



QAD Enterprise Applications
Enterprise Edition

Training Guide

Financials Overview

70-3043B
QAD 2010 Enterprise Edition
Database: Enterprise Edition 2010 - Addons r03 - Training
Domains: 10USA, 22UK
November 2010

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Contents

About This Course	1
Course Description	2
Course Objectives	2
Audience	2
Prerequisites	2
Course Credit	2
System Requirements	2
Exercises	2
QAD Resources	3
QAD Web Resources	3
Virtual Environment Information	3
 Chapter 1 UI Navigation	 5
Login and Welcome	7
Menu Navigation and Tools	8
Toolbar	8
Menu Search	9
Menu Properties	10
Messaging and Workflow	11
Creating a Workflow	12
Favorites	13
Direct Menu Access with the GoTo Button	14
Direct Menu Access using the Context Menu	15
Document Linking	16
Process Maps	17
Lower-Level Process Maps	19
Application Integration	20
XML Integration	21
Advanced Excel Integration	22
Browse Results	25
Browse Highlights	26
Browse Features: Filter Funnel, Sort, Drill-Down	27
Rearrange Display	28
Rearrange Display	29
Browse Features: Group, Column Options, Summary Options	30

Browse Features: Export, Print, Favorites, Refresh	31
Chart Designer	32
Hands On Exercise: UI Navigation	33
US AND EMEA Exercise	33

Chapter 2 Enterprise Financials Components and Concepts 35

Components of QAD Enterprise Financials	37
QAD Financial Analytics	38
QAD Management Reporting	39
QAD Multi-GAAP	40
QAD Budgeting	41
QAD GRC	42
QAD Consolidations	43
QAD Allocations	44
QAD Financial Shared Services	45
QAD Credit Management	46
QAD Tax Management	47
QAD General Ledger	48
QAD Multiple Currency	50
QAD Accounts Receivable	51
QAD Accounts Payable	52
QAD Banking/Cash Management	54
QAD Cost Management	55
QAD Fixed Assets	56
QAD Internationalization	57
QAD Enhanced Controls	58
QAD Vertex Sales and Use Tax Interface	59
QAD Logistics Accounting	60
Business Model	61
Four Levels of Data	62
Shared Sets	63
Example	64
Profiles	65
Business Relation	66
Business Relation Hierarchy	67
Business Relation	68
Accounting Layers	69
Accounting Layers and Reporting	71
Daybooks	72
GL Account Create	73
GL Analytical Coding Segments	74
Additional Coding Dimensions in GL	75
Alternate Chart of Accounts	76

Dual Base Currency	77
Definitions: Transaction, Base and Statutory Currency	78
Usage Example for Dual-Base Currency	79
Chapter 3 AR Processing.....	81
Sales Order Process Flow	83
Ship Sales Orders Process Flow	84
Invoicing Process and Highlights	85
Customer Invoicing Process	86
Invoicing - Highlights	87
Process Receivables	88
Customer Payment Instruments	89
Check Payment (Short Flow)	90
Check Payment (Multiple PIP)	91
Direct Debit	92
Other Payment Instruments	93
Introduction to Self Billing	94
Self-Billing Process	95
Hands On Exercise: AR Processing	96
US Exercise	96
EMEA Exercise	99
Chapter 4 AP Processing.....	101
AP Process Functional Overview	103
Purchase Order Process	104
Purchase Order Receipt Process	105
Supplier Invoicing	106
Supplier Invoice Basic Processing Flow	107
Evaluated Receipts Settlement (ERS)	108
ERS Process	109
AP Payment Instruments	110
Hands On Exercise: AP Processing	111
US Exercise	111
EMEA Exercise	114
Chapter 5 Introduction to SAF Analysis.....	117
Supplementary Analysis Fields (SAF) Highlights	119
SAF Setup Overview	120
SAF Setup	121
System SAFs	123
User Defined SAFs	124
Creating User-Defined SAFs	125

User-Defined SAF Example	126
Scenario Example	127
Operational Transaction Post	128
Journal Entry View - Transactions	129
Journal Entry View - Additional Information	130
Hands On Exercise: SAF Setup	131
Chapter 6 Reporting Overview	133
Reporting Features	135
Standard Reports	135
Standard Reports Selection	136
Standard Reports Output	137
Report Customization Levels	138
Usage Customization	139
Usage Customization	140
Report Variants	141
Cost Center Trans Detail Report - Variants	142
Layout Customization	143
Report Layout Customization	144
Statement of Account	145
Component 1 Framework	146
Hands On Exercise: Report Usage Customization	147
US and EMEA	147
Chapter 7 Screen Customization.....	149
Screen Customization	151
User-Defined Fields	153
Scenario Example	155
User-Defined Fields: Add to Screen	156
Add to Report/View	157
Hands On Exercise	158
US and EMEA	158
Field List/Properties	162

About This Course

Course Description

This one-day course has been designed to give an overview of the QAD Enterprise Financials. Students experience the .Net UI interface and some of the QAD Enterprise Financials features.

The format for this course is a combination of presentations, demo and hands-on exercises. This course is not designed to guide students on how to use QAD Enterprise Financials. Another course, Financials Fundamentals, teaches students about the principal Financials functions and how to use them.

Course Objectives

The overall objectives of the one day introduction course are to learn about the key concepts behind QAD Enterprise Financials, to get an overview of its features, and to experience the application as well as the interface.

Audience

This course is intended for first-time users, and those who want a high-level overview of QAD Enterprise Financials.

Prerequisites

An understanding of basic manufacturing principles is beneficial.

Course Credit

This course is valid for 6 credit hours

This course is typically taught in one day.

System Requirements

This course uses the QAD Enterprise Applications Enterprise Edition database. See the title page for the exact database title. Whether you are studying this material in a classroom or as a self-study exercise, this is launched in a virtual environment management system. QAD instructors will prepare classroom environments. Self-study students follow the instructions at:

<https://share.qad.com/gm/document-1.9.159277/>

Exercises

This guide contains two different sets of exercises:

- EMEA exercises use the 22UK domain and entities, the British Pound as currency, and a few specifics like electronic transfer payments and mirror accounting.
- US exercises use the 10USA domain and entities, the US dollar as currency, and a few specifics, for example, in AP Payments.

In general, students are more comfortable with static data they are used to, such as currencies and addresses. However, it is up to the instructor to decide which set to use, depending on the audience. Classes held in the Asia-Pacific region can use either set.

QAD Resources

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

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.

Virtual Environment Information

Use the Enterprise Edition 2010 - Addons r03 - Training environment to complete the hands-on exercises. Use domains 10USA and 22UK. Log in to the client as user qmi and using a blank password.

Chapter 1

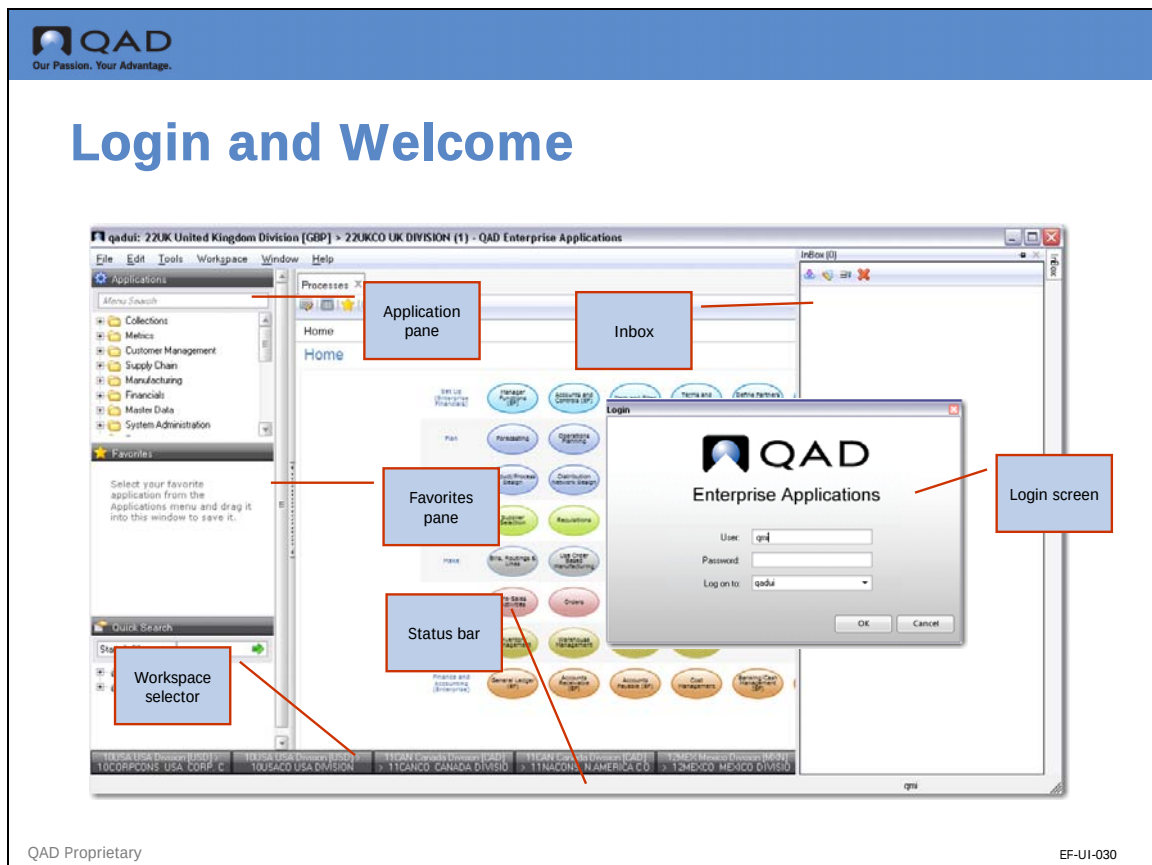
UI Navigation



Overview

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

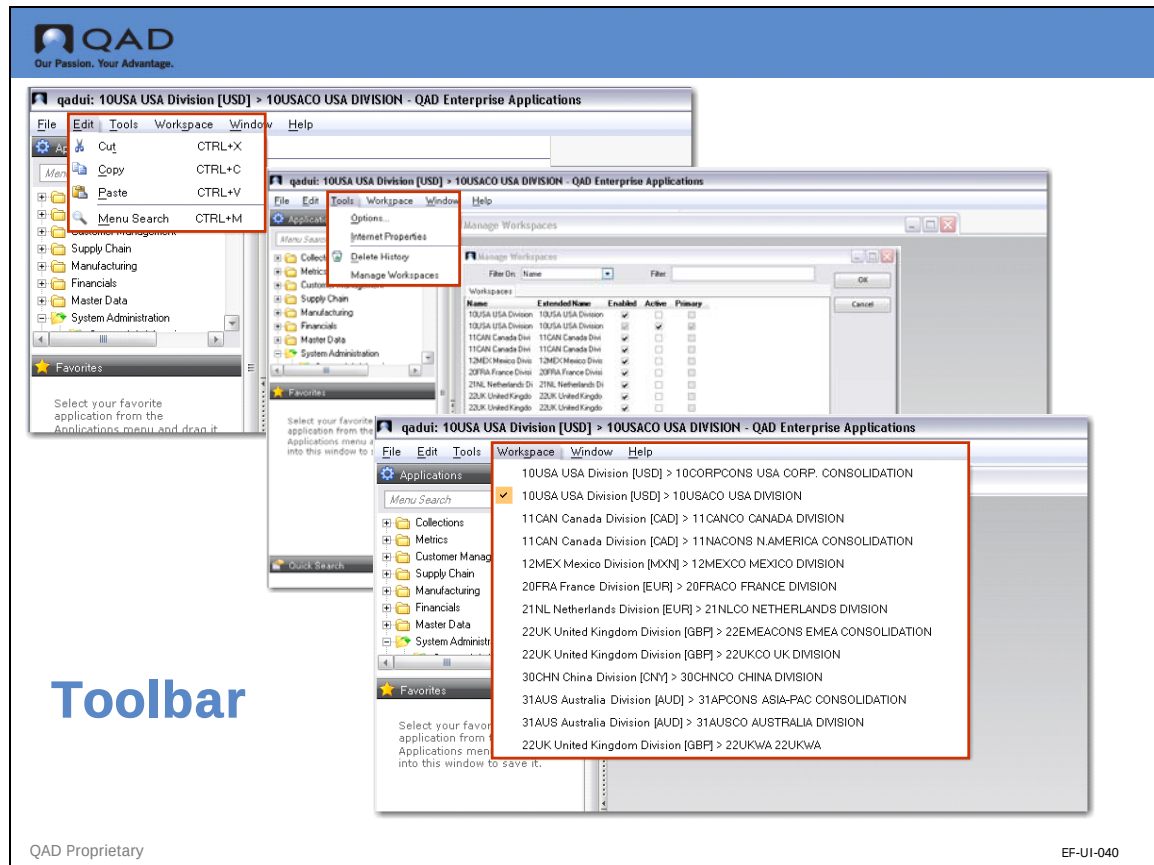
Login and Welcome



The main Financials screen contains the following UI components:

- Application pane
- Favorites pane
- Inbox
- Workspace selector
- Status bar

Menu Navigation and Tools



Toolbar

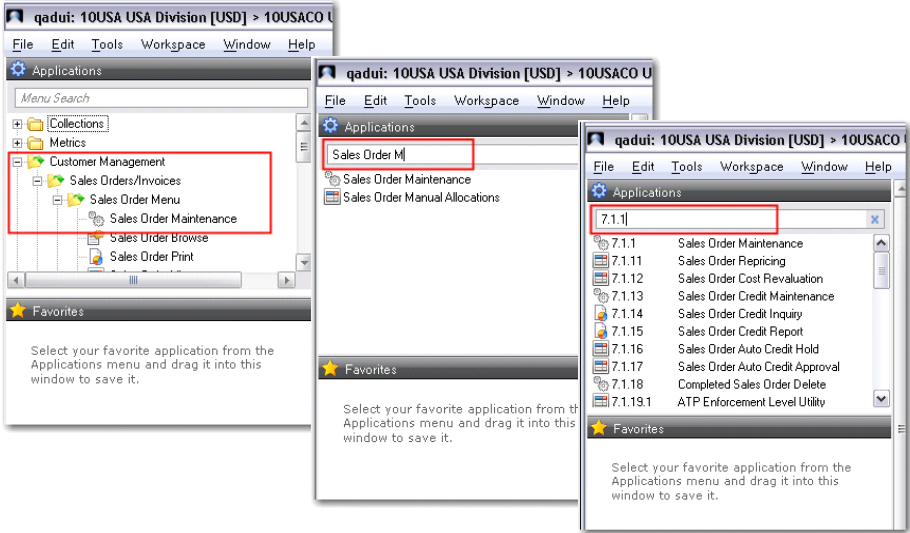
The toolbar provides access to:

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

Menu Search


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Menu Search: Three Options

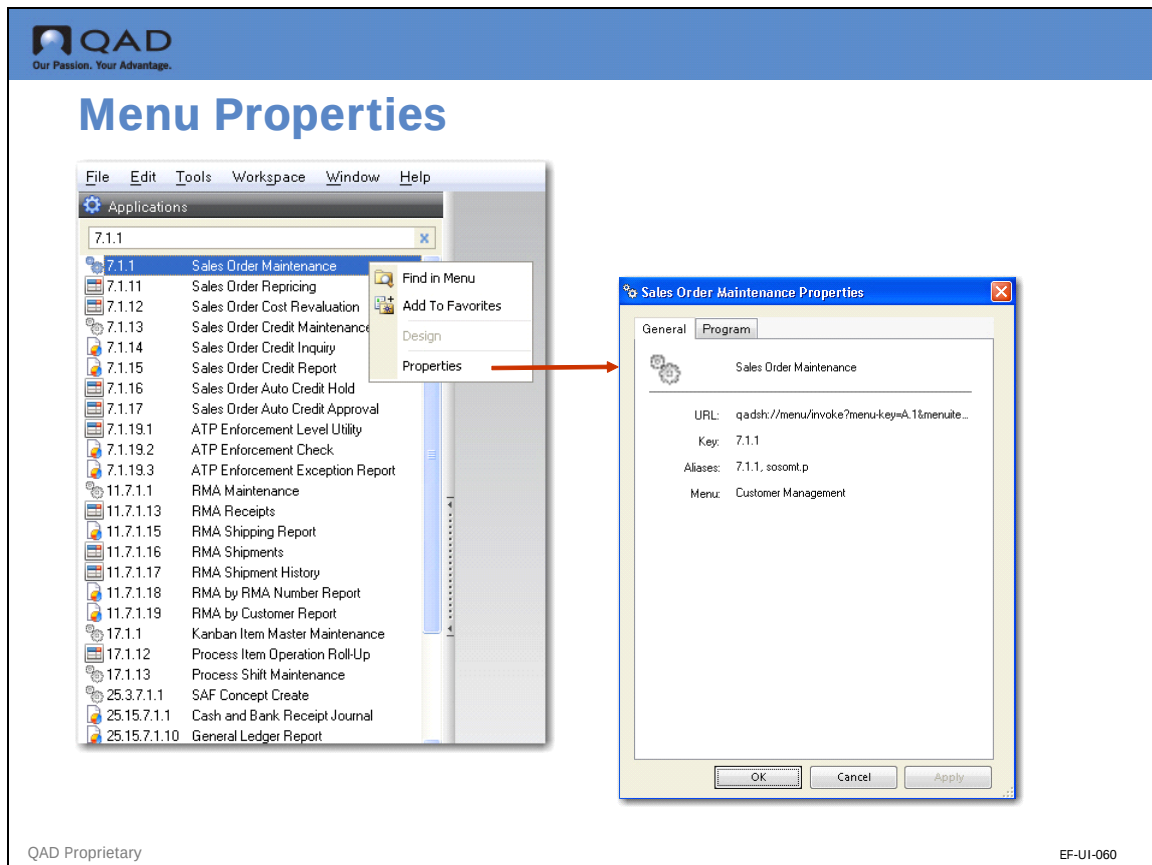


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To find a menu, users can:

- Search through folders.
- Enter the menu name you need.
- Enter the menu number you need.

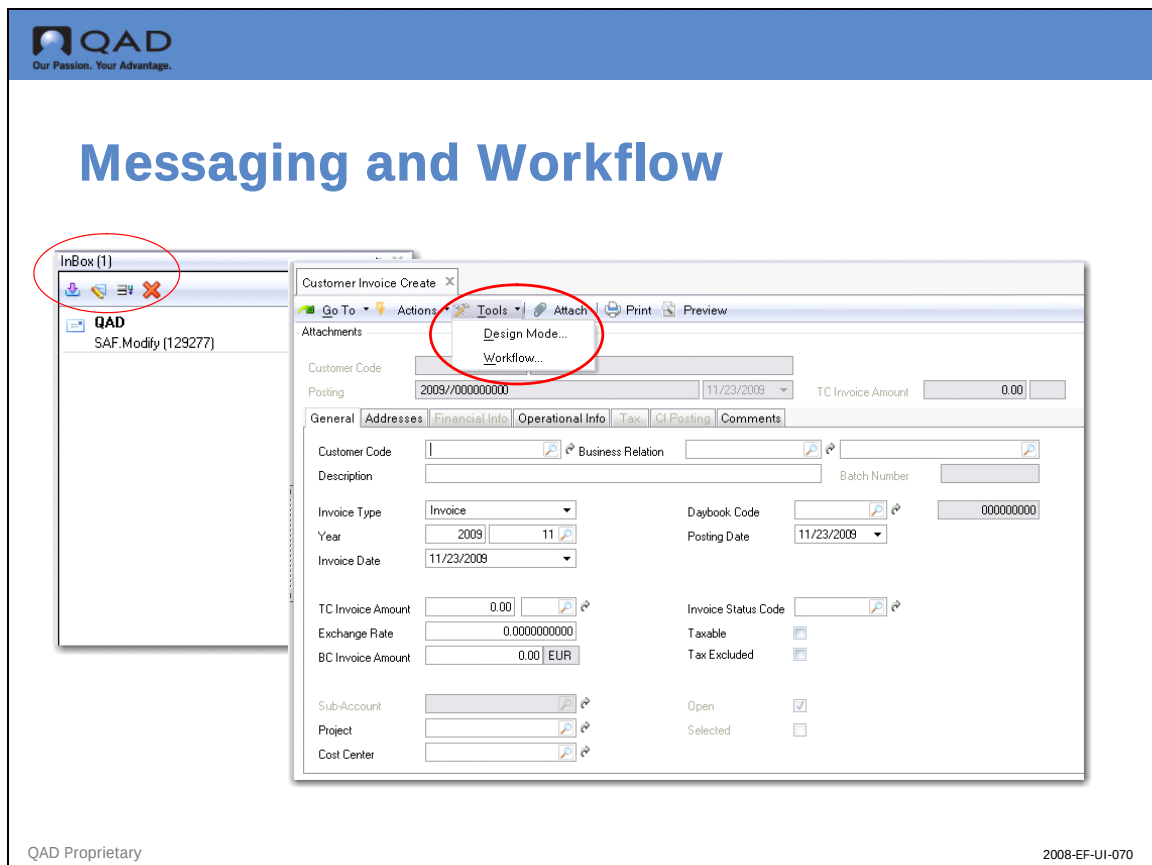
Menu Properties



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

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

Messaging and Workflow



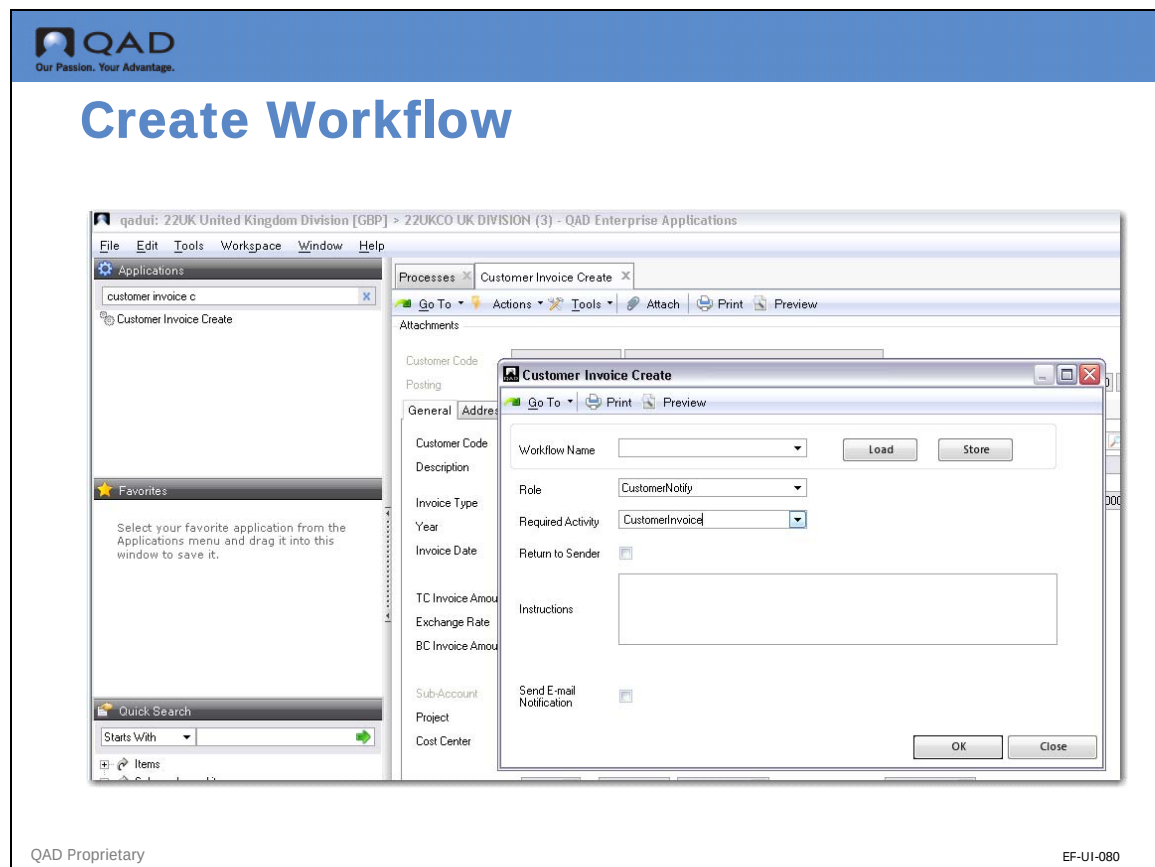
The Financials application includes full e-mailing capabilities.

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

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

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

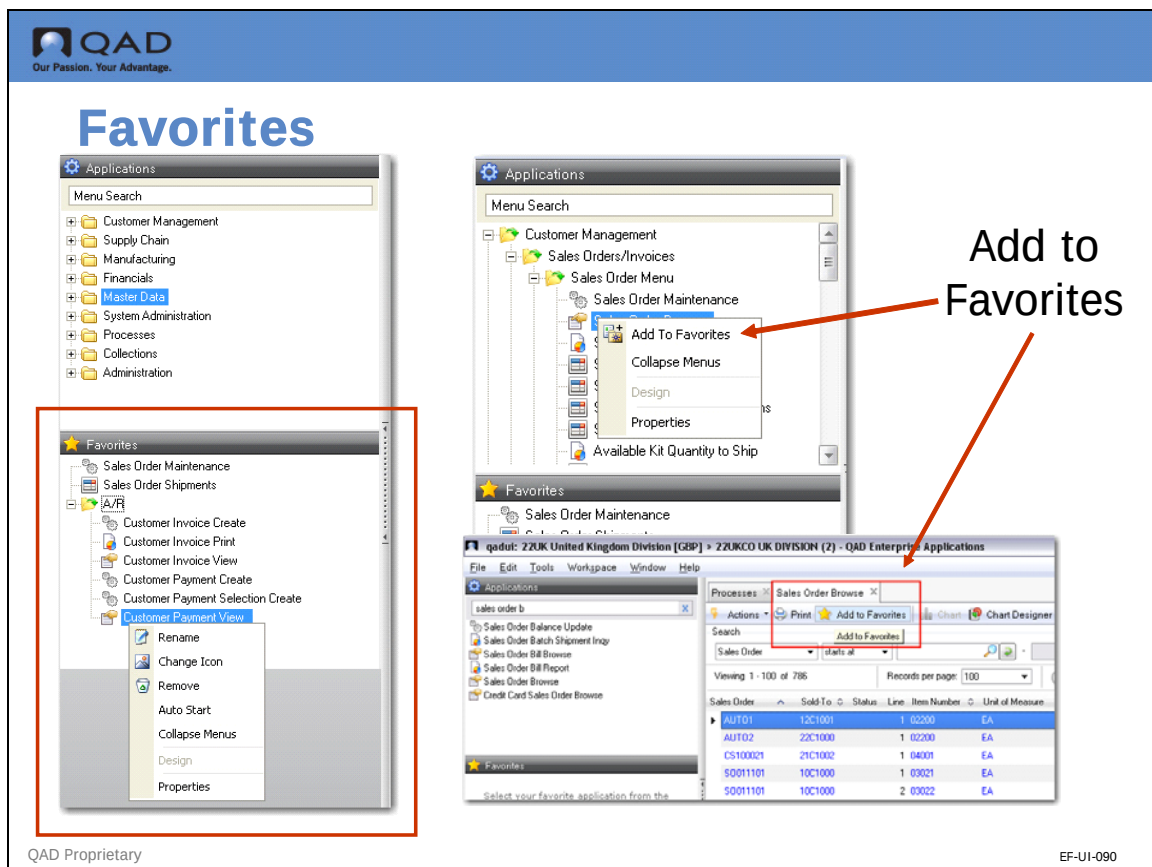
Creating a Workflow



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

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

Favorites

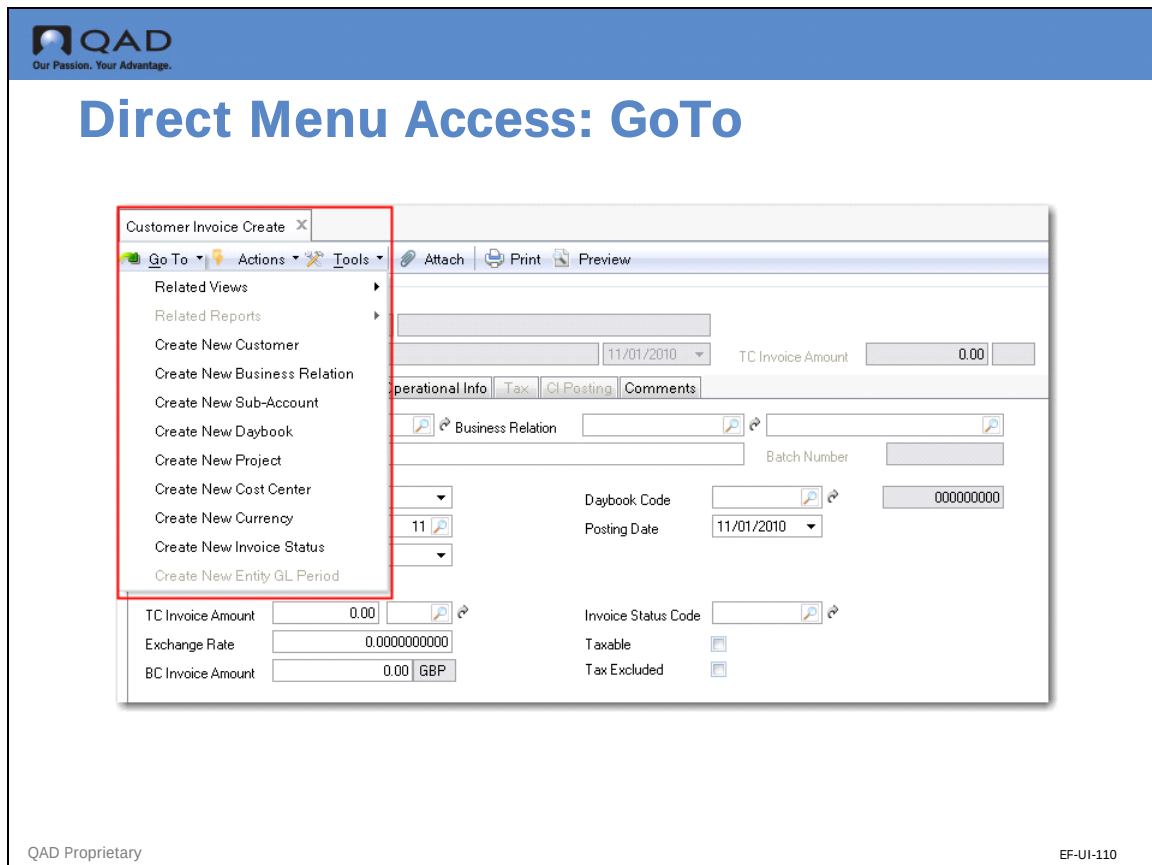


Use the Favorites pane to provide faster access to the menus that you use every day.

