the parameters are the same for each division. These parameters are set up here.

Important You should be very careful when setting these parameters. Once budgets have been entered and approved, the parameters cannot be changed.

Field	Description
Division	The division for which these parameters are being set.
Financial Year	The financial year for which these parameters are being set.
T/O Included?	Default is no. This should not be changed.

Field	Description
Budg. By Ref/Ar	Determines whether the budget will be set by region or area. This should always be set to Region. Budgeting by area is not used in this version.
The next part of the budget parameter header screen is divided into two sections - Is This Used and Mandatory. For each of the fields which follow, you must indicate:	
Is This Used	Indicates if this is a field that will be used on the budgets.
Mandatory	Indicates if the field is used. • Yes - a value for that field must appear on every budget. • No - budgets can be set up without entering a value in that field.
Customer Based	Indicates whether any of the customer flags (customer type, customer profile values, individual customer) will be used in any of the budgeting methods. In our examples, no budgeting methods are customer based.
Product Based	Indicates whether any of the product flags (product profile values, individual products) will be used in any of the budgeting methods. In our examples, no budgeting methods are product based

Using the example budgeting methods set up earlier in this guide, the fields have been set accordingly.

- Zone, Deal Category, Deal Group and Owner have all been set to no and no as they are elements which are not being used by any budgeting methods.
- Customer Group and Product Group have been set to Is This Used = yes because they are being used by at least one of the budgeting methods (PR2) and Mandatory = no.
- When do I use Mandatory? - if an element is used by all budgeting methods then you want to make it a mandatory field, i.e., it must appear on all budgets. If you look at the example budgeting methods that were set up earlier in this guide, you can see that:
 - UDC1 (Promo Type) is used by all budgeting rules; therefore Mandatory = yes
 - Customer Group is used by 2 but not all 3 rules; therefore Mandatory = no
 - Product Group is used by only 1 rule; therefore Mandatory = no



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Promotion Budget Parameters Options

Promotion Budget Parameters x

Division*: 1

Financial Year: 2009

T/O Included?: No

Budg.by Reg/Ar: Region

Is This Used

Zone: no

Deal Category: no

Deal Group: no

Owner: no

Customer Group: no

Product Group: no

Promotion UDC1: yes

Promotion UDC2: no

Promotion UDC3: no

Promotion UDC4: no

Customer Based: yes

Product Based: yes

F6 Options

A. Setup Customer Parameters

B. Setup Product Parameters

C. Setup Budget Report Codes

D. Setup Budgeting Methods

E. Setup Sales Budget Methods

F. Setup Summary Fields

G. Fix Parameters

H. Reset Parameters

F1-Go 2-HeIp 4-End INS-Ins 5-DeI 6-Opt 7-RcI 8-CI r PgDn

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Slide #

Budget Parameters, User Options (7.20.16.5, F6)

After the budget parameter header screen has been completed, there is some additional setup required. This is done via the User (F6) Options menu.


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Product and Customer Parameters Options

Promotion Budget Parameters x

Division*: 1

	Is This Used	Mandatory
-----	-----	-----
Customer Type: <u>no</u>		<u>no</u>
Profile 1: <u>no</u>		<u>no</u>
Profile 2: <u>no</u>		<u>no</u>
Profile 3: <u>no</u>		<u>no</u>
Profile 4: <u>no</u>		<u>no</u>
Profile 5: <u>no</u>		<u>no</u>
Profile 6: <u>no</u>		<u>no</u>
Profile 7: <u>no</u>		<u>no</u>
Profile 8: <u>no</u>		<u>no</u>
Profile 9: <u>no</u>		<u>no</u>
Customer: <u>no</u>		<u>no</u>

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl

Promotion Budget Parameters x

Division*: 1
 Financial Year: 2009

	Is This Used	Mandatory
-----	-----	-----
Profile 1: <u>no</u>		<u>no</u>
Profile 2: <u>no</u>		<u>no</u>
Profile 3: <u>no</u>		<u>no</u>
Profile 4: <u>no</u>		<u>no</u>
Profile 5: <u>no</u>		<u>no</u>
Profile 6: <u>no</u>		<u>no</u>
Profile 7: <u>no</u>		<u>no</u>
Profile 8: <u>no</u>		<u>no</u>
Profile 9: <u>no</u>		<u>no</u>
Product: <u>no</u>		<u>no</u>

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

QAD Proprietary
Slide #

Budget Parameters, User Options (7.20.16.5, F6 A & B)

Since our budgeting methods have not been defined to be customer or product based, the user options A and B do not have to be set up. However, if there were budgeting methods that did use any customer or product elements, F6.A & B screens would look like the two below and you would change the flags as appropriate for the fields being used.



