



QAD Enterprise Applications  
Enterprise Edition

# Training Guide QAD Financials Overview

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# QAD Financials Overview Change Summary

The following table summarizes significant differences between this document and the last published version.

<b>Date/Version</b>	<b>Description</b>	<b>Reference</b>
January 2018/v2016 EE	Corrected diagram	page 132
April 2016/v2016 EE	Rebranded for QAD 2016 EE	---
April 2015/v2015 EE	Rebranded for QAD 2015 EE	---
March 2014/v2014 EE	Updated process maps	page 25, page 28
September 2013/v2013.1 EE	Rebranded for QAD 2013.1 EE	---
March 2013/v2013 EE	Rebranded for QAD 2013 EE	---
September 2012/v2012.1 EE	Rebranded for QAD 2012.1 EE	---



# **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, demos, 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.

## Virtual Environment Information

The hands-on exercises in this book should be used with the latest Enterprise Edition learning environment in the 10USA > 10USACO workspace. When prompted to log in, specify *demo* for user ID and *qad* for password.

## Additional Resources

If you encounter questions on QAD software that are not addressed in this book, several resources are available. The QAD corporate Web site provides product and company overviews. From the main site, you can access the QAD Learning or Support site and the QAD Document Library. Access to some portions of these sites depends on having a registered account.

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

## QAD Learning Center

To view available training courses, locations, and materials, use the QAD Learning Center. Choose Education under the Services tab to access this resource. In the Learning Center, you can reserve a learning environment if you want to perform self-study and follow a training guide on your own.

## QAD Document Library

To access release notes, user guides, training guides, and installation and conversion guides by product and release, visit the QAD Document Library. Choose Document Library under the Support tab. In the QAD Document Library, you can view HTML pages online, print specific pages, or download a PDF of an entire book.

To find a resource, you can use the navigation tree on the left or use a powerful cross-document search, which finds all documents with your search terms and lets you refine the search by book type, product suite or module, and date published.

For more information, see [QAD Financials User Guide](#).

## QAD Support

Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and QAD Forums, where you can post questions and search for topics of interest. To access these, choose Visit Online Support Center under the Support tab.

## 4 Training Guide — Financials Overview

Chapter 1

# **Richness of Enterprise Financials**

## Agenda

- Why Enterprise Financials?
- Benefits of QAD Enterprise Financials
- Components of QAD Enterprise Financials
- Demonstration
- Question and Answer Session

## Enterprise Edition vs. Standard Edition

### Enterprise Edition vs Standard Edition

Enterprise Financials	
New Customer Management Features	
New Capabilities in Distribution / Manufacturing	
Internal Controls - Corporate Governance	
Centralization / Standardization / Shared Services	
Single Code Base for Internationalization	
Usability: Focus on Human Engineering	

EF-WEL-020

**REPORT SMARTER**  
**CLOSE FASTER**  
**MANAGE GLOBAL OPERATIONS**  
**ADOPT TO COMPANY CHANGE**  
**GUARANTEE COMPLIANCE**  
**INCREASE EFFICIENCY**

**CFO**  
**Now What?**  
Reforms Passed Are They Worth It?  
A Mezier, Touche STC  
Rethinking Structured Finance  
Analysis Released  
Remember Ethics

EF-WEL-030

## Why Financials?

### Why Financials?

- Financial applications allow organizations to:
  - **PLAN** → Develop business plans, budgets
  - **RECORD** → Register costs, revenues, tax, cash transactions
  - **REPORT** → Analyze business, consolidate, financial and management reporting
  - **COMPLY** → SOX, IFRS, local GAAP
- Benefits provided
  - Improve profitability
  - Free up working capital / increase cash flow
  - Ensure more effective cost controls
  - Gain greater and faster insight into business drivers when planning and forecasting



EF-WEL-040

## Imagine

Imagine



EF-WEL-050

## QAD Enterprise Financials

### QAD Enterprise Financials

- Focus on **efficiency** and **usability**:
  - **Lean concepts**, eliminate non-value-added steps
- Corporate **Management Reporting**:
  - Multi-GAAP reporting
  - Multi-Currency : Functional, Statutory & Presentation Currency
- **Financial Shared Services**
- Financials are more than accounting:
  - **Budgeting, controlling, allocations, consolidation**
- Corporate Governance / Compliance / **SOX**
  - Role based security, **internal controls**
  - Segregation of Duties
- Power tools for the financial knowledge worker
  - **Workflow**
  - **Document management**
  - Extensive **XLS integration**
  - QAD .NET UI with low learning curve



EF-WEL-060

## Components of QAD Enterprise Financials

### Components of QAD Enterprise Financials



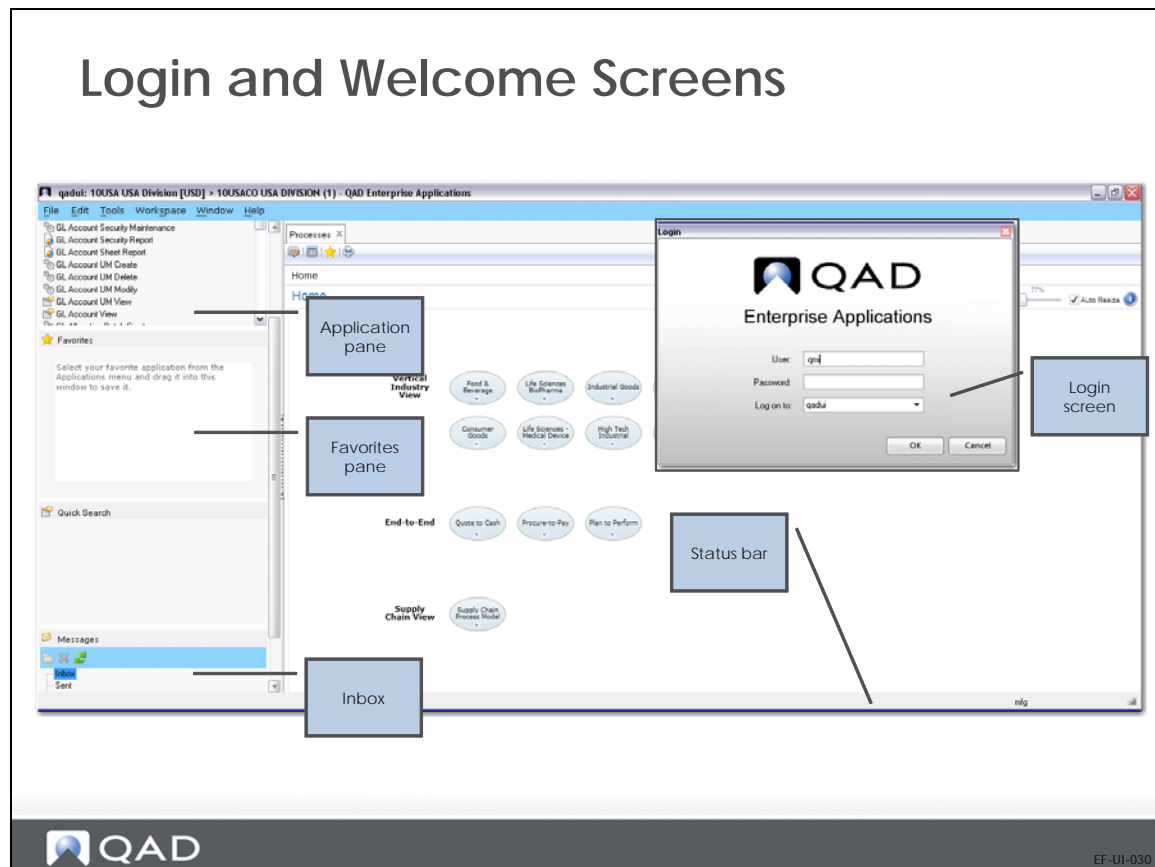
Chapter 2

# 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

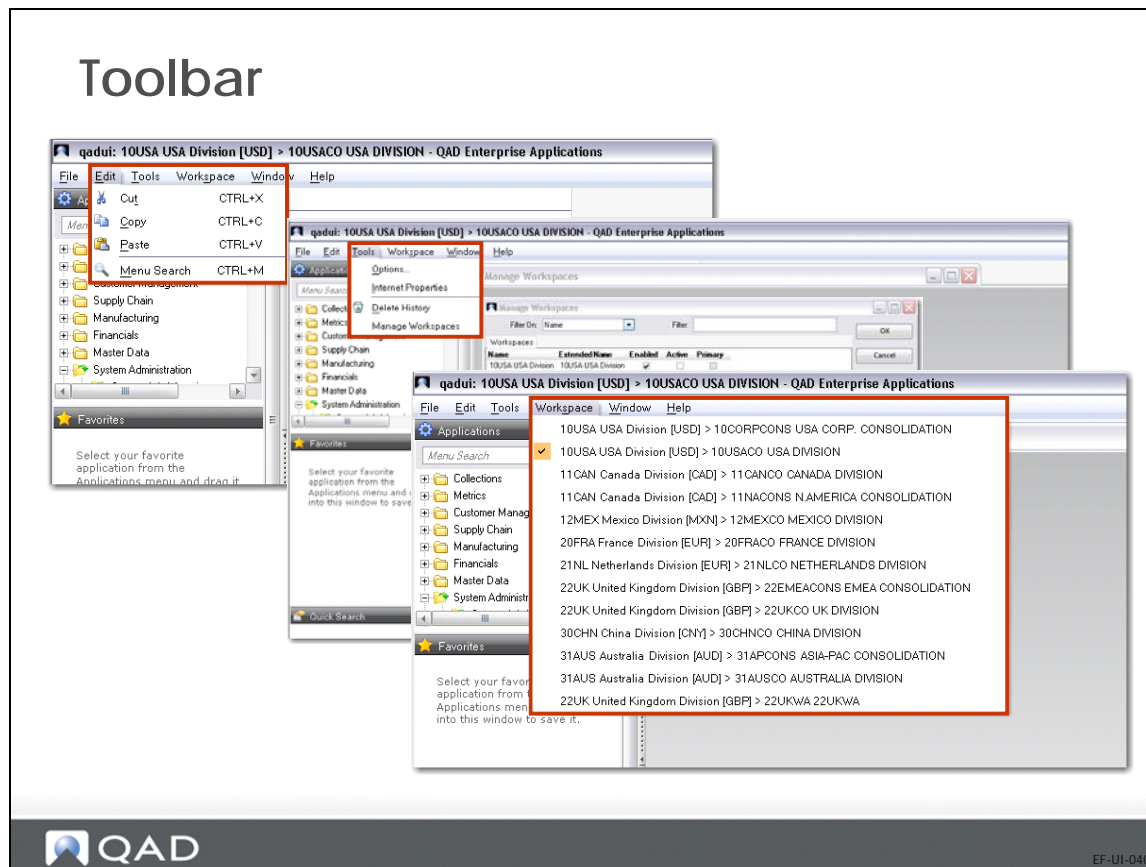
## Login and Welcome



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

# Menu Search: Four Options

The image illustrates four methods for finding a menu in the QAD application:

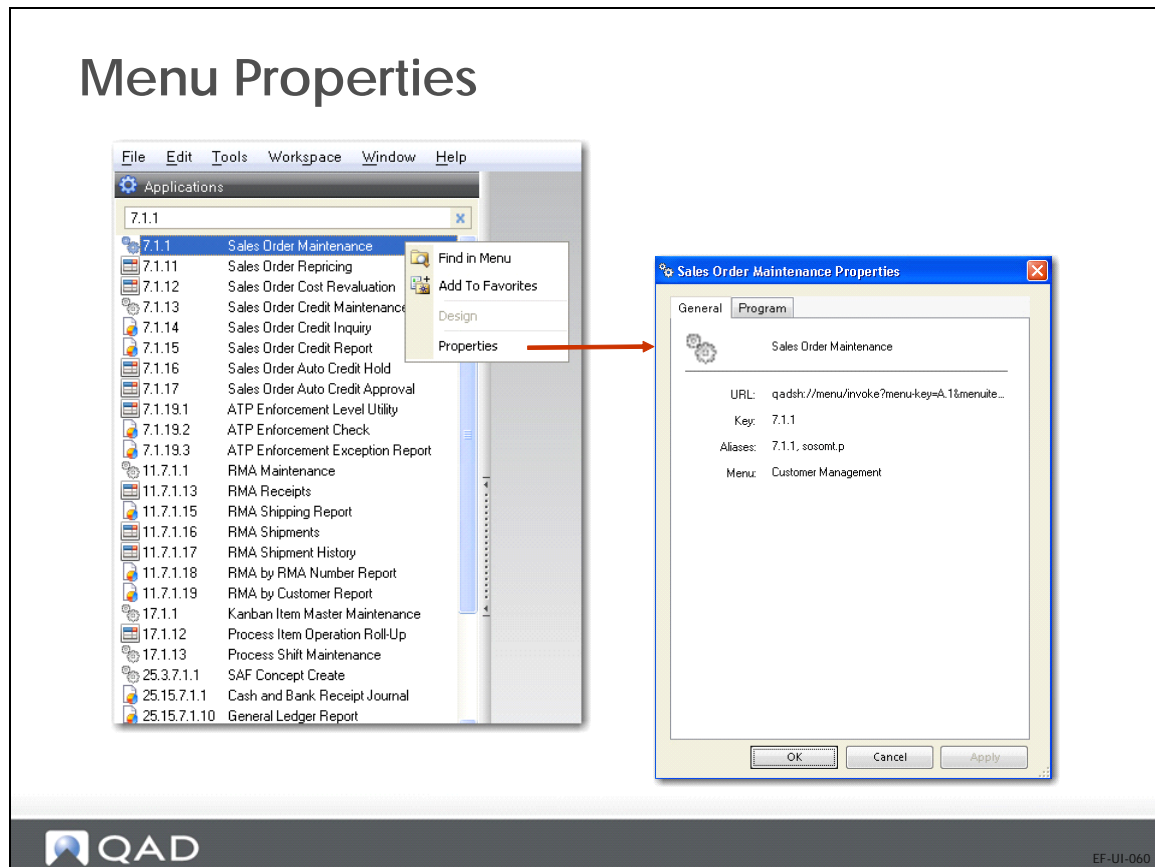
- Search through folders:** The 'Applications' menu is open, and the 'Customer Management' folder is expanded to show sub-items like 'Sales Orders/Invoices', 'Sales Order Menu', and 'Sales Order Maintenance'.
- Enter the menu name:** The 'Applications' menu search bar contains 'Sales Order M', and the results list 'Sales Order Maintenance' and 'Sales Order Manual Allocations'.
- Enter the menu number:** The 'Applications' menu search bar contains '7.1.1', and the results list various sub-items starting with '7.1.1', such as 'Sales Order Maintenance' and 'Sales Order Repricing'.
- Navigate to the menu using process maps:** The 'Supply Chain Process Model' is displayed, showing a grid of process maps. The 'Sales Order Maintenance' process map is highlighted.

**QAD** EF-UI-050

To find a menu, users can:

- Search through folders
- Enter the menu name you need
- Enter the menu number you need
- Navigate to the menu using process maps

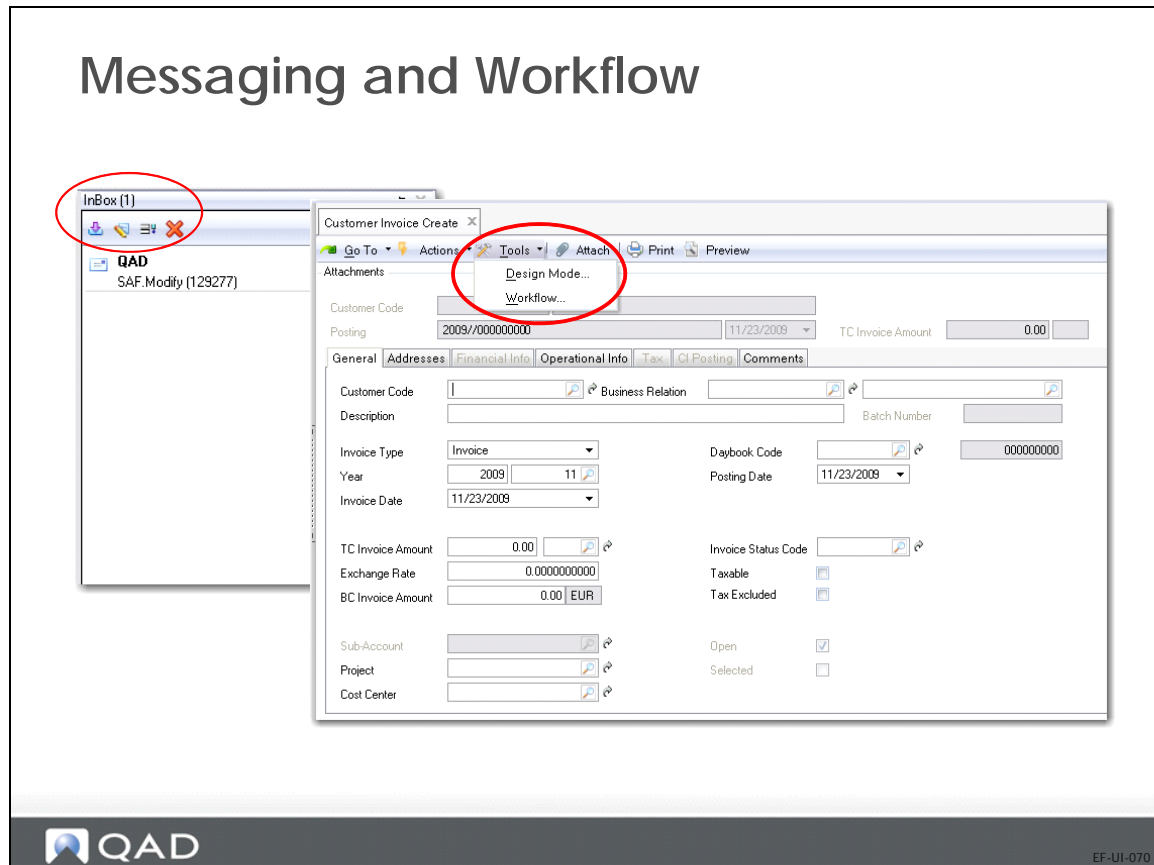
## Menu Properties



To find a menu number or name and other menu attributes, right-click 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



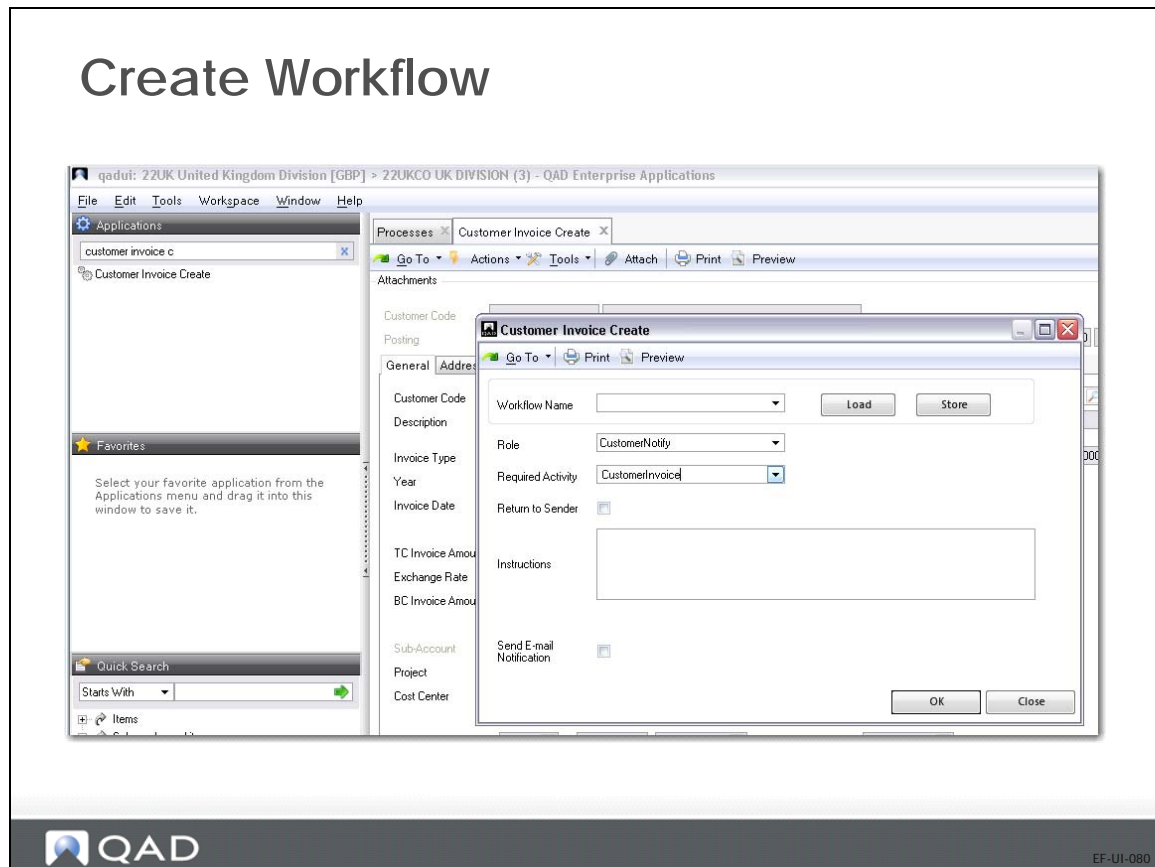
The Financials application includes full e-mailing capabilities.

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.

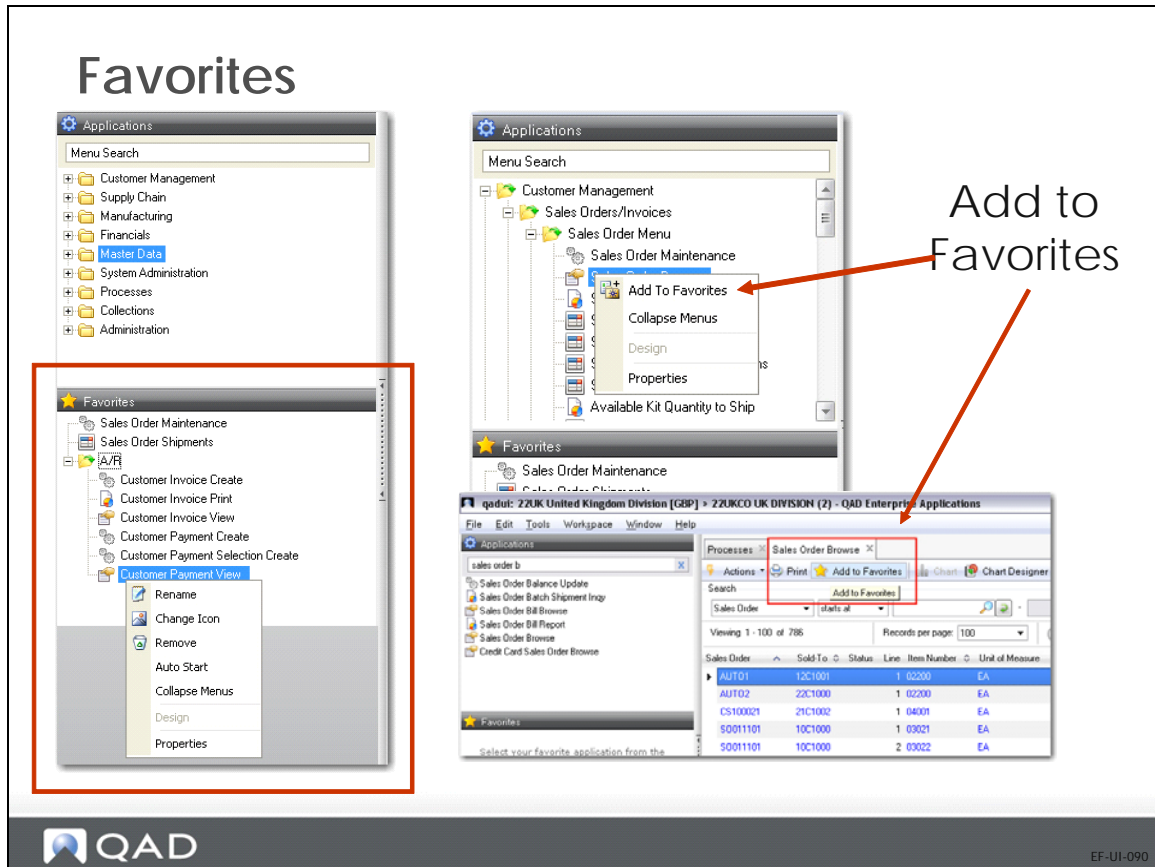
## Creating a Workflow



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

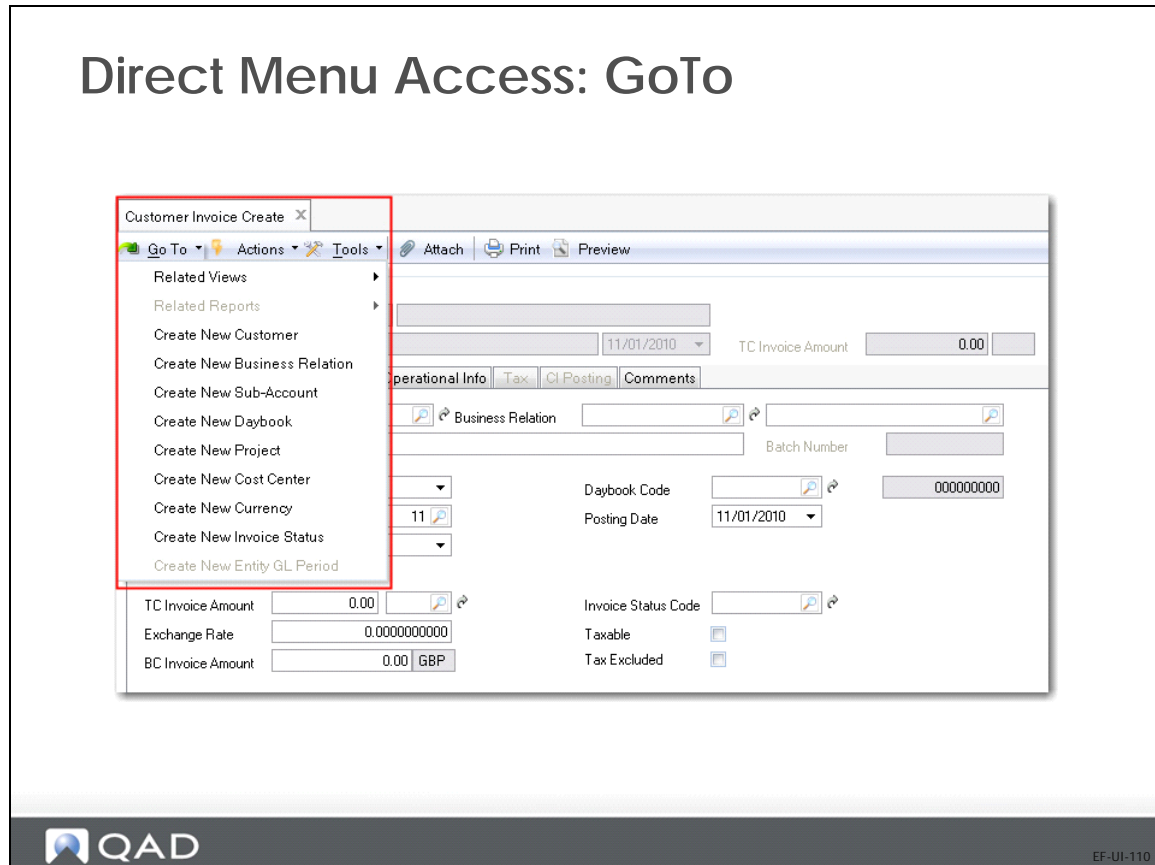


Use the Favorites pane to provide faster access to the menus that you use every day.

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



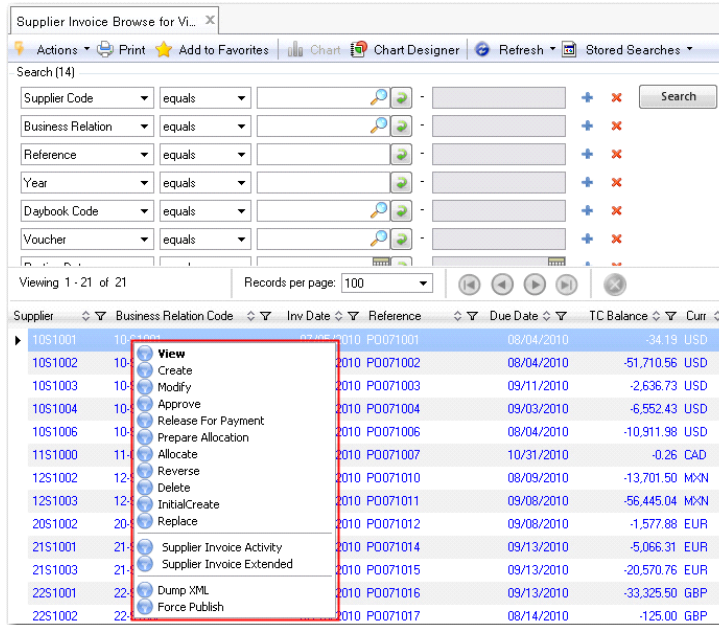
The GoTo function provides another way to access menus faster. Depending on the screen you are currently in, the GoTo menu lists other menus related to the current screen, as well as reports and views.

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: Context Menu

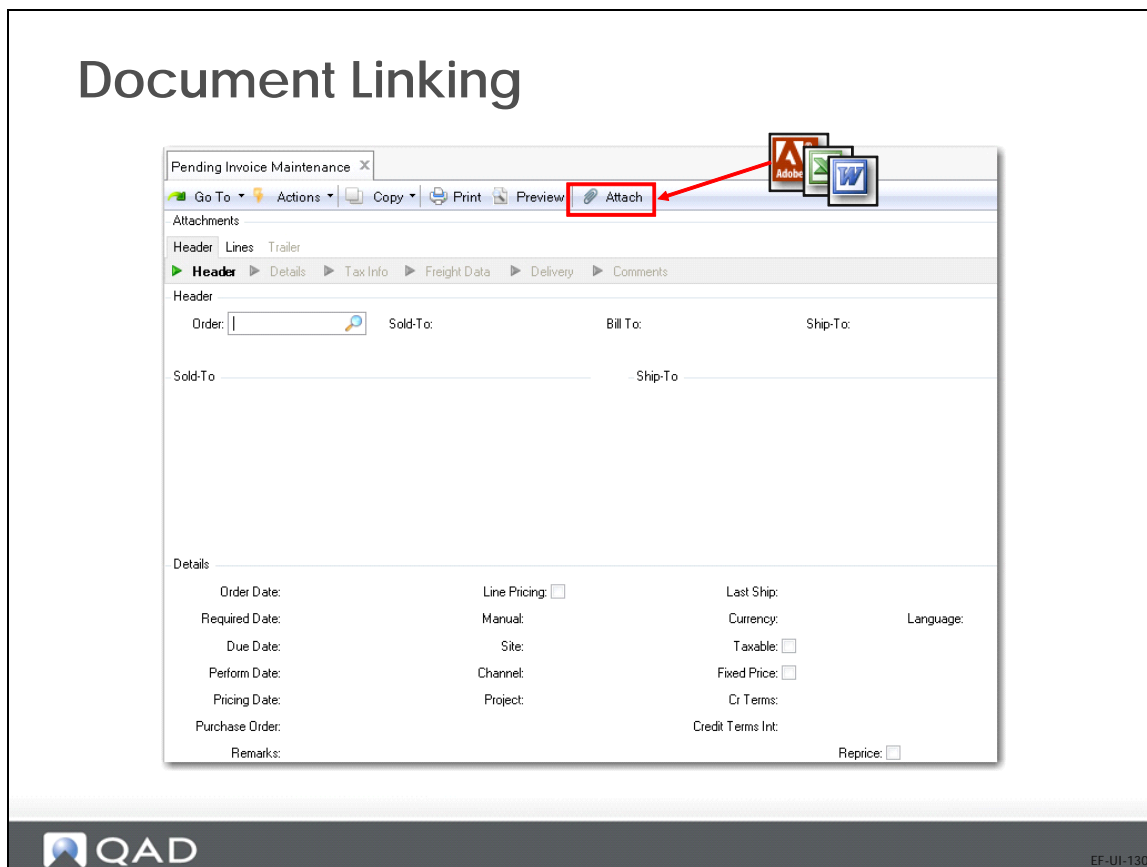
# Direct Menu Access: Context Menu



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.

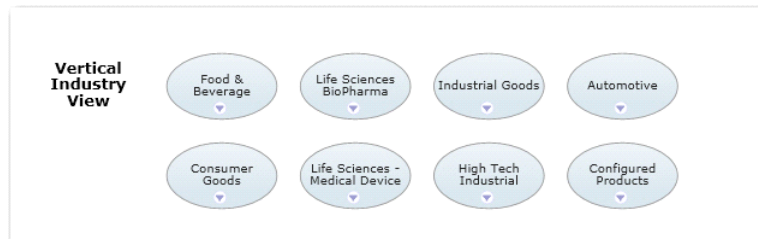
## Process Maps

The screenshot displays the 'Supply Chain Process Model' interface. It features a grid of process maps organized into rows. The rows are: 'Set Up (Enterprise Financials)', 'Plan', 'Source', 'Make', 'Deliver', 'Inventory', 'Design', 'Enable', 'Engage', and 'Finance'. The 'Set Up (Enterprise Financials)' row is highlighted with a red border and includes sub-processes like 'Manager Functions (EF)', 'Accounts and Controls', 'Terms and Taxes', 'Define Partners', 'Set Up Business Relationships', and 'Implement Modules'. The 'Finance' row is also highlighted with a red border and includes 'General Ledger', 'Accounts Receivable', 'Accounts Payable', 'Cost Management', 'Banking and Cash Management', and 'Fixed Assets'. A callout box labeled 'Enterprise Financials Process Maps' points to the 'Set Up (Enterprise Financials)' row. The QAD logo is visible at the bottom left, and the text 'EF-UI-132' is at the bottom right.