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

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

Direct Menu Access with the GoTo Button



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

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

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

Direct Menu Access using the Context Menu

Direct Menu Access: Context Menu

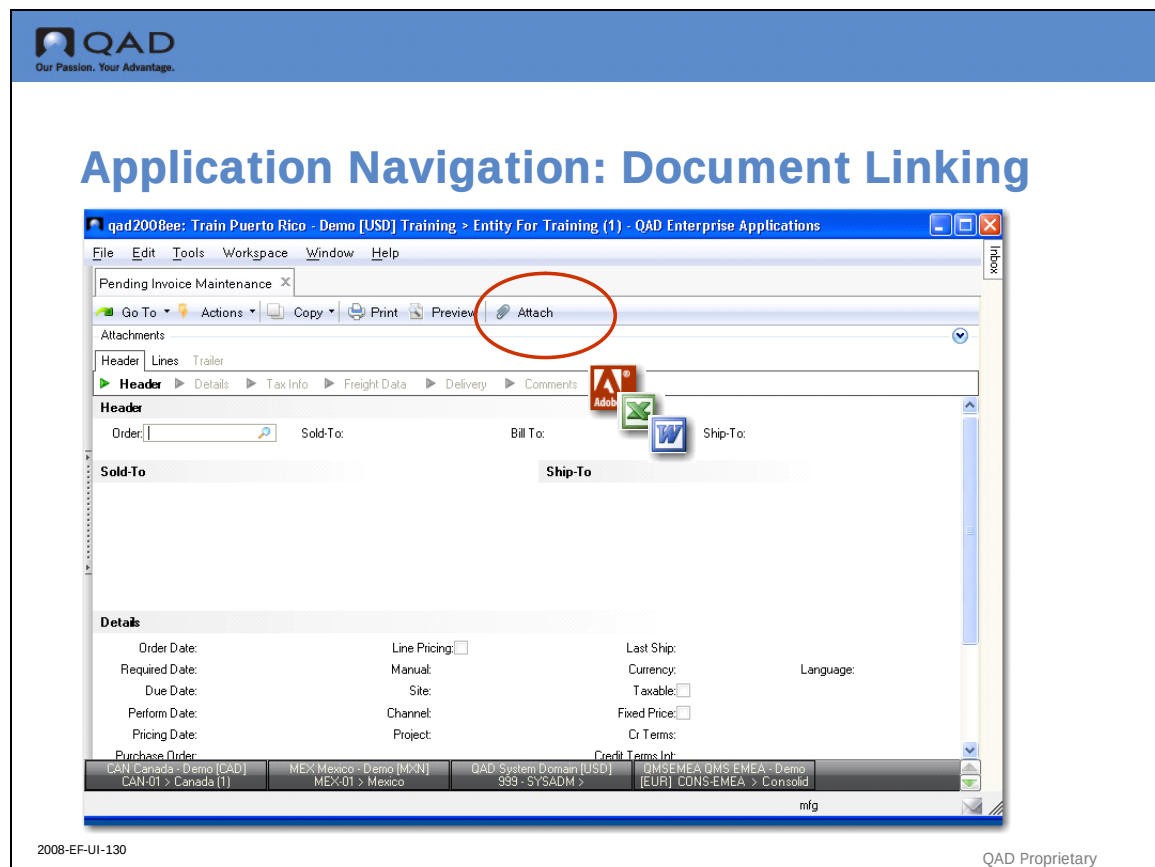
The screenshot displays the QAD Supplier Invoice Browse window. At the top, there's a title bar and a menu bar with options like Actions, Print, Add to Favorites, Chart, Chart Designer, Refresh, and Stored Searches. Below the menu bar is a search section with various filters (Supplier Code, Business Relation, Reference, Year, Daybook Code, Voucher) and a Search button. The main area shows a table of supplier invoices. A red box highlights a context menu that appears when a record is right-clicked. The menu includes options like View, Create, Modify, Approve, Release For Payment, Prepare Allocation, Allocate, Reverse, Delete, InitialCreate, Replace, Supplier Invoice Activity, Supplier Invoice Extended, Dump XML, and Force Publish. The table columns include Supplier, Business Relation Code, Inv Date, Reference, Due Date, TC Balance, and Curr.

Supplier	Business Relation Code	Inv Date	Reference	Due Date	TC Balance	Curr
1061001	10	2010	P0071001	08/04/2010	34.19	USD
1051002	10	2010	P0071002	08/04/2010	-51,710.56	USD
1051003	10	2010	P0071003	09/11/2010	-2,636.73	USD
1051004	10	2010	P0071004	09/03/2010	-6,552.43	USD
1051006	10	2010	P0071006	08/04/2010	-10,911.98	USD
1151000	11	2010	P0071007	10/31/2010	-0.26	CAD
1251002	12	2010	P0071010	08/09/2010	-13,701.50	M-XN
1251003	12	2010	P0071011	09/08/2010	-56,445.04	M-XN
2051002	20	2010	P0071012	09/08/2010	-1,577.88	EUR
2151001	21	2010	P0071014	09/13/2010	-5,066.31	EUR
2151003	21	2010	P0071015	09/13/2010	-20,570.76	EUR
2251001	22	2010	P0071016	09/13/2010	-33,325.50	GBP
2251002	22	2010	P0071017	08/14/2010	-125.00	GBP

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

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

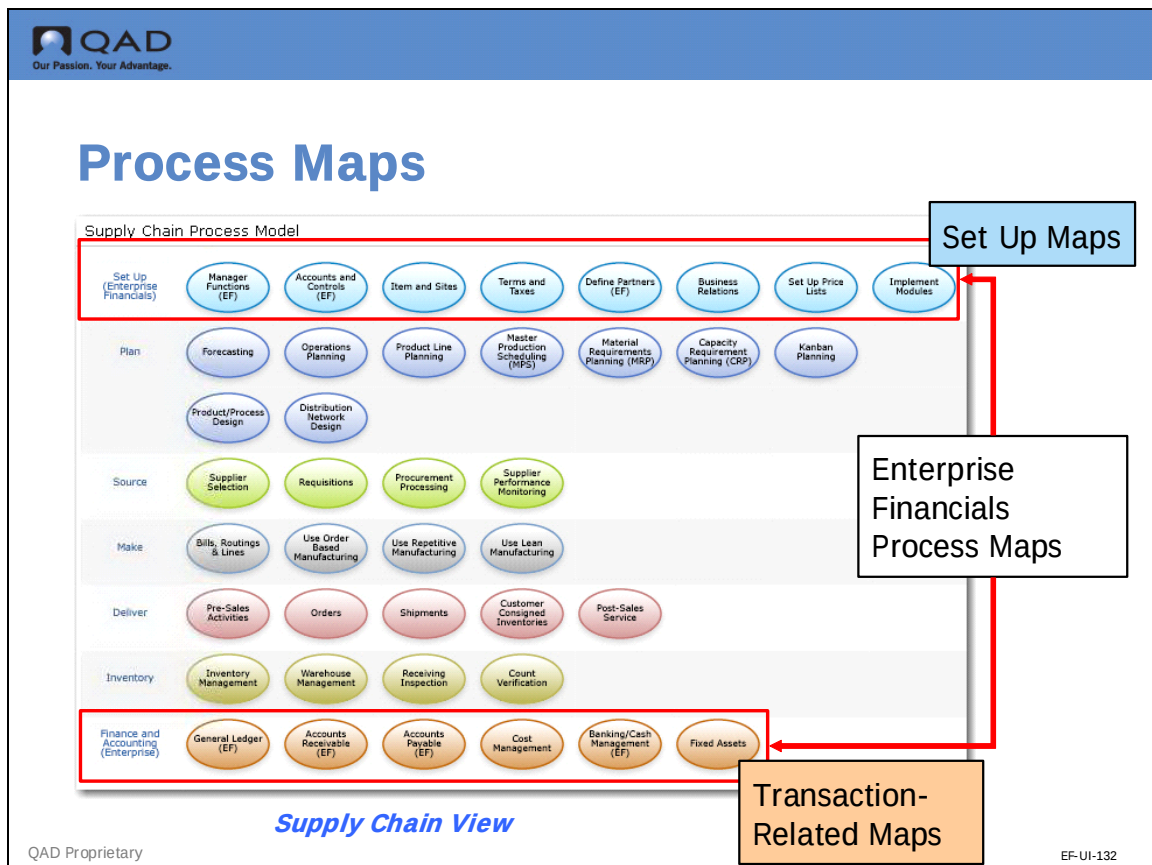
Document Linking



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

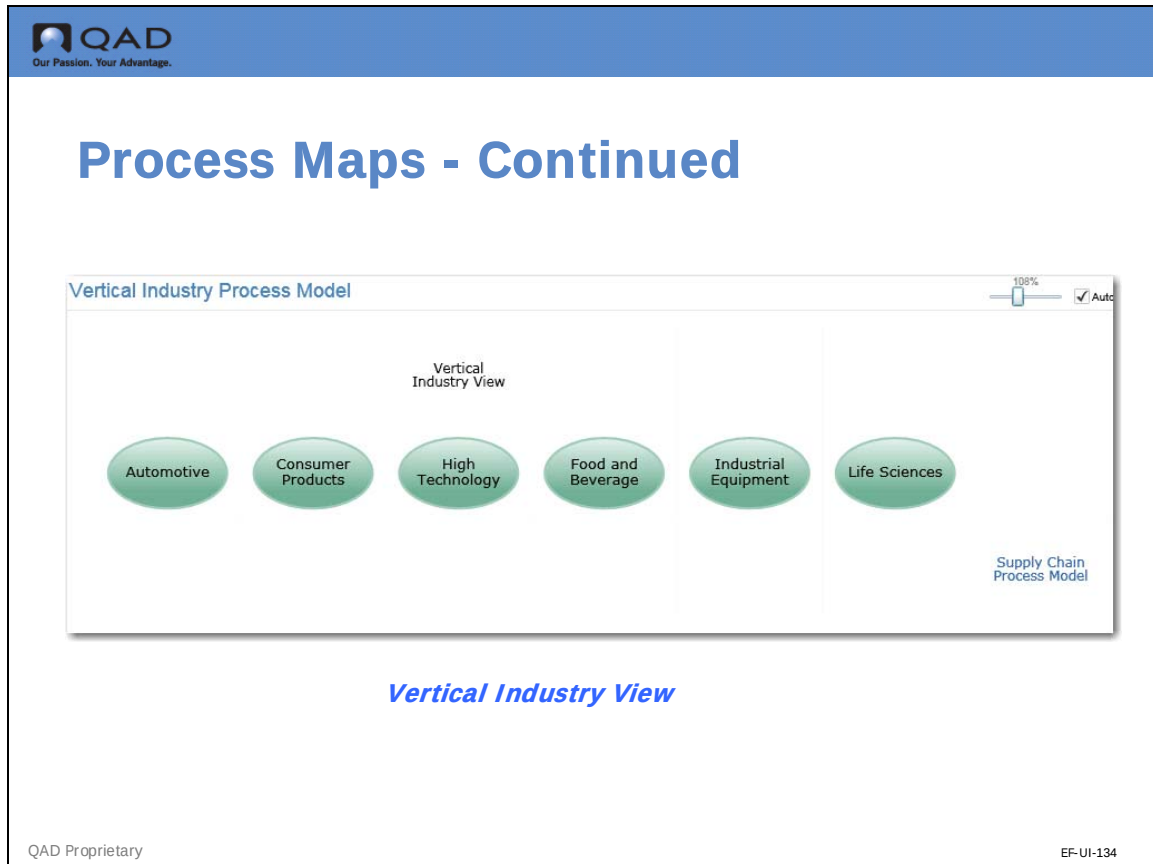
Scans of invoices can be attached to supplier or customer invoices.

Process Maps



Process maps illustrate the principal business and operational processes within a QAD application, and consequently, provide graphical navigation. The maps are graphical models of workflows that link to programs, browses, and other process maps.

There are two separate views for process maps in QAD applications: the Supply Chain View (shown above) and the Vertical Industry View. Both views lead to the same detailed maps.

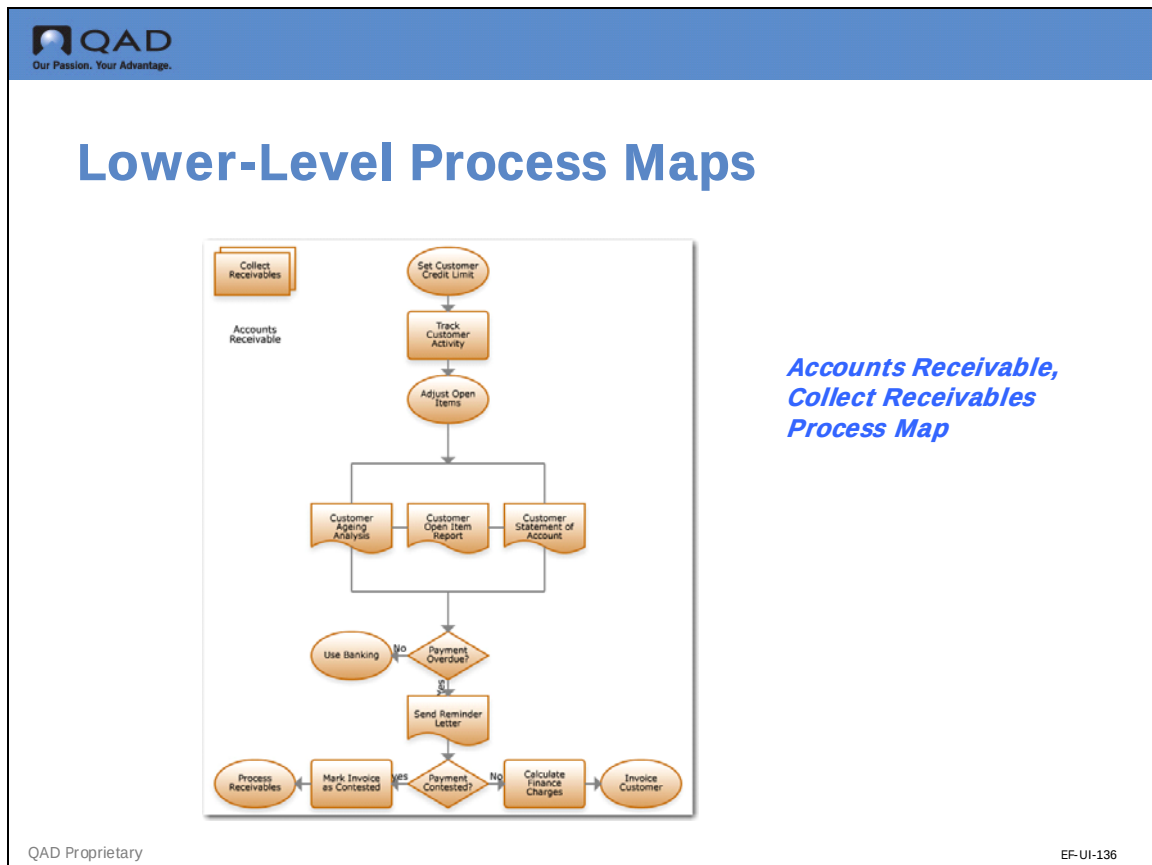


The Vertical Industry maps are categorized using six groups:

- Automotive
- Customer Products
- High Technology
- Food and Beverage
- Industrial Equipment
- Life Sciences

The Vertical Industry maps eventually link to the same lowest level maps as the Supply Chain View.

Lower-Level Process Maps



Detailed Enterprise Financials processes are illustrated using the Finance and Accounting process maps. At the lowest level in the maps, you can click on task nodes to open programs, views, and reports in the QAD Enterprise Financials application.

Application Integration



Application Integration

- ▲ XML (advanced)
- ▲ Excel

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

XML Integration

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XML Integration

Before

From Curr	To Curr	Valid From	Rate	Scale Factor	Rate Type	Valid To (incl.)
EUR	USD	02/25/2010	3.0000000000	1.0000000	REVALUATION	12/31/9999
EUR	USD	11/12/2009	1.3500000000	1.0000000	ACCOUNTING	11/21/2009

After

From Curr	To Curr	Valid From	Rate	Scale Factor	Rate Type	Valid To (incl.)
EUR	USD	02/25/2010	3.0000000000	1.0000000	REVALUATION	12/31/9999
EUR	USD	11/12/2009	1.3500000000	1.0000000	ACCOUNTING	11/21/2009
EUR	USD	11/01/2009	1.3000000000	1.0000000	ACCOUNTING	11/11/2009
EUR	USD	10/02/2009	1.1045000000	1.0000000	ACCOUNTING	10/31/2009

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EF-UI-150

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

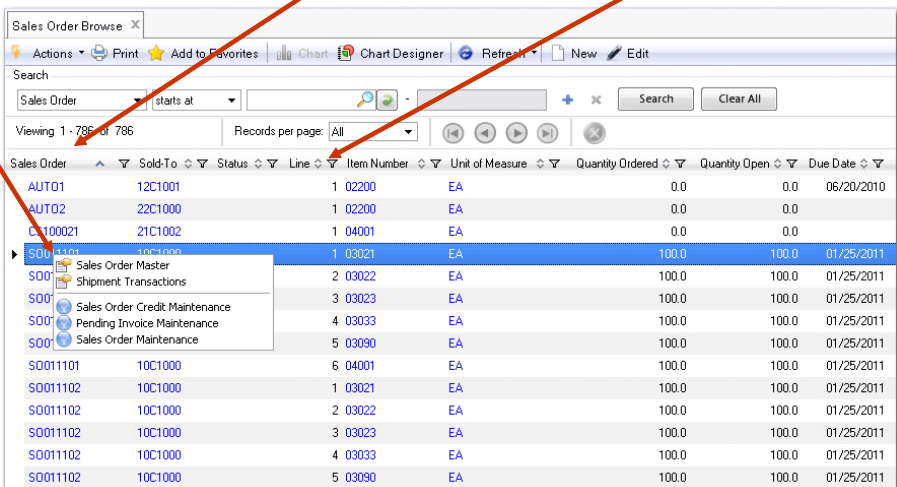
XML integration is very flexible and easy to manage. Refer to *User Guide: QAD System Administration*.

Advanced Excel Integration


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Browses Features

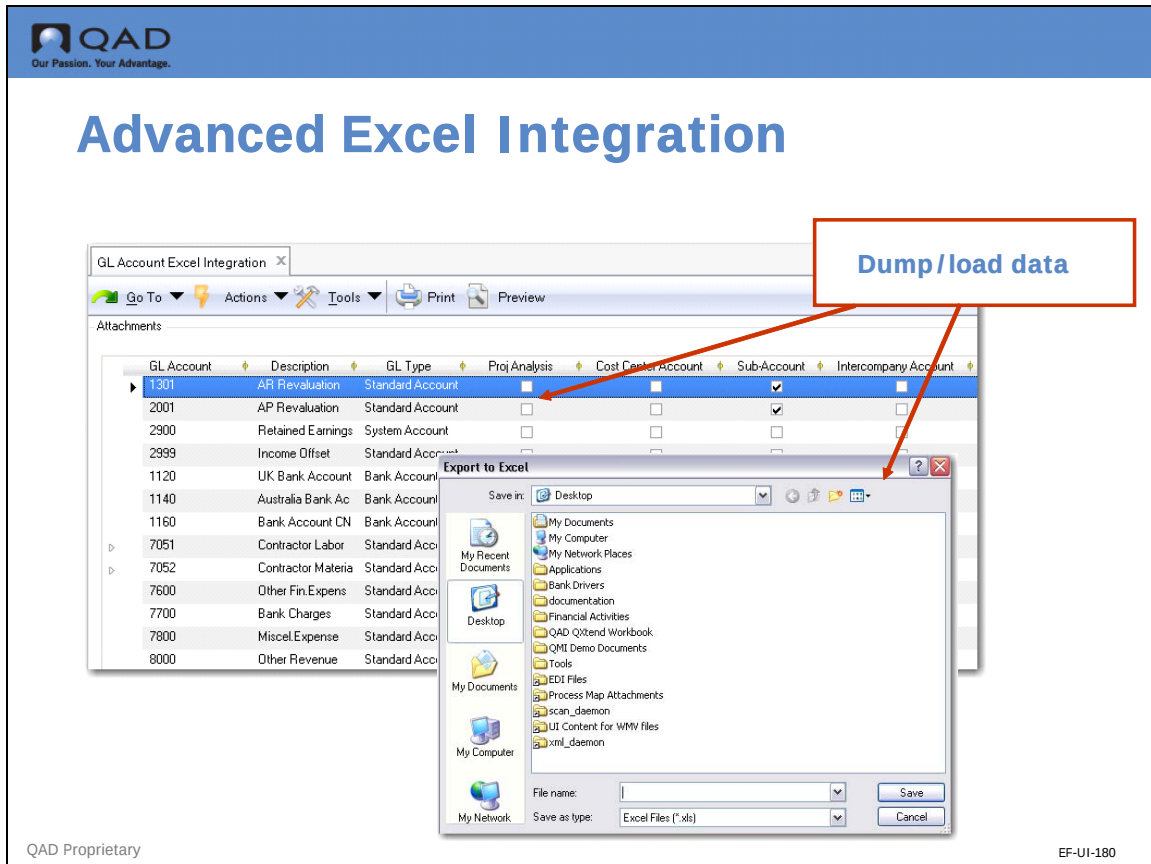
Drill-down
Sort
Filter funnel



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Several menus allow for two-way Excel integration. This facilitates the setup, but also batch changes.

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



Steps for dump and load include:

- 1 Select columns to export data for modification.
- 2 Export to Excel.
- 3 Modify or enter data.
- 4 Re-import to QAD Enterprise Financials.

Advanced integration with Excel is available as a menu activity for the following business components:

- Alternate COA Group
- Alternate COA Structure
- Business Relation
- COA Cross Reference
- Cost Center
- Cost Center Mask
- Country
- County
- Credit Terms
- Customer

- Daybook
- Employee
- End User
- Exchange Rate
- GL Account
- Journal Entry
- Mirroring Daybook
- Mirroring GL Account
- Payment Formats
- Project
- Project Mask
- Reporting Daybook
- SAF Code
- SAF Concept
- SAF Structure
- State
- Sub-Account
- Sub-Account Mask
- Supplier

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

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

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

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

Browse Results

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Advanced Excel Integration

Sales Order Browse

Actions Print Add to Favorites Chart Chart Designer Refresh New Edit

Search

Sales Order starts at Search Clear All

Viewing 1 - 100 of 786 Records per page: 100

Export Browse Results

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open	Due Date	Quantity Shipped
AUT01	12C1001		1	02200	EA	0.0	0.0	06/20/2010	
AUT02	22C1000		1	02200	EA	0.0	0.0		
CS100021	21C1002		1	04001	EA	0.0	0.0		
SD011101	10C1000		1	03021	EA	100.0	100.0	01/25/2011	0.0
SD011101	10C1000		2	03022	EA	100.0	100.0	01/25/2011	0.0
SD011101	10C1000		3	03023	EA	100.0	100.0	01/25/2011	0.0
SD011101	10C1000		4	03033	EA	100.0	100.0	01/25/2011	0.0

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

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

Note This data cannot be re-imported into the database.

Browse Highlights

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Browses Highlights

- ▲ Sort (click heading)
- ▲ Drill-down (blue underlined values)
- ▲ Filter (funnel)
- ▲ Group data
- ▲ Rearrange display (drag and drop, columns auto size)
- ▲ Graph designer
- ▲ Export (XLS, Doc, PDF, or report)
- ▲ Print
- ▲ Save to Favorites
- ▲ Automatic refresh

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

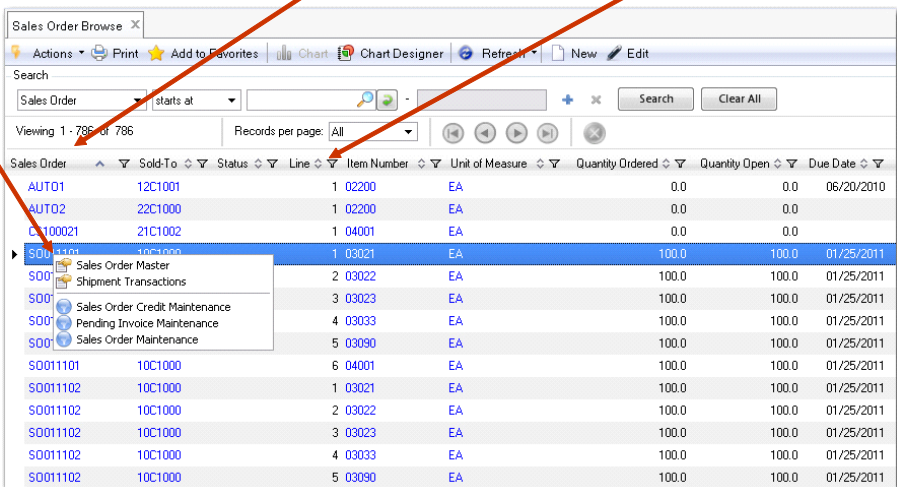
Browses provide many convenient features that let you to manage search criteria and results in an efficient way. These features are described in the following pages.

Browse Features: Filter Funnel, Sort, Drill-Down


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Browses Features

Drill-down
Sort
Filter funnel



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- Sort

You can sort all data in a result list on any of the columns just by clicking the column header. Click on the header again to sort the data in reverse order.

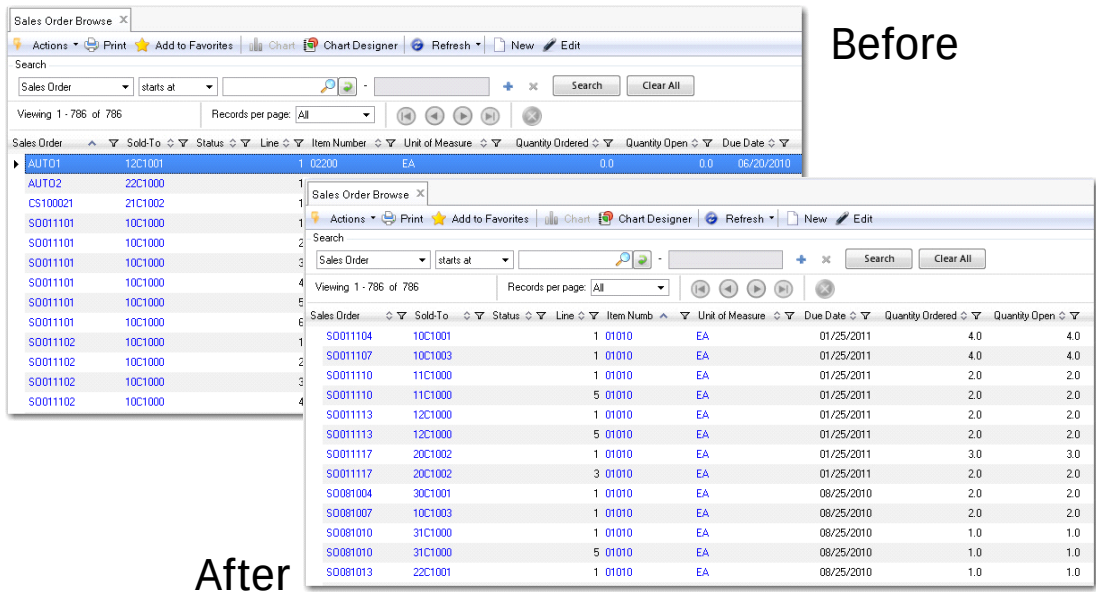
- Filter funnel

Each column features a drop-down filter option. Click the icon to display the available filters and specify the data to display.

- Drill-down

You can right-click on any blue underlined record to access related functions.

Rearrange Display



Rearrange Display

Before

After

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

Rearrange Display

Rearrange Display

Column auto sized

Rearranged columns

Sort by item

The image displays two screenshots of the QAD Sales Order Browse window. The left screenshot shows the window with columns in their default order. The right screenshot shows the window with columns rearranged and auto-sized. Red arrows point from the text labels to the corresponding UI elements: 'Sort by item' points to the 'Item Number' column header, 'Column auto sized' points to the column borders, and 'Rearranged columns' points to the rearranged column headers.