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Setup Budgeting Methods

Promotion Budget Parameters X

Division*: 1
Financial Year: 2009

Method 1*:	<u>PR1</u>	Region, Cust Grp, Prod Grp, Promo Type
Method 2*:	<u>PR2</u>	Region, Cust Grp, Promo Type
Method 3*:	<u>PR3</u>	Region, Promo Type
Method 4*:	___	
Method 5*:	___	
Method 6*:	___	
Method 7*:	___	
Method 8*:	___	
Method 9*:	___	
Method 10*:	___	

Customer Based: no
Product Based: no

F1-Go 2-Help 3-Ins 4-End 6-Opt 7-Rcl 8-Clr

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Slide #

Budget Parameters, User Options, Setup Budgeting Methods (7.20.16.5, F6.D)

As was detailed earlier in this guide, budgeting methods determine what the rules are for attaching a promotion to one or more promotion budgets. Using this option sets up the order in which these rules are applied at the time a promotion is moved to Status 3 (Planned and Budgeted) or Status 5 (Confirmed).

These rules are used sequentially. During the promotion budgeting process, if the first rule does not find an exact match, the second rule is used and so on down the list of methods until a match is found. If none is found, the promotion cannot be budgeted and an error message will be displayed.

For each of the budgeting methods that have been set up, enter the order in which they should be invoked as shown in the example above.

Note When deciding which order should be used for applying the rules during promotion budgeting, the order should go from the most complex rule to the least complex rule.

In the example above, PR1 has 4 elements that must be matched, PR 2 has 3 and PR3 has 1.

Note It makes no difference what the codes for the budgeting methods are when entering their order on this screen. If, for example, PR3 was the most complex, PR1 was the second most and PR2 the third most complex, then they would be entered in that order, PR3, PR1, PR2.



Fix and Reset Parameters

Promotion Budget Parameters x

Division*: 1	
Financial Year: 2009	
T/O Included?: No	
Budg.by Reg/Ar: Region	
Is This Used	

Zone: no	
Deal Category: no	
Deal Group: no	
Owner: no	
Customer Group: no	
Product Group: no	
Promotion UDC1: yes	yes
Promotion UDC2: no	no
Promotion UDC3: no	no
Promotion UDC4: no	no
Customer Based: no	
Product Based: no	

F6 Options

- A. Setup Customer Parameters
- B. Setup Product Parameters
- C. Setup Budget Report Codes
- D. Setup Budgeting Methods
- E. Setup Sales Budget Methods
- F. Setup Summary Fields
- G. Fix Parameters**
- H. Reset Parameters

F1-Go 2-Help 4-End INS-Ins 5-De1 6-Opt 7-Rcl 8-Clr PgDn

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Slide #

Budget Budget Parameters, User Options, Fix Parameters and Reset Parameters (7.20.16.5, F6.G & H)

Once the header screen has been completed and the applicable user options have been set, the parameters must be fixed (set) using this option. There are some limitations in this area:

- 1 If changes need to be made after the parameters have been fixed and no budgets have been approved
 - a Promotion budget parameters are reset using Option H
 - b Changes are made
 - c Promotion budget parameters need to be fixed again, using Option G

- 2 If changes need to be made after the parameters have been fixed and one or more budgets have been approved
 - a All approved budgets need to be unapproved
 - b Promotion budget parameters are reset using Option H
 - c Changes are made
 - d Promotion budget parameters are fixed again, using Option G



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Add/Update Promotion Budgets - Header

Add/Update Promotion Budgets x

Add/Update Promotion Budgets: GoTo Actions

Budget Code: 08SHOW

Financial Year: 2008 01 12

Status: O/Flow Budget?: ☐

Description: Trade Show Budget

GL Account: 3905 SALES LINE DISCOUNTS

Division: 1 Puppy Love Pet Products

Region: USA USA

Area:

Zone:

Deal Category:

Deal Group:

Owner:

CustomerGroup:

Product Group:

Total Budget: 36000.00

Total Spreads: 36000.00

Algorithm: EVEN Even Spreads

Difference:

Back

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QAD Proprietary

Slide #

Add/Update Promotion Budgets - Header (7.20.4.1)

Promotion budgets are set up here after all the budget coding is complete

Field	Description
Budget Code	A user defined, 8 character, alpha-numeric code for this budget. It is recommended that there be some structure to the way these codes are set up. Also, since TRM will contain budgets for multiple years, it is recommended that the budget begin with the year. This allows a user to enter a year before doing a lookup and begin the lookup list with budgets for that year.
Status	The current status of the budgets.