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 three separate views for process maps in QAD applications: the Supply Chain View (shown above), the End-to-End view, and the Vertical Industry View.

## Process Maps – Vertical Industry View



EF-UI-134

The Vertical Industry maps are categorized using eight groups:

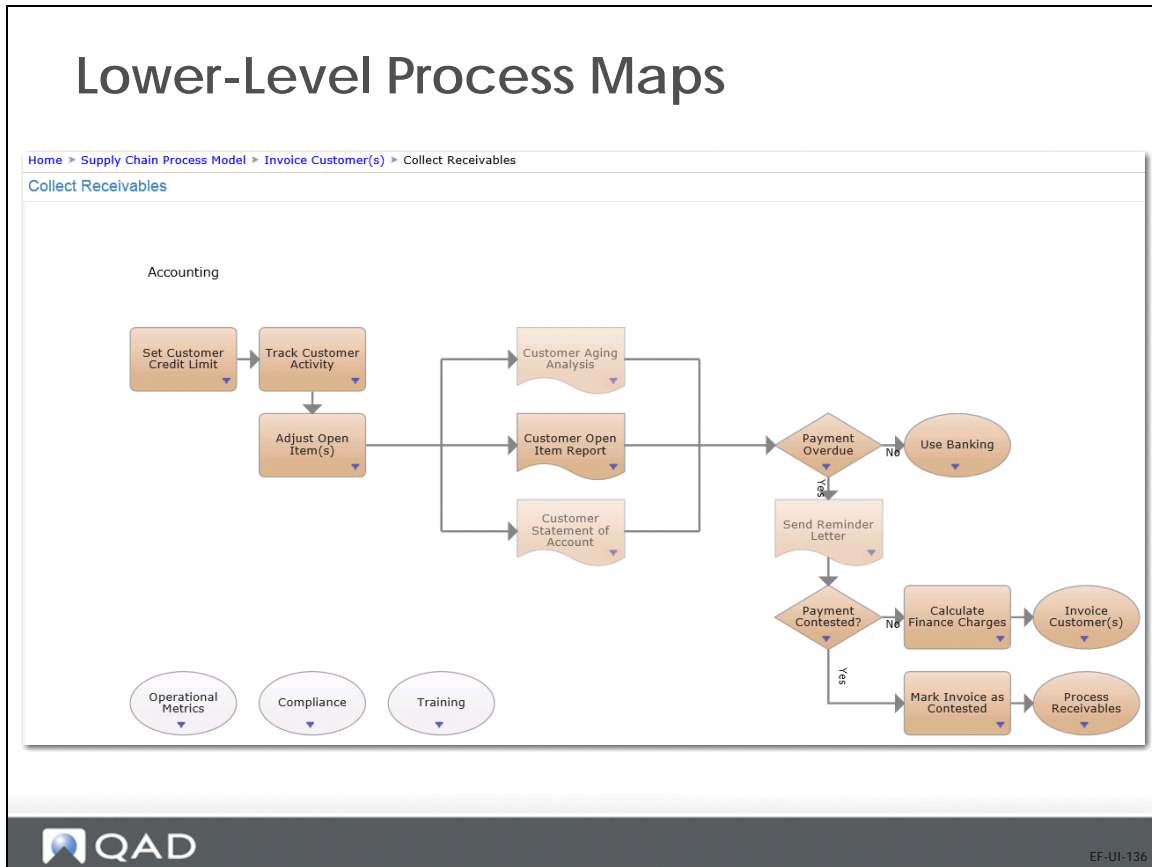
- Food and Beverage
- Life Sciences BioPharma
- Industrial Goods
- Automotive
- Customer Goods
- Life Sciences – Medical Devices
- High Technology Industrial
- Configured Products

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

## Process Maps – End-to-End View



## Lower-Level Process Maps



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

## Application Integration

### Application Integration

- XML
- Advanced Excel integration
  - Two way

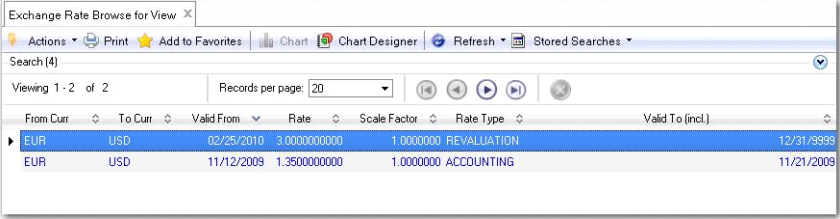


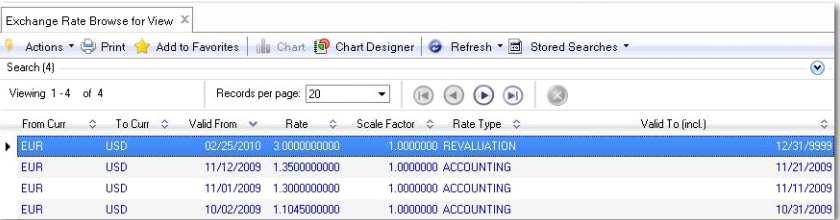
EF-UI-140


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

## XML Integration

# XML Integration

Before


After



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. For more information, see [QAD System Administration User Guide](#).

## Advanced Excel Integration

### Advanced Excel Integration

The screenshot shows the 'GL Account Excel Integration' window with a 'Columns' dialog box open. The 'Columns' dialog box contains the following data:

Label	Visible	Width	Summary Type	Max Length
Shared Set Code (level 2)	<input checked="" type="checkbox"/>	113	None	
SAF Concept Code (level 3)	<input checked="" type="checkbox"/>	123	None	
GL Account (level 2)	<input checked="" type="checkbox"/>	100	None	
SAF Code (level 3)	<input checked="" type="checkbox"/>	100	None	
Structure Code (level 4)	<input checked="" type="checkbox"/>	103	None	
GL Description (level 2)	<input checked="" type="checkbox"/>	102	None	
Cost Center Code (level 4)	<input checked="" type="checkbox"/>	117	None	
GL Account (level 4)	<input checked="" type="checkbox"/>	100	None	
Project (level 4)	<input checked="" type="checkbox"/>	100	None	
Last Modified Date (level 3)	<input checked="" type="checkbox"/>	121	None	
Last Modified Time (level 3)	<input checked="" type="checkbox"/>	122	None	

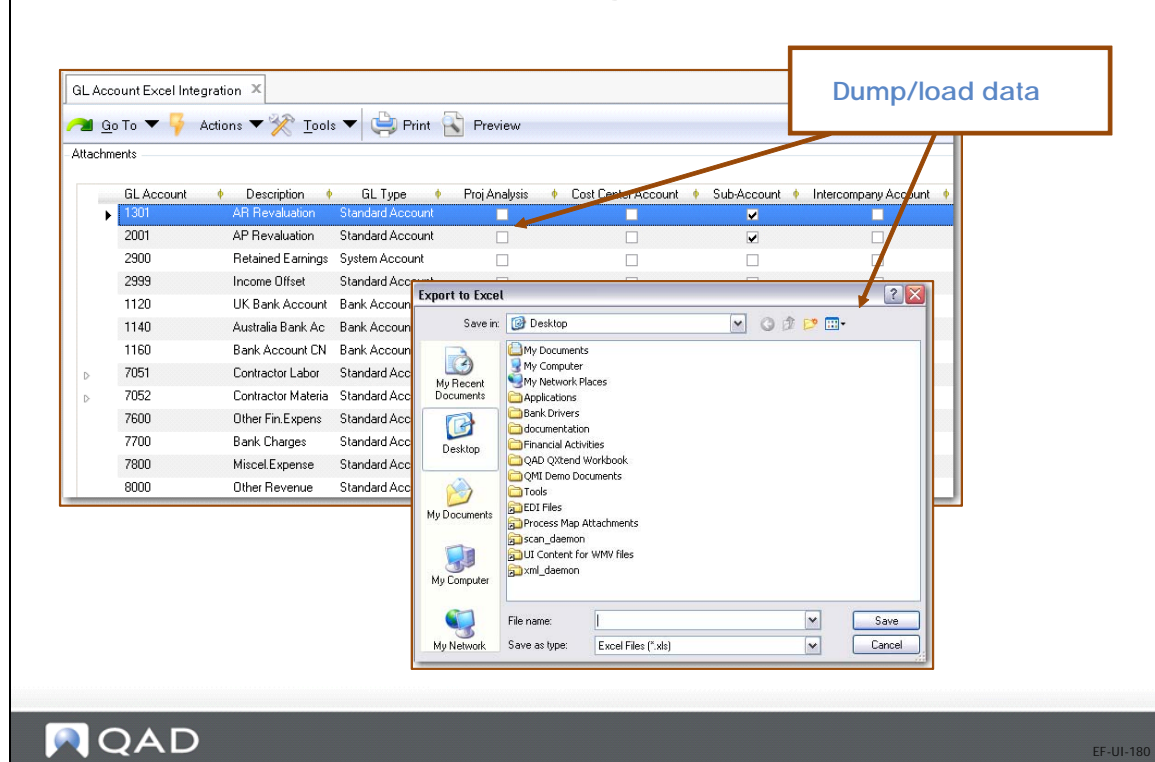
The 'Columns' dialog box has 'Save' and 'Close' buttons at the bottom right. The main window has a menu with 'Columns...' highlighted by an orange arrow.

EF-UI-170

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.

## Advanced Excel Integration



### Steps for dump and load include:

- 1 Select columns to export data for modification.
- 2 Export to Excel for Maintenance.
- 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

# Advanced Excel Integration

The screenshot displays the 'Sales Order Browse' window. At the top, there is a search bar and navigation controls. Below this is a data grid with columns: Sales Order, Sold-To, Status, Line, Item Number, Unit of Measure, Quantity Ordered, Quantity Open, Due Date, and Quantity Shipped. The grid shows several rows of sales order data. A red box highlights the 'Export Browse Results' button in the top right corner of the grid. Below the grid, an Excel spreadsheet is shown, displaying the same data in a tabular format with columns A through Q. The QAD logo is visible in the bottom left corner, and the text 'EF-UI-190' is in the bottom right corner.

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

### 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 (Excel, Word, PDF, or report)
- Print
- Save to Favorites
- Automatic refresh



EF-BRO-140

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

## Browses Features

Drill-down
Sort
Filter funnel

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered	Quantity Open	Due Date
AUT01	12C1001		1	02200	EA	0.0	0.0	06/20/2010
AUT02	22C1000		1	02200	EA	0.0	0.0	
C100021	21C1002		1	04001	EA	0.0	0.0	
S0011101	10C1000		1	03021	EA	100.0	100.0	01/25/2011
S0011102	10C1000		2	03022	EA	100.0	100.0	01/25/2011
S0011102	10C1000		3	03023	EA	100.0	100.0	01/25/2011
S0011102	10C1000		4	03033	EA	100.0	100.0	01/25/2011
S0011102	10C1000		5	03090	EA	100.0	100.0	01/25/2011
S0011101	10C1000		6	04001	EA	100.0	100.0	01/25/2011
S0011102	10C1000		1	03021	EA	100.0	100.0	01/25/2011
S0011102	10C1000		2	03022	EA	100.0	100.0	01/25/2011
S0011102	10C1000		3	03023	EA	100.0	100.0	01/25/2011
S0011102	10C1000		4	03033	EA	100.0	100.0	01/25/2011
S0011102	10C1000		5	03090	EA	100.0	100.0	01/25/2011

QAD EF-BRO-170

- Sort

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

- Filter funnel

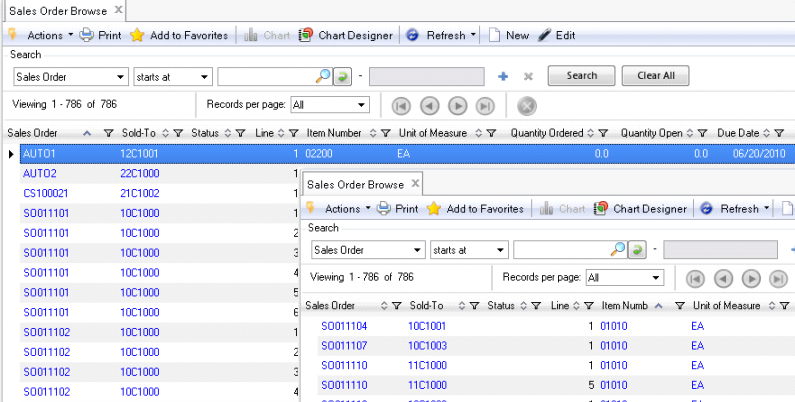
Each column features a drop-down filter option. Click the icon to display the available filters and specify the data to display.

- Drill-down

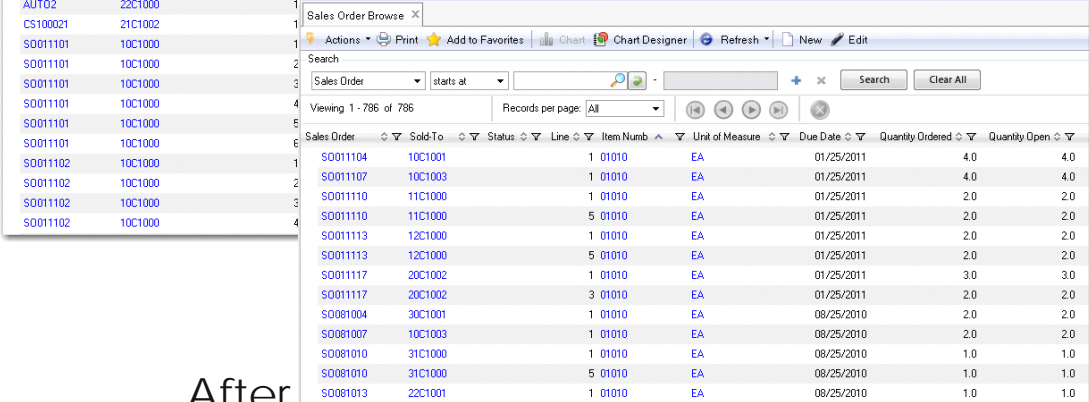
You can right-click any blue underlined record to access related functions.

## Rearrange Display


# Rearrange Display



Before



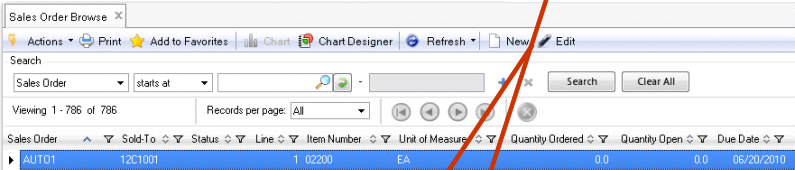
After


EF-BRO-180

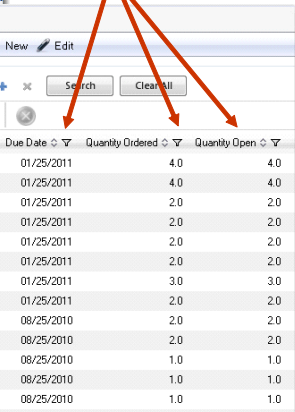
You can change the column order by clicking the column header in the browse screen and dragging it to another position in the results list. A red arrow indicates the place where that column will be dropped when you release the mouse button.

## Rearrange Display

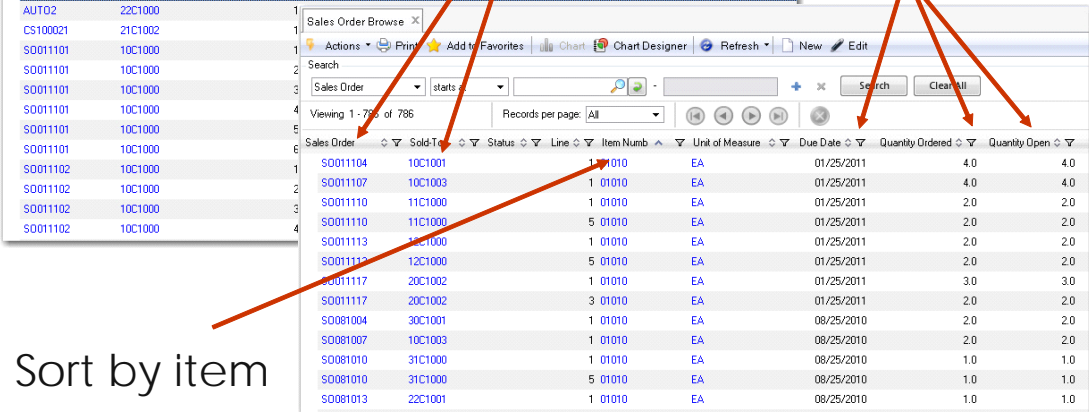
Column auto sized



Rearranged columns



Sort by item



Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Due Date	Quantity Ordered	Quantity Open
AUTO1	12C1001		1	02200	EA		0.0	0.0
AUTO2	22C1000		1					
CS100021	21C1002		1					
SO011101	10C1000		1					
SO011101	10C1000		2					
SO011101	10C1000		3					
SO011101	10C1000		4					
SO011101	10C1000		5					
SO011101	10C1000		6					
SO011102	10C1000		1					
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	11C1000		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


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

The screenshot shows the 'Sales Order Browse' window. The data is grouped by 'Due Date'. A context menu is open over the 'Due Date' column header, showing options like 'Autosize Columns', 'Group By Quantity Shipped', 'Show Group By Box', 'Remove Grouping', 'Expand All Groups', 'Collapse All Groups', 'Summary', 'Clear All Filters', 'Hide Column', 'Reset to Factory Settings', 'Columns', and 'Properties'. The 'Summary' option is selected, and a sub-menu is visible with options: 'Count', 'Sum', 'Average', 'Minimum', and 'Maximum'. The 'Columns' option is also visible, with a sub-menu showing 'Count' (40.0), 'Sum', 'Average', 'Minimum', and 'Maximum'.

Due Date	Item Numb	Unit of Measure	Quantity Ordered
+ Due Date: 8/25/2010 1			
+ Due Date: 9/25/2010 1			
+ Due Date: 10/23/2010 12:00:00 AM (1 item)			
+ Due Date: 10/25/2010 12:00:00 AM (130 items)			
+ Due Date: 11/25/2010 12:00:00 AM (130 items)			
+ Due Date: 12/25/2010 12:00:00 AM (130 items)			
+ Due Date: 1/25/2011 12:00:00 AM (130 items)			

EF-BRO-200

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

### Group

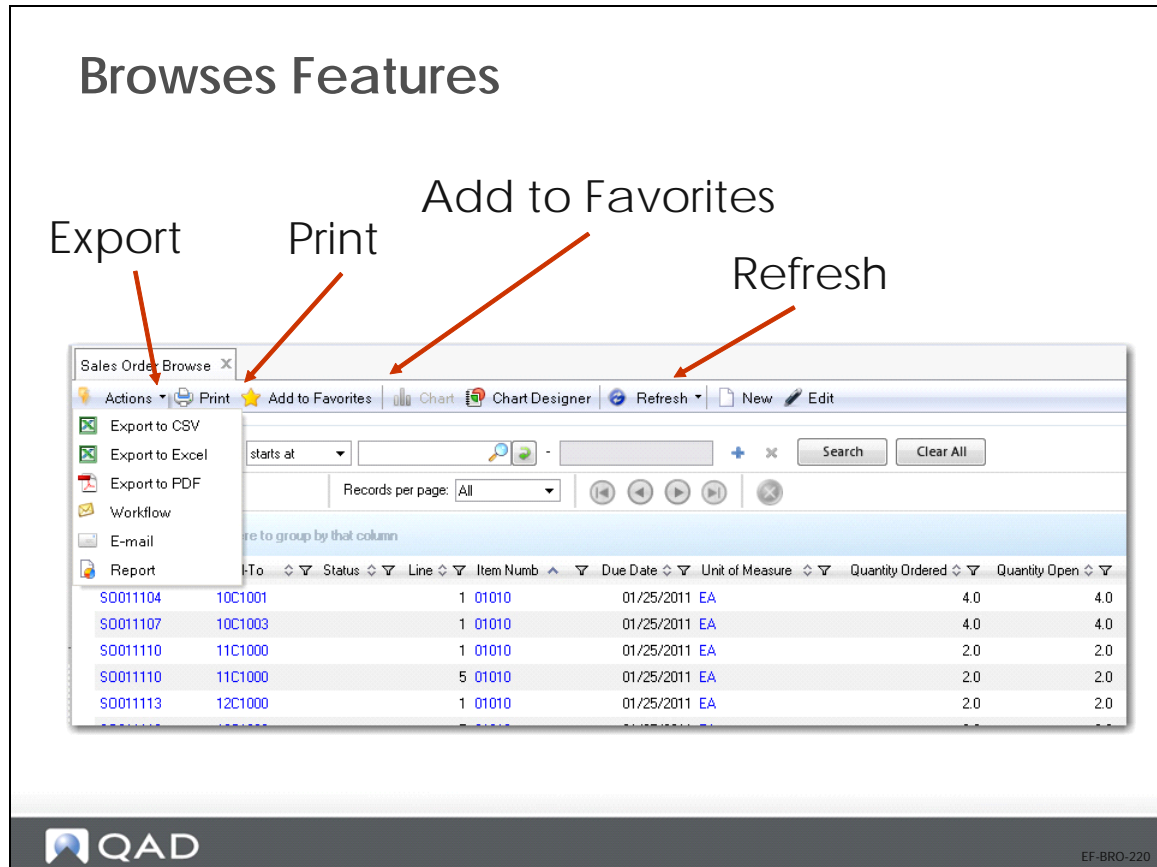
Use the right-click Group option to group data by column type. The grid now displays a summary of the column data, with the different elements sorted into groups. Each group in the list can be expanded using the plus sign next to the group.

### 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

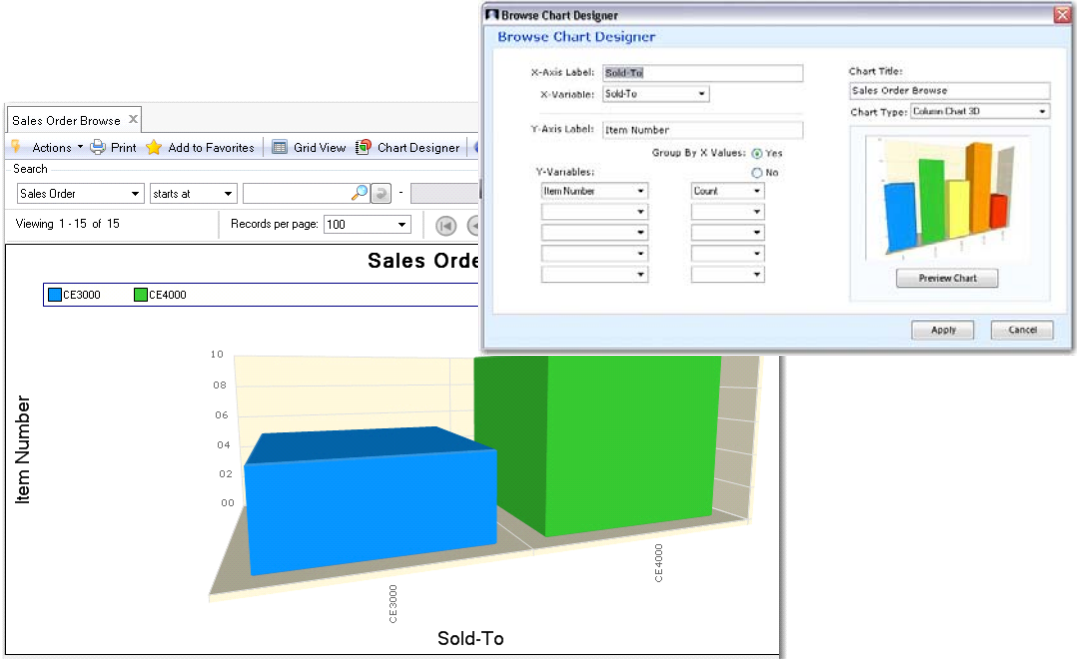


Conveniently, browse results can be exported, printed and automatically refreshed by clicking on the buttons on the menu toolbar.

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

## Chart Designer

### Browses Features: Chart Designer



The screenshot displays the 'Browse Chart Designer' dialog box overlaid on a data browse window. The dialog box allows users to configure a chart by selecting the X-axis label and variable, the Y-axis label, and the chart type. The main window shows a 3D bar chart with two bars: a blue bar for 'CE3000' and a green bar for 'CE4000'. The Y-axis is labeled 'Item Number' and ranges from 0.0 to 1.0. The X-axis is labeled 'Sold-To'.

QAD EF-BRO-210

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.

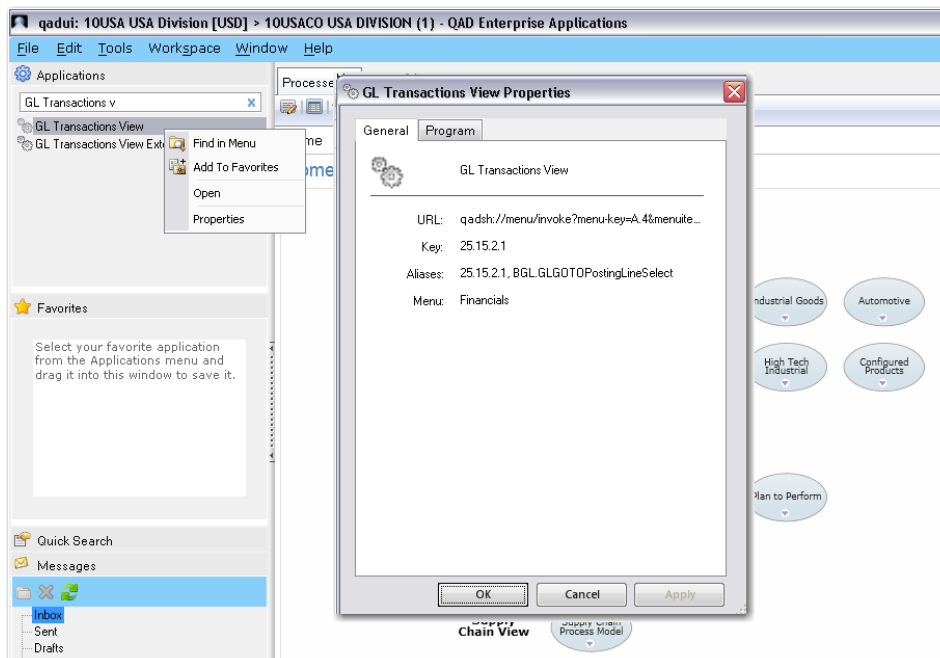
## Hands On Exercise: UI Navigation

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

- Familiarize yourself with the interface.
- Click menu options and go down the menu tree.
- Open your inbox.
- Change the active workspace.

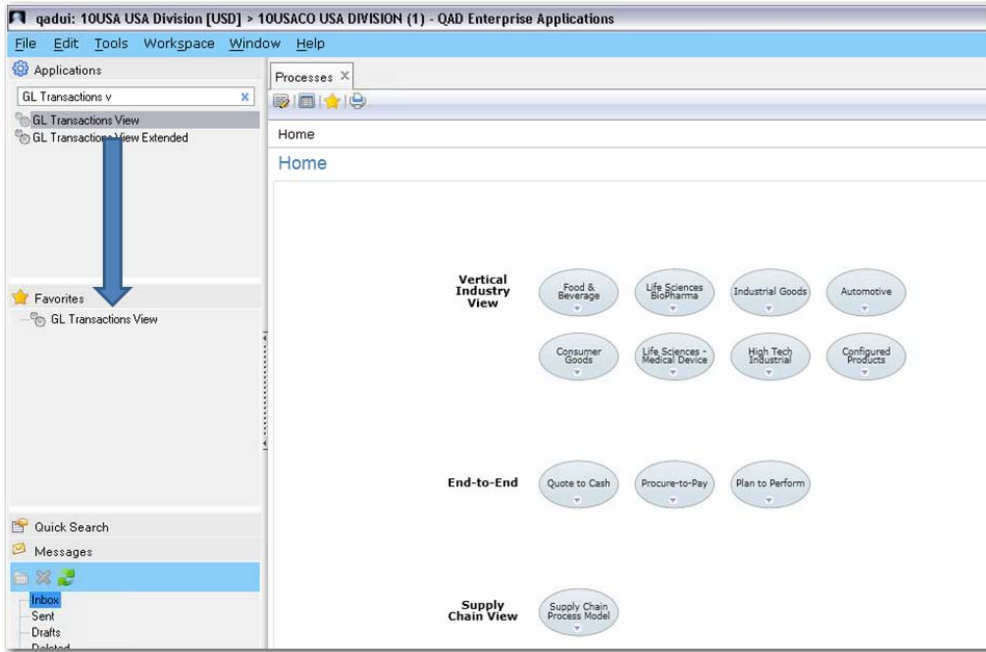
- 1 Look for GL Transactions View (25.15.2.1). Remember the options to search for a menu.
  - a Look for the menu number. To obtain the menu number for a function, right-click the menu name and select Menu Properties.

**Fig. 2.1**  
GL Transactions View Properties



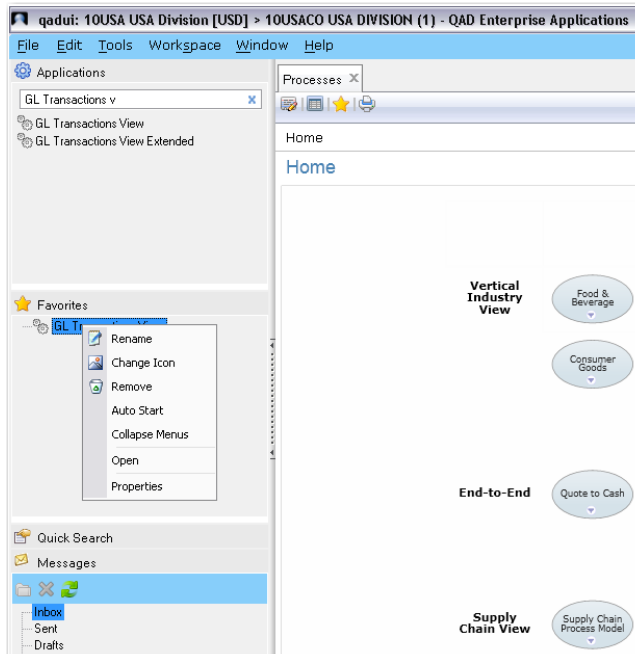
- b Add GL Transactions View to your Favorites (drag and drop).

Fig. 2.2  
Add to Favorites



- c Rename GL Transactions View in your Favorites pane. Right-click the menu in the Favorites pane, and click Rename.

Fig. 2.3  
Rename



2 Open Trial Balance View (25.15.2.9).

- a Click one heading to sort, for example, GL Account.

**Fig. 2.4**  
Trial Balance View, GL Account Column

Trial Balance View

Search (10)

Entity Code equals 10USACO

Year/GL Period range 201205

GL Account equals

Include Results of Pr equals

Summarize Intercom equals yes

Summarize SAF [par] equals yes

Viewing 5 of 75 Records per page: All

GL Account	GL Description	Sub-Account	Cost Center Account	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance	Intercompany Code	Er
1100	Bank account USD		no	304,075,170.63	0.00	0.00	304,075,170.63	SUM	10
1105	US Bank		no	1,500.00	0.00	0.00	1,500.00	SUM	10
1300	Accounts Receivab..	Gserv	no	25,403,221.59	7,849.84	0.00	25,411,071.43	SUM	10
1300	Accounts Receivab..		no	-20,481,370.28	0.00	0.00	-20,481,370.28	SUM	10
1380	Debtor PIP	Gserv	no	6,190,837.36	0.00	0.00	6,190,837.36	SUM	10
1380	Debtor PIP		no	-118,659.50	0.00	0.00	-118,659.50	SUM	10
1420	AP Tax Retained	Mech	no	-793,424.82	0.00	1,411.50	-794,836.32	SUM	10
1450	Accrued Revenue	Gserv	no	70.00	0.00	0.00	70.00	SUM	10
1500	Inventory	Mech	no	71,501,527.04	0.00	0.00	71,501,527.04	SUM	10
1500	Inventory		no	-8,344,234.86	0.00	0.00	-8,344,234.86	SUM	10
1550	Inventory WIP	Mech	no	-9,941,692.52	0.00	0.00	-9,941,692.52	SUM	10
1550	Inventory WIP		no	1,094,737.65	0.00	0.00	1,094,737.65	SUM	10
1655	SO Cons Inventory..	Mech	no	26,416.60	0.00	0.00	26,416.60	SUM	10
1655	SO Cons Inventory..		no	-13,208.30	0.00	0.00	-13,208.30	SUM	10
1660	PO Cons Inventory..	Mech	no	404.10	0.00	0.00	404.10	SUM	10

- b Move columns using drag and drop to create a more sensible display.