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Due Date	Quantity Ordered	Quantity Open
AUT01	12C1001		1	02200	EA		0.0	0.0
AUT02	22C1000		1					
CS100021	21C1002		1					
SO011101	10C1000		2					
SO011101	10C1000		3					
SO011101	10C1000		4					
SO011101	10C1000		5					
SO011101	10C1000		6					
SO011102	10C1000		2					
SO011102	10C1000		3					
SO011102	10C1000		4					
SO011104	10C1001		1	01010	EA	01/25/2011	4.0	4.0
SO011107	10C1003		1	01010	EA	01/25/2011	4.0	4.0
SO011110	11C1000		1	01010	EA	01/25/2011	2.0	2.0
SO011110	11C1000		5	01010	EA	01/25/2011	2.0	2.0
SO011113	12C1000		1	01010	EA	01/25/2011	2.0	2.0
SO011113	12C1000		5	01010	EA	01/25/2011	2.0	2.0
SO011117	20C1002		1	01010	EA	01/25/2011	3.0	3.0
SO011117	20C1002		3	01010	EA	01/25/2011	2.0	2.0
SO081004	30C1001		1	01010	EA	08/25/2010	2.0	2.0
SO081007	10C1003		1	01010	EA	08/25/2010	2.0	2.0
SO081010	31C1000		1	01010	EA	08/25/2010	1.0	1.0
SO081010	31C1000		5	01010	EA	08/25/2010	1.0	1.0
SO081013	22C1001		1	01010	EA	08/25/2010	1.0	1.0

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EF-BRO-190

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

Browse Features: Group, Column Options, Summary Options

Browses Features

Column options

Group

Summary options

QAD Proprietary EF-BRO-200

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

Group

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

Summarizing results

The Summary option lets you display summary information, depending on the column header in which you have clicked: count, sum, average, minimum, or maximum.

Note You only see meaningful results if the operator you choose applies to the data type.

Browse Features: Export, Print, Favorites, Refresh

Browse Features

Export Print Add to Favorites Refresh

The screenshot shows the QAD Sales Order Browse window. The 'Actions' menu is open, displaying options: Export to CSV, Export to Excel, Export to PDF, Workflow, E-mail, and Report. The 'Print' button is highlighted in the toolbar. The 'Add to Favorites' button is also visible. The 'Refresh' button is highlighted with a red arrow. The window title is 'Sales Order Browse'. The table below shows sales order data.

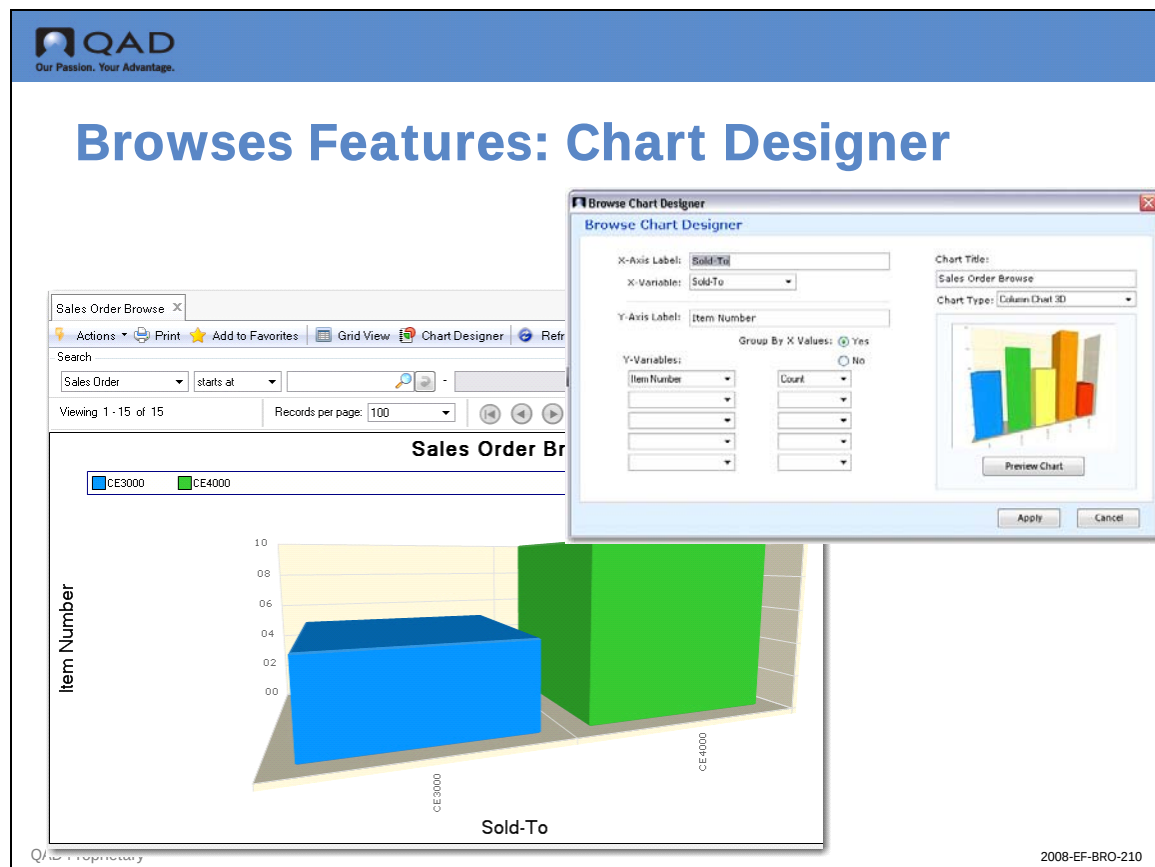
SO#	Item	Line	Item Numb	Due Date	Unit of Measure	Quantity Ordered	Quantity Open
SO011104	10C1001	1	01010	01/25/2011	EA	4.0	4.0
SO011107	10C1003	1	01010	01/25/2011	EA	4.0	4.0
SO011110	11C1000	1	01010	01/25/2011	EA	2.0	2.0
SO011110	11C1000	5	01010	01/25/2011	EA	2.0	2.0
SO011113	12C1000	1	01010	01/25/2011	EA	2.0	2.0

QAD Proprietary EF-BRO-220

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

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

Chart Designer



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

Hands On Exercise: UI Navigation

US AND EMEA Exercise

Logon to QAD Enterprise Application with the credentials given by your instructor.

- Familiarize yourself with the interface.
 - Click on menu options and go down the menu tree.
 - Open your inbox.
 - Change the active workspace.
- 1** Look for Sales Order Browse (7.1.2). Remember the three options to search for a menu.
 - a** Look for the menu number. To obtain the menu number for a function, right-click on the menu name and select Menu Properties.
 - b** Add Sales Order Browse to your Favorites (drag and drop).
 - c** Rename Sales Order Browse in your Favorites pane.
 - 2** Go to Sales Order Browse (7.1.2).
 - a** In the Record per page header field, select All.
 - b** Click one heading to sort, for example, due date.
 - c** Move columns using drag and drop to create a more sensible display.
 - 3** Filter the data in Sales Order Browse (7.1.2)
 - a** Try filtering the data, for example, by item number (click on the Funnel icon).
 - b** Right-click on a sales order number. Click on Shipment transactions and review then.
 - c** Right-click on a column header. Select Show Group By Box.
 - d** Drag and drop the Due Date column header to this area. Click on a + sign to drill down.
 - e** Drag and drop the Item Number column header to this area.
 - 4** Export the browse data to Excel.
 - a** In the menu bar, click Actions, then Export to Excel.
 - b** Save the Excel file to your desktop.
 - c** Review the Excel worksheet. The grouping is preserved.
 - 5** Go back to the application. Records per page: select 10
 - 6** Create a browse chart.
 - a** Click on Chart Designer.
 - b** X Variable: Select Due Date.
 - c** Y Variable: Select Qty Ordered.

- d** Chart type: Select Column Chart 3D.
 - e** Click Apply.
- 7** Go to GL Account Excel Integration.
 - a** Right-click and select Load Accounts.
 - b** Right-click and select Columns.
 - c** Select the columns that you would like to export. Deselect the ones you do not want to export.
 - d** Right-click and select Export to Excel for Maintenance.
 - e** Review the data. Look at row 2. It contains important information for the system to reload the data after maintenance. Do not modify the data on this row.
 - f** Now you can modify the data, and re-import it to the system. (Do not re-import the data at the current time to avoid creating issues in the database that might prevent you from completing the other exercises in this course).

Chapter 2

Enterprise Financials Components and Concepts



Overview

▲ Components

- From Financial Analytics to Logistic Accounting

▲ Concepts

- Business Data Model
- From Shared Sets
- Profiles
- Business Relations
- Accounting Layers
- Daybooks
- GL Analytical Coding Segments (incl. SAF)
- Alternate Chart of Account
- Double Base Currency

Components of QAD Enterprise Financials



Components of Enterprise Financials

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk & Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking/Cash Management
	Fixed Assets	Internationalization	Enhanced Controls	Vertex Sales and Use Tax Interface	Logistics Accounting

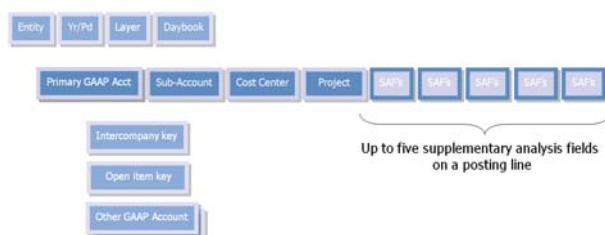
QAD Financial Analytics



QAD Financial Analytics

- Align performance of business units to your overall company objectives
- Analysis and reporting from C-level executives to business unit managers
- Multi-layer accounting with support for simulations and what-if analysis
- Extensive drill-down and analysis capabilities
- Dashboards for customer and supplier information

Ensures overall state of the business analysis as strategic options are analyzed for the CFO



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP		Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services		Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management

QAD Proprietary

EF-QAD-040

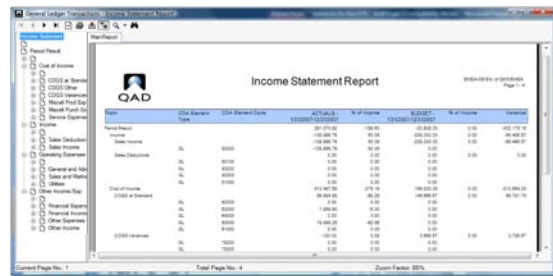
QAD Management Reporting



QAD Management Reporting

- ▲ Extensive set of reports
- ▲ Graphical output that is easy to customize
 - Unlimited report variants can be created for any specific requirement
- ▲ Reports in company statutory currency and company chart of accounts for comparison of business operations
- ▲ Spreadsheet style browses that allow detailed selections and easily generate one-off reports

Board Reporting made simple, and decision making made black and white with flexible, graphical reporting for the CFO



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP		Budgeting	Governance, Risk and Compliance	
	Consolidations	Allocations	Financial Shared Services		Credit Management	Tax Management	
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management	

QAD Proprietary

EF-QAD-050

QAD Financials includes an extensive set of reports and reporting options that let you analyze general ledger transactions, supplier and customer details and activity, banking and cash transactions, and other specialized areas.

QAD Financials offers a robust reporting framework. The extensive reporting features, in conjunction with browses and views that are easily exported to Excel, cover all business requirements and provide maximum flexibility and operational efficiency for users.

QAD Multi-GAAP



QAD Multi-GAAP

- ▲ Accounting Layers allow for multi-GAAP reporting
- ▲ Multiple charts of accounts (COA) for reporting purposes
- ▲ Ability to combine accounting layers in reporting
- ▲ Simulate GAAP transformation transactions
- ▲ Allocation module and Supplementary Analysis Fields to support IFRS segment reporting

Accounting layers allow multi-GAAP reporting from a single set of books

Layer Code	Description	
IFRS	IFRS adjustments	Management
USGAAP	USGAAP adjustments	Management
Official	Official	Official
Trans-Approve	Approval layer	Transient

- ▲ The Alternate Chart of Account function lets you create a separate COA that is different from the operational COA for business or legal reasons.

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management

QAD Proprietary
EF-QAD-060

Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: official, management, and transient, or with additional user defined layers. Transient layers can be used for simulation and approval processes; management layers can be used for multi-GAAP valuation of balances, such as comparisons between IFRS and local GAAPs.

In addition to the basic components of the general ledger—account, sub-account, cost center, and project—you can define supplementary fields (SAFs) to fine-tune transactions and reporting. These provide basis for powerful and flexible financial reporting and analysis.

See “QAD Allocations” on page 44 for information on allocations.

QAD Budgeting



QAD Budgeting

- Supports multiple versions of budgets
- Budget periods can be different from accounting periods
- Recording of forecasts
- On-line budget checking and warnings
- Import budget data from Microsoft Excel®
- Live modification of budgets using Microsoft Excel®
- Supports multi-level budgeting and actuals coming from multiple companies

Quick, flexible, collaborative budgeting process for the Finance Manager

The screenshot shows the 'Budget - Create' window in QAD. It includes fields for 'Budget Code' (income statement) and 'Description' (Income Statement 2008). Below these are tabs for 'General', 'Budget Period', 'Levels', 'Structures', and 'Versions'. The 'Versions' tab is active, showing a table with columns for 'Topic', 'TC Amt (01)', 'TC Amt (02)', 'TC Amt (03)', 'TC Amt (04)', and 'Forecast Cost (01)'. The table lists various revenue and cost items with their corresponding amounts.

Topic	TC Amt (01)	TC Amt (02)	TC Amt (03)	TC Amt (04)	Forecast Cost (01)
Revenue	1,231,972.96	1,231,972.96	1,231,972.96	1,231,972.96	0.00
Service Income	516,991.67	516,991.67	516,991.67	516,991.67	0.00
Direct Sales	621,583.33	621,583.33	621,583.33	621,583.33	0.00
Other Income	200,200.30	200,200.30	200,200.30	200,200.30	0.00
Adjustments	-106,802.34	-106,802.34	-106,802.34	-106,802.34	0.00
Direct Cost	570,890.77	570,890.77	570,890.77	570,890.77	0.00
Cost of Goods Sold	507,045.39	507,045.39	507,045.39	507,045.39	0.00

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary

EF-QAD-070

Financials supports budgeting for all elements of the chart of accounts: accounts, sub-accounts, cost centers, projects, and supplementary analysis fields. Budget figures can be prepared in Excel or in external systems and then uploaded to the budget structure.

Budget periods can be set up to differ from GL periods. This lets you produce non-period budgeting, for example, in the form of quarterly budgets.

Within the same period and budget structure, multiple versions of a budget can be created and reported against.

QAD GRC

QAD
Our Passion. Your Advantage.

QAD GRC

- ▲ Extensive set of solutions for Governance, Risk and Compliance
- ▲ Minimizes costs of compliance to government regulations such as Sarbanes-Oxley, IFRS, FDA Part 11 and other governance requirements
- ▲ Extensive automated controls
- ▲ Role based security up to activity level
- ▲ Segregation of duties enforcement and associated reporting
- ▲ Trade compliance using QAD TMS
- ▲ Access control including forced password complexity, aging and intrusion detection

Helps companies stay compliant

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary
EF-QAD-080

Financials combines local legislative and business processes with cost accounting and management accounting practices specific to an organization's needs, while providing support that enables the organization to comply with Sarbanes-Oxley and International Financial Reporting Standards (IFRS), and other governance requirements.

QAD Consolidations



QAD Consolidations

- ▲ A subsidiary entity can be a part of multiple consolidation entities
- ▲ Proportional Consolidation is supported
- ▲ You can build up hierarchies of consolidation entities
- ▲ Fast balance level consolidation
- ▲ Automatic tracking of intercompany transactions to support elimination
- ▲ Consolidate separately by accounting layer
- ▲ Support simulations

Provides quick & complete consolidation process for the Finance Manager



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
				Cost Management	

QAD Proprietary
EF-QAD-090

GL consolidation lets you combine the financial records for two or more entities within a single database into one consolidated set of financial statements. Proportional consolidation lets you consolidate partly-owned subsidiaries based on the percentage of the subsidiary owned by the parent entity. You can perform multiple consolidations within the same organization.

The consolidation process consists of determining the entities with accounts you want to consolidate, and setting up a consolidation entity in which to store the consolidation data. All accounts, sub-accounts, cost centers, and projects in the source entities can be mapped to the corresponding consolidation accounts in the consolidation entity using COA cross-references.



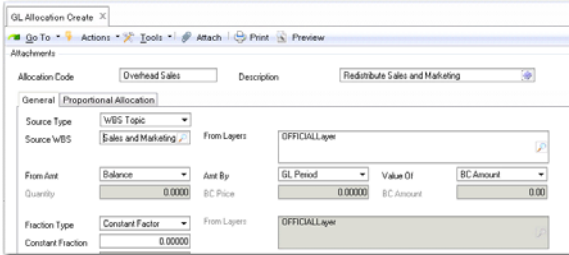
QAD Allocations



QAD Allocations

- ▲ Distribute costs and revenues to appropriate accounts, sub-accounts, cost centers and projects
- ▲ Supports recursive allocations
 - Reuse result of previous allocation run as input for the next
- ▲ Validate results of allocation run before final posting
- ▲ Supports different allocation methods, including proportional based on usage/activity
 - For instance distribute electricity costs to production cells based on kWh

The power of control



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary
EF-QAD-100

The system supports two types of allocations:

- Operational allocation codes are used in operational transactions, such as sales and purchasing.
- More complex allocations can be set up for use in GL transactions within financial modules.

QAD Financial Shared Services



QAD Financial Shared Services

- ▶ Sharing of chart of accounts and other key master data
- ▶ Sharing of customers and supplier across business units
- ▶ Workflow to move documents between business entities
- ▶ Link to document management to store electronic versions of paper documents such as invoices
- ▶ Cross-company AR and AP payments

Have economies of scale to save back-office costs and support growth

The screenshot shows a software interface. On the left, an 'Inbox' window lists items: 'Customer (1)', 'General Ledger Account (1)', 'Supplier Invoice (1)', and 'Approve Supplier Invoice (2007.SINV.9)'. An orange arrow points from the 'Approve Supplier Invoice' item to a larger workflow configuration window on the right. This window has fields for 'Workflow Name', 'Role' (set to 'QAD Admin'), 'Required Activity' (set to 'Approve'), 'Return to Sender' (checked), and 'Instructions' (set to 'Please review and approve this invoice - 100%Pure.pdf'). There are 'Load' and 'Store' buttons at the top right of the configuration window.

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary

EF-QAD-110

Financial Shared Services can be as simple as sharing account structures and accounting activities such as accounts payables and receivables processing; or as complex as standardizing and rationalizing the customer and supplier base across regions.

Any sized company can benefit from Financial Shared Services – cutting back-office costs and gaining economy of scale in AR and AP; generating company-wide savings through better supplier relationships; decreasing risk and maximize cash flow by maintaining a central view of customer balances and netting payables against receivables; and saving time by ensuring consistency in financial reporting – while supporting a growing, ever-changing organization.

QAD Credit Management

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QAD Credit Management

- ▲ Extensive and flexible credit check
 - Based on percentage of turnover
 - Fixed credit limit
 - Maximum days of overdue
 - Option to overrule
 - Share credit limit of shared customers across companies
- ▲ Configurable warning level
- ▲ Dashboard for customer activity and credit information
- ▲ Multi-level reminder letters

Ensures visibility of customers with credit issues for the Finance Manager

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management

QAD Proprietary
EF-QAD-120

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

The Customer Activity Dashboard (27.18.1) lets you display credit information for a customer. The Supplier Activity Dashboard (28.18.1) lets you use grid features to group and sort information by key credit-related details such as the number of weeks overdue, or see all invoices due in a certain week.

You can use the Reminder Letter report (27.17.10) to print various levels of reminder letter that list open items for a customer and include text that depends on the reminder level of the invoice.

QAD Tax Management



QAD Tax Management

- ▲ Allows global tax treatment for multiple tax environments in the same database
- ▲ Unlimited number of tax types and rates
 - VAT, luxury, capped, non-recoverable
- ▲ Considers
 - Geography
 - Item status (taxable, non-taxable)
 - Customer / Supplier status
 - Effective date
- ▲ Includes flexible reporting

Serves the different sales, use and VAT taxes globally

Ensures correct tax registrations and smooth tax reporting



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary

EF-QAD-130

GTM offers precise tax calculations and flexible setup for calculating taxes for multiple countries. With GTM, you can set up an unlimited number of taxes and rates—each associated with customers, suppliers, or items. You can define when taxes are calculated, the formula used to calculate them, and the amount subject to tax.

You can also set up reports to accommodate the legal reporting requirements of various jurisdictions.

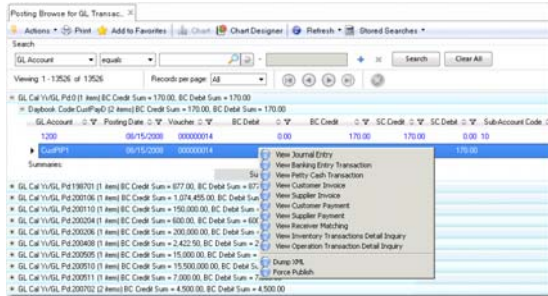
QAD General Ledger



QAD General Ledger

- ▲ Multi-Entity, Multi-Currency, Multi-Layer
- ▲ Support for recurring/reversing entries
- ▲ Extensive drill-down capabilities
- ▲ Flexible account structure with up to 5 optional Supplementary Analysis Fields per account combination
- ▲ Posting templates
- ▲ Multi-stage period closing process including period marks, closing validations and reporting
- ▲ Separate period for year-end corrections
- ▲ Bi-directional Microsoft Excel® integration for journal entries as well as for account setup

Ensures all financial data is quickly accessible for drill down and corporate reporting



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP		Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services		Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management

QAD Proprietary
EF-QAD-140

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

GL Account. GL accounts track financial transactions, manage account balances, and are used to produce financial statements and comparisons. GL reporting is detailed or summarized and includes information on one or a range of entities. Banks are defined as a special type of GL account with additional banking attributes.

Sub-Account. As a further level of detail within an account, sub-accounts can be defined. Sub-accounts can be linked to customers and suppliers and their individual transactions.

Cost Center. You can refine account and sub-account information further by defining cost centers. For example, a cost center can be a profit center or department within the account or sub-account.

Project. The project provides analysis on costs and revenue for the projects defined in your organization.

The combinations of COA elements that are considered valid are defined through a *COA mask*. These combinations are validated when transactions are posted, preventing any errors.

In addition to the basic components of the general ledger—account, sub-account, cost center, and project—you can define supplementary analysis fields (SAFs) to fine-tune transactions and reporting. These provide the basis for powerful and flexible financial reporting and analysis.

Accounting layers provide different ways of segregating transactions within a single GL account to satisfy reporting requirements. The posting of transactions is controlled by associating daybook types with one of the three system-defined accounting layers: official, management, and transient, or with additional user defined layers.

Once you have set up your chart of accounts and other general ledger features, you can use them to manage transactions in the system. GL transactions are of two basic types:

- Transactions from other operational areas such as inventory movements, sales order shipments, and purchase order receipts
- Transactions created in financial functions, such as supplier invoices, bank and cash transactions, journal entries, open item adjustments, and AR and AP payments.

Monthly closing and reporting processes provide a broad range of reports with which to check the completeness and consistency of data before proceeding with formal reporting.

You can manage year-end processing and consolidation with General Ledger functions. A wide-range of analytical and structural reports lets you view accounting data in many different formats.

QAD Multiple Currency

Our Passion. Your Advantage.

QAD Multiple Currency

- ▲ Process, pay and receive money in any currency
- ▲ Set up functional currencies by business unit
- ▲ Dual Base Currency
 - Transaction amounts always stored in transaction currency, base currency and **statutory currency**
- ▲ Extensive revaluation options, both for functional and management currency
- ▲ Allows the global organization to conduct business in the required currency, and generate consolidated and management reporting in the mandated currency

Do business in any currency



Enterprise Financials	Financial Analytics		Management Reporting		Multi-GAAP		Budgeting		Governance, Risk and Compliance	
	Consolidations		Allocations		Financial Shared Services		Credit Management		Tax Management	
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management				

QAD Proprietary
EF-QAD-150

QAD Financials supports multiple currencies for GL transactions. Currencies are defined at the database level and are available to all domains and entities in the system. A set of ISO currencies is supplied with the system. Multiple types of exchange rates are available, including accounting, budgeting, cash, Intrastat, inventory, tax, statutory, and revaluation. Adjustments to exchange rates are automatically applied wherever the exchange rate is used.

To streamline exchange rate setup, new rates can be derived from existing ones, automatically filling in any missing combinations.

Various rounding methods can be defined and specified for each currency.

Monetary amounts can be expressed in either the domain base currency, a non-base (foreign) currency, or a statutory currency used for reporting. This three-currency system lets you display a transaction or create a report in any of the defined currencies. This is especially important in environments with high inflation and strong currency fluctuation.

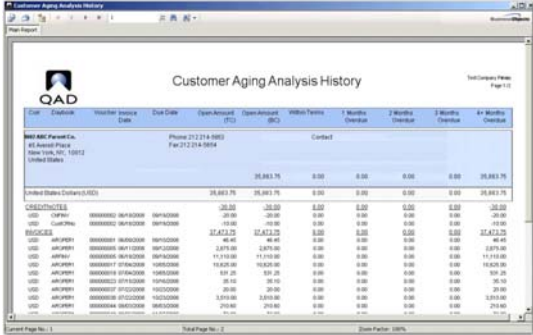
QAD Accounts Receivable



QAD Accounts Receivable

- ▲ Flexible aging reports
- ▲ Supports Self Billing
- ▲ Retro Billing allows price changes on items after items shipped and invoiced (Automotive)
- ▲ Sharing of customers and credit limits between business units
- ▲ Automatic netting of invoices and credit notes
- ▲ Netting between customers and suppliers
- ▲ Write-offs and open item adjustments
- ▲ Automatic reminder letters generated
- ▲ Customer Activity Dashboard

Full control on the total process between billing and collecting



Enterprise Financials	Financial Analytics		Management Reporting		Multi-GAAP		Budgeting		Governance, Risk and Compliance	
	Consolidations		Allocations		Financial Shared Services		Credit Management		Tax Management	
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management	Cost Management				

QAD Proprietary
EF-QAD-160

The Accounts Receivable module covers all accounting processes related to customer invoices and payments. This module also manages customer definition, credit terms, credit limits, finance charges, aging analysis, and reminder letters.

Most customer invoices are generated from sales transactions in the Sales Orders/Invoices module. When customer invoices are created from confirmed shipments or deliveries, the system creates customer invoices using Invoice Post and Print. You then process the invoice using the AR functions. You collect receivables by tracking customer activity and identifying and resolving overdue invoices. The sales invoices and the payments received against them are recorded in the Accounts Receivable ledger.

Invoice handling supports a complete follow-up procedure for payments. The system manages payments in the form of checks, direct debits, drafts, promissory notes, and summary statements. After recording the payment, you manage it through various statuses.

Direct debits and electronic drafts can be automatically formatted in electronic files based on bank requirements.

Reports on open items, transactions, history, and summary are supported with extensive selection criteria. Aging lists can be drawn per customer, group, or sub-account.

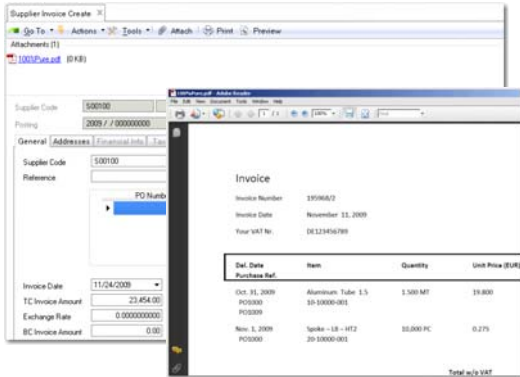
QAD Accounts Payable



QAD Accounts Payable

- ▶ Variances are generated based on 3-way match of PO, receipt and invoice
- ▶ Flexible matching and approval process
- ▶ Automate process of entering and approving supplier invoices with Scan daemon, document management and workflow routing
- ▶ Evaluated Receipts Settlement (ERS) eliminates the need to enter supplier invoices
- ▶ Netting between customers and suppliers
- ▶ Write-offs and open item adjustments
- ▶ Supplier Activity Dashboard

Streamline the process from purchase order to supplier payments



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management

QAD Proprietary
EF-QAD-170

The Accounts Payable module covers all accounting processes that relate to suppliers. This module manages supplier definition and all other criteria necessary for supplier management, such as credit terms, aging analysis, locking, and payment procedures.

The system manages payments in the form of checks, drafts, promissory notes, transfers, electronic transfers, and summary statements. Electronic transfers can be automatically formatted based on bank requirements.

Invoice status codes let you manage the stages of invoice processing, and are primarily used with suppliers. Using invoice status codes you can manage the approval, allocation status, and payment of invoices for suppliers, and identify contested invoices. You approve supplier invoices and release them for payment by modifying the invoice status code applied to the invoice. You can also control when and how postings occur by specifying an invoice status code with a different allocation status.

A flexible approval process supports simple or complex segregation of roles in the generation of payments. After recording the payment, you manage it through various statuses.