Field	Description
Financial Year	The financial year the budget pertains to. The two fields directly to the right have no labels but are the from and to periods of the financial year. These are typically set to 1 and 12 indicating that the budget pertains to the entire financial year.
O/Flow Budget	Should be blank.
Description	A description of the budget. As in other areas of TRM, this should be as short and descriptive as possible as it appears on many screens, inquiries and reports and should be easily identifiable by the users.
GL Account	The GL account, sub-account and cost center that any actual monies spent against the budget will be posted to.
Division	The division to which this budget pertains. If there is only one division, it will be defaulted into this field.
Region	The region to which this budget pertains.
Area	Leave this blank. All promotion budgets must be done by region and not area as explained earlier in this guide.
Zone	Leave this blank. Zone is not used in this version of TRM.
The following fields are those which may be used in a budget. If this budget is being set up to include a particular field, then the field should be populated. If this budget is not using that field, then it is left blank.	
Deal Category	The code for the deal category (if applicable).
Deal Group	The code for the deal group (if applicable).
Owner	The code for the owner (if applicable).
Customer Group	The code for the customer group (if applicable).
Product Group	The code for the product group (if applicable).
Total Budget	The total amount for the covered periods specified above.
Total Spreads	Will autofill after entering the algorithm.
Algorithm	The algorithm to use when spreading the total budget across periods.



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Add/Update Promotion Budgets - Options

Add/Update Promotion Budgets x

Add/Update Promotion Budgets: GoTo - Actions -

Budget Code: 08SHOW

Financial Year: 2008 01 12

Description: Trade Show Budget

GL Account: 3905

Division: 1

Region: USA

Area:

Zone:

Deal Category:

Deal Group:

Owner:

Customer Group:

Product Group:

Total Budget: 12000.00

Total Spreads: 12000.00

Algorithm: EVEN

Status:

O/Flow Budget?: ☐

SALES LINE DISCOUNTS

Puppy Love Pet Products

USA

Difference:

Even Spreads

Options

A. Update References

B. Update Customer Details

C. Update Product Details

D. Update Spreads

E. Complete Budget

F. Sales Budgets

G. Approve Budget

H. Update Overflow Budget

I. View References

J. View Spreads

K. Generate Spreads

L. View Customer Data

M. View Product Data

N. Clear Spreads

O. View Status Info

P. Reset Budget

Q. Reestablish Profiles

R. Force Overflow Budget

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Slide #

Add/Update Promotion Budgets - Options (7.20.4.1, F6)

Once the header screen is complete, under the Actions tab, clicking Menu will bring up a list of Options. Which options are used is determined by how the budget is being set up. After this general overview, several of these options will be discussed in detail.

Option	Description	Definition
A.	Update References	If the budget is being set up to use one or more UDC codes, then it/they are entered here.
B.	Update Customer Details	If the budget is being set up to use a customer type and/or one or more customer profiles, then it/they are entered here.

Option	Description	Definition
C.	Update Product Details	If the budget is being set up to use one or more product profiles, then it/they are entered here.
D.	Update Spreads	Used to edit the way the total budget was spread across budget periods by the algorithm.
E.	Complete Budget	Used to complete the budget which must be done before it can be approved.
F.	Sales Budgets	Used to enter sales budgets if they are being used.
G.	Approve Budget	Self-explanatory. A budget cannot be used until it is approved.
H.	Update Overflow Budget	Not part of this training session.
I.	View References	Used to view data on an approved budget.
J.	View Spreads	Once a budget has been approved, the Update options cannot be used. You can only view data.
L.	View Customer Data	
M.	View Product Data	
N	Clear Spreads	Used when it is necessary to clear the spreads created during initial budget entry. Once the original spreads have been cleared, they need to be generated again using Option K or manually entered using Option D.
K	Generate Spreads	
O	View Status Info	Used to view budget info such as input user.
P	Reset budget	Used to take an approved budget and move it back to an unapproved status for editing. If a budget has been reset, it also needs to be completed (Option E) and re-approved (Option G). Note: this cannot be done once a promotion has been attached to the budget.
Q	Reestablish Profiles	Not used in this version.
R	Force Overflow Budget	Not part of this training session.