**Fig. 2.5**  
Trial Balance View, Repositioned Column

Trial Balance View

Search (10)

Entity Code equals 10USACO

Year/GL Period range 201205

GL Account equals

Include Results of Pr equals

Summarize Intercom equals yes

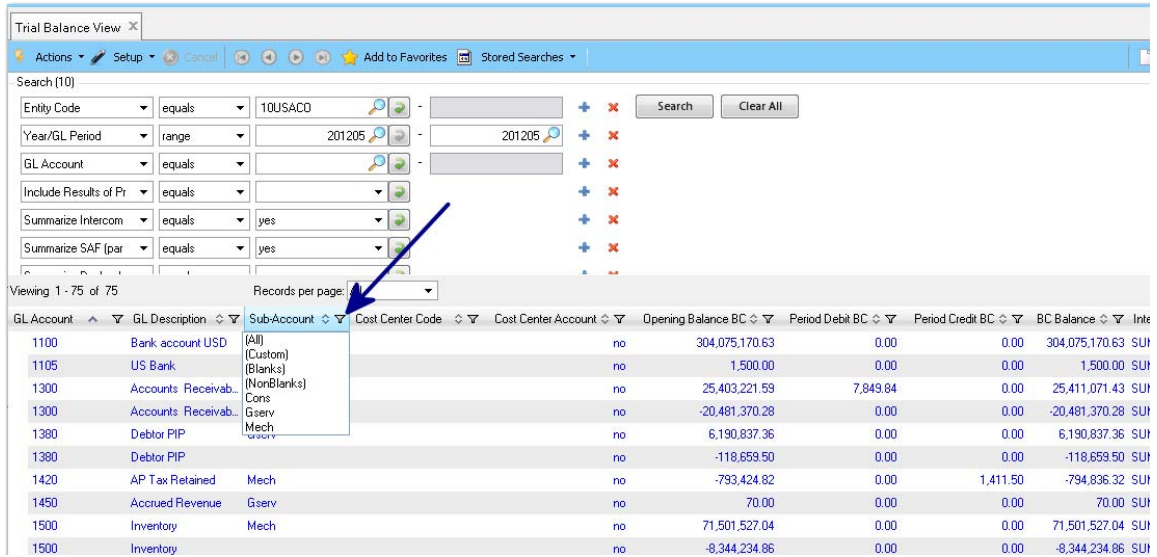
Summarize SAF [par] equals yes

Viewing 1 - 75 of 75 Records per page: All

GL Account	GL Description	Sub-Account	Cost Center Code	Opening Balance BC	Period Debit BC	Period Credit BC	BC Balance	Intercompany Code	Er
1100	Bank account USD		no	304,075,170.63	0.00	0.00	304,075,170.63	SUM	10
1105	US Bank		no	1,500.00	0.00	0.00	1,500.00	SUM	10
1300	Accounts Receivab..	Gserv	no	25,403,221.59	7,849.84	0.00	25,411,071.43	SUM	10
1300	Accounts Receivab..		no	-20,481,370.28	0.00	0.00	-20,481,370.28	SUM	10
1380	Debtor PIP	Gserv	no	6,190,837.36	0.00	0.00	6,190,837.36	SUM	10
1380	Debtor PIP		no	-118,659.50	0.00	0.00	-118,659.50	SUM	10
1420	AP Tax Retained	Mech	no	-793,424.82	0.00	1,411.50	-794,836.32	SUM	10
1450	Accrued Revenue	Gserv	no	70.00	0.00	0.00	70.00	SUM	10
1500	Inventory	Mech	no	71,501,527.04	0.00	0.00	71,501,527.04	SUM	10
1500	Inventory		no	-8,344,234.86	0.00	0.00	-8,344,234.86	SUM	10
1550	Inventory WIP	Mech	no	-9,941,692.52	0.00	0.00	-9,941,692.52	SUM	10
1550	Inventory WIP		no	1,094,737.65	0.00	0.00	1,094,737.65	SUM	10

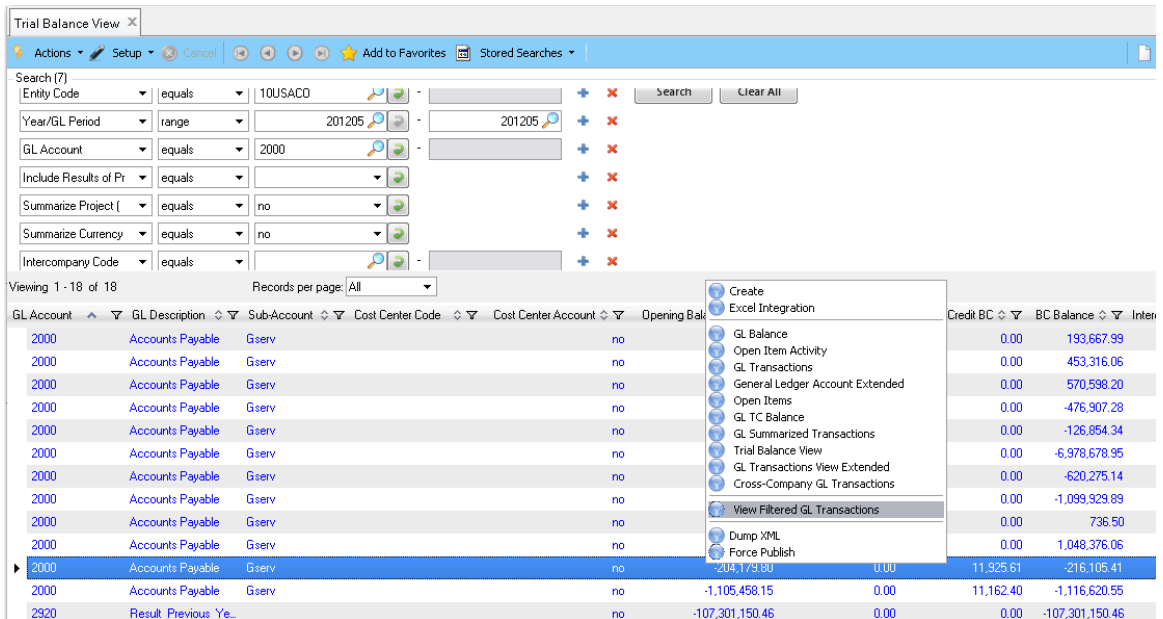
- 3 Filter the data in Trial Balance View (25.15.2.9).
  - a Try filtering the data, for example, by sub-account (click the Funnel icon). Now, try to remove the filter you added.

**Fig. 2.6**  
Trial Balance View, Data Filters



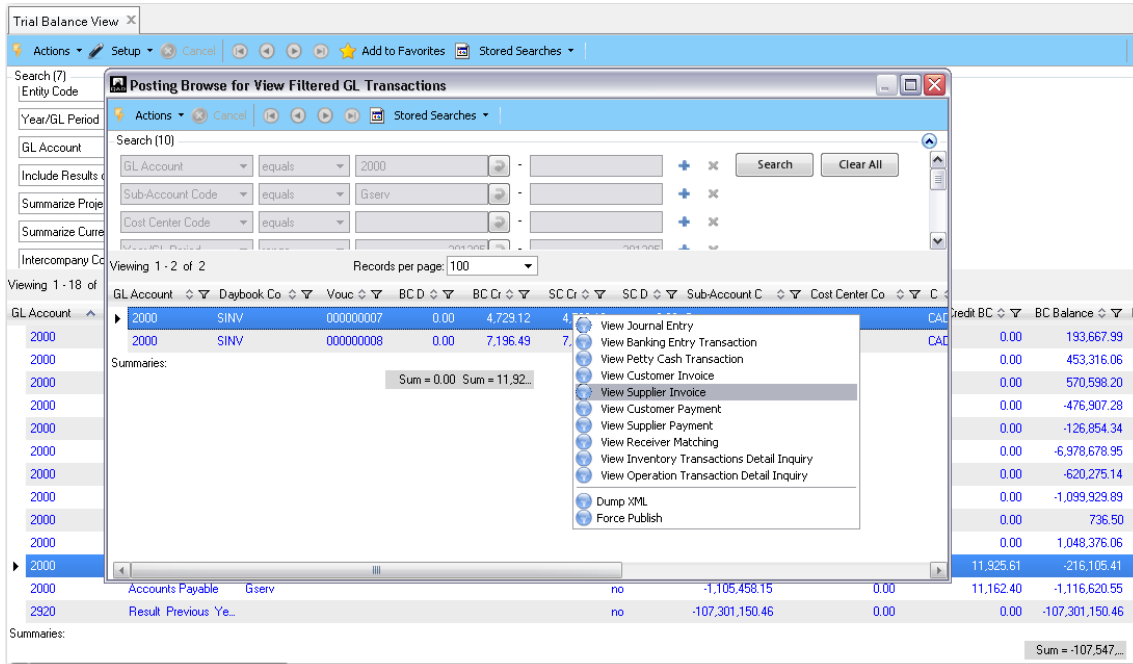
- b Add a filter to search for GL Account = 2000, and then click the Search button. Right-click account 2000 and select View Filtered GL Transactions.

**Fig. 2.7**  
Trial Balance View, Right-Click Menu



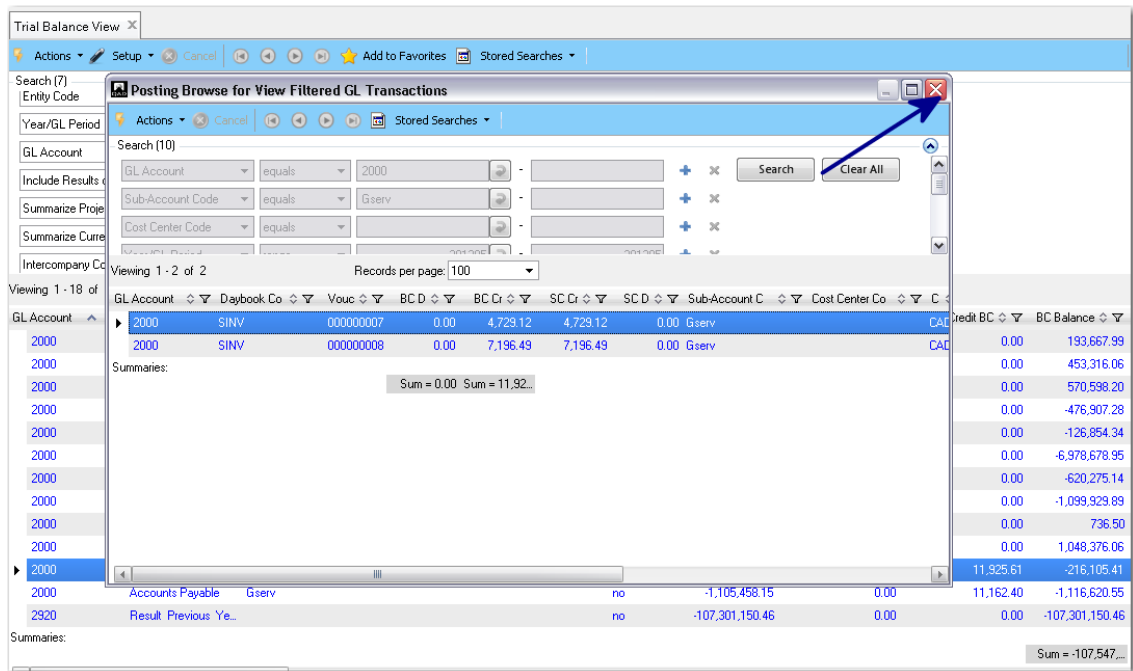
- c Right-click one of the GL transactions and select View Supplier Invoice.

**Fig. 2.8**  
Trial Balance View, Right-Click Menu



- d Return to Trial Balance View by closing the pop-up window.

**Fig. 2.9**  
Trial Balance View



- e Remove the GL Account = 2000 filter by clicking on the x beside it. Then, click Search.

**Fig. 2.10**  
Trial Balance View, Search

The screenshot shows the Trial Balance View interface. At the top, there are search filters: Entity Code (10USACD), Year/GL Period (201205), and GL Account (2000). A blue arrow points to the 'x' icon next to the 'GL Account = 2000' filter. Below the filters, there is a table with columns: GL Account, GL Description, Sub-Account, Cost Center Code, Cost Center Account, Opening Balance BC, Period Debit BC, Period Credit BC, and BC Balance. The table contains several rows of data, with the last row highlighted in blue. The 'Sum' at the bottom right is -107,547.

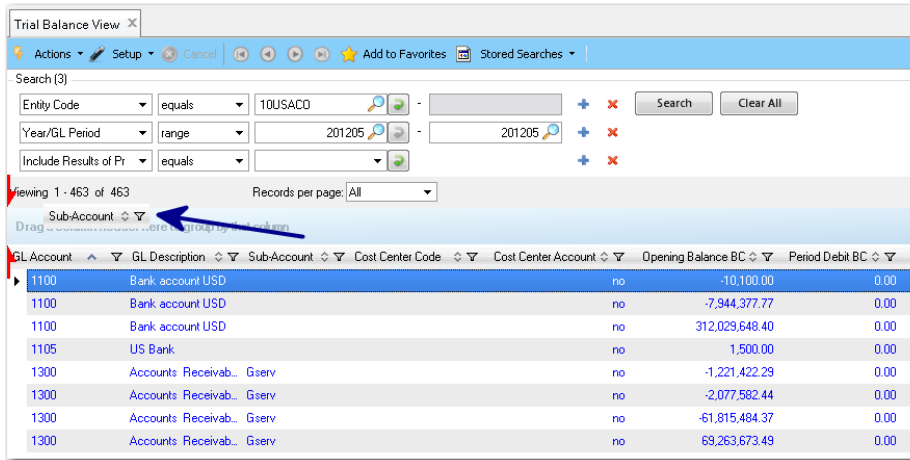
- f Right-click any column header and select Show Group By Box.

**Fig. 2.11**  
Trial Balance View, Search

The screenshot shows the Trial Balance View interface with a context menu open over the 'GL Account' column header. The menu includes options: Autosize Columns, Card View, Group By GL Account, Show Group By Box, Remove Grouping, Expand All Groups, Collapse All Groups, Summary, Clear All Filters, Hide Column, Reset to Factory Settings, Columns, and Properties. The table below shows data for GL Account 1100, 1105, 1300, and 1300. The 'Sum' at the bottom right is -107,547.

- g Drag and drop the Sub-Account column to the blue area at the top of the columns.

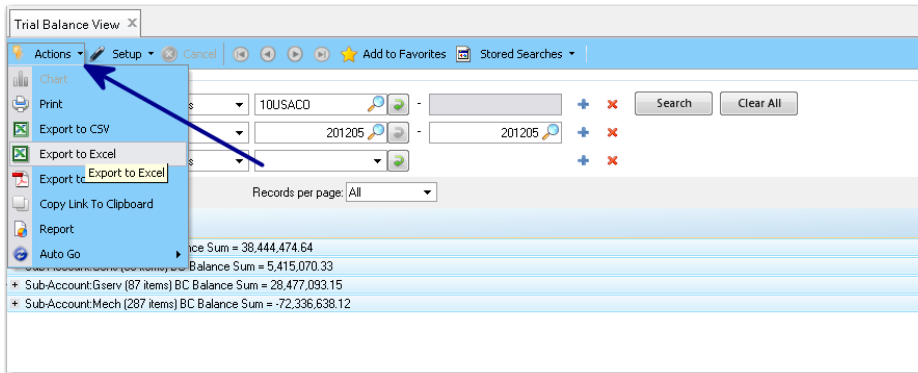
**Fig. 2.12**  
Trial Balance View, Group by Sub-Account



- 4 Export the browse data to Excel.

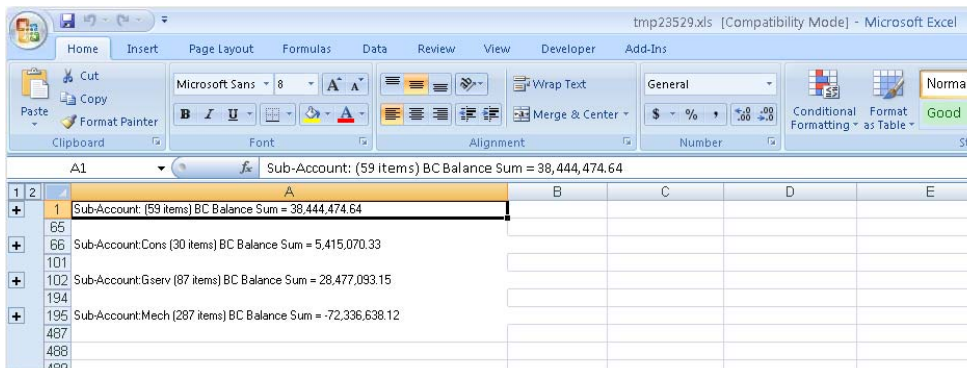
- a In the menu bar, click Actions, then Export to Excel.

**Fig. 2.13**  
Export to Excel



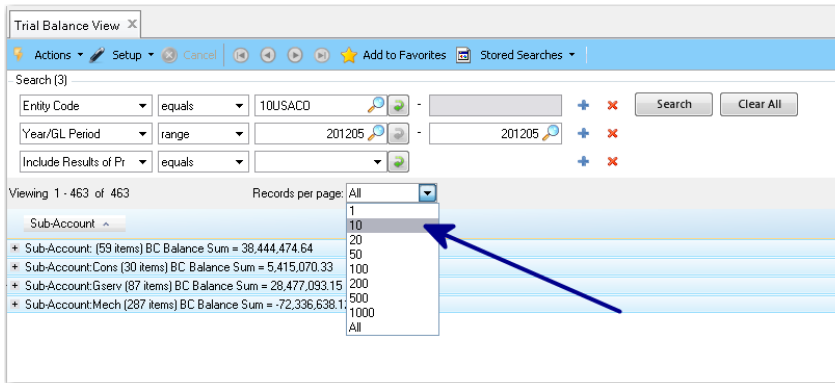
- b Review the Excel worksheet. The grouping is preserved.

**Fig. 2.14**  
Exported Excel Data



5 Go back to the application. Records per page: select 10

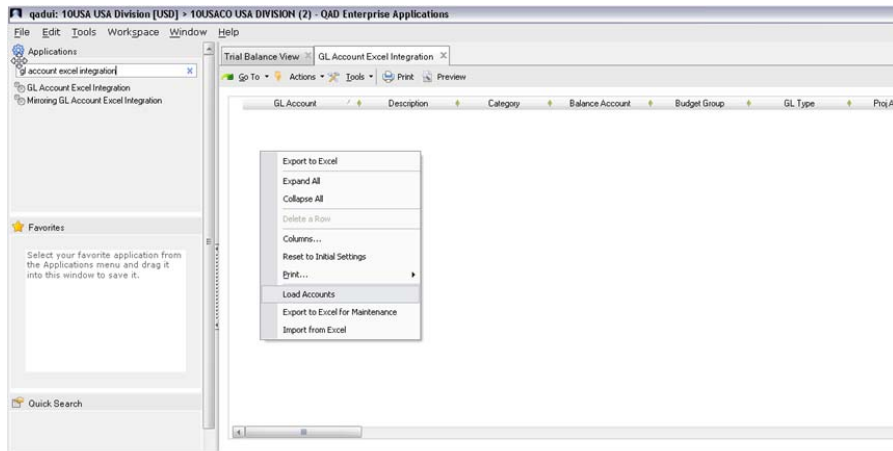
Fig. 2.15  
Records per Page



6 Go to the menu GL Account Excel Integration.

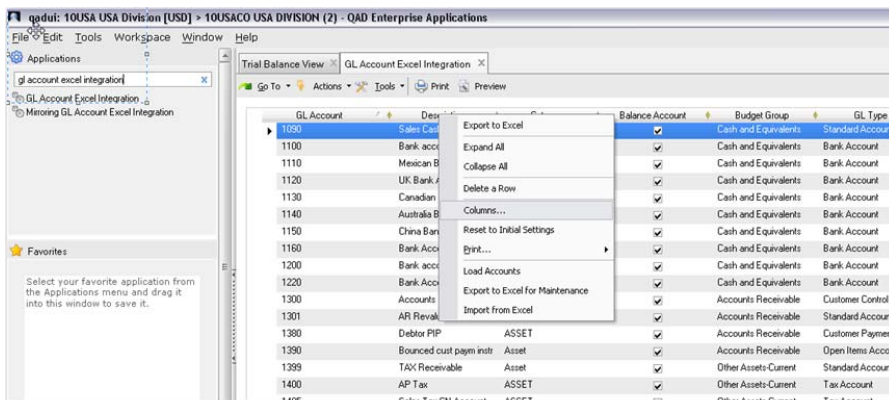
a Right-click and select Load Accounts.

Fig. 2.16  
Load Accounts



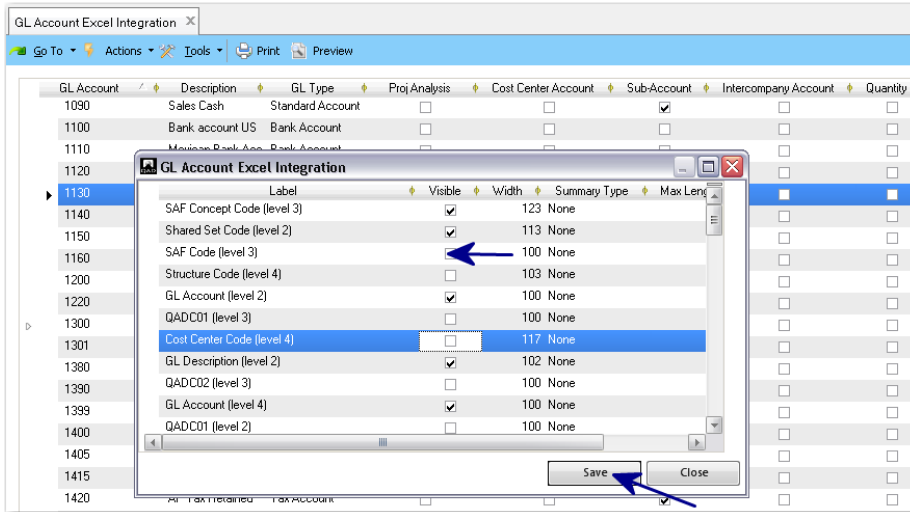
b Right-click any column and select Columns.

Fig. 2.17  
Columns



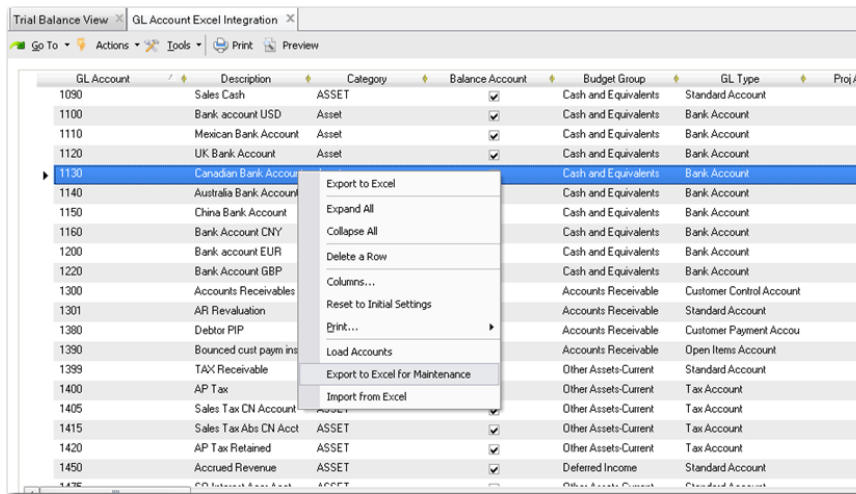
- c Select the columns that you would like to export. Deselect the ones you do not want to export.

Fig. 2.18  
Columns for Export



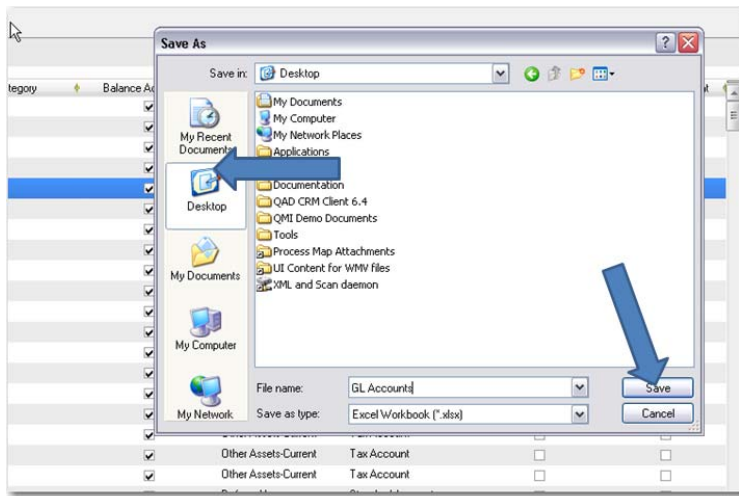
- d Right-click and select Export to Excel for Maintenance.

Fig. 2.19  
Export to Excel



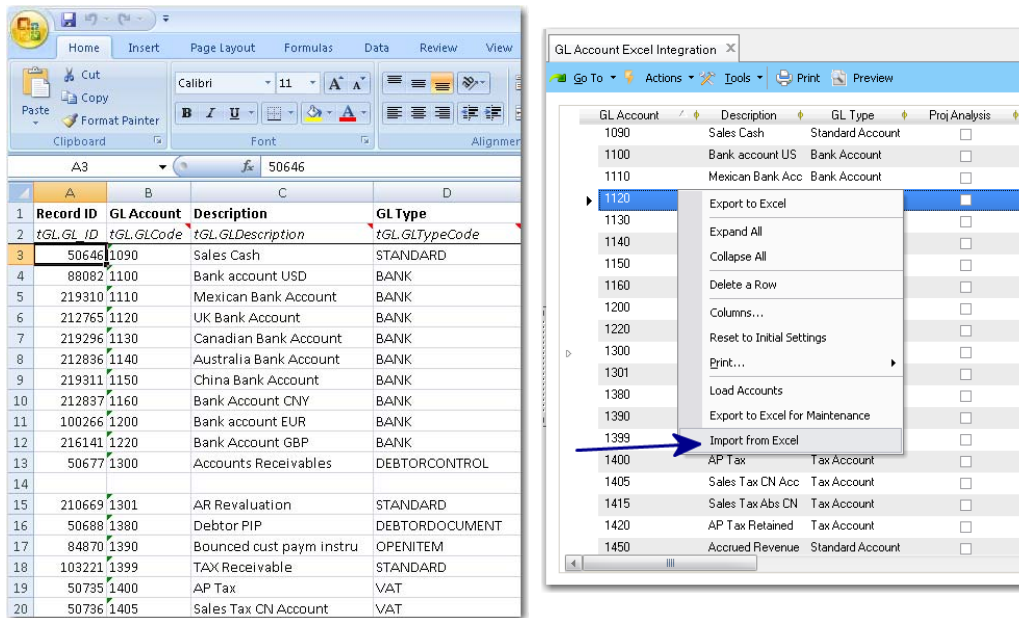
- e Save the file to your desktop.

Fig. 2.20  
Save File



- f 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.

Fig. 2.21  
Review the Data



- g 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 3

# **Enterprise Financials Components and Concepts**

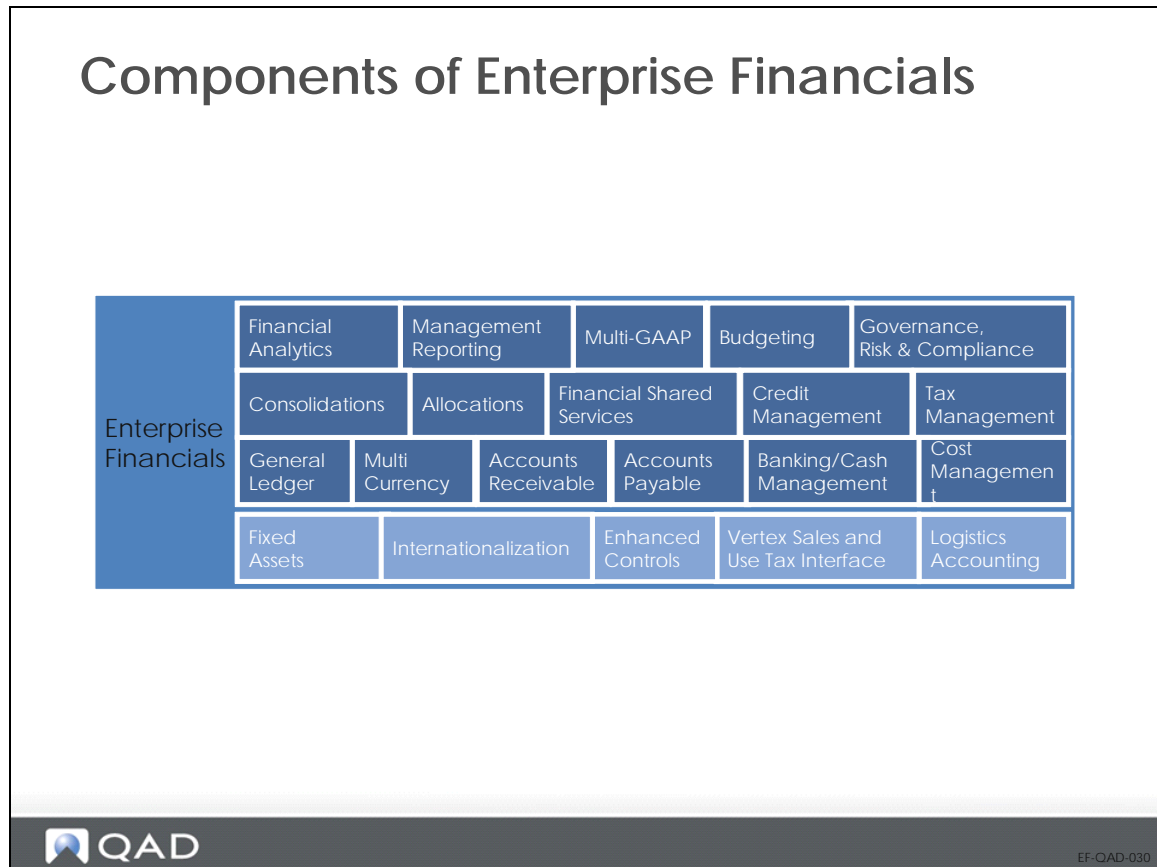
## Overview

- 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



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## Components of QAD Enterprise Financials

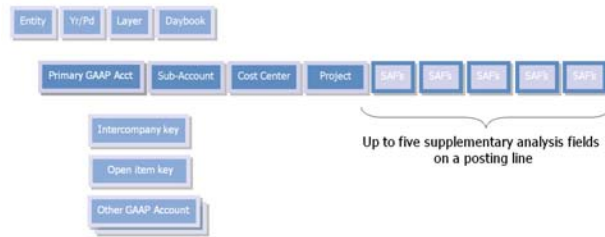


## QAD Financial Analytics

### QAD Financial Analytics

- Align performance of business units to your overall company objectives
- Analysis and reporting from C-level executives to business unit managers
- 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



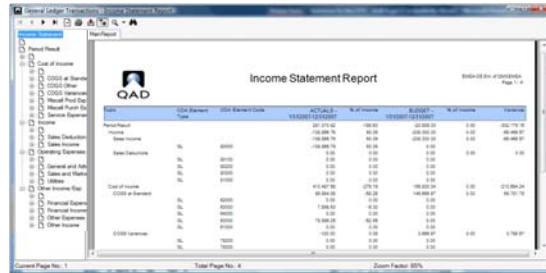
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## QAD Management Reporting

### 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	



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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

EF-QAD-060



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 62 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

The screenshot shows the 'Budget Create' window in QAD. The 'Budget Code' is 'Income statement' and the 'Description' is 'Income Statement 2008'. The 'Status' is 'Valid'. The 'General' tab is selected, showing a table of budget data with columns for 'Topic', 'TC Amt (01)', 'TC Amt (02)', 'TC Amt (03)', 'TC Amt (04)', and 'Forecast Cost (01)'. The data is as follows:

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
Topic					
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
Topic					
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



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.

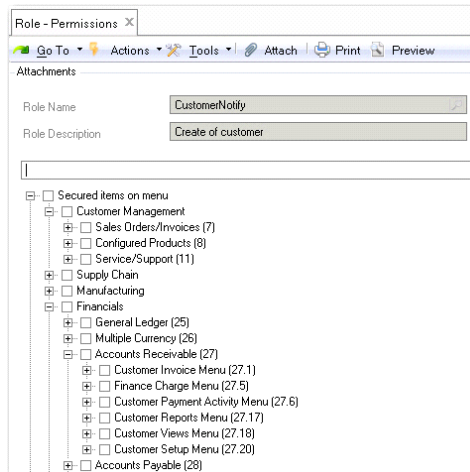
Within the same period and budget structure, multiple versions of a budget can be created and reported against.

## QAD GRC

### QAD 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



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



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	



EF-QAD-100

The system supports two types of allocations:

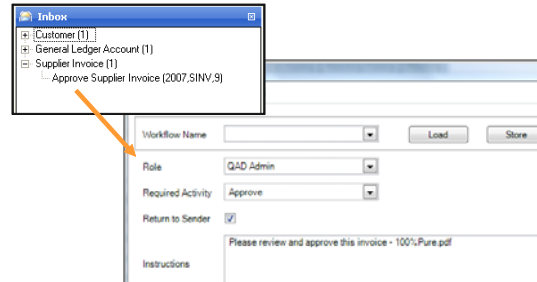
- Operational allocation codes are used in operational transactions, such as sales and purchasing.
- More complex allocations can be set up for use in GL transactions within financial modules.

## 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



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



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

### 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

Attachments	
Customer Code	4000
Business Relation	4000
Name	ABC Company
Currency Code	USD
Entity	1000

Credit Details	
Name	ABC Company
Fixed Credit Limit	1,000,000.00
Turnover Credit Limit	0.00
High Credit	110,421.50
Credit Terms Code	BASE
Credit Hold	<input type="checkbox"/>
Last Payment Date	11/09/2008
Last Sale Date	11/09/2008
High Credit Date	11/09/2008
Credit Agency Reference	
Credit Rating	A2
Average Days Paid Late	9

All Entities	Selected Entities
Balance of Open Items	106,382.43
Balance of Sales Orders	-9,026.66
Balance Of Drafts	320.00

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



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



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.