You can generate reports on open items, transactions, history, and summary. Aging lists can be generated for supplier, group, or sub-account. You can easily select held invoices by supplier or approval status and due date, providing complete control of the invoice approval process in your organization.

The Supplier Activity Dashboard (28.18.1) offers a comprehensive overview of all activity related to a single supplier, in a single entity or over multiple entities. The drill-down generates read-only information that includes invoices, credit notes, and payments. You can select open or closed payments and display individual payment details, as well as total amounts for each selection you make. You can filter by currency.

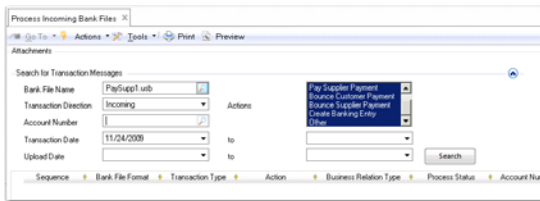
QAD Banking/Cash Management

QAD
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QAD Banking /Cash Management

- ▲ Powerful cash flow projection reporting
- ▲ Electronic import of bank files
- ▲ Supports US Lockbox processing
- ▲ Extensive support for automated payments, including drafts and direct debit
- ▲ Support for local payment and file formats using QAD Internationalization
- ▲ Flexible mapping of payment formats using EDI eCommerce
- ▲ Petty cash handling
- ▲ Bank account validation according to local formats including IBAN

Automatic monitoring of cash flows to quickly make key decisions based on the cash position of the business



Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary
EF-QAD-180

To process banking transactions, you set up your own bank accounts—as well as customer and supplier accounts—as GL accounts of type Bank. You can then add details to the account to manage the banking transactions. A business relation contains the bank address, contact, and tax details.

Banking features let you process banking transactions and allocations to open items or GL accounts. This process also supports discounts, prepayments, and multiple currencies. Realized currency differences are automatically analyzed, and each bank account can be linked to a separate daybook.

The import of bank statements is automated. Automation also includes customer invoice collection, supplier payment processing, and allocation of miscellaneous banking transactions. The module supports a large variety of global banking standards.

Banking features let you define payment formats for delivery of electronic files to your bank.

Banking supports full coverage on the following transaction types:

- Accounts receivable bank transactions
- Accounts payable bank transactions
- Miscellaneous bank transactions

Cash management reports present information on open items, bank and cash accounts, loans and deposits, and accruals.

QAD Cost Management



QAD Cost Management

- Supplements standard costing model to allow actual cost analysis
- Powerful tools to model and implement cost changes to standard costs
- Set up cost structures as required for the corporation or make them unique by plant by utilizing unlimited cost sets, multiple costing methods and cost elements
- Support for periodic valuation using average or FIFO

Accurately costs parts and track variances to standards based on flexible cost components

Item Cost Maintenance

ITEM: 30-10000-001 GO_TO - ACTIONS -

Item Number: 30-10000-001
Unit of Measure: EA

Description: Wheel - 26 - Narrow 2
High Tension-Extra Light

Totals

Totals:	8.50	41.58	50.08	☐	10/29/07
---------	------	-------	-------	--------------------------	----------

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

Element	This Level	Lower Level	Total	Pri	Category
Material	0.00	37.80	37.80	☐	Material
Labor	6.80	0.00	6.80	☐	Labor
Burden	1.70	0.00	1.70	☐	Burden
Overhead	0.00	3.78	3.78	☐	Overhead
Subcontr	0.00	0.00	0.00	☐	Subcontr

Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management
					Cost Management

QAD Proprietary

EF-QAD-190

Costing covers how costs are applied and tracked. It provides information for setting up and using costing features with the Cost Management module, as well as using standard inventory functions.

QAD Fixed Assets



QAD Fixed Assets

- ▲ Multiple and user defined depreciation methods
- ▲ Ability to split and combine assets
- ▲ Support transfers and retirements
- ▲ Multiple concurrent depreciations to support different GAAP requirements
- ▲ Helps in supporting regulations such as Sarbanes-Oxley

Accurately manage and track fixed assets throughout their lifecycle: from asset acquisition to disposal




Enterprise Financials
Fixed Assets
Internationalization
Enhanced Controls
Vertex Sales and Use Tax Interface
Logistics Accounting

QAD Proprietary
EF-QAD-200

Use Fixed Assets to set up, maintain, transfer, and retire your company's fixed assets. The Fixed Asset depreciation system is integrated with the General Ledger module.

Often, depreciation is calculated one way for internal reporting and another way for tax purposes. Using Fixed Assets, you can set up asset records specifying how depreciation is calculated for each kind of reporting. Depreciation is calculated using either equations or tables. Conventions can be used in conjunction with equations for depreciation calculations in the first, last, and disposal years of an asset's life.



QAD Internationalization


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QAD Internationalization

- ▶ Support common local legal business practices across the world
- ▶ Support local languages
- ▶ Standardized solution as opposed to unique solution for each country
 - ▶ Single code base: easier development of core model
 - ▶ Support Shared Services from a single system
- ▶ Keep up to date with new and changing local requirements

Run QAD across the globe



Enterprise Financials
Fixed Assets
Internationalization
Enhanced Controls
Vertex Sales and Use Tax Interface
Logistics Accounting

QAD Proprietary
EF-QAD-210

The system provides extensive support for international accounting requirements in several key areas:

- Exporting bank transactions in country-specific formats
- Advanced GL numbering
- Specialized Chinese accounting practices
- International tax management using the Global Tax Management module—including suspended and delayed taxes, discounted tax at invoice, and discounted tax at payment
- Journal Entry Corrections
- Multiple Currencies
- Multi-language support
- Unicode and UTF-8 code page
- Alternate Chart of Accounts

QAD Enhanced Controls



QAD Enhanced Controls

- ▲ **Enhanced Audit Trails**
 - Have full audit trail capability for data changes
 - Tracks who made a change, when the change was made what are the prior and new value
- ▲ Supports the requirements of the FDA's 21 CFR pt 11 regulations for the Medical Vertical

Track changes and help with FDA Part 11 and Sarbanes-Oxley compliance

Last Modified User	Last Modified Date	Last Modified Time
QAD	24/01/2008	17:10:34
QAD	24/01/2008	17:10:37
QAD	24/01/2008	17:10:39
QAD	24/01/2008	17:10:39
QAD	24/01/2008	17:10:40
QAD	24/01/2008	17:10:40
QAD	24/01/2008	17:10:40
QAD	24/01/2008	17:10:41
mfg	31/08/2007	06:25:58
mfg	31/08/2007	06:25:06
mfg	31/08/2007	05:39:04
mfg	31/08/2007	06:25:11
mfg	31/08/2007	06:25:16
mfg	31/08/2007	06:25:21
mfg	31/08/2007	06:25:22
mfg	31/08/2007	06:25:22

Enterprise Financials
Fixed Assets
Internationalization
Enhanced Controls
Vertex Sales and Use Tax Interface
Logistics Accounting

QAD Proprietary
EF-QAD-220

QAD Vertex Sales and Use Tax Interface



QAD Vertex Sales and Use Tax Interface

- ▲ API between Vertex Sales Tax Q Series® and QAD Enterprise Applications
- ▲ Allows Vertex to calculate US and Canadian Sales taxes for QAD Enterprise Applications
- ▲ Vertex Sales Tax Q Series® contains sales and use tax rates for every taxing jurisdiction in the US and Canada (over 7,000 locations), plus placeholders for more than 60,000 potential taxing jurisdictions
- ▲ Prevent inaccurate customer billings and supplier purchases and related issues
- ▲ Significantly reduce time spent on preparing tax returns

Reduce sales and use tax audit exposure and liability

Eliminate unproductive and repetitive sales and use tax rate and regulatory research



Enterprise Financials
Fixed Assets
Internationalization
Enhanced Controls
Vertex Sales and Use Tax Interface
Logistics Accounting

QAD Proprietary
EF-QAD-230

The Sales and Use Tax Interface (SUTI), in conjunction with Global Tax Management (GTM), enables users to take advantage of enhanced tax functionality and improved tax reporting accuracy by using Vertex's Quantum for Sales and Use Tax to calculate taxes in QAD's ERP application.

QAD Logistics Accounting



QAD Logistics Accounting

- ▶ Ensure accurate payments to carriers by matching freight accruals with invoices
- ▶ Allows deferred costs such as freight and shipping charges to be accommodated in standard costs and variances to be tracked
- ▶ Freight charges interfaced from QAD Transportation Management System (TMS)

Improves visibility and control of costs and payments for transportation



Enterprise Financials

Fixed Assets

Internationalization

Enhanced Controls

Vertex Sales and Use Tax Interface

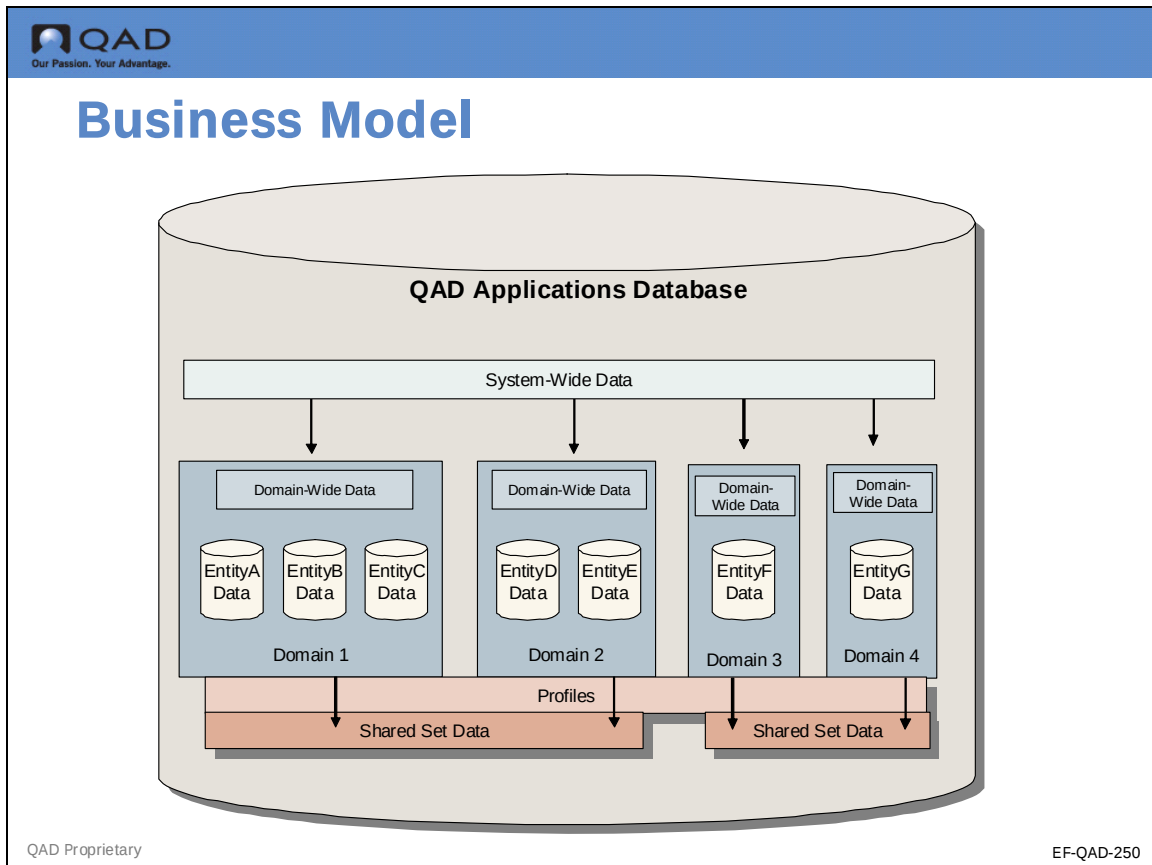
Logistics Accounting

QAD Proprietary
EF-QAD-240

Logistics charges are incurred when items are received into, shipped from, or moved between sites, and are payable to third-party suppliers. Types of logistics charges include freight charges paid to carriers, as well as insurance, duty, customs clearance, and handling charges. Logistics charge accruals are also referred to as pending invoices.

There are two types of logistics charges: inbound and outbound. Pending invoices for inbound logistics charges for purchased items are created automatically during purchase order receipts and shipments. Pending invoices for outbound logistics charges for items sold are created during shipment.

Business Model



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

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

Four Levels of Data



Four Levels of Data

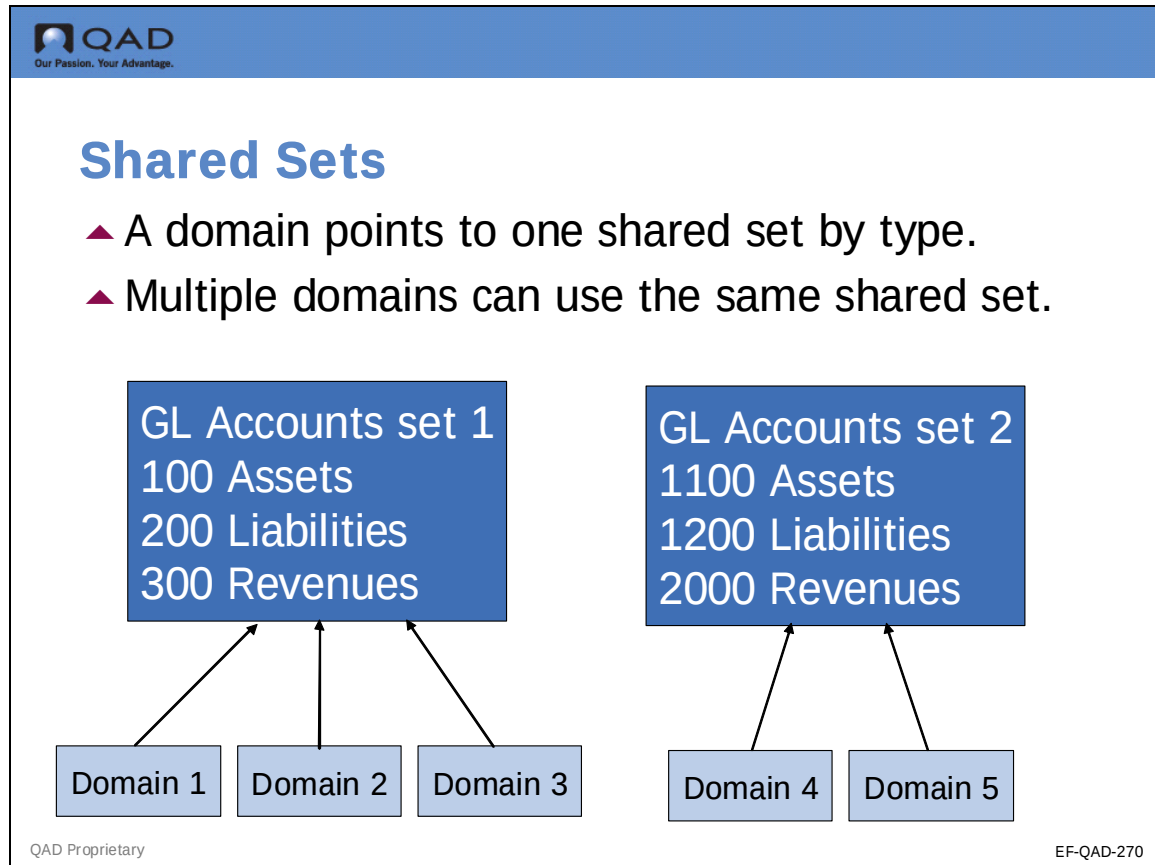
- ▲ System wide
 - Country codes, currencies, tax zones, alternate COA.
- ▲ Shared sets
 - GL accounts, sub-accounts, sub-account mask, cost centers, cost center mask, projects, project mask, suppliers, customers, daybooks, exchange rates.
- ▲ Domain
 - Base currency, statutory currency, GL calendar, combination of shared sets.
- ▲ Entity
 - Transactions, own bank account number.

QAD Proprietary

EF-QAD-260

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

Shared Sets



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

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

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

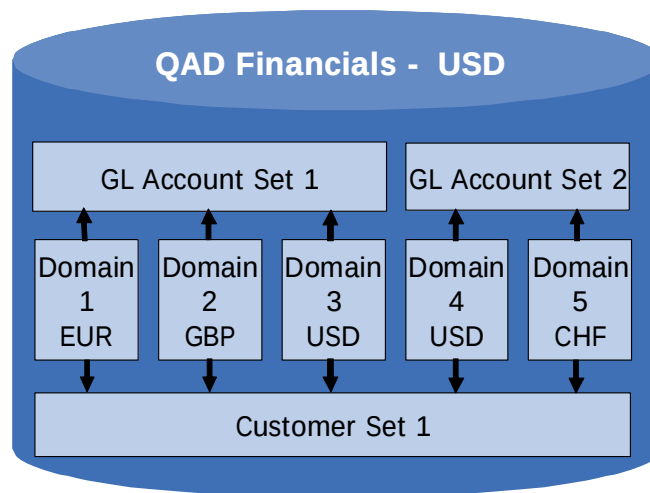
You may need to connect data in one shared set to another. For example, if several domains share a customer set, but refer to two different chart of accounts, you would need to link different customer control accounts to a single customer.

Example



Shared Sets

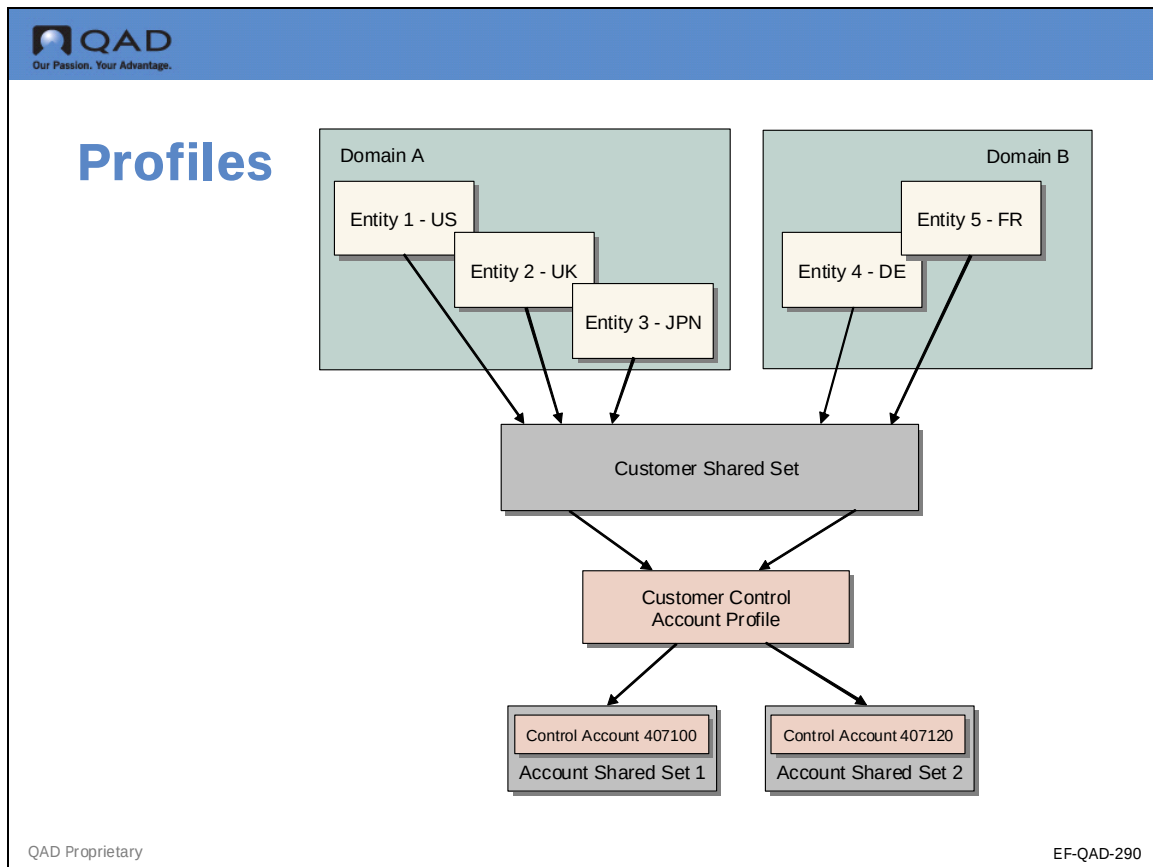
- ▲ Example: a customer refers to an AR account
- ▲ What if the same customer set is used by domains that point to different GL account sets?



QAD Proprietary

EF-QAD-280

Profiles



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

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

Business Relation



Business Relation

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

QAD Proprietary

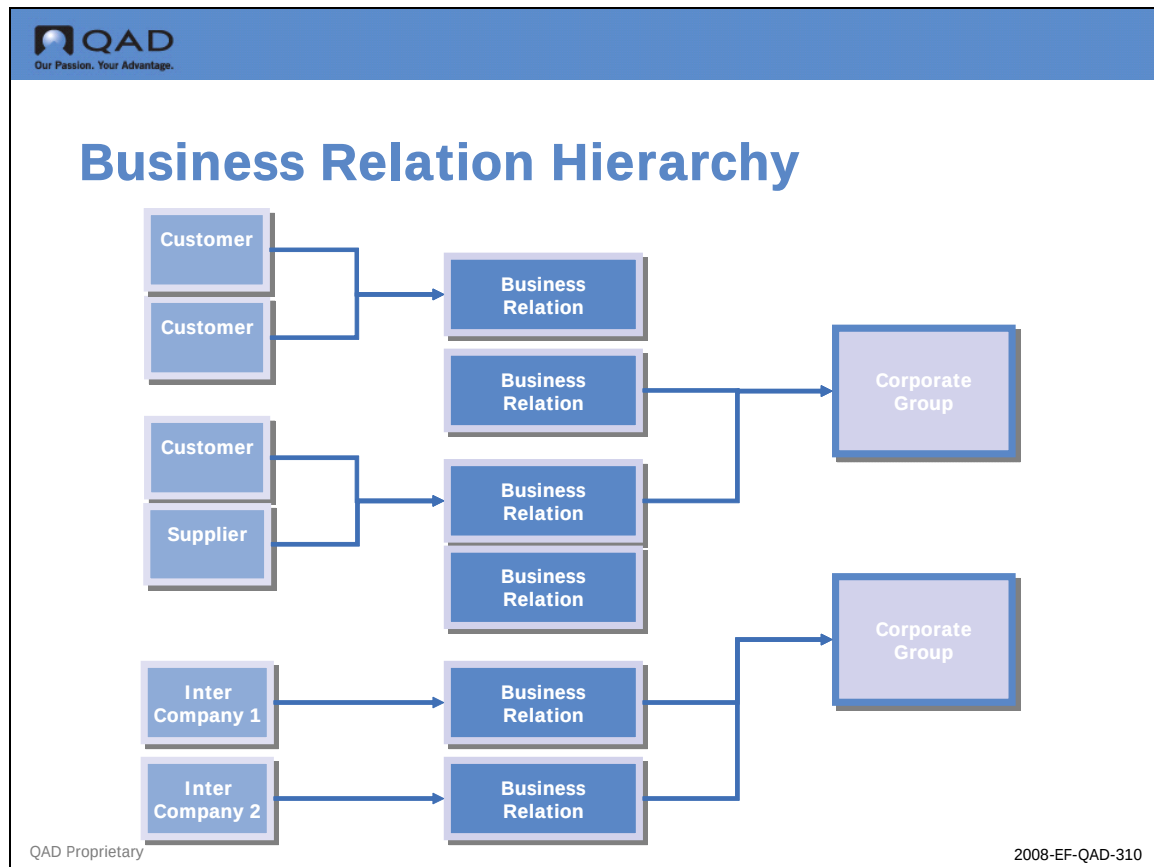
EF-QAD-300

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

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

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

Business Relation Hierarchy



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

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

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

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

Business Relation

Business Relation

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

The screenshot displays the 'Business Relation' form in the QAD system, specifically the 'General' tab. The form is divided into two main sections. The left section contains fields for 'Language Code' (set to 'us'), 'Domain Restricted' (checkbox), 'Internal Entity' (checkbox), 'Intercompany Code' (text field), and 'Intercompany' (checkbox). The right section contains 'Tax Report' (checkbox), 'Name Control' (text field), and 'Last Filing' (checkbox). A red box highlights the 'Intercompany' checkbox, which is currently unchecked. The 'Customer/Supplier Compensation Allowed' checkbox is also visible below the 'Intercompany' checkbox.

Field	Value/Status
Language Code	us
Domain Restricted	☐
Internal Entity	☐
Intercompany Code	
Intercompany	☐
Customer/Supplier Compensation Allowed	☐
Tax Report	☐
Name Control	
Last Filing	☐

Accounting Layers



Accounting Layers

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

QAD Proprietary

EF-QAD-330

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

The primary layer is used for daily transaction posting.

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

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

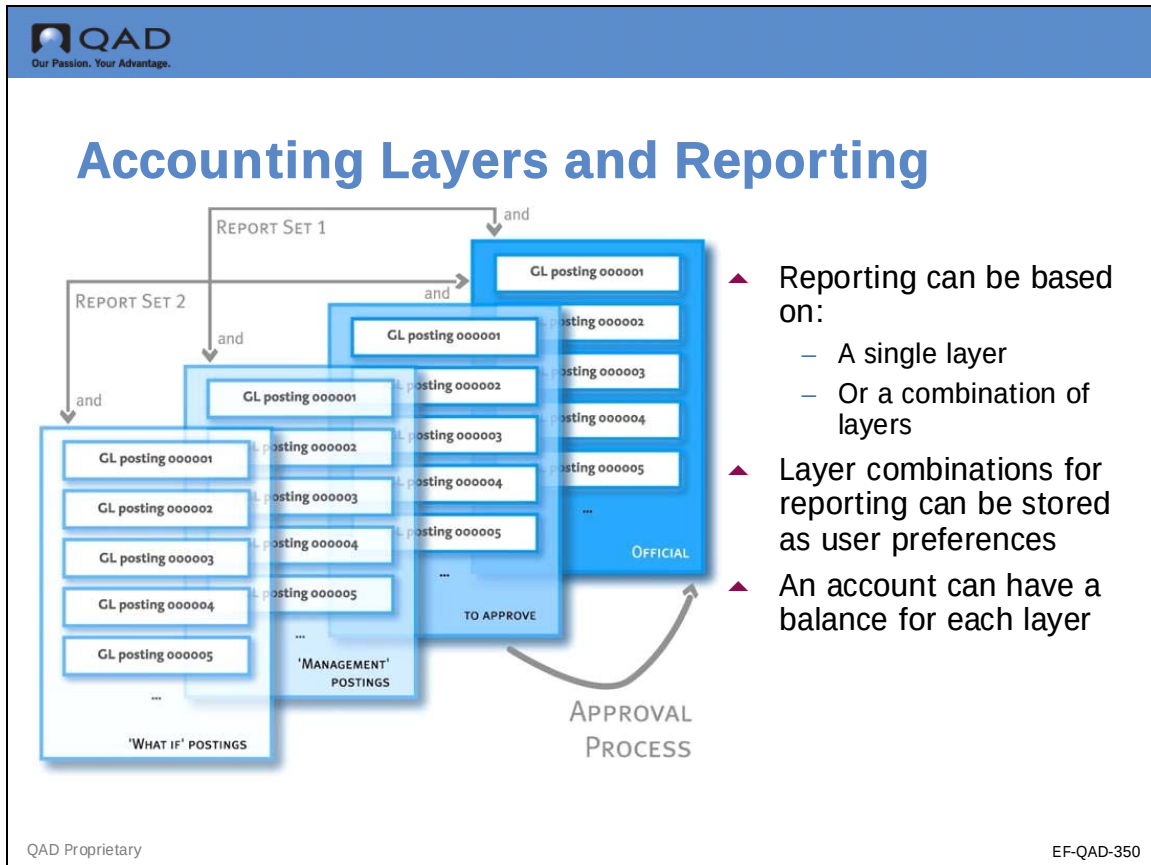


Accounting Layers

- ▲ Daybooks refer to layers
- ▲ GL entries can be moved from layers by changing the daybook
 - Use Mass Layer Transfer modify transactions in batch
- ▲ In reporting, multiple layers can be selected

Layer Code	Description	Type
MANAGEMENTLayer	MANAGEMENTLayer	Management
MGTLayer_CANADA	GAAP Layer for Canada Reporting	Management
OFFICIALLayer	OFFICIALLayer	Official
Trans1	RVD trans 1	Transient
trans2	RVD transient 2	Transient
trans3	RVD transient 3	Transient
TRANSIENTLayer	TRANSIENTLayer	Transient

Accounting Layers and Reporting



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

Any combination is possible, as shown in the slide.

Daybooks



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Daybooks

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

QAD ProprietaryEF-QAD-360

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

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

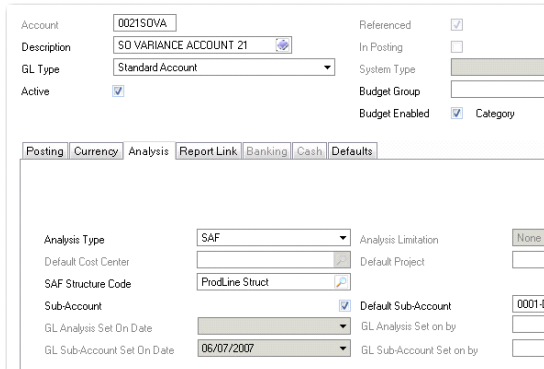
Daybooks also control the numbering of invoices and credit notes, in addition to GL transaction numbers. Daybooks are linked to an accounting layer, and can be controlled by the financial functions, the operational functions, or externally when a third-party add-on product interface.