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Update References

Add/Update Promotion Budgets: x

Add/Update Promotion Budgets: GoTo Actions

Budget Code: 08SHOW Status:

Financial Year: 2008 01 12 Q/Flow Budget?: ☐

Des

GL A

Promo Type: SHOW

UDC-3:

UDC-4:

UDC-7:

UDC-8:

UDC-9:

Deal C

Dea

Owner:

CustomerGroup:

Product Group:

Total Budget: 12000.00

Total Spreads: 12000.00

Algorithm: EVEN

Even Spreads

Difference:

Back Next

QAD Proprietary Slide #

Add/Update Promotion Budgets - Options - Update References (7.20.4.1, F6.A)

If the budget includes any user defined codes as part of the budget, then the values for these codes are entered here.

All three of the budgeting methods that were set up earlier in this guide include UDC1, defined as Promo Type. When the budget parameters were set up, this UDC was marked as being used and as mandatory, meaning that a value must appear in this field on every budget.

Because no other user defined code was flagged as being used in the budgeting process, these fields cannot be accessed although they appear on the screen.


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Update Spreads

Add/Update Promotion Budgets GoTo - Actions -

Budget Code: 08SHOW

Financial Year: 2008 01 12

Description: Trade Show Budget

GL Account: 390

Division: 1

Region: USA

Area:

Zone:

Deal Category:

Deal Group:

Owner:

Customer Group:

Product Group:

Total Budget: 120

Total Spreads: 119

Algorithm: EVE

Status: E

O/Flow Budget?: ☐

Pd	Budget	Budget Amt
01	900.00	.0000
02	1000.00	.0000
03	1000.00	.0000
04	1000.00	.0000
05	1000.00	.0000
06	1000.00	.0000
07	1000.00	.0000
08	1000.00	.0000
09	1000.00	.0000
10	1000.00	.0000
11	1000.00	.0000
12	1000.00	.0000

COUNTS
S
nce: 100

Back Next

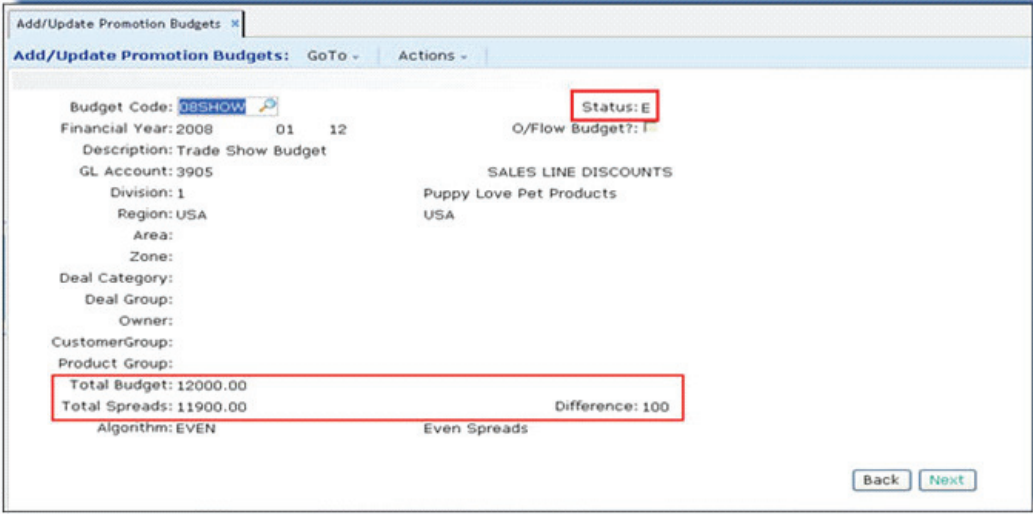
Add/Update Promotion Budgets - Options - Update Spreads (7.20.4.1, F6.D)

This option is used to edit budget spreads created by the algorithm entered on the header. In the screen shot below, the total budget of \$12,000 was spread evenly over 12 periods of \$1,000 each and then manually edited.



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Update Spreads (cont.)