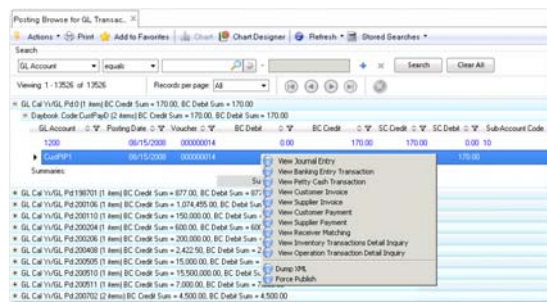
You can also set up reports to accommodate the legal reporting requirements of various jurisdictions.

## 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



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

### 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

Revaluation Area		Balance Sheet Acct	OL Period	200804	Exchange Rates	04/30/2008	Status	POSTED
<b>Summary by Currency</b>								
Cur	Cur Desc	Trl Open Bal.	Trl Open Bal.	Each Rate	Trl Open Bal.	Each Rate	Trl Open Bal.	Difference
Total Entry		320.0000		0.0000	0.0000		320.00	-0.00
USD	Canadian Dollar	13.0000	130.0000	0.0000	20.0000	0.0000	-0.00	14.0000
EUR	Euro	220.0000	247.0000	1.0000	0.0000	0.0000	220.00	27.0000
GBP	Pound	0.0000	0.0000	0.0000	0.0000	0.0000	0.00	0.00
<b>Summary by OL</b>								
Revaluation	OL Account	Description	Cur	Trl Open Bal.	Trl Open Bal.	Each Rate	Trl Open Bal.	Difference
0000	1000	Initial Bal.	USD	0.0000	0.0000	1.0000	0.0000	0.00
2220	1000	Initial Bal.	EUR	220.0000	247.0000	1.0000	0.0000	27.0000
0000	1000	Initial Bal.	GBP	0.0000	0.0000	0.0000	0.0000	0.00
0000	1000	Initial Bal.	USD	100.0000	100.0000	0.0000	100.0000	0.0000
0000	1000	Initial Bal.	EUR	0.0000	0.0000	0.0000	0.0000	0.00
0000	1000	Initial Bal.	GBP	0.0000	0.0000	0.0000	0.0000	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



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

Customer	Invoice Date	Open-Invoice	Open-Invoice (B/C)	Invoiced Items	1 Month	2 Month	3 Month	4 Month
QAD	01/01/2010	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2010	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2010	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2010	40,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2010	50,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2010	60,000.00	60,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2010	70,000.00	70,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2010	80,000.00	80,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2010	90,000.00	90,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2010	100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2010	110,000.00	110,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2010	120,000.00	120,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2011	130,000.00	130,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2011	140,000.00	140,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2011	150,000.00	150,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2011	160,000.00	160,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2011	170,000.00	170,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2011	180,000.00	180,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2011	190,000.00	190,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2011	200,000.00	200,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2011	210,000.00	210,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2011	220,000.00	220,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2011	230,000.00	230,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2011	240,000.00	240,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2012	250,000.00	250,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2012	260,000.00	260,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2012	270,000.00	270,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2012	280,000.00	280,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2012	290,000.00	290,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2012	300,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2012	310,000.00	310,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2012	320,000.00	320,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2012	330,000.00	330,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2012	340,000.00	340,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2012	350,000.00	350,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2012	360,000.00	360,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2013	370,000.00	370,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2013	380,000.00	380,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2013	390,000.00	390,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2013	400,000.00	400,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2013	410,000.00	410,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2013	420,000.00	420,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2013	430,000.00	430,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2013	440,000.00	440,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2013	450,000.00	450,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2013	460,000.00	460,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2013	470,000.00	470,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2013	480,000.00	480,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2014	490,000.00	490,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2014	500,000.00	500,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2014	510,000.00	510,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2014	520,000.00	520,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2014	530,000.00	530,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2014	540,000.00	540,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2014	550,000.00	550,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2014	560,000.00	560,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2014	570,000.00	570,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2014	580,000.00	580,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2014	590,000.00	590,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2014	600,000.00	600,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2015	610,000.00	610,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2015	620,000.00	620,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2015	630,000.00	630,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2015	640,000.00	640,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2015	650,000.00	650,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2015	660,000.00	660,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2015	670,000.00	670,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2015	680,000.00	680,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2015	690,000.00	690,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2015	700,000.00	700,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2015	710,000.00	710,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2015	720,000.00	720,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2016	730,000.00	730,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2016	740,000.00	740,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2016	750,000.00	750,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2016	760,000.00	760,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2016	770,000.00	770,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2016	780,000.00	780,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2016	790,000.00	790,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2016	800,000.00	800,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2016	810,000.00	810,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2016	820,000.00	820,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2016	830,000.00	830,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2016	840,000.00	840,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2017	850,000.00	850,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2017	860,000.00	860,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2017	870,000.00	870,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2017	880,000.00	880,000.00	0.00	0.00	0.00	0.00	0.00
QAD	05/01/2017	890,000.00	890,000.00	0.00	0.00	0.00	0.00	0.00
QAD	06/01/2017	900,000.00	900,000.00	0.00	0.00	0.00	0.00	0.00
QAD	07/01/2017	910,000.00	910,000.00	0.00	0.00	0.00	0.00	0.00
QAD	08/01/2017	920,000.00	920,000.00	0.00	0.00	0.00	0.00	0.00
QAD	09/01/2017	930,000.00	930,000.00	0.00	0.00	0.00	0.00	0.00
QAD	10/01/2017	940,000.00	940,000.00	0.00	0.00	0.00	0.00	0.00
QAD	11/01/2017	950,000.00	950,000.00	0.00	0.00	0.00	0.00	0.00
QAD	12/01/2017	960,000.00	960,000.00	0.00	0.00	0.00	0.00	0.00
QAD	01/01/2018	970,000.00	970,000.00	0.00	0.00	0.00	0.00	0.00
QAD	02/01/2018	980,000.00	980,000.00	0.00	0.00	0.00	0.00	0.00
QAD	03/01/2018	990,000.00	990,000.00	0.00	0.00	0.00	0.00	0.00
QAD	04/01/2018	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	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	



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

## 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
				Cost Management	



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.

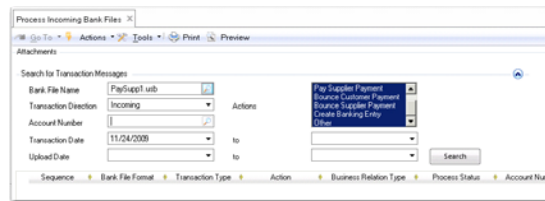
The Supplier Activity Dashboard (28.18.1) offers a comprehensive overview of all activity related to a single supplier, in a single entity or over multiple entities. The drill-down generates read-only information that includes invoices, credit notes, and payments. You can select open or closed payments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



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			Description: Wheel - 26 - Narrow 2		
Unit of Measure: EA			High Tension-Extra Light		
<b>Totals</b>					
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

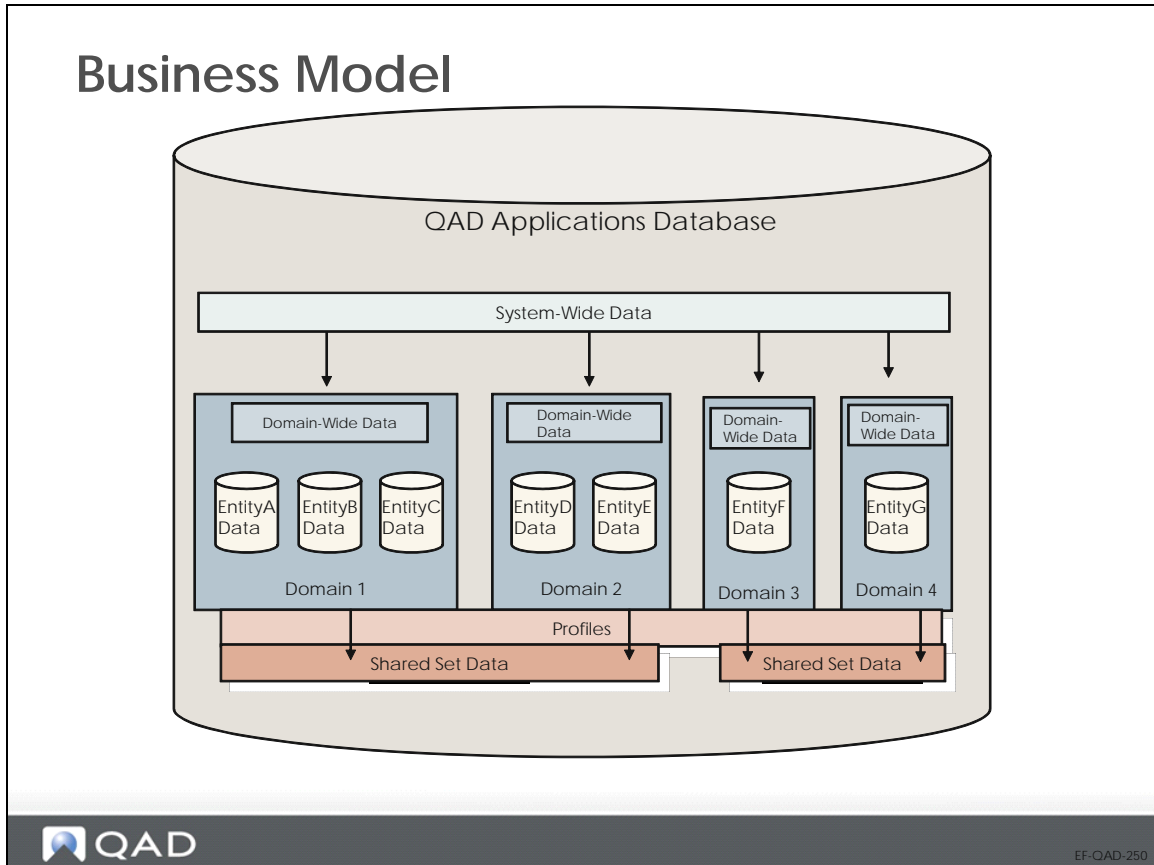
Enterprise Financials	Financial Analytics	Management Reporting	Multi-GAAP	Budgeting	Governance, Risk and Compliance
	Consolidations	Allocations	Financial Shared Services	Credit Management	Tax Management
	General Ledger	Multi Currency	Accounts Receivable	Accounts Payable	Banking / Cash Management



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.

## 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.



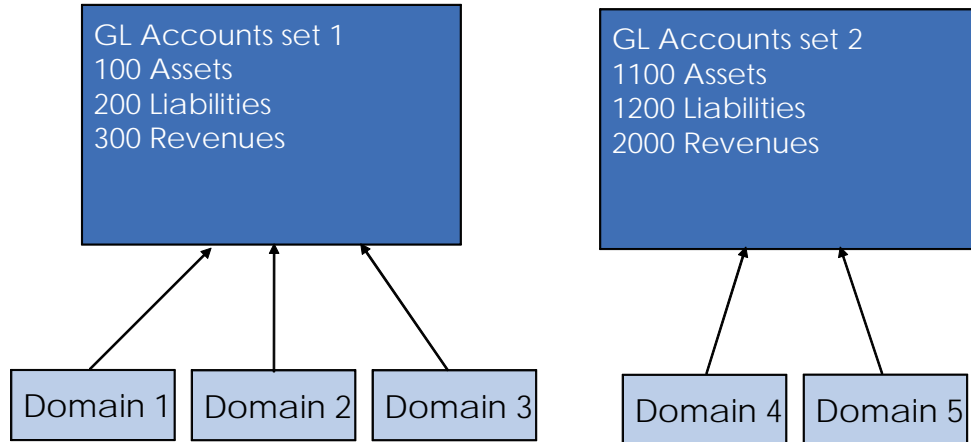
EF-QAD-260

- 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

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



EF-QAD-270

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

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

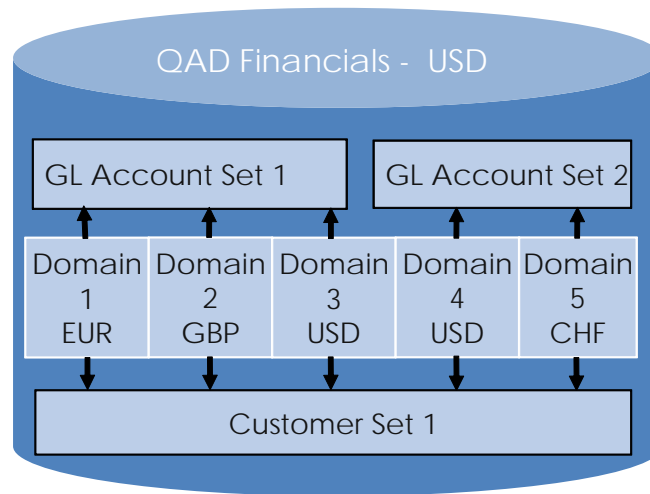
For example, three US domains can use the same chart of accounts, while two other domains in Japan can use another accounts shared set.

You might 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?



## 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



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

### Business Relation

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

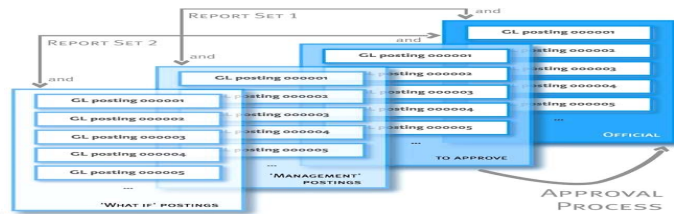
The screenshot shows the 'Business Relation' configuration window with the 'Defaults' tab selected. The window contains several fields and checkboxes:

- Language Code: us
- Domain Restricted:
- Internal Entity:
- Intercompany Code:
- Intercompany:  (highlighted with a red box)
- 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



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

## Daybooks

### Daybooks

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



EF-QAD-360

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

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

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

## Operational Transaction Post

# Operational Transaction Post

Operational Transaction Post-- X

**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-SO SC1111.1	220.00	GBP	2010/ISS-5000
	qmi	11/01/10	2 1500-mech		22UKCO	ISS-SO SC1111.1	-220.00	GBP	2010/ISS-5000
							-----		
							0.00	GBP	

Running Operational Transaction Post creates the final postings in Financials.

QAD

EF-SAF-080

## Journal Entry View - Transactions

# Journal Entry View

Journal Entry View X

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: W/OISS 000000566 Layer Type: OFFICIAL Save As Template:

Description: ISS-W/O 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-W/O W1010050	GBP	0.01	0.00
▶ 1500	Mech		ISS-W/O 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.





## Trial Balance View

### Trial Balance View

GL Account	Result	Previous Yr.	Opening Balance	Period Debit BC	Period Credit BC	BC Balance	Inter
2520	Result		-69,333,359.67	0.00	0.00	-69,333,359.67	
1100	Bank account USD		70,268,205.29	0.00	0.00	70,268,205.29	
1300	Accounts Receivable	Gserv	12,235,604.92	0.00	0.00	12,235,604.92	
1380	Debtor PIP	Gserv	118,659.50	0.00	0.00	118,659.50	
1420	AP Tax Retained	Mech	-780,216.88	0.00	0.00	-780,216.88	
1500	Inventory		-219,224.78	0.00	0.00	-219,224.78	
1500	Inventory	Mech	8,260,147.03	0.00	0.00	8,260,147.03	
1550	Inventory WIP	Mech	-2,233,218.68	0.00	0.00	-2,233,218.68	
1655	SO Cons Inventory	Mech	13,208.30	0.00	0.00	13,208.30	
2000	Accounts Payable	Gserv	-137,606.03	0.00	0.00	-137,606.03	
2080	Payment In Process	Gserv	-631,808.93	0.00	0.00	-631,808.93	
2180	Sales Freight Accru.	Mech	-95,856.01	0.00	0.00	-95,856.01	
2400	Sales Tax	Mech	-414,120.17	0.00	0.00	-414,120.17	
2455	SO Cons Offset Acct	Mech	-13,208.30	0.00	0.00	-13,208.30	
2465	Expense Offset		10,350.00	3,320.00	0.00	13,670.00	

EF-QAD-385

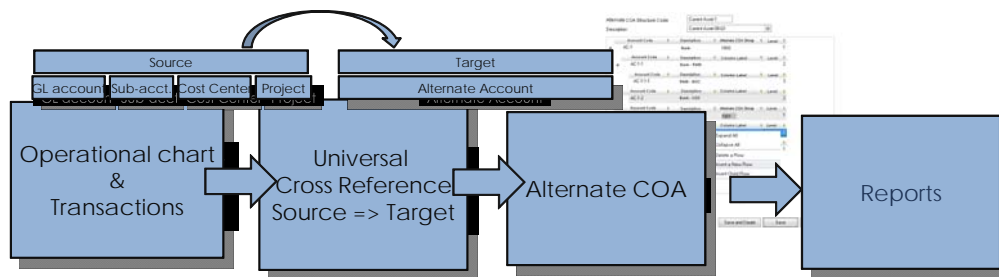
The Trial Balance View (25.15.2.9) lets you view balance details for the combinations of analytical elements that meet the selection criteria. You can use the view to ensure that the total of the debit balances equals the total of the credit balances for the selected GL periods.

The right-click option gives you direct access to other reports and views as well as record creation and Excel integration menus.

## Alternate Chart of Accounts

### Alternate Chart Of Accounts

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



EF-QAD-395

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

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

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

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

Learn more about alternate COAs in the Advanced Financials class.

## Currencies

### Currencies

- 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	USD	120.00	120.00	408.00

QAD 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



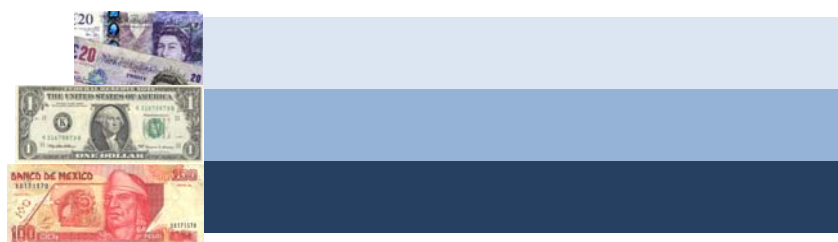
EF-QAD-410

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



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.

## GL Account Create

### 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 'Analysis' tab of the 'GL Account Create' form. It contains the following sections:

- Sub-Account Analysis:** Includes a checkbox for 'Sub-Account' and a 'Default Sub-Account' field.
- Cost Center/Project Analysis:** Includes checkboxes for 'Cost Center Analysis' and 'Project Analysis', an 'Analysis Limitation' dropdown set to 'None', and input fields for 'Default Cost Center', 'Default Project', and 'Default SAF Structure'.
- SAF Analysis:** Includes a checkbox for 'SAF Analysis' and a 'SAF Structure Code' field.
- GL Analysis Set On Date:** Includes dropdown menus for 'GL Analysis Set On Date' and 'GL Sub-Account Set On Date', and corresponding 'Set on by' fields.



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 Account Create

Posting | Currency | Analysis | Report Link | Banking | Cash | Defaults

Sub-Account Analysis  
Sub-Account  Default Sub-Account

Cost Center/Project Analysis  
Cost Center Analysis  Project Analysis  Analysis Limitation   
Default Cost Center   
Default Project   
Default SAF Structure

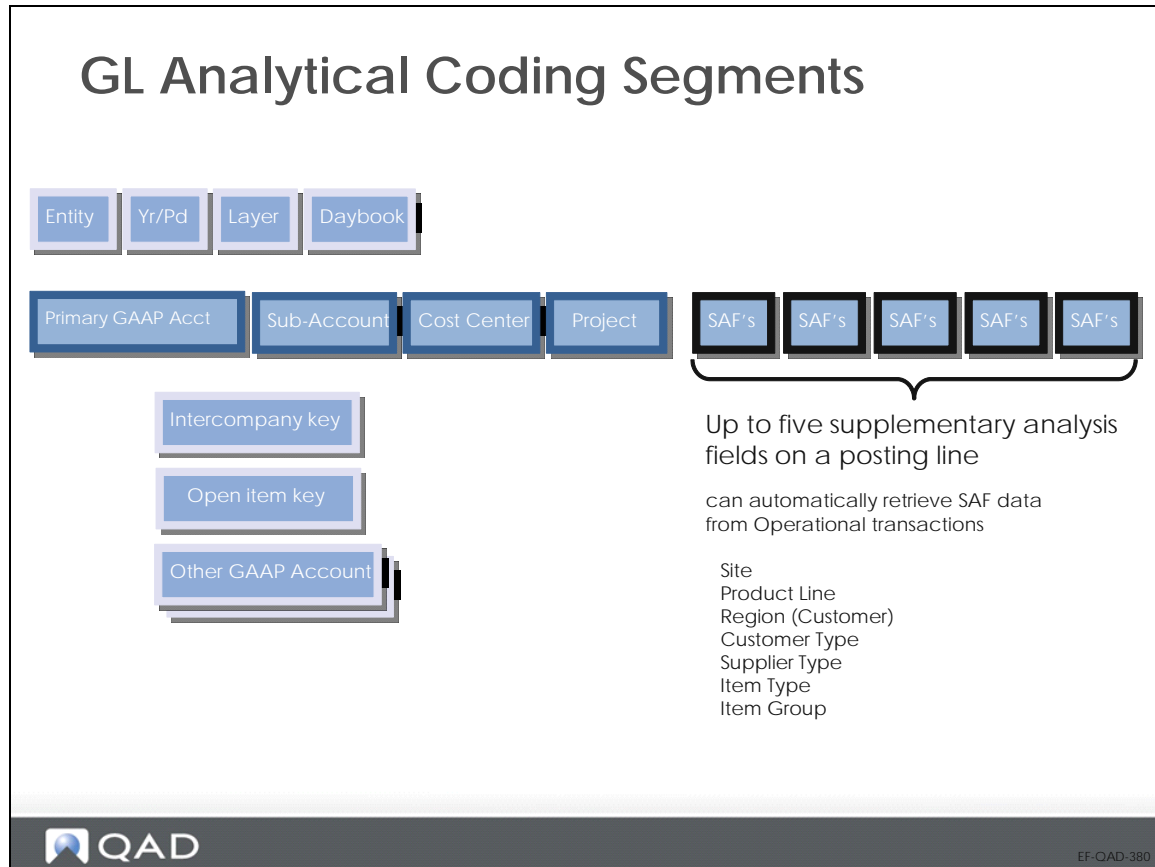
SAF Analysis  
SAF Analysis  SAF Structure Code

GL Analysis Set On Date  GL Analysis Set on by   
GL Sub-Account Set On Date  GL Sub-Account Set on by



EF-QAD-375

## 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.

## 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



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

### 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...



EF-SAF-050

SAF analysis is managed through a combination of three elements:

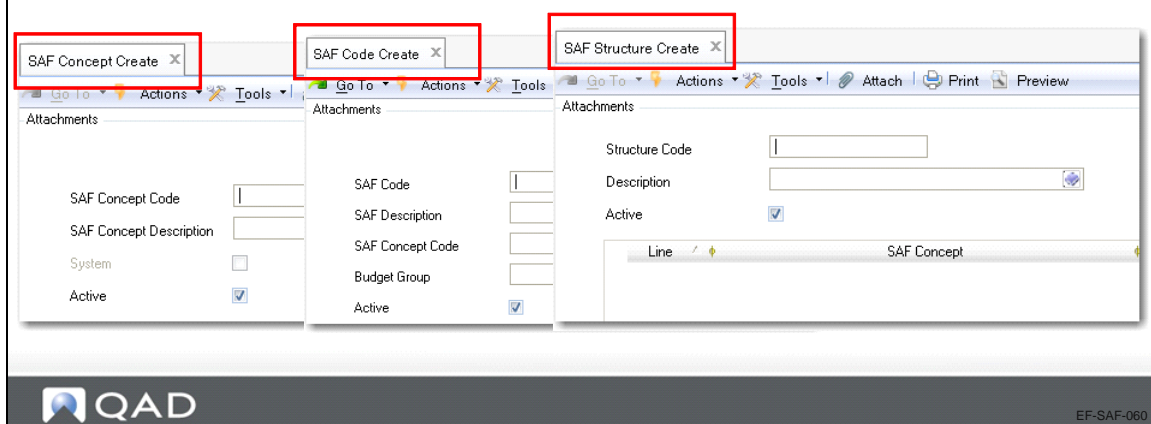
- SAF concepts identify the type of analysis required
- SAF codes define the analysis details. Associate the codes with an existing concept.
- SAF structures contain a selection of concepts in a logical sequence.

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

## SAF Setup

### 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



### 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



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.




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.

## SAF Example

SAF Example				
SAF concept	SAF code	SAF code	SAF code	SAF code
Site	10-100	10-200	10-300	10-400
Product Line	10 (Finished Goods)	40 (Service)	99 (Tooling )	22 (Intersite)
Item Type	FINGOOD	KIT	RAW	COMP

 EF-SAF-068

In the above example, the SAF structure produces analysis data on sites, product lines and items (SAF concepts), at the detail level of the SAF codes listed in the table.

## Scenario

### Scenario Example

1. Create a sales order
2. Sales order is shipped
3. Operational Transaction Post.
4. Review posting and SAF analysis
  - A. GL Transactions Extended view
  - B. GL Transactions by SAF View



EF-SAF-070



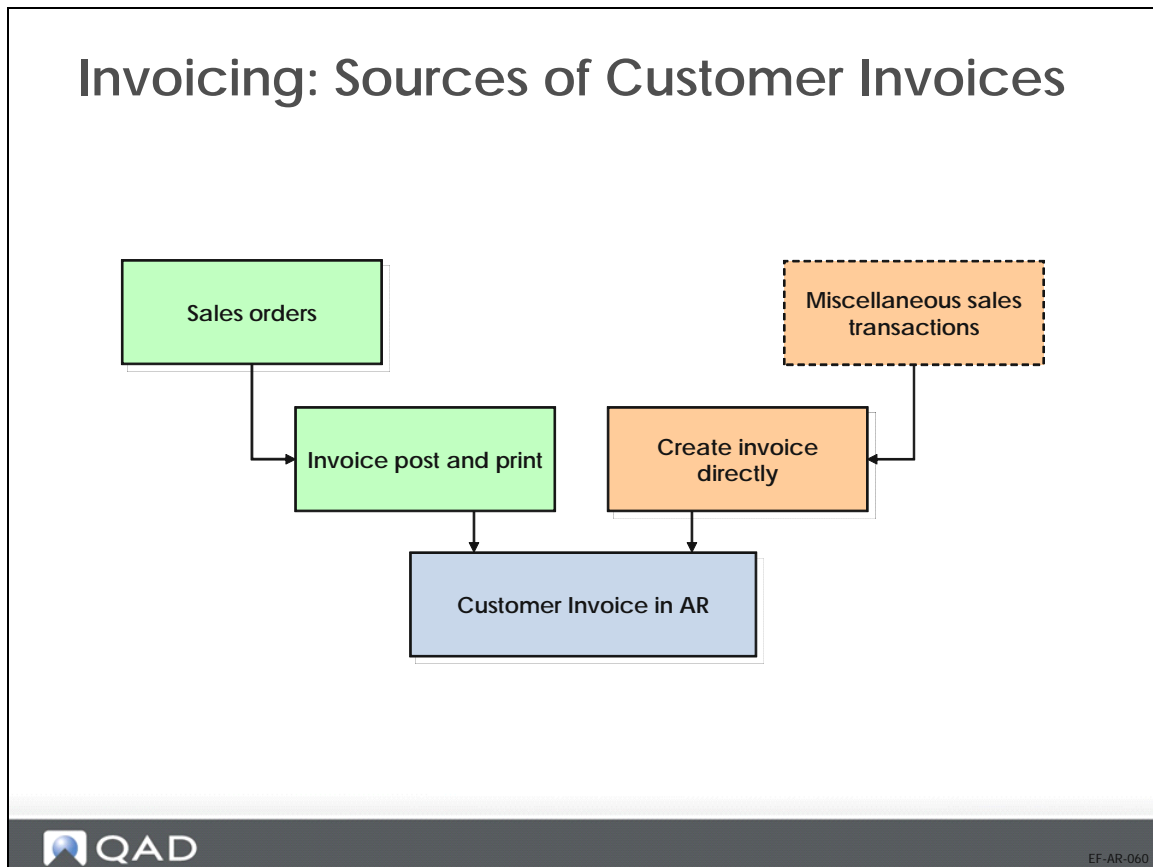
Chapter 4

# AR Processing

## Overview

- Quick demo
- Functional overview
  - Invoicing process and highlights
  - AR Payment Process and Instruments
- Hands-on exercise

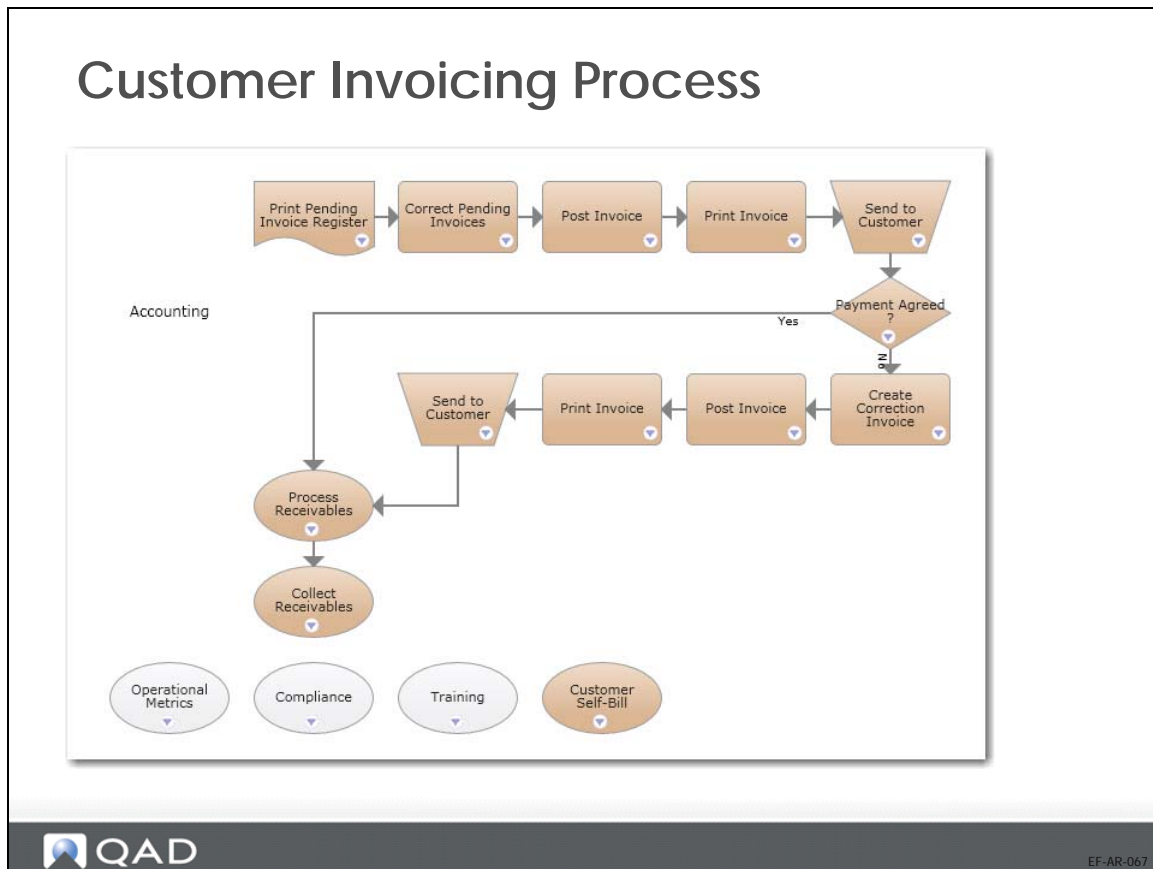
## Invoicing Process and Highlights



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

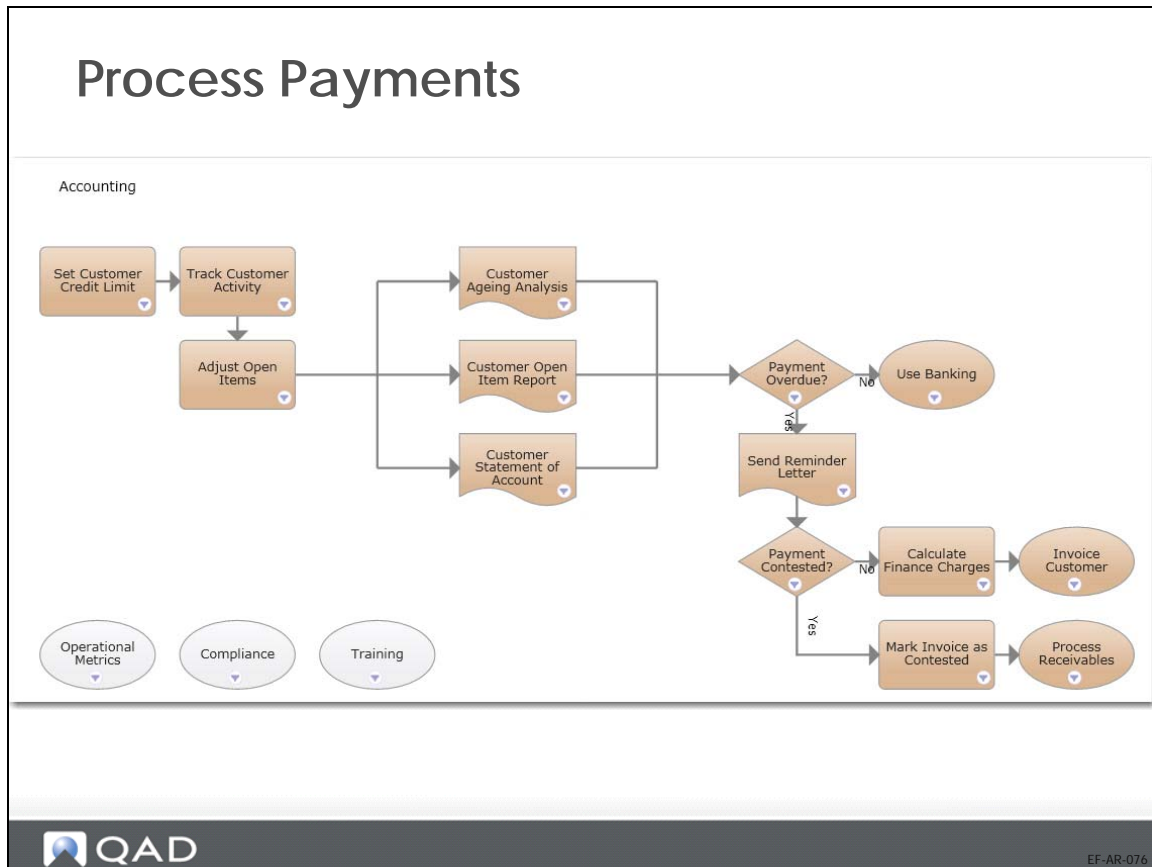
### Invoicing - Highlights

- 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)



EF-AR-070

## Process Payments



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
- Lockbox

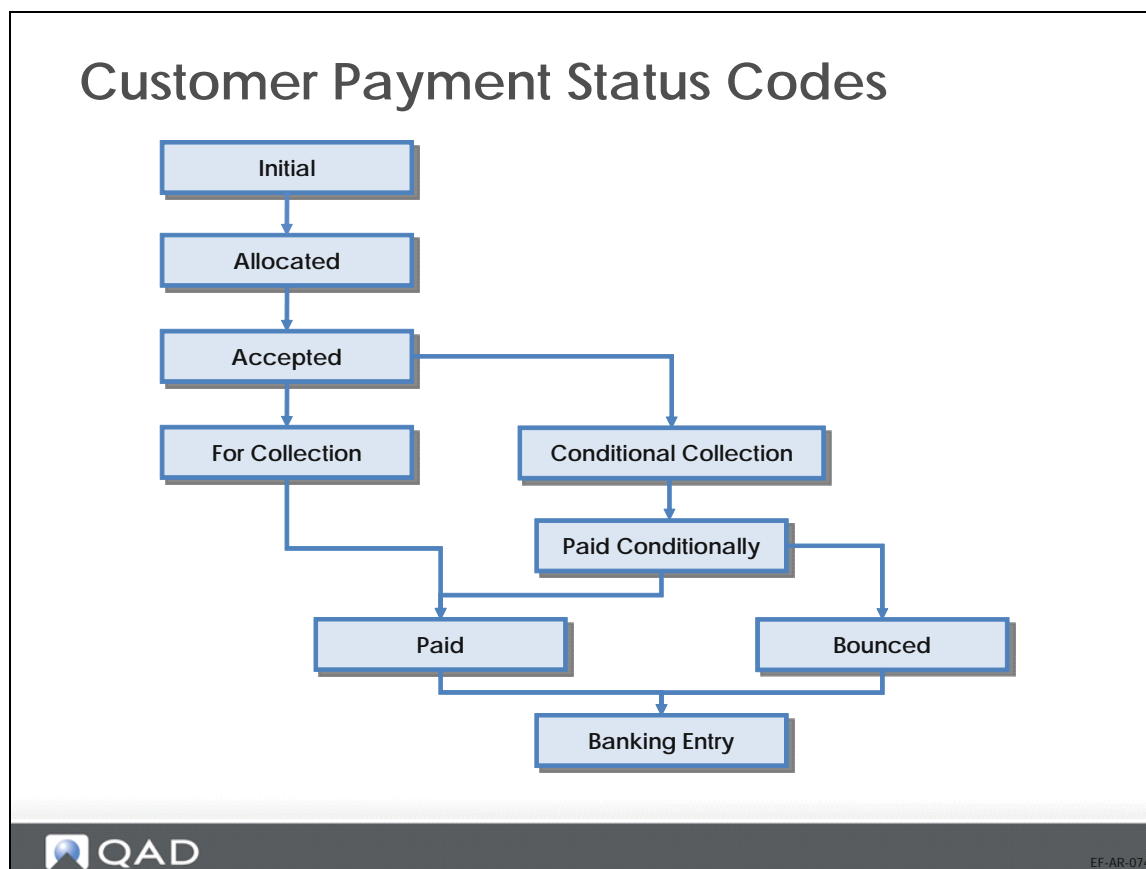


EF-AR-071

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.