GL Account Create


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GL Account Create

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



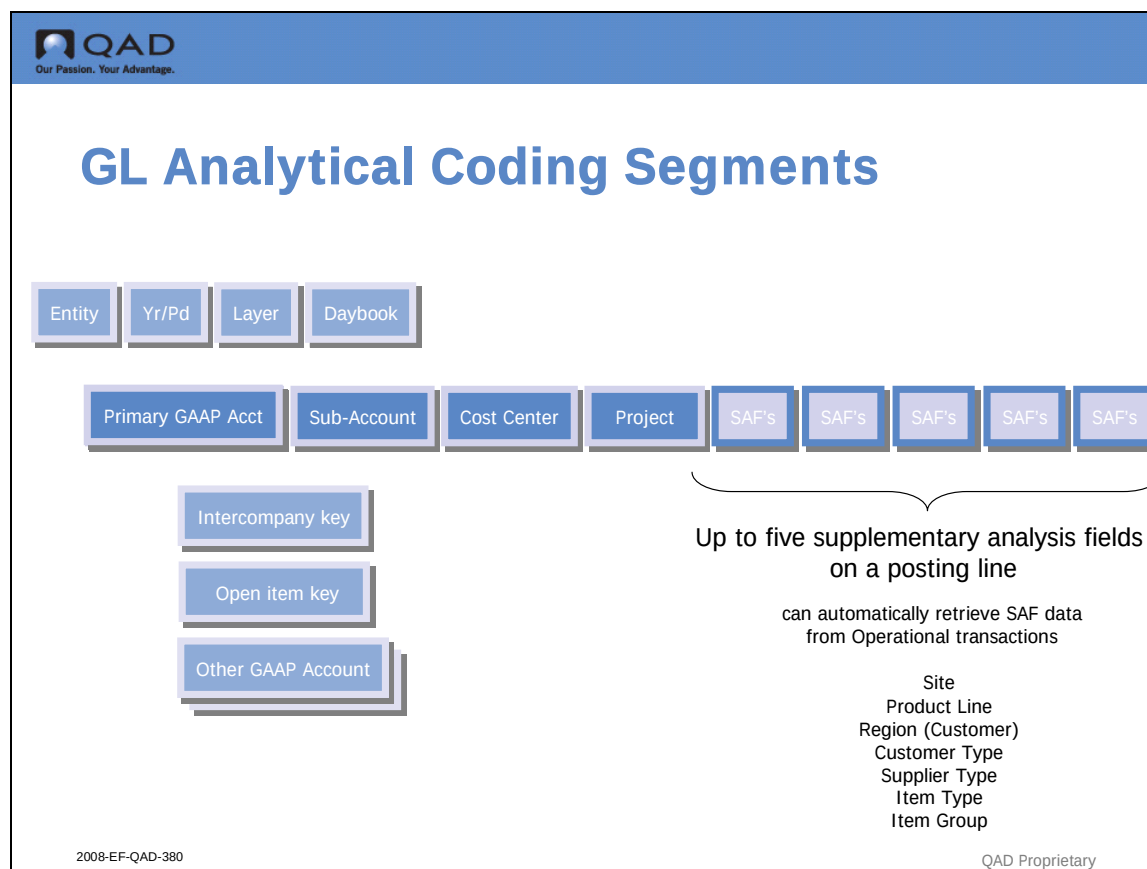
The screenshot shows the 'GL Account Create' form in QAD. The 'Account' field is '0021SOVA'. The 'Description' is 'SO VARIANCE ACCOUNT 21'. The 'GL Type' is 'Standard Account'. The 'Active' checkbox is checked. The 'Referenced' checkbox is checked. The 'In Posting' checkbox is unchecked. The 'System Type' is 'Standard'. The 'Budget Group' is 'Standard'. The 'Budget Enabled' checkbox is checked. The 'Category' is 'Standard'. The 'Posting' tab is selected. The 'Analysis Type' is 'SAF'. The 'Analysis Limitation' is 'None'. The 'Default Cost Center' is 'ProdLine Struct'. The 'Default Project' is 'ProdLine Struct'. The 'Sub-Account' is '0001-0'. The 'GL Analysis Set On Date' is '06/07/2007'. The 'GL Sub-Account Set On Date' is '06/07/2007'.

QAD Proprietary
EF-QAD-370

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

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

GL Analytical Coding Segments



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

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

Additional Coding Dimensions in GL

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Additional Coding Dimensions in GL

- ▲ SAF: Supplementary Analysis Fields
- ▲ Additional information that can be linked to GL transactions for specific account, sub-account, cost center and project combinations
- ▲ Automatic defaulting

SAF Structures

Transport	=	Cost Nat	Dept Typ	Lic nr	
Exp/Wages	=	Function	Empl nr		
Product	=	Cus type	Prod Gr		
Proj Cost	=	Research	Prod Gr	Empl	
Proj Rev	=	Phase	Task	Activitiy	

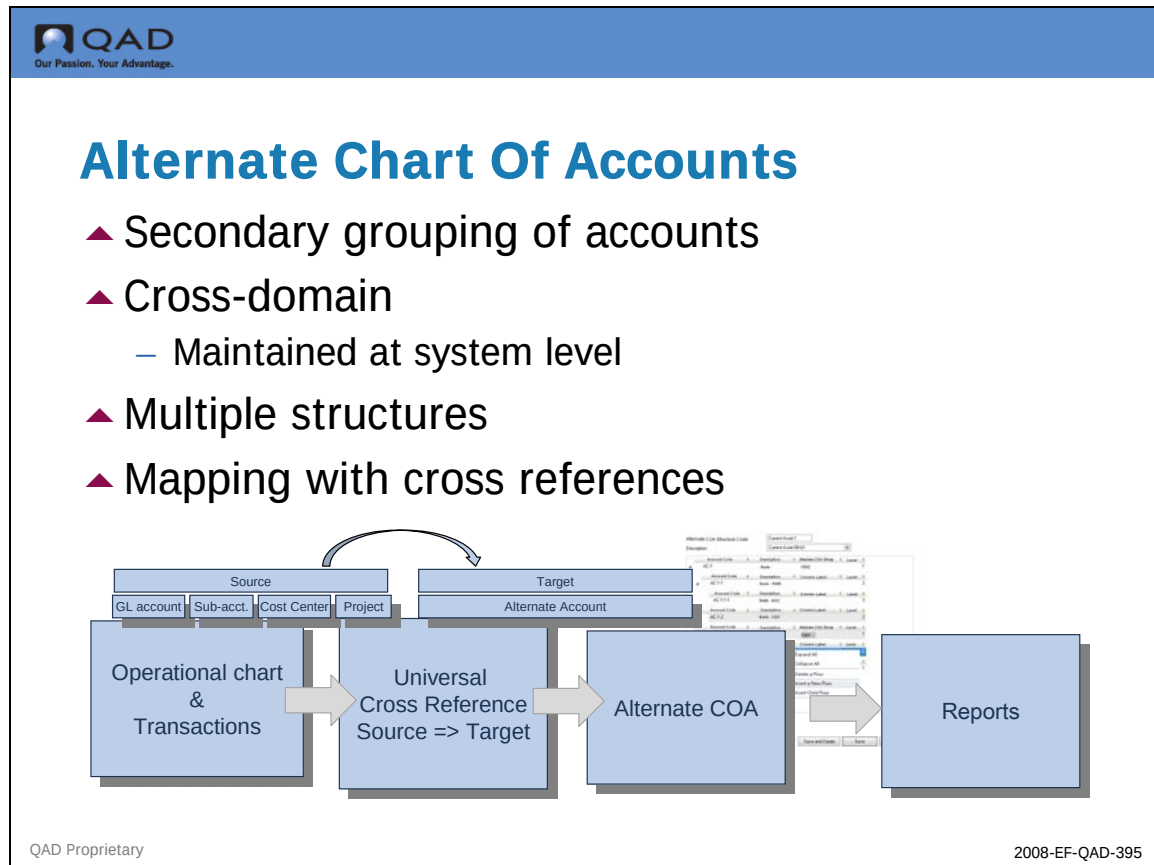
Consisting of multiple SAF Concepts

QAD Proprietary
EF-QAD-390

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

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

Alternate Chart of Accounts



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

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

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

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

Learn more about alternate COAs in the Advanced Financials class.

Dual Base Currency

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Dual Base Currency

- ▲ Transaction amounts always stored in
 - transaction currency
 - base currency
 - statutory currency

Sample
Supplier Invoice

In USD
(base)

In USD
(transaction)

In MXN
(statutory)

Invoice Number	Invoice Date	Due Date	Currency Code	BC Original Amount	TC Original Amount	SC Original Amount
2009/QADAPINV/0	07/17/2009	09/09/2009	0 ☒ USD	120.00	120.00	408.00

QAD Proprietary
EF-QAD-400

In addition to the primary base currency at domain level, you can define a second management currency at database level, for reporting purposes. This currency is known as the statutory currency, and is normally the local currency of the country in which the organization must produce its declarations and financial reports.

The need for a statutory currency is most likely to arise in a country that is geographically close to a strong currency zone (for example, Mexico and Poland), where the country itself has another local currency. Companies operating in countries close to strong currency zones, such as the Euro and US Dollars, might use the stronger currency as their base currency (functional currency). However, local auditors and tax controllers can mandate that companies submit their declarations and financial reports in the local currency of the country. In these cases, the local country currency becomes the organizations' statutory currency.

Definitions: Transaction, Base and Statutory Currency



Definitions

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

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

- ▲ Statutory currency:
 - Local currency in which the organization must produce declarations and reports

QAD Proprietary

EF-QAD-410

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

Usage Example for Dual-Base Currency



Example

- ▲ A US Company in Mexico
 - keeps its accounting records in USD
 - Submits reports to the Mexican government in MXN
 - receives a supplier invoice from a UK supplier in GBP



Transaction Currency = GBP

Base Currency = USD

Statutory Currency = MXN

QAD Proprietary

EF-QAD-420

A multinational corporation has a subsidiary in Mexico. In the Mexican subsidiary, most business transactions are conducted in USD, which is the base currency. However, all reports that the subsidiary must produce for the Mexican government are in Mexican pesos, which is the statutory currency.

Chapter 3

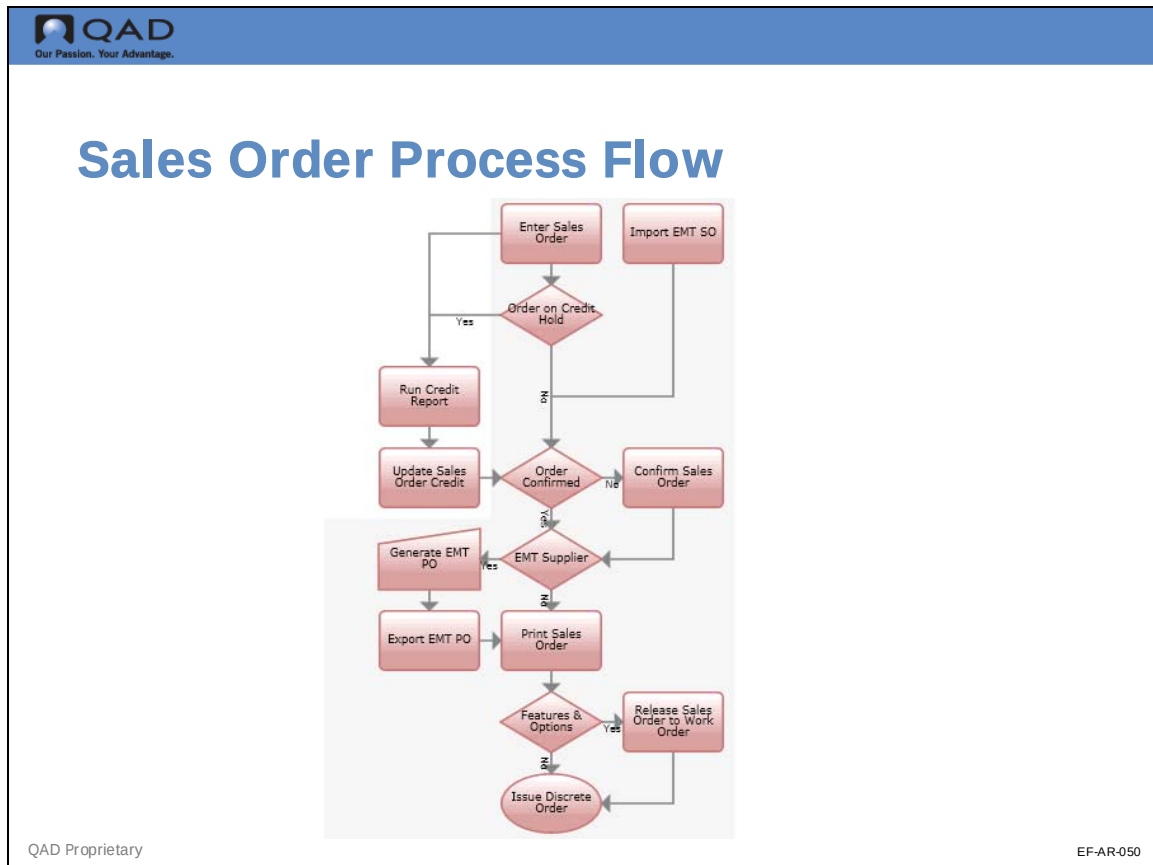
AR Processing



OVERVIEW

- ▲ Quick demo
- ▲ Functional overview
 - Process flows
- ▲ In-depth demo and hands-on exercises
 - Basic flow

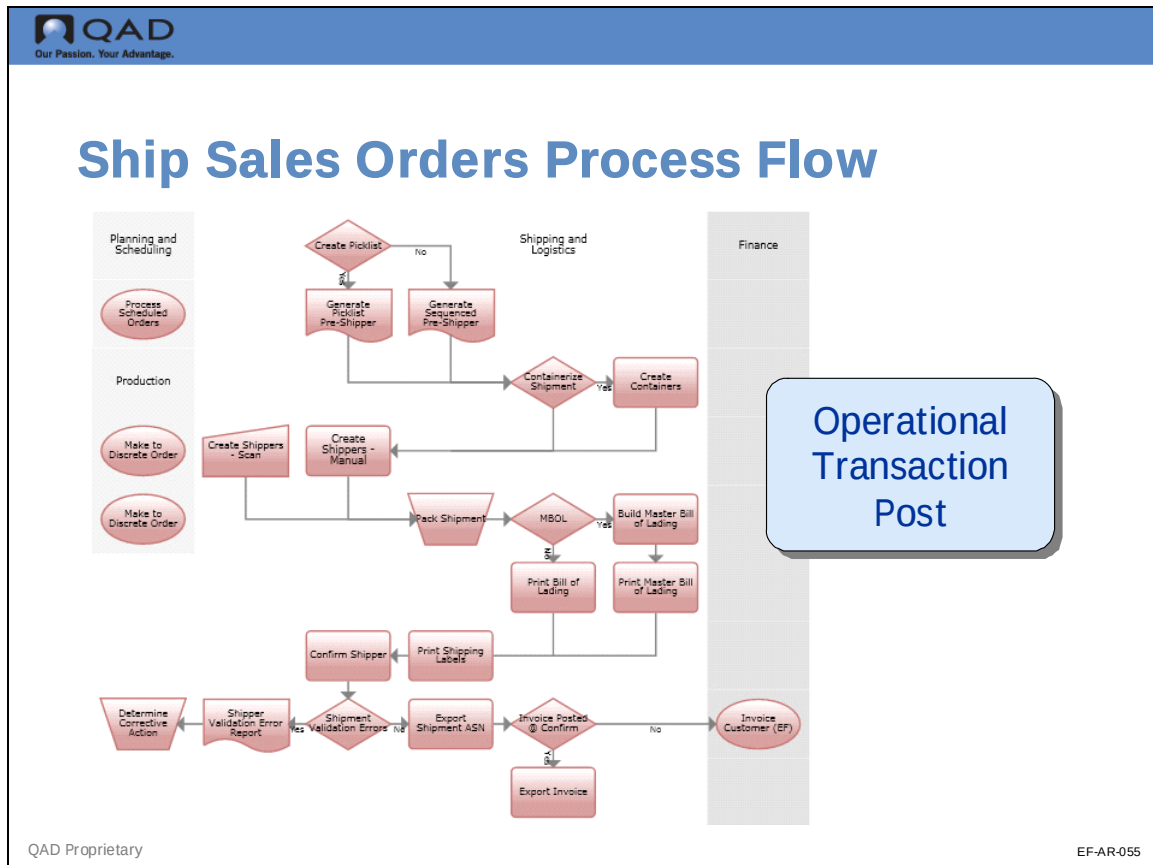
Sales Order Process Flow



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

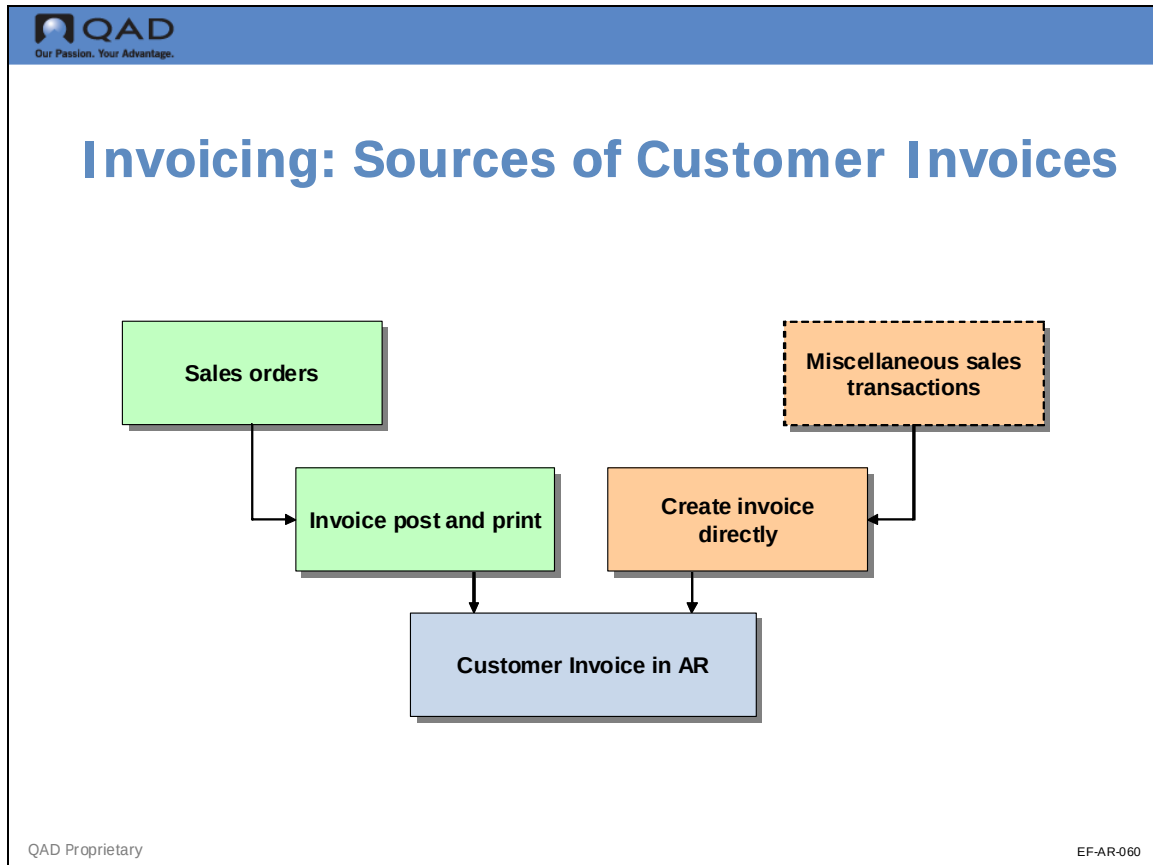
The sales order may need to be confirmed. If the customer is on credit hold, the order cannot be confirmed.

Ship Sales Orders Process Flow



Sales order shipments create unposted transactions. Run Operational Transactions Post (25.13.7) to create the postings to Financials.

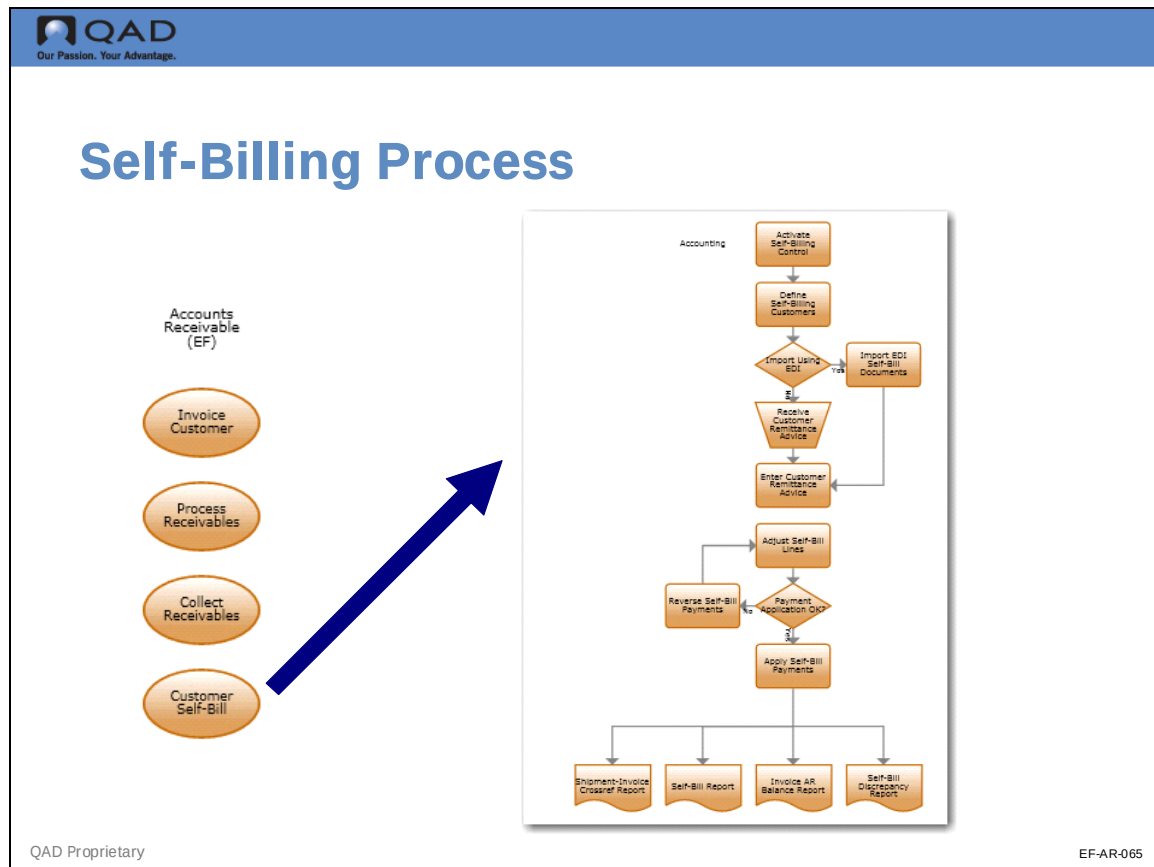
Invoicing Process and Highlights



The Customer Invoice function is used for two purposes:

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

Customer Invoicing Process



Most customer invoices are generated from sales transactions in the Sales Orders/Invoices (7) module. The process of creating and modifying sales orders, shipping goods, and posting and printing invoices is described in detail in *User Guide: QAD Sales*.

Shipping a sales order creates a pending invoice, which can be printed using Preview Invoice Print (7.13.3), reviewed, and corrected using Pending Invoice Maintenance (7.13.1). Additionally, a credit controller can review credit-related information using Sales Order Credit Maintenance (7.1.13) and indicate that the order has been reviewed. A field in Sales Order Acct Control (36.9.6) determines if an order can be updated after it has been marked as reviewed. Once the pending invoice is reviewed, you can post and print the final invoice.

Posting the invoice creates the customer invoice in the AR module. Only a limited number of fields can be modified on customer invoices generated from sales orders; most corrections need to be made through the sales order functions.

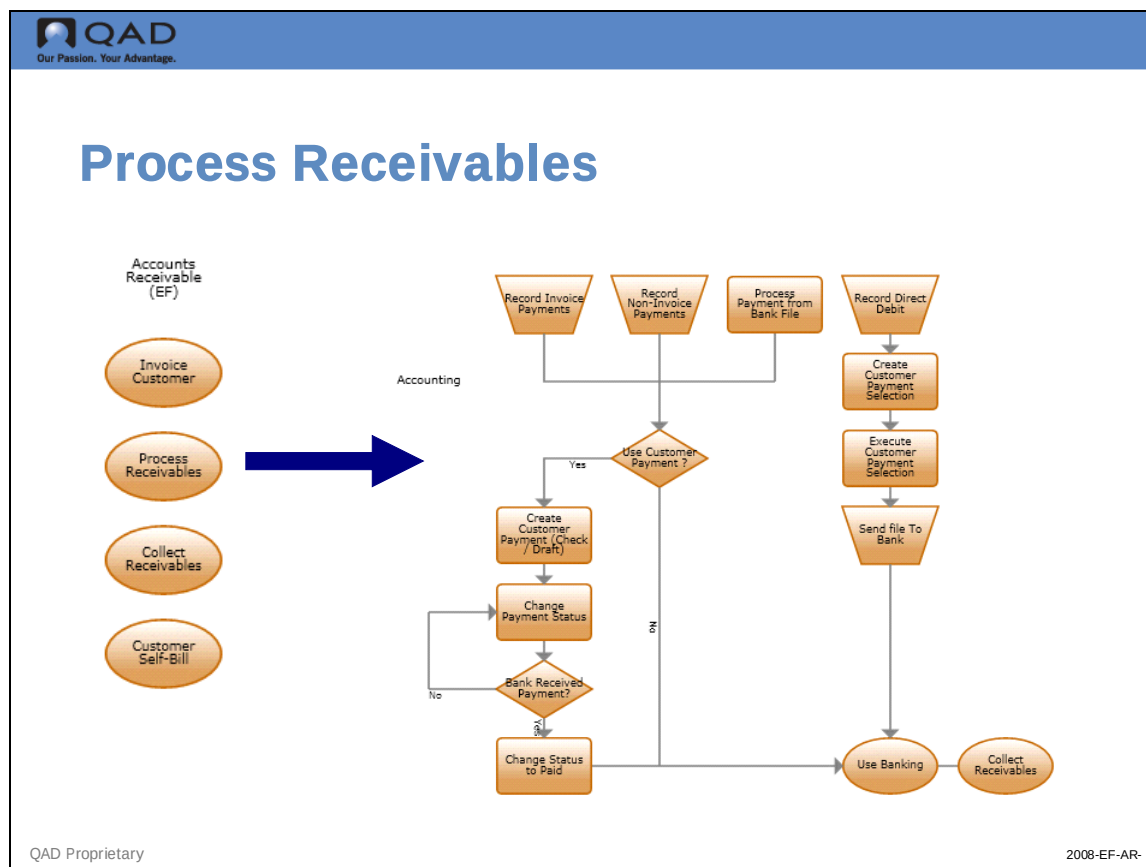
Invoicing - Highlights



Invoicing - Highlights

- ▲ Invoice numbers generated using daybooks
 - Daybook set functionality supports separate numbering by site
 - Separate daybooks needed for SO based invoices and those created directly in financials
 - No longer possible to manually enter invoice # on sales orders
- ▲ Invoice post and print combined
 - Only posted invoices can be printed
 - Reprinting possible (Invoice print or reprint)
 - Preview invoice print possible
- ▲ Correction invoices
 - Keep relationship with original invoice
 - All relevant detail automatically copied to the new sales order
 - Ship correction order to process return
- ▲ Reports
 - Invoice History Report (7.13.8)
 - Sales Order Tracking Inquiry (7.13.10)
 - Correction Invoice Link Report (7.13.6)

Process Receivables



When processing customer transfer payments, you can use Banking functions to record the payments directly in your bank account while allocating the payment directly to invoices.

For other payment instruments, such as check payments, draft payments, and direct debit payments, you typically use Customer Payment and Customer Payment Selection functions to complete the payment process. These functions let you process a payment through a series of statuses, with postings to payment accounts for each status change. In this way, the payment is fully recorded in the AR sub-ledger, from allocation of the payment to an invoice to acknowledgement from the bank that the payment amount has been transferred to your bank account.

Once the amount is paid, you use Banking functions to update your account statement. The Payment functions handle all types of payment instrument (including checks, drafts, credit card, and direct debits), and both paper and electronic payment formats.