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Slide #

Add/Update Promotion Budgets - Options - Update Spreads (7.20.4.1, F6.D) (cont.)

When spreads are manually edited, they must equal the total budget. If they do not, the budget status will change to E and there will be a figure in the Difference field on the budget header which must be resolved using Option D again before the budget can be completed and approved.


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Completed Budget

Add/Update Promotion Budgets ✕

Add/Update Promotion Budgets: GoTo ▾ Actions ▾

Budget Code: 08SHOW Financial Year: 2008 01 12 Description: Trade Show Budget GL Account: 3905 Division: 1 Region: USA Area: Zone: Deal Category: Deal Group: Owner: CustomerGroup: Product Group: Total Budget: 12000.00 Total Spreads: 12000.00 Algorithm: EVEN	Status: O/Flow Budget?: ☐ SALES LINE DISCOUNTS Puppy Love Pet Products USA Set Budget entry as completed ? y n Difference: Even Spreads
---	--

QAD Proprietary

Slide #

Add/Update Promotion Budgets - Options - Complete Budget (7.20.4.1, F6.E)

A budget must be completed before it can be approved.

Budget Approval

The screenshot displays the QAD Budget Approval interface. It features two overlapping windows. The background window is the 'Add/Update Promotion Budgets' form, which includes fields for Budget Code (08SHOW), Financial Year (2008), Status, Description (Trade Show Budget), and a list of fields (Region, Area, Zone, Deal Category, Deal Group, Owner, Customer Group, Product Group, Total Budget, Total Spreads, Algorithm) with corresponding values. The foreground window is a detailed view of the same budget, showing the same fields with additional details like 'Status: A', 'SALES LINE DISCOUNTS', 'Puppy Love Pet Products', and 'Difference: Even Spreads'. The QAD logo and tagline 'Our Passion. Your Advantage.' are visible in the top left corner.

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Budget Approval

Add/Update Promotion Budgets: x

Add/Update Promotion Budgets: GoTo - Actions -

Budget Code: 08SHOW Status:

Financial Year: 2008 01 12 O/Flow Budget?: ☐

Description: Trade Show Budget

Approved By:

Region: USA USA

Area:

Zone:

Deal Category:

Deal Group:

Owner:

Customer Group:

Product Group:

Total Budget: 12000.0

Total Spreads: 12000.0

Algorithm: EVEN

Add/Update Promotion Budgets: x

Add/Update Promotion Budgets: GoTo - Actions -

Budget Code: 08SHOW Status: A

Financial Year: 2008 01 12 O/Flow Budget?: ☐

Description: Trade Show Budget

GL Account: 3905 SALES LINE DISCOUNTS

Division: 1 Puppy Love Pet Products

Region: USA USA

Area:

Zone:

Deal Category:

Deal Group:

Owner:

Customer Group:

Product Group:

Total Budget: 12000.00

Total Spreads: 12000.00 Difference:

Algorithm: EVEN Even Spreads

Back Next

QAD Proprietary

Slide #

Add/Update Promotion Budgets - Options - Approve Budget (7.20.4.1, F6.G)

Once the budget has been approved, the Status field on the budget header will change from a blank (or an E) to A.

Hands-On Exercises: Promotion Budgets

Activity 1 - Set Up Budgeting Methods

- 1 In MFG/PRO, go to Distribution, Sales Orders/Invoices, Trade Management Menu, Budget Code Menu, Budgeting Methods Maintenance

- 2 Press F3 to enter the following budgeting methods

Field	Value
Met	PR1
Description	Region, Cust Grp, Prod Grp, Promo Type
T	PR
Met	PR2
Description	Region, Cust Grp, Promo Type
T	PR
Met	PR3
Description	Region, Promo Type
T	PR

- 3 Close the screen.

Activity 2 - Set Up Budgeting Methods Usage Flags

- 1 Highlight PR1 and press F6. Choose Option A - Base Usage Flags
- 2 Change the default setting from No to Yes for
 - a Region
 - b Customer Group
 - c Product Group
 - d UDC1 (Promo Type)
- 3 Enter through the remainder of the screen to return to the main methods screen.
- 4 Highlight PR2 and press F6. Choose Option A - Base Usage Flags
- 5 Change the default setting from No to Yes for
 - a Region

- b** Customer Group
 - c** UDC1 (Promo Type)
- 6** Enter through the remainder of the screen to return to the main methods screen.
- 7** Highlight PR3 and press F6. Choose Option A - Base Usage Flags
- 8** Change the default setting from No to Yes for
 - a** Region
 - b** UDC1 (Promo Type)
- 9** Enter through the remainder of the screen to return to the main methods screen.
- 10** Close the screen.