## Customer Payment Status Codes



Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Bounced. Typically, you also use a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a draft through the Initial, Allocated, Accepted, For Collection, and Paid statuses, you can define a GL account of type Customer Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or payment accounts. The posting information, including account and daybook details, is contained in the payment status definition.

Note also that you cannot undo a Paid document. You must reopen the invoice manually using Open Item Adjustment.

## 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.



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.

## Collections

**Collections**

Customer Code starts at Search Clear All

Records per page: 100

Customer Code	Business Relation Code	Name	Address	Zip Code	City	County	State	Country
11C1001	11-CS1001	Chiro Foods Limited	5041 Gateway Blvd. NW	TSA 0A7	Edmonton		AB	CA
11C1002	11-C1002	General Motors of Canada	1908 Colonel Sam Drive	L1H 8P7	Oshawa		CA	CA
11C1002B	11-C1002	General Motors of Canada	1908 Colonel Sam Drive	L1H 8P7	Oshawa		CA	CA
11INTCUS	11-CAN-CD	QMI- Canada Division	500 Singleton Blvd.	TSA 0A7	Edmonton		AB	CA
12-100	12-MEX-CD	QMI-Mexico Division	Poniente 150 No. 532	2300	Mexico City			MX
12-300	12-MEX-CD	QMI-Mexico Division	Poniente 150 No. 532	2300	Mexico City			MX
12C1000	12-C1000	Alcon Laboratories	Jose Ma. Risco No. 418	3100	Mexico City			MX

CUSTOMER\_AGING\_BROWSE DUE DATE CONTACT BROWSE

Records per page: 100

Name	Bill To	Description	Vouchers	Salesperson	Due Date	TC Balance	Current	1 DAY	31 DAYS	61 DAYS	91 DAYS	121 OR GREATER DAYS
General Motors of Canada	11C1002B	2011/CIN/V000000013	000000013	11SP01	3/18/2011	6,537.34	0.00	0.00	6,537.34	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CIN/V000000013	000000013	11SP01	3/18/2011	5,454.72	0.00	0.00	5,454.72	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CIN/V000000013	000000013	11SP01	3/19/2011	11,427.75	0.00	0.00	11,427.75	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CIN/V000000013	000000013	11SP01	3/21/2011	6,151.12	0.00	0.00	6,151.12	0.00	0.00	0.00
General Motors of Canada	11C1002B	2011/CIN/V000000013	000000013	206P01	4/30/2011	1,123.22	1,123.22	0.00	0.00	0.00	0.00	0.00

QAD EF-AR-080

To help you browse and maintain related item, site, sales, location, and customer data, you can define collections of related browse and maintenance programs using Browse Collection Maintenance.

In a browse collection, a main browse drives the fields selected in the other browses and programs. The QAD .NET UI displays the other browses and programs in the lower part of a horizontal split-screen, with the main browse located in the upper part.

## Hands On Exercise: AR Processing

In this exercise, you will learn to 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 Run Sales Order Shipped Not Invoiced (7.15.20) for the date range 5/6/12 to 5/12/12.

**Fig. 4.1**  
Sales Order Shipped Not Invoiced

- 3 Run Pending Invoice Register (7.13.2) for sales order 10S10013. Click Next twice to run the report. Note the item number for later: \_\_\_\_\_

**Fig. 4.2**  
Pending Invoice Register

- 4 Use Invoice Post and Print (7.13.4) to post and print the customer invoice.
  - a Enter the sales order number (10S10013).

**Fig. 4.3**  
Invoice Post and Print

The screenshot shows the 'Invoice Post and Print' window. At the top, there is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Below the menu bar, there are two columns of input fields. The left column contains: 'Sales Order: 10S10013', 'Ship Date: [dropdown]', 'Daybook Set: [text]', 'Sold-To: [text]', 'Bill To: [text]', and 'Language ID: [text]'. The right column contains: 'To: 10S10013', 'To: [dropdown]', 'To: [text]', 'To: [text]', and 'To: [text]'. At the bottom, there are three fields: 'GL Effective Date: 5/11/2012', 'Print GL Detail: [checkbox]', and 'Error Summary: [checkbox]'.

- b Select the Print Invoice field.

**Fig. 4.4**  
Invoice Post and Print, Print Invoice Field


This screenshot is similar to Fig. 4.3 but shows additional checkboxes at the bottom. The checkboxes are: 'Include Debit Invoices: [checked]', 'Include Credit Invoices: [checked]', 'Consolidate Invoices: [checkbox]', 'Correction Invoices: [checkbox]', 'Print Correction Invoice: [checkbox]', and 'Print Invoice: [checked]'. A blue arrow points to the 'Print Invoice' checkbox.

c Click Next until the GL transactions are displayed.

Fig. 4.5 Invoice Post and Print, GL Transactions

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	01010	EA	4010	mech	ADM	1.0	No	2,500.00	2,500.00	694.55
						0.0				
Non-Taxable: 2,509.31		Currency: USD		Line Total:				2,500.00		
Taxable: 0.00		0.00%		Discount:				0.00		
Tax Date: 05/05/12				Freight 20 :				9.31		
Containers: 0.00				Freight 20 :				0.00		
Line Charges: 0.00				Special 30 :				0.00		
				Total Tax:				0.00		
				Total:				2,509.31		
USD Report Totals:									2,500.00	694.55



**Invoice Post and Print**

**10USA**

04/18/12 04:16:24

**Page: 2**

Sales Journal Reference: 2012/CINV000000099      AR Batch: 743

				Consolidated Dr	Consolidated Cr		
10USACO	1300	Gserv		05/11/12	2,509.31	.00	Invoice 2012/CINV000000099
10USACO	4010	mech	ADM	05/11/12	.00	2,500.00	Invoice 2012/CINV000000099
10USACO	4691			05/11/12	.00	9.31	Invoice 2012/CINV000000099
					2,509.31	2,509.31	

d Close the GL transactions window.

Fig. 4.6 Invoice Post and Print, GL Transactions

Invoice Post and Print

Invoice Post and Print - 4/18/12...

**Invoice Post and Print**

**10USA**

04/18/12 04:16:24

**Page: 1**

Sales Journal Reference: 2012/CINV000000099      AR Batch: 743

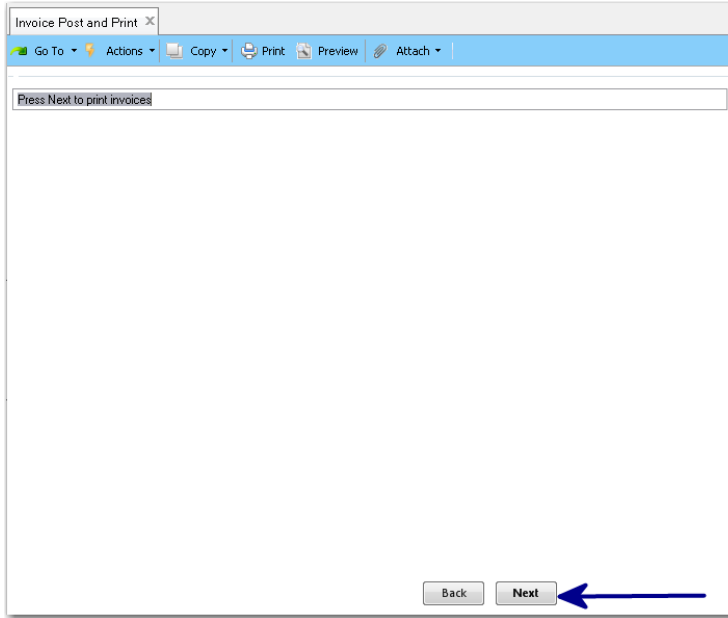
Invoice Number	Bill To	Name	Sold-To	Name	S1psn
2012/CINV000000099	10C1003	Pacific Health Care Systems	10C1003	Pacific Health Care Systems	10SP01

Sales Order: 10S10013    Ship-To: 10C1003    Pacific Health Care Systems      Order Date: 05/05/12    P0:

Ln	Item Number	UM	Sales	Sub-Acct	CC	Invoiced Backorder	Tax	Price	Extended Price	Extended Margin
1	01010	EA	4010	mech	ADM	1.0	No	2,500.00	2,500.00	694.55
						0.0				
Non-Taxable: 2,509.31		Currency: USD		Line Total:				2,500.00		
Taxable: 0.00		0.00%		Discount:				0.00		
Tax Date: 05/05/12				Freight 20 :				9.31		
Containers: 0.00				Freight 20 :				0.00		
Line Charges: 0.00				Special 30 :				0.00		
				Total Tax:				0.00		
				Total:				2,509.31		

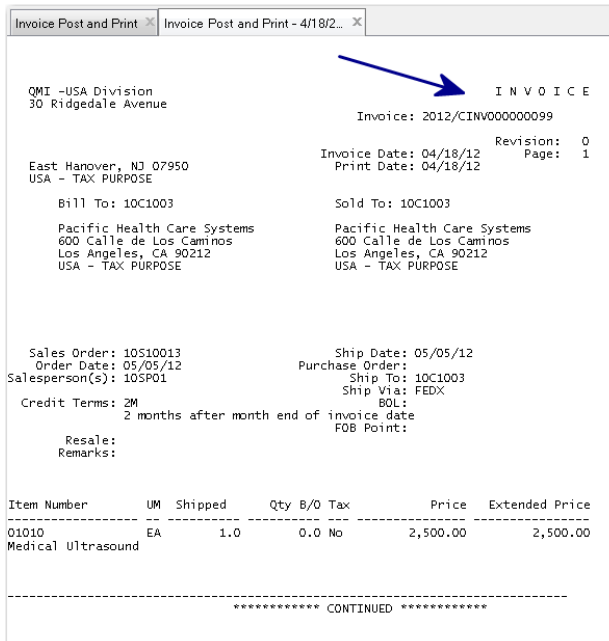
- e Click Next again to print the invoice.

**Fig. 4.7**  
Invoice Post and Print



- f Note the invoice number for later: \_\_\_\_\_

**Fig. 4.8**  
Printed Invoice



5 Go to the GL Transactions View (25.15.2.1).

**Fig. 4.9**  
GL Transactions View

The screenshot shows the 'GL Transactions View' window. At the top, there are navigation buttons: 'Actions', 'Setup', 'Cancel', and 'Add to Favorites'. Below this is a search section with two filters: 'Posting Date' set to '5/11/2012' and 'Daybook Code' set to 'CINV'. The interface indicates 'Viewing 1 - 3 of 3' records with 'Records per page: 100'. The main table lists three transactions:

GL Account	Daybook Co	Vouc	BC D	BC Cr	SC Cr	SC D	Sub-Account C	Cost Center Co	C	Description
4010	CINV	00000099	0.00	2,500.00	2,500.00	0.00	Mech	Adm	USD	Posted Invoice
1300	CINV	00000099	2,509.31	0.00	0.00	2,509.31	Gserv		USD	Posted Invoice
4691	CINV	00000099	0.00	9.31	9.31	0.00			USD	Posted Invoice

Below the table, a 'Summaries:' section shows 'Sum = 2,500.' and 'Sum = 2,509.31'.

6 Select the relevant customer invoice transaction. Right-click and select View Customer Invoice.

**Fig. 4.10**  
GL Transactions View, Right-Click Menu

This screenshot is similar to Fig. 4.9 but shows a right-click context menu open over the first transaction (GL Account 4010). The menu options are:

- View Journal Entry
- View Banking Entry Transaction
- View Petty Cash Transaction
- View Customer Invoice
- View Supplier Invoice
- View Customer Payment
- View Supplier Payment
- View Receiver Matching
- View Inventory Transactions Detail Inquiry
- View Operation Transaction Detail Inquiry
- Dump XML
- Force Publish

The 'View Customer Invoice' option is highlighted in the menu.

7 Close the customer invoice.

**Fig. 4.11**  
Customer Invoice View

The screenshot shows the 'Customer Invoice View' window. At the top, there are tabs for 'GL Transactions View' and 'Customer Invoice View'. Below the tabs is a menu bar with 'Go To', 'Actions', 'Tools', 'Print', 'Preview', and 'Attach'. The main area contains several sections of data entry fields:

- Customer Code:** 10C1003, Pacific Health Care Systems
- Posting:** 2012/CINV/000000099, 05/11/2012, TC Invoice Amount: 2,509.31 USD
- General Tab:**
  - Customer Code: 10C1003, Business Relation: 10-C1003, Pacific Health Care Systems
  - Description: [Empty], Batch Number: 743
  - Invoice Type: Invoice, Daybook Code: CINV, 000000099
  - Year: 2012, 05, Posting Date: 05/11/2012
  - Invoice Date: 04/18/2012
  - TC Invoice Amount: 2,509.31 USD, Invoice Status Code: C-OK
  - Exchange Rate: 1.000000000, Taxable:
  - BC Invoice Amount: 2,509.31 USD, Tax Excluded:
  - Sub-Account: Gserv, Open:
  - Project: [Empty], Cost Center: [Empty]
  - Link to Invoice: 0000, Adjustment: 0

8 In GL Transactions View (25.15.2.1), right-click the GL transaction and select View Journal Entry.

**Fig. 4.12**  
GL Transactions View, Right-Click Menu

The screenshot shows the 'GL Transactions View' window with a search filter applied. The search criteria are 'Posting Date equals 5/11/2012' and 'Daybook Code equals CINV'. The table below shows the search results:

GL Account	Daybook Co	Vouc	BC D	BC Cr	SC Cr	SC D	Sub-Account C	Cost Center Co	C	Description
4010	CINV	00000099	0.00	2,500.00	2,500.00	0.00	Mech	Adm	USD	Posted Invoice
1300	CINV	00000099	2,509.31						USD	Posted Invoice
4691	CINV	00000099	0.00						USD	Posted Invoice
Summaries:			Sum = 2,50...	Sum						

A right-click context menu is open over the first transaction (4010). The menu items are:

- View Journal Entry
- View Banking Entry Transaction
- View Petty Cash Transaction
- View Customer Invoice
- View Supplier Invoice
- View Customer Payment
- View Supplier Payment
- View Receiver Matching
- View Inventory Transactions Detail Inquiry
- View Operation Transaction Detail Inquiry
- Dump XML
- Force Publish

9 Review the SAF details and confirm that the system used the correct SAF codes.

**Fig. 4.13**  
Journal Entry View

GL Account	Sub-Account C	Cost Ce	Description	Trans Curr	TC Debit	TC Credit
4010	Mech	Adm	Posted Invoice	USD	0.00	2,500.00
1300	Gserv		Posted Invoice	USD	2,509.31	0.00
4691			Posted Invoice	USD	0.00	9.31

- a Use Item Master Maintenance (1.4.1) and enter the item number that you noted in Step 3.

**Fig. 4.14**  
Item Master Maintenance

b Click Next to see the product line and item type.

Fig. 4.15  
Item Master Maintenance

Item Master Maintenance

Item Planning Price

Item

Item Number: 01010 Description: Medical Ultrasound

Unit of Measure: EA

Item Data

Prod Line: 10 Item Type: FINGOOD Drawing: F-10000-A23

Added: 1/15/2002 Status: ACTIVE Revision: D

Design Group: PRODMGMT Group: Medical Drawing Loc: B2-1 Size: 10

Promo Group: MEDICAL Price Break Category:

Item Inventory Data

ABC Class: A Average Interval: 90

Lot/Serial Control: S Cycle Count Interval: 90

Site: 10-100 Shelf Life:

Location: 010 Allocate Single Lot:

Location Type: Key Item:

Auto Lot Numbers:  PD Receipt Status: Active:

Lot Group: W/O Receipt Status: Y-Y-N Active:

Article Number: F10000-0123 Memo Order Type:

c Open the menu Transactions by SAF View (25.15.4.4).

Fig. 4.16  
Transactions by SAF View

Transactions by SAF View

Search (15)

SAF Code equals [ ] Search Clear All

Posting Date equals [ ]

Responsible du com equals [ ]

Sub-Account Code equals [ ]

Cost Center Code equals [ ]

Project equals [ ]

Viewing 1 - 100 of >50000 Records per page: 100

SAF Code	GL Acco	BC Debit	BC Credit	Posting Date	GL Cal	GL Pd	Sub-Acc	Cost C	Project	Dayboo
▶ ASSY	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
30	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
10-100	1550	2.60	0.00	8/19/2010	2010	08	Mech			SYS-DB
10	6100	61,523.25	0.00	5/10/2010	2010	05	Mech			SYS-DB
10-200	6100	61,523.25	0.00	5/10/2010	2010	05	Mech			SYS-DB
20	6100	0.00	189.38	6/28/2010	2010	06	Mech			SYS-DB
10-100	6100	0.00	189.38	6/28/2010	2010	06	Mech			SYS-DB
CDMP	1550	0.18	0.00	5/11/2010	2010	05	Mech			WDISS
20	1550	0.18	0.00	5/11/2010	2010	05	Mech			WDISS

- d Specify the site code as the SAF code, and click the Search button.

**Fig. 4.17**  
Transactions by SAF View, Search

Transactions by SAF View

Search (11)

SAF Code equals 10-100

GL Calendar Year equals 2012

GL Period equals 5

Layer Code equals

Daybook Code equals

Voucher equals

Viewing 1 - 1 of 1

Records per page: 100

SAF Code	GLA	BC Debit	BC Credit	Posting	GL	GL Sub	Cost	Proje	Dayb	Vouch	Description
10-100	1300	2,509.31	0.00	5/11/2012	2012	05	Geerv		CINV	000000100	Posted Invoice

Summaries:

Sum = 2,509.31 Sum = 0.00

- 10 Use Customer Payment Create (27.6.4.1) to record the invoice payment.

**Fig. 4.18**  
Customer Payment Create

Customer Payment Create

Customer

Customer Code Business Relation

Name

Bank

Bank GL Account Own Bank Number

Customer Bank No Payment Format

Amount Reference

Due Date Subtype

Value Days Status

Year/Number Creation Date

Last Printed Date

Times Printed

Allocate

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.

Fig. 4.19 Customer Payment Create, Allocate

The screenshot shows the 'Customer Payment Create' window. The 'Customer' section includes Customer Code (10C1003) and Business Relation (10-C1003). The 'Bank' section includes Bank GL Account (1100), Customer Bank No (PC44590098), Own Bank Number (55667342), and Payment Format (CUST-CHECK). The 'Amount' section shows 2,509.31 USD. The 'Due Date' is 04/18/2012. The 'Reference' is Check # 98839. The 'Status' is For Collection. The 'Allocate' button is highlighted with a blue arrow.

b Verify the search criteria and click Search. For example, enter Voucher Number = 99.

Fig. 4.20 Customer Payment - Allocate

The screenshot shows the 'Customer Payment - Allocate' window. The 'Posting Date' is 04/18/2012. The 'Balance' section shows Amount to Allocate (2,509.31 CR) and Amount Allocated (2,509.31 DR). The 'Search for Invoices' section includes fields for Customer (10C1003), Business Relation Code (10-C1003), Payment Reference, Shipper, Group Name, Year/Daybook/Voucher (0 and 99), Amount (0.00 USD), and Operators/Margin (= and 0.00). A blue arrow points to the 'Year/Daybook/Voucher' field. A 'Search' button is visible at the bottom right.

- c Select the Full field on the invoice detail line to record a payment for the full invoice amount.

**Fig. 4.21**  
Customer Payment - Allocate

Prepay  
Deduction

Invoice  
Amount to Allocate 2,509.31 CR Balance 0.00 CR  
Amount Allocated 2,509.31 DR

Search for Invoices

Customer 10C1003 Include All Entities

Business Relation Code 10-C1003

Payment Reference (Inv/Pay No)

Shipper

Group Name

Year/Daybook/Voucher 0 99

Amount 0.00 USD

Operators/Margin = 0.00

Search

Business Relati	Invoice/Payme	Reference	Shipper	Due Da	Disc	Invoice D	Balance	Cur	F
10-C1003	Invoice	2012/CINV/0000000		06/30/2012	04/18/	04/18/2012	2,509.31	D USD	<input checked="" type="checkbox"/>

- d Click OK and then Save.

**Fig. 4.22**  
Customer Payment - Allocate

Customer Payment - Allocate

Go To Tools Print Preview Attach

Posting Date 04/18/2012

Prepay  
Deduction

Balance  
Amount to Allocate 2,509.31 CR Balance 0.00 CR  
Amount Allocated 2,509.31 DR

Search for Invoices

Customer 10C1003 Include All Entities

Business Relation Code 10-C1003

Payment Reference (Inv/Pay No)

Shipper

Group Name

Year/Daybook/Voucher 0 99

Amount 0.00 USD

Operators/Margin = 0.00

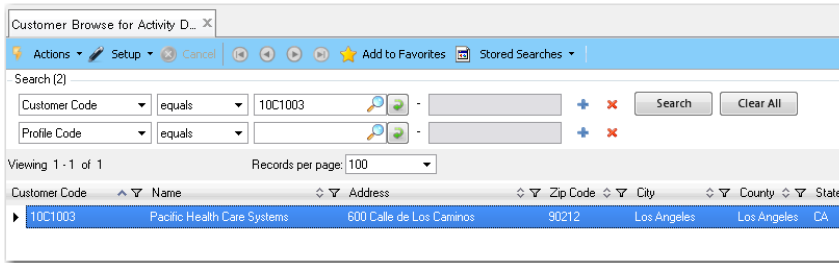
Search

Business Relati	Invoice/Payme	Reference	Shipper	Due Da	Disc	Invoice D	Balance	Cur	F
10-C1003	Invoice	2012/CINV/0000000		06/30/2012	04/18/	04/18/2012	2,509.31	D USD	<input checked="" type="checkbox"/>

OK Close

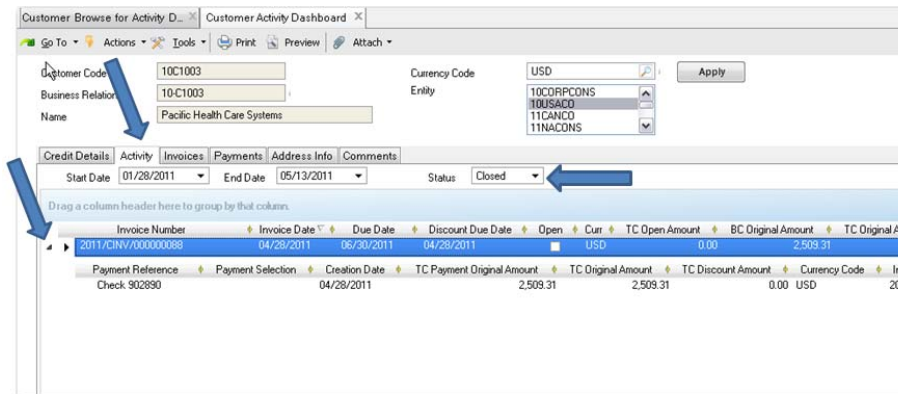
11 Open Customer Activity Dashboard (27.18.1).

**Fig. 4.23**  
Customer Browse for Activity Dashboard



- a Enter the customer code on the browse and click Search.
- b Double-click the customer to launch the dashboard for that customer.
- c On the Activity tab, select the Closed status to review closed items (paid invoices).

**Fig. 4.24**  
Customer Activity Dashboard



Chapter 5

# **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



EF-AP-050

## Supplier Invoicing

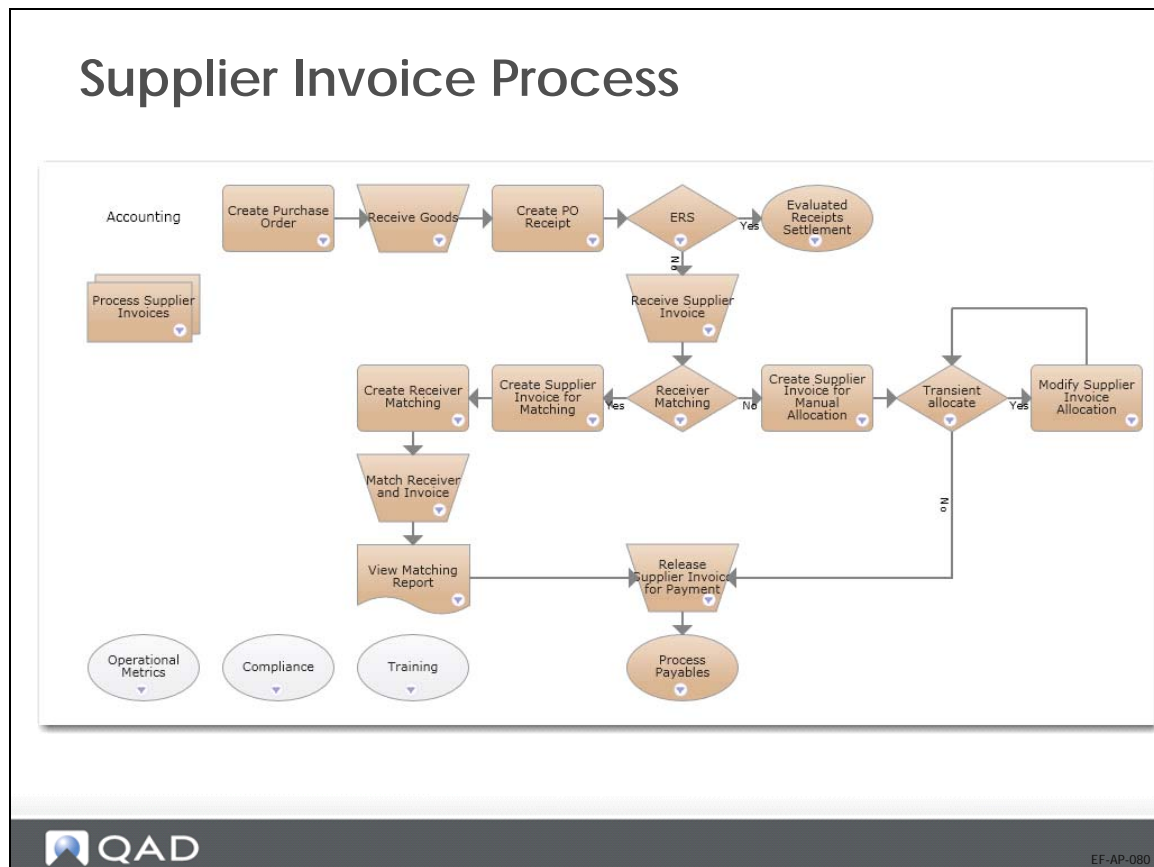
### Supplier Invoicing

- 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



EF-AP-070

## 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
- Streamline business processes
  - Reduced costs
  - Reduced errors
  - Eliminate non-value added activities
- Improve supplier relationships
  - More timely payments
  - Maximized discounts
  - Lower prices from suppliers



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.

## AP Payment Instruments

### 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



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.

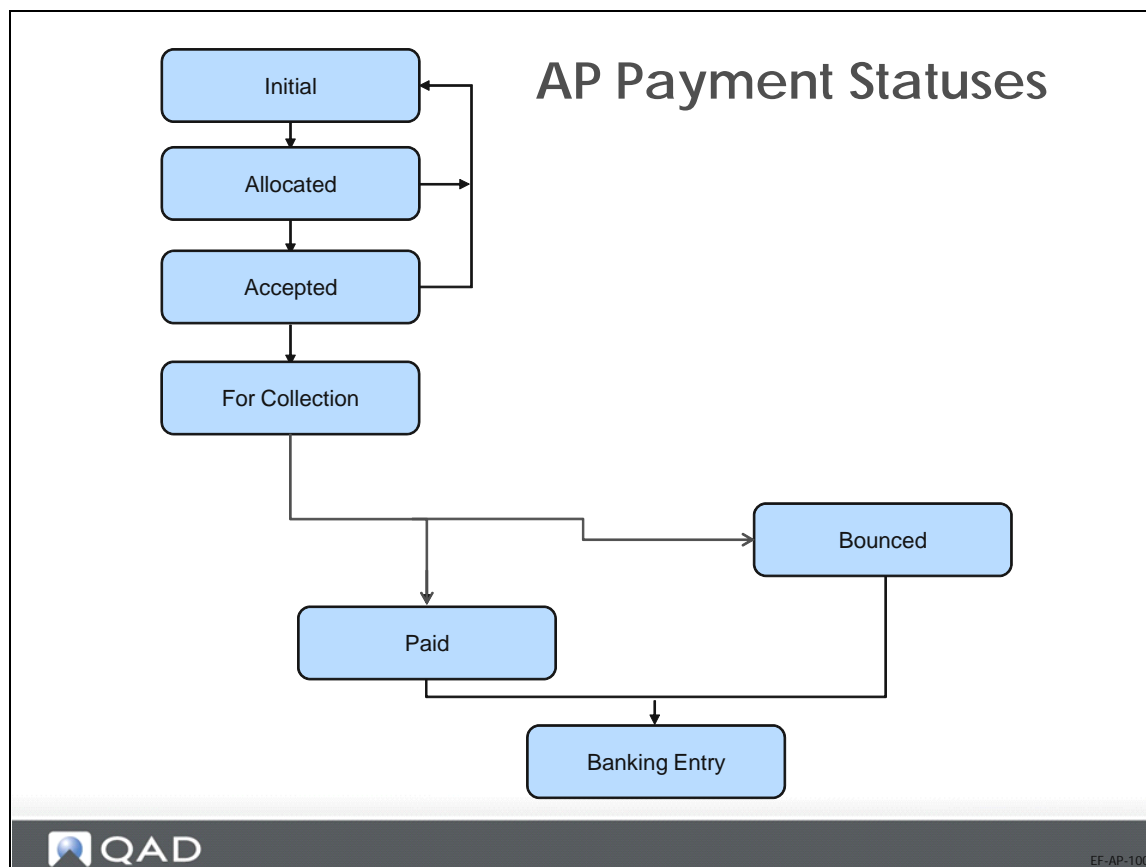
- Paper Transfer

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.