Customer Payment Instruments



Customer Payment Instruments

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

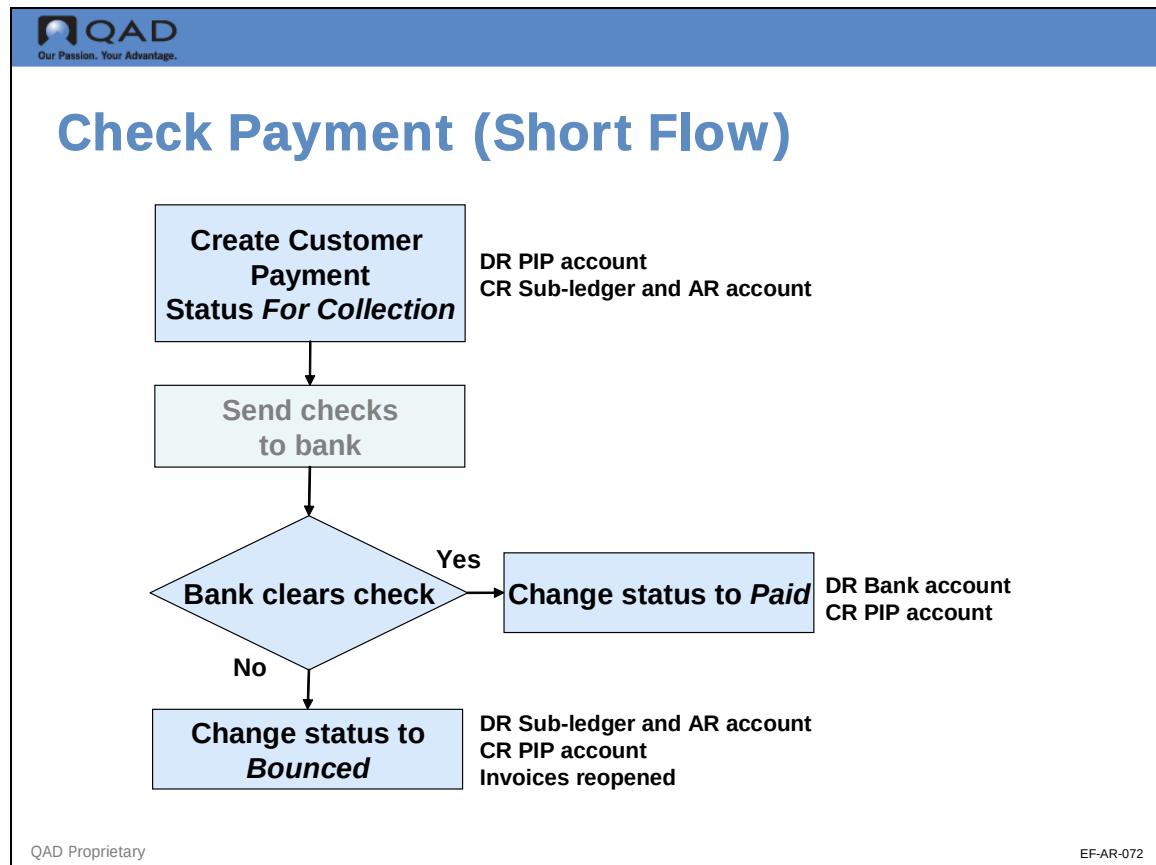
QAD Proprietary

EF-AR-071

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

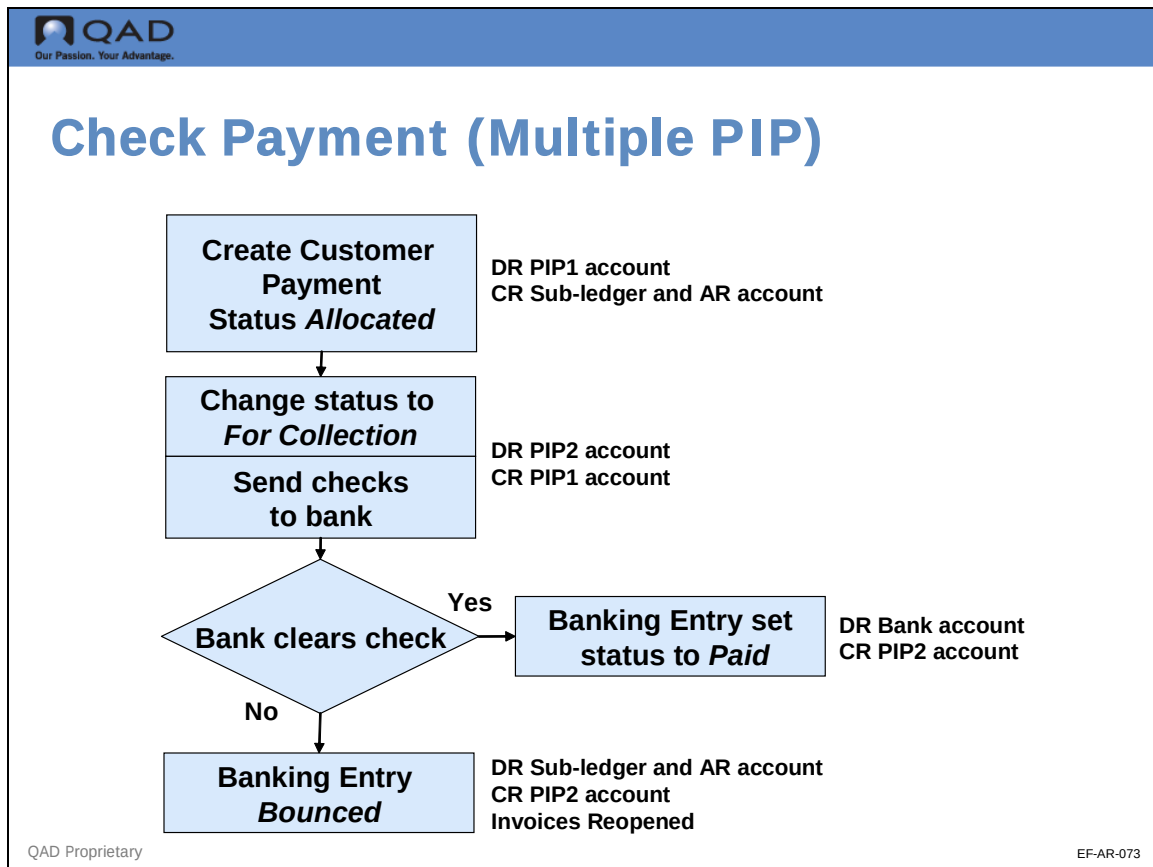
You will now review process flows for some of these payment instruments.

Check Payment (Short Flow)



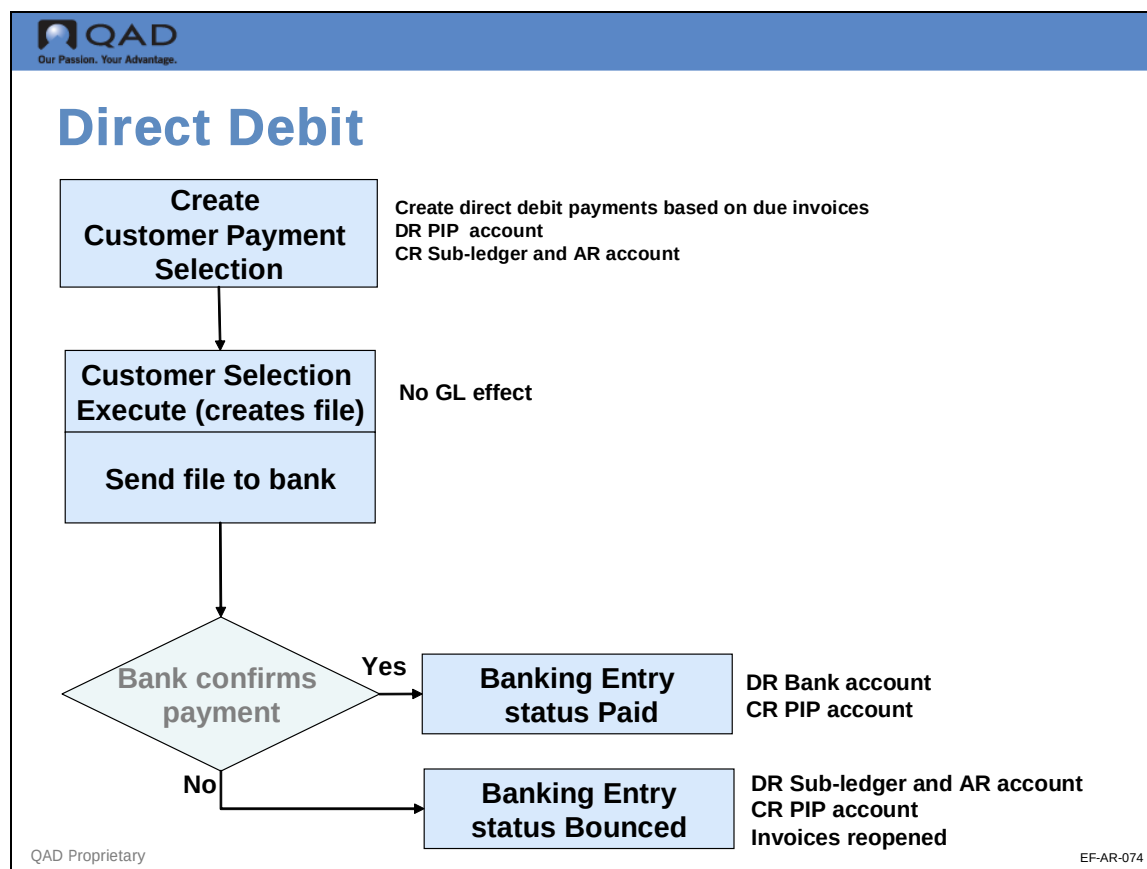
When the customer check is entered in the system the payment status is set to Paid. The check is directly posted against the bank GL account and does not reference the PIP account.

Check Payment (Multiple PIP)



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

Direct Debit



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

Other Payment Instruments



Other Payment Instruments

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

QAD Proprietary

EF-AR-075

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

Introduction to Self Billing



Introduction to Self-Billing

- ▲ Used to process customer-initiated payments based on the information remitted on a customer document.
- ▲ Commonly used in the automotive industry.
- ▲ Customer remittance document can contain different details, depending on the specific industry.
 - Customer bill-to, PO numbers, kanban numbers, RANs, shipper numbers, invoice line-item numbers, sales order (SO) numbers, and others
- ▲ Customer remittance document must include the amount payable to you, the supplier.

QAD Proprietary

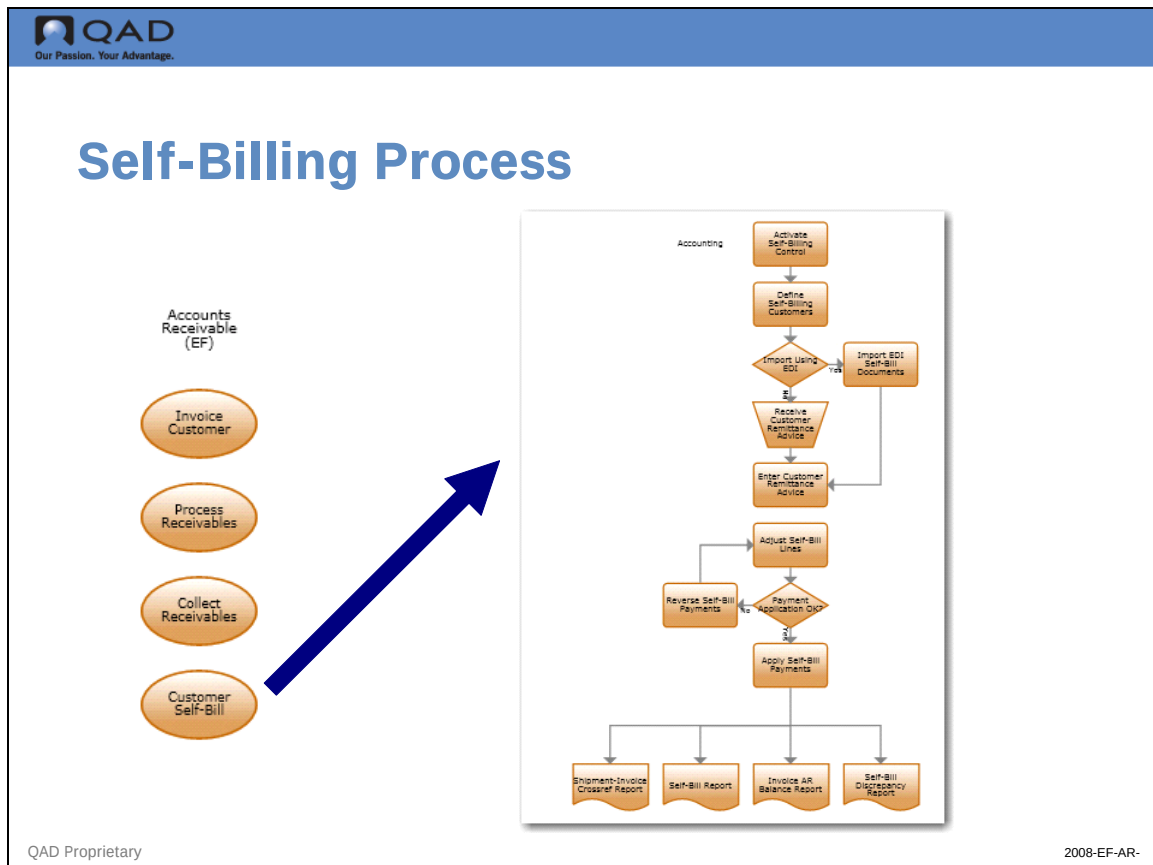
EF-AR-077

Use the Self-Billing module to process customer-initiated payments by applying payment to invoices based on line-item shipper details, including:

- Customer details
- Purchase order (PO) number
- Kanban number
- Release authorization number (RAN)
- Evaluated receipt settlement (ERS) payment references

In the automotive industry, suppliers often do not send invoices to their customers. Instead, the customer remits a self-bill. This document details shipments received and amount due to the supplier for these shipments. The amount also reflects any deductions for defective or damaged parts, and any other pertinent credits due. This document is called a self-bill because the customer decides the payable amount instead of relying on an invoice from the supplier.

Self-Billing Process



The slide shows the Self-Billing process map, which is part of the Accounts Receivable set of process maps.

The process map shows the steps required to set up self-billing and to process customer remittance information to create self-bills. The map also shows the self-billing reports you can run.

Self-Billing is described in detail in the Advanced Financials training course.

Hands On Exercise: AR Processing

US Exercise

In this exercise, you will learn to create a Sales Order, Ship it, and create, post and pay customer invoices based on sales orders.

- 1 Use the following data throughout the exercise where it does not default.

Field	Value
Entity:	10USACO
Site:	10-100
Location:	010
Output:	PAGE
All other fields:	Choose any from the drop-down list when necessary

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

Field	Value
Customer:	10C1003 (Pacific Health Care Systems)

- 3 Click Next until you get to the sales order line.

Field	Value
Line 1	
Item:	01010
Quantity	1
Unit price:	\$2,500.00
Taxable:	No

- 4 Click Next to confirm. Click End Lines. Click Trailer. Click Next twice to save and quit.

- 5 Use Inventory Detail by Location (3.6.6) to verify whether or not there is available inventory of 01010.

Field	Value
Item Number (from and to)	01010
Site (from and to)	10-100

- 6 If there is no inventory, go to Receipts - Unplanned (3.9), and add 3 units of 01010 at location 010.

- 7 Use Sales Order Shipments (7.9.15) to ship the unit for the sales order you just created.

- a Enter the sales order number. Click Next.
- b Enter Line 1. Click Next.
- c Enter Quantity: 1, and click Yes in Multi Entry, then Click Next, and End.
- d Specify a lot/serial number.

- e Display sales order lines being shipped? Yes
- f If everything is correct, confirm by clicking Yes.
- g Review trailer. If everything is correct, click Next twice to confirm.
- 8 Use Operational Transaction Post (25.13.7) to post the sales order shipment.
Output: PAGE
- 9 Use Journal Entry View (25.13.13) to review the posting.
- 10 Use Pending Invoice Register (7.13.2) to review the invoice details.
 - a Enter the sales order number in the From and To fields.
- 11 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.
 - a Enter the sales order number in the From and To fields. Click Next.
A new window opens. Review the posting details.
 - b Return to the first window (close the posting details window).
 - c Click Next to print your invoice.
A new window opens with your invoice.
 - d Note the invoice number for later: _____
- 12 Use Customer Invoice View (27.1.13) to review the customer invoice.
 - a Click on the business relation's name to drill down to your invoice. Double-click your invoice to view the details.
- 13 Use the following reports for both the SO shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)
- 14 Use Customer Payment Create (27.6.4.1) to record the invoice payment.

Field	Value
Customer:	10C1003
Amount:	Enter the full amount of the invoice you printed above.
Reference:	Enter a random check number.
Status:	Paid

- a Click Allocate.
- b Verify the search criteria and click Search.
- c Select the invoice you created earlier.
- d Check the Full field on the invoice detail line for full amount application.
- e Click OK.

15 Open Customer Activity Dashboard (27.18.1).

- a** Enter the customer code, review payment, or on the activity tab, select All to review closed items (paid invoices).

EMEA Exercise

In this exercise, you will learn to create a Sales Order, ship it and create, post and pay customer invoices based on sales orders.

Use the following data throughout the exercise where it does not default.

Data	Value
Entity:	22UKCO
Site:	22-100
Location:	10
Output	PAGE
All other fields	Choose any from the drop-down list when necessary

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

Field	Value
Customer:	22C1001 (Teasdale Hospital Equipment)

- 2 Click Next until you get to the sales order line.

Field	Value
Line 1	
Item:	01010
Quantity:	1
Unit price:	GBP 2,500.00

- 3 Click Next to confirm. Click End Lines. Click Trailer. Click Next twice to save and quit.
- 4 Use Sales Order Shipments (7.9.15) to ship the unit for the sales order you just created.
 - a Enter the sales order number. Click Next.
 - b Enter Line 1. Click Next.
 - c Enter Quantity: 1 Click Next, and End.
 - d Specify a lot/serial number.
 - e Display sales order lines being shipped? Yes
 - f If everything is correct, confirm by clicking Yes.
 - g Review trailer. If everything is correct, click Next twice to confirm.
- 5 Use Operational Transaction Post (25.13.7) to post the sales order shipment.
Output: PAGE
- 6 Use Journal Entry View (25.13.13) to review the posting.

- 7 Use Pending Invoice Register (7.13.2) to take a look at
 - a Enter the sales order number in the From and To fields. Click Next.
- 8 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.
 - a Enter the sales order number in the From and To fields. Click Next.
A new window opens. Review the posting details.
 - b Return to the first window (close the posting details window).
 - c Click Next to print your invoice.
A new window opens with your invoice.
 - d Note the invoice number for later: _____
- 9 Use Customer Invoice View (27.1.13) to take a look at the customer invoice.
 - a Click on the business relation name to drill down to your invoice. Double-click your invoice to view the details.
- 10 Use the following reports for both the SO shipment and the customer invoice:
 - GL Transaction Report (25.15.1.1)
 - GL Transactions Audit Log (25.15.1.9)
 - GL Transactions by Daybook (25.15.1.4)
- 11 Use Banking Entry Create (31.1.1) to record the invoice payment.

Field	Value
Account:	1120
Amount:	Enter the full amount of the invoice you printed above 11900.00
Allocate	Select Allocate To Invoice
All other fields:	Accept defaults

- 12 Verify the search criteria
Customer/Supplier: 22C1001
- 13 Click Apply.
- 14 Select the invoice you created earlier.
- 15 Check the Full Allocation field on the invoice detail line for full amount application.
- 16 Click OK
The statement line should now state: Allocated
- 17 Click Save to save the bank statement
- 18 Use Customer Activity Dashboard (27.18.1) to review the transactions.
Customer Code: 22C1001
- 19 Review payment, or on the Activity tab, select All to review closed items (paid invoices).

Chapter 4

AP Processing



Overview

- ▲ Quick process demo
- ▲ Functional overview
 - From Purchase Order to Payment – Process Flows
 - AP Payment Instruments and Process Flows
- ▲ Hands-on exercise

AP Process Functional Overview



AP Processing Functional Overview

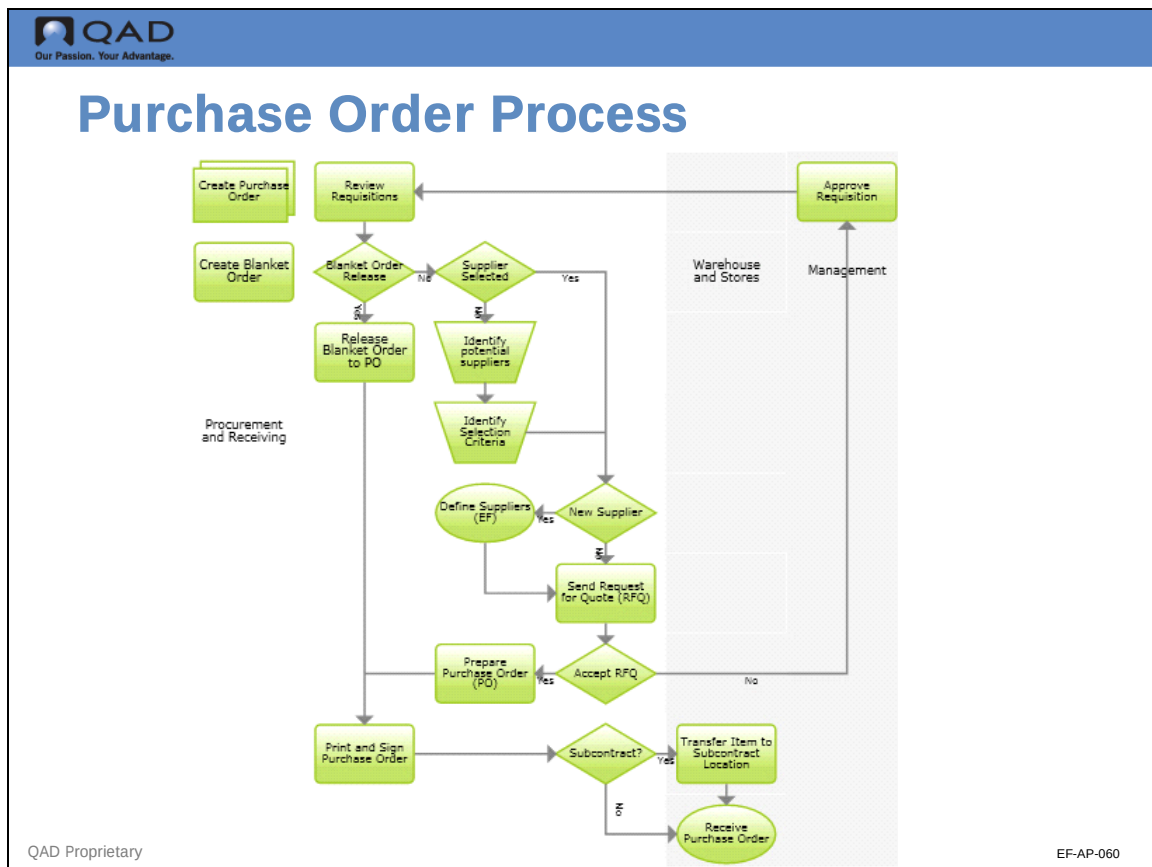
▲ Operational

- Purchase Order Maintenance
- Purchase Order Receipt

▲ Financial

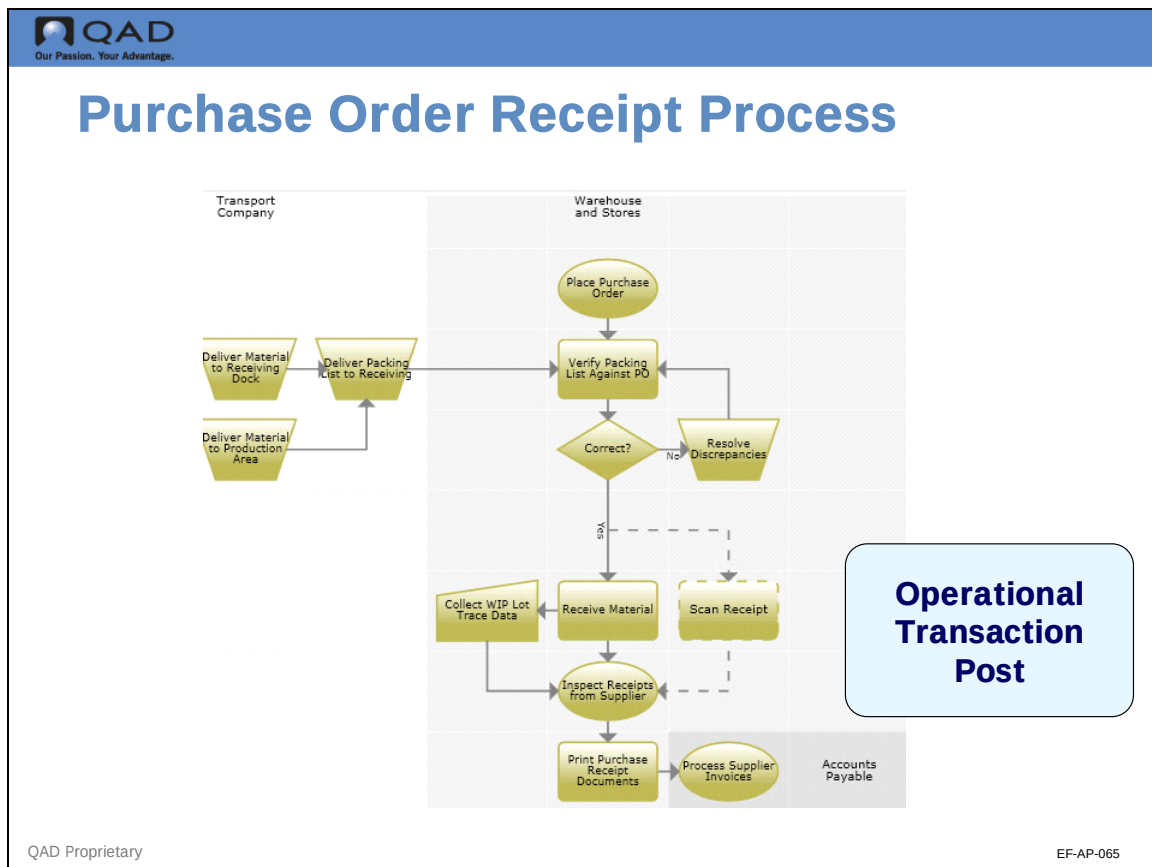
- AP Invoicing
 - Supplier Invoice Create
 - Receiver Matching
- AP Payment
 - Supplier Payment Selection
 - Create
 - Register
 - Execute or Supplier Check Print
 - Banking Entry Create or Supplier Payment Status Change

Purchase Order Process



The process maps display the purchasing process from purchase order requisition to purchase order receipts.

Purchase Order Receipt Process



Operational activities create unposted transactions that must be posted to Financials using Operational Transaction Post (25.13.7).