Activity 3 - Set Up An Algorithm

- 1** In MFG/PRO, go to Distribution, Sales Orders/Invoices, Trade Management Menu, Budget Code Menu, Add/Update Algorithms
- 2** Enter the price list header data per the table below:

Field	Value
Algorithm	1st Quarter
Description	First Quarter Split
# of Splits	[blank] (will autofill)
Splits Total	[blank] (will autofill)
Splits	25, 25, 25, 25, [all others blank]

- 3** Close the tab

Activity 4 - Set Up Promotion Budget Parameters

- 1** In MFG/PRO, go to Distribution, Sales Orders/Invoices, Trade Management Menu, Budget Code Menu, Promotion Budget Parameters
- 2** Enter the information as below

Field	Value
Division	1
Financial Year	2008

Field	Value	
T/O Included?	No	
Budget by Reg/Ar	Region	
	Is This Used	Mandatory
Zone	no	no
Deal Category	no	no
Deal Group	no	no
Owner	no	no
Customer Group	yes	no
Product Group	yes	no
Promotion UDC1	yes	yes
Promotion UDC2	no	no
Promotion UDC3	no	no
Promotion UDC4	no	no
Customer Based	no	
Product Based	no	

3 Press F6 and choose Option D - Setup Budgeting Methods and press [Enter]

4 Enter the information as below

Field	Value
Method 1	PR1
Method 2	PR2
Method 3	PR3
Method 4-10	[blank]

5 Press F6 and choose Option G - Fix Parameters

Activity 5 - Set Up Promotion Budget

1 In MFG/PRO, go to Distribution, Sales Orders/Invoices, Trade Management Menu, Budgets Menu, Add/Update Promotion Budgets

2 Enter the information as below

Field	Value
Budget Code	08SEASON
Press Enter or Next to advance to the next fields	

Field	Value
Financial Year	(current year) <tab> 01 <tab> 12
O/Flow Budget	unchecked
Description	Seasonal Budget
GL Account	3905 <tab> [blank] <tab> [blank]
Division	1
Region	USA
Area	[blank]
Zone	[blank]
Deal Category	[blank]
Deal Group	[blank]
Owner	[blank]
Customer Group	[blank]
Product Group	[blank]
Total Budget	12000
Algorithm	EVEN

- 3 Press Enter to return to the top of the record
- 4 On the Actions tab, select Menu to bring up the Options menu
- 5 Choose Option A - Update References
- 6 In the Promo Type field, enter SHOW. Then press Enter to return to the top of the record
- 7 On the Actions tab, select Menu to bring up the Options menu
- 8 Choose Option E - Complete Budget and change No to Yes. Then press Enter to return to the top of the record
- 9 On the Actions tab, select Menu to bring up the Options menu
- 10 Choose Option G - Approve Budget and press Enter when the Approved By box appears.
- 11 Check to make sure that the Status field on the budget header displays an A.

Activity 6 - Set Up A Promotion & Confirm It

- 1 Using the Promotions section of this training guide, add a promotion using the following header information.

Field	Value
Buy Open Date	Current Date
Buy Close Date	30 days from current date
Deal	OI\$
Customer Level	G
Product Level	G
Promo Type	SHOW
Special Type	NA

- 2 On the Customer Detail Screen, in the Customer Grp field, enter RET
- 3 On the Product Detail Screen, in the Product Group field, enter FOOD
- 4 Using the instructions in the Promotion section, enter deal pricing workbench info.
- 5 Using the instructions in the Promotion section, go to Strip Menu 3, Option C and confirm the promotion.
- 6 Go to Strip Menu 4 and choose Option G - Budget Summary. This will show you what budget the promotion is attached to. It should be the one set up during this exercise.

Course Evaluation

During classroom training sessions, an evaluation form is distributed at the end of the course. If, for any reason, you are evaluating this course outside of the classroom setting, please follow this link and complete the course evaluation on-line:

http://www.surveymonkey.com/s.aspx?sm=EyuOF1cbaGCO9CrHKIOB5g_3d_3d/

The course name appears on the title page of this document.