## AP Payment Statuses



Payment processing is controlled by payment status codes. Different payment instruments follow different status sequences. The number of statuses you need depends on your particular implementation. At a minimum, you must have two statuses: Paid and Bounced. Typically, you also want to have a For Collection status for payments sent to the bank. The Initial status is used if you want to do an initial payment registration.

You can define an account for each status through which the payment is processed, or use one GL account to record the transitions. For example, if you are processing a check through the Initial, Allocated, For Collection, and Paid statuses, you can define a GL account of type Supplier Payment for each status. This approach supports detailed reporting requirements.

Each status transition usually generates a posting, which updates the account associated with the status and bank or liability accounts.

## Hands On Exercise: AP Processing

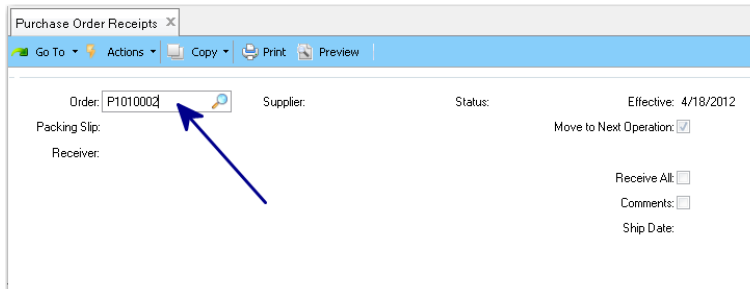
In this exercise, you will receive a purchase order, create a supplier invoice and match it against the received purchase order. You will then create and print the payment for the supplier.

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

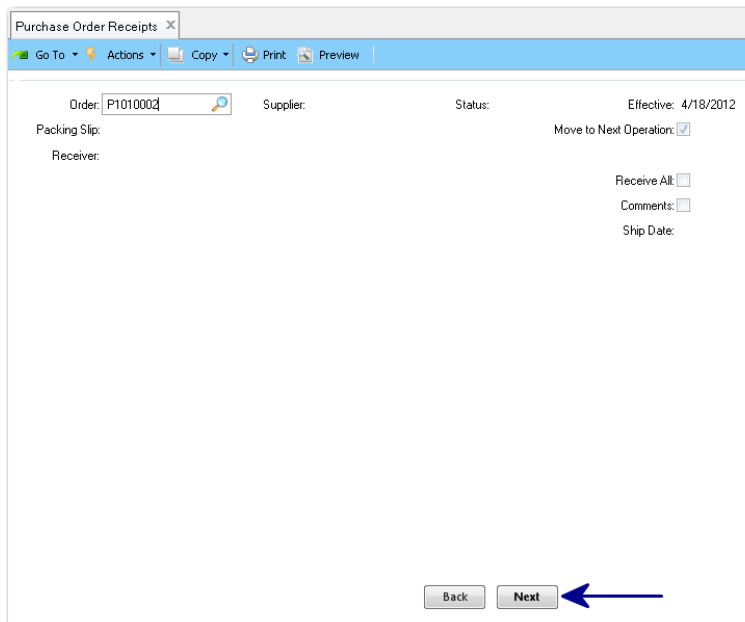
- 1 Use Purchase Order Receipts (5.13.1) to receive order P1010002 in full.
  - a Enter the purchase order number (P1010002).

**Fig. 5.1**  
Purchase Order Receipts



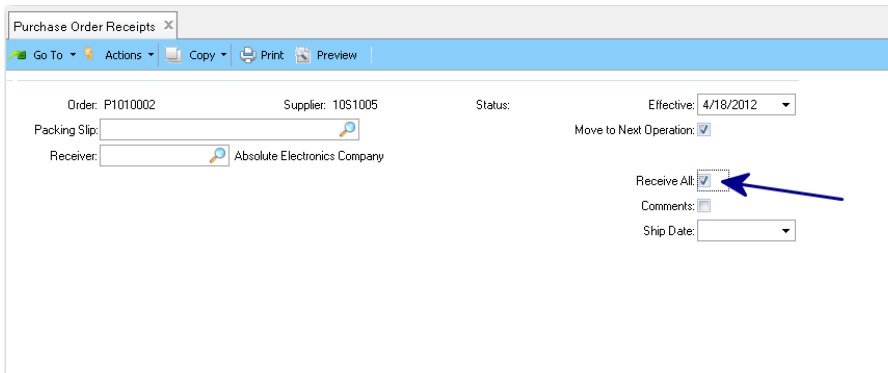
- b Click Next.

**Fig. 5.2**  
Purchase Order Receipts



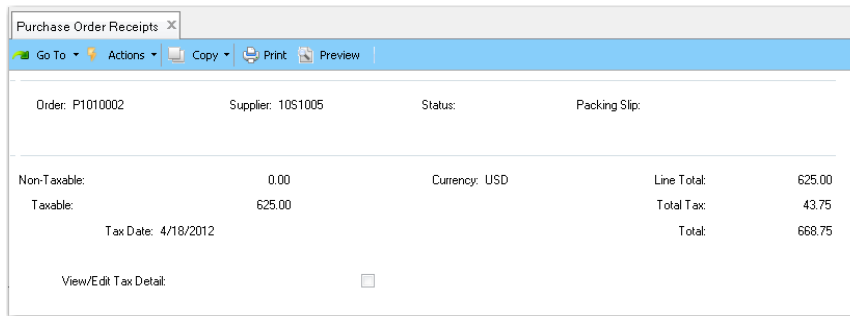
- c Select the Receive All field.

**Fig. 5.3**  
Purchase Order Receipts, Receive All Field



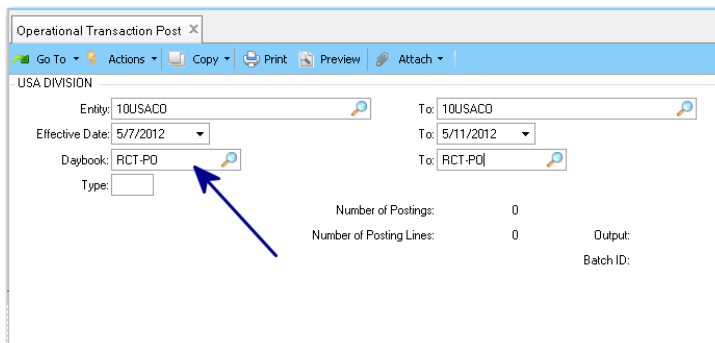
- d Press Enter until you return to the first frame with the PO number.

**Fig. 5.4**  
Purchase Order Receipts, PO Number



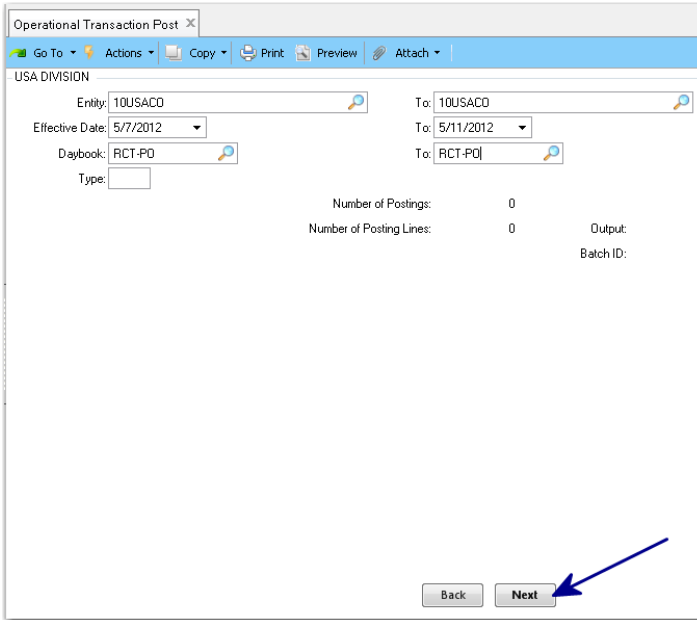
- 2 Use Operational Transaction Post (25.13.7) to post the GL transactions for the purchase order receipt. Limit posting to purchase order receipts to save time: enter daybook RCT-PO.

**Fig. 5.5**  
Operational Transaction Post



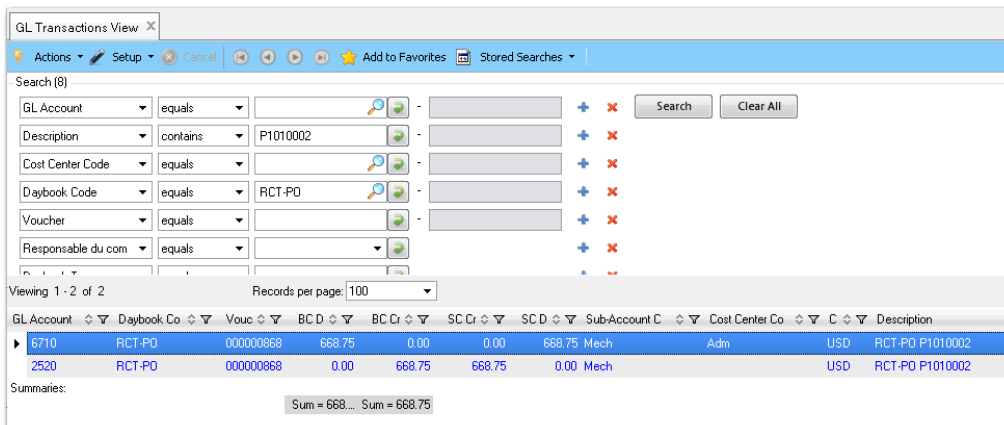
3 Click Next twice to post the GL transactions.

**Fig. 5.6**  
Operational Transaction Post, Postings



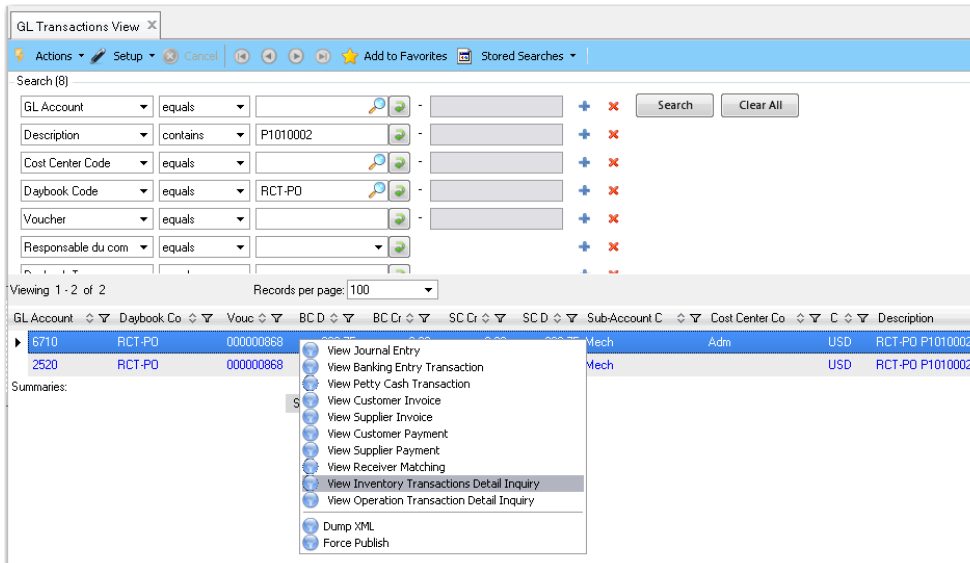
4 Use GL Transactions View (25.15.2.1) to review the posted transaction. Use the filter fields to find it easily (daybook, posting date...).

**Fig. 5.7**  
GL Transactions View



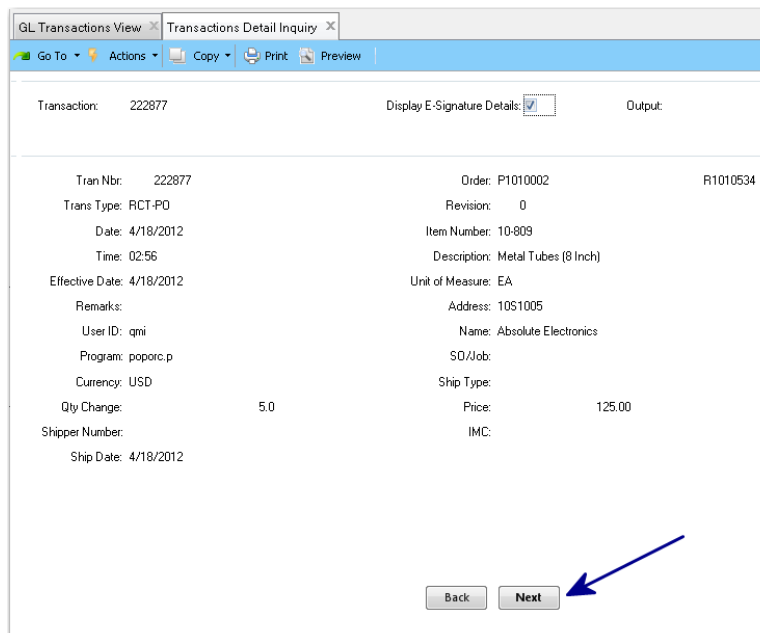
- a Right-click and select View Inventory Transactions Detail Inquiry.

**Fig. 5.8**  
GL Transactions View, Right-Click Menu



- b Click Next to run the report.

**Fig. 5.9**  
Transactions Detail Inquiry



5 Use Supplier Invoice Create (28.1.1.1) to create an invoice for the received materials.

**Fig. 5.10**  
Supplier Invoice Create

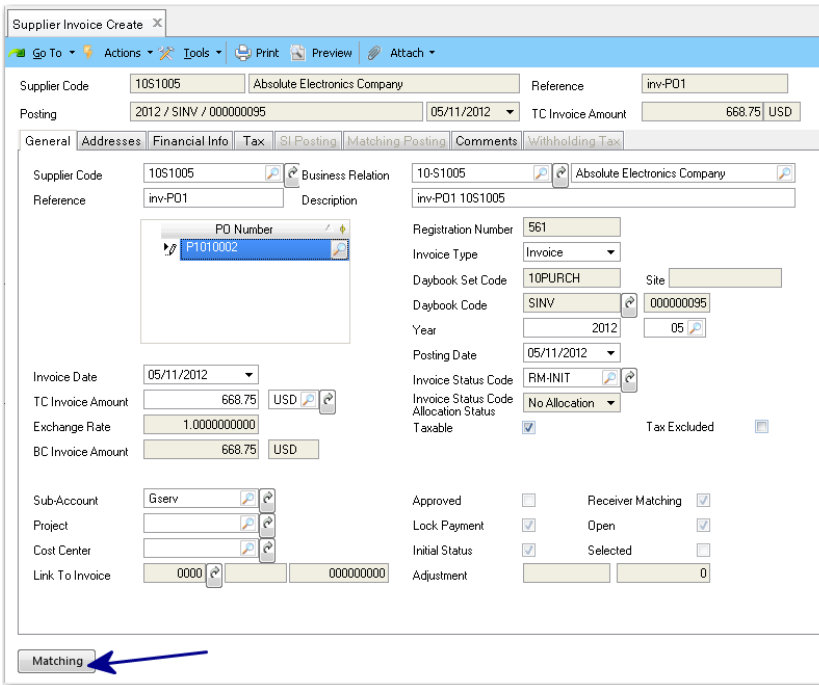
The screenshot shows the 'Supplier Invoice Create' form with the following data:

- Supplier Code: 10S1005 (Absolute Electronics Company)
- Reference: inv-PO1
- Posting: 2012 / SINV / 000000095
- TC Invoice Amount: 668.75 USD
- Supplier Code: 10S1005
- Business Relation: Absolute Electronics Company
- Reference: inv-PO1
- PO Number: P1010002 (selected in lookup)
- Registration Number: 561
- Invoice Type: Invoice
- Daybook Set Code: 10PURCH
- Daybook Code: SINV
- Year: 2012
- Posting Date: 05/11/2012
- TC Invoice Amount: 668.75 USD
- Exchange Rate: 1.000000000
- BC Invoice Amount: 668.75 USD
- Invoice Status Code: RM-INIT
- Allocation Status: No Allocation
- Taxable:
- Sub-Account: Gserv
- Project:
- Cost Center:
- Link To Invoice: 0000
- Approved:
- Receiver Matching:
- Lock Payment:
- Open:
- Initial Status:
- Selected:
- Adjustment: 0

Field	Value
Reference:	INV-PO1 (the invoice reference you received from your supplier)
PO Number:	Select from the lookup or type "P1010002".
TC Invoice Amount:	668.75

6 Click the Matching button.

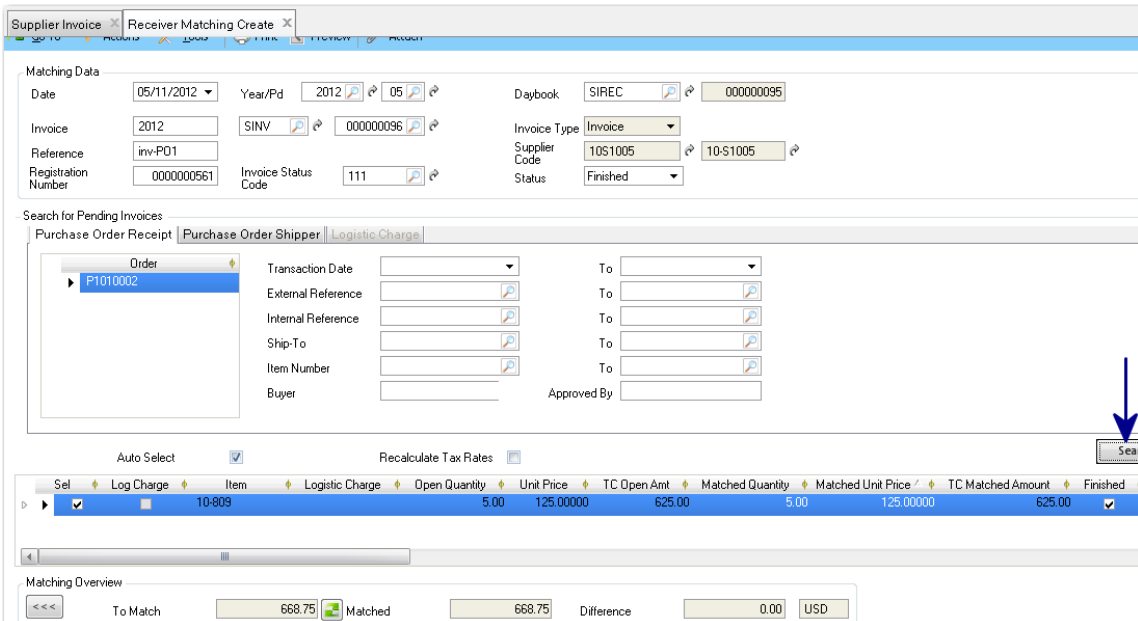
Fig. 5.11  
Supplier Invoice Create, Matching Button



This opens a pop-up window.

7 In that window, click the Search button to display the open receivers for your purchase order. The amounts are automatically applied.

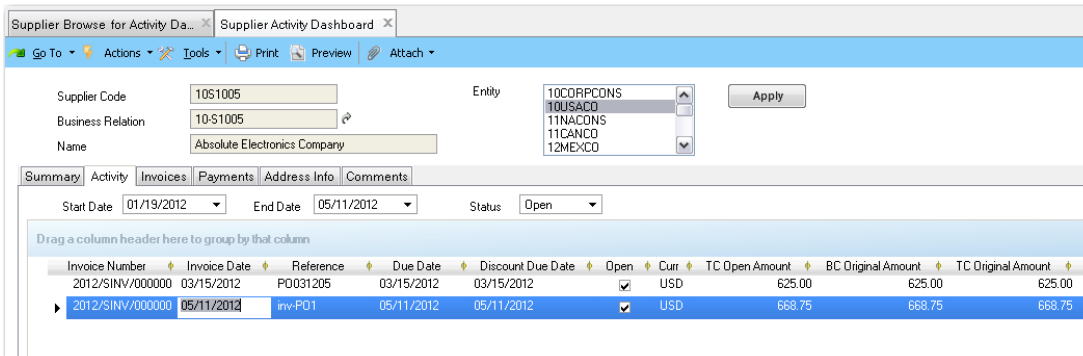
Fig. 5.12  
Receiver Matching Create



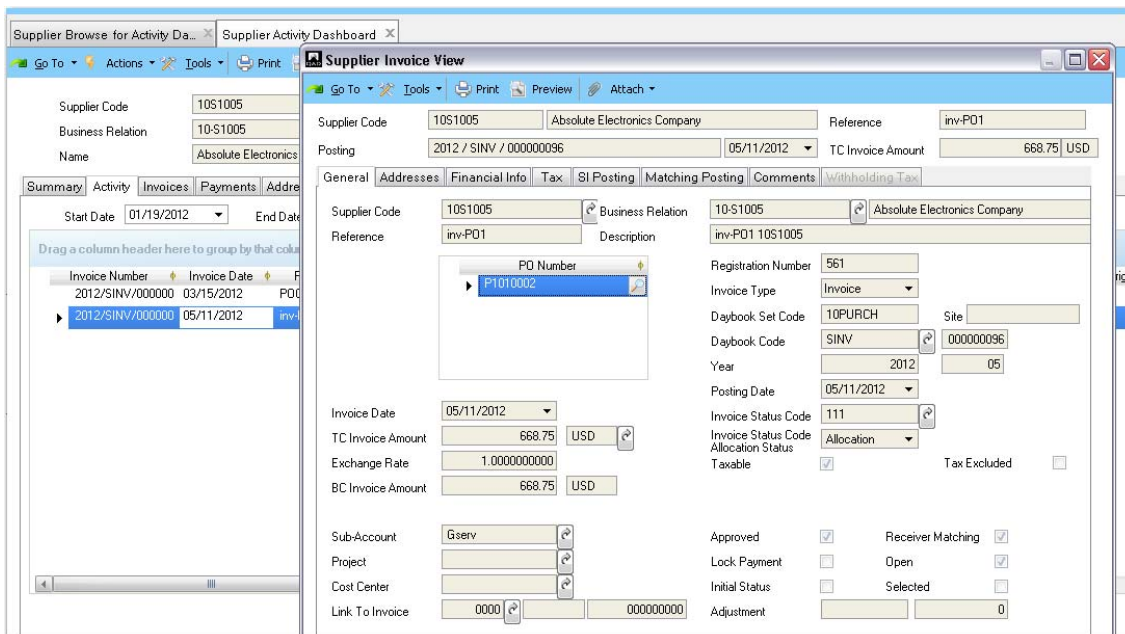


10 Double-click the invoice date in the Activity tab to open the invoice.

**Fig. 5.15**  
Supplier Activity Dashboard, Activity Tab



**Fig. 5.16**  
Supplier Invoice View



11 Use Supplier Payment Selection Create (28.9.4.1) to prepare the invoice payment.

Field	Value
Code:	Type "Check2012-5-13"
Bank GL Account:	1100

In the Details tab in the center of Supplier Payment Selection Create, specify the following values:

Field	Value
Set Selected:	Due Only
Execution Date:	Today's date
Visible Items:	Show All

**Fig. 5.17**  
Supplier Payment Selection Create

12 Click the Search button and select the invoice to pay.

**Fig. 5.18**  
Supplier Payment Selection Create, Search

Sel	Business Relat	Supplier	Type	Internal Number	Due Date	Open Balance TC	TC Open Amount (Si)	D	TC Payment Amount
<input type="checkbox"/>	10-S1005	10S1005	Invoice	2012/SINV/00000	03/15/2012	625.00	-625.00	CR	0.00
<input checked="" type="checkbox"/>	10-S1005	10S1005	Invoice	2012/SINV/00000	05/11/2012	668.75	-668.75	CR	668.75

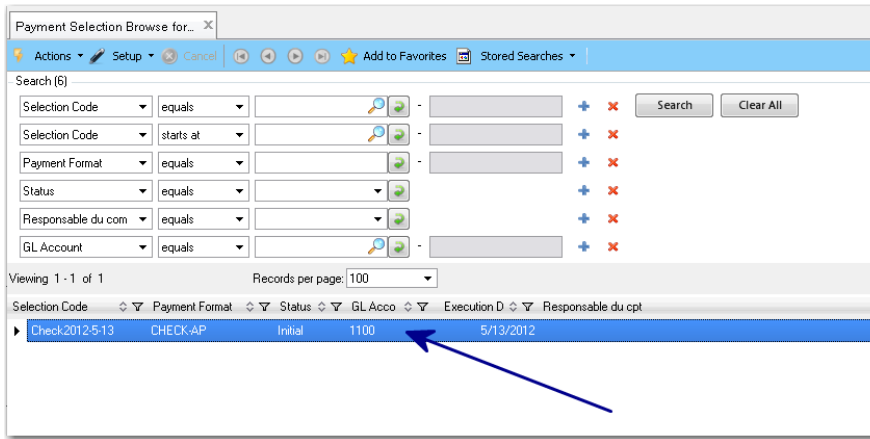
13 Use Supplier Payment Selection Confirm (28.9.4.5) to confirm your payment selection.

**Fig. 5.19**  
Menu Search

Selection Code	Payment Format	Status	GL Acco	Execution D	Responsable du cpt
Check2012-5-13	CHECK-AP	Initial	1100	5/13/2012	

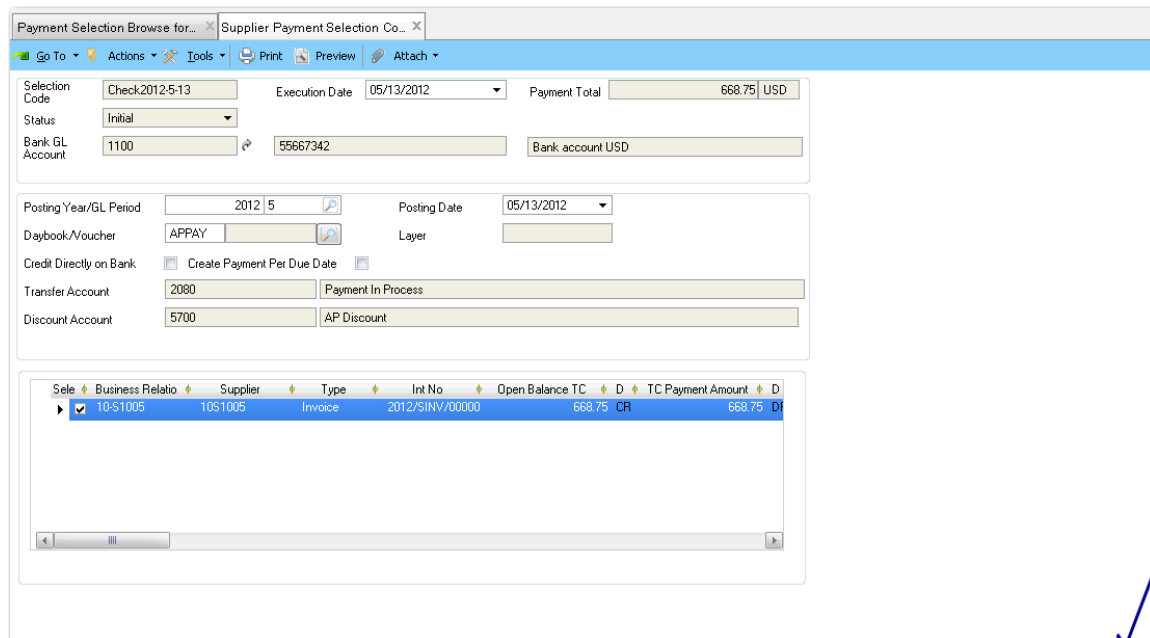
14 Double-click the code to select the payment selection.

**Fig. 5.20**  
Payment Selection Browse



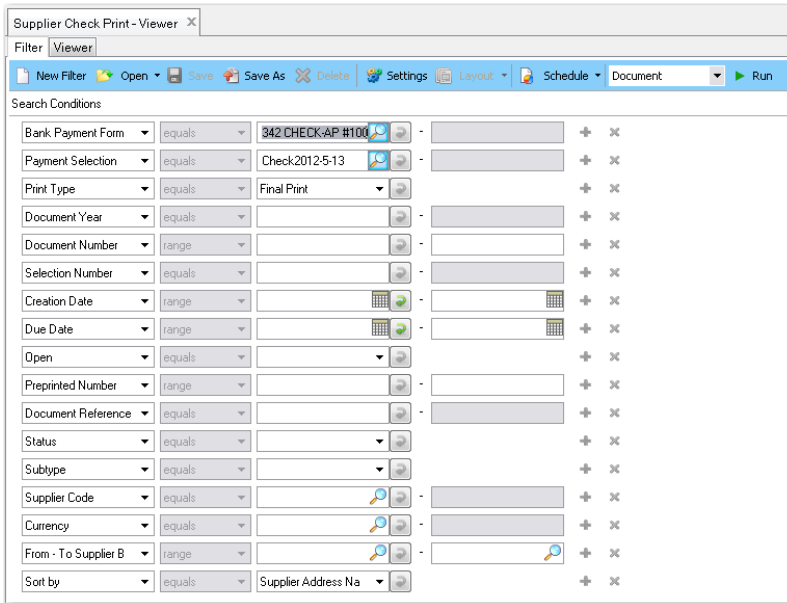
15 Click Confirm. Click Close.

**Fig. 5.21**  
Supplier Payment Selection Confirm



16 Use Supplier Check Print (28.9.9.3) to print your check.

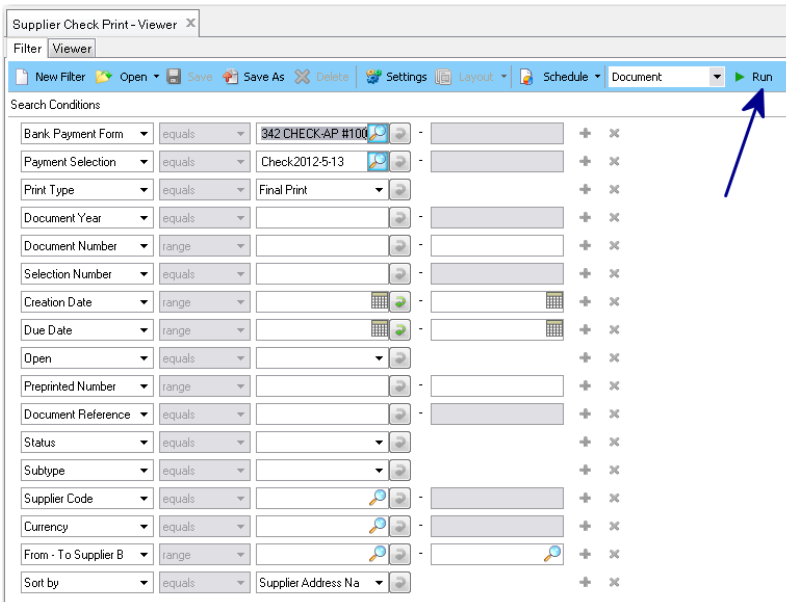
Fig. 5.22  
Supplier Check Print



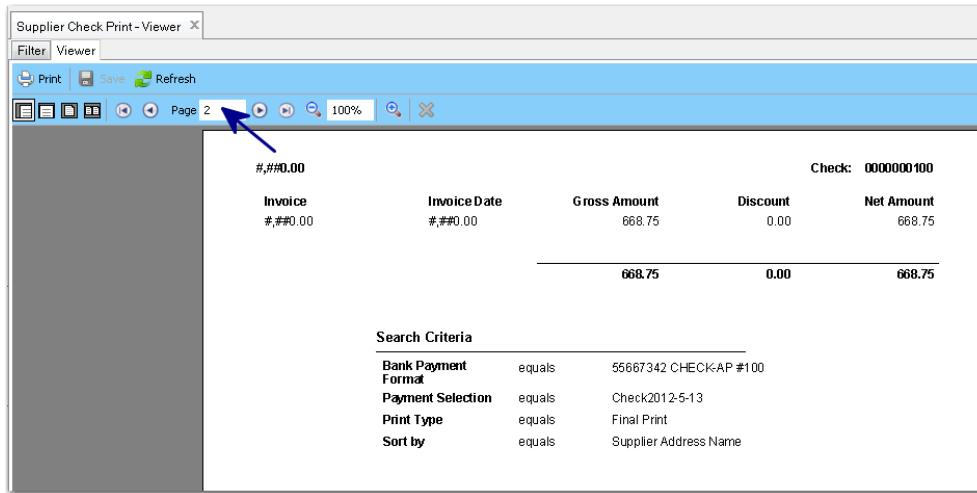
Field	Value
Bank Format:	55667342 CHECK-AP (select from the drop-down list)
Payment Selection:	Type "Check2012-5-13" or use the look-up to select this value.
Print Type:	Select Final Print from the drop-down list.