Supplier Invoicing



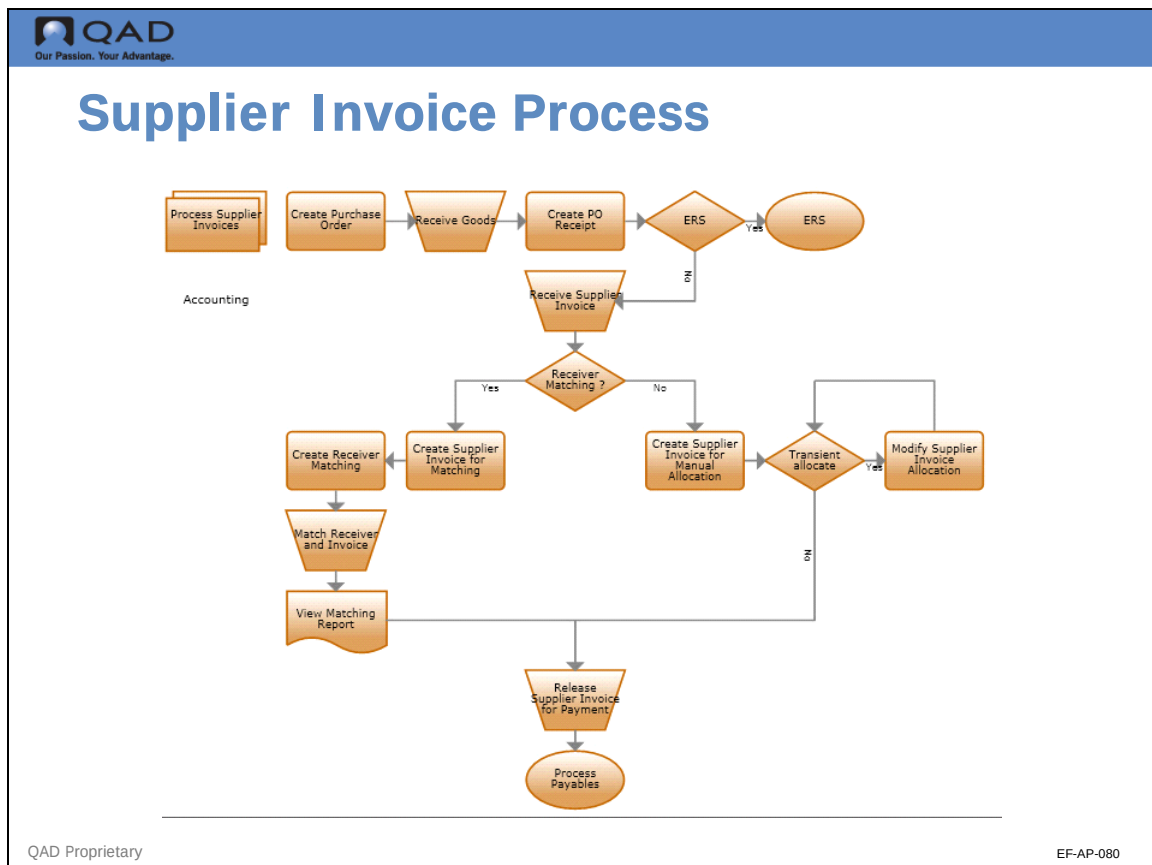
Supplier Invoicing

- ▲ Purchase Order Invoice (inventory or memo)
 - PO Receipt
 - Receiver Matching

- ▲ Expense Invoice (without PO)
 - No PO Receipt
 - Manual Allocation
 - Templates (optional)

- ▲ Evaluated Receipts Settlement
 - Generate supplier invoices and corresponding receiver matching
 - Based on completed PO receipts

Supplier Invoice Basic Processing Flow



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

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

Evaluated Receipts Settlement (ERS)



Evaluated Receipts Settlement (ERS)

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

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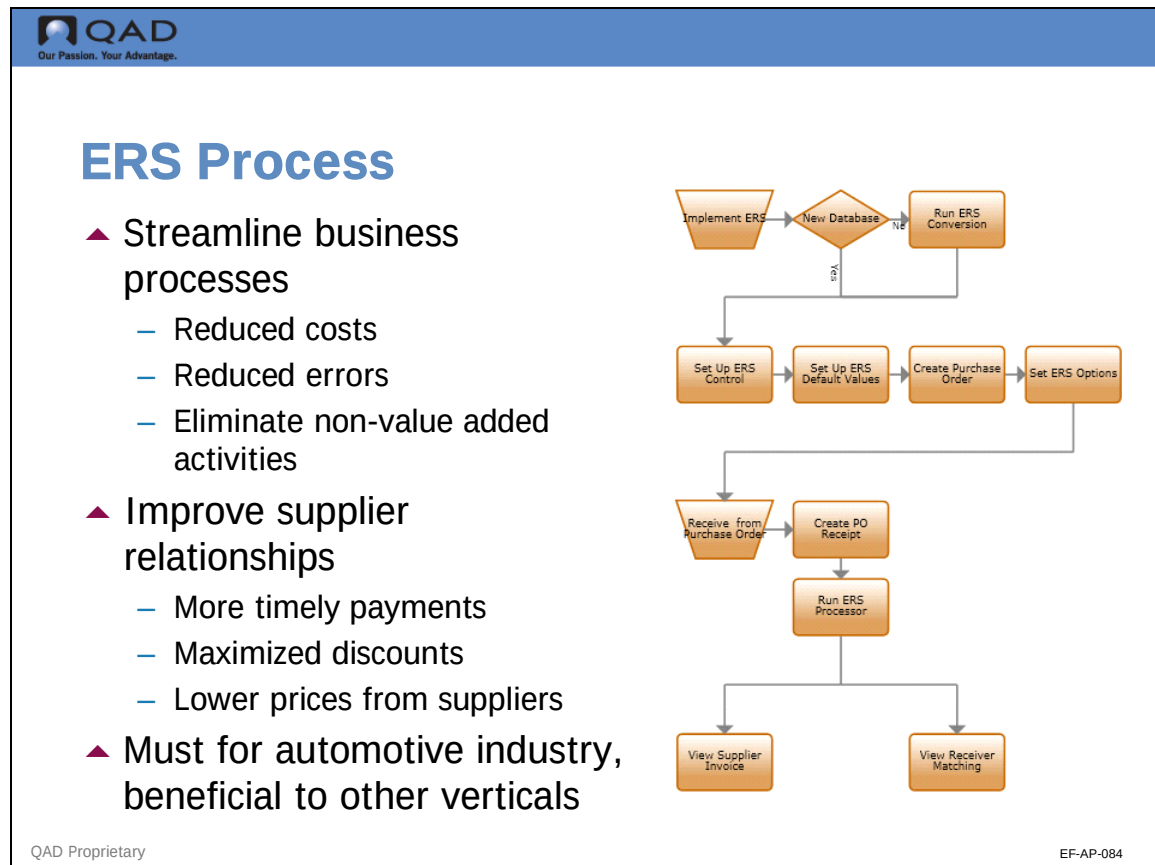
EF-AP-082

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

You can use ERS to generate supplier invoices and receiver matching for purchase orders, scheduled orders, blanket orders, and supplier consignment inventory consumption. ERS can also process non-inventory PO receipts.

ERS can process receipts across multiple entities and sites within a domain, where the entity that recorded the purchase order and incurred the AP liability is different from the receiving entity.

ERS Process



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

ERS is discussed in detail in the Advanced Financials training class.

AP Payment Instruments


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AP Payment Instruments

- ▲ **Electronic Transfer**
 - Use Payment Selection Execute
 - Uses EDI for Payment format transformation

- ▲ **Check Payment**
 - Use Supplier Check Print
 - With or without PIP account (with PIP is recommended)

- ▲ **Other Payment Instruments**
 - Drafts, similar to checks
 - Paper transfers, similar to electronic transfer
 - Promissory notes/Summary statements, similar to checks
 - Cash, processed directly in Bank/Cash entry

QAD Proprietary
EF-AP-090

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

- **Draft**

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

- **Paper Transfer**

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

- **Promissory Notes**

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

Hands On Exercise: AP Processing

US Exercise

In this exercise, you will create a purchase order, receive it, create a supplier invoice and match it against the received purchase order. You will then create and print the payment for the supplier.

Use the following data throughout the exercise where it does not default.

Field	Value
Entity:	10USACO
Site:	10-100
Output:	PAGE
All other fields:	Choose any from the drop-down list when necessary

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

Field	Value
Order:	Press Enter. Note the number.
Supplier:	10S1005 (Absolute Electronic Company)

- 2 Press Enter until you get to the purchase order lines.

Field	Value
Ln (PO line 1):	Press Enter
Site:	10-100
Item Number:	02002
Qty ordered:	50
Unit Cost:	USD 15
Taxable:	No

- 3 Press Enter until you get to PO line 2. Then click End Lines, Trailer, and Enter/Next to save, until you get back to the entry screen.
- 4 Use Purchase Order Receipts (5.13.1) to receive above order in full.
- 5 Enter the purchase order number created at step 1). Press Enter until you get to the shipping line.
 - Ln 1
 - Quantity: 50
- 6 Press Enter, then Back.
 Message "Display purchase order lines being received"; Click Yes, then Click Next
 Message "Is all information correct" Click Yes, and Next to come back to the first screen.
 Quit.
- 7 Use Operation Transactions Post (25.13.7) to post transactions. Limit posting to purchase order receipts to save time: enter daybook RCT-PO.

- 8 Use Journal Entry View (25.13.1.3) to review the posted transaction. Use the filter fields to find it easily (daybook, posting date...)
- 9 Use Supplier Invoice Create (28.1.1.1) to create an invoice for the received materials.

Field	Value
Supplier	10S1005
Reference:	INV-PO1 (this would be the reference of the invoice you would receive from your Supplier)
PO Number:	Select from lookup
Daybook:	SINV
Invoice Status Code:	999
TC Invoice Amount:	750
Taxable:	No

- 10 Click the Matching button.
This opens a pop-up window.
- 11 In that window, click the Search button to display the open receivers for your purchase order.
The amounts are automatically applied.
- 12 Click Save.
- 13 Use Supplier Activity Dashboard (28.18.1) to view the transactions for the supplier
Supplier Code: 10S1005.
- 14 Double-click on the supplier in the results pane to view the invoices.
- 15 Use Supplier Payment Selection Create (28.9.4.1) to prepare the invoice payment.

Field	Value
Code:	Enter a unique selection code.
Account:	1100 (the bank GL account number)

- 16 Click the Apply button.
- 17 Review the checked invoices for payment. Only check the invoice you created above for Supplier 10S1005.
- 18 Use Supplier Payment Selection Confirm (28.9.4.5) to confirm your payment selection.
- 19 Double-click on the code to select. Click Confirm. Click Close.
- 20 Use Supplier Check Print (28.9.9.3) to print your check.

Field	Value
Bank Format:	55667342 CHECK-AP (select from drop down)
Payment Selection:	Select from drop down
Print Type:	Select from drop down

- 21 Use Supplier Activity Dashboard (28.18.1) to review.

Field	Value
Supplier Code:	10S1005

- 22 Double-click on the supplier in the results pane to review the activity.

EMEA Exercise

In this exercise, you will create a purchase order, receive it, create a supplier invoice and match it against the received purchase order. You will then create and print the payment for the supplier.

Use the following data throughout the exercise where it does not default.

Data	Value
Entity:	22UKCO
Sub-Account:	ELEC
Cost Center:	Default or ADM
Site:	22-100
Location:	10
Output	PAGE
All other fields	Choose any from the drop-down list when necessary

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

Field	Value
Order:	Press Enter. Note the number.
Supplier:	22S1000 (Auto-Plas International)

- 2 Press Enter until you get to the purchase order lines.

Field	Value
Ln (PO line 1):	Press Enter
Site:	22-100
Item Number:	02002
Quantity:	50
Unit Cost:	GBP 15.00
Taxable:	No

- 3 Press Enter until you get to PO line 2. Then click End Lines, Trailer, and Enter/Next to save, until you get back to the entry screen.
- 4 Use Purchase Order Receipts (5.13.1) to receive above order in full.
- 5 Enter the purchase order number created at step 1). Press Enter until you get to the shipping line.
 - Ln 1
 - Quantity: 50
- 6 Press Enter, then Back.
 Message “Display purchase order lines being received”; Click Yes, then Click Next
 Message “Is all information correct” Click Yes, and Next to come back to the first screen.
 Quit.
- 7 Use Operation Transactions Post (25.13.7) to post transactions.
 Limit posting to purchase order receipts to save time. Use daybook RCT-PO.

- 8 Use Journal Entry View (25.13.1.3) to review the posted transaction. Use the filter fields to find it easily (daybook, posting date...).
- 9 Use Supplier Invoice Create (28.1.1.1) to create an invoice for the received materials.

Field	Value
Supplier	22S1000
Reference:	INV-PO1 (this would be the reference of the invoice you would receive from your Supplier)
PO Number:	Select from lookup
Daybook:	SINV
Invoice Status Code:	999
TC Invoice Amount:	750.00 GBP
Taxable:	No

- 10 Click the Matching button.
This opens a pop-up window.
- 11 In that window, click the Search button to display the open receivers for your purchase order.
The amounts are automatically applied.
- 12 Click Save.
- 13 Use Supplier Activity Dashboard (28.18.1) to view the transactions for the supplier
Supplier Code: 22S1000
- 14 Double-click on the supplier in the results pane to view the invoices.
- 15 Use Supplier Payment Create (28.9.3.1) to prepare the invoice payment.

Field	Value
Supplier Code:	22S1000
Bank GL Account:	1120 (the bank GL account number)
Own Bank Number:	UK5564999
Amount:	750 GBP
Reference:	Enter the check number or another meaningful reference.
Status:	For Collection

- 16 Click the Allocate button.
- 17 Verify the search criteria and click Search.
- 18 Select the invoice you created earlier.
- 19 Check the Full field on the invoice detail line for full amount application.
- 20 Click OK.
- 21 Save the supplier payment.
- 22 Use Supplier Activity Dashboard (28.18.1) to review.

Field	Value
Supplier Code:	22S1000

23 Double-click on the supplier in the results pane to review the activity.

24 Use Banking Entry Create (31.1.1) to record the invoice payment.

Field	Value
Account:	1120
Amount:	The full amount (negative) of the invoice you created above: -750.00
Allocation:	Allocate To Payment
All Other Fields:	Accept the defaults

25 Verify the search criteria and click Search.

26 Select the payment selection you created earlier.

27 Check the Full Allocation field on the payment selection detail line for full amount application

28 Click OK.

The statement line should now state: Allocated.

29 Click Save to save the bank statement

30 Use Supplier Activity Dashboard (28.18.1) to review the transaction:

Supplier Code: 22S1000

Review payment, or on the activity tab, select All to review closed items (paid invoices).

Chapter 5

Introduction to SAF Analysis



Overview

- ▲ SAF Highlights
- ▲ SAF Setup
- ▲ Scenario Example
- ▲ Hands-on Exercise

Supplementary Analysis Fields (SAF) Highlights



SAFs Highlights

- ▲ Provide **flexible, powerful, and detailed** financial reporting and analysis
- ▲ Eliminate need to create separate COA elements for individual reporting.
- ▲ Use with standard accounts
 - Exception: bank, closing, and tax accounts.
- ▲ Not applicable to system accounts
 - Exception: PO receipts
- ▲ Two types:
 - System SAFs
 - User-Defined SAFs
- ▲ Link SAFs to accounts, cost centers, and projects

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EF-SAF-030

The system provides sub-account, cost center, project, and SAF analysis to be used for additional analytical reporting on transactions. SAF analysis is optional, but lets you create detailed views of data.

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

SAF analysis can be applied to all standard GL accounts except for bank, closing, and tax accounts. SAF analysis is not supported for system accounts, except for Purchase Order Receipts. You can apply SAF analysis to both revenue and expenses, and you would normally create a separate SAF structure for each of these types of transaction.

SAF Setup Overview



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SAF Setup Overview

- ▲ SAF structures
 - SAF Concepts
 - Use SAF concepts to streamline SAF analysis
 - System SAF concepts **automatically** retrieve data from operational transactions
 - SAF Codes
 - Define the analysis details
- ▲ GL Ledger Account
 - Analysis Tab
 - Analysis Type = SAF
 - SAF Structure Code, for example, Manufacturing, Travel...

QAD Proprietary EF-SAF-050

SAF analysis is managed through a combination of three elements:

- SAF concepts identify the type of analysis required
- SAF codes define the analysis details. Associate the codes with an existing concept.
- SAF structures contain a selection of concepts in a logical sequence.

You associate the structure with a GL account, cost center, or project.

SAF Setup

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SAF Setup

- ▲ **Step 1:** Create SAF concept and codes
- ▲ **Step 2:** Create SAF structure and add concepts and codes to it
- ▲ **Step 3:** Link structure to GL account, cost center or project

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EF-SAF-060

Creating SAF Concepts

Use the SAF Concept activities (25.3.7.1) to create, view, modify, and delete SAF concepts. Changing concepts has the following restrictions:

- You cannot delete a system SAF concept. You cannot delete a user-defined SAF concept if it has already been used in a transaction.
- You cannot create system concepts.
- The only value you can modify for a system concept is the Active setting.
- You cannot deactivate a concept if it is linked to an active SAF structure.

Creating SAF Codes

Use the SAF Code Activities (25.3.7.2) to create the values that you assign to an SAF concept. They generally correspond to the individual item that requires analysis. For example, you can track transactions relating to a particular vehicle belonging to the organization by creating an SAF code of the vehicle registration number.

Every SAF concept must have at least one default SAF code—defined in the SAF structure where it is used—and you can link any number of codes to the same concept.

Creating SAF Structures

Use the SAF Structure activities (25.3.7.4) to combine up to five SAF concepts in a sequence. You then link the structure to general ledger accounts, cost centers, or projects. You can associate only one SAF structure with a GL account, cost center, or project.

When an SAF structure is associated with a project, cost center, or GL account and a transaction updates that element, the SAF concepts and default codes are displayed in the transaction posting lines.

- For system concepts based on operational transactions, values are retrieved automatically.
- When user-defined concepts have more than one value, you must select the value to use when you create the transaction.

System SAFs



System SAFs

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

QAD Proprietary

EF-SAF-062

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

User Defined SAFs



User-Defined SAFs

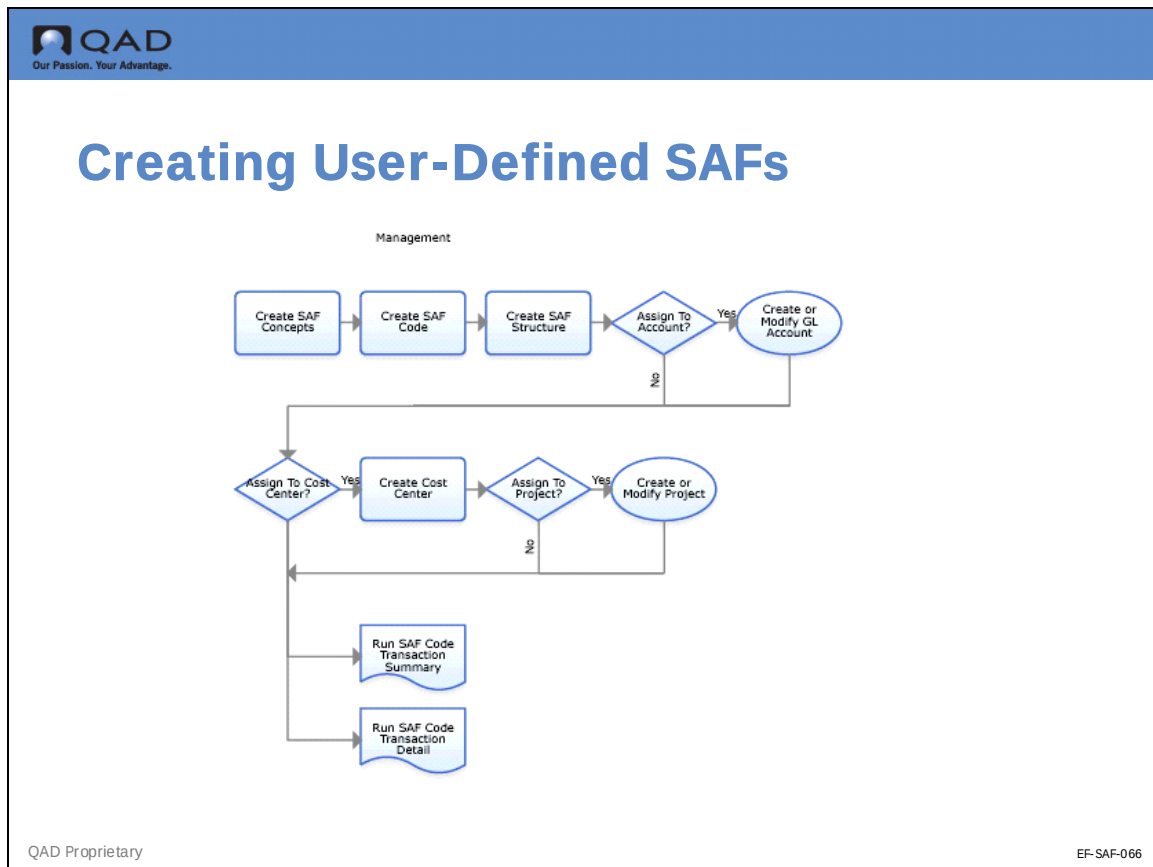
- ▲ Require additional setup.
- ▲ Created based on business need.
- ▲ Do not automatically retrieve code values from transactions.
- ▲ Normally, applied to Financial transactions, and Fixed Assets.

QAD Proprietary

EF-SAF-064

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

Creating User-Defined SAFs



Above process map displays the steps involved in creating user-defined SAFs.

User-Defined SAF Example

 User-Defined SAF Example				
SAF structure : Travel Costs				
SAF concept	SAF code	SAF code	SAF code	SAF code
Travel mode	Air	Train	Car	Taxi
Travel reason	Training	Internal meeting	Customer visit	Sales
Traveler	Walter J	Carol M	Ryan O	Mary B

In above example, travel costs are analyzed. The SAF structure Travel Cost produces analysis data on travel modes, travel reasons, and travelers (SAF concepts), at the detail level of the SAF codes listed in the table (air, train, car, and taxi).

Scenario Example



Scenario Example

1. Sales order and work order were created.
2. Work order was received with variances.
3. Operational Transaction Post.
4. Review posting and SAF analysis.
 - Journal Entry View

Operational Transaction Post



Operational Transaction Post



Operational Transaction Post
22UK

11/04/10 17:19:05
Page: 1

Reference ID	Entered Date	Eff Date	Line Account	Project	Entity	Description	Amount	Cur	Entry Number
IC101101000002	11/01/10	11/01/10	1 5010-mech-adm		22UKCO	ISS-S0 SC1111.1	220.00	GBP	2010/ISS-S000
	qmi	11/01/10	2 1500-mech		22UKCO	ISS-S0 SC1111.1	-220.00	GBP	2010/ISS-S000
							0.00	GBP	

Running Operational Transaction Post creates the final postings in Financials.

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Journal Entry View - Transactions

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Journal Entry View X

Go To Actions Tools Attach Print Preview

Attachments

Year: 2010 10
Daybook Code: W0ISS 000000566
Description: ISS-WD W1010050
Original Posting Reference:
Second Description:

Posting Date: 10/01/2010
Layer Type: OFFICIAL
Template Code:
Sequence Number: 000000000

Additional GL Numbering Date: 10/01/2010
Save As Template: ☐
Replacement: ☐
Reversal: ☐

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
▶ 1550	Mech		ISS-WD W1010050	GBP	0.01	0.00
▶ 1500	Mech		ISS-WD W1010050	GBP	0.00	0.01

Transactions can be reviewed for example in Journal Entry View.
 Here zooming in on the individual transaction.
 Let's now drill down to review the details.

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Journal Entry View - Additional Information

Journal Entry View

Go To Actions Tools Attach Print Preview

Attachments

Year: 2010 10 Posting Date: 10/01/2010 Additional GL Numbering Date: 10/01/2010

Daybook Code: W0ISS 000000566 Layer Type: OFFICIAL Save As Template: ☐

Description: ISS-WO W1010050 Template Code: Replacement: ☐

Original Posting Reference: Sequence Number: 000000000 Reversal: ☐

Second Description:

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
1550	Mech		ISS-WO W1010050	GBP	0.01	0.00

TC Debit: 0.01 TC Credit: 0.00 SC Exchange Rate: 0.0000000000 SC Scale Factor: 1.0000000000 SC Debit (USD): 0.00 SC Credit (USD): 0.00

Sub-Account Code: Sub Account Descriptio: Mech Mechanical

SAF Concept Code: SAF Code:

Item Type: COMP

Product Line: 20

Site: 22-400

GL Account: 1500 Sub-Account C: Mech Cost Ce: Description: ISS-WO W1010050 Trans Curr: GBP

The SAF setup triggers the journal entry to carry additional information. Here, we find the site, product line, item type, item group, and supplier type at the origin of the transaction.

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Hands On Exercise: SAF Setup

- 1 In SAF Concept Create (25.3.7.1.1), create the following SAF concept code:

Field	Value
SAF Concept Code:	Travel Reason
Description:	Travel Reason
Accept all other defaults:	Click Save.

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

Field	Value
SAF Code 1	
SAF Code:	Training
SAF Description:	Training
SAF Concept Code:	Travel Reason
Accept all other defaults:	Click Save and Create.
SAF Code 2	
SAF Code:	Consulting
SAF Description:	Consulting
SAF Concept Code:	Travel Reason
Accept all other defaults:	Click Save and Create.

- 3 Use GL Account Modify (25.3.13.2) to find account 7000, “Travel Expense”.
- 4 Double click Travel Expense in the list to open it
- 5 In the Analysis Tab, verify the following and change information if it does not match.

Field	Value
Analysis Type:	Both
SAF Structure Code	Travel
Accept all other defaults:	Click Save

Chapter 6

Reporting Overview



Reporting Functionality Overview in QAD Enterprise Financials

- ▲ Standard Reports & Customization levels
- ▲ Browsing in QAD Enterprise Financials

2008-EF-BRO-020

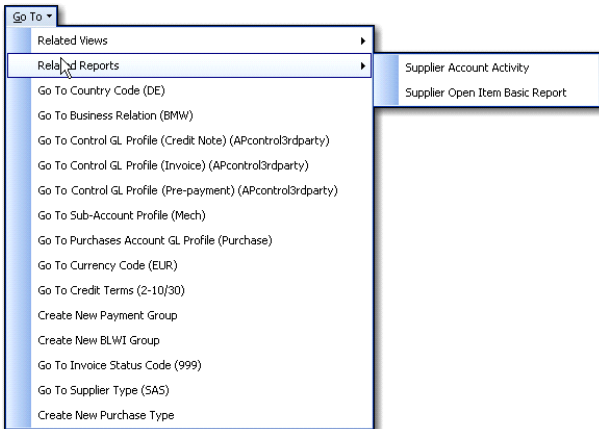
QAD Proprietary

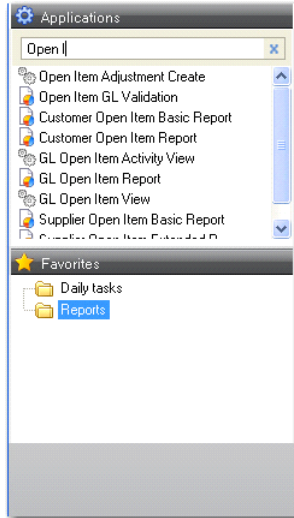
Reporting Features

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Standard Reports

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





2008-EF-BRO-030
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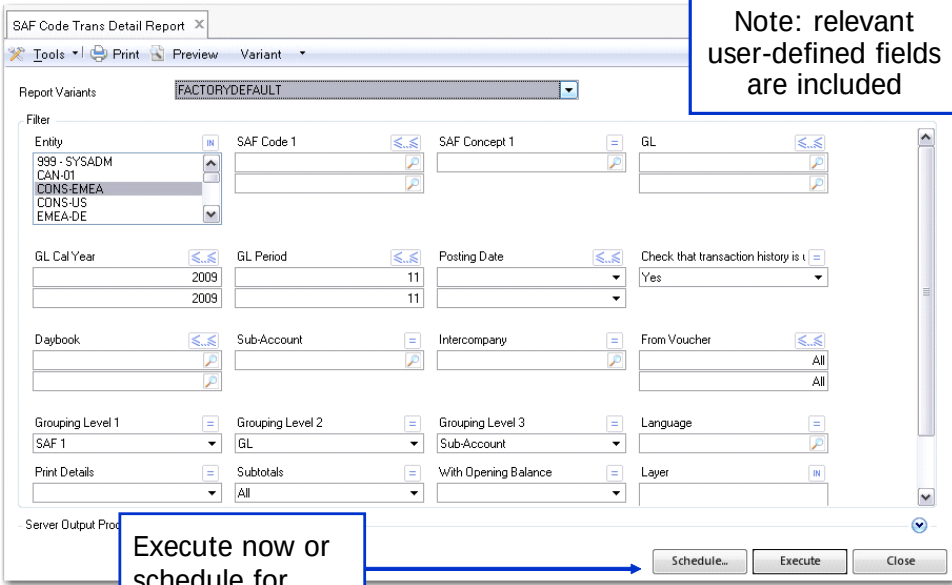
Standard Reports

Reports can be run directly from the menu by right-clicking on a record in a browse, or by using the Go To menu from a maintenance screen to select a related report.

Standard Reports Selection


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Standard Reports Selection



Note: relevant user-defined fields are included

Execute now or schedule for later

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EF-BRO-040

The Schedule option lets you schedule reports to be generated in batches, and specify iterations of each batch.

Standard Reports Output

Standard Reports Output

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

Cost Center Trans Summary R... X

Tools | Print | Preview | Variant

Report Variants: FACTORYDEFAULT

Filter: Entity: 1000, 1000EK, 1444, 2000, 2001

GL Period: 6

Sub-Account: 6

Server Output Processing:

- ☐ To Printer
- ☒ To File
- ☐ E-Mail to Addresses
- ☐ E-Mail to Roles

E-Mail Subject: [Report]

Output Format: Adobe Acrobat (PDF)

Cost Center Transaction Summary

COA Code	Description	Complete Period	Opening Balance	Period Activity	Closing Balance	Curr	Period Activity TC	Unit	Period Quantity
0001	Default Cost Center	0.00 DT	0.00 DT	1,804.76 CR	1,804.76 CR	USD	1,804.76 CR	Int	0.00
1500	Inventory	0.00 DT	0.00 DT	1,950.00 DT	1,950.00 DT	USD	1,950.00 DT	Int	0.00
0001	Default Sub Account	0.00 DT	0.00 DT	1,950.00 DT	1,950.00 DT	USD	1,950.00 DT	Int	0.00
2200	PO receipts (AP Holding)	0.00 DT	0.00 DT	2,954.76 CR	2,954.76 CR	USD	2,954.76 CR	Int	0.00
1500	Imported Items 1	0.00 DT	0.00 DT	2,954.76 CR	2,954.76 CR	USD	2,954.76 CR	Int	0.00
0100	Residential Sales	0.00 DT	0.00 DT	14,753.00 DT	14,753.00 DT	USD	14,753.00 DT	Int	0.00
111ACCR	Accounts Receivable	0.00 DT	0.00 DT	101.00 DT	101.00 DT	USD	101.00 DT	Int	0.00
10	Subaccount 10	0.00 DT	0.00 DT	101.00 DT	101.00 DT	USD	101.00 DT	Int	0.00
1200	Accounts Receivable	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	Int	0.00
10	Subaccount 10	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	Int	0.00
1200EK	Replace 1200 AR	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	Int	0.00
10	Subaccount 10	0.00 DT	0.00 DT	150.00 DT	150.00 DT	USD	150.00 DT	Int	0.00
1500	Inventory	0.00 DT	0.00 DT	150.00 DT	150.00 DT	USD	150.00 DT	Int	0.00
1500	Inventory	0.00 DT	0.00 DT	55,483.00 CR	55,483.00 CR	USD	55,483.00 CR	Int	0.00

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Report output is first shown in a viewer, where powerful functionality is available for navigating and searching through the data. In addition to sending reports to a printer, data can be exported in many standard formats, such as PDF, XLS, and DOC.

Report Customization Levels


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Report Customization

- ▲ Report Customization levels
 1. Usage (Filter fields, Report options, Variants)
 2. Layout (using Crystal reports designer)
 3. Business Logic
- ➡ Customer customization (no source code change)
 - Levels 1 and 2
- ➡ Requiring customization in source code
 - Level 3

2008-EF-BRO-060

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

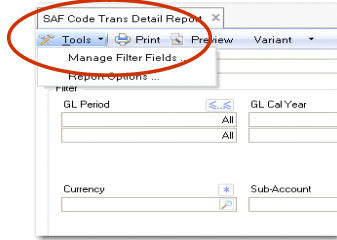
- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the Crystal Reports designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied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

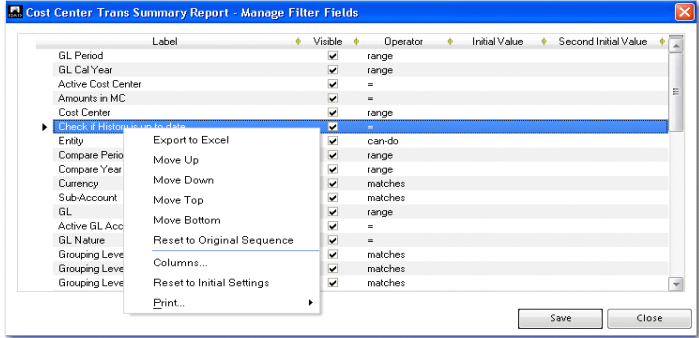
Note You must have a license to use the Crystal Reports designer tool.

Usage Customization

Usage Customization

- ▲ Use filter fields
 - Define the 'what' (filtered data)
 - Define also the 'how'
 - (grouping levels, content of columns, etc...)
- ▲ Manage filter fields
 - Select from the list of available filter fields
 - Set the sequence of the fields on the UI
 - Set initial values





2008-EF-BRO-070
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The Manage Filter Fields option in the Tools menu lets you indicate which filter fields to use for the current report variant, and how the fields appear in the Selection Criteria tab for the report.

You can use Manage Filter Fields to:

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

Usage Customization

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Usage Customization

▲ Report options

- Date format
- Language
- Numeric format
- Filter data on report (Y/N)
- Alternate shading
- User-defined fields

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EF-BRO-080

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

Report Variants



Report Variants

- ▲ Specific selection criteria can be stored
 - Available next time the report is started
 - Unlimited number of variants
 - Saved for personal usage or shared with other users

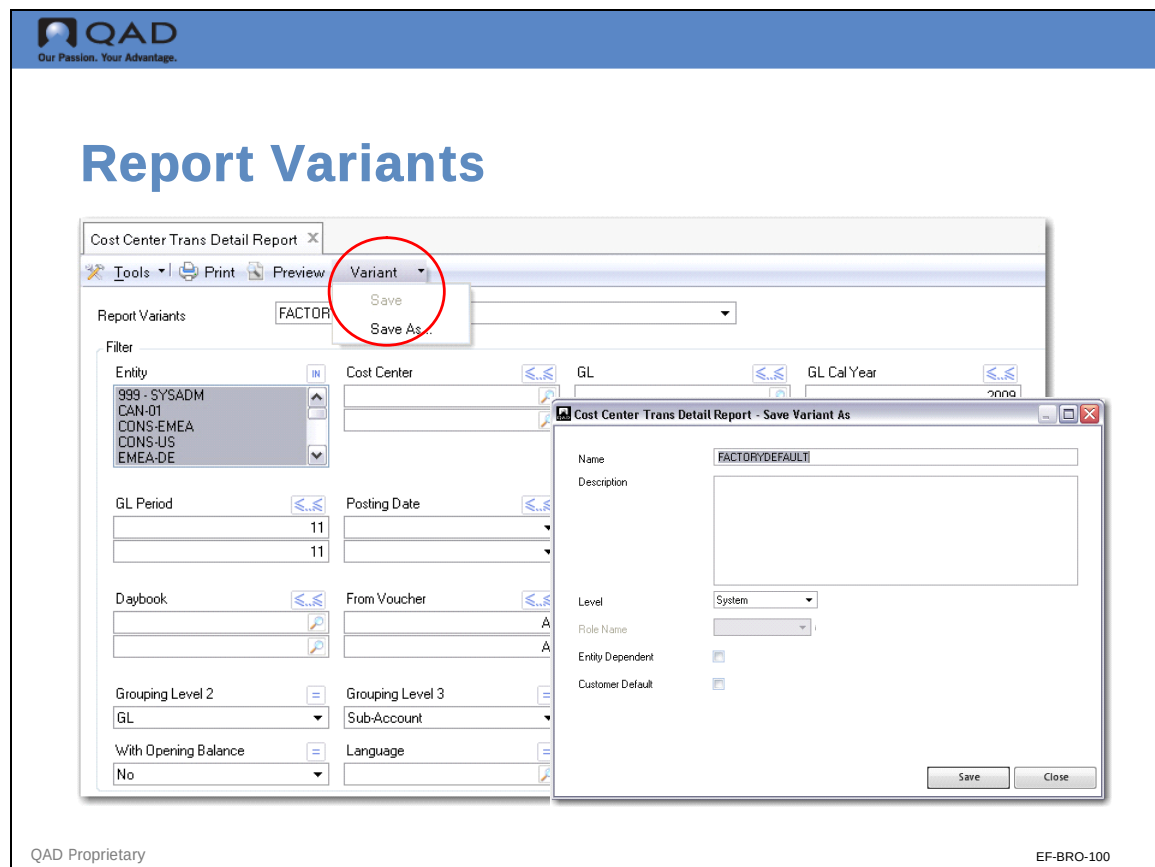
- ▲ All variants...
 - Are based on the same data
 - Use different filter criteria
 - Can use a different report layout

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2008-EF-BRO-090

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

Cost Center Trans Detail Report - Variants



Use the Variants menu to save report variants, and the Variants drop-down list to select saved variants.

You can use an existing report variant, modify the report settings and save them to the existing report variant, or select another report variant to update.

Layout Customization



Layout Customization (Crystal Report Designer)

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

Report Layout Customization



Report Layout Customization Example

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

Statement of Account

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BEFORE

Statement of Account

Date: 27/6/2007

ABC Company
150 JFK Parkway
07960 Monroeville
United States of America

Dudley Office
Waterfront Business Park
Waterfront West
JingMa Tower
Q15 LUX Bilerley Hill
Belgium Bostlands
Phone: 59022301
Fax: 59022302-3450
Email: jeo@qad.com

Dear Sir or Madam,

Your account now shows the following list of open items. If there are any discrepancies please inform us.

Yours faithfully

Mike Taylor
Credit Controller
59022301

Overview	Voucher	Type	Creation Date	Due Date	Invoice Amt	Open Balance
Yes	2007-0004-BANK-0000000056	Prepayments	30/6/2007	03/05/2007	-2,713.00	-2,713.00
Yes	2007-0000-0000000015	Invoice	25/09/2007	29/12/2007	4,500.00	4,500.00
Open Amount by Currency - EUR					1,287.00	1,287.00

Yes	2006-Pan1/000000189	Invoice	29/11/2006	02/03/2007	106.00	106.00
Yes	2006-Pan1/000000190	Invoice	30/11/2006	03/03/2007	106.00	106.00
Yes	2006-Pan1/000000194	Invoice	04/12/2006	07/03/2007	106.00	106.00
Yes	2006-Pan1/000000195	Invoice	04/12/2006	07/03/2007	106.00	106.00
Yes	2006-Pan1/000000191	Invoice	04/12/2006	07/03/2007	106.00	106.00
Yes	2006-Pan1/000000196	Invoice	05/12/2006	08/03/2007	106.00	106.00
Yes	2006-Pan1/000000196	Invoice	05/12/2006	08/03/2007	106.00	106.00
Yes	2006-Pan1/000000197	Invoice	05/12/2006	08/03/2007	106.00	106.00
Yes	2006-Pan1/000000198	Invoice	05/12/2006	08/03/2007	106.00	106.00
Yes	2006-Pan1/000000203	Invoice	20/12/2006	23/03/2007	106.00	106.00
Yes	2006-Pan1/000000201	Invoice	20/12/2006	23/03/2007	106.00	106.00
Yes	2006-Pan1/000000202	Invoice	20/12/2006	23/03/2007	106.00	106.00
Yes	2007-Pan1/0000000054	Invoice	05/01/2007	06/04/2007	53.00	53.00
Yes	2007-0000-0000000017	Invoice	26/01/2007	29/04/2007	173.90	173.90
Yes	2007-Customer/0000000021	Invoice	07/02/2007	11/05/2007	2,000.00	2,000.00
Yes	2007-0000-0000000157	Invoice	12/04/2007	14/07/2007	1,362.10	1,362.10
Yes	2007-0000-0000000158	Invoice	12/04/2007	14/07/2007	31.80	31.80
Yes	2007-0000-0000000159	Invoice	12/04/2007	14/07/2007	1,363.30	1,363.30
Yes	2007-0000-0000000117	Invoice	11/05/2007	12/06/2007	10.80	10.80
No	2007-0000-0000000082	Invoice	19/09/2007	10/10/2007	800.00	800.00
No	2007-0000-0000000016	Invoice	27/09/2007	06/11/2007	100.00	100.00
No	2007-0000-0000000014	Invoice	27/09/2007	06/11/2007	100.00	100.00
No	2007-0000-0000000060	Invoice	09/10/2007	10/11/2007	1,070.00	1,070.00
No	2007-0000-0000000015	Invoice	27/09/2007	29/12/2007	100.00	100.00
Open Amount by Currency - USD					8,156.60	8,156.60

AFTER

Statement of Account

Added logo

Swapped address boxes

Dudley Office
Waterfront Business Park
Waterfront West
JingMa Tower
Q15 LUX Bilerley Hill
Belgium Bostlands
Phone: 59022301
Fax: 59022302-3450
Email: jeo@qad.com

ABC Company
150 JFK Parkway
07960 Monroeville
United States of America

Dear Sir or Madam,

Your account now shows the following list of open items. If there are any discrepancies please inform us.

Yours faithfully

Mike Taylor
Credit Controller
59022301

Overview	Voucher	Type	Creation Date	Due Date	Trans Type	Invoice Amt	Open Balance
Yes	2007-0004-BANK-0000000056	Prepayments	30/6/2007	03/05/2007		-2,713.00	-2,713.00
Yes	2007-0000-0000000015	Invoice	25/09/2007	2			

Component 1 Framework



Component 1 Framework

- ▲ From QAD 2009.1, QAD is moving to use the new Component 1 reporting framework
- ▲ All new reports for QAD 2009.1 EE were created with Component 1:
 - Italian Tax Register reports
 - Regional Balance Sheet Report
 - Regional Income Statement Report
 - Reporting Daybook Exception Report
 - Daybook Set Report
- ▲ All new reports for subsequent releases will use Component 1

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EF-BRO-095

Hands On Exercise: Report Usage Customization

US and EMEA

In this exercise, familiarize yourself with the customization options available to you.

- 1** Open Cost Center Trans Summary Report.
- 2** Re-order and add or remove selection criteria.
 - a** Go to Tools.
 - b** Select Manage Filter Fields.
 - c** Select what you want visible.
- 3** Add initial values (check variables on drop-down list)
- 4** In the Variant drop-down menu, use Save or Save As to store as variant for re-use.

Chapter 7

Screen Customization



Overview

- ▲ Screen customization
- ▲ User Defined Fields

2008-EF-SCR-020

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The component-based user interface supports many ways that users and administrators can tailor it based on your organizational requirements, including the following:

- Customize the user interface using the Design Mode feature.
- Create your own user-defined fields and add them to the user interface using the User-Defined Fields (UDFs) feature.

Screen Customization



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Screen Customization Highlights

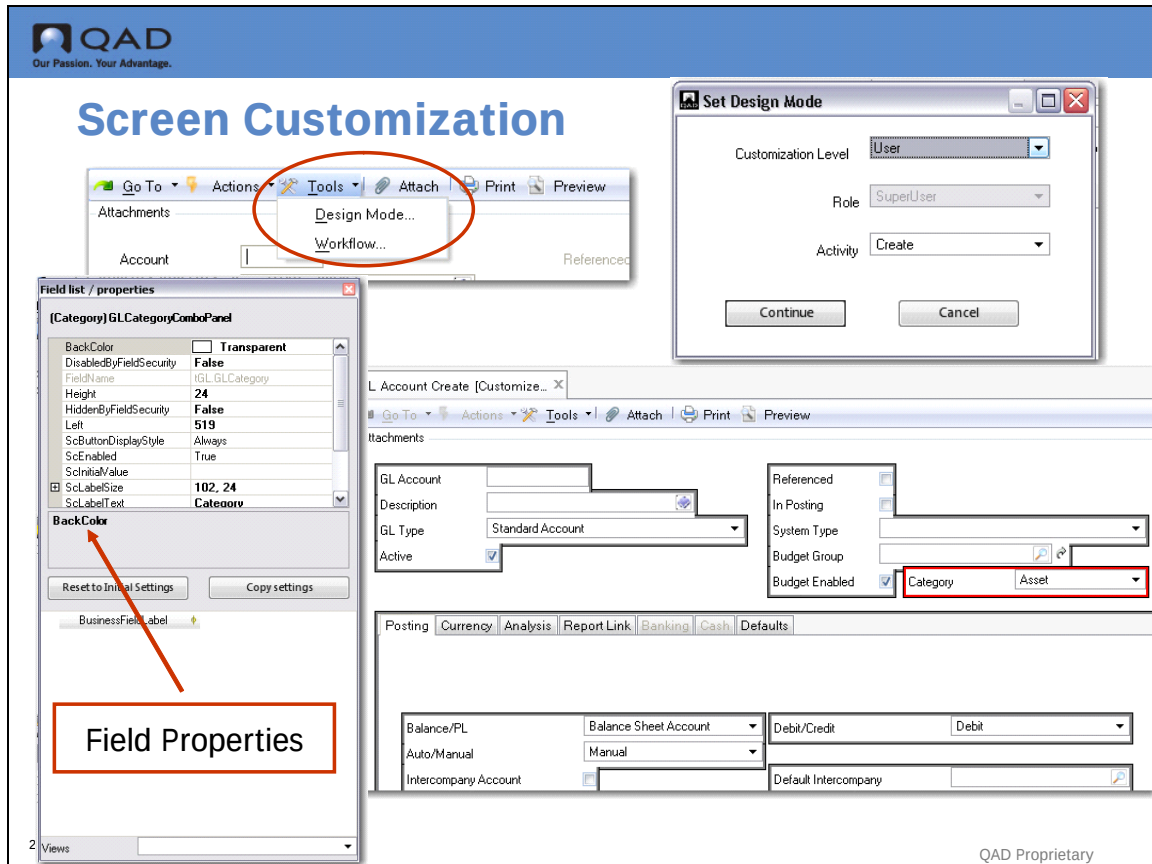
- ▲ Design mode access restrictions
 - Permission and settings
- ▲ Customization level
 - General, Role, User
- ▲ Modify field properties
 - Position, appearance, description, initial value, enable (Y/N), visible (Y/N)
- ▲ Customized views
 - Rearrange entire screens for faster data entry
- ▲ Review/Delete customizations
 - Customization Delete (36.4.19)

2008-EF-SCR-030

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Design mode lets you add, move, or remove fields and tabs, and modify field properties. In addition, you can create predefined column views for screens that contain grids.

The customizations you create can apply to yourself, all users with the same default role, or to all users in the system. You are prompted to specify the customization level when you start and save the customization.



You access design mode by selecting Design Mode in the Tools menu in the screen that you want to customize.

When you select Design Mode, the system prompts you to choose one of the following customization levels:

- General. The customizations are effective for all users.
- Role. The customizations are effective for all users who have the selected role as their default role.
- User. The customizations are effective for you only.

In design mode, a gray border is displayed around all fields. When you select a field, its border color changes to red. By selecting the border, you can drag and drop a field or modify its properties.

The Field list/properties window displays the properties that control the appearance of the selected field.

User-Defined Fields



User-Defined Fields: Definition

- ▲ Predefined fields in the database tables
- ▲ Not used in the business logic
- ▲ Can be customized to store additional information

2008-EF-SCR-

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User-Defined Fields (UDFs) are predefined fields in the database tables and can be customized to store additional information specific to your business requirements.



User Defined Fields (UDF)

- ▲ UDF activities (36.4.12)
- ▲ Activate UDF
 - Format
 - Associate look-up
 - Drop-down list UDF
- ▲ Use Design Mode to add to UI
- ▲ Use UDF in searches, export to Excel, etc...

2008-EF-SCR-060

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Use User Defined Field Create to activate a UDF before you can add it to the UI.

When activated, a UDF can be designated as a filter field in the Search Criteria and can be added to the Search Criteria Result Grid. UDFs are also available for Excel integration, if this functionality is available for the component you have customized.

Scenario Example



Scenario Example

1. Sales order and work order were created.
2. Work order was received with variances.
3. Operational Transaction Post.
4. Review posting and SAF analysis.
 - Journal Entry View

User-Defined Fields: Add to Screen

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Add UDF to UI

From within the target menu, access design mode

Make field available to all, or limit availability to user or role

Customization Level: General
Role: SuperUser
Create: [dropdown]
Cancel

Field list / properties
[Daybook Control] JournalControlCombo

BackColor	Transparent
FieldName	tJournal.JournalControl
Height	21
Left	42
ScAppearanceName	
ScButtonDisplayStyle	Always
ScEnabled	True
ScInitialValue	
ScLabelSize	150, 21
ScLabelText	Daybook Control
ScReadOnly	False

Reset to Initial Settings Copy settings

BusinessFieldLabel
Owner

Daybook Create [Customized f...]
Go To Actions Tools Attach Print Preview

Attachments

Daybook Code
Description
Daybook Type
Layer Code Primary
Active
Daybook Control

Drag & drop UDF to the desired area on the UI

2008-EF-SCR-080 QAD Proprietary

Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

To add a UDF to a screen, select it and drag it from the Business Field Label section to its new position on the screen.

Hands On Exercise

US and EMEA

- 1 In GL Account Modify (25.3.13.2), double-click any account to open and view it.
- 2 Use User-Defined Field Create (36.4.12.2.1) and enter the information noted in the graphic below.

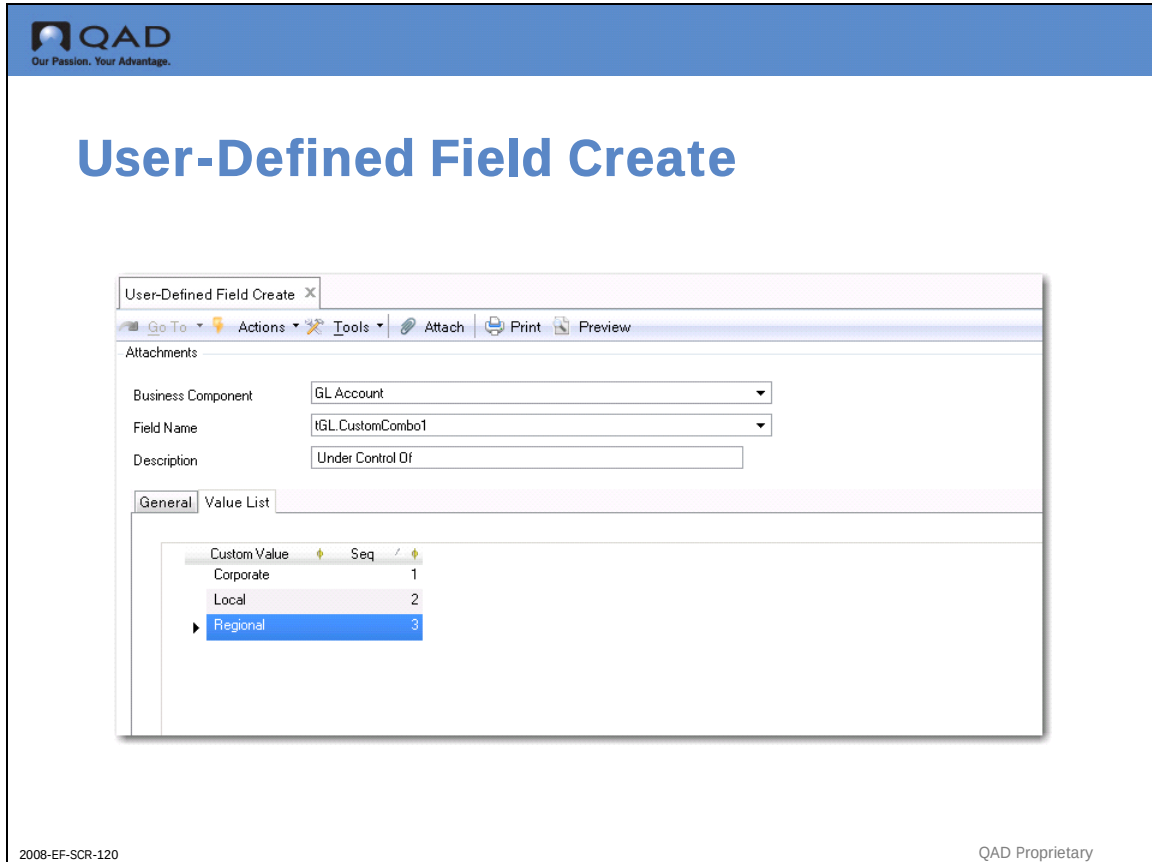
User-Defined Field Create

The screenshot shows the 'User-Defined Field Create' dialog box with the following configuration and numbered callouts:

- 1. Select the GL Account business component.** Points to the 'Business Component' dropdown menu, which is set to 'GL Account'.
- 2. Select the type of field to activate. Choose the first available field of type Combo.** Points to the 'Field Name' dropdown menu, which is set to 'tGL CustomCombo1'.
- 3. Name the field for reference** Points to the 'Description' text box, which contains 'Under Control Of'.
- 4. Side label defines how the field is named on maintenance/ transaction screens.** Points to the 'Side Label' text box, which contains 'Under Control'.
- 5. Column label defines how the field is named in browses. In order to conserve space in browser columns, specify an abbreviated name.** Points to the 'Column Label' dropdown menu, which is set to 'Control'.
- 6. We have the option to make the field mandatory.** Points to the 'Mandatory' checkbox, which is checked.

Other visible fields in the 'General' tab include:

- Display Format:** x(20)
- Display Length:** 20
- Decimal Precision:** 0
- Lookup:** None
- Lookup Reference:** (empty)
- Stored Search:** (empty)
- Return Field:** (empty)



- 3 Open the Value List tab.
 - a Right-click and select Insert a new row, enter “Corporate.”
 - b Right-click and select Insert a new row, enter “Regional.”
 - c Right-click and select Insert a new row, enter “Local.”
 - d Click Save.

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GL Account Create

GL Account Create

Go To Actions Tools Attach Print Preview

Attachments

Account
Description
GL Type: Standard Account
Active: ☒

Referenced: ☐
In Posting: ☐
System Type:
Budget Group:
Budget Enabled: ☒ Category: Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/P&L: Balance Sheet Account
Debit/Credit: Debit
Auto/Manual: Manual
Intercompany Account: ☐
Fixed Intercompany: ☐
Quantity: ☐
Default Intercompany:
GL Account Unit of Measure:

2008-EF-SCR-130 QAD Proprietary

4 Open GL Account Create (25.3.13.1) and add the user-defined field to the screen.

5 In the Tools menu, select Design Mode.

Note Use Tools in the submenu of the screen to enter Design Mode, and not the Tools menu of the overall QAD Enterprise Applications top menu bar.

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GL Account Create

GL Account Create [Customize... X]

Go To Actions Tools Attach Print Preview

Attachments

GL Account |
Description
GL Type Standard Account
Active ☒

Referenced ☐
In Posting ☐
System Type
Budget Group
Budget Enabled ☒ Category Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/PL Balance Sheet Account Debit/Credit Debit
Auto/Manual Manual
Intercompany Account ☐ Default Intercompany
GL Account Unit of Measure

1. Select any field on the screen. When the focus is on a field, it will get a red boundary.

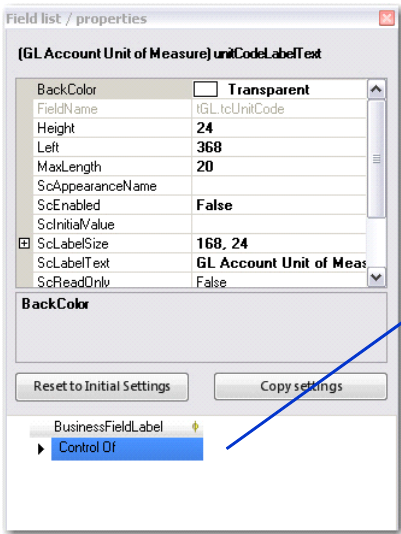
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- 6 In the Customization Level drop-down menu, select General and click Ok.
- 7 Complete Steps 1 and 2 in the following graphics.

Field List/Properties


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Field List / Properties



2. The panel to the left shows you your newly created field.

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QAD Proprietary

The panel on the left of the Design Mode field list displays the field you created.

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GL Account Create

GL Account Create [Customize... X]

Go To Actions Tools Attach Print Preview

Attachments

GL Account []
 Description []
 GL Type [Standard Account]
 Active []

Referenced [Control Of]
 In Posting []
 System Type []
 Budget Group []
 Budget Enabled [] Category [Asset]

Posting Currency Analysis Report Link Banking Cash Defaults

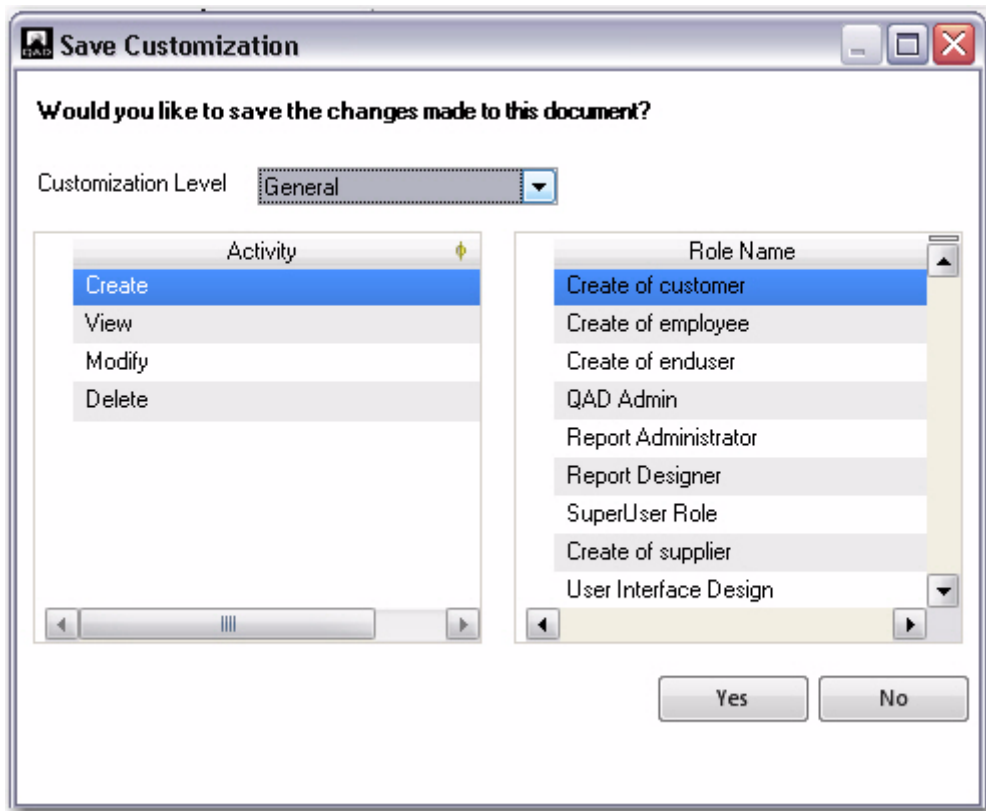
Balance/PL [Balance Sheet Account] Debit/Credit [Debit]
 Auto/Manual [Manual]
 Intercompany Account []
 Fixed Intercompany []
 Quantity []

Default Intercompany []
 GL Account Unit of Measure []

Here is a good place to put the user-defined field. Drag the field here

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- 8 Click on this field and drag it on the screen. It can be positioned and modified just like any other field.
- 9 Once you have positioned your field where you want it, close Design Mode by selecting Tools - Design Mode again.
A window pops up, asking what activities you want to implement the screen changes in.
- 10 Mark them all like the screen shown next.



\The screen now shows the new field with all of the drop-down values defined.

QAD
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GL Account Create

GL Account Create x

Go To Actions Tools Attach Print Preview

Attachments

GL Account
Description
GL Type Standard Account
Active ☒

Referenced ☐
In Posting ☐
System Type
Budget Group
Budget Enabled ☒

Control Of
Corporate
Local
Regional

Category Asset

Posting Currency Analysis Report Link Banking Cash Defaults

Balance/PL Balance Sheet Account Debit/Credit Debit
Auto/Manual Manual
Intercompany Account ☐ Default Intercompany
Fixed Intercompany ☐
Quantity ☐ GL Account Unit of Measure

2008-EF-SCR-180 QAD Proprietary