17 Click Run to print your check (2 pages of output).

Fig. 5.23  
Supplier Check Print, Run



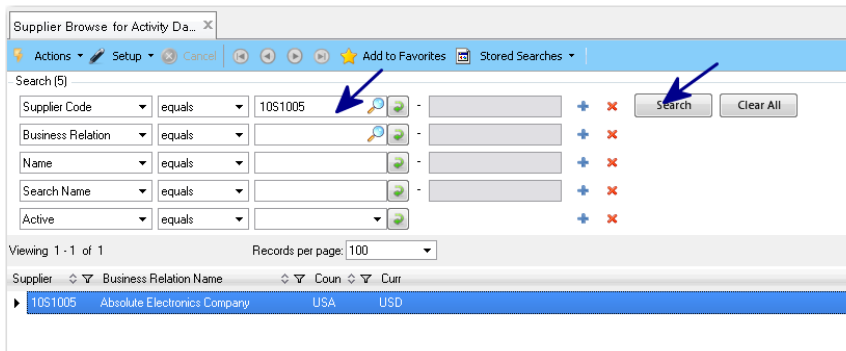
**Fig. 5.24**  
Supplier Check Print, Report



18 Use Supplier Activity Dashboard (28.18.1) to review.

Field	Value
Supplier Code:	10S1005

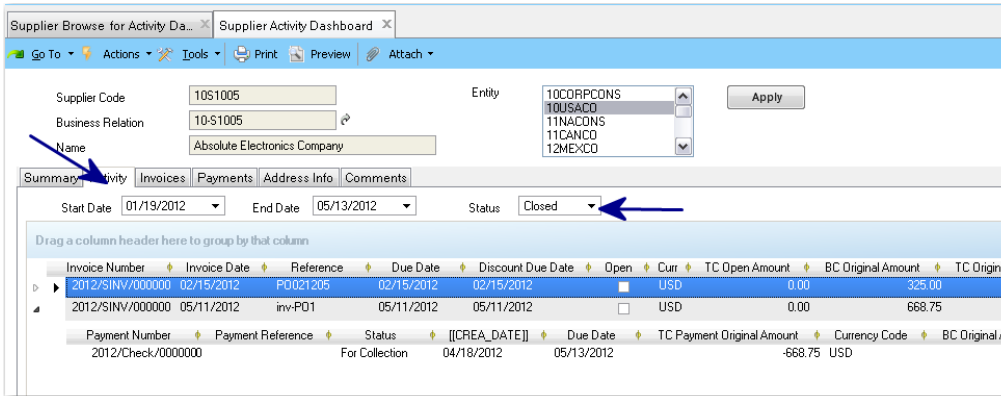
**Fig. 5.25**  
Supplier Browse for Activity



19 Double-click the supplier in the browse to launch the dashboard for that supplier.

20 Click the Activity tab in the dashboard to review the activity.

Fig. 5.26  
Supplier Activity Dashboard, Activity Tab





Chapter 6

# Reporting Overview

## Overview

- Reporting features
- Customizations

# Standard Reports Selection

## Standard Reports Selection

Note: relevant user-defined fields are included

Execute now or schedule for later

QAD 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

The screenshot displays the QAD Cost Center Transaction Summary report. The report viewer shows a table with columns for COA Code, Description, Compare Period, Opening Balance, Period Activity, Closing Balance, Curr, Period Activity TC, Unit, and Period Quantity. The data is organized by COA Code, with sub-accounts listed under each. The control panel on the left includes options for report variants, filters, GL periods, and output processing (To Printer, To File, E-Mail to Addresses, E-Mail to Roles). The output format is set to Adobe Acrobat (PDF).

COA Code	Description	Compare Period	Opening Balance	Period Activity	Closing Balance	Curr	Period Activity TC	Unit	Period Quantity
0001	Default Cost Center	0.00 DT	0.00 DT	1,004.76 CR	1,004.76 CR	USD	1,004.76 CR	test	0.00
1500	Inventory	0.00 DT	0.00 DT	1,950.00 DT	1,950.00 DT	USD	1,950.00 DT	test	0.00
0001	Default Sub-Account	0.00 DT	0.00 DT	1,900.00 DT	1,900.00 DT	USD	1,900.00 DT	test	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	test	0.00
icsub01	Imported Items	0.00 DT	0.00 DT	2,954.76 CR	2,954.76 CR	USD	2,954.76 CR	test	0.00
0100	Residential Sales	0.00 DT	0.00 DT	14,753.00 DT	14,753.00 DT	USD	14,753.00 DT	test	0.00
111A2CR	Accounts Receivable	0.00 DT	0.00 DT	101.00 DT	101.00 DT	USD	101.00 DT	test	0.00
10	Subaccount 10	0.00 DT	0.00 DT	101.00 DT	101.00 DT	USD	101.00 DT	test	0.00
1200	Accounts Receivable	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	test	0.00
10	Subaccount 10	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	test	0.00
1200EK	Replace 1200AR	0.00 DT	0.00 DT	75,100.00 DT	75,100.00 DT	USD	75,100.00 DT	test	0.00
10	Subaccount 10	0.00 DT	0.00 DT	150.00 DT	150.00 DT	USD	150.00 DT	test	0.00
1500	Inventory	0.00 DT	0.00 DT	55,483.00 CR	55,483.00 CR	USD	55,483.00 CR	test	0.00

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

### Report Customization Levels

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



EF-BRO-060

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

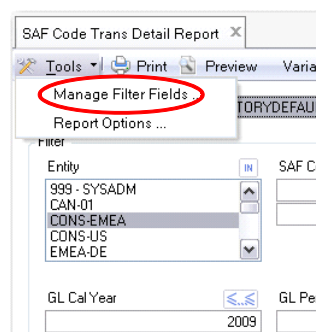
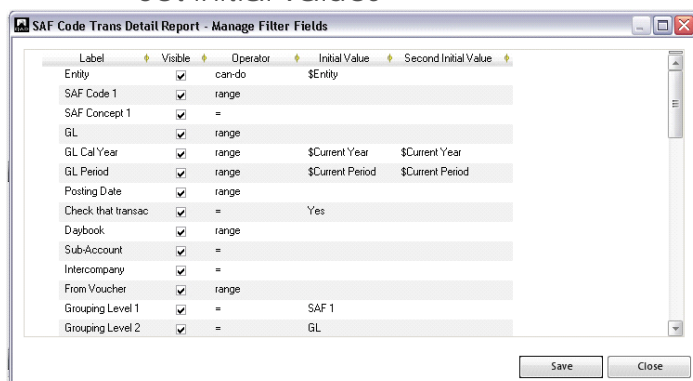
- Add or remove report filter criteria, assign default values, and save custom report variants by user, role, or system-wide.
- Use the Crystal Reports designer tool to modify the report layout, add and remove data fields, add calculation logic, or change sort order and grouping.
- Customize system-supplied 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 how data is filtered
- Manage filter fields
  - Select from the list of available filter fields
  - Set the sequence of the fields on the UI
  - Set initial values



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.

## 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



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

### Report Variants

The screenshot displays the 'Cost Center Trans Detail Report' window. The 'Variant' dropdown menu is open, showing 'Save' and 'Save As' options. The 'Save Variant As' dialog box is also open, showing the 'Name' field set to 'FACTORYDEFAULT' and the 'Level' set to 'System'. The main report window shows various filter settings, including Entity (999 - SYSADM, CAN-01, CONS-EMEA, CONS-US, EMEA-DE), GL Period (11), Posting Date (11), Daybook, From Voucher, Grouping Level 2 (GL), Grouping Level 3 (Sub-Account), With Opening Balance (No), and Language.

**QAD** EF-BRO-100

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.

## QAD Reporting Framework

### QAD Reporting Framework

- As of release QAD 2009.1, QAD will use the new QAD Reporting Framework (QRF)
- All new reports as of QAD 2009.1 EE were created with QRF
- All new reports for subsequent releases will use QRF



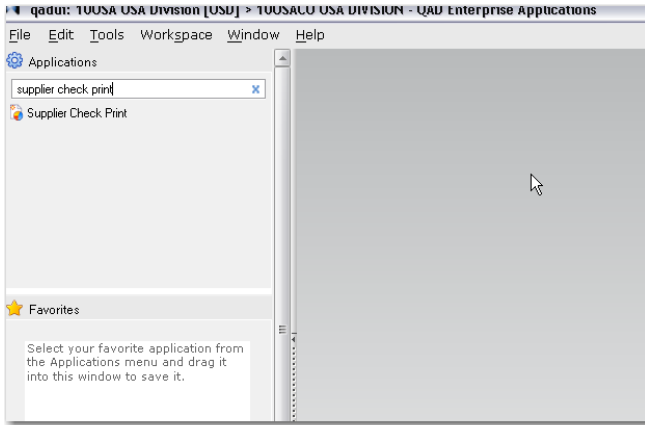
EF-BRO-095

## Hands On Exercise: Report Usage Customization

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

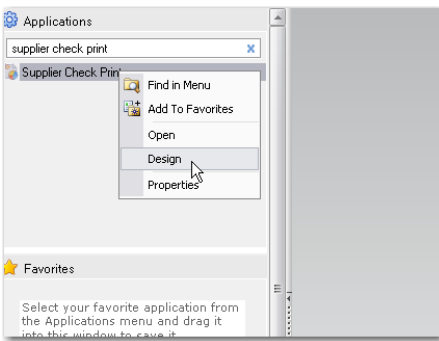
- 1 In the menu search, type “Supplier Check Print”.

**Fig. 6.1**  
Menu Search



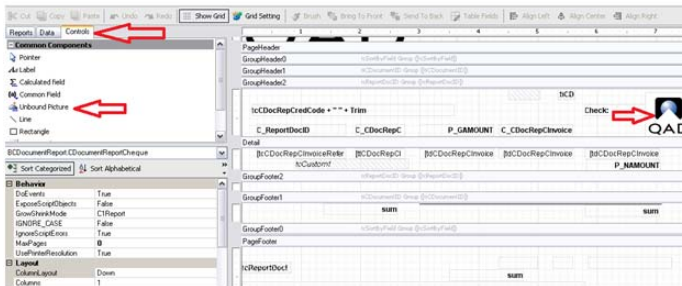
- 2 Right-click the menu and select Design.

**Fig. 6.2**  
Right-Click Menu



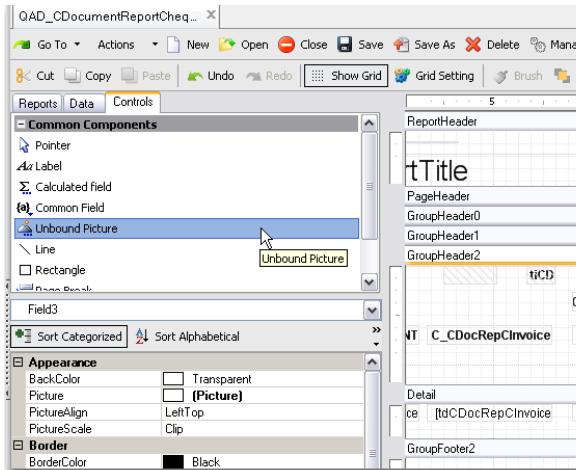
- 3 Select the Controls tab.

**Fig. 6.3**  
Supplier Check Print, Design



4 Select Unbound Picture under the Controls tab.

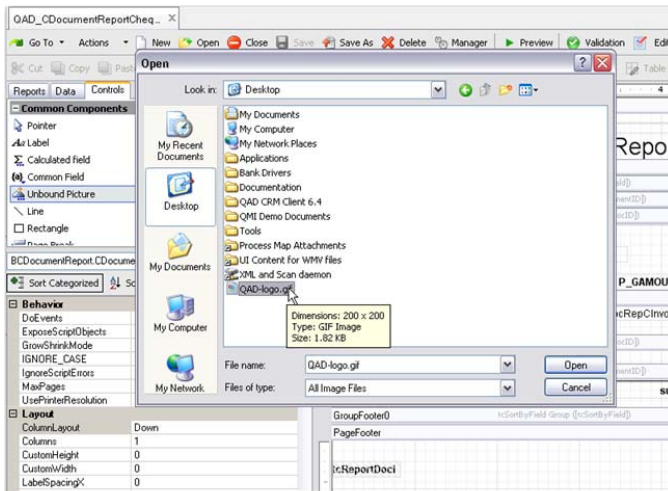
Fig. 6.4  
Controls Tab



A window opens.

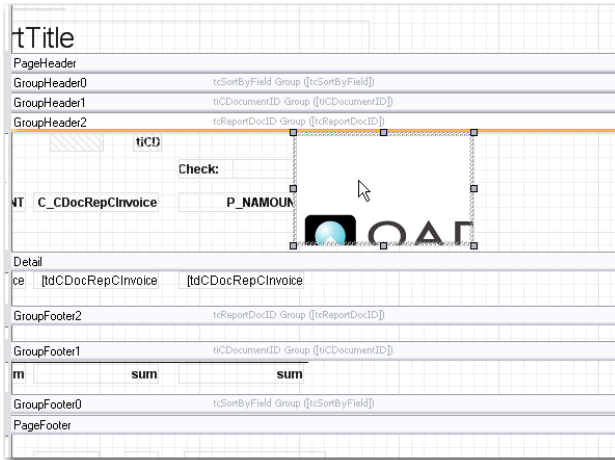
5 Select the QAD icon on your desktop.

Fig. 6.5  
Unbound Picture, Open Window



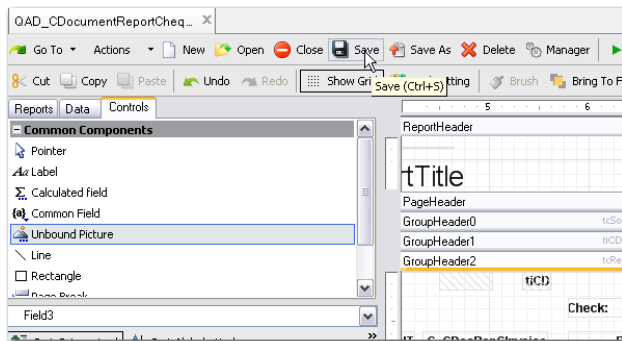
- 6 Insert the icon under Group Header 2 on the right side of the report, as displayed in the screenshot.

**Fig. 6.6**  
Inserted Graphic



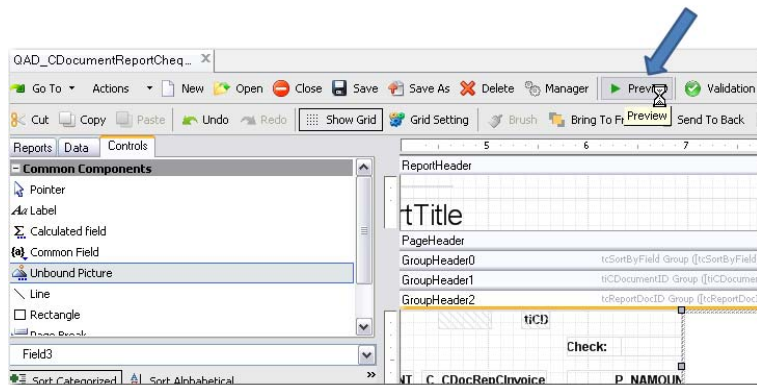
- 7 Click Save.

**Fig. 6.7**  
Save



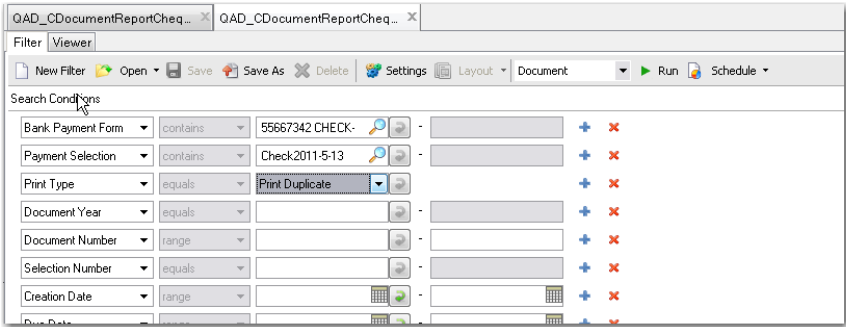
- 8 Click Preview.

**Fig. 6.8**  
Preview



9 Use the report filters to print your check.

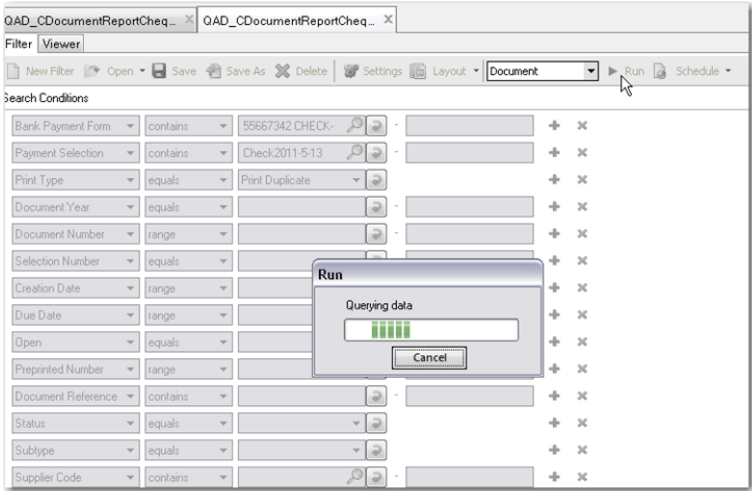
Fig. 6.9 Report Filters



Field	Value
Bank Format:	55667342 CHECK-AP #100
Payment Selection:	Type "Check2011-5-13" or use the look-up to select this value
Print Type:	Select Print Duplicate from the drop down

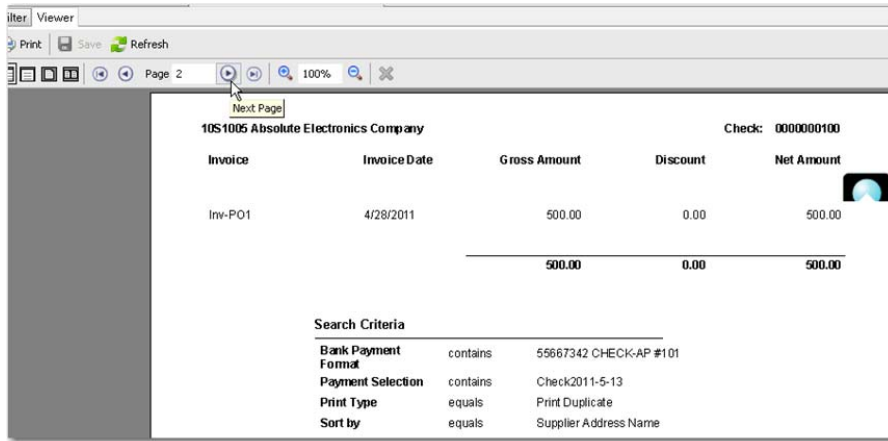
10 Click Run.

Fig. 6.10 Running Report



11 Go to page 2 of the report to view the changes that you made.

**Fig. 6.11**  
Supplier Check Print Report, Page 2



Chapter 7

# Screen Customization

## Overview

- Understand the benefits of screen customization
- Learn how to customize screens for your own business case
- Learn how to create and use user-defined fields in QAD Enterprise Applications



EF-SCR-020

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

### Scope

- UI customization using Design Mode feature
- User-defined fields



EF-SCR-030

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.

## 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)



EF-SCR-040

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.

# Screen Customization

The screenshot illustrates the 'Screen Customization' process in QAD. At the top, the 'Tools' menu is highlighted with a red circle, showing options for 'Design Mode...' and 'Workflow...'. A 'Set Design Mode' dialog box is open, allowing users to select a 'Customization Level' (User), a 'Role' (SuperUser), and an 'Activity' (Create). Below this, a 'Field Properties' dialog box is shown, with an arrow pointing to the 'BackColor' field. The main application window displays the 'GL Account Create' form, which includes fields for 'GL Account', 'Description', 'GL Type' (Standard Account), 'Active', 'Referenced', 'In Posting', 'System Type', 'Budget Group', and 'Budget Enabled' (Category: Asset). The bottom of the screen features the QAD logo and the reference code EF-SCR-060.

## 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

## 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...



EF-SCR-080

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

### Create User-Defined Field

#### Value List

- Only for type combo
- Create your own list

#### Field Name: Type and Validation

- Combo: user-defined value list
- Date: valid date
- Decimal: valid decimal
- Integer: valid integer
- Short: free text (max 20 char)
- Long: free text (max 255 char)
- Note: free text (max 2000 char)

#### Lookup Reference

- Only for type short or long
- Select a query from drop down list

The screenshot shows the 'User-Defined Field Create' dialog box. The 'Business Component' is set to 'Business Relation' and the 'Field Name' is 'Address.CustomCombo1'. The 'Value List' tab is selected, showing 'Side Label' as 'AP Contact', 'Column Label' as 'AP Contact', 'Display Format' as 'x(20)', 'Display Length' as '20', and 'Decimal Precision' as '0'. There are blue arrows pointing from the text on the left to the 'Field Name' field, the 'Value List' tab, and the 'Lookup Reference' field.



EF-SCR-090

## User-Defined Fields: Add to Screen

**Add UDF to UI**

From within the target menu, access design mode

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

Drag & drop UDF to the desired area on the UI

**Field list / properties**

Property	Value
BackColor	Transparent
FieldName	JournalJournalControl
Height	21
Left	42
ScAppearanceName	
ScButtonDisplayStyle	Always
ScEnabled	True
ScInitialValue	
ScLabelSize	150, 21
ScLabelText	Daybook Control
ScReadOnly	False
BackColor	

BusinessFieldLabel

- Owner

**Daybook Create [Customized f...]**

Attachments

Daybook Code

Description

Daybook Type

Layer Code Primary

Active

Daybook Control

QAD EF-SCR-100

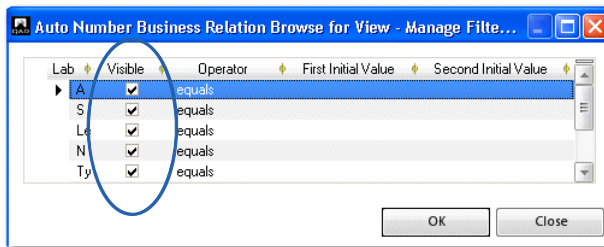
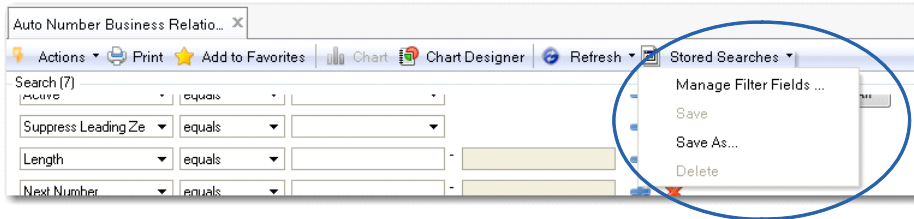
Use design mode to add UDFs to the appropriate screen. When you create a UDF for a component, it is stored in the BusinessFieldLabel pane of the design window.

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.

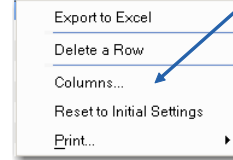
## Add to Report/View

# Add to Report/View

- Use Manage Filter Fields



- ▲ Add to report results grid  
(right-mouse click - Columns)



## Hands On Exercise

- 1 Use User-Defined Field Create (36.4.12.2.1) and enter the information noted in the graphic below.

### User-Defined Field Create

**1.** Select the GL Account business component.


**2.** Select the type of field to activate. Choose the first available field of type Combo.

**3.** Name the field for reference

**4.** Side label defines how the field is named on maintenance/ transaction

**5.** Column label defines how the field is named in browses. In order to conserve space in browser columns, specify an abbreviated name.

**6.** We have the option to make the field mandatory.


EF-SCR-130

## User-Defined Field Create

Custom Value	Seq
Corporate	1
Local	2
Regional	3



EF-SCR-140

- 2 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.

## GL Account Create

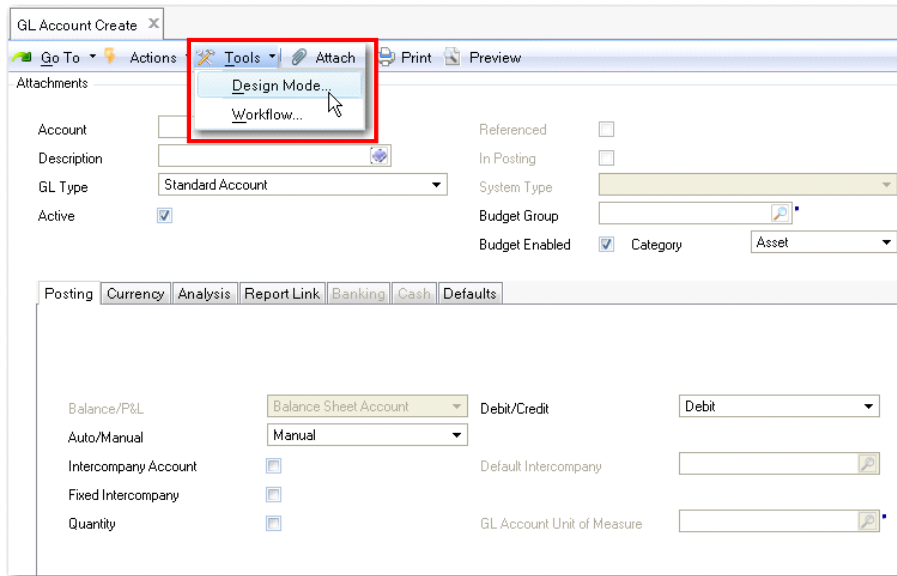


EF-SCR-150

- 3 Open GL Account Create (25.3.13.1).
- 4 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.

# GL Account Create



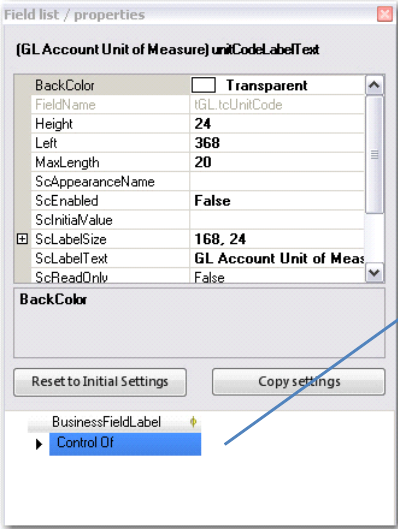
# GL Account Create

- 5 In the Customization Level drop-down menu, select General and click Ok.
- 6 Select the GL Account Unit of Measure field. A red border will appear around the field.
- 7 Change the SCLabelText to “GL Account UM”.

The screenshot displays the 'Field list / properties' window for the field '(GL Account Unit of Measure) unitCodeLabelText'. The window is split into two main sections: 'Properties' and 'Events'. The 'Properties' section contains a list of attributes with their values: Left (368), MaxLength (20), Multiline (False), ScAppearanceName (False), ScEnabled (False), ScInitialValue (False), ScLabelSize (168, 24), ScLabelText (GL Account UM), and ScReadOnly (False). Below this list are 'Reset to Initial Settings' and 'Copy settings' buttons. The 'Events' section is currently empty. The main application window shows a form with several dropdown menus and checkboxes. The 'GL Account Unit of Measure' field is highlighted with a red box. Other visible fields include 'Account' (1120), 'Description' (UK Bank Account), 'Type' (Bank Account), 'Referenced' (checked), 'In Posting' (checked), 'System Type' (Cash and Equivalents), 'Budget Group' (Cash and Equivalents), 'Budget Enabled' (checked), 'Debit/Credit' (Debit), and 'GL Account Unit of Measure' (highlighted). The QAD logo is in the bottom left corner, and 'EF-SCR-175' is in the bottom right corner.

## Field List/Properties

### Field List/Properties



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

QAD EF-SCR-180

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

## GL Account Create

- 8 Click 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.
- 11 Click Yes to save your changes.

## Save Customization

GL Account Create

Would you like to save the changes made to this document?

Customization Level: General

Activity	Save
Create	<input checked="" type="checkbox"/>
View	<input checked="" type="checkbox"/>
Modify	<input checked="" type="checkbox"/>
Delete	<input checked="" type="checkbox"/>

Role Name	Save
Physical Inventory Count	<input type="checkbox"/>
Scrap repoting	<input type="checkbox"/>
Receiving Material, Ship	<input type="checkbox"/>
Logistic Tychy	<input type="checkbox"/>
Production Ctrl Tychy	<input type="checkbox"/>
Only for Radley user	<input type="checkbox"/>
Physical Inventory Count	<input type="checkbox"/>
Scrap repoting	<input type="checkbox"/>
Receiving Material, Ship	<input type="checkbox"/>
PC&L Logistic	<input type="checkbox"/>

Yes No



EF-SCR-200

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

# GL Account Create

The screenshot shows the 'GL Account Create' window with the following fields and options:

- GL Account:** [Empty text field]
- Description:** [Empty text field]
- GL Type:** Standard Account (dropdown)
- Active:**
- Referenced:**
- In Posting:**
- System Type:** [Empty dropdown]
- Budget Group:** [Empty text field]
- Budget Enabled:**
- Control Of:** Corporate, Local, Regional (dropdown, highlighted with a red box)
- Category:** Asset (dropdown)

Below the main form, there are tabs for Posting, Currency, Analysis, Report Link, Banking, Cash, and Defaults. The Defaults tab is active, showing:

- Balance/PL:** Balance Sheet Account (dropdown)
- Debit/Credit:** Debit (dropdown)
- Auto/Manual:** Manual (dropdown)
- Intercompany Account:**
- Default Intercompany:** [Empty text field]
- Fixed Intercompany:**
- GL Account UM:** [Empty text field]
- Quantity:**

Chapter 8

# Financials Report Writer

## Overview

### Introduction to Financial Report Writer

- Group reporting solution
- Combines the existing Financials report functionality into a single user experience
- Produce reports built on:
  - A common chart of accounts
  - A common currency – the presentation currency
  - A common calendar



AF-FRW-020

Financial Report Writer is a group reporting solution that combines the existing Financials reporting functionality into a single user experience. It includes multi-entity and multi-domain reporting that lets you map charts of accounts and approximate consolidation results.

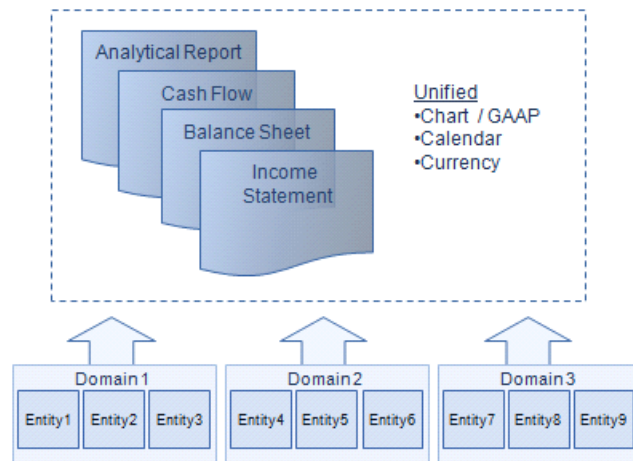
Financial Report Writer aggregates financial statements that are built on:

- A common chart of accounts (COA) including all dimensions available in Financials, such as domain, entity, layer, GL account, sub-account, cost center, project, SAFs, intercompany, and currency
- A common currency—the presentation currency
- A common calendar

## Benefits

### Benefits

- Single solution for GL reporting
- Real time
- Multi-domain
- Consolidated
- Chart Translation
- Currency Translation
- Multi-GAAP



AF-FRW-030

Financial Report Writer is a major uplift of the reporting capabilities in Enterprise Financials. It combines the power of the GL Report Writer with new Enterprise Financials features such as layers, SAFs, intercompany analysis, and statutory currency.

Financial Report Writer provides financial information for accountants and managers on both corporate group level and local domain level. Using Financial Report Writer, you can create financial statements such as balance sheets, income statements, and cash flow statements. You can also create cross-domain analytical reports with many dimensions such as regions, countries, entities, divisions, departments, product lines, and customer groups.

Financial Report Writer also provides an accurate approximation of the consolidation results in real-time without the need to run the consolidation program.

You can produce reports in any wanted chart of account, any hierarchy, and according to any GAAP. You can represent report amounts in any presentation currency.

You can also create a report calendar that is different than the local domain GL calendars.

## Main Features

### Financial Report Writer – Main Features

- Build and run flexible reports
  - Flexible report hierarchies
  - Flexible row and column definitions with in-line calculations
  - Reusable analysis codes
- Based on harmonized data in a reporting cube
  - Across multiple COAs, currencies, GAAPs
  - Optimized for reporting inquiries



AF-FRW-040

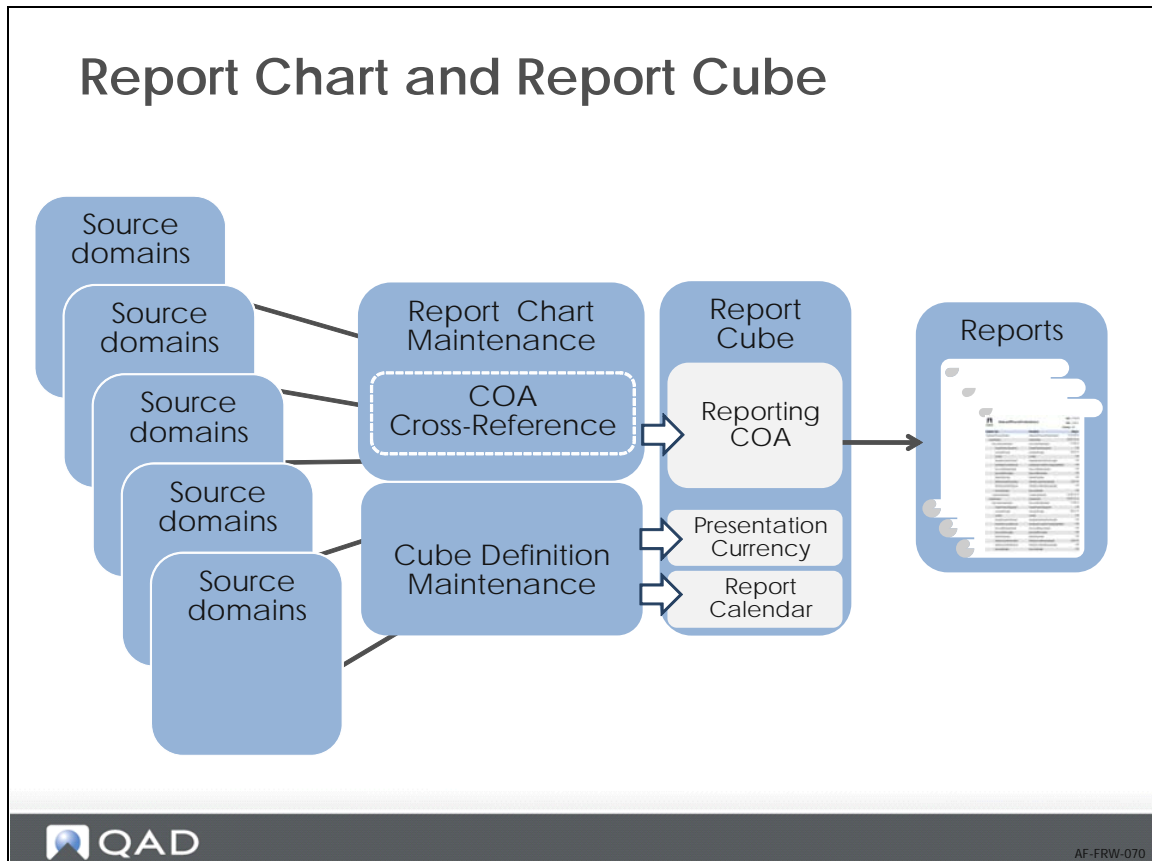
The Financial Report Writer allows great flexibility in creating reports. You can create reporting hierarchies using all COA elements and you can easily change these at any time. The rows and columns of the reports can contain calculations, comparisons with previous periods, or side by side comparisons of entities, cost centers, projects, and so on.

To avoid duplication of effort, reusable analysis codes contain definitions for the data to include in the reports. For example, you can define groups or ranges of GL accounts once and reuse them on many reports.

This flexibility is possible because data from the different source domains is stored in report cubes. In the report cubes, the data is harmonized and stored in an optimal format for reporting. A report cube contains data that can come from many domains and this harmonized data allows for consistent reporting.



## Report Chart and Report Cube



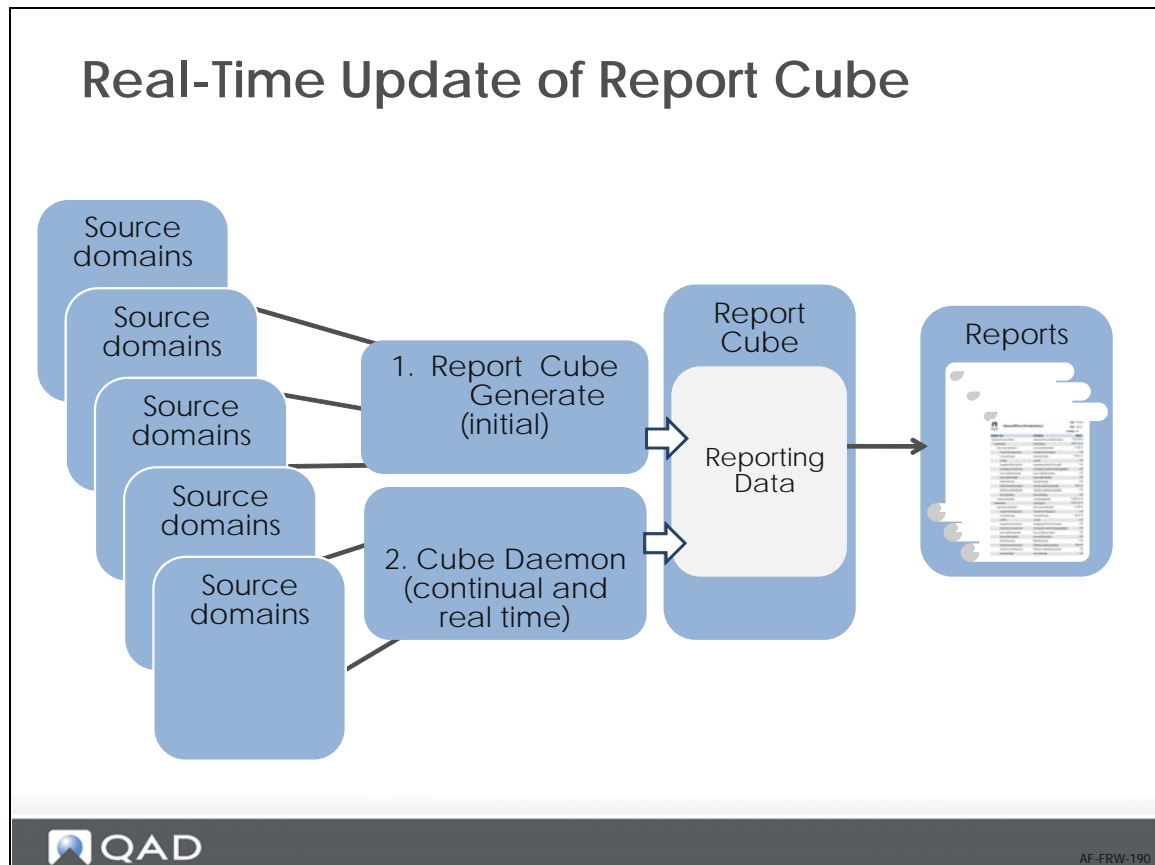
To collect data from different domains in a single report cube, you must perform three setup steps:

- 1 Use Report Chart of Account Maintenance to define how the source domain chart of accounts is mapped to a target report chart of accounts.
- 2 Create COA cross-references using COA Cross Reference Modify or COA Cross Reference Excel Integration.
- 3 Use Report Cube Definition to define the presentation currency, the currency translation methods, and exchange rates applied for the report cube. You can also define a report calendar and map that to the GL calendars. You can define multiple presentation currencies.

Financial Report Writer lets you combine the accounting layers of Enterprise Financials in different ways so that each combination represents another GAAP (for example, local GAAP, US-GAAP, or IFRS) and you can then run the same report for different GAAPs.

Financial Report Writer is XBRL enabled, and you can tag all elements in the reports with XBRL XML tags, which are available in the output datasets of the reports.

## Real-Time Update of Report Cube



Once the setup is complete, you can populate the report cube with the required information.

You run Report Cube Generate, which builds the initial balances for the cube. During the generation, the GL data of the source entities is read, translated, and the result is stored in the report cube. At the same time, a log file is created that contains information on the build process. After the first successful build, the status of the cube becomes Operational and it is ready for reporting.

From that point onwards, the Cube daemon automatically keeps the balances in the cube up to date in real time.



**Financial Report Writer**

**States and Financial Position Abstract**

Account Code	Description	Balance
01000000000000000000	States and Financial Position Abstract	0.00
Assets	Assets	145,885,219.00
Non-current assets	Non-current assets	127,078,333.00
Property, plant and equipment	Property, plant and equipment	87,304,757.40
Intangible assets	Intangible assets	14,888,211.00
Investments	Investments	24,885,740.00
Deferred tax assets	Deferred tax assets	0.00
Other non-current assets	Other non-current assets	0.00
Current assets	Current assets	18,806,886.00
Trade and other receivables	Trade and other receivables	15,214,317.00
Non-current receivables	Non-current receivables	0.00
Non-current receivables	Non-current receivables	0.00
Trade and other receivables	Trade and other receivables	0.00
Non-current receivables	Non-current receivables	0.00
Current receivables	Current receivables	18,806,886.00

**USA**

- 11100 Petty Cash
- 11110 Cash Account
- 11120 Unreal Exch Gain-USD
- 11200 Bank Account
- 11300 Bank in Transit
- 11310 Accounts Receivable
- 11320 Drafts Receivable
- 11330 Interest Inv. Transit
- 11400 Accounts receivable
- 11500 Inventory
- 11600 Tax Receivables
- 11700 Intercompany Due From
- 11910 Petty Cash In Transit
- 12000 Fixed Assets
- 12100 Goods in Process
- 12200 Product asset
- 12300 Trucks
- 12400 Plants

**France**

- 10100 Capital
- 10410 Primes d'émission
- 10500 Ecarts de réévaluation
- 10600 Réserves
- 10700 Ecarts d'équivalence
- 10800 Compte de l'exercice
- 11000 Report à nouveau (solde)
- 11900 Report à nouveau (solde)
- 12000 Résultat de l'exercice
- 12900 Résultat de l'exercice
- 13100 Subventions d'équipement
- 14000 Provisions réglementées
- 14300 Provisions réglementées
- 14700 Plus-values réinvesties
- 15100 Provisions pour risques
- 15300 Provisions pour pensions
- 15500 Provisions pour impôts
- 16100 Emprunts obligataires co

**China**

- 011001 现金
- 021002 银行存款
- 031009 其他货币资金
- 041101 短期投资
- 051102 短期投资跌价准备
- 061111 应收票据
- 071121 应收股利
- 081122 应收利息
- 091131 应收账款
- 101133 其他应收款
- 111141 坏账准备
- 121151 预付账款
- 131161 应收补贴款
- 141201 物资采购
- 151211 原材料
- 161221 包装物
- 171231 低值易耗品
- 181232 材料成本差异

**Japan**

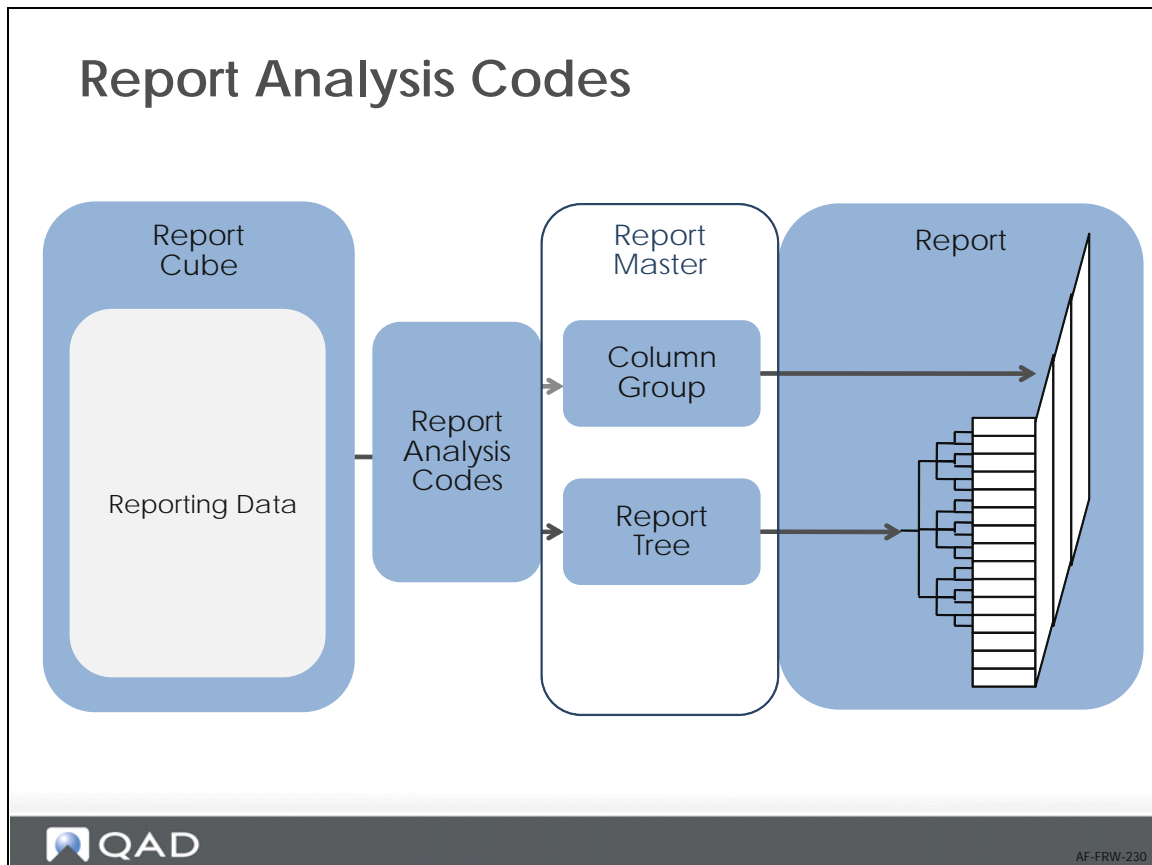
- 11001 現金
- 11002 小口現金
- 11003 当座預金
- 11004 小口現金送金控除勘定
- 11005 受取手形
- 11006 商掛金
- 11007 電子記録簿債
- 11008 有価証券
- 11009 商品
- 11010 製品
- 11011 半製品
- 11012 仕掛品
- 11013 原料
- 11014 貯蔵品
- 11015 仕掛品
- 11016 在庫品
- 11017 材料
- 11018 貯蔵品
- 11019 仕掛品
- 11020 原料
- 11021 貯蔵品
- 11022 仕掛品
- 11023 原料
- 11024 貯蔵品
- 11025 仕掛品
- 11026 原料
- 11027 貯蔵品
- 11028 仕掛品
- 11029 原料
- 11030 貯蔵品
- 11031 仕掛品
- 11032 原料
- 11033 貯蔵品
- 11034 仕掛品
- 11035 原料
- 11036 貯蔵品
- 11037 仕掛品
- 11038 原料
- 11039 貯蔵品
- 11040 仕掛品

**QAD** AF-FRW-220

Let's assume you are running a multi-national company, with operations in different regions around the globe.

Using Financial Report Writer, you can create a consolidated balance sheet, income statement, or management report at any time, which contains the latest figures.

## Report Analysis Codes



To create a report, you must create four components:

- Report analysis codes

Report cube data is stored for each combination of COA elements. This means that a report cube can contain thousands of combinations of COA elements.

When building a report, it is not very convenient to specify all these combinations individually. Therefore, you can create a new object called a report analysis code. Each analysis code contains a set of filters on the accounting dimensions so that data can be retrieved selectively from the cube.

The report analysis codes are the elementary building blocks for a report tree and, in some cases, for column groups.

- Report tree

A report tree represents the hierarchy of a report. You build a report tree using report analysis codes as building blocks. Report trees are reusable in multiple reports, and can be built recursively from smaller trees.

- Column group

In a column group, you define of a set of columns that you want to see on a report.

- Report master

The report master brings together all the elements required to run a report. In the report master, you can combine a report tree with a column group and give the report a meaningful title. The report master also lets you apply security to a report.

## Report Analysis Codes for a Sales Report

Report Cube Data

China01	41100	Auto
China 01	41200	Auto
USA01	41100	Auto
France01	41200	Auto
....		
Japan01	51100	Pack
China01	51100	Pack
USA01	55100	Pack
France01	55100	Pack
...		
USA01	63010	Auto
USA01	63010	Auto
...		

Report Analysis Codes

Europe	Americas	Asia
<u>Entities</u> France01 ....	<u>Entities</u> USA01 ...	<u>Entities</u> China01 Japan01 ...

Sales Auto	Sales Pack	Global Sales
<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Auto	<u>GL</u> 41100-41200 <u>Sub-Acct.</u> Pack	<u>Sub-Total</u>



AF-FRW-240

In the example of the Global Sales report, we first create report analysis codes. For each of the regions Europe, Americas, and Asia, we create a report analysis code that lists the entities that belong to the region.

Next, we need two analysis codes for Sales Automotive and Sales Packaging.

- The GL account range 41100 to 41200 contains the sales accounts.
- The sub-accounts Auto and Pack represent the automotive and packaging divisions of the company.

For each report analysis code, you link the appropriate GL account range and sub-account to it.

We also need a report analysis code that represents the global sales total. This analysis code has type S (sub-total) and no COA details.

## Report Analysis Code Maintenance

### Report Analysis Code Maintenance

Chart: corp

Analysis Code:

Description: Sales Automotive

Analysis Type: A

XBRL Element:

Taxonomy Name:

ELR:

COA Element Type Selected

GL	<input checked="" type="checkbox"/>
Sub-Account	<input type="checkbox"/>
Cost Center	<input type="checkbox"/>
Project	<input type="checkbox"/>
Entity	<input type="checkbox"/>
Layer	<input type="checkbox"/>
Daybook	<input type="checkbox"/>
Currency	<input type="checkbox"/>
Interco	<input type="checkbox"/>
SAF1	<input type="checkbox"/>
SAF2	<input type="checkbox"/>
SAF3	<input type="checkbox"/>
SAF4	<input type="checkbox"/>
SAF5	<input type="checkbox"/>
SAF6	<input type="checkbox"/>
SAF7	<input type="checkbox"/>

GL Begins:

GL Range:

isSelected	ElementCode	ElementDesc
<input checked="" type="checkbox"/>	41100	Sales
<input type="checkbox"/>	41200	Services
<input type="checkbox"/>	11100	Petty Cash
<input type="checkbox"/>	11110	Cash Account
<input type="checkbox"/>	11120	Unreal Exch Gain-l
<input type="checkbox"/>	11200	Bank Account
<input type="checkbox"/>	11300	Bank in Transit
<input type="checkbox"/>	11310	Accounts Receiva
<input type="checkbox"/>	11320	Drafts Receivable
<input type="checkbox"/>	11330	Interco Inv. Transf.
<input type="checkbox"/>	11400	Accounts receivab
<input type="checkbox"/>	11500	Inventory
<input type="checkbox"/>	11600	Tax Receivables

AF-FRW-250

This slide shows Report Analysis Code Maintenance.

You can use all accounting dimensions and combine them in report analysis codes—entities, GL accounts, sub-accounts, cost centers, projects, layers, daybooks, intercompany, transaction currency, and up to 10 SAF concepts.

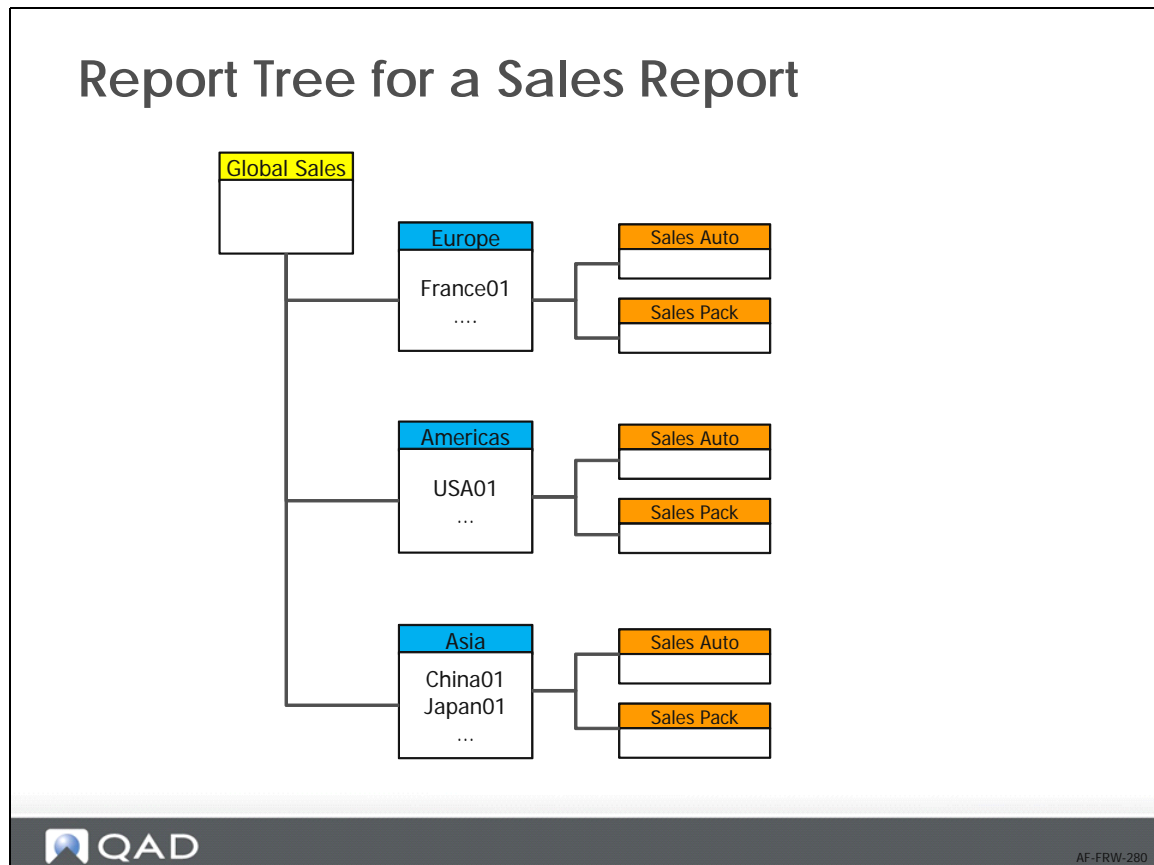
You can create a selection using:

- Ranges
- Begins with
- Manually selected codes

Range and begins with are dynamically completed when new accounts are created later on

A report analysis code can also contain fields for XBRL reporting (taxonomy name, ELR, and XBRL element name).

## Report Tree for a Sales Report



Now, you can build a report tree for the Global Sales report with sub-totals by region (Asia, Europe, and Americas) and, for each region, the sales for Sales Automotive and Sales Packaging.

The higher levels in the report hierarchy automatically represent the sum of the underlying details, but, in some cases, special calculations are required. For the calculations, you can create report analysis codes of type Calculation. Calculation analysis codes let you define calculations using other analysis codes as components.

Addition, subtraction, percentages, and ratios are typical calculations.

### Report Tree Maintenance

Analysis Code	Analysis Code Description	Chart	Taxonomy	XBRL Report	XBRL Element	Analysis Type	Is Used as Root	Summary
Americas	Americas	Corp				A	No	Entity: Begins with: U
Asia	Asia	Corp				A	No	Entity: China01,Japan01
Europe	Europe	Corp				A	No	Entity: Begins with: fr
Global Sales	Global Sales	Corp				S	Yes	Subtotal
Other countries		corp				A	No	Entity: 1000,2001
Sales Auto	Sales Automotive	corp				A	No	GL: Begins with: 41 Sub-Account: Be
Sales Packaging	Sales Packaging	Corp				A	No	GL: Begins with: 41 Sub-Account: Ba

Node Name	Description	Chart
Global Sales	Global Sales	corp
Americas	Americas	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp
Asia	Asia	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp
Europe	Europe	corp
Sales Auto	Sales Automotive	corp
Sales Packaging	Sales Packaging	corp

This slide shows Report Tree Maintenance.

You select report analysis codes from the list (browser), and drag them to the work area and drop them on any location in the tree.

## Report Tree Excel Integration

# Report Tree Excel Integration

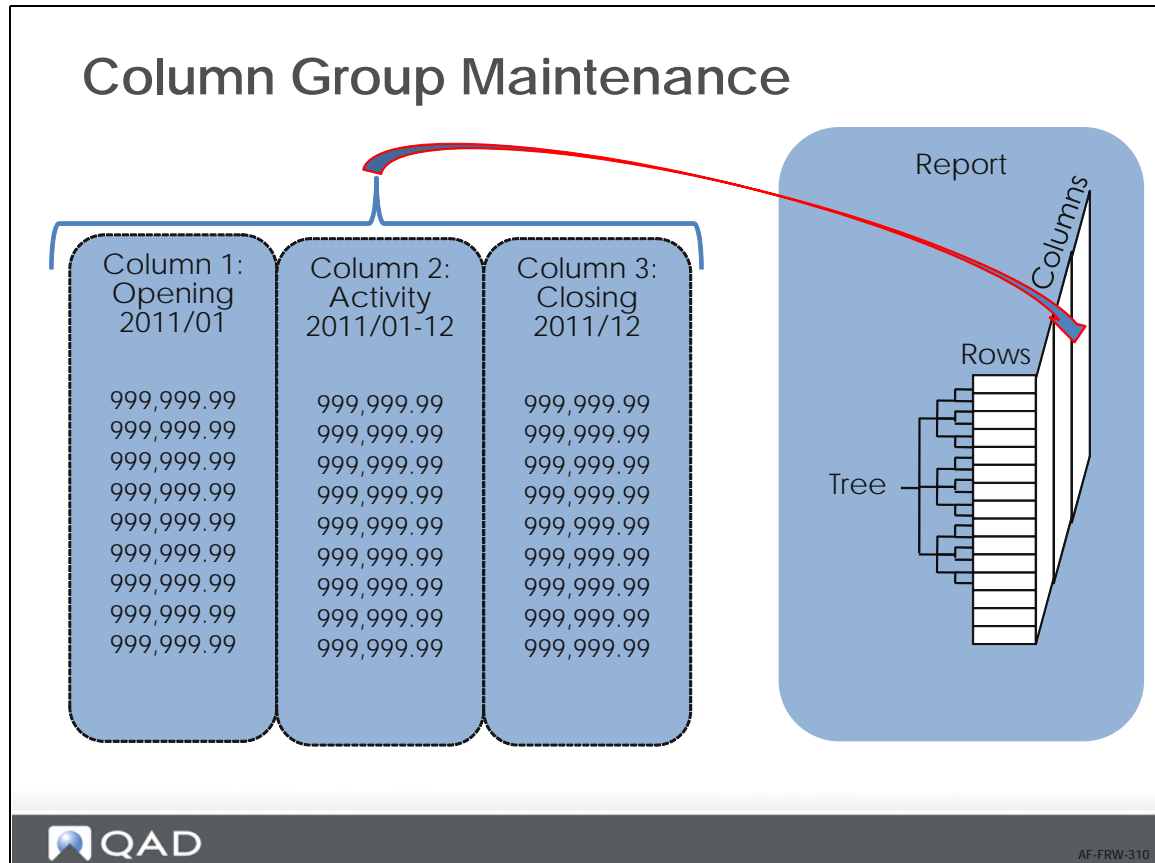
The screenshot displays the QAD Financial Report Writer interface. At the top, there is a search bar with 'Report Tree' entered. Below it, there are filters for 'Chart' (equals C01) and 'Analysis Code' (equals sales p'). The main window shows a report tree on the left and a detailed analysis table on the right. A red arrow points from the 'Sales Packaging' node in the report tree to the corresponding row in the analysis table.

Level	Analysis code & Description (flat list or hierarchy up to 12 levels)	Analysis T	COA Type	From code	To code	Begins	Calculatio
1	1 statemen Balance sheet	S					
2	AssetsAb: Assets Abstract	S					
3	Noncurr: Noncurrent Assets Abstract	S					
4	PropertyP Property Plant And Equipment	A	GL		21	219999	
5	Investme Investment Property	A	GL		25	269999	
6	Goodwill Goodwill	A	GL		22	229999	
7	Intangibl Intangible Assets Other Than Goodwill	A	GL		20	209999	
8	DeferredD Deferred Tax Assets	A	GL		24	249999	
9	OtherNon Other Noncurrent Financial Assets	A	GL		27	279999	
10	OtherNon Other Noncurrent Nonfinancial Assets	A	GL		23	239999	
11	Noncurr: Noncurrent Assets	A	GL		36	379999	
12	Noncurr: Noncurrent Receivables	A	GL		38	399999	
13	Investme Investment Account For Using Equity In	A	GL		29	299999	
14	Noncurr: Noncurrent Biological Assets	A	GL		28	289999	
15	CurrentAs Current Assets Abstract	S					
16	Inventorie Inventories	A	GL		30	359999	
17	CurrentTa Current Tax Assets	A	GL		440	445999	
18	OtherCurr Other Current Financial Assets	A	GL		447	449999	
19	OtherCurr Other Current Nonfinancial Assets	A	GL		46	499999	
20	CashAndC Cash And Cash Equivalents	A	GL		51	589999	
21	CurrentAs Current Assets Other Than Assets Or Disp	A	GL		446	446999	
22	Noncurr: Noncurrent Assets Or Disposal Groups Cls	S					
23							

The Financial Report Writer has an Excel Integration function that allows you to import and export report trees and the underlying report analysis codes.

When you import a report tree automatically, the system creates the underlying report analysis codes or updates the existing analysis codes. Excel integration is a powerful tool that lets you create many different reports in a short time and maintain report hierarchies.

## Column Group Maintenance

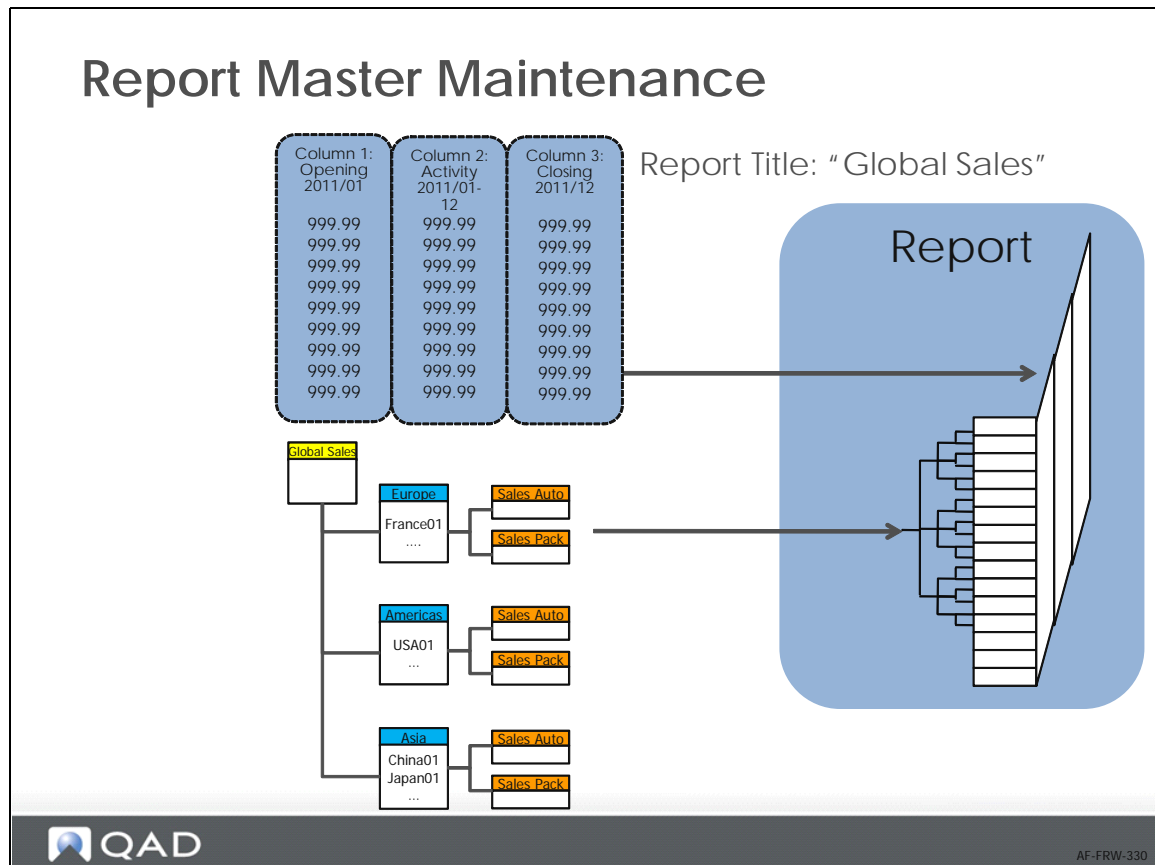


Use Column Group Maintenance to define the columns that you want to display on a report. For each column, you can define the type of content, for example, opening balances, closing balances, activities, quantities, and so on.

You can use columns to compare results with those of previous periods. You can create calculations using columns, and have separate columns for entities, cost centers, and so on. This allows side-by-side comparisons on a single report.

The Sales Report example uses three columns: the opening balance, the activity in the selected period, and a closing balance.

## Report Master Maintenance



Financial Report Run

# Financial Report Run


Processes x Financial Report Run - Viewer x

Filter | Viewer

New Filter Open Save Save As Delete Settings Layout Document Run Schedule

Search Conditions

Report Master Code	equals	Global Sales		+	x
Cube Name	equals	Corp01		+	x
CDA Type	equals			+	x
Filter Analysis Code	equals			+	x
From Year	equals	2011		+	x
To Year	equals			+	x
From Period	equals	2		+	x
To Period	equals			+	x

 QAD AF-FRW-350

# Global Sales Report

**Global Sales 2011/02**

Date: 12/18/20  
Time: 12:07:43  
Currency: USD

Report Analysis Code	Opening Balance	Activity 2011/02	YTD
Global Sales Global Sales	1,900,260.73	2,804,620.40	4,704,881.13
<b>Americas Americas</b>	<b>422,866.20</b>	<b>431,323.52</b>	<b>854,189.72</b>
Sales Auto Sales Automotive	238,300.12	241,028.12	477,328.24
Sales Packaging Sales Packaging	186,566.08	190,295.40	376,863.48
<b>Asia Asia</b>	<b>1,018,452.91</b>	<b>1,808,261.11</b>	<b>2,826,714.02</b>
Sales Auto Sales Automotive	588,455.69	1,010,466.81	1,578,922.50
Sales Packaging Sales Packaging	449,997.22	797,794.30	1,247,791.52
<b>Europe Europe</b>	<b>458,941.62</b>	<b>565,035.77</b>	<b>1,023,977.39</b>
Sales Auto Sales Automotive	256,459.28	315,745.32	572,204.60
Sales Packaging Sales Packaging	202,482.34	249,290.45	451,772.79

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# Product Information Resources

QAD offers a number of online resources to help you get more information about using QAD products.

[QAD Forums \(community.qad.com\)](http://community.qad.com)

Ask questions and share information with other members of the user community, including QAD experts.

[QAD Knowledgebase \(knowledgebase.qad.com\)\\*](http://knowledgebase.qad.com)

Search for answers, tips, or solutions related to any QAD product or topic.

[QAD Document Library \(www.qad.com/documentlibrary\)](http://www.qad.com/documentlibrary)

Get browser-based access to user guides, release notes, training guides, and so on; use powerful search features to find the document you want, then read online, or download and print PDF.

[QAD Learning Center \(learning.qad.com\)\\*](http://learning.qad.com)

Visit QAD's one-stop destination for all courses and training materials.

\*Log-in required

